



# The Backup Guide



Backup: Your Most Important Task

## PDF User Guide

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# The Backup Guide

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2BrightSparks Pte Ltd. November 2006

# 1 The Backup Guide



## Backup: Your Most Important Task

Everyone who uses a computer to save or store files will at some time or another experience that heart stopping moment when they realize their files are lost.



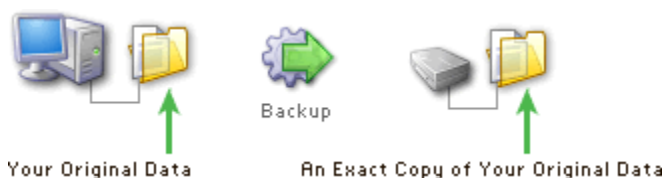
Don't let those files be lost forever. It's plain and simple: if you use a computer, you need to backup your data. It's not a question of whether you should, but rather how you should...

## 1.1 Why Backup?

### Prevent Data Loss

Every day individuals, businesses, and organizations lose their precious files due to a drive failure, inadvertent deletion, or other unwanted action or event. The result is a great deal of stress, anxiety, and in the case of businesses, lost revenue.

The computer hard drive that stores all your data has moving parts, and in time your hard drive will wear out and fail. It's just a matter of when. You need to keep a copy of all your important data somewhere else.



Apart from hard drive failure, there are many other likely scenarios that may result in the loss of your valuable files like power failures and spikes, or system and file corruption due to a

viruses, worms, or other malicious attacks.

## 1.2 The Backup Location

### Where to Backup

You need to store a copy of all your important files in a different location to where your computer is situated. It's not a great deal of use having the copy of your files on your external hard drive which is constantly plugged into your computer. A thief won't leave your additional drive for you to recover your lost files, a fire or flood won't distinguish between your computer and your external drive. At the very least, keep your copy in a different location in your home. If possible, keep your backup copy in an entirely different building.



Some choose to backup their data onto remote servers via File Transfer Protocol (FTP) or by other means. Others use the services of off-site backup over the Internet. Be mindful however that your data is your responsibility. The moment you transfer that data to a third party to keep safe, new risks involving the potential compromise of that services' availability and security arise.

## 1.3 The Ultimate Backup

### Backup Insurance

There are circumstances when a backup might also be inadvertently corrupted or over-written. Regularly creating a third backup stored in a different location, although less convenient to administer, provides you with the greatest security against losing your data. If however you are unlikely to backup often to this third location, it's not going to be worth your while as a backup needs to be updated frequently to be of any value.



In the scenario shown in the graphic above, one backup is stored in a different location in the home, with a second backup stored at a third location in a different building.

## 1.4 Important Data to Backup

### What Data Should be Backed Up?

In addition to your pictures, videos, music, Word documents, spreadsheets, databases, emails etc, you'll also want to keep a copy of all the programs you use so that if necessary they may be easily reinstalled at a later date. It would be advisable therefore to copy any new programs you download and install from the Internet in a special folder that gets backed up as part of your backup routine.



One especially important program to backup is the program you use for the backup procedure itself. You'll also need to save the serial number for this program and others in a secure yet memorable location so you can restore your backup to the original location at a later date should you need to.

If you use your computer for business purposes you will also need to backup all the information from your financial software, inventory control, customer databases, and other specialist business files.

## 1.5 Disk Imaging

### The Pros and Cons of Disk Imaging

To make an exact copy of your drive, including your Windows operating system, you must use 'disk imaging' software. Disk imaging copies the entire disk (the parts that are used) bit-by-bit. This results in a copy that will take up a lot of disk space, and take much longer to copy.



Disk imaging isn't generally the best answer to backing up for a number of reasons.

Your Windows operating environment is constantly changing. Programs are installed, updated, uninstalled, and settings are changed. Many important security specific applications are also regularly and automatically updated. Anyone for example who uses their computer to connect to the Internet should have in place Anti-Virus, Firewall, and Anti-Spyware programs that often update many times a week.

Another significant reason why creating a disk image of your drive is not an advisable routine backup procedure is that any and all misconfigurations of your system, dormant security threats, and the vast amount of junk data that is created and stored on your system, will also be copied. Much of this junk data cannot be deleted as it is generated behind the scenes in your system. This results in a decrease in performance and speed, and can also lead to system instability.

