

USER DOCUMENTATION

Basic Backup

version 1.0.0

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1 General

1.1 About the software

Thank you for your decision for **Basic Backup**.

Basic Backup is a modern software product for data backup and addresses itself particularly to users, who want to backup their files and directories (f.e. to external storage media like external hard discs). Our software offers a place and time-saving alternative to backup programs, which are favouring the backup of complete disk partitions.

This software focuses on smaller amounts of data (up to a few gigabyte). A limit of the recommended amount of data does however not exist.

One of the most important advantages of **Basic Backup** is the use of the **JAVA** platform. Thereby the same version - even the same copy - of the software can be used on different computers with different operating systems (e.g. Windows, Unix etc..).

A further important advantage is, that you will not have to install the software. The **Basic Backup** files can be copied to the non removable disk or a removable data medium (e.g. USB stick or external hard disc) – and can be used immediately ...

The restoration of the data is possible even without any software.

1.2 Requirements

Basic Backup is based on **JAVA** by **SUN Microsystems**. To use the software, a copy of the **JAVA Runtime Environment (JRE)** has to be installed on your system. All computers supporting the **JRE** are capable of running **Basic Backup**.

A current version of the **JRE** can be downloaded at <http://java.sun.com/javase/downloads/index.jsp>. In order to ensure a trouble-free use of **Basic Backup**, at least version 1.6_1 of **JRE** should be installed.

Concerning hardware requirements – the requirements of the **JRE** should be considered the relevant hardware requirements. Requirements of **Basic Backup** can be considered identical.

1.3 Installation

To ensure maximum compatibility to most computer systems the software is distributed as a **.zip** archive.

Unpack the software using your favourite compression software (f.e. WinZip or WinRar on Windows platforms) and copy it to a directory of your choice.

Basic Backup is now operable and can be used as PERSONAL version.

If you have purchased the FULL version, you will receive an e-mail containing a license file (license.file). This file contains your license and is used to run **Basic Backup** as FULL version.

Copy the license file into your **Basic Backup** directory (containing BasicBackup.jar). At the start of **Basic Backup** the license file will be initialized automatically and the software starts as FULL version.

1.4 Program versions

Basic Backup is available in two versions: PERSONAL and FULL

The free of charge PERSONAL version is limited for personal and non-commercial use and contains a few restrictions.

First of all you can only manage (load/save) one static project. The second restriction concerns the functionality. You are only able to backup up to 25 items (files or directories). Only up to 8 of these items can be directories with special options (include all files / include subdirs).

This should be enough for the general private user. If you have to backup more data, we recommend the purchase of the FULL version.

The full version contains no restrictions and can manage an unlimited number of backup items and backup projects.

The single license can be purchased from the company [Tobias Meuschke IT](http://www.meuschke-it.de) (www.meuschke-it.de) for a price of 19,99€. For volume license we would be happy to make you an individual offer.

1.5 Starting options

1.5.1 Start Basic Backup

Basic Backup can be started by executing the file *BasicBackup.jar*.

Should your system not recognize .JAR files as executable you can use the following command line:

```
java -jar BasicBackup.jar
```

1.5.2 Force program language

The software is multilingual and supports in this version english and german. At the first start the default language will be set (and stored in a configuration file) by looking at your operating system. The user has always the opportunity to change the default language in the option section.

If you want to force a specific language at the start of the software, you can do this with a command line. As parameters there are **English (en)** and **German (de)** available. The specific option is: *-lang [language]*.

A start of **Basic Backup** with the forced language english can be achieved with the following command line:

```
java -jar BasicBackup.jar -lang en
```

1.5.3 Open project automatically

With the start of **Basic Backup** it is possible to automatically open a backup project.

While in the PERSONAL version this will happen anyway (if a project file is present), it can be triggered in the full version by the option *-o [project name]*.

An example for such a command line (project „myProject“) could be look like this:

```
java -jar BasicBackup.jar -o myProject.bbp
```

1.5.3 Start backup automatically

To execute the backup at the start of the program, the option *-autobackup* can be used.

A command line for the FULL version (project „myProject“) could look like this:

```
java -jar BasicBackup.jar -o myProject.bbp -autobackup
```

Since in the PERSONAL version only one project can be used, the command line for this version can be shorter:

```
java -jar BasicBackup.jar -autobackup
```

1.5.4 Start textbackup

If you want to run your backup without a graphical user interface (gui) you can use the text-backup mode.

This can be useful if you want to run your backups without any user interference or on a system without a graphical interface (f.e. Linux server).

The option *-textbackup* can be used like the *-autobackup* option. The example from the last chapter would look like this:

```
java -jar BasicBackup.jar -o myProject.bbp -textbackup
```

(A creation or change of projects in the text mode is currently not possible.)

1.6 Contact us

Basic Backup is a product of the company **Tobias Meuschke IT**.

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Distribution and selling of the software exclusively takes place in the Federal Republic of Germany according to German law.

All offers of **Basic Backup** over the internet are to be regarded as offers within the Federal Republic of Germany and are subject to German law.

