



**Full User Manual  
and  
Quick Start Guide**



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EzBackup101 User Manual

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## Minimum System Requirements

- Microsoft Windows 2000 (with Service Pack 4), Windows XP (with Service Pack 2), Windows Vista
- 512 MB of free hard drive space
- 512 MB of RAM
- 800 x 600 minimum screen resolution

# Introduction

**EzBackup101** provides a simple and secure way to backup and restore the files and folders on your hard drive. It operates under Windows XP, Windows 2000/2003 and Windows Vista.

EzBackup101 can be used to backup your files and folders to any internal or external hard drive. It also allows you to archive your backup files to removable media, including writable CD-ROM and DVD disks and other removable media. EzBackup101 currently does not support flash media.

EzBackup101 makes backup very easy because it allows you to schedule backups that will run automatically.

Additionally, it offers you the option to backup manually at any time. If you have an external backup drive that is equipped with a one-touch activation button, you can initiate a backup by simply pressing the button on the drive.

This product manual uses the following conventions:

ALL CAPS for application-specific terms.

**BOLD CAPS** for required actions such as “click on **NEXT**”

Most actions in the software require that you click on the **NEXT** button to continue.

## **NAVIGATION NOTE:**

**Use the NEXT and BACK arrows to navigate through the program.** If at any time a function seems unavailable or cannot be activated, use the **BACK** arrow to navigate to a previous screen or to the EzBackup101 main screen and try the function again.

# EzBackup101 Quick Start Guide

This Quick Start Guide is designed to allow Windows users to get up and running quickly. However, there are features of EzBackup101 that are not explained in the Quick Start Guide. For additional information and more complete explanations, please refer to the complete user manual.

The Quick Start Guide and product manual use the following conventions: ALL CAPS for application specific terms, **BOLD** for required actions. Use the **NEXT** and **BACK** arrows at the upper right of the screen to complete an action or navigate away from (cancel) an action or a screen.

**Use the NEXT and BACK arrows to navigate through the program.** If at any time a function seems unavailable or cannot be activated, use the **BACK** arrow to navigate to a previous screen or to the EzBackup101 main screen and try the function again.

## Installing EzBackup101

1. Close any open applications. Insert the EzBackup101 installation disc into your CD-ROM drive. When the install screen appears, click **NEXT** to install EzBackup101 on your computer. Ignore any warnings you may receive from your anti-virus software.

If the install screen does not appear automatically, open My Computer and double-click on the CD-ROM drive icon to launch the EzBackup101 installer. Alternatively, you can right-click on the CD-ROM drive icon and select Explore. Find the Windows folder on the CD-ROM drive and open it. Inside you will find the EzBackup101 folder. Open this folder as well. Then double-click on the **setup.exe** file to start the installation.

**If you have purchased EzBackup101 from a web download**, double click on the downloaded file. The file will automatically unzip itself and your installation will begin immediately.

In the unlikely event that the installation does not begin automatically, you will need to manually start the install process. Locate the EzBackup101 folder on your hard drive. The EzBackup101 folder was created when you double clicked on the download file and will be found wherever you saved the original download file (often on your desktop). Open the EzBackup101 folder and double-click on the EzBackup101 **setup.exe** file to begin installation.

2. EzBackup101 will offer you the opportunity to activate your copy of the software. It is recommended that you activate EzBackup101 at this time. However, you can activate your copy of EzBackup101 at any time.

You can activate your EzBackup101 software at any time by selecting **ACTIVATE EzBackup101** from the Help menu.

**Users who purchase a license online will receive a license code by e-mail, sent to the e-mail address they used to register with.**

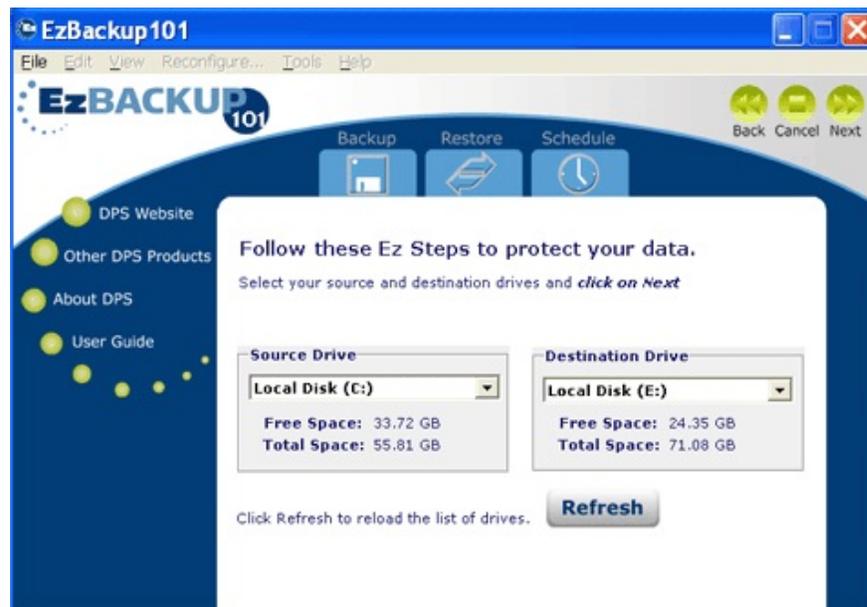
If you do not wish to activate at this time, select **CONTINUE** to continue with the trial. To exit EzBackup101, select **EXIT**.

3. If you chose to continue with the trial version, EzBackup101 will ask you to **REGISTER** your copy now. Please complete the brief registration form and click **OK** to continue. It is important to register your copy of EzBackup101 so that we may provide you with technical support during your trial period.

## Setting Up EzBackup101

After registering your copy of EzBackup101, you will see a prompt asking you if you would like to set up your SOURCE and DESTINATION DRIVES. Click **YES** to continue. EzBackup101 will now search your computer for available drives.

Two drop-down lists, one labeled SOURCE DRIVE and the other labeled DESTINATION DRIVE, will appear on screen. The SOURCE DRIVE is normally your internal drive C:\. The DESTINATION DRIVE is the drive you plan to use to store your backup files. For detailed information on archiving your backups to removable media, please refer to the full EzBackup101 manual section Archive to CD/DVD... Chapter 8.



Select your SOURCE and DESTINATION DRIVES from the lists and click **NEXT**. If either drive is not listed, check that the drive is properly connected and turned on.

If you have neglected to connect or turn on your external drive, do so now. Then click on the REFRESH button. This will give EzBackup101 an opportunity to recognize any newly attached or powered on drives and regenerate the drive lists. Select your drives and click **NEXT** to continue

EzBackup101 will not overwrite what is already on your DESTINATION drive. You may wish to check the amount of free space on your DESTINATION drive at this time to ensure that there is

adequate disk space to store your backup files.

If, after this initial set up, you need to go back and reconfigure the drives, you may do so by selecting RECONFIGURE from the main menu or CHOOSE DRIVES from the FILE menu. If the menu choice you wish is grayed out, click the back arrow located at the upper-right corner of the screen to return to the EzBackup101 main screen. All menu selections will again be available.

## Backing Up Your Files

Select one or more backup icons or click on SELECT INDIVIDUAL FILES at the bottom of the screen to begin backing up your files.



# EzBackup101 Full User Guide

## Chapter 1: Installing EzBackup101

Close any open applications. Insert the EzBackup101 installation disc into your CD-ROM drive. When the Install screen appears, click NEXT to install EzBackup101 on your computer.



In the unusual event that the install screen does not appear automatically, you can open My Computer and double-click on your CD-ROM drive icon to launch the installation screen. Or, you can right click on the CD-ROM drive icon and select Explore. When the Explore window appears, find the Windows folder on the CD-ROM drive and open it. Then find and open the EzBackup101 folder and double-click on the **setup.exe** file.

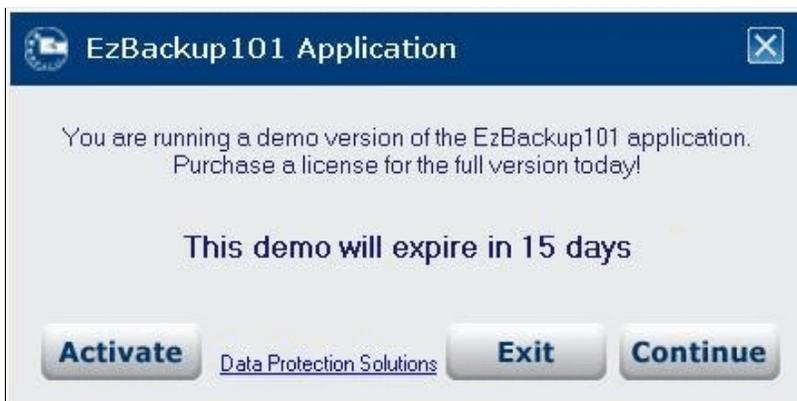
**If you have purchased EzBackup101 from a web download**, double click on the downloaded file. The file will automatically unzip itself and your installation will begin immediately.

**In the unlikely event that the installation does not begin automatically**, you will need to manually start the install process. Locate the EzBackup101 folder on your hard drive. The EzBackup101 folder was created when you double clicked on the download file and will be found wherever you saved the original download file (often on your desktop). Open the EzBackup101 folder and double-click on the EzBackup101

Follow the directions on the screen to continue with the EzBackup101 installation process. When the installation process is complete, click **FINISH**. The EzBackup101 application will launch automatically.

