

Download and Install

File Backup is extremely easy to use. These two pages contain 90% of what you need to know to back up your computer. The first step is to download and install the software. If you have not done so, go to www.filebackup.net and click on the **Free Trial** page or the **Buy Now** page and follow the instructions.

Start File Backup

To open the application, go to **Start > All Programs** and then select **FileBackup.net > File Backup** to open the File Backup software application.

Once opened, you will be able to access four main tabs or views: **Home**, **Backup**, **Retrieve** and **Log**. Most of your time will be spent in the Backup tab.

How to Backup

When you click on the **Backup** tab, the File Backup software will scan the files on your computer. Click on **Explore to pick files** option in the left column and all the files and folders on your computer will appear in the middle column. *See the next page for an easy, step-by-step visual guide.*

Click on a folder that has files you want to back up and the contents of the folder will appear in the right column so you can easily add those files or folders to your backup set.

Click on the box next to a file or folder to make it part of your backup set (or not)...



— means the item is selected for backup



— means the item is not selected for backup

Once you have selected a few files or folders, click the **Backup Now** button at the bottom of the application to back up immediately. File Backup will automatically encrypt and compress your data and send it over the internet to our secure data centers.

You can also set your automatic backup schedule... just go to **Options > Backup Schedule** to set your preferred backup days and times.

How to Retrieve

File Backup features simple point-and-click recovery of your files. File Backup stores up to 10 versions of your backup files – this is important in the event the most recent version of your file becomes corrupt, is harmed by a virus or has some other problem.

To retrieve your backup copy of a file:

1. Click on the **Retrieve** tab
2. Select the files you need, then click **Retrieve Now**

By default, File Backup restores your files to their original location. You can change this in the **Retrieve Preferences** dialog box that appears after clicking **Retrieve Now** if you want to restore to a different location.

Log Tab

The **Log** tab shows a summary of your backup (and retrieve) activity. Click an entry to see all the detailed information. You can check your logs to make sure your backups run as scheduled.

Home Tab

The Home tab displays your File Backup account number, name on the account, when you last backed up and similar information.

Your Encryption Key

Keep it safe! We recommend you print and store two copies of your encryption key in separate locations. For security reasons, we do not have access to your key. You will need your key in the event you ever need to restore your account. To view and print your encryption key, go to **Options > Security** and click **View Encryption Key**.

file backup

Step-By-Step Backup Guide

Step 1. Click on the "Backup View" tab

Step 2. Click on "Explore to pick files"

Step 3. Click the folder on your computer you want to back up

Step 4. Click on the box next to the folders or files you want to back up

Status	Name	Type	Size	Modified
<input checked="" type="checkbox"/>	...this entire folder...	Folder		
<input checked="" type="checkbox"/>	Accounting (QuickBooks)	Folder		
<input checked="" type="checkbox"/>	Accounting (Quicken, Peachtree)	Folder		
<input checked="" type="checkbox"/>	Coffee Break Tech Papers	Folder		
<input checked="" type="checkbox"/>	Customers -- Master List	Folder		
<input checked="" type="checkbox"/>	Excel Spreadsheets	Folder		
<input checked="" type="checkbox"/>	Human Resources	Folder		
<input checked="" type="checkbox"/>	Images, Photos, Etc	Folder		
<input checked="" type="checkbox"/>	Leads	Folder		
<input checked="" type="checkbox"/>	Marketing Materials	Folder		
<input checked="" type="checkbox"/>	Payroll	Folder		
<input checked="" type="checkbox"/>	PowerPoint Presentations	Folder		
<input checked="" type="checkbox"/>	Product Brochures	Folder		
<input checked="" type="checkbox"/>	Tax Info	Folder		
<input checked="" type="checkbox"/>	Video files	Folder		
<input checked="" type="checkbox"/>	Website	Folder		
<input checked="" type="checkbox"/>	Client_Survey_Results_Data	XLS	36KB	7/19/2007 9:57 AM
<input checked="" type="checkbox"/>	Company_Bio	DOC	22KB	6/20/2007 11:15 AM
<input checked="" type="checkbox"/>	Company_Brochure	PDF	394KB	6/19/2007 3:07 PM
<input checked="" type="checkbox"/>	Company_Presentation_2007	PPT	8KB	7/19/2007 9:59 AM
<input checked="" type="checkbox"/>	Direct_Mail_List	XLS	14KB	7/19/2007 9:56 AM
<input checked="" type="checkbox"/>	Manual	PDF	1,593KB	6/26/2007 4:45 PM
<input checked="" type="checkbox"/>	MASTER_PRICING	DOC	22KB	6/20/2007 11:15 AM
<input checked="" type="checkbox"/>	New_Product_Release	PDF	717KB	6/25/2007 2:46 PM
<input checked="" type="checkbox"/>	Recruiting_List	DOC	27KB	6/25/2007 10:17 AM

Step 5. Click on the "Backup Now" button to begin sending a backup copy of your files to our data centers

Schedule Settings

Specify when you would like to perform backups. You should perform backups daily to minimize the risk of losing unprotected data.

Schedule Settings

Back up automatically on selected days at scheduled time:
 Sun Mon Tue Wed Thu Fri Sat
Start the backup at a random time between the specified hours:
From: 9:00 PM To: 5:00 AM

Backup on Connection to Network

Back up on connection to the network, if not backed up for 36 Hours
 Do not back up on connection to network through a modem

Prompt Settings

Prompt for backup each time Windows exits
 Ask before proceeding with any automatic backup, allowing it to be deferred
If the backup is deferred, try the backup again in 4 Hours

OK Cancel Help

Automatic Backups

Backup Scheduler allows you to decide exactly when you want to back up your files down to the day and time.

To set your automatic backup schedule just go to **Options > Backup Schedule** and the configuration box will appear so you can set your preferred backup days and times.