TotalMedia Backup ™

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INTRODUCTION

Welcome to TotalMedia Backup, a utility that makes it easy to back up and restore your files.

BACK UP AND RESTORE BASIC CONCEPTS

TotalMedia Backup offers two backup choices:

1. Full Data Backup

Full Data Backup creates a complete backup of selected files. The time required to back up files depends on the method you choose. Full Data Backup takes longer to complete than Incremental Backup because it backs up all the files you selected. However, restoring files is quicker since it only has to recover the most recent full data backup.

Note: It is highly recommended that you use Full Data Backup for your first backup.

2. Incremental Backup

Incremental Backup only backs up files that have been added or changed since the last backup. Incremental Backup takes less time than Full Data Backup but has a longer restore process because it requires the original full data backup including each of the successive incremental backups to obtain the complete set of data.

The following section contains sample scenarios of using these two backup methods over a period of four days.

The table below shows the state of files A, B, and C on days 1-4:

Day	Action
Day 1	Files A, B, C exist on the drive
Day 2	A modified
Day 3	B modified
Day 4	No files modified

Scenario 1

This scenario shows the effect of using different backups after a full data backup on the first day.

Day	Backup Method	Files Backed Up
Day 1	Full	A, B, C
Day 2	Incremental	A
Day 3	Incremental	B
Day 4	Full	A, B, C

Restore: The backup from day 4 is restored.

Scenario 2
This scenario shows the effect of using Incremental Backup from the first day.

Note: Although the first backup was not a Full Data Backup, the results are equivalent since all the files are considered new.

Day	Backup Method	Files Backed Up
Day 1	Incremental	A, B, C
Day 2	Incremental	A
Day 3	Incremental	B
Day 4	Incremental	--

Restore: First, the backup from day 1 is restored, then day 2, then day 3.

LAUNCHING THE APPLICATION

Click **Start → All Programs → TotalMedia Backup → TotalMedia Backup** or double-click the TotalMedia Backup icon on your desktop to launch the application. The main menu displays.
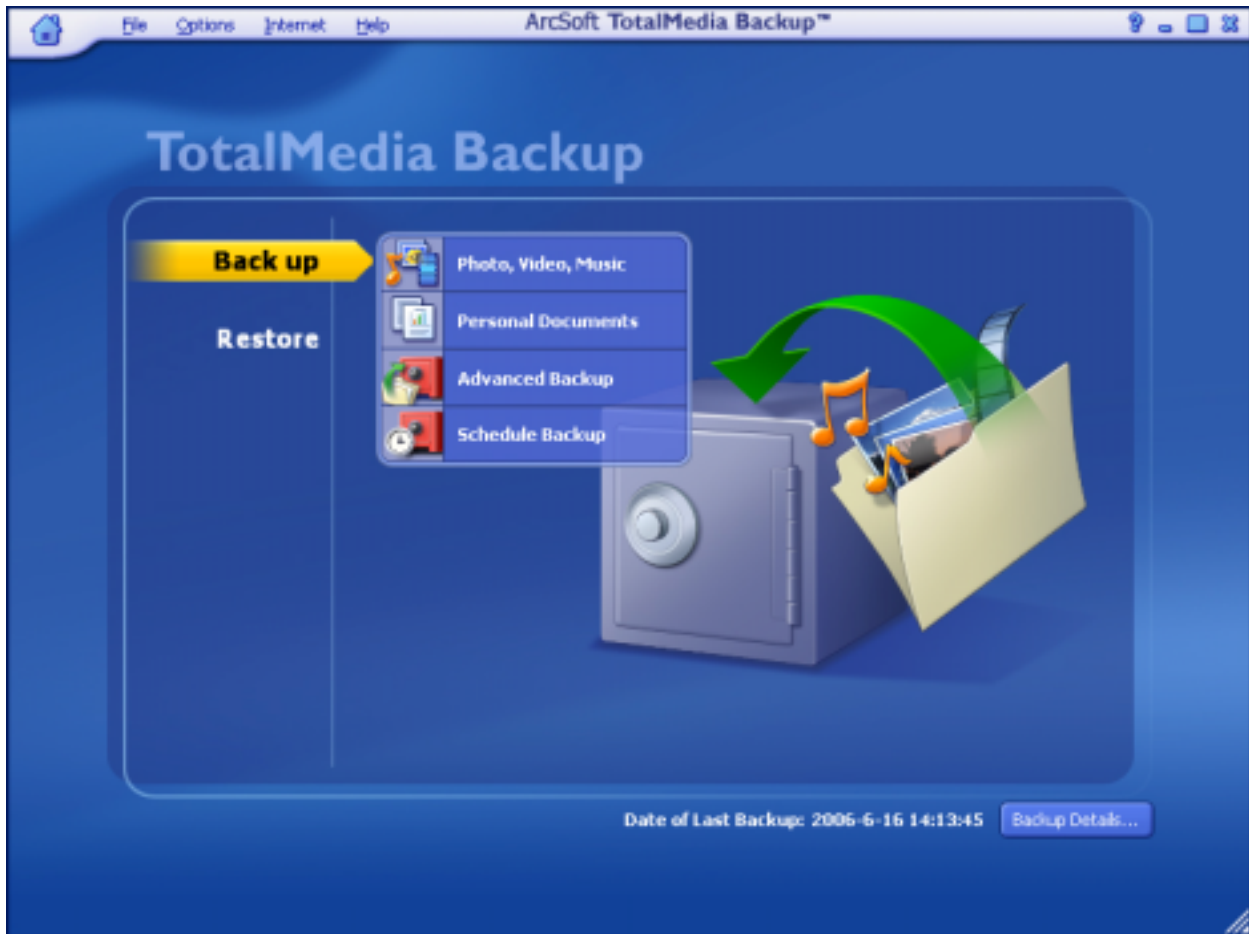
MENUS