## Registering Your Copy of EzBackup101

When EzBackup101 launches, you will be given the opportunity to activate your copy. It is recommended that you activate your copy at this time.



**If you already have a license code and wish to register the software or if you wish to purchase a license code now, click **ACTIVATE**.**

If you wish to exit and shut down the program, click **EXIT**.

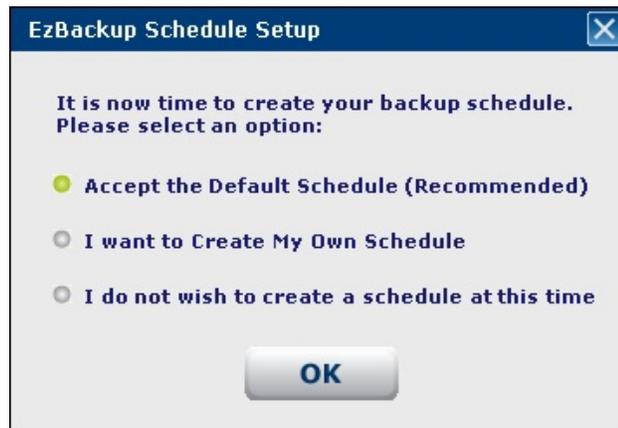
If you prefer to continue using the trial version of the software, click **CONTINUE**.

If you chose **CONTINUE** to continue with the trial version, EzBackup101 will ask you to register your copy of the software. Please complete the brief form and click **OK** to continue. It is important to register your EzBackup101 so that we may provide you with technical support during your trial period.

A screenshot of a registration form titled "Thank you for choosing EzBackup!". The text says: "Please register to use EzBackup. Complete the fields below and click OK." Below this is a link: "Why do I need to register?". There are three input fields: "First Name:", "Last Name:", and "Email:". At the bottom, there are two buttons: "OK" and "Cancel". At the very bottom, it says: "DPS will not share your information with third parties."

When you have completed the EzBackup101 activation and/or registration process, a small window will appear called EzBACKUP SCHEDULE SETUP. This window provides the option to continue with the factory default settings, create your own schedule or create no schedule.

**It is recommended that you select the DEFAULT SCHEDULE option at this time.** If you wish to change this setting later, you may click on the SCHEDULE tab on the main screen to modify your selection at any time. (See Chapter 6.)



### Accept Default Schedule

If you accept the factory set default schedule, EzBackup101 will run a backup of **All New and Modified Files** every day at 4:00 P.M.

The Default Schedule is locked and no changes can be made to it. If you would like to set up a schedule for your backups, you may create new schedules by selecting the option CREATE MY OWN SCHEDULE.

### Create My Own Schedule

If you choose to create your own schedule, you will be taken to the SCHEDULE SCREEN where you can set up a schedule. You will be able to select the files you wish to backup and the time(s) you want backups to take place.

### Create No Schedule At This Time

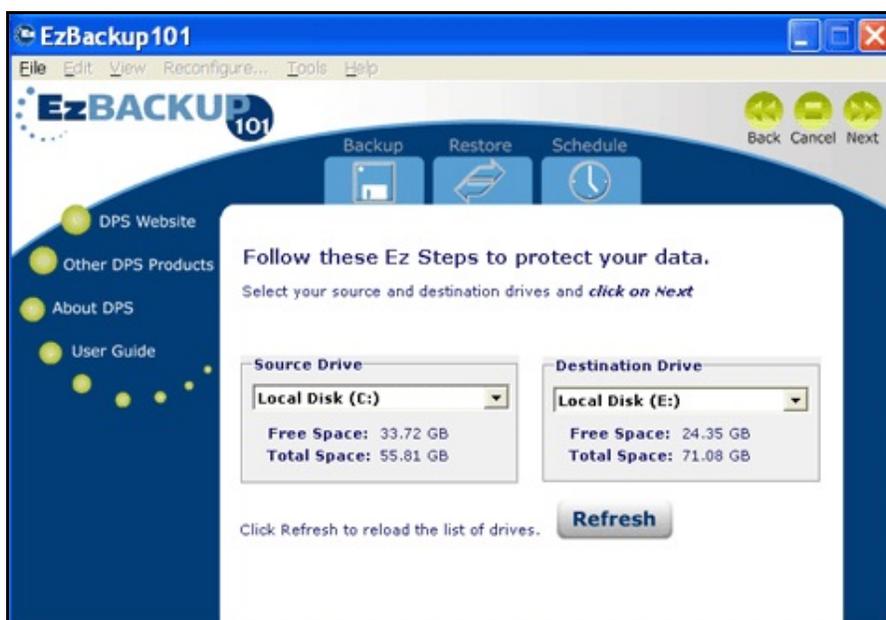
If you choose not to create a schedule at this time, no automatic backups will be carried out. You may create a backup schedule at a further time simply by clicking on the SCHEDULE tab, or a manual backup may be performed at any time.

## Chapter 2: Setting Up EzBackup101

### Choosing Your Drives

Before you begin to schedule backups, EzBackup101 will require you to verify that the drives it has automatically selected as your SOURCE and DESTINATION DRIVES are, in fact, the correct drives. Two drop-down lists, one labeled SOURCE DRIVE and the other labeled DESTINATION DRIVE, will appear on screen. The SOURCE DRIVE is normally your internal drive C:\. The DESTINATION DRIVE is the drive you plan to use to store your backup files. For detailed information on archiving your backups to removable media, please refer to Archive to CD/DVD in Chapter 8.

The DESTINATION drive in the example below is E:\. However your destination drive letter may be different depending on the number and arrangement of drives on your computer.



If a drive you want to select is not displayed as an option in the appropriate drop-down list, check that the drive is properly connected and turned on. Also, check in My Computer to see if Windows has recognized the drive and lists it among your other drives.

If you have neglected to connect or turn on your external drive, do so now. Then click on the REFRESH button. This will give EzBackup101 an opportunity to recognize any newly attached or powered on drives and regenerate the drive lists. Select your drives and click **NEXT** to continue.

## Reconfiguring Drives

If, after this initial set up, you need to go back and reconfigure the drives, you may do so by selecting RECONFIGURE from the main menu or CHOOSE DRIVES from the FILE menu. If the menu choice you wish is grayed out, click the back arrow located at the upper-right corner of the screen to return to the EzBackup101 main screen. All menu selections will again be available.

Click the **RECONFIGURE** menu or **CHOOSE DRIVES** option from the File Menu, and change your drives.



## Chapter 3: Navigating through EzBackup101

All navigation through EzBackup101 is done from the MAIN SCREEN. There are three function tabs at the top of the screen:

- **Backup**
- **Restore**
- **Schedule**

Click on one of the three tabs at the top of the screen to select the function you wish to perform.



### To Exit EzBackup101

If you wish to exit the EzBackup101 application, select EXIT from the FILE menu. **You cannot exit EzBackup101 by simply clicking on the X in the right hand corner.** EzBackup101 will not close. It will simply minimize and remain in your system tray.

# Chapter 4: Backing Up Files and Folders

## Selecting Files and Folders for Backup

EzBackup101 provides two different methods for selecting files for backup.

- **Backup by File Type** (select entire groups of files by type)
- **Select Individual Files Options** (select individual files and folders)

### Backup by File Type

The easiest way to select files for backup is by file type. There are five file type icons:

#### DOCUMENTS

This includes all document files that have been saved to your hard drive. EzBackup101 defines **documents** as those files created by applications such as word processing, spreadsheet, presentation etc. programs. Examples of these might be Microsoft Word, Excel and PowerPoint documents. All documents ending in the following extensions will be included in this backup:

.doc, .docx, .xls, .xlsx, .ppt, .pptx, .xsn, .xsf, .one, .onepgk, .pub, .wpd

#### EMAIL

This includes all files created by the Microsoft Outlook email program. Email files created by any other email program which stores files locally on your hard drive can be backed up using the SELECT INDIVIDUAL FILES option.

#### PHOTOS

This includes all photographs and images saved on your hard drive such as those stored in your "My Pictures" folder and any other folders with images. All images ending in the following extension will be included in this backup:

.gif, .jpg, .jpeg, .jpe, .png, .bmp, .tiff, .tif, .iw, .wmf, .emf, .psd, .dng, .tga, .raw, .pcd, .pcx, .pct, .pict, .emf, .fpx.

#### MUSIC

This includes all music files saved on your hard drive such as iTunes library and My music folder. All music files ending in the following extension will be included in this backup:

.mp3, wma, .wax, .wmx, .wpl, m4a, .aac, .cda, cdda, .wav, wave, .mid, midi, rmi, .ra, .rm, .ram, m4p, .m4b, .mp2, mpa, .aif, aiff, .aifc, av, snd, amr, .qcp, .au, .snd, .amr, .qcp, .nfo.

#### VIDEO

This includes all video files saved on your hard drive.

All documents ending in the following extension will be included in this backup

.mpeg, .mpg, .mpe, .mv1, .mp2, .mpv2, .mp2v, .m2v, .mpa, .m4v, .avi, .wmv, .wvx, .wm, .wmd, .wmx, .wmz, .mov, .rm, .swf, .qt, .qtm, .qts, .dvr- ms, .asf, .3gp, .3g2, .mp4, .rm.

