

Rapid Backup 2 Quick Start Guide

Summitsoft Corporation Rapid Backup 2™ Quick Start Guide

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Welcome to Rapid Backup 2

Creating a backup of your computer hard drive goes beyond simply copying files to CD or DVD. Rapid Backup 2 saves you time and money by compressing your data for optimum storage and restoring backed up data quickly after a system crash.

Registering Summitsoft products

Registering your product is important. Registration provides you with timely access to the latest *product updates*, technical *support*, valuable information about new product releases, access to free downloads, articles, tips and hints, and *special offers*.

You can register online at www.SummitsoftCorp.com/Register.asp.

Installing Rapid Backup

Insert the Rapid Backup 2 CD-ROM in your CD-ROM drive. Once the auto-run appears on your screen, click on Install to launch the installation program.

If you have Auto-Run disabled, Click on **Start | Run**, and type in **D:\Autorun.exe** (Where "D" is the letter of your CD-ROM Drive.)

Customer Support

The web address for Summitsoft is www.SummitsoftCorp.com on the Internet. You can access general customer service, product information, frequently asked questions (FAQ's) and technical support on this website. For additional support or specific customer service related questions, you may also mail, fax or email. The hours of operation are 9:00 am to 5:00 pm, Eastern Time (EST), Monday through Friday.

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WHY YOU NEED TO BACKUP

Can you imagine everything on your computer lost forever? The countless hours you spend filling your hard drive with work, photos of family and friends, emails, financial records, downloaded music and other important documents are irreplaceable and can never be fully recovered if you are not protected.

It is highly recommended that you backup your computer on a regular basis. The easiest way to do so is by scheduling automatic backup sessions, so you won't worry about disaster catching you unprepared.

A BRIEF OVERVIEW ON RAPID BACKUP 2

Rapid Backup 2 is designed to make backups easy. From the opening welcome screen, you simply click through the backup or restore wizard buttons to quickly navigate through the program. You can even make your backups easier by doing a simple drag and drop of any file or folder during the backup process.

When restoring a backup, you can choose to backup to your original location(s), or an alternative location or folder. It's that easy.

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GETTING STARTED

After installation, double-click on the Rapid Backup 2 desktop icon to launch the program.

THE WELCOME SCREEN

From the Welcome screen you can choose to backup files or folders on your computer, restore a backup, or change the default settings for any backups you create. The **About** button gives information on the version number, and access to Rapid Backup 2 updates and help files.



CHANGE SETTINGS

Clicking the **Change Settings** button on the Welcome screen opens the **Change Backup Settings** window. The default settings should meet

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the needs of most users, but you can change them to reflect your own personal needs, whether you need to add security to your backup file so others cannot easily open it, or you simply need to compress your backup so it won't take up as much storage space.

The screenshot shows the 'Backup Type' settings dialog box. It is divided into several sections:

- Backup Type:** Three radio buttons are present: 'Normal (Full)' (unselected), 'First Normal then Differential' (selected), and 'First Normal then Incremental' (unselected).
- Compression Options:** Two radio buttons: 'Use Compression' (selected) and 'No Compression' (unselected). A dropdown menu next to 'Use Compression' is set to 'Default'.
- Security:** Two radio buttons: 'No Security' (selected) and 'Encryption' (unselected). To the right, there are two text input fields labeled 'Password' and 'Confirm Password', both of which are currently empty.
- Spanning:** A checkbox labeled 'Enable Spanning' is unchecked. To its right, there is a text input field for 'Use Fixed Split Size' followed by a dropdown menu set to 'MB'.

At the bottom of the dialog, there are three buttons: 'File Types', 'Exclude Files', and a footer bar containing 'Ok', 'Cancel', and 'Restore Default Settings' buttons.

Backup Type

Normal (Full): A normal backup will automatically back up every file and folder you have selected for your backup, and will fully backup each file and folder each time this same backup is chosen to run (for example, if you create a backup and then choose to schedule this backup for the same time each week, every file and folder will be backed up fully). This type of backup can be time consuming if your backup is large.

First Normal then Differential: This option will run a full backup of your selected files and folders the first time you run the backup. If you then choose to run the same backup again, or schedule the backup on a regular basis, it will only add to the original backup file anything that has been changed or added since the first time it was run. Choosing this option will save time since this backup type only adds or removes files rather than backing up the entire backup project each time.