The use of **Basic Backup** outside of the Federal Republic of Germany and the acquisition and the use by persons or organizations with place of residence or office outside of the Federal Republic of Germany is expressly permitted, if the software was acquired in accordance with the regulations previously mentioned.

2 The user interface

2.1 The menu bar

2.1.1 The menu „File“

New project

With this menu items you can create a new backup project. If there is currently a project open, it will be closed automatically.

Open project

This menu item enables the user to open a previously saved backup project.

In the PERSONAL version there is only one backup project available (static filename). It will be (if present) opened automatically.

In the FULL version you can choose and open a project from a storage place of your choice using a file chooser.

Save project

With this function you can save your backup project.

In the PERSONAL version this is your only save option. The project will be stored in the program directory automatically.

In the FULL version the project will be stored by your predefined name at your specified storage location. If you haven't defined a name and place, then the function *save project as ...* will be called.

Save project as ...

This function is only available in the FULL version.

It enables the user to save a backup project by specifying a name and location for the project to be saved.

Close project

This function closes an open project.

Create startfile

This menu item enables you to create a project specific start file for **Basic Backup** (currently only Windows .bat available).

Preferences

This function can be used to change the preferences (f.e. the language) of **Basic Backup**.

End Program

The menu item to end **Basic Backup**.

2.1.2 The menu „Project“

Add element

This menu item can be used to add a new backup item (file or directory) to the backup project.

Just choose a file or directory with the file chooser to add the item to your backup project.

Set backup target

As a base for your backup, a target directory will be used. Use this menu item to select an existing directory as target directory.

2.1.3 The menu „Backup“

Collect files

Before the actual backup, **Basic Backup** creates a list of files to be copied during the backup process.

This list can be created manually by using this menu item. It can be very useful to do so, in order to determine the amount of data (size, number of files) to be backed up before the actual backup..

Execute backup

This function starts the actual backup.

2.1.4 The menu „Windows“

arrange

This function arranges the windows of the project new (into their default positions).

2.1.5 The menu „Help“

about

This menu item shows the version information and other data for **Basic Backup**.

license

This function is only available in the FULL version and shows the data of the used license.

Order FULL version

This function is available in the PERSONAL version and can be used to order the FULL version of **Basic Backup** from the internet.

This function requires an active internet connection.

A browser window will be opened and connects to the manufacturer homepage.

Online help

This function opens the online help of **Basic Backup**.

This function requires an active internet connection.

A browser window will be opened and connects to the manufacturer homepage.

2.2 The project windows

2.2.1 Window „project status“

This window contains general information about the backup project. It shows for example the project name and the target directory.

After the creation of a copy list this window also shows the results of this process including the collected data.

2.2.2 Window „Files“

This window shows all files and directories assigned to the backup project.

Those items hold hereby additional information. While files are only marked with the keyword **[FILE]**, directories are marked with additional coded information.

There is on one hand the option to backup all files contained in the directory (**F**). The other option describes the recursively (include all subdirectories) backup (**R**) of the directory.

A directory without additional options is marked **[-|-]**, a directory backing up all subdirectories, but not the files in the directory itself, would be marked **[-|R]**.

Those options can also be changed in this window. Left click on a specific item to activate it. A right click opens now a pop-up menu with some options. Among those options you can use the item *properties* to change the options of the directory.

The same menu provides you with the possibility to delete an item. If you use this menu item, then the item and all sub-items will be deleted.

2.2.3 Window „Log window“

The log window logs all activity of the user and **Basic Backup**. Whether the addition of backup items or errors during the backup process – everything goes to the log.

After a successful backup process the content of the log window will be saved into a protocol file and stored with the backup.

3 Creation of backup projects

The base of every backup is the backup project.

In such a project all data concerning the backup will be saved (f.e. „What has to be backed up?“ or „Where to copy the data to?“). The backup project can be saved at a place of your choice with a filename assigned by the user (only FULL version – in the PERSONAL version name and storage place is static).

While you can in the PERSONAL version only manage one static backup project, the number of projects in the FULL version is unlimited.

A new project can be created by: *Menu → File → New project.* .

To fill a project with content (files and directories) you can use *Menu → Project → add element.* .

For the processing of directories there are two additional options available in a project:

- Backup all files of the directory
- Backup all subdirectory

Those options can be managed within the Project window „Files“.

While in the FULL version there are no restrictions concerning the backup items, you should watch out for following restrictions in the PERSONAL version:

- A maximum of 25 backup items (files and directories) is allowed
- A maximum of 8 directories may carry additional options (*F*) and / or (*R*)

After all data is specified you will have to choose a target directory to store your backups to. This can be set by *Menu → Project → Set backup target.*

During a backup the target directory will be used to store the data. For every backup process a new subdirectory will be created automatically.

Further information you can find in chapter 4.

Please don't forget to save your project for future use!

4 Execution of backups

4.1 Graphical user interface (GUI)

The procedure of the actual backup is fairly simple. **Basic Backup** uses the data from the backup project to create a list of files to be copied. According to this list, the backup will be performed.

