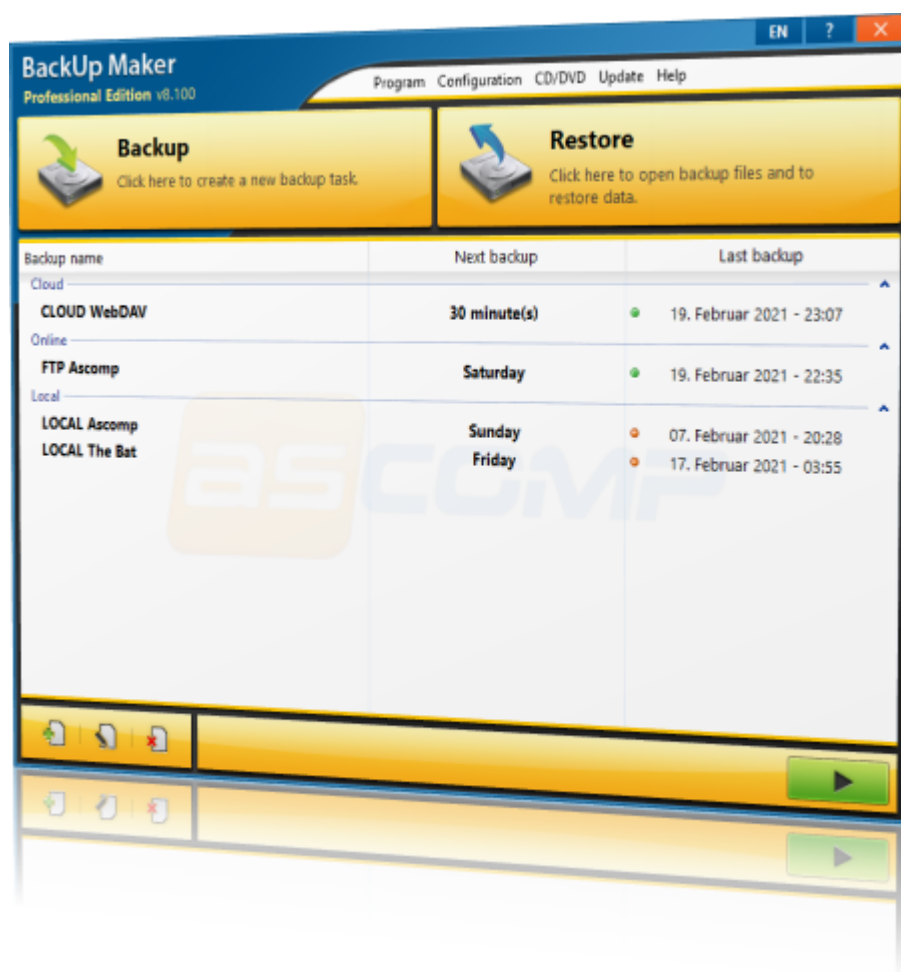




# BackUp Maker

Creating data-backups has never been this easy.





# Info

Backup Maker - software for automatic data-backup of files and folders.

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*ASCOMP Software GmbH*

*BackUp Maker is the professional solution for creation of data-backups. The ease of use as well as the range of functions enable you to create backup tasks for saving files and folders with a lack of time.*

*Once the backup task has been configured you may forget backup creation confidently - BackUp Maker saves your files fully automated, depending on time and interval settings or on system events like Windows log-on or log-off.*

*Reduce data capacity by using partial backups or limit data with the power of wide-ranging filter options. Go the secure way creating multiple backup generations.*

*An integrated CD/DVD driver enables you to write backups directly to CD/DVD. Additionally BackUp Maker supports writing to internal and external hard drives (local and network area), any USB devices as well as zip drives. Alternatively you can use the software's FTP support to upload your backup to a webserver, optionally with secure SSL connection (FTPS).*



# BackUp Maker

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Written: November 2023 in Gerlingen, Germany.