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First Normal then Incremental: This option will run a full backup of your selected files and folders the first time you run the backup. If you then choose to run the same backup again, or schedule the backup on a regular basis, each new backup will only backup the files and folders that have been modified since the last backup.

Compression Options

No Compression: Choose this if you don't want to compress your backup. This will backup your selected items quicker, and is ideal for smaller backups.

Default Compression: Average level of compression. Will compress many file formats to a smaller file size.

Quick Compression: Lowest level of compression, but will make your backup file smaller than one with no compression.

Maximum Compression: Highest level of compression. Choosing this option may cause your backup to take more time processing.

Security

No Security: Choose this option if you don't want to add any extra security to your backups. Your backup files will retain a standard level of security by requiring Rapid Backup 2 to be installed on the computer you are restoring to. There is no other way to open the backup file.

Encryption: By encrypting your backup files, a password is required to open the backup. If you choose encryption, make sure to use a password you will not forget, or write the password down in a safe place. **There is no way to recover a password if it is lost or forgotten.**

Spanning

If you plan on doing large backups to CD or DVD that will require more than one disk, then you should consider the Enable Spanning option.

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CDs typically hold a maximum of 600-700 MB of data, while DVDs can hold approximately 4 GB of data.

MB = megabyte

GB = gigabyte

1,000 MB = 1 GB

So, if the size of your backup is 2 GB (2,000 MB) then you will need a minimum of 4 CDs. You can change how much you want to back up to each disk by adjusting the **Use Fixed Split Size** box. This allows you to specify the maximum amount of data to backup to each disk. For example, if you use a fixed split size of 500 MB on a 2 GB backup, then you will need 4 disks.

File Types

Rapid Backup 2 automatically searches for the photo, music and movie file types listed in this section. You can add any file types not listed, or remove listed ones from each tab.

Exclude Files

To exclude certain files from your backups, simply add them in this section.

Restore Default Settings

Clicking this button will restore the original program settings of Rapid Backup 2.

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BACKUP

Backing up what's most important to you is incredibly easy. Rapid Backup 2 gives you two ways to backup: Easy and Advanced.



EASY BACKUP

Use the Easy Backup approach to quickly backup:

- 1) All Photo files stored on the desktop and in the My Documents folder.
- 2) All Music and Movie files stored on the desktop and in the My Documents folder.

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- 3) All Photo, Music and Movie files stored on the desktop and in the My Documents folder.

To get started from the welcome screen, go to Backup>Easy Backup and then choose what you would like to backup. Once you have chosen either Photos, Music and Movies, or Both the next window allows a few different options in selecting what you want to backup:

- 1) Depending on what you selected to backup, simply press the button that says **All Photos**, **All Music and Movies**, or **All Photos Music and Movies**. This option backs up the selected file types located on your Desktop or the My Documents folder (where the majority of the files that matter most to you are located).
- 2) **Drag & Drop** any file or folder directly into the window's box and then click the Backup button to only backup your selected items.
- 3) You can do a **combination of both**, by doing a drag and drop of files in a different format or files that are located in a different location on your computer, and then pressing the All... button at the bottom of the window.

The next window will ask you to choose either a CD or DVD backup. To backup to a disk, your computer needs to have burning hardware installed. Most computers at least have a CD burner, and you can usually tell which drive you need to place your disk into because the outside of the drive will be labeled something like "CD WRITER" or "Compact Disc ReWritable". If you are running Rapid Backup 2 on a laptop, your one drive will usually also have burning capabilities.

If your computer includes both a CD and DVD drive, then you should choose based on the size of your backup. The maximum storage a CD can hold is usually about 700 MB, whereas a DVD can hold around 4 GB (1,000 MB = 1 GB).

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After choosing CD or DVD, the program will search for your selected files and folders, and then give you a Backup Summary with the estimated size of your backup. Just click continue, and in the next window **enter a Backup name**.

This window also allows you to view what will be included in your backup and give you an estimated number of disks that your backup will require. If you are backing up to a CD-RW or a DVD-RW, you can also choose to erase your disk before burning your backup to the disk.

When you are ready, press the **Backup Now** button.

You can now view the backup process window to see what is being backed up and how much has been completed. You can choose to **Abort** the backup process at anytime.