File
Exit - Close the application.

Options
Options - view and modify various default program settings. For more details please refer to **PROGRAM OPTIONS.**

Internet
Product Registration – Register the product online.
Products Updates – View the ArcSoft online support information and download available updates.
Product Upgrades – Checks the Web for any program upgrades.
Visit ArcSoft.com – You may visit the ArcSoft.com homepage or view a page that lists various ArcSoft products.

Help
Help – View the help file for the program.
About ArcSoft TotalMedia Backup – View product information including the version number.

Back to Home - Click this button at any time to go back to the main screen.

BACK UP AND RESTORE OPTIONS

BACK UP
Photo, Video, Music - Back up only multimedia files (photo, video, music.)
Personal Documents - Back up only important personal documents.
Advanced Backup - Back up specified files/folders.
Schedule Backup - Set up a backup schedule, and the program will back up the files automatically on schedule.

RESTORE
Restoring a backup to recover files that may have become damaged or deleted.

OTHER COMMANDS

Backup Details… - View and modify the backup history list.

Minimize – Click to minimize the window to the Taskbar.

Maximize – Click to maximize the window to full screen.
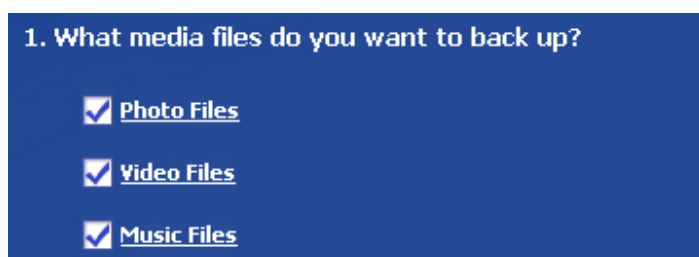
Close - Click to close the window.