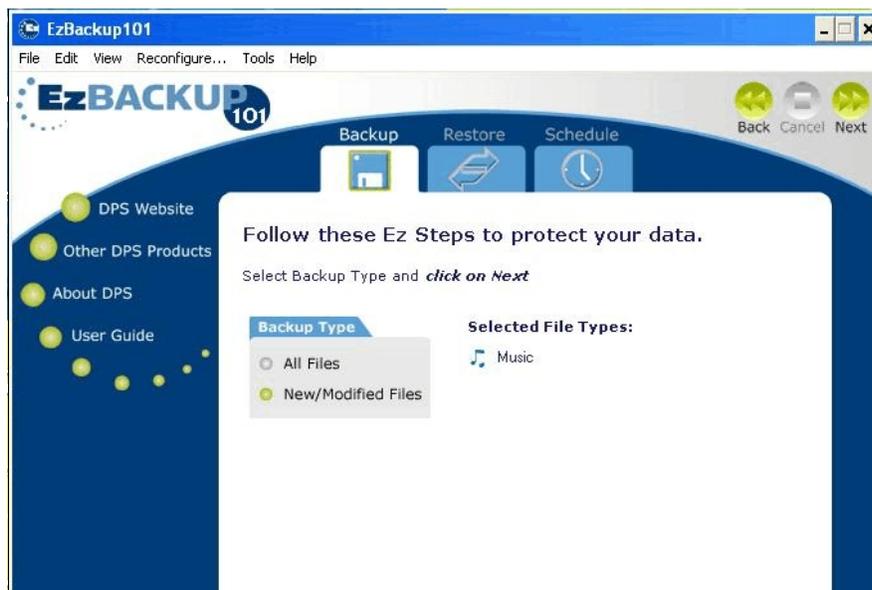
## Selecting the File Types for Your Backup

To select your files by FILE TYPE, click on the FILE TYPE icon or icons which represent the type of files you wish to back up. You may need to scroll to the right to see all of the FILE TYPE categories. To select more than one icon, simply click on one icon then hold down the CTRL key on your keyboard and click on one or more additional icons. The selected FILE TYPE icon or icons will be highlighted. Click **NEXT** to continue.



The BACKUP TYPE Screen will appear and show two options:

- All Files
- New/Modified Files



## All Files

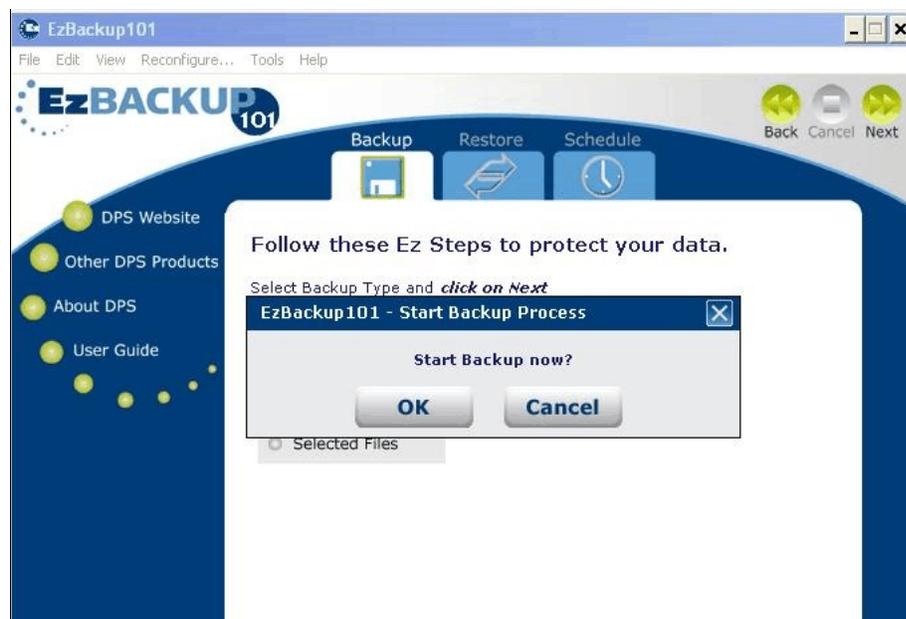
EzBackup101 will back up all of the files that match the File Type(s) you have selected.

Once you tell it what to do, EzBackup101 works automatically in the background and will not interrupt your work. However, EzBackup101 can back up only those files that have been saved to your hard drive. Some applications, such as certain database programs, work primarily in memory, saving their data only occasionally to the drive. **To ensure the highest level of data protection, close as many active applications as you can and make sure that all open files have been saved to your hard drive before allowing the backup to run.**

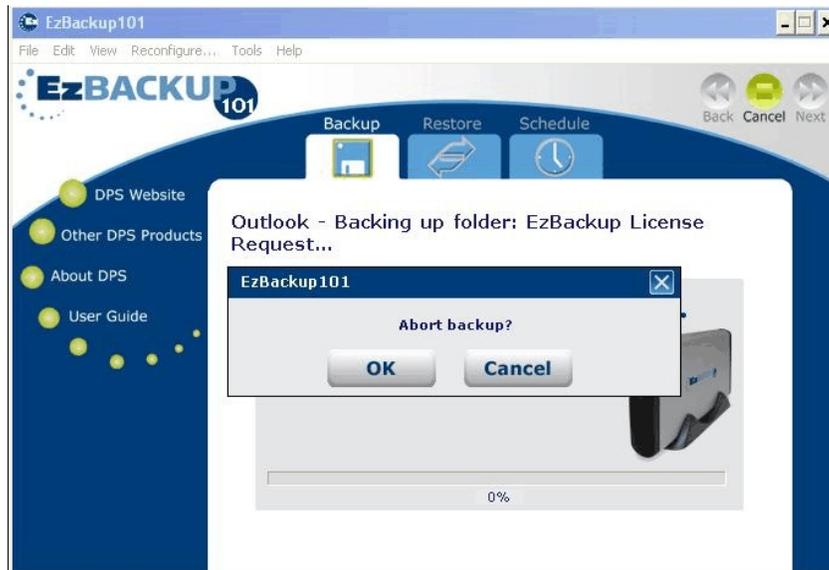
## New/Modified Files

EzBackup101 will back up only files that match the File Type(s) you have selected which have been added or changed since your last backup. **To ensure the highest level of data protection, close as many active applications as you can and make sure that all open files have been saved to your hard drive before allowing the backup to run.**

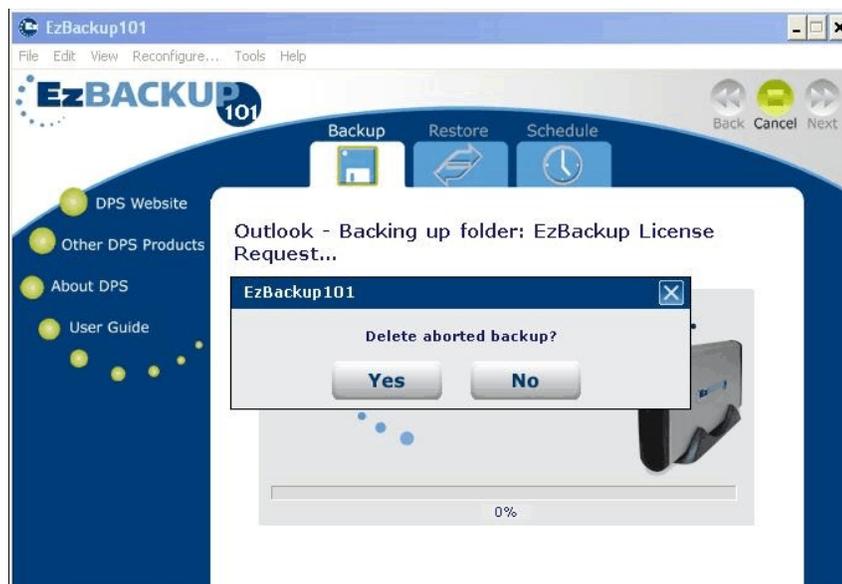
Select the appropriate radio button for the type of backup you prefer and click **NEXT** to continue. EzBackup101 will ask if you wish to start your backup process. Click **OK** to run your backup.



If you click CANCEL while the backup is in progress a window will appear asking if you would like to abort backup. Click OK if you wish to stop the backup at this time. Click Cancel if you wish to continue backing up your files.



If you decide to abort your back up, EzBackup101 will ask if you wish to delete the aborted backup. If you click YES, EzBackup101 will delete all files that have been backed up so far on the destination drive. If you click NO, files that have been backed up so far will be saved.



## Select Individual Files

If you wish to backup one or more specific files, click on the SELECT INDIVIDUAL FILES link (bottom right corner of the main screen) without selecting any of the File Type icons.

The SELECT INDIVIDUAL FILES selection does not work in conjunction with the FILE TYPE icons. You may select **either** SELECT INDIVIDUAL FILES **or** one or more of the FILE TYPE icons.

The FILE SELECTION AND JOB LIST screen provides an easy way to select individual files and folders for backup. It also makes it possible to save these selections so that they may be used again, eliminating the need to individually select these groups of files and/or folders each time you wish to perform a backup of these files/folders. Refer to chapter 5: Selecting Files and Using Job Lists.



