

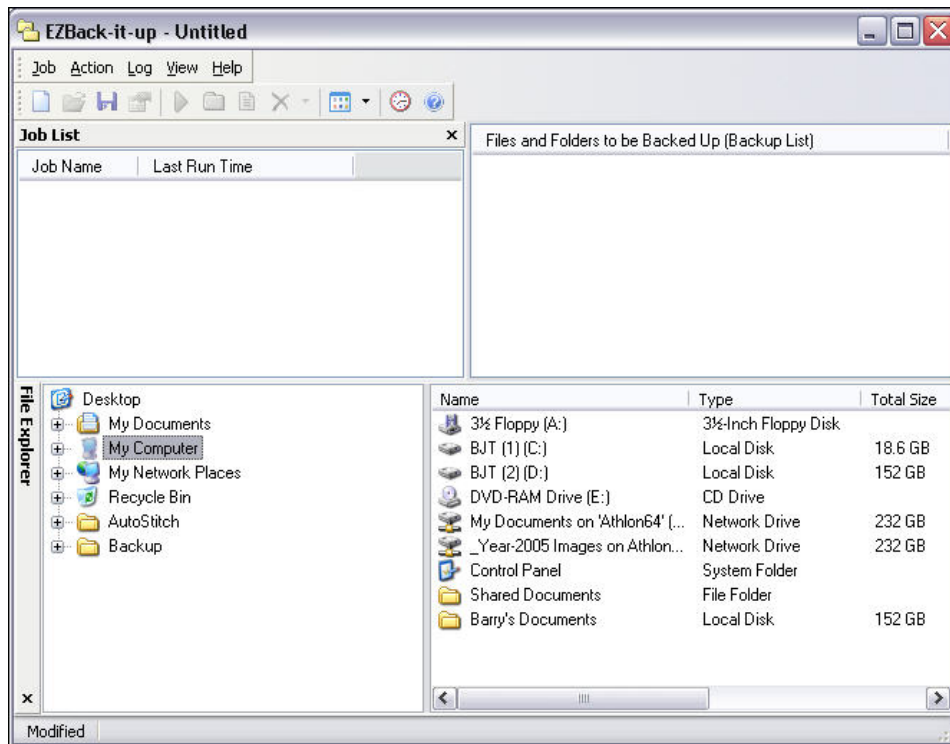
Setting up EZBack-It-Up

EZBack-it-up is obtainable as a free download from:

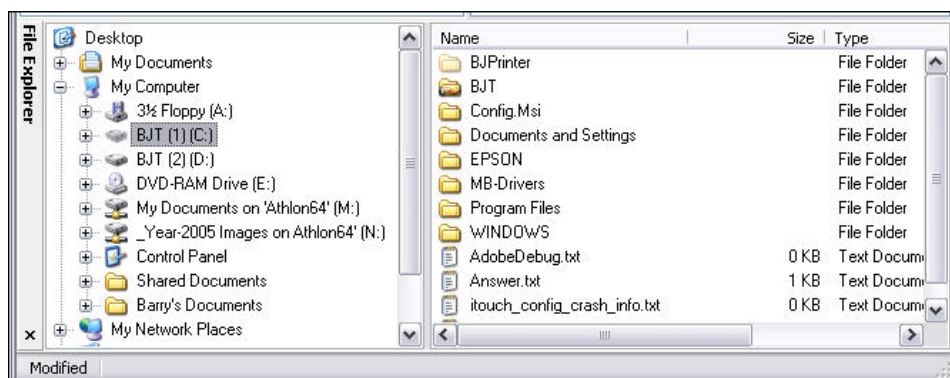
<http://www.rdcomp.net/download.php>

At the moment the software is unsupported whilst the author completes a course of study.

Have a clear idea which files are to be backed up. A suggestion would be to start with the Documents and Settings folder which is located on the C drive. Install the software and launch it. A similar screen shot to that below will be presented to the user. The displayed folders will be appropriate to the user's computer.

