

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 the EzBackup™ software that are not explained in the Quick Start Guide. For additional information and more complete explanations, please refer to the full manual.

The Quick Start Guide and product manual use the following conventions: ALL CAPS for application specific terms, **bold** for required actions.

Understanding What the EzBackup Software Does

EzBackup allows you to transfer an image backup (exact copy) of your computer's hard drive to your backup drive and then to send periodic updates of any new or changed files to the backup drive. In the DEFAULT backup mode, each new backup overwrites the previous one. In the INCREMENTAL backup mode, multiple backups are maintained and dated restore points are provided.

Your DESTINATION (backup) drive must be as large or larger than your SOURCE (normally your internal C:\) drive.

Installing the EzBackup Software

The EzBackup software will guide you through the initial image backup process. You may then utilize the program's default settings to run automatic file backups or customize EzBackup to operate with your personal preferences.

During installation, EzBackup will automatically establish a DEFAULT periodic backup schedule so that all new or changed files are backed up daily at 4:00 P.M. This DEFAULT BACKUP SCHEDULE is established for user convenience only and can be easily changed or eliminated if it does not fit your needs. In addition, EzBackup's default method for backing up individual files is to overwrite an existing file on the backup drive with the newest version of that file. Select the INCREMENTAL FILE BACKUP option if you wish EzBackup to maintain multiple copies of your backup files and to provide dated restore points.

1. The EzBackup software must be installed on your hard drive. Close any open applications and disable virus protection. Insert the EzBackup Software CD into your CD-ROM drive. When the splash screen appears, click on **INSTALL NOW**.

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 installation.

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 file **EzBackup setup.exe**. When the install screen appears, click on **INSTALL NOW** 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 application file, then find and open the EzBackup folder. Double-click on the file **EzBackup setup.exe**.

2. When installation has completed successfully, the EzBackup application will launch automatically. A prompt will appear asking if you wish to initialize your drives. Initialization is simply a way for EzBackup to establish a relationship between the two drives. It will not alter, overwrite or delete any information on your existing source drive. Click **YES** to continue.
3. 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 CHOOSE DRIVES from the drop down FILE menu.

You cannot choose your current system drive (usually C:\) as the DESTINATION drive for your backup.

4. Once you have agreed to INITIALIZE your drives and have selected your SOURCE and DESTINATION drives, the SET UP BACKUP OPTIONS screen will appear.

If you wish to utilize the DEFAULT BACKUP option (overwrite the existing backup files with the most recent backup), you need do nothing but click NEXT. If you wish to utilize EzBackup's INCREMENTAL FILE BACKUP option (maintain multiple copies of your backup files with dated restore points), click on the radio button for this option and click NEXT.

5. EzBackup will now ask if you wish to begin the image backup. Click **YES**. EzBackup will restart your computer and begin to create an image backup (an exact duplicate) of your computer's internal drive on the backup drive. A progress window will remain onscreen during copying. At the end of the copy process, a window will appear advising that the image was successfully completed and requesting you to strike any key to continue.

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

An EzBackup drive icon will appear in My Computer. If you have selected the INCREMENTAL BACKUP option, two (2) EzBackup drive icons may appear. This is normal.

6. When you restart your computer, a message will appear offering the choice to ACTIVATE, EXIT or CONTINUE the EzBackup application. If you click CONTINUE, EzBackup will load and begin running in the background. The 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 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 individual files, but only registered users have access to the full image restore option.

Users who purchase a license online will receive a license code by email sent to the email address with which they originally registered.

7. Store the EzBackup software CD in a safe and handy place. Individual files and folders may always be restored using the EzBackup software application running on your hard drive. 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 and use of the CD will be required.*

Users who downloaded the trial version of the EzBackup software will be mailed an EzBackup Software CD when they purchase a license and activate the software.