## Chapter 5: Selecting Files and Using Backup Job Lists

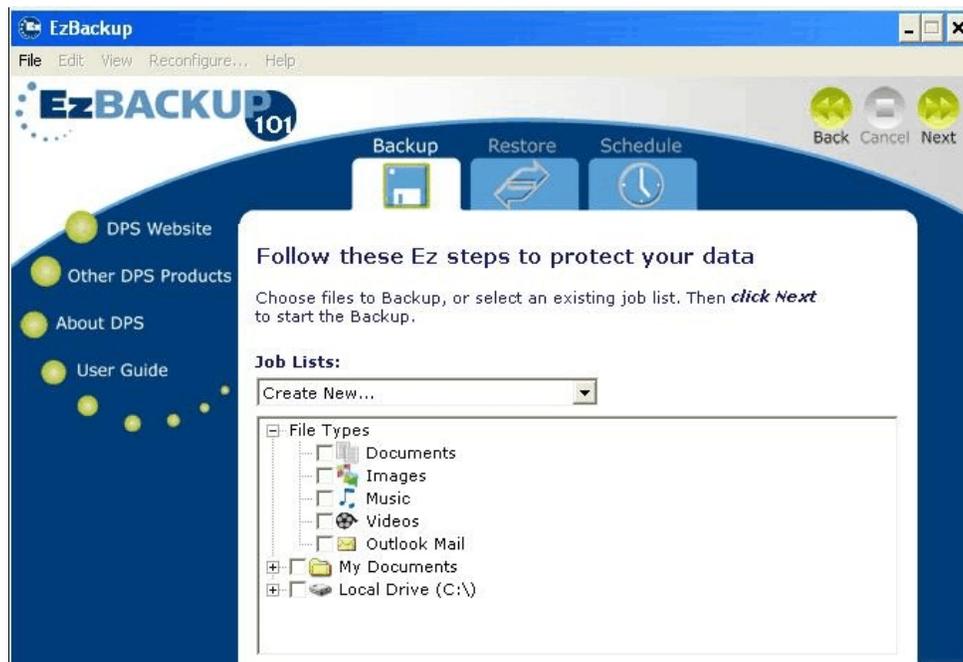
You may select files for one time backup or save JOB LISTS of files that you can use again and again. JOB LISTS can be used to simplify and speed up the file selection process for your selected files backups.

Select the **BACKUP** tab from the EzBackup101 MAIN SCREEN. Click on **SELECT INDIVIDUAL FILES OPTIONS** (bottom right) from the BACKUP SCREEN. Select **SELECTED FILES** and click **NEXT**.

The FILE SELECTION AND JOB LIST screen provides an easy way to select individual files and folders for backup. It also makes it possible to save these selections so that they may be used again, eliminating the need to individually select these groups of files and/or folders each time you wish to perform a backup of these files/folders.

The JOB LIST drop down list contains your existing saved JOB LISTS and offers the option to CREATE NEW JOB LIST. Each time you select individual files/folders for a backup, EzBackup101 creates a JOB LIST containing these files/folders and saves it. You can select this JOB LIST and use it again whenever you wish to backup these particular files/folders. Or, you can delete it and remove it from your JOB LIST drop down list. See removal instructions below.

The main panel displays the contents of your entire SOURCE DRIVE (normally C:\). In addition, there is a separate list of only those files and folders in your My Documents folder, plus icons indicating the available FILE TYPES that you can add to a BACKUP JOB LIST.

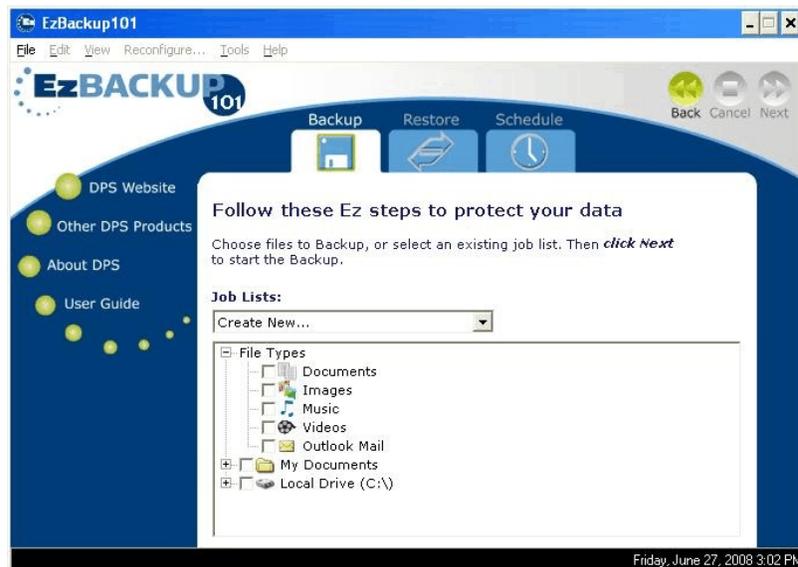


## Creating a Job List

To navigate to the JOB LIST screen, click on the SELECT INDIVIDUAL FILES option from the BACKUP tab, and click on the radio button next to SELECTED FILES. To add items to an existing JOB LIST or create a new JOB LIST, under JOB LISTS header, select your choice from the drop down menu.

You may choose CREATE NEW if you are creating a new job list, or if you want to do a one time backup for certain files. You can also select the name of an existing job list to access a specific job list.

Under the JOB LISTS drop down menu, you can select the files that you wish to back up under this job list. Click on the box in front of the item or items you wish to backup. For example, click on the box in front of the VIDEOS icon to select all of your videos for backup. Or, click on the boxes in front of both VIDEOS and MUSIC to select all of your video files *and* all of your music files to your BACKUP JOB LIST. You cannot select individual files and folders within FILE TYPE categories. To select individual files and folders, you must use the SOURCE DRIVE or MY DOCUMENTS option.



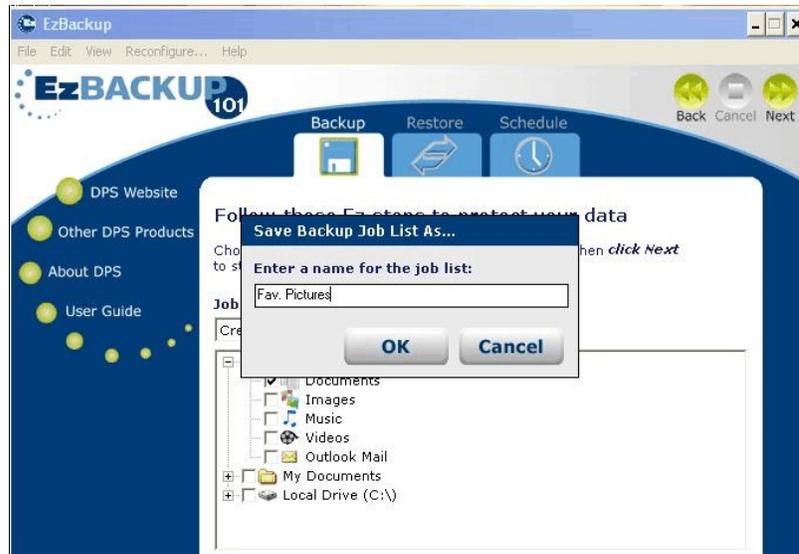
Click on the box in front of MY DOCUMENTS to select all files within the MY DOCUMENTS folder. Click on the box in front of LOCAL DRIVE to select all files (that can be copied) on your SOURCE drive.

To select individual files and folders from within either the MY DOCUMENTS folder or the LOCAL DRIVE, click on the plus (+) sign in front of the item to expand the view of the item's contents so that you can see a list of the files and folders within. Click on the plus (+) sign in front of folders to expose individual files. Click on the box in front of any files or folders you wish to backup to select them.

When you select an individual file, you will see that, not only the file, but all of the folders and subfolders that contain it are also selected. This provides an easy way to ensure that you are selecting the correct file. It does not indicate that all of the contents in a folder or folder will be backed up. If you wish to backup the entire contents of a folder, simply click the plus sign (+) in front of that folder and do not select any specific files within the folder.

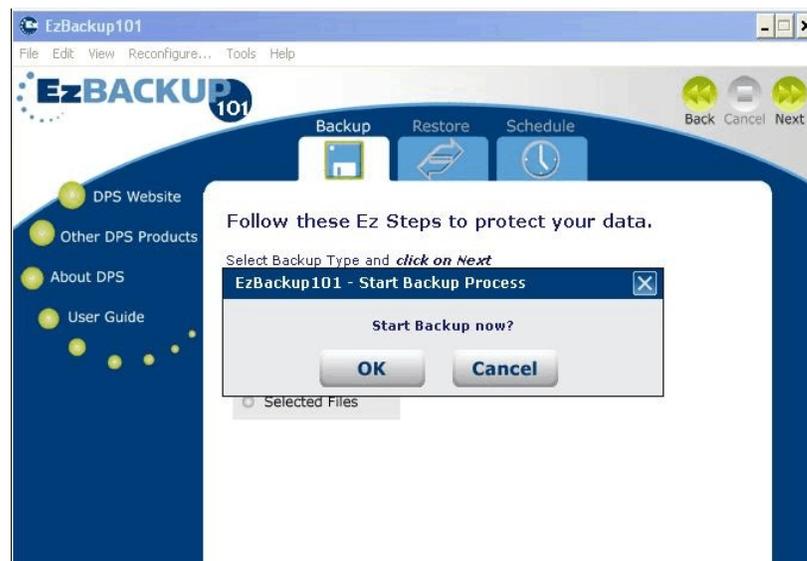
When you have finished selecting items for backup, click **NEXT** to continue.