Producer

*ASCOMP Software GmbH*

Developer

*Andreas Stroebel*

Betatest

*This software has been tested internally by ASCOMP Software GmbH and has passed through a public betatest.*

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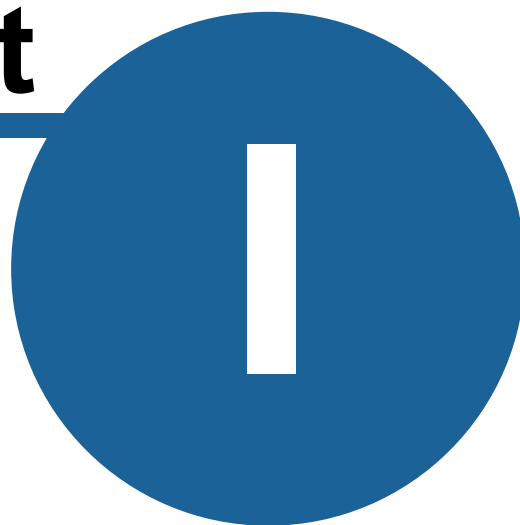
## Part VI Backup Creation

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## Information

# Part





# 1 Information

This Section contains general information on BackUp Maker, its various versions and version history, the ordering process and our contact information.

## 1.1 Software editions

BackUp Maker is available in two editions. This section will help users to choose the edition most suited to their purposes.

### Standard Edition

BackUp Maker Standard Edition is free of charge, and may be used without registration by private individuals for their personal use. This edition is fully functional, but has promotional splash screens at program startup and after data-backups.

Customers of BackUp Maker Standard Edition do not receive free technical support or customer service.

**IMPORTANT NOTICE:** It is not allowed to back-up business data using the Standard Edition longer than a 14 days trial period!

### Professional Edition

BackUp Maker Professional Edition can be ordered from the [online shop](#) of ASCOMP Software GmbH. The Professional Edition has no splash screens and may be used commercially for backing-up business data at the registered company location.

Customers of BackUp Maker Professional Edition receive free program updates and technical support over a two-years period.

## 1.2 Order & contact info

### Ordering

Orders for BackUp Maker Professional Edition can be made at the [online shop](#) of ASCOMP Software GmbH. Besides the instant dispatch of the required information to download the full version, our system also offers merchants and reseller the special opportunity to resell our products at attractive rates.

BackUp Maker Professional is available as a private license for 39.90 USD and as a company license for 69.90 USD (including all applicable taxes).



#### Contact info

BackUp Maker is a product of ASCOMP Software GmbH, Germany. Please feel free to contact us in one of the following ways:

By e-mail (recommended): [support@ascompsoftware.com](mailto:support@ascompsoftware.com)

Mailing address: ASCOMP Software GmbH, Fueller Street 2/1, 70839 Gerlingen, Germany

## 1.3 Version history

Version 8.3 (released: November 30, 2023)

- + SFTP support
- + Open destination folder in Explorer
- + Optimizations for Windows 10/11

Version 8.2 (released: February 6, 2023)

- + Conditional backup without warning
- + Show changes in updates
- + Optimizations for Windows 11
- + Program stability improved

Version 8.1 (released: February 14, 2022)

- + Encrypt ZIP file structure
- + Group sorting alphanumeric
- + Save interval remaining time
- + FTP & mail: TLS 1.2 supported
- + New filter: Recycle-bin
- + New filter: Temp folder (user)
- + New filter: Temp folder (system)
- + New filter: Virtual memory
- + Load last automation tab
- + New restore icons
- + Simple selection improved
- + GUI optimized
- + Performance counter improved





Version 8.0 (released: February 20, 2021)

- + Exclusively opened files supported (VSS)
- + Connect network drive (Backup Wizard)
- + Number of reports: 10, 20, 50
- + Use date as filename only
- + Backup generations handling optimized
- + Speed optimized
- + GUI revised
- + New tray icon
- + Reports management optimized
- + Backup renaming optimized
- + Shutdown handling optimized
- + Long path names: handling optimized

Version 7.5 (released: April 02, 2020)

- + Backup recommendations
- + Bookmarks: Edge supported
- + Bookmarks: Opera supported
- + User controls optimized
- + Text display optimized

Version 7.4 (released: January 31, 2019)

- + Backup notification in system tray
- + Cancel actions before/after backup
- + New action: terminate process
- + Optional: Force process end
- + GUI optimized
- + Main window enlarged

