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## NTI Backup Now EZ v2 User's Guide

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# Introduction

This software allows you to schedule backup jobs, enabling you to copy the content of one or more folders (backup source) to another location (backup destination), see “[Modifying the Backup Source](#)” on page 6. The data in the backup folder can be scheduled to regularly update by user-defined intervals. These jobs can be scheduled to run on a set hourly, daily, weekly, or monthly basis, see “[Modifying the Backup Schedule](#)” on page 8. Backup Now EZ restores your data files, as well as the programs and operating systems.

Backup Now EZ supports backup to external USB hard drives.

## Backup Now EZ new main features

**Cloud Backup**—You can now backup your data to your online storage. Your data is easily accessible through the Internet when your files are backed up online.

**Cloud Restore**—Needed files are accessed easily for restore from the online backup set, avoiding the need to manually search through the folder tree, see “[Online Cloud Restore](#)” on page 10.

## Overview of the Main Screen



Three backup jobs are displayed on the Main screen when Backup Now EZ is launched.



(Sample Image) NTI Backup Now EZ window

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### *Backup Window*

Modify	Enables you to edit a specific setting of a selected job.
Status Details	Launches the Job Status window, displaying a job in more detail.
Show My Files	Displays the location of the backed up files.
	<b>Backup button:</b> Immediately runs the selected backup job.
	<b>Restore button:</b> Opens the restore job window where the restore files and folders can be selected.

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### *Action Menu*

Backup	Immediately runs the selected backup job.
Restore	Opens the restore job window where the restore files and folders can be selected
Cancel	Cancels a backup job.
Exit	Closes the program.

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### *Tools Menu*

View Log File	Displays the log file for a selected job.
Create Bootable CD/DVD	Launches the Bootable Disc Creator window to make a Bootable Restore CD/DVD.

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### *Help Menu*

Help Topics	Launches the NTI Backup Now EZ Help file.
Software Registration	Links to the NTI's Web site to register the software.
Shop NTI	Links to the NTI's product Web site.
About	Displays the version number and date.

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# Chapter 1

## “Using Backup NOW!” Creating and Configuring a Backup Job

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### Welcome screen

A Welcome screen appears explaining that three jobs were automatically created when Backup Now EZ is launched for the first time:

- ❖ Modifying the Backup Source
- ❖ Modifying the Backup Destination
- ❖ Modifying the Backup Schedule

### Modifying the Backup Source

Click the **Modify** hyper link below the folder icon to modify the default source data. The files and folders selected in this procedure are referred to as the backup source. This is the data that will be copied to the backup destination.

To modify the source for backup:

- 1 On the left hand side of the window, there are two locations you can select your files or folders from: **My Files on C:** and **Advanced** for a file backup.

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**NOTE** You cannot modify the Complete System Backup source.

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- ❖ **My Files on C:** This tab allows you to quickly select the most common data files on your computer. You can select the files from the following to be restored:

**Multi-Media**—Videos, Music, and Pictures

**Microsoft® Office**—PowerPoint, Word files, Excel files, Acrobat, (Email: Outlook, Outlook Express, and Windows® Mail)

**Browser Favorites**—IE Favorites

- ❖ **Advanced:** You can select specific files and folders from the computer such as folders on your Desktop. Browse through the window to the right and select the data you wish to back up by checking the box next to each file or folder. All files and folders that are checked will be included in the backup job.

2 Click **Finish**.

To select a drive for backup:

- 1 Select the drive in the drop-down list under **Select Drive**.

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**NOTE** The selected drive's capacity is displayed below the drive.

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2 Click **Finish**.

## Modifying the Backup Destination

Click the **Modify** hyper link below the drive icon to modify the default destination. The destination displays a chart, showing the amount of both used and free space. This procedure allows you to configure the location of the backup destination.

To set up the backup destination:

- 1 To choose the destination, select the radio button next to the desired destination drive.