When the “SAVE BACKUP JOB AS” window appears. Enter a name for the job list you are creating. Click **OK**.



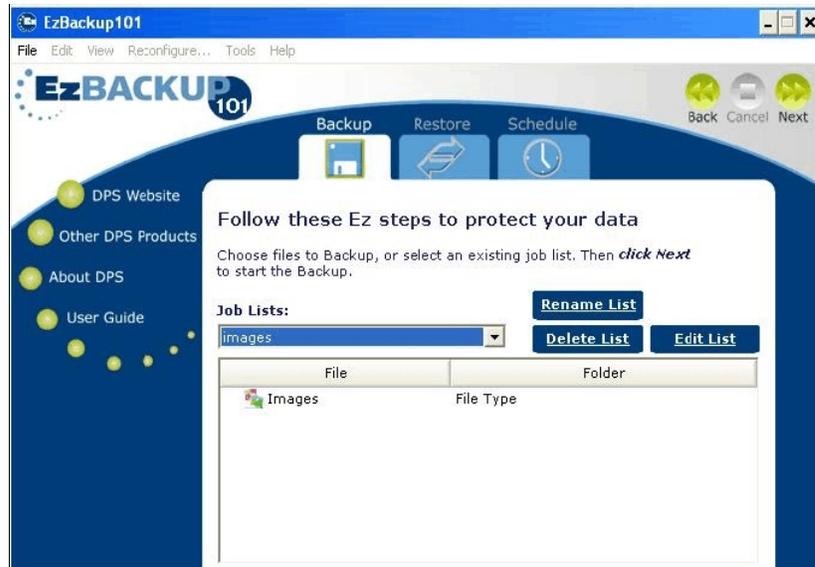
EzBackup101 will ask if you would like to start the backup process now. Click **YES** to start the backup process or click **CANCEL** if you wish to cancel the backup.

If you save this job list as **Fav. Pictures**, for example, the name **Fav. Pictures** will appear in the drop down list with all your other saved BACKUP JOB lists. You can now select this **Fav. Pictures** list by name whenever you wish to run a manual backup or schedule an automatic backup which includes this list of items. BACKUP JOB LISTS can be viewed, modified, and deleted as often as necessary to best suit your backup needs.



## Rename, Delete or Edit a Job List

To rename, delete or edit a an existing JOB LIST, choose the JOB LIST you wish to modify from the JOB LIST drop down menu.



### Rename a Job List

(To navigate to the JOB LIST screen, click on the **SELECT INDIVIDUAL FILES OPTIONS** from the **BACKUP** tab and click on the radio button next to **SELECTED FILES**.)

Select a job from the JOB LISTS drop down list. Click on **RENAME LIST**. A window appears with your current job list name. Replace this text with the new name you want to give this list. When done click ok. EzBackup101 will ask you if you want to save the list with the new name, click **YES** to continue.

### Delete a Job List

(To navigate to the JOB LIST screen, click on the **SELECT INDIVIDUAL FILES OPTIONS** from the **BACKUP** tab and click on the radio button next to **SELECTED FILES**.)

Select a job from the JOB LISTS drop down list. The selected files in this JOB LIST will appear in the main panel. Review the files to make sure this is the list you wish to remove. Click on the **DELETE LIST** button. A message will appear asking you to verify that you wish to delete this JOB LIST. Click **OK** if you wish to delete the list.

It is not necessary to select individual items in the JOB LIST to perform a delete operation. Simply select the JOB LIST from the drop down list and click **DELETE LIST**.

## Edit a Job List

(To navigate to the JOB LIST screen, click on the **SELECT INDIVIDUAL FILES OPTIONS** from the **BACKUP** tab and click on the radio button next to **SELECTED FILES**.)

Select a job from the JOB LISTS drop down list. The selected files in this JOB LIST will appear in the main panel. Click on the EDIT LIST button.

It is not possible to add or remove items in a JOB LIST from the JOB LIST main panel. See instructions below to make changes.

A list similar to the one you used to create the JOB LIST will appear. All the files and folders in the JOB LIST you have selected will have a green box in front them. Find the files and folders you wish to remove from the list and click the green box in front of these items to deselect them. To add an item to the list, click on the box in front of that item to select it.

Click **NEXT** to initiate a backup of the items in your edited JOB LIST. EzBackup101 will run your backup and automatically save the changes to the JOB LIST. It is necessary to perform a backup using your edited list in order for the changes you have made to be saved.

## Chapter 6: Scheduling File Backups

EzBackup101 provides a variety of backup scheduling options. It allows you to store up to eight (8) unique backup schedules. You determine when and how often EzBackup101 will execute your backups by creating backup schedules.

Once created, each backup schedule will be automatically executed at the time you have selected for it. For example, you may schedule a backup of all new and modified files for every day at 6:00 P.M. In addition, you may schedule a backup of selected files at 10:00 A.M., another at 12:00 P.M., another at 2:00 P.M. and another at 4:00 P.M. In this scenario, your backup list would include five separate backup schedules, each of which would run automatically at the appointed time.

**Scheduled backups will only run if EzBackup101 is running. EzBackup101 is set up to launch automatically when Windows starts up and run in the background. In order to run your scheduled backups, EzBackup101 must be allowed to launch at startup.**

**If you disable EzBackup101 from launching at startup, you must remember to manually launch the program before your backup is scheduled to take place.**

To know if EzBackup101 is running, look for the EzBackup101 icon in the system tray. This icon will always appear even if EzBackup101 is running in background mode. If the EzBackup101 icon is visible in the system tray, then EzBackup101 is running and your scheduled backups will run.



Backup schedules can be modified, disabled, or permanently deleted according to your needs.

To access the SCHEDULE options, click on the **SCHEDULE** tab from the main menu. The SCHEDULE OPTIONS screen offers three options:

- **Create New Schedule**
- **View or Modify Current Schedule**
- **View the Default Schedule**

Select an option and click **NEXT** to continue.

EzBackup 101 comes with two preset (default) schedules. These schedules cannot be deleted or modified. If you wish to use a different schedule you must create a New Backup Schedule.

**Default Schedule** is set to backup any new files and files which have been modified since the last backup at 4:00 P.M. every day.

**Push Button Backup** is set to backup all new and modified files any time the activation button on the backup drive is pushed. This only works with backup drives that have an activation button.

## Create New Backup Schedule

EzBackup101 allows you to create up to eight (8) unique backup schedules.

Click on the **SCHEDULE** tab. Select **CREATE NEW SCHEDULE**. The **BACKUP TYPE** screen will appear. Click the radio button for the type of backup you wish to create from the **BACKUP TYPE** list. **BACKUP TYPE** choices are: **ALL FILES**, **NEW/MODIFIED FILES**, and **SELECTED FILES**.

- **All Files**
- **New/Modified Files**
- **Selected Files**

### All Files

Select **ALL FILES** if you wish to backup all the files (which can be copied) on your hard drive.

### New/modified Files

Select **NEW/MODIFIED FILES** if you wish to backup all the files which have changed or been added since your last backup.

### Selected Files

Select **SELECTED FILES** if you wish specify exactly which files, folders and/or **FILE TYPES** should be backed up.

Click on a radio button to select which type of backup you wish to schedule. Two additional boxes will appear: **FREQUENCY** and **START AT**.

## Frequency List

The **FREQUENCY LIST** allows you to choose how often you would like your backups to take place. Select one of the choices from the **FREQUENCY LIST**.

If you select **DAILY**, **WEEKLY**, **MONTHLY** or **ONE TIME ONLY**, you will be required to select a time from the **START AT** box at the bottom of the screen.

If you select **WEEKLY**, a **DAY** box will appear listing the days of the week. Click on the radio button for the day you wish to select.

If you select **MONTHLY**, the **START AT** box will display both a **TIME** drop down list and a **DATE** drop down list. Select the hour and date you wish your backup to run from these drop down lists.

## Upon Event

Under the FREQUENCY heading, EzBackup101 offers the unique ability to schedule a backup to happen UPON EVENT. This feature allows you to select an event which, when it occurs, triggers an automatic backup. If your BACKUP DRIVE is not always connected or you are not able to guarantee that the computer or BACKUP DRIVE will be powered on at a specific time, you may wish to have a particular event trigger the start of a backup. You can schedule EzBackup101 to run a backup whenever one of the following events occur.

### USB Connection

EzBackup101 will launch a backup whenever your computer senses that your external USB BACKUP DRIVE has been connected (or powered on).

### Button Pressed

Some external drives feature an auto-launch push button (not the on/off switch.) EzBackup101 can be set to launch whenever that auto-launch button is pressed.

### System Shutdown

EzBackup101 can be set to run a backup whenever Windows receives a Shut Down command. (This will not be triggered by a Restart.)