Version 7.3 (released: November 11, 2017)

- + Deactivate task until date
- + Rename backup group
- + Error count in mail subject
- + Optimized program stability

Version 7.2 (released: June 3, 2016)

- + Restore at source location
- + Restore empty folders
- + Mail reports UTF8 encoded



- + Restore wizard optimized
- + Mouseless usage optimized
- + Windows 10 support

Version 7.1 (released: March 28, 2015)

- + Restore reports
- + Generate compression filters
- + Parameters \$backupfile, \$reportfile
- + Higher maximum file sizes
- + Prevent power saving mode
- + Performance improved

Version 7.0 (released: March 30, 2014)

- + New user interface
- + Windows 8.1 support
- + Optimized speed
- + SSL mail sending
- + Status display of last backup
- + Backup via tray icon
- + Automatic language selection
- + Latest report via popup menu
- + Import configuration
- + Window display navigable via tray icon
- + FTP connection test
- + Increased percentage display

Version 6.5 (released: December 22, 2012)

- + Conditional execution
- + Backup after mapping
- + Update storage location selectable
- + Save group status
- + Revised design

Version 6.4 (released: April 12, 2012)

- + Simple selection
- + Windows 8 support
- + Send mail report after errors only
- + Integrated file and folder selection
- + Limit backup reports
- + Installation optimized
- + New CD/DVD/Blu-Ray driver



Version 6.3 (released: September 14, 2011)

- + Intelligent compression
- + Full backup any given day
- + Backup reminder
- + New action: Safely remove hardware
- + Does not follow symbolic links
- + Unlimited backup
- + Optimized verification
- + Optimized progress bar

Version 6.2 (released: March 24, 2011)

- + Restriction to timeframe
- + Backup following timeout
- + Auto-start can be deactivated
- + Progress bar when copying
- + Enlarged main window
- + Optimized user interface

Version 6.1 (released: October 29, 2010)

- + Backup start using Hot-key
- + Instances with date option
- + Optimized group assignment
- + New action: Show message
- + Fonts folder selectable
- + Verification progress via tray icon

Version 6.0 (released: January 15, 2010)

- + Cancellation of verification
- + Execution without administration privileges
- + Backup info via tray icon
- + Shows task name in progress in backup wizard
- + New action: disconnect network drive
- + New action: connect network drive
- + Optimized troubleshooting
- + Parameter /cancel
- + Report after aborted backups
- + Unlimited password length
- + Create new target folder
- + Backup type via Popup menu



Version 5.5 (released: April 20, 2009)

- + Grouping of backup tasks
- + Backup with USB detection
- + Display of last execution
- + Local backup creation
- + Export folder selectable
- + Execute actions after aborting
- + New action: Execute backup task
- + Extended protocol
- + Unicode support

Version 5.4 (released: September 30, 2008)

- + Selectable FTP package size
- + FTP login data in history
- + New action: Exit program
- + Pause display in tray
- + Encrypted SMTP password
- + New help system

Version 5.3 (released: January 20, 2008)

- + Enlarged wizard window
- + Separate instancing
- + New action: Pause before/after backup
- + Backup on last day of the month
- + Error protocol after restore
- + Editable E-mail address when sending reports
- + Revised actions before/after backup
- + New program icon
- + CD/DVD driver updated

Version 5.2 (released: September 26, 2007)

- + Folder selection via checkbox
- + New filter functions
- + Copying of backup tasks
- + Saving of report files
- + Use own server for sending reports
- + Revised configuration
- + New menu icons

Version 5.1 (released: January 25, 2007)



- + AES encryption with 256-Bit
- + FTPS (FTP over SSL)
- + FTP resume
- + Blu-Ray support
- + Send report by e-mail
- + writer.log may be deactivated
- + Deletion of temp files
- + Task name while backup displayed
- + Display when backup paused
- + New program interface
- + Windows Vista support

Version 5.0 (released: August 20, 2006)

- + Backup pausing
- + Retry backup creation
- + Individual split-variation
- + Hide password (restore)
- + Quick navigation menu in backup wizard
- + Encrypted FTP password
- + Volume characters in zip file
- + Search function (restore)

Version 4.2 (released: March 30, 2006)