Lastly if you change your computer then it's very possible that you won't be able to restore from a disk image as that disk image contains all the drivers and settings for your previous computers hardware, which is probably completely different (e. g. different motherboard).

These issues, combined with the much longer, costlier (more disks), and less convenient (more time consuming) disk imaging process inevitably means that for the average user, disk imaging is carried out far less frequently than the kind of backup that only copies your documents and information (usually under the 'My Documents' folder). Always remember that making regular backups to a different location is the key to an effective backup strategy.

People who use disk imaging often use file backup programs as well. For example, they take a snapshot of their hard disk using the disk imaging software, e. g. every week, month, or at ad-hoc times, but use the file backup program to make regular backups of their important files, e. g. scheduled every day or even hourly. When doing a restore they first restore the disk image then restore their files using the file backup program.

## 1.6 Backup Frequency

### How often should you make a backup of your files?

If you work on your documents each day, you need to backup at least once a day. If you accidentally delete a file, or a program crashes while you're working on a document, you need to be in a position where you can click a button to recover that file from your backup copy, so you may well want to run the backup program in the background. The more impressive backup programs can also copy open and locked files so that a backup can be made even when you're working on a document.



Many people benefit from backing up on a very regular basis throughout the day. Writers for example may be working on a draft and may wish to review an earlier version of that draft as they progress. This kind of incremental backup is also possible depending on the backup software you use so that you can effectively roll-back to an earlier version of your document.

## 1.7 Backup Medium

### What should you backup onto?

There are many different types of media that you may choose to backup onto, and each has their own advantages and disadvantages. The first thing you'll have to work out is what suits your particular circumstance.



It's generally a good idea to choose media that allows you to backup all the data you wish to without having to 'span' the backup. For example, you may need many CDRs to back-up all your information. The problem with this kind of backup is that it requires your intervention to replace the new media as each disk is required. A backup that can automatically run without your intervention will save you a great deal of time over the long run. An external USB hard drive for example can plug straight into a computer and provide an instant large capacity space for your backups.

If you're a personal computer user however, the most immediate medium you're probably going to consider is to backup to CDR/W or DVDR/W, however, these mediums are also less stable over longer time periods than you might realize. For pure convenience there's nothing easier than making relatively small capacity backups to a USB memory stick that you can easily plug in, then transfer to another location. If you're a business with existing backup procedures, you may be using tape backup (which can be sensitive to heat, magnetism etc), or you may be implementing a removable hard disk procedure.

Whatever you choose make sure your chosen media is easy to use, requires as least intervention as is possible, and can easily be scheduled.

## 1.8 Improving Your Backup

### Improving Backup Procedures

If you already have a backup routine it's prudent to check it's doing what you expect, and if necessary, to make adjustments to ensure it's performing to your best advantage. Take care to read through and understand the documentation that comes with your backup program as there may be specific customizations that you may wish to make. For example, you may want to configure your backup so that the program verifies that files are copied correctly, and that the backup makes safe copies by using temporary file names before renaming the file given the copy is successful.

Some backup programs assist you in the evaluation of effective backup procedures by allowing you to test any backup you do with a simulated run. This allows you to check the backup routine functions correctly without actually copying any files.

## 1.9 Scheduling backups

### Backup Insurance



It's very easy to have your important files backed up without you having to remember to make a backup. The backup can be done automatically, every day, while you sleep. It can be done while you're on holiday or out of the office.

Computers are designed to help automate tasks, so let your computer and software automate your backups.

If you want to discover how to create a 'set it and forget it' backup you can download the e-book 'Automated Backups' from the [Tutorial Area](#) on the 2BrightSparks website.

## 1.10 The Solution to Backing Up

### The Backup Solution from 2BrightSparks

There's a simple solution to ensuring a backup copy of all your important files has been created so that if an unfortunate event occurs that results in the unwanted loss of your data, it's easily possible to restore that data. This may be a single file that you've inadvertently deleted, or all the documents you've worked on or stored at one time or another.