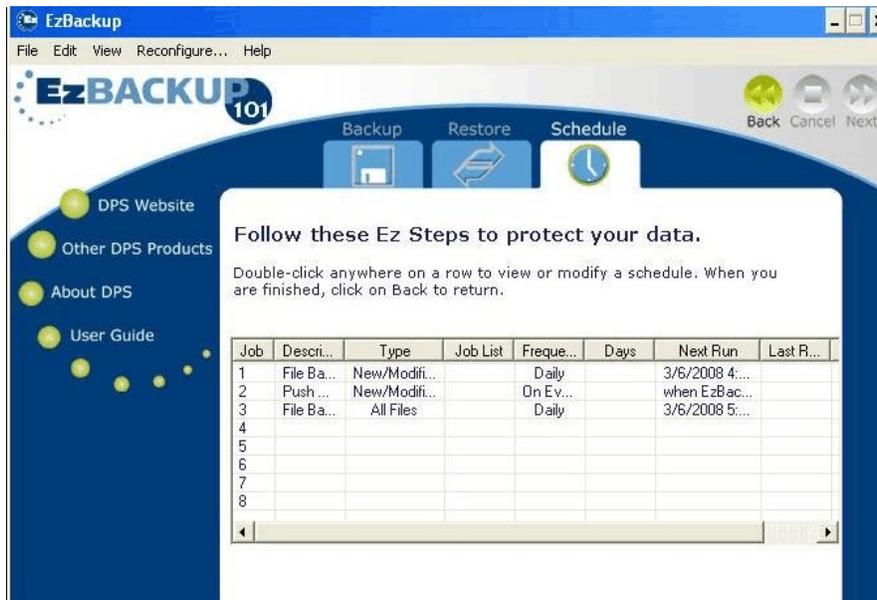
When you have made all of the necessary FREQUENCY selections, click **NEXT** to save your SCHEDULE. Your new SCHEDULE will be assigned the next available number. For example, if you already have two existing SCHEDULES, EzBackup101 will assign your new SCHEDULE the name Schedule No. 3.



Click **YES** to save the new SCHEDULE. EzBackup101 will now prompt you to name the SCHEDULE. You may enter a descriptive name, such as "Monday Schedule" or "Afternoon Backup" that you will easily recognize or simply leave the default name of "File Backup" that is already in the box.

## View an Existing Schedule

You can view the details of your scheduled backups, make changes, or delete a schedule completely. Click on the **SCHEDULE** tab, select **VIEW OR MODIFY CURRENT SCHEDULE** and click **NEXT**. The SCHEDULE LIST screen will appear and display all of your current schedules.

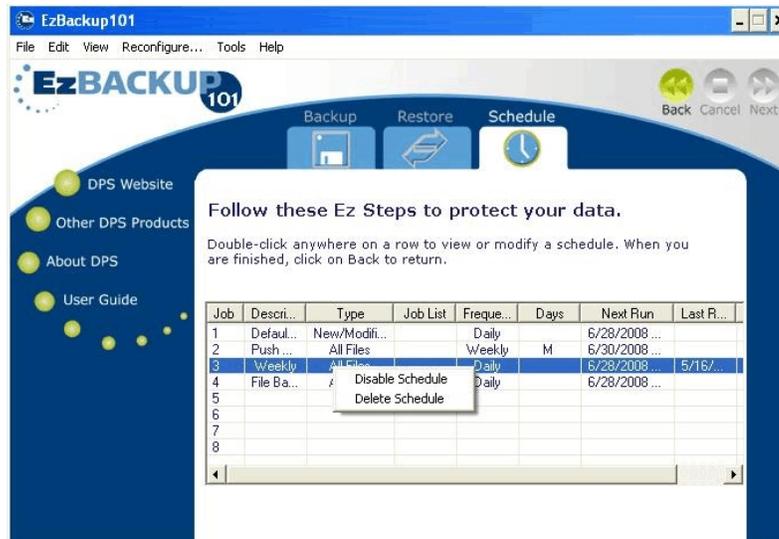


## The Schedule List

Each line in the SCHEDULE LIST represents an existing schedule and indicates the type of schedule, how often the schedule executes, what days (if applicable) it is set to run, when it executed last, when it will execute next, and the current status of the schedule. Each schedule displayed in the SCHEDULE LIST will automatically execute at its designated time (unless it is disabled).

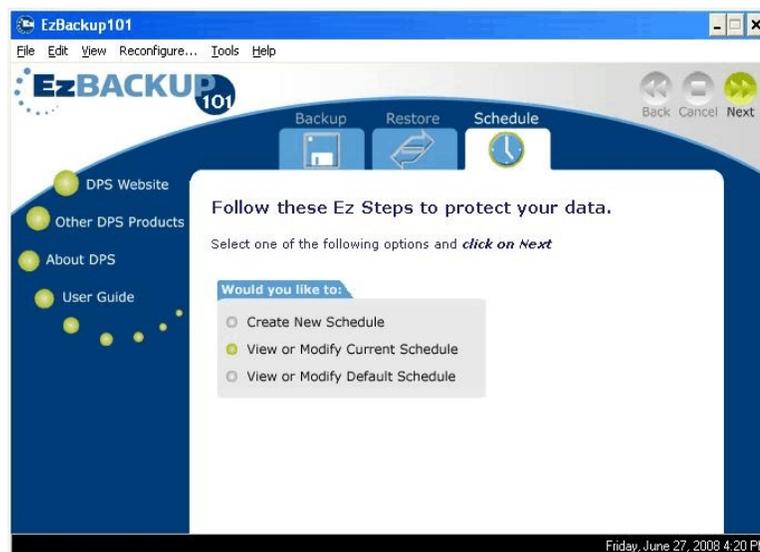
## Delete Disable or Enable a Schedule

Select the line schedule you wish to modify. **Right-click** on a line to temporarily **DISABLE**, **re-ENABLE** or permanently **DELETE** that schedule.



## View or Modify Current Schedule

To view or modify your current schedules, click on the **SCHEDULE** tab, select **VIEW OR MODIFY CURRENT SCHEDULE**, and click **NEXT**.

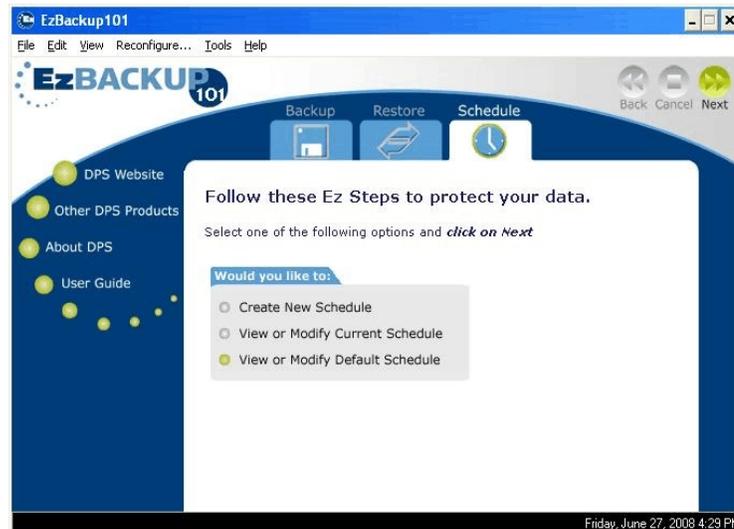


The Schedule list opens. To modify the setting on a schedule, **double-click** the schedule or select it and click **NEXT**. On the modify window, make the desired changes to the schedule and click **NEXT**. EzBackup will ask if you want to save the changes. Click **Yes** to save.

## Modify the Default Schedule

EzBackup101 includes a **FACTORY DEFAULT BACKUP SCHEDULE** that is set to backup New and Modified files every day at 4:00 P.M. EzBackup101 will run the backup every day at 4:00 P.M. and back up all files that have been added or changed since your last backup.

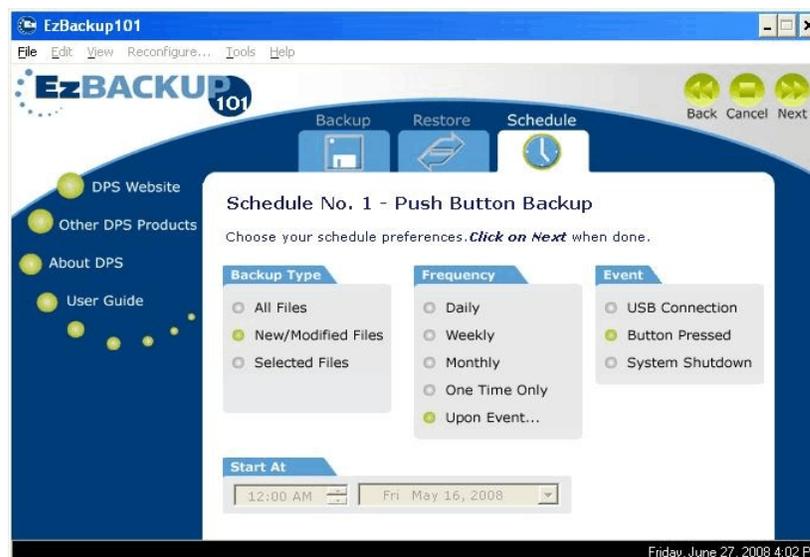
To view only the **DEFAULT BACKUP SCHEDULE**, you can click on the **SCHEDULE** tab, select **VIEW OR MODIFY DEFAULT SCHEDULE**, and click **NEXT**.



## Modify the Push Button Backup Schedule

EzBackup101 includes a factory set **PUSH BUTTON BACKUP SCHEDULE** that is set to backup New and Modified files anytime you push the activation button on your backup drive. This function requires that you have an external drive outfitted with an activation button to operate. You can view the details of the schedule for your Push Button Backup, make changes, or delete it. If you do not have this function on your external drive or do not wish to use this backup option.