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**NOTE**

- ❖ Specify the desired folder by clicking on the folder image below the selected destination.
- ❖ For Online Share destination, remember to provide the username and password to log into the online account. You can save both username and password when selecting the box next to the option.

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2 After selecting the destination, click **Finish**.

The following additional options are available below:

**Destination Capacity Alert**—A warning message appears when the destination has reached your previously set threshold. You can set the threshold from 50%-100%.

**Data Encryption**—This feature encrypts your data using 256-Bit AES encryption. A password is necessary to open the data. The program decrypts the data to be read correctly during restore.

## Modifying the Backup Schedule

Click the **Modify** hyper link below the clock/calendar icon to modify the default backup schedule. Backup Now EZ backs up the source data after the specified amount of time within one of four predetermined intervals. A calendar to the right displays the backup schedule.

**Hourly**—Backup is scheduled on an hourly basis.

**Daily**—Backup is scheduled on the specified time and day interval for the backup.

**Weekly**—Backup is scheduled on the specified day and time of the week for the backup.

**Monthly**—Backup is scheduled on the specified day of the month and time of the backup. You can also schedule your backup on the last day of the month.

When you have set the backup schedule, click **Finish** to return to the main screen.

**The Backup Priority**—This feature enables the user to adjust the CPU priority to either speed up the Backup Now EZ process or to speed up the computer applications. For example, when you select **Faster Computer**, it speeds up the computer applications and slows the backup process.



# Chapter 2

## Running and Managing a Backup Job

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### Running a Backup Job

The definition of running a backup job is one that is actively copying data from the backup source to the backup destination.

To start running a backup job:

- 1 Select a backup job from the Job List by selecting the box next to the job name in the Main screen.
- 2 Make sure that the backup job is enabled. If it is not enabled, select the box for the desired backup job to enable it.
- 3 In the Action menu, after you have selected the job, select **Backup**, or at the bottom right of the main screen click the **Backup** (👉) button.

The job begins running and the progress is displayed under the clock/calendar icon.

### Editing a Backup Job

To edit and reconfigure a backup job:

- 1 Click **Modify** on a specific job.
- 2 The edit window appears, allowing you to edit the backup job's specific settings.

## Restoring a Backup Job

### Online Cloud Restore

Restoring in Easy Restore:

- 1 In the Action menu select **Restore**, or at the bottom right of the main screen click the **Restore** (↺) button.
- 2 Click the **Online Cloud Restore** tab, and then click the **Easy** button.
- 3 Select each box to choose the most common data files on your computer. You can select the files from the following to be restored:
  - ❖ **Multi-Media**—Videos, Music, and Pictures
  - ❖ **Microsoft® Office**—PowerPoint, Word files, Excel files, Acrobat, (Email: Outlook, Outlook Express, and Windows® Mail)
  - ❖ **Browser Favorites**—IE Favorites
- 4 Click the **Restore** (↺) button.

Restoring in Advanced Restore:

- 1 In the Action menu select **Restore**, or at the bottom right of the main screen click the **Restore** (↺) button.
- 2 Click the **Online Cloud Restore** tab, and then click the **Advanced** button.
- 3 Browse through the Explorer view window and choose which data to restore by selecting the box next to the desired files or folders.

All checked files and folders will be included in the restore.

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**NOTE** The folders are listed in the left pane and the files are listed in the right pane.

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- 4 Click the **Restore** (↺) button.

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## File and Folder Restore

Restoring in Easy Restore:

- 1 In the Action menu select **Restore**, or at the bottom right of the main screen click the **Restore** (🔄) button.
- 2 Click the **File and Folder Restore** tab, and then click the **Easy** button.
- 3 Select each box to choose the most common data files on your computer. You can select the files from the following to be restored:
  - ❖ **Multi-Media**—Videos, Music, and Pictures
  - ❖ **Microsoft® Office**—PowerPoint, Word files, Excel files, Acrobat, (Email: Outlook, Outlook Express, and Windows® Mail)
  - ❖ **Browser Favorites**—IE Favorites
- 4 Click the **Restore** (🔄) button.