CREATING BACKUPS
Click **Back up** to back up or restore the data to a specified folder. You can use Back up options to back up the data on your hard drive to a specified folder or set up a backup schedule to back up the files automatically at scheduled intervals.

BACK UP OPTIONS

PHOTO, VIDEO, MUSIC
Click the box next to the category of files you want to back up.

PERSONAL DOCUMENTS

Click the box next to the category of files you want to back up.

Click to create your own set of file types for inclusion in a backup.

ADVANCED BACKUP

Specify the file/folder for backup. To back up an entire folder, simply check the box next to it. The files in the folder will be shown in the list on the right.

If you want to back up only specific files within a folder, click on the folder and check the box next to the specific file you want to back up. You can sort this list in a variety of ways by clicking the Name, Size, Type, or Date Modified column headers.

SELECT BACKUP TYPE

Select Full Data Backup or Incremental Backup. It is highly recommended that you select the Full Data Backup option for your first backup (Default.)
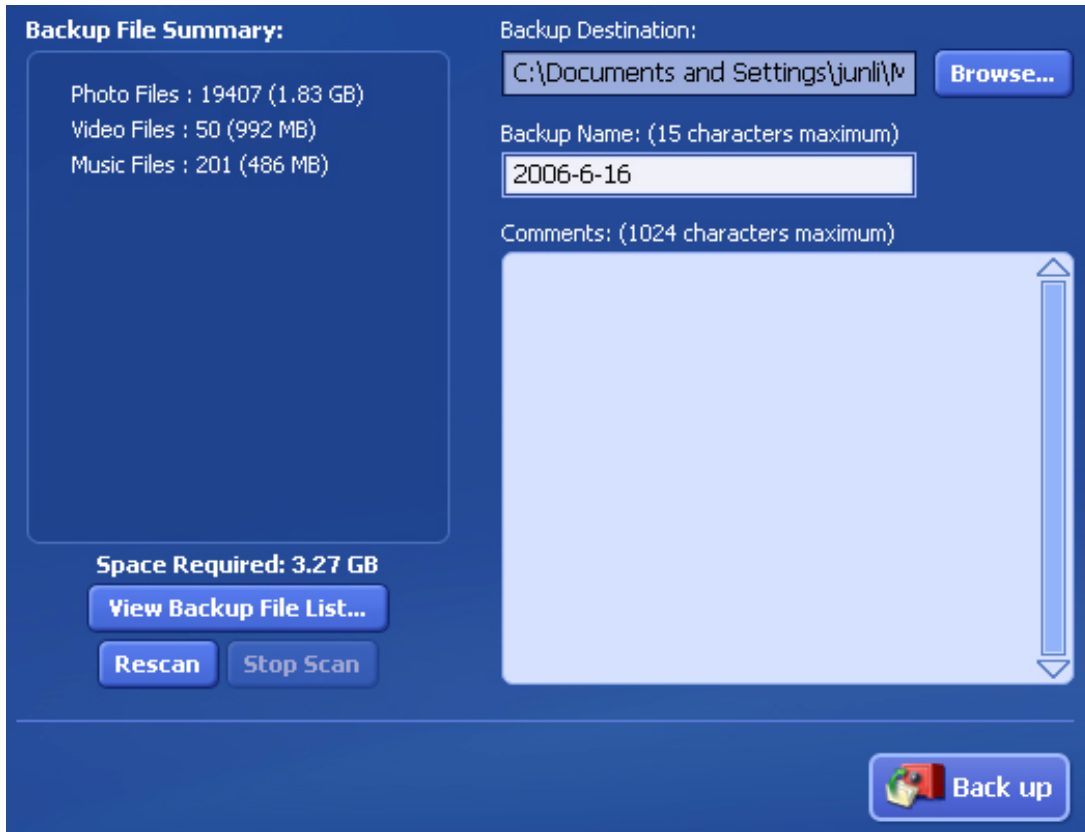
When ready, click **Next**.

The program starts searching for the files you specified for backup. The total number of files found and the amount of space required to perform the backup display.