To access the Push Button backup Schedule. Click on the **SCHEDULE** tab, select **VIEW OR MODIFY CURRENT SCHEDULE** and click **NEXT**. The **SCHEDULE LIST** screen opens and displays all of your current schedules.



## Chapter 7: Restoring Files and Folders

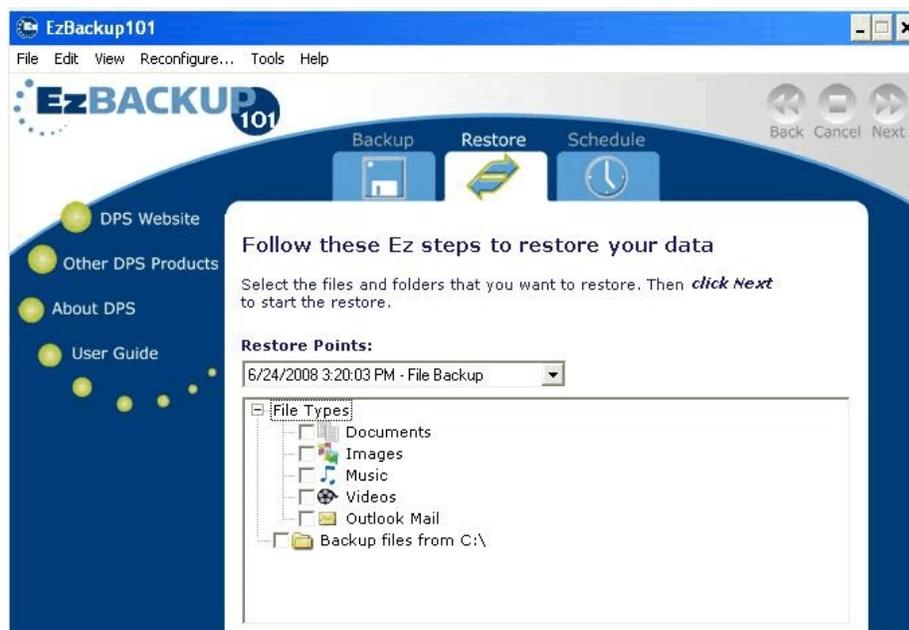
EzBackup101 makes it easy to restore files and folders from your backup drive.

To restore files from your backup drive, click on the **RESTORE** tab. The RESTORE SCREEN will appear.

The RESTORE SCREEN contains a RESTORE POINTS drop down list and a list which reflects the contents of your backup drive.

Select the restore tab. Then, click on the drop down list to choose a restore point. A restore point contains the data saved on a specific drive or at a specific time. By choosing a restore point, you can restore a file or folder to the way it was on a specific date.

To start the restore process, click on the drop down RESTORE POINTS menu, and choose a restore point. Click on a box in front of an item to select the files and/ or folders you wish to restore from this list. You may need to click on the plus sign (+) in front of an item to expand it and reveal its contents so that you can navigate to the required items.



When you have select the files and/or folders you wish to restore, click **NEXT** to include these items in your list of items to be restored. EzBackup101 will ask if you wish to begin to restore the selected files. Click **NEXT** to continue. Click **OK** when prompted to restore the selected files. Click **CANCEL** if you wish to cancel the restore operation.

If you wish to search for all Restore Points for a file, you can do this by clicking on the VIEW STORE COPIES OF A FILE option from the Tools menu. Refer to View Store Copies of a File in Chapter 8.

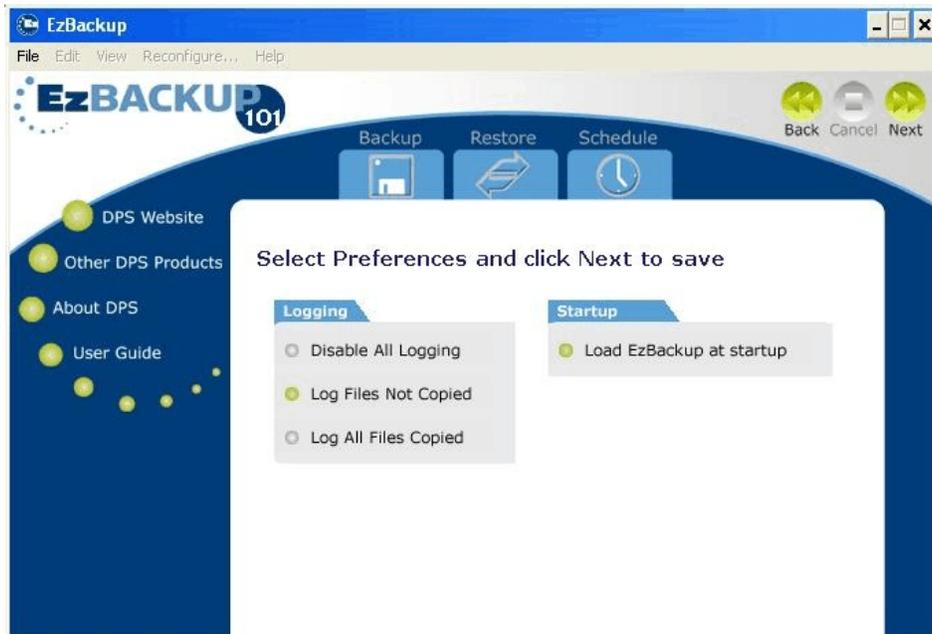
## Overwriting Existing Files

If a copy of the file or folder to be restored already exists on your SOURCE DRIVE (usually the C:\), EzBackup101 will ask if you wish to replace that file or folder. Click **YES** to replace the existing item, **YES TO ALL** to replace all existing items, **NO** to skip the current item, or **NO TO ALL** to skip all items (cancel the restore).

## Chapter 8: Main Menu Items

### Preferences

Certain EzBackup101 functions can be controlled through the PREFERENCES SCREEN. To open the PREFERENCES SCREEN, select EDIT from the EzBackup101 main menu choices at the top left of the screen and select **PREFERENCES**. The following options are available:



### Startup

EzBackup101 is set by default to load when Windows starts up. If you prefer to launch EzBackup101 manually, deselect the **Load EzBackup at startup** option.

### Logging

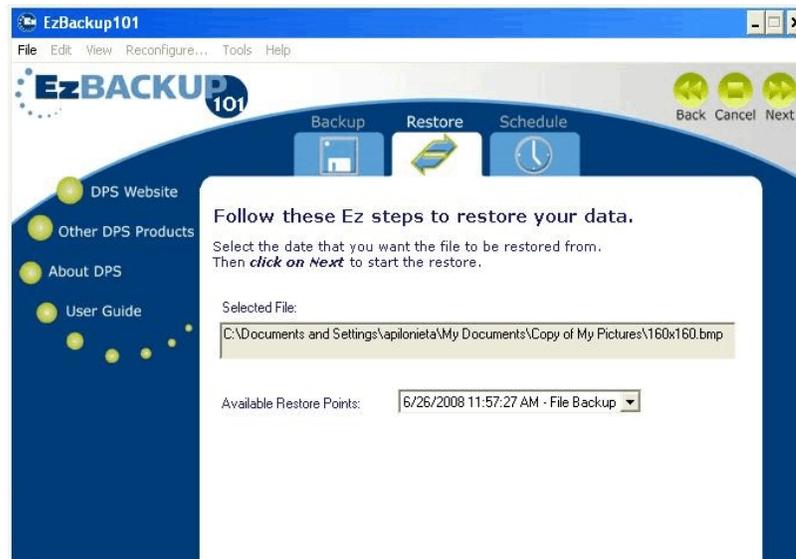
Backup101 automatically tracks activity whenever EzBackup101 is running. There are three options to control how much information EzBackup101 can write to the log.

- **Disable All Logging**  
All logging activity will be suspended.
- **Log Files Not Copied**  
EzBackup101 will maintain a log of only those files that were scheduled to copy but did not copy
- **Log All Files Copied**  
EzBackup101 will maintain a log of all the files actually copied in each backup.

## Tools

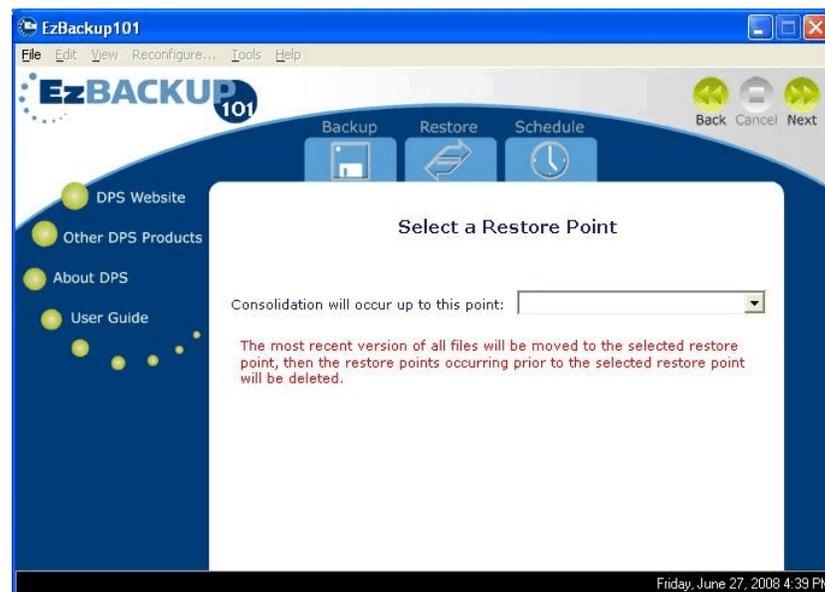
### View Stored Copies of a File

EzBackup101 gives you the option to search for every saved copy of a file. Click on **VIEW STORED COPIES OF A FILE** on the tools menu. Select the file you wish to restore and click **NEXT**. EzBackup101 will search your backup files and folders and show you all available restore points which include a copy of that file.