The process can be started by *File → Backup → execute backup.* .

The backed upped data will be stored in a subdirectory of the target directory. This subdirectory is named with the current date (jjjj-mm-dd). Does the directory already exist the name for the new directory will be extended by a number (jjjj-mm-dd(n)).

After a successful backup there will two protocols be stored in the target directory:

- Protocol of the saved data (copy list)
- Protocol of the session (content of the log window)

To get an impression of the size of the backup before the actual backup process, the creation of the copy list can be triggered manually.

With *File → Backup → Collect files* this process can be started. The results can be seen in the log window or the project status window.

4.2 Textbackup

To run **Basic Backup** on Computers without a graphical user interface, a text version of the backup process is available. This feature is also interesting for users, who want to run the backup without user interference or as part of a script.

The actual backup works hereby similar to the graphical version. .

All information of the log window and additional information will be written to the console.

Appendix A – Sources of error in backups

Electronic data becomes more important every day. Therefore the importance to protect those data grows in importance too.

The protection provided by buying and using a good backup software can be illusive. The backup process contains a lot of sources of error and might not be able to always prevent data loss.

This appendix wants to point out some of those sources of error and intends to give some advices to avoid these errors.

Of course those suggestions can also be used in the context of **Basic Backup** and hopefully help you to improve the quality of your backups.

1. Storage media error

Every kind of data media wears out eventually. Whether floppy disk, optical media, tapes or even hard disks - everything wears out over use or time. This means in most cases a loss of your data.

Tip: Use for every backup a brand new storage media. Since this might also not be a 100 percent protection – make more than one copy (at least 3 recommended) of your backup.

2. Damaged storage media

As easy as the original data media, your backup media might get damaged. Might it be your coffee cup or the ravages of time – a damaged media means often the loss of data.

Tip: Create at least three copies of your backup medias and keep them save at different locations.

3. Errors while writing the data

This source of error can be found in the area of „computers are also just human“. The reasons for such errors are multifaceted (damaged hardware, system errors, „bad timing“ of software and so on) and unpredictable.

Is the data of the backup not written correctly – the whole backup might be unusable.

Tip: Check your backup medias for readability, completeness and correctness.

4. The human factor

The human factor is often considered the biggest source of error.

Users forget to backup important data, make mistakes while using the backup software or forget to do the backup at all. Negligence and mistakes have cost more than one data pool in the past.

Tip: Be extremely careful in every aspect of the backups. Double and triple check everything.

5. „Special cases“ of data to be backed up

Is during a backup not all data (media image) to be backed up, files and directories will be copied in order to do the backup.

In this case even the best backup software can get in trouble with some restrictions (f.e. of the operating system).

While simple backup software even fails with simple hidden files or space chars in the filenames – good backup software takes care of most of the special cases.

However – data with special characters in file or directory names, unusual naming (f.e. name starts with a space char) or restricted (by OS) reading rights may still pose a problem and might not be backed up. Even worse – they might even not be recognized as problem or error.

Tip: Don't use special characters for filenames, read restrictions or methods to hide your data. Double check if endangered data is backed up correctly.

6. Damage to backups by system errors

A lot of errors, damage or problems with your computer can influence the quality of your backup.

The most common example is the infection of your system with a computer virus. This virus may reach your backups. In this case you have a backup of your infected data – but you can't use it, because it is infected itself. This means simply the loss of your data.

Besides such obvious problems, the list of error sources seems infinite. It starts with damaged data (media error, changes by user, damage by viruses, ... and so on.), damaged hardware, damaged software – up to glitches in the backup software that may have negative effects in special system configurations.

Tip: The only medicine for this case is control and vigilance. In addition you should keep your old backups as long as possible (To restore at least a part of the data in case of a disaster).

7. Risk: incremental backups

Incremental backups (one complete backup, after that only the changes to the first backup) are a time and space saving alternative to full backups.

This method comes however with a price tag – a higher risk. Let's show it with an example: You do weekly backups over 10 weeks before you need to restore your data. Now you have the following situation if backup number 7 (week 7) is damaged:

If you have full backups, everything is fine (backup 10 is fine). Incremental backups pose however a problem – since number 7 is damaged – you can only restore the data up to the 6. week. Everything else might be lost.

Tip: If you do incremental backups – keep only a short cycle until the next full backup. Better – use only full backups.

8. „Murpys law“

Murphys law basically states that everything that can go wrong, will go wrong (preferably at the worst time and everything at once).

The effects of this „law“ can be demonstrated with the following example:

The day, that you have spilled your coffee at your backup media is the day, you have to use it (to restore the data). Luckily for you – you have two extra copies. But according to Murphys law one is damaged to faulty data transfer and the other one was already damaged when you did the backup. So all three backups are unusable ...

Tip: Take all your precautions and double it. At least.

9. the unexpected error

This is the last but not least source of backup errors. The error nobody expects.

Tip: You can't do really anything against such errors – except: Expect the unexpected!