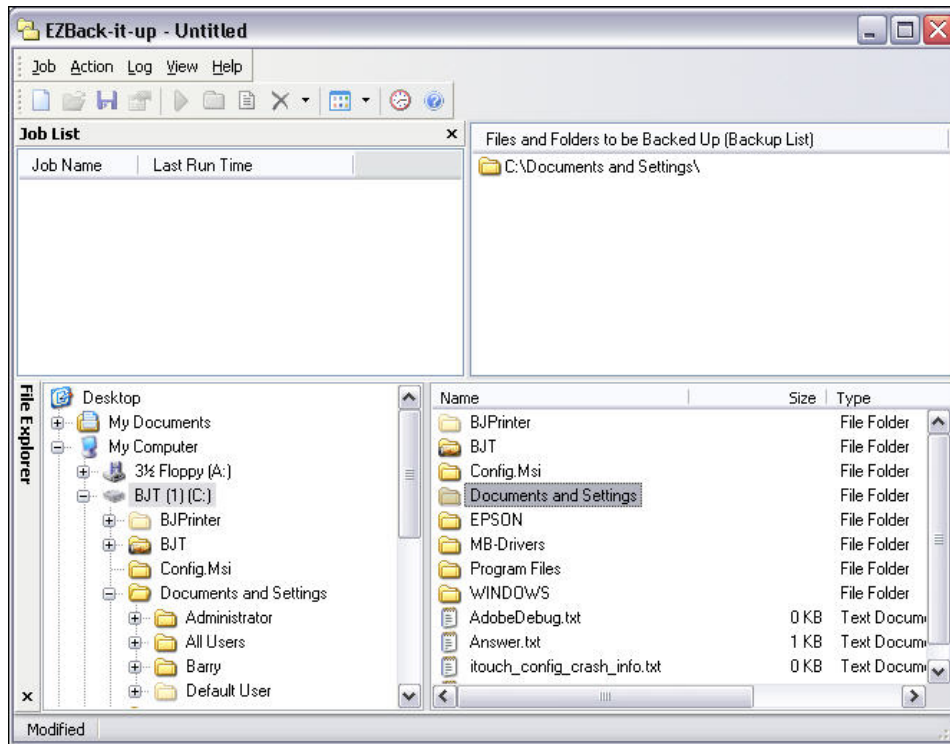


Click on the small plus sign adjacent to My Computer in the File Explorer window and then click on the C drive icon this will allow the directory structure of the C drive to be examined in the lower right hand window.



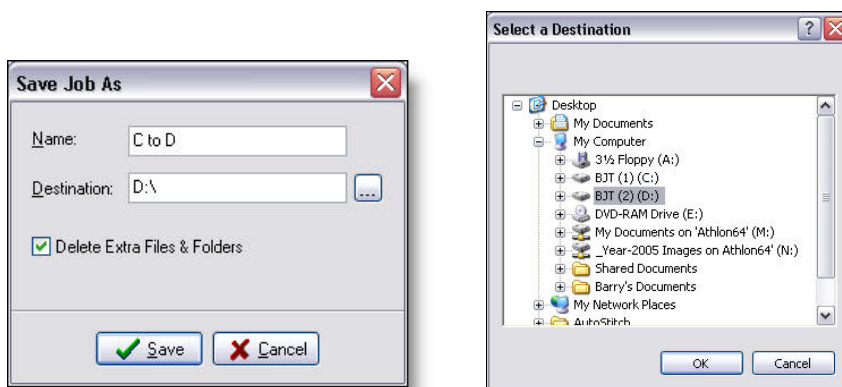
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1. Add items that are to be backed up by undertaking one of the following:
 - Drag the files or folders from the lower right hand pane to the upper right pane.
 - While a file or folder is highlighted in the lower right hand pane, press enter.



2. Save the backup job by clicking Job then the Save button:

- Enter a name for the backup job in the 'Name' box such as “C to D”



- Enter the location where the files should be copied in the ‘Destination’ box, or choose the location by clicking the ‘...’ button at the right.
- Check ‘Delete Extra Files & Folders’ this will mean that updated files will replace the original on the destination drive and files that are not at the source location will be deleted.

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3. Click the Start Job button (green right pointing arrow), or press F9
4. When the backup has completed examine the backup log to ensure that all of the files from the Documents and Settings folder, or whatever backup job has been done, have been copied. When examining the log it is an opportunity to look for files that can be deleted.

Tips when using EZBack-it-up

When run for the first time it will be seen in the backup log that many files have been copied, some of them are temporary files, links to recently used files, cached files from Firefox and Internet Explorer etc.