Restoring in Advanced Restore:

- 1 In the Action menu select **Restore**, or at the bottom right of the main screen click the **Restore** (🔄) button.
- 2 Click the **File and Folder Restore** tab, and then click the **Advanced** button.
- 3 Browse through the Explorer view window and choose the data to restore by selecting the box next to the desired files or folders.

All checked files and folders are included in the restore.

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**NOTE** The folders are listed in the left pane and the files are listed in the right pane.

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- 4 Click the **Restore** (🔄) button.

## Complete System Restore

Restoring in Complete System:

- 1 In the Action menu select **Restore**, or at the bottom right of the main screen click the **Restore** (↺) button.
- 2 Click the **Complete System Restore** tab.
- 3 The steps in restoring the complete system are displayed. You can also print out the steps along with the graphics if needed.

Restore Options:

**Location**—You can restore the backup files to the original location by selecting **Original**, or change the location by selecting **Other** and then specify the location in the box next to it.

**Overwrite Original Files**—This option replaces the original files with the backed up files.

## Creating a Bootable CD/DVD

To select the drive to restore and schedule:

- 1 Click the **Tools** menu and select **Create Bootable CD/DVD**.
- 2 In the dialog box select the optical disc drive in the dropdown menu.
- 3 Insert a blank CDR/RW or DVDR/RW disc.
- 4 Click **Start** to create the bootable disc.

## Running Backup Now EZ on Startup

Backup Now EZ automatically launches during startup if there is at least one enabled job previously set to backup at Startup and the application was running when the system was last rebooted or shut down. It is important to have Backup Now EZ running when you are adding, deleting, and modifying data from the backup source. This is the best way to keep your backup destination up to date.

# Chapter 3

## “Emergency Recovery” Installation

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### Installing and Uninstalling Backup Now EZ

#### Installing Backup Now EZ

To install Backup Now EZ:

- 1 Connect the Toshiba hard drive with the Backup Now EZ software to an available USB port on your computer.
- 2 A window automatically appears asking if you wish to install the software. Click **Install Backup Software** to install the Backup Now EZ software. If you do not see this screen, click **Run** from the **Start** button on the Taskbar and in the dialog box type **D:setup.exe**.

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#### NOTE

“D” is the drive letter of the CD-ROM drive that contains the Backup Now EZ software. The drive letter may be different depending on your system configuration.

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- 3 Click **OK** to execute the Setup program.
- 4 Select the language for the software and click **OK** to continue.
- 5 Read the END-USER LICENSE AGREEMENT FOR SOFTWARE and select the radio button to accept the terms of the license agreement. Click **Next** to continue with the installation of the Backup Now EZ software.
- 6 Choose the computer system for the external hard drive. Click **Next** to continue.
- 7 Click **Next** or the **Browse** button to choose a different installation directory.

- 8 Backup Now EZ is installed in the target directory. Backup Now EZ program group with the appropriate shortcuts are added to the Start menu.
- 9 You will be asked to restart your computer. The Setup Complete dialog allows you to reboot now or later. It is recommended to select the **Yes, I want to restart my computer Now** option and click the **Finish** button to reboot your computer.

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**NOTE**

You must have administrator rights to install Backup Now EZ on machines running Windows® 2000/XP/Windows Vista®.

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## **Uninstalling Backup Now EZ**

To uninstall the Backup Now EZ software:

- 1 Run the Control Panel application from the **Start -> Settings** menu.
- 2 Double-click the **Add/Remove Programs** icon.
- 3 From the Install/Uninstall Tab, select **Backup Now EZ** from the list of programs installed on your computer.
- 4 Click **Add/Remove...**
- 5 Click **Yes** to confirm the removal operation.
- 6 Click **Finish** when the uninstall process is complete.

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