SET THE SAVE DESTINATION
Click the **Browse...** button to open a standard Save dialog to select the backup destination. You can back up the files anywhere on your computer.

SET THE BACKUP NAME
You can enter any name for the backup up to 15 characters. The default backup name is the current date.

ADD COMMENTS
Describe the backup contents for future reference.
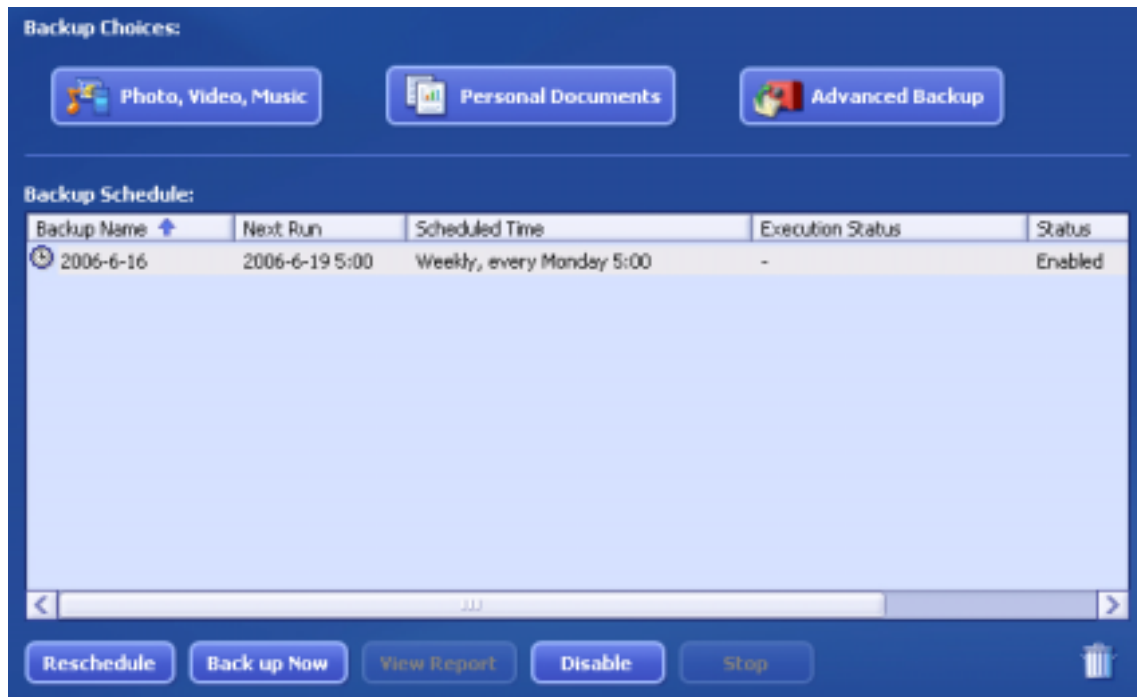
VIEW THE BACKUP FILE LIST
Click **View Backup File List...** to open a text file showing all the files found in the search.

When finished, click **Back up**.

SCHEDULE BACKUP

In the main menu, click **Back up** → **Schedule Backup** to back up files automatically at a specified time.

1. **Select Backup Type**
   Select the type of backup you want to add to the schedule: **Photo, Video, Music**, **Personal Documents** or **Advanced Backup.**

2. **Set the Backup Settings**
   a) **Photo, Video, Music**
      Choose the media type - Click the box of the file category you want to back up.

      Select the backup type - Select Full Data Backup or Incremental Backup.

   b) **Personal Documents**
      Select the file type for backup – Click the boxes for the file category and select the specified file types you want included. Click **Add New Category...** to create your own set of file types for inclusion in a backup.

      Select the backup type - click **Full Data Backup** or **Incremental Backup**.

   c) **Advanced Backup**
      Specify files/folders for backup - A standard folder tree structure lets you browse and select the folders you want.