SyncBackSE from [www.2brightsparks.com](http://www.2brightsparks.com) allows you to easily and automatically backup any file you write to (Word, image, media etc.). This multi-award winning program can even backup open and locked files which means you're files can be backed up as you're working.

Other highlights include: Fast Backup and Smart Synchronization; Powerful FTP engine & AES encryption; Superb Feature-Set and Customization; Generous Licensing Policy; and Extensive Help Documentation.

## 1.11 Synchronization

### Synchronizing Your Data

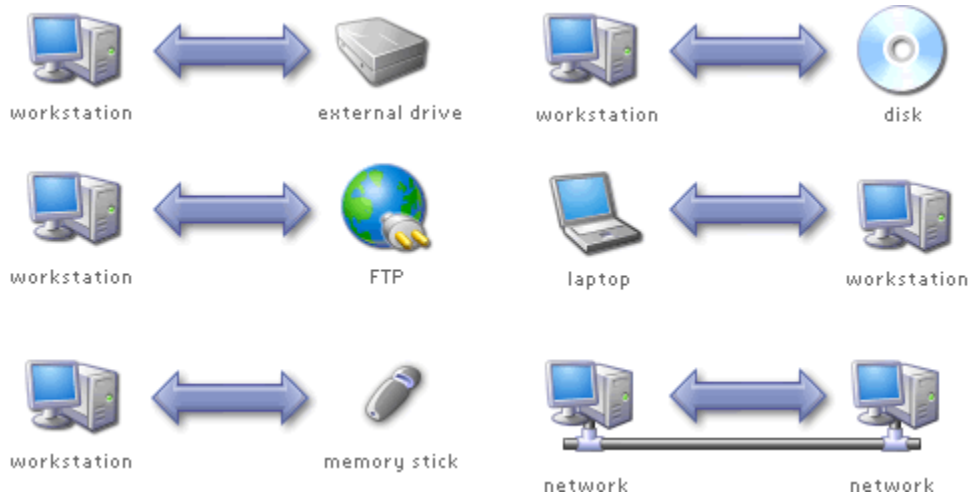
As well as backing up and restoring your data, SyncBackSE can also allow you to safely and easily synchronize files between two different directories. Those files could be on different drives, different computers, different devices, or even over the Internet via FTP.

You perform a backup when you want to keep a second copy of your files. A backup doesn't change your original files. If you accidentally delete a file, or make changes you don't want, etc. then you can restore the original file from the backup.

When synchronizing however, you are copying files between two computers or storage mediums, e.g. your hard disk and an external USB drive. Perhaps you've a desktop computer and a notebook computer and have copies of the same files on both computers. You may be changing those files either on your desktop or notebook depending on the

situation. With synchronization, files are copied from one to the other based on when they were last changed. Files may also be deleted, e.g. you deleted a file on your notebook and so want the same file on your desktop to also be deleted.

The following graphic shows different synchronizing scenarios:



This additional functionality and outstanding customization of SyncBackSE, together with an industry leading online Support Area and superb help file, sets this program apart from the competition.

## 1.12 Backup, Your Essential Task

### Conclusion



Backing up your data is your one essential task. If you haven't tried SyncBackSE, [download the free trial](#) from 2BrightSparks.

Whatever you do, backup each and every day from here on in, and don't be one of those many who at this very moment are wishing they had....

### World Class

SyncBackSE has been honoured by PC World Magazine with a 2005 World Class Award under the Utility category as having "exemplary design and usability, features, performance, innovation, and price".

Download the free trial of SyncBackSE today at [www.2brightsparks.com](http://www.2brightsparks.com).

## 2 Backup Solutions



### Backup: The Award Winning Solution

The second section of The Backup Guide presents the solution to your backup needs, links to useful freeware utility software, and additional legal and general information about 2BrightSparks Pte Ltd.