It will also be seen in the foot of the log file an error log that shows which files have not been backed up. These are files which are in use by various programs, some running in the background.

Therefore prior to carrying out the backup ensure to exit from programs like Copernic Desktop Search which run in the background This program will prevent Outlook .PST files from being backed up because it is continuously indexing these and other files. Also close down any programs which are shown in the Taskbar at the foot of the desktop window.

Prior to running EZBack-it-up it is highly recommended to run either CleanUp!

<http://www.stevengould.org/software/cleanup/>

or CCleaner

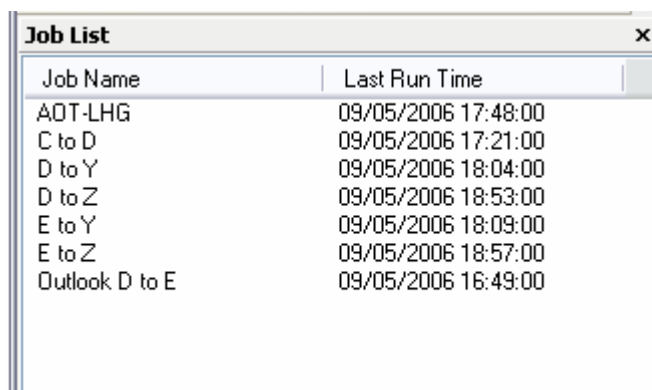
<http://www.ccleaner.com/>

or both, as they each find different files to delete.

Setting up multiple backups

If there are multiple backups to make it is possible to create a batch file to carry out this operation in conjunction with the schedule feature which is a constituent part of EZBack-it-up.

This is a list of backup jobs that are carried out on a computer, where it can be seen that two drives are being backed up to the same destination drive e.g. “D to Y” and “E to Y” or “D to Z” and “E to Z” these two processes or even all four processes can be joined in a single batch file. So that a double click would initiate a backup of two drives to two external USB drives.



Job Name	Last Run Time
AOT-LHG	09/05/2006 17:48:00
C to D	09/05/2006 17:21:00
D to Y	09/05/2006 18:04:00
D to Z	09/05/2006 18:53:00
E to Y	09/05/2006 18:09:00
E to Z	09/05/2006 18:57:00
Outlook D to E	09/05/2006 16:49:00

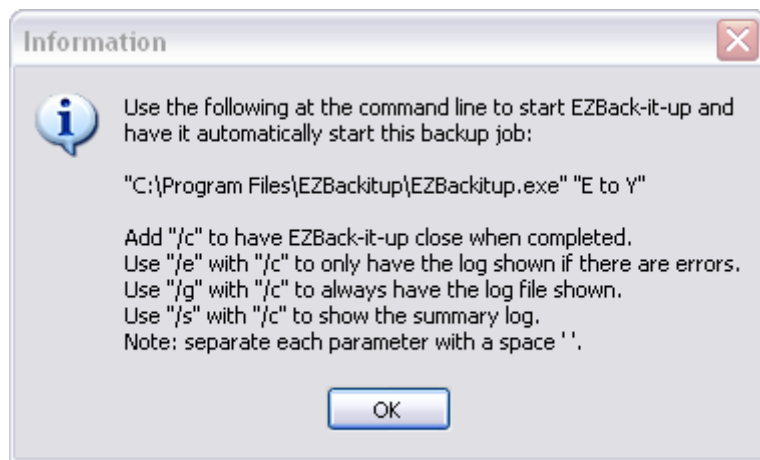
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In the menu bar at the top of the program's window click Action then "Get Command Line Info" the information present is shown below. Therefore if this information is used in a batch file, the backup process can be automated.

In the case mentioned above the batch file would contain the following two lines:

```
"C:\Program Files\EZBackitup\EZBackitup.exe" "D to Y" "/c" "/g"  
"C:\Program Files\EZBackitup\EZBackitup.exe" "E to Y" "/c" "/g"
```

The file would be created in Notepad or WordPad and the file saved with the filename: "Backup D and E to Y.bat". Double clicking this file would launch the program and carry out the backup of drives "D" and "E" to the external drive "Y". A shortcut created on the desktop to this file's location would allow it to be launched easily.



Setting a schedule

In the menu bar click Action then "Schedules" to see the dialogue box shown below, use it to set up the backup schedules.