      Select the backup type - click **Full Data Backup** or **Incremental Backup**.

3. **Set the backup name**
   You can enter any name for the backup up to 15 characters. The default backup name is the current date.

4. **Add comments**
   Describe the backup contents for future reference.

5. **Set the save destination**

    Click the **Browse…** button to a standard window to look for the backup destination. You can back up the files anywhere in your computer.

6. **Schedule Settings**

    You can also set "How often", "When" and "What time" for the backup by selecting from the drop-down list.

When ready, click **Schedule It**.

7. **Edit backup schedule list**

    The scheduled backups are listed in the main window. You can sort this list in a variety of ways by clicking the on each column header.

    There are several buttons available to help you edit the schedule list:

    Reschedule – Highlight a backup and click the button to view and modify the schedule settings.
    Back up Now - Highlight a backup and click the button to back it up now.
    View Report - Highlight a finished backup and click the button to display a report of the backup. If the backup has not been completed, the button will be disabled.
    Disable/Enable - Highlight a backup and click the button to disable the backup without deleting it. Click the button again to enable it.
   **Stop** - Stop the current backup.
    Delete - Highlight a backup and click the trashcan icon to delete it.

You can click **Cancel** at any time to return to the main menu.

RESTORING BACKUPS

By restoring a backup, you can recover files that may have been damaged or deleted. Locate the backup file you want to restore, and double-click it. A simple "wizard" will walk you through the restore process.
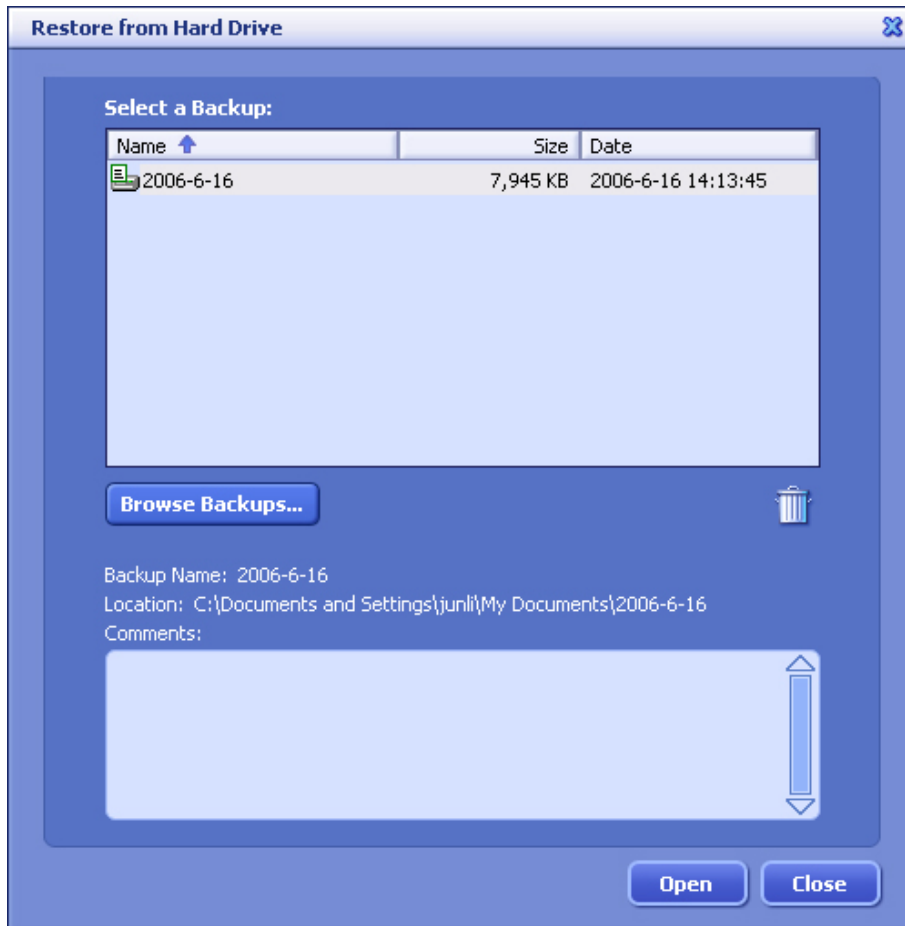
Choose the restore method
There are two options: Easy Restore and Advanced Restore. Easy Restore lets you restore files by type (e.g., Photo, Finance Docs, etc). Advanced Restore lets you restore individual files/folders.

Choose the files to be restored
If you selected Easy Restore, all you need to do is select the file type category that you want restored. If you selected Advanced Restore, you can browse for and select the individual files/folders that you want restored.
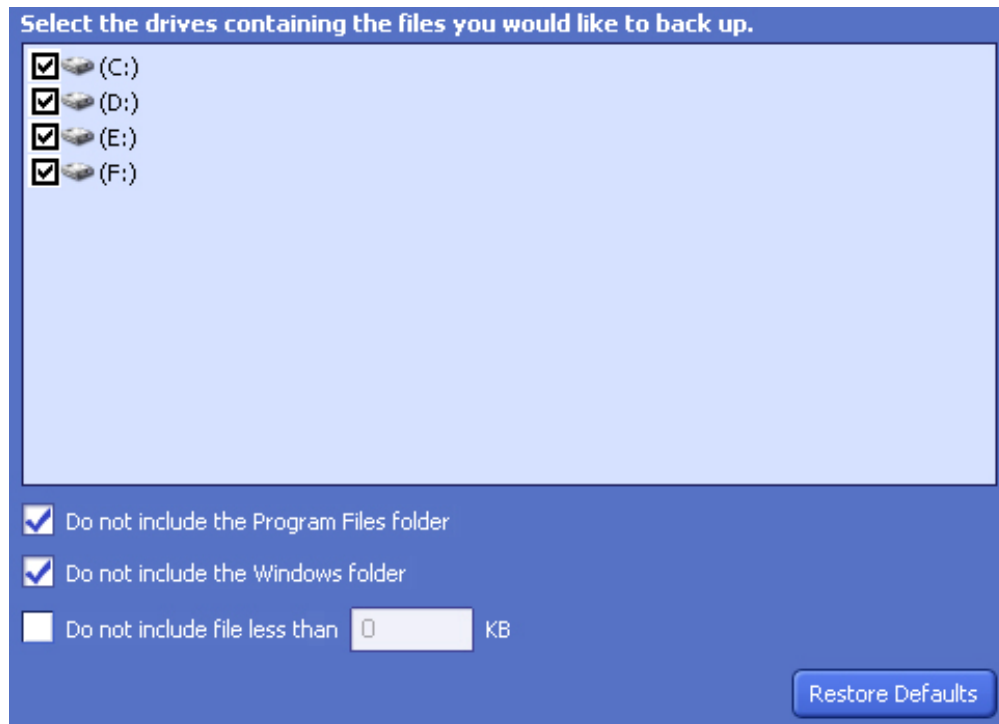
Choose the restore destination
There are two options. You can either choose to restore the file(s) to the original location, or you can specify a new one.

PROGRAM OPTIONS

Choose **Options** from the menu to view and modify various default program settings:

Backup Options (Photo, Video, Music and Personal Documents)


When creating backups, you can select the folders to be scanned when TotalMedia Backup searches for files. If you don't want TotalMedia Backup to scan your entire computer, simply select the drives and folders that you want it to scan.

You can choose to exclude the Program Files and Windows folders, and files that are smaller than a specified size.

You can also click **Restore Defaults** button to switch back to the default settings.

Advanced Backup Options

This feature greatly improves your backup efficiency by filtering file types that you want to either include or exclude.
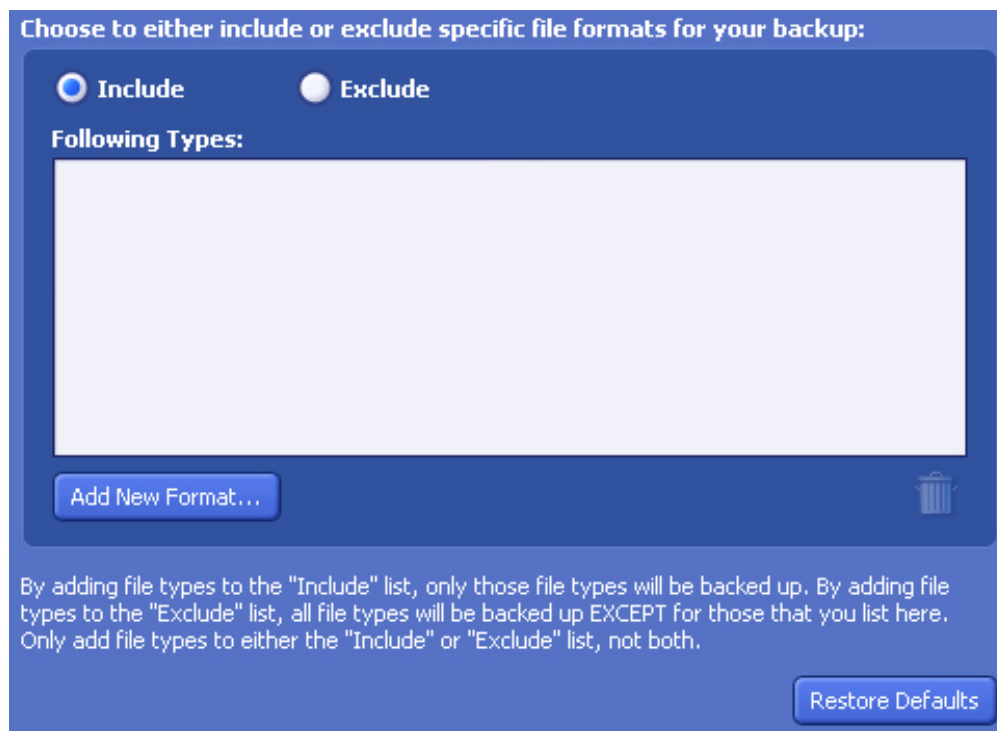
For example, if you want your backups to exclude *.DOT files, simply select the **Exclude** option, and add the DOT file format to the list. When the program scans for files, it will bypass all DOT files.

Note: Only add file types to either the **Include** or **Exclude** list, not both.

You can also click **Restore Defaults** button to switch back to the default settings.

BACKUP MONITOR

Once you launch the program, there is also a system tray icon for the software on the Windows Taskbar (normally on the bottom right of the screen.) The Backup Monitor initiates the backup schedule that you have set. Once it's time to back up the scheduled files, the program will start automatically. Exiting the Backup Monitor will prevent scheduled backups from occurring until it is restarted.

Right click on the tray icon to open a context menu consisting of the following items:

- **Back up Now** – Start the nearest backup in the schedule.

- **Exit** - Exit the monitor.

Uninstall

If you want to uninstall the program, the following steps will help you walk through the operation:

Windows 2000

1. Click the Start menu.

2. Select Settings | Control Panel.

3. Select Add/Remove Programs.

4. Highlight the program and click Change/Remove.

5. Follow the on-screen prompts.

Windows XP

1. Click the Start menu.

2. Select the Control Panel.

3. Select Add or Remove Programs.

4. Highlight the program and click Change/Remove.

5. Follow the on-screen prompts.

TECHNICAL SUPPORT

If you have problems when installing or using the ArcSoft external hard drive, visit the ArcSoft support Web site at *www.arcsoft.com* and search the knowledge base for more help.