When the backup is complete, you can also choose to verify your backup to ensure no errors occurred. **Verifying** a backup will take the same amount of time as your actual backup, so if the size of your backup was large and took a long time to process, you may want to skip this option.

ADVANCED BACKUP

Advanced Backup is perfect for users that need a large part of their system backed up, or anything more than just photos, music and movie files.

Use the Advanced Backup approach to quickly backup:

- 1) All Music and Movie files stored on the desktop and in the My Documents folder.
- 2) All Digital Pictures & Image files stored on the desktop and in the My Documents folder.
- 3) The My Documents folder.
- 4) Your Emails & Email Settings.
- 5) Your Registry & Windows Settings.

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- 6) Other Drives, Folders or Files that the other categories do not cover.

You can also **Edit** each category in case you do not want to backup everything in the selected category.

To get started from the welcome screen, go to Backup>Advanced Backup. Press the Choose Items to Backup button if you have never done a backup before, or would like to do a unique backup. Press My Backups to view any completed backups from an earlier time.

My Backups

The My Backups window shows any successfully completed backup. You can select one of these backups and then **Edit** them, **Delete** a selected backup, or select a previous backup and press the **Backup Now** button to instantly begin the backup process based on the selected backup's original settings.

Choose Items to Backup

The Choose Items to Backup window gives you a variety of options when selecting items on your computer to backup.

You can either check a box next to what you want to backup (or check more than one box if needed), edit each category for a more targeted backup, drag & drop files and folders directly into the box, or do a combination of checking off categories and dragging and dropping items. Depending on how full your computer is, checking every box may create a very large backup since it will essentially back up a majority of the files on your system. Large backups can take a long time to process so be patient if you choose this option.

When you are ready, click the Next button at the bottom right of the window to choose a Backup Destination.

- **CD or DVD:** A recommended way to keep your backups secure, since the life of your CDs or DVDs can last well beyond ten years.

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To backup to a disk, your computer needs to have burning hardware installed. Most computers at least have a CD burner, and you can usually tell which drive you need to place your disk into because the outside of the drive will be labeled something like “CD WRITER” or “Compact Disc ReWritable”. If you are running Rapid Backup 2 on a laptop, one drive will usually have burning capabilities.

If your computer includes both a CD and DVD drive, then you should choose based on the size of your backup. The maximum storage a CD can hold is usually about 700 MB, whereas a DVD can hold around 4 GB (1,000 MB = 1 GB).

After choosing this backup destination, simply enter your backup name and click the Backup Now button.

- **An External Hard Drive:** You must have an alternative drive, flash drive, floppy drive, etc. to use this option. This backup destination is ideal if you do regular backups (scheduled) in order to make sure your computer is protected in the event of a system crash.

After choosing this backup destination, simply enter your backup name, choose your alternative hard drive location, and then click the Backup Now button.

- **My Hard Drive or Network:** Backing up to your hard drive works great, but if your system crashes it may take your backups with it, making it impossible to restore your files and folders. You could back up to your hard drive and then burn your backups to a disk at a later time, or upload them to a server or network. Just remember: there usually is no warning when something might go wrong and destroy your hard drive (along with your backups). Backing your files up to a shared folder on a network is a safer way to secure your backups.

After choosing this backup destination, simply enter your backup name, choose the location on your hard drive or network, and then click the Backup Now button.

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- **A Remote FTP Location:** For more advanced users; you can upload your backup files to a secure FTP location on your server. If your system crashes, your backup files will remain safe and ready to download at any time.

After choosing this backup destination, simply enter your backup name, and then fill in the rest of your FTP information. You can test the connection prior to backing up to make sure you have entered everything correctly. When you are ready, simply click the Backup Now button.

COMPLETING YOUR BACKUP

After pressing the Backup Now button, your backup will begin processing. Depending on the size of your backup, this may take either a short amount of time or a very long time. Be patient, and do not close Rapid Backup 2 during this backup stage. You can cancel your backup at any time by clicking the Abort button.

When the backup is complete, you can also choose to verify your backup to ensure no errors occurred. **Verifying** a backup will take the same amount of time as your actual backup, so if the size of your backup was large and took a long time to process, you may want to skip this option.

Once the Backup Complete window opens, you can choose to return to the welcome screen to do another backup, or schedule the backup you just did for a later time.

