EzBACKUP

Version 3.0

Quick Start Guide

DataProtection
SOLUTIONS BY ARCO

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EzBackup 3.0 Quick Start

Manual

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Introduction

EzBackup™ is a complete drive to drive backup and restore solution. It is designed to protect users against data loss, whether that loss is due to a single inadvertently deleted file or the failure of an entire hard drive.

EzBackup will create a mirror image (an exact duplicate) of your computer's internal hard drive, including the operating system, applications, settings and data files, on a second drive. The destination drive can be either an internal or an external drive.

After the initial image backup has been created, EzBackup will keep it up-to-date with file backups. These are backups of files and folders that can be run manually or set to run automatically at a scheduled time. In the DEFAULT BACKUP MODE, each new backup overwrites the files in the previous one. In the INCREMENTAL BACKUP MODE, each backup is maintained separately as a dated restore point.

EzBackup's Partition Expander tool is designed to allow users to migrate easily to a larger hard drive.

Because EzBackup overwrites all data on the BACKUP DRIVE each time you perform an IMAGE BACKUP, your BACKUP DRIVE should be dedicated to EzBackup and should not be used to store anything other than your EzBackup image and file backups.

This product manual uses the following conventions:

ALL CAPS for application-specific terms such as IMAGE BACKUP
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.)

EzBackup Quick Start Guide

This Quick Start Guide is designed to allow Windows users to get up and running quickly. However, there are many features of EzBackup™ 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.

Understanding What EzBackup Does

EzBackup allows you to create an exact copy (IMAGE BACKUP) of your computer's hard drive on your BACKUP DRIVE and to update the backup periodically with any new or changed files. In the DEFAULT BACKUP MODE, each new backup overwrites the previous one. In the INCREMENTAL BACKUP MODE, each backup is maintained separately as a dated restore point.

Your BACKUP DRIVE must be as large or larger than your SOURCE DRIVE.

Installing EzBackup

The EzBackup software will guide you through the set up process which includes making an initial IMAGE BACKUP. Once your IMAGE BACKUP has been completed, you can simply allow the program's default settings to run and a FACTORY DEFAULT scheduled file backup will take place at 4:00 P.M. every day. Alternatively, you can easily change the DEFAULT BACKUP SCHEDULE or add more schedules so that backups take place as often and at whatever times you wish.

During first-time setup, EzBackup will set up the FACTORY DEFAULT BACKUP SCHEDULE so that all new or modified files are backed up daily at 4:00 P.M. This FACTORY DEFAULT BACKUP SCHEDULE is established for your convenience only and can be easily changed or eliminated if it does not fit your needs.

1. The EzBackup software must be installed on your hard drive. Close any open applications and insert the EzBackup Installation & Recovery CD into your CD-ROM drive. When the splash screen appears, click on **INSTALL NOW**. Ignore any warnings you may receive from your anti-virus software.

   If the splash screen does not appear automatically, open My Computer or right-click on the Start button and select Explore to navigate to your CD-ROM drive. Double-click on the CD-ROM drive icon to launch the EzBackup installer.

   Alternatively, you can right-click on the CD-ROM drive icon and select Explore. Locate and open the Windows folder on the CD-ROM drive, then

find and open the EzBackup folder. Double-click on the **setup.exe** file to start the installation.

If you are installing EzBackup from a web download, double click on the downloaded file to unzip it. The installation will begin automatically. If the installation does not begin automatically, navigate to the folder in which you have unzipped or expanded the EzBackup download file, then find and open the EzBackup folder. Double-click on the EzBackup **setup.exe** file to begin the installation.

2. When installation has completed successfully, the EzBackup application will launch automatically. A message will appear offering the choice to ACTIVATE, EXIT or CONTINUE the EzBackup application. Click **CONTINUE** to continue loading EzBackup.

3. A prompt will appear asking you to set up your SOURCE and BACKUP DRIVES. Click **YES** to continue.

4. EzBackup will now search your computer for available drives. Two drop-down lists, one labeled SOURCE DRIVE and the other DESTINATION DRIVE, will appear on screen. 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 power on an external drive, do so now and click **REFRESH** to update the drive lists. Then select your drives and click **NEXT**.

   If for some reason you need to return to the drive selection screen, you can select **SET UP DRIVES** from the File menu.

   You cannot choose your system boot drive (normally C:\) as the DESTINATION DRIVE for your backup. (This is to prevent you from overwriting your boot drive.)

5. Once you have selected your SOURCE and DESTINATION DRIVES, the Set Up Backup Options screen will appear.

   If you wish to use the DEFAULT BACKUP MODE (overwrite the previous backup of your files with the most recent backup), click on the radio button for this option and click **NEXT**. If you wish to use EzBackup's INCREMENTAL BACKUP MODE option (maintain each backup of your files as a dated restore point), select this option and click **NEXT**.

6. EzBackup will now ask if you wish to begin the image backup. Click **YES**.

7. EzBackup will restart your computer and begin to create an image backup (an exact duplicate) of your SOURCE DRIVE to the BACKUP DRIVE. A progress window will remain on-screen during copying. At the end of the copy process, the program will tell you that the IMAGE BACKUP was successfully completed and you will be asked to **PRESS ANY KEY TO CONTINUE**. The computer will then restart.

Your BACKUP DRIVE now contains an exact copy of your computer's internal drive. (For information on backing up or restoring files and folders, please refer to the full manual.)

8. When you restart your computer, the EzBackup application will launch automatically and again a message will appear offering the choice to ACTIVATE, EXIT or CONTINUE the EzBackup application. If you click **CONTINUE**, EzBackup will load in the background and begin running in trial mode. A blue EzBackup icon will appear in the system tray. This activation message will continue to appear on system startup for the duration of the 30-day trial period or until you activate your EzBackup software.

   Click on **ACTIVATE** if you already have a license code and wish to register the software or if you wish to purchase a license code now. The license code can usually be found on the reverse side of the disk jacket. Click on **CONTINUE** if you wish to continue using the trial version of the software. Or click on **EXIT** to shut down the program.

   You can activate your copy of the EzBackup software at any time by selecting **ACTIVATE** from the Help menu. It is recommended that you activate your EzBackup software as soon as possible. The trial version of the software allows you to restore files, but only licensed users will be able to perform an IMAGE RESTORE.

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

9. Store the EzBackup Installation & Recovery CD in a safe and handy place. You can restore backed up files using the EzBackup application that you have just installed. However, ***in the event that you must restore your entire drive to its original (and, if applicable, bootable state), a full image restore will be necessary which requires use of the Recovery CD.***

   Users who have installed the trial version of EzBackup from a web download will be able to create a Recovery CD using the **CREATE RECOVERY CD** option from within EzBackup once they have purchased a license and activated the software.