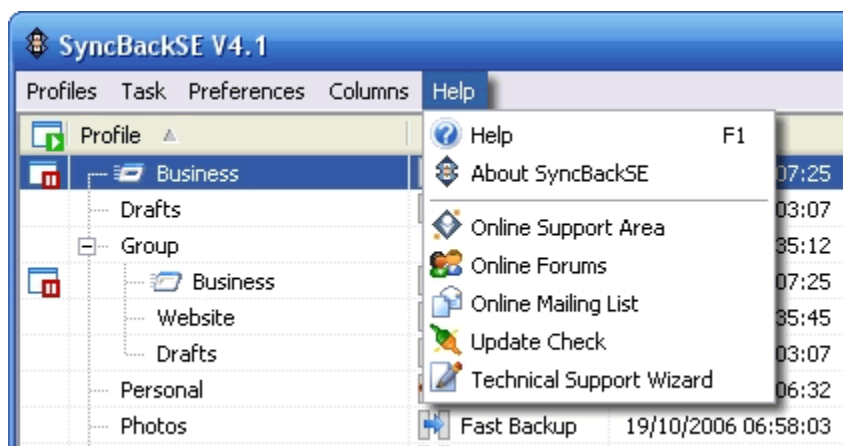
Trusted by hospitals, police departments, universities, schools, businesses, non-profit organizations, and individuals everywhere, SyncBackSE from [www.2brightsparks.com](http://www.2brightsparks.com) allows you to easily and automatically backup any file you write to (Word, image, media etc.).

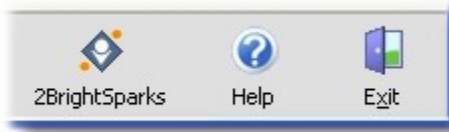
### 2.1 Help using SyncBackSE

#### Help! Online and Printable Support Resources

As a user of SyncBackSE you can enjoy extensive support from 2BrightSparks Pte Ltd:

Your first port of call for support is to read the program help file. Click 'Help' under the help menu, or the **Help** button on the main program window to open the help file:





If you've never backed up data before, we advise you read the New User Guide in the program Help File which explains the fundamentals about different kinds of backup. Using SyncBackSE provides detailed explanations of all the functions in SyncBackSE including Basic Operation; Easy Mode; Expert Mode; Runtime Help; and a Technical Reference.

The help file also offers context sensitive guidance when using the program. You'll find a **Help** button in most of the program's windows. Clicking the help button will take you straight to the help page for that particular task or option.

### Fully Searchable and Printable Help Manual

Do not directly print this help file from the Microsoft help viewer because the print quality of the HTML Help viewer is poor.

A fully searchable and printable SyncBackSE Help File is available as an Adobe PDF file (Portable Document Format) from our website at:

<http://www.2brightsparks.com/syncback/SyncBackSE-PDF.zip>

Although Adobe Acrobat Reader is installed as standard on Windows computers, you may wish to download and install the very latest version which includes significant improvements over its predecessors:



[Get Adobe Acrobat Reader](#)

### Online Support from 2BrightSparks

Our online support is among the best in the industry. You'll find [Tutorials](#) to get you up and running, our extensive [Support Area](#) which features our [KnowledgeBase and FAQs](#) (Frequently Asked Questions), and quick fix [TroubleShooter](#).

### Technical Support Wizard

If after reviewing the help file and online support resources you continue to experience difficulties using SyncBackSE, you may submit a support ticket. The Technical Support Wizard creates a special file that provides the essential information we require when you submit your ticket, and is available from the "Help" menu.

### Email Support

You **must** use our [Support Ticketing](#) service for email support which is available at:

<http://www.2brightsparks.com/help/index.php?pf=usr>

Support Ticketing ensures we keep the appropriate records of your support request and our response history to you. This helps us deliver a better service to all our customers as we respond more quickly, audit the effectiveness of our responses, and generally improve the quality of our support. In addition, analysis of our support performance, and the frequency level of specific support requests also leads to improving our software.

We trust you understand the importance we place on the high quality of our software and service, and therefore we must follow procedures that are of greatest benefit to the majority of our users. Direct email support requests will be ignored.

## 2.2 Freeware

### Freeware Exclusively from 2BrightSparks

2BrightSparks Pte Ltd have released several freeware programs available exclusively from their website.



The 'OnClick' family of software products are easy to use utility programs: quickly encrypt and decrypt files, securely delete files, and find out the hash values of files. All OnClick programs ship with their own help files.

Our freeware is free for personal, educational, charity, government, and commercial use.