- + Restore as browser view
- + Fetch reminder later
- + FTP backups with instances
- + Optimized split sizes
- + Optimized restore (speed)

Version 4.1 (released: September 8, 2005)

- + Save files/folders in one backup task
- + Backup at Windows start/shutdown
- + Optional: Passive FTP mode (PASV)

Version 4.0 (released: January 24, 2005)

- + Optimized program interface
- + Easier program control
- + Configuration wizard
- + DVD+R Dual Layer support
- + Set FTP ports



- + Set application priority
- + Optional: Standard/extended reports

Version 3.2 (released: February 20, 2004)

- + FTP upload
- + Verification of CDs/DVDs writings
- + Print backup report
- + Erase CD/DVD via main menu
- + Abort when target drive is unavailable
- + Parameter /exit

Version 3.1 (released: October 1, 2003)

- + Extended filter options
- + Actions before/after backup
- + Start multiple tasks by parameters
- + Controlling visibility by parameter
- + New action: Start file with parameters
- + Direct splitting to disc/ZIP
- + Re-activate last active backup tab

Version 3.0 (released: May 30, 2003)

- + PkZip 4.5 support (large backups)
- + New backup type: Since last partial backup
- + Show Reports after backups
- + Verification of created backups
- + Combined backups (full backup and partial backup)
- + New split-variants for DVD
- + Backup depending on archive bit
- + New program icons

Version 2.5 (released: March 28, 2003)

- + DVD support (all formats)
- + Use backup name and date simultaneously
- + Monthly backups
- + Backup protocol can be deactivated
- + Setting for "After Backup" in instant Backup Wizard
- + New button: Execute on instant backup tab
- + Update notification via tray icon
- + Automatic retraction of disc tray



Version 2.4 (released: December 22, 2002)

- + Desktop shortcut for backup task
- + Backup-start using parameter
- + Additional split-sizes
- + Backup warranty
- + Info if backup size is exceeded

Version 2.3 (released: October 23, 2002)

- + Expert mode during instant backup
- + PkZip support for backups (up to 4 GB)
- + Split backups for instant backups
- + Up to 999 backup instances
- + Windows XP theme compatibility
- + Animated program icon can be deactivated
- + Optimized protocol (log file)

Version 2.2 (released: August 25, 2002)

- + Integrated in Windows Explorer context menu
- + Shutdown after backup
- + Start file after Backup
- + Animated program icon

Version 2.1 (released: July 26, 2002)

- + Backup at weekdays
- + Compression rate selectable
- + Filter older files
- + Backup information (date, size etc.)
- + Automatic filenames

Version 2.0 (released: June 28, 2002)

- + Export backup configuration
- + Extended instant backup mode
- + PKZip compatibility
- + Optimized CD-R/RW support
- + Increased maximums for backup instances
- + Use zip password
- + Show log file



Version 1.3 (released: May 25, 2002)

- + Partial backups
- + Online update
- + Error messages can be deactivated
- + Optimized log file information

Version 1.2 (released: April 30, 2002)

- + CD/DVD support
- + Protocol of actions (log file)
- + Additional progress info
- + Optimized restore function

Version 1.1 (released: March 26, 2002)

- + Activate/deactivate instant backups
- + Execute backup at predefined time
- + Maximum file size selectable
- + Set temp folder
- + Appropriate text notifications
- + Additional file info (restore)

Version 1.0 (released: January 20, 2002)

## 1.4 Parameters

BackUp Maker executables can be started using various parameters. These are described below:

`/start TASKNAME`

Starts backup task with the title TASKNAME.

Sample:

- `bkmaker.exe /start TASK1`

`/exit`

Exits BackUp Maker.





Sample:

- `bkmaker.exe /exit`
- `bkmaker.exe start TASK1 /exit`

`/visible`

Starts BackUp Maker with the main window visible.

Sample:

- `bkmaker.exe /start /visible`

`/invisible`

Starts BackUp Maker with the main window invisible.

Sample:

- `bkmaker.exe /start /invisible`

`/cancel`

Aborts the currently executed backup task.