SCHEDULE A BACKUP

Rapid Backup 2 is able to schedule a backup to be executed at a time you specify using the Windows Scheduler.

Press the Schedule Backup button to have your backup run:

- 1) Daily
- 2) Weekly

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- 3) Monthly
- 4) One-time only
- 5) When my computer starts
- 6) When I log on

This option allows you to set up a backup and schedule it to run whenever you want, so you won't need to waste time doing this in the future. **Rapid Backup 2 does not need to be running to start a backup you scheduled.** Just choose a time, and follow the task wizard to perform this backup at your set time.

RESTORE

You must have a backup completed in order to use the Restore options, and also have Rapid Backup 2 installed on the computer you are restoring to.

When you are ready to restore a backup, simply press the Restore button on the welcome screen. This will give you two options:



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EASY RESTORE

Choose this option if you are restoring a backup to your original computer (not transferring your backup to a different computer), and want your backup files restored to their original location.

If the backup is stored on your hard drive or network drive you can locate it in the **Backup Name** dropdown box. This will automatically find the backup location.

If the backup is stored on a CD or DVD, place the backup disk in your drive and then click the Browse button next to **Locate a Backup to restore** to find your backup file. Make sure the location shows the path to your backup correctly; especially that it shows the correct drive that your disk is in.

If the backup is stored on an alternative or secondary drive, make sure the drive is attached or plugged into your computer and then click the Browse button next to **Locate a Backup to restore** to find your backup file.

If the backup is stored on a remote FTP location, download the backup file to your hard drive and then click the Browse button next to **Locate a Backup to restore** to find your backup file if it does not appear in the Backup Name dropdown box.

Once your backup is selected, press the **Restore** button to get your files back.

ADVANCED RESTORE

Choose this option if you are restoring a backup to a different computer, transferring your backup files to a different computer, or would like to choose only certain items from your backup to restore.

If the backup is stored on your hard drive or network drive you can locate it in the **Backup Name** dropdown box. This will automatically find the backup location.

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If the backup is stored on a CD or DVD, place the backup disk in your drive and then click the Browse button next to **Locate a Backup to restore** to find your backup file. Make sure the location shows the path to your backup correctly; especially that it shows the correct drive that your disk is in.

If the backup is stored on an alternative or secondary drive, make sure the drive is attached or plugged into your computer and then click the Browse button next to **Locate a Backup to restore** to find your backup file.

If the backup is stored on a remote FTP location, download the backup file to your hard drive and then click the Browse button next to **Locate a Backup to restore** to find your backup file if it does not appear in the Backup Name dropdown box.

Once your backup is selected, press the **Choose Items to Restore** button to choose the items you want to restore, and the location to restore your backup to.

In most cases, you can restore files to **Original Location** if your backup was created on the same computer you are restoring to. Just make sure you check the drive box shown in the box (for example, the C: drive). Click on the plus symbol next to the checkbox, or double-click on the drive to expand the backup file. By checking the first box, all sub-folder boxes should automatically get checked. Any files you do not want to include in the restore process can simply be unchecked.

You can also choose to restore files to an **Alternative Location** or **Single Folder**. This option is recommended if you are transferring your backup file to a different computer. Just click on the Browse button next to the Alternative Location or Single Folder box and select a location to restore your backup to. A suggestion would be also be to create a New Folder with the name of your backup, so that you won't become confused on where you restored your backup to.

Once you have completed these steps, you can now press the Restore Now button to get your files back.

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GETTING HELP

Purchasing your Summitsoft program gives you free access to Summitsoft's online technical support. Many questions may be answered within this manual, by checking our Frequently Asked Questions (FAQs) web page, or visiting our Support Center on the Summitsoft website.

Rapid Backup 2 also includes a useful help file that can be found by pressing F1 on your keyboard, or clicking the Help button found in the About section.

If you cannot find your answer here or online, you can email us for further assistance with your problem.

View Frequently Asked Questions (FAQs):
<http://www.summitsoftcorp.com/support.asp>

Email Technical Support: support@summitsoftcorp.com

UPDATING RAPID BACKUP 2

Summitsoft periodically makes online program updates available, and it is very important to keep your backup software up-to-date.

To check to see if your version of Rapid Backup 2 is current, open the **About** section and select the **Update** button. If a new version is available, follow the instructions in the update wizard to download and install it.