2BrightSparks 100% Freeware:

- No Spyware, Trojans, Viruses, or Advertisements
- No Nag Screens
- No Registrations
- No Payments
- No Collection of Demographic Information
- No Unauthorised Internet Connections

### EncryptOnClick




EncryptOnClick is a program that lets you securely encrypt and decrypt files. Ensure the files you want to keep safe and out of view from others, stay that way. The program is very simple to use and features military grade 256-bit AES encryption.

### DeleteOnClick



DeleteOnClick is a very simple program that lets you securely delete files. A securely deleted file cannot be recovered or undeleted. Securely deleted files are not moved to the recycle bin. For this reason the program should be used with care.

## HashOnClick

 HashOnClick is a program to calculate the CRC-32, MD5, or SHA-1 hash value for a file. It is implemented as a shell extension, i.e. right-click on a file, in Windows Explorer, to calculate the hash value for a file. It's that simple!

Download our freeware today from [www.2brightsparks.com/downloads.html](http://www.2brightsparks.com/downloads.html)

## 2.3 Buy SyncBackSE

### Purchase SyncBackSE Today and Enjoy Instant Delivery

We recognize that security is one of the major concerns for the shopper during an online transaction. Our payment processor uses state of the art security tools and techniques to ensure that you are protected against online fraud.

All payment transactions at 2BrightSparks are handled through the eSellerate payment system. At no time do we process or save customer payment card details on our website.

If you would like to learn more about eSellerate, visit their site at:

[http://www.esellerate.net/company\\_overview.asp](http://www.esellerate.net/company_overview.asp)



### Direct Ordering and Download

Pay via Credit Card, by Phone or FAX, or via PayPal...

Ordering SyncBackSE couldn't be simpler. Your serial number will be presented to you immediately following payment on eSellerate's secure server. Your order details and serial number will also be sent to you via email.

SyncBackSE, FindOnClick, and UndeleteOnClick are only available from our website as downloadable products. Orders can be processed for VISA, Mastercard, DISCOVER, American Express, JCB, and via PayPal



### Buy Now

Click the following link to order directly from our Web Store:

[Buy SyncBackSE](#)

## Phone and Fax Orders

Alternatively, you may use the following URLs for phone or Fax orders:



<http://store.eSellerate.net/s.asp?s=STR2236179640&CMD=PHONE>

<http://store.eSellerate.net/s.asp?s=STR2236179640&CMD=FAX>

## Website

A fully functional evaluation version of SyncBackSE is also available from our website by clicking any of the 'Try' links:

Download the full evaluation of SyncBackSE today:

[Download SyncBackSE 30 Day Trial](#)

## Sales and Support

Sales and Support are available by submitting a support ticket from our [Support Area](#). [Find out more](#) about our industry leading support resources.

## Other Great Software from 2BrightSparks

### FindOnClick



FindOnClick is a very easy to use, file searching utility for Microsoft Windows 2000/XP/2003/Vista.

FindOnClick can search for files on any NTFS or FAT (FAT 12, 16, 32) partitions, including from hard drives (internal and external), floppy disks, flash cards, Smart Media (SM), SONY Memory Sticks, IBM Micro Drives, Multimedia Cards (MMC), Secure Digital Cards (SD), Zip disks, etc. [Find out more...](#)

Download the 30 day full evaluation of FindOnClick today:

[Download FindOnClick 30 Day Trial](#)

### UndeleteOnClick



UndeleteOnClick is a very simple to use file undelete utility for Microsoft Windows 98SE/ME/2000/XP/2003. Any type of file can be undeleted / uneraser, including NTFS compressed & NTFS encrypted files.

UndeleteOnClick can undelete files from any NTFS or FAT (FAT 12, 16, 32) drives, including: hard drives (internal and external); floppy disks; flash cards; Smart Media (SM); SONY Memory Sticks; IBM Micro Drives; Multimedia Cards (MMC); Secure Digital Cards (SD); Zip disks etc. [Find out more...](#)



Note: the evaluation version lets you test UndeleteOnClick without needing to purchase it first. The only limitation is that you cannot undelete files over 64Kbytes in size. Once a license is purchased you will receive the full version that has no size limitations:

[Download the 64kb Limited UndeleteOnClick Trial](#)

## Sales and Support

Our online support is among the best in the industry. Visit our extensive [Support Area](#) which features our KnowledgeBase, FAQs (Frequently Asked Questions), and quick fix Troubleshooter.