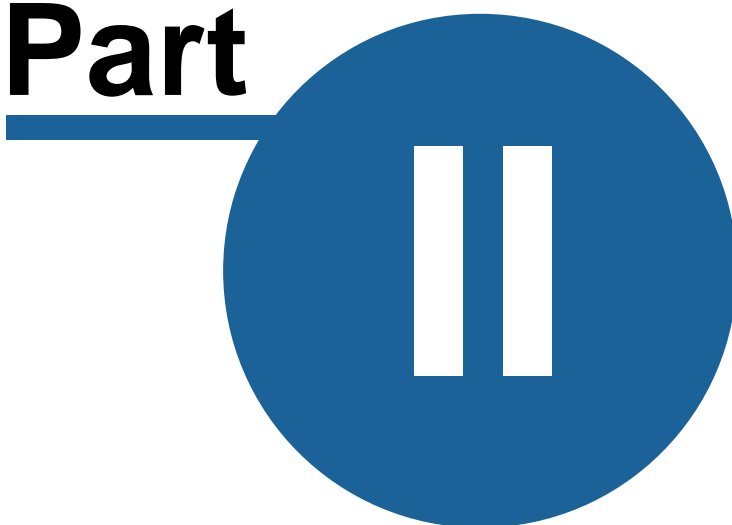
Sample:

- `bkmaker.exe /cancel`



## Program Screen

# Part





## 2 Program Screen

This section describes the Main Program Screen and its layout. It also explains how to use BackUp Maker's Main Menu.

### 2.1 Main menu

BackUp Maker's Main Menu items are at the top of the main screen. They are: Program, Configuration, CD/DVD, Update and Help.

#### 2.1.1 Program

*Program* enables BackUp Maker to be minimized or closed.

##### Minimize

Minimizes BackUp Maker to the System Tray. This is located by default, in the Windows Task Bar at the bottom right of the screen.

##### Exit

Closes BackUp Maker and removes the program from memory.

**Important note: If BackUp Maker is closed down, no automatic backups can be executed!**

#### 2.1.2 Configuration

*Configuration* enables BackUp Maker's settings to be customized.

##### Settings

This opens a new window: *Configuration*, which enables customization of various program settings.

##### Import

This imports an exported BackUp Maker configuration file (.reg). This contains not only the



program setting but also all backup tasks.

#### Export

Creates a backup in selected export folder for all settings and tasks done using Backup Maker.

### 2.1.3 CD/DVD

*CD/DVD* enables you to erase re-writable CDs and DVDs.

#### Erase CD/DVD

Erases the re-writable CD/DVD from selected disc drive.

### 2.1.4 Update

*Update* enables you to download and install the most recent version of Backup Maker.

#### Check for new version

This item opens Backup Maker's *Update Wizard* which checks to see if there is a program update available for downloading.

#### Automatic Notification

This item checks for new versions of the program each time it is started and also at regular intervals. If a new version becomes available, you are notified.

**Notice:** For security reasons, the version check is automatically reactivated after 90 days without checking.

### 2.1.5 Help

*Help* gives access to documentation and information about Backup Maker.

#### Help

This opens Backup Maker's documentation.



Info

This displays program and contact information. Click on it to close the window.

## 2.2 Task list

Below the large *Backup* and *Restore* buttons is a list of backup tasks that have been created as well as the schedules for the next and last task executions.

The icon in the last backup column shows whether the last execution was successful (green), or if there is a warning (yellow) or if the backup task has been aborted (red).

Add (button)

The *Add* button opens the Backup Wizard so that new tasks can be created.

Edit (button)

The *Edit* button starts the selected task and opens Backup Wizard so that the task setting can be further edited.

Delete (button)

The *Delete* button deletes a selected backup task. All settings for this task will be lost.

Execute (button)

The *Execute* button starts selected backup task(s).

Pop-Up menu

Right-clicking a backup task in the task list opens up some additional options. These are:

Selected backups

Sub menu *Selected backups* offers options to start, activate or de-activate several backup tasks.

Execute



Starts all selected backup tasks.

Normal

Starts all selected backup tasks with normal execution rules. BackUp Maker itself checks whether a full or partial backup is scheduled.

Full backup

Starts all selected backup tasks as full backups, regardless of the scheduled settings.

Partial backup

Starts all selected backup tasks as partial backups, regardless of the scheduled settings.