### Consolidate Restore Points

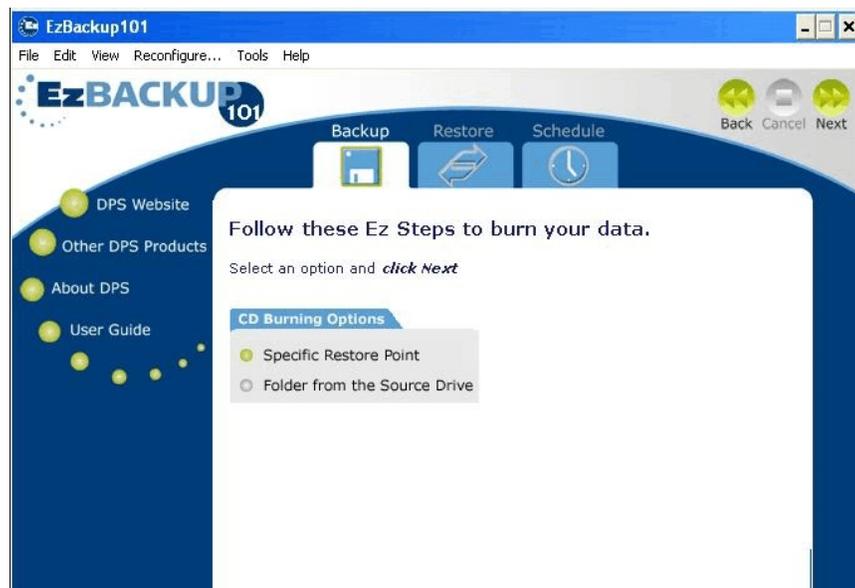
EzBackup101 keeps each backup separated by dates. If you wish to combine all the restore points into a single one, choose this option from the tools menu, then choose the date range you wish to consolidate and click **NEXT**. The most recent version of all files will be moved to the selected restore point, then the restore points occurring prior to the selected restore point will be deleted.



## Archive to CD/DVD

EzBackup101 gives you the option to archive files or restore points to a removable media such as CD or DVD. To do this, insert a writable CD/DVD into your CD/DVD tray. Select the **ARCHIVE TO DISK** option from the Tools menu.

Select whether you want to copy an entire Restore Point or if you want to copy a Folder from your Source Drive to a CD/DVD.



### Specific Restore Point

To copy a specific restore point to a CD/DVD, click on the radio button next to the SPECIFIC RESTORE POINT option, Click **NEXT** to continue. Select from the drop down list menu the restore point you wish to burn and click **NEXT**, your archive will start automatically.

### Folder from the Source Drive

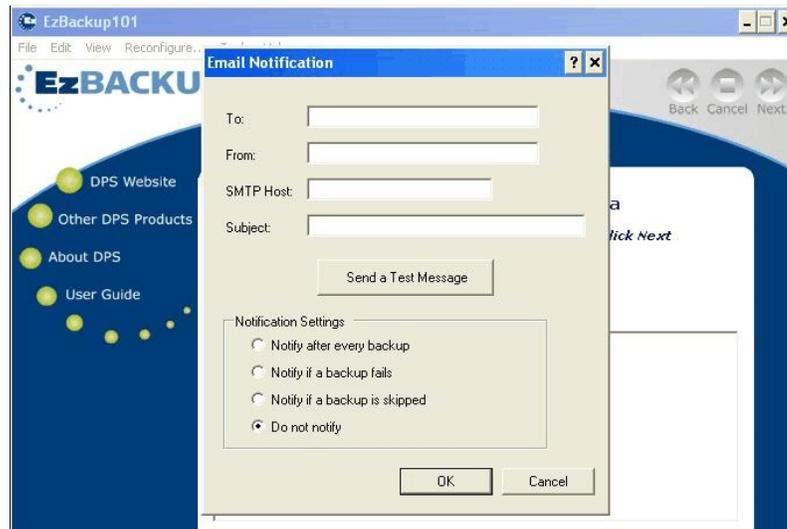
To copy a folder from the Source Drive to a CD/DVD, click on the radio button next to the FOLDER FROM THE SOURCE DRIVE option. Click **NEXT** to continue.

Select the folder you wish to burn and click **NEXT**. To select individual files and folders from within either the MY DOCUMENTS folder or the LOCAL DRIVE, click on the plus (+) sign in front of the item to expand the view of the item's contents so that you can see a list of the files and folders within. Click on the plus (+) sign in front of folders to expose individual files. Click on the box in front to select any files or folders you wish to archive to the CD/DVD.

## Email Notification

EzBackup101 can be set to send a confirmation email when a backup has taken place. To do this, you need to activate the E-MAIL NOTIFICATION option. This notification will let you know if the scheduled backup was completed successfully or if there were any errors in the process.

Select E-MAIL NOTIFICATION from the tools menu. The E-mail notification screen will appear.



Fill in all the required information such as the e-mail address you want notifications to be sent to, the e-mail address to be used as the sender, the mail service (SMTP) host address, and a subject line.

If this is your first time setting up the E-mail notification, click on **SEND A TEST MESSAGE** to ensure that all the information has been entered correctly and the notification feature is working properly. Check your e-mail and make sure that you have received the test message.

## Notification Settings

There are four options you can choose from for your email notification. EzBackup101 will send you an email notifying you the outcome of your backups according to your selection.

- **Notify after every backup**  
Choose this option if you want to receive an email every time a backup has been completed.
- **Notify if a backup fails**  
Choose this option if you want to receive emails only when a backup has failed and was unable to be completed.
- **Notify if a backup is skipped**  
Choose this option if you want to received emails only when a backup was not performed at the scheduled time.
- **Do not notify**  
Choose this option if you do not wish to be notified when EzBackup101 has completed scheduled backups, or if any of the backups fail.

## View

### View Log File

To view a copy of your current log file, select **VIEW LOG** from the View menu.

There are three options to choose from.

#### **Application Log**

This log will show a list of all EzBackup101 activity: if you are running the program in trial mode, if there were any errors reported, any backups scheduled, processed, completed, or incomplete.

#### **Last Backup Log**

This log will show the last backup that was scheduled, when and if the backup ran and whether or not it was successful.

#### **All Backup Log**

This log will show a record of all EzBackup101 activity. It will include all backups that have been scheduled, processed, completed or not completed.

### Clear Log Files

To clear the log file of all information, select **CLEAR LOG** from the View menu. There are two options to choose from:

#### **Application Log**

This option will delete all EzBackup101 activity logs, including any errors reported, any backups scheduled, processed, completed or not completed.

#### **Old Backup Logs (30 days)**

This option will delete logs of all EzBackup101 activity recorded in the past 30 days.

## Chapter 9: Tips and Guidelines

**Do...** perform regular system maintenance to keep your computer in good condition, such as running anti-virus scans and updating security patches for your OS and applications.

**Do...** keep your anti-virus and anti-spy ware software up-to-date.

**Do...** maintain your hard drive data by backing up regularly. Take advantage of the benefits of the Scheduled Backup feature.

## Chapter 10: Troubleshooting

We have tried to make the use of EzBackup101 as uncomplicated and self-explanatory as possible. However, if you are experiencing difficulty installing or using EzBackup101, this chapter may provide useful suggestions for dealing with these issues.

If the potential issues presented here do not cover the problem you are having, please refer to the How to Get Help section at the end of this chapter.

### Installation

**Q: I inserted the EzBackup101 Installation CD but the installation splash screen does not appear automatically.**

**A:** Go to My Computer and double-click on your CD-ROM drive (often D:\ or E:\). If the installation screen still does not appear, right-click on the drive icon and select Explore. Double-click on the Windows folder to open it and then on the EzBackup101 folder. Double-click on the **setup.exe** file to launch the installation.

### Drive Information

**Q: How do I find out what SOURCE and BACKUP DRIVES have been set up?**

**A:** From the View menu, select **CURRENT SOURCE & DESTINATION**. Click on **BACK** to exit this screen.

**Q: What should I do if my backup drive does not appear in the DESTINATION box?**

**A:** First check to make sure the drive is attached and powered on. If it is not, attach or power it on, then click REFRESH. This will allow EzBackup101 to regenerate the drive list and your drive should now appear. If it does not, open My Computer and check that Windows has assigned the drive a drive letter. If not, the drive may need to be formatted before it is usable. Follow the instructions from your drive manufacturer or from within Windows to format the drive.

Thumb drives such as ZIP drives will not be recognized by EzBackup101 and you cannot use them to store your backup.

## How To Get Help

If you should find that you need help beyond what is offered in this manual, please contact DPS Technical Support by using the methods below.

Phone: (954) 925-2688

Fax: (954) 925-2889

Email: [Support@ezd2d.com](mailto:Support@ezd2d.com)

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