## Company Postal Address

2BrightSparks Pte Ltd  
PSA Building  
PO Box 364  
911143  
Singapore

## 2.4 Legal Information

### Rights and Distribution

This e-book has been created by 2BrightSparks Pte Ltd © 2003-2005, and is available freely and exclusively from the company website at: [www.2BrightSparks.com](http://www.2BrightSparks.com).



This e-book is free for personal, educational, charity, government, and commercial use.

### Trademarks

All trademarks appearing on the service are trademarks of their respective owners.

## 2.5 Privacy Statement

### Privacy Statement

We have created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for 2BrightSparks.

We use your IP address to help diagnose problems with our server, and to administer our

website. Your IP address is used to help identify you and to gather broad demographic information.

## **Cookies**

We use cookies to identify you so we can retrieve your information so you don't have to re-enter it each time you visit our site. We also use cookies to help ensure our surveys are only completed once.

## **Subscriptions**

Our site's Support Ticketing, Mailing List, and other forms requires users to give us contact information, like their name and email address. We use customer contact information from forms to send the user information about 2BrightSparks. The customer's contact information is also used to contact the visitor when necessary if they have subscribed to the Mailing List. Users may opt-out of receiving future mailings by choosing to non-subscribe. Unique identifiers are collected to verify the user's identity and for use in our record system.

## **Collecting Unique Identifiers**

2BrightSparks and its associated Web Store uses an order form for customers to request information, products, and services. We collect visitor's contact information and unique identifiers. Contact information from the order form is used to send orders and information about our company to our customers. The customer's contact information is also used to get in touch with the visitor when necessary. Users may opt-out of receiving future mailings. Unique identifiers are collected from website visitors to verify the user's identity and for use as account numbers in our record system.

## **External Linking**

2BrightSparks contains links to other sites. We are not responsible for the privacy practices or the content of such websites.

## **Security**

This site has security measures in place to protect the loss, misuse and alteration of the information under our control. All data is protected using the most advanced methods available. We do not store financial information like credit card numbers or personal information like social security numbers on this site.

## **Un-Subscribe**

2BrightSparks gives users the option to [contact us](#) for removing their information from our database to not receive future communications or to no longer receive mail list messages.

## **Correct/Update**

You can send an email to us by visiting our [Support Area](#) to change and/or modify information previously provided.

## Additional Information

### Why we use cookies

A cookie is a small data file that certain Web sites write to your hard drive when you visit them. A cookie file can contain information such as a user ID that the site uses to track the pages you have visited. The only personal information a cookie can contain is information you supply yourself. A cookie can't read data off your hard disk or read cookie files created by other sites.

We use cookies to assist in searches. Cookies further enhance our service by enabling us to fast-track much of our User's browsing habits with the aim of improving our services.

### Do you share data with outside companies and/or organisations?

No, we do not share any 'off-line data' with any commercial entity (e-mail addresses collected for our mailing list, and any data collected for purposes other than for on-line publication on our website).

We only disclose data when required to do so by International law.

## 2.6 Company Information

### 2BrightSparks Pte Ltd

#### Overview

2BrightSparks Pte Ltd was incorporated in 2004 with Michael J. Leaver, Mike de Sousa, and Richard N. Gascoigne at its helm. Between them they have over 60 years of experience delivering professional solutions in the software and creative sectors.



For more about the 2BrightSparks team go to:

<http://www.2brightsparks.com/about.html>

#### Company Website

[www.2brightsparks.com](http://www.2brightsparks.com)

#### Sales and Support

Sales and Support are available by submitting a support ticket from our [Support Area](#).

---

## Company Postal Address

2BrightSparks Pte Ltd  
PSA Building  
PO Box 364  
Singapore 911143

## Payment Processor

All payment transactions at 2BrightSparks are handled through the eSellerate payment system. At no time do we process or save customer payment card details at [www.2BrightSparks.com](http://www.2BrightSparks.com).

If you would like to learn about eSellerate visit their site at:

[http://www.esellerate.net/company\\_overview.asp](http://www.esellerate.net/company_overview.asp)



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