

# EzBACKUP

Version 4.0

## Quick Start Guide



## 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 INCREMENTAL BACKUP MODE, each backup is maintained separately as a dated restore point. In OVERWRITE BACKUP MODE, each new backup overwrites the previous one.

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 accept the program's FACTORY DEFAULT BACKUP SCHEDULE and a 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 ask if you want to set up the 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 Disc 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 want to use **INCREMENTAL BACKUP MODE** (maintain each backup of your files as a dated restore point), select that option and click **NEXT**. If you want to use **OVERWRITE BACKUP MODE** (overwrite the previous backup of your files with the most recent backup), click on that radio button 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 Disc 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 Disc.*

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