Active

Activates or de-activates automatic execution of all selected backup tasks. This status of the backup task(s) is automatically reset to the task's original state when the program is closed.

Desktop shortcut

Creates a desktop shortcut/link for the selected backup task. This enables a backup to be started by clicking the desktop icon.

Edit

Opens the selected backup task and starts the [Backup Wizard](#) for additional changes to the settings if required.

Copy

Copies the selected backup task and starts the [Backup Wizard](#) so that the settings of the newly created backup task can be edited.

Group Assignment

Assigns the selected backup task to a new or an existing group.



#### Rename group

Renames the selected backup group.

#### Information

Shows information about the selected backup task.

#### Last report

Shows the last report for the selected task, if available.

#### Destination folder

Opens destination folder in Windows Explorer.

## 2.3 Language selector

The *Language* button, located at the top right-hand side beside the help button, allows switching among program languages. This is found in the .ini language files in the BackUp Maker program folder.

## 2.4 Tray icon

*The tray icon* which is found in the system tray, shows the current status of the software.

#### Possible Notifications:

- Blue icon: no current backup execution, automatic backup functions are active.
- Red icon: no current backup execution, automatic backup functions are not active (e.g. [Backup Wizard](#) has been opened or a backup has been paused).
- Blue icon (animated): a backup execution is in progress (it's status and current backup action will be displayed as a tooltip)

#### Popup menu

Right-clicking the tray icon opens a popup menu with additional options.

#### Show



Shows the Backup Maker program window.

#### Minimize

Closes the program window and minimizes BackUp Maker to the system tray. By default, this is in the Windows Task Bar at the bottom right side of the screen.

#### Execute

Starts the selected Backup task.

#### Backups

Sub menu *Backups* enables you to activate or de-activate the automatic backup functions of all available backup tasks.

#### Activate all

Activates the automatic backup functions of all available backup tasks, so that automatic backups will be executed.

#### Deactivate all

De-activates the automatic backup functions of all available backup tasks, so that automatic backups will not be executed.

#### Exit

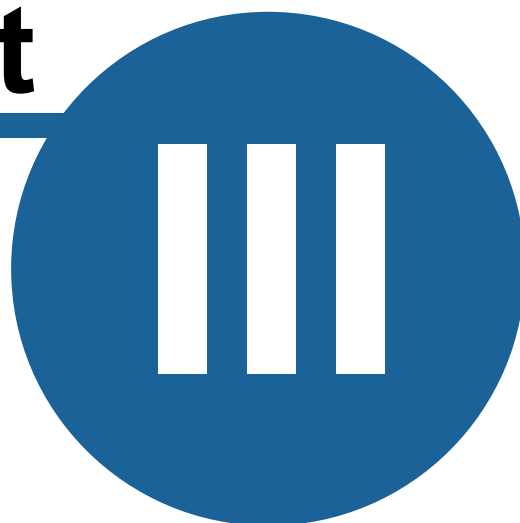
Closes the BackUp Maker window and removes the program from memory.





## Backup Wizard

# Part





## 3 Backup Wizard

This section describes the functions of the *Backup Wizard*. The Wizard helps users to execute all backup tasks and create important settings.

Navigation through the Wizard is done by using the *Back* and *Next* buttons.

### Simple Navigation

The Homepage list field allows easy navigation directly to the desired settings.

### Backup name

The name of the current backup task will be displayed directly below simple navigation and can be edited on the last settings page.

### Did you know ...

... that the size of the *Backup Wizard* window can be adjusted using the mouse?

## 3.1 Welcome screen

The *Backup Wizard* Welcome Screen has a checkbox which enables users to switch the expert mode on and off.

### Activate expert mode

Allows the expert mode to be activated (recommended for advanced users only).

### Did you know ...

... that expert mode has 12 steps to create a backup task and essentially offers more control than standard mode?



## 3.2 Step 1: Data selection

Step one allows users to select data for backing up. Data selection has two tabs: Simple selection and Files & Folders.

### Simple selection

Shows a list of favorite programs and data folders/libraries which have been found on your system.

By activating the corresponding checkbox you can add selected files and folders to your backup task. Any files and folders will be selected in *Files & Folders* tab.

**Hint:** Selected data fields are added to the list at the time of the data selection. Files and folders will be added to the list of files and folders at the current state. As soon as you change your data hierarchy you might have to repeat data selection.

### Files & Folders

Shows a tree-structured file and folder browser of the computer's disks and drives. This enables the selection of files and folders for back-up.

#### Select files, folders and drives

Expand a branch of the tree structure by clicking the plus sign (+). Checking the boxes of desired files, folders or drives will add these to the backup task. All files and sub-folders with a blue checkmark will be backed-up.

Subfolders can be filtered out by clicking their checkbox to remove the checkmark. The Parent folder's checkbox will be grayed out.

## 3.3 Step 2: Filter options

Step two allows users to define filtering rules for backups. Filter Options has two tabs: Include and Exclude.

### Include

This shows a list of rules to include files or folders.

**Hint:** Filter \*.\* is the default value, meaning that all files of the selected folders will be



backed-up.

#### Exclude

This shows a list of rules to exclude files or folders.

#### Add

Allows the addition of new filter rules.

#### File filter

Allows the selection of particular files to be included or excluded.

#### Folder filter

Allows the selection of particular folders to be included or excluded.

#### Manual filter

Allows the creation of special filter rules.

#### Examples:

- Rule "\*" filters all files and folders of the specified folder. All files and folders placed in the folder named "folder" will be filtered.

Sample: \folder\\*

- Rule "\*. \*" filters all files of the specified folder. All files placed in the folder named "folder" will be filtered.

Sample: \folder\\*. \*

- Rule "\*.ext" filters all files with file extension ".ext". All files with the file extension ".ext" placed in the folder named "folder" will be filtered.

Sample: \folder\\*.ext

- Rule "file. \*" filters all files named "file", regardless of the file's extension. All files with file name "file" placed in the folder named "folder" will be filtered whatever the



extension.

Sample: \folder\file.\*

- Rule "file.ext" filters the file "file.ext". The file named "file.ext" when placed in the folder named "folder", will be filtered.

Sample: \folder\file.ext

#### Delete

Removes selected filter rules from the filters list.

#### Maximum file size

This sets a maximum file size for files to be backed-up. For filtering files larger than the specified size, activate the checkbox *Maximum file size* and select the desired file size.

## 3.4 Step 3: Automatization

Step three allows users to define settings for the automated execution of a backup task.

#### Backup in interval/at time

This automatically begins a backup after a specified time interval or at a specified time.

##### Execute every ... minutes

When activated, the backup will be executed automatically according to the specified time interval.

##### Execute after idle only

When activated, the backup will be executed if no user input (mouse and/or keyboard) in the specified interval has been detected. Otherwise, interval will be restarted.

##### Execute at ... o'clock

When activated, the backup will be executed automatically at the specified time, using a 24 hour format.



Did you know...

...that BackUp Maker checks for a time backup task only once per minute? This can result in a delay of up to 59 seconds.

...that BackUp Maker automatically recognizes which event occurs earlier if both checkboxes are activated?

#### Backup on system event

This automatically begins a backup when Windows starts up, shuts down, or when a specific USB device is detected.

##### Windows start

Executes a specified backup task when Windows starts.

##### Windows logoff

Executes a specified backup task when Windows closes.

##### USB detection

Executes a specified backup task when a pre-defined USB device is detected.

After activating this checkbox, users are prompted to insert the USB device which BackUp Maker is to look for. Once BackUp Maker has detected and identified the new USB device, the prompt window will close and the USB device may be removed.

**Hint:** Backups linked to system events may also be restricted to week and month days provided that the appropriate week and month days have been activated as in the section below.

#### Backup restriction

This enables the restriction of automatic execution of backup tasks to predetermine days of the week or month.

##### Week days

To restrict the automatic execution of backup tasks to specific week days, select the *Weekdays* tab and select the checkboxes of those week days when the backup task is to be executed.



### Month days

To restrict the automatic execution of backup tasks to specific days of the month, select the *Month days* tab and select the checkboxes for those desired days of the month when the backup task is to be executed.

### Did you know...

...that the last entry in the month days list enables the automatic execution of a backup task on the last day of the month?

### Execute backup in following timeframe only

To restrict the automatic execution of backup tasks to a specific timeframe, activate the checkbox *Execute backup in following timeframe only* and enter start and end time of the timeframe using edit fields below, using a 24 hour format.

## 3.5 Step 4: Execution guarantee

Step four allows the user to choose what to do if a backup task is missed.

If for any reason it is not possible to execute a backup task, for example if the computer is off or a network connection is absent, BackUp Maker offers the user a choice of actions to guarantee that essential backups always take place. These are:

### Always catch up

When this condition is set for a particular backup task, BackUp Maker always catches up missed backups automatically the next time the program is started.

### Never catch up

When this condition is set for a particular backup task, BackUp Maker ignores missed backups and does not catch up.

### Ask user

When this condition is set for a particular backup task, BackUp Maker asks the user what to do.

Hint: This setting does not take effect when automatic backup intervals are set.



## 3.6 Step 5: Backup type

Step five allows users to choose between different types of backup such as Full Backup or Partial Backup.

There are several types of data backup and BackUp Maker supports the most important types. This section explains the backup types supported by Backup Maker. This screen has two tabs: Full backup and Partial backup.

### Full backup

Click on the *Full backup* tab if a complete backup of all the selected files and folders in the backup task is required. This backup type saves all selected files, including files that did not change since the last data backup.

*Full backup* is the easiest type of backup and is the one we recommend for inexperienced users. However, a full backup does take up the most time and disk space.

Execute task only if new/changed files exist

Click on the *Execute task only if new/changed files exist* checkbox if the backup task is to be executed only when at least one of the selected files has changed since last backup file was created.

**Hint: This option does not take effect when using combined executions or if a backup task has been started manually!**

### Partial backup

In addition to Full backups, BackUp Maker supports creation of *Partial backups*. This backup type saves only some of the selected files and folders. Depending on the settings chosen, a partial backup may include files which have been changed since last full backup, the last partial backup, since a specific date, or perhaps if files have changed within a specific timeframe.

Since last full backup

Select this option to back up files which have changed only since the last Full backup. This also includes files which have been newly created since the last full backup.

**Hint: This option is also known as Differential backup.**





Since last partial backup

Select this option to back-up files which have changed only since last Partial backup. This also includes files which have been newly created since the last partial backup.

Hint: This option is also known as an Incremental backup.

Since \_\_.\_\_.\_\_\_\_

This option saves only files which have been created/changed since the selected date.

Within the last \_\_ days

Select this option to back-up files which have been created/changed in the last \_\_ days.

Hint: If *Partial backup* has been chosen, the first backup will result in a Full backup which will then be used as a backup baseline for future Partial backups.

Combined execution

Click on the *Full backup after \_ partial backups* checkbox to combine both backup types. According to the options selected, a Full backup will be executed automatically after *n* partial backups, followed again by Partial backups based upon the most recent Full backup.

Alternate (or additionally) you may select a specific day of the week or month to force BackUp Maker to create a full backup by activating checkbox *Full backup any \_*.

## 3.7 Step 6: Extended settings

Step six offers options to create generations and backup depending on archive-bits from files.

BackUp Maker offers the ability to create multiple sets of the same backup. These are called backup generations. The following explains how this system works:

### 1. Backup execution:

The first backup task runs and a file is created with the user's chosen name. In this example, we will call the file "backup.zip".



## 2. Backup execution:

The second backup task runs and a new backup file is created with the user's chosen name. The existing file is renamed and numbered. In our example, the second backup would create a file called "backup.zip" and the existing "backup.zip" file would be renamed "backup1.zip" instead of being overwritten.

## 3. Backup execution:

The third backup task runs and a third backup file is created, again with the user's chosen name. The existing files are renamed and renumbered accordingly. In our example, the third backup would create a file called "backup.zip", "backup1.zip" would be renamed "backup2.zip", and the old "backup.zip" would be renamed "backup1.zip".

### Number of full backup generations

This option sets the number of instances (generations) for Full backups. The default value of 7 prevents the creation of full backup instances which could possibly overwrite a pre-existing file with same name. The value 0 would create an unlimited number of backups.

### Number of partial backup generations

This option sets the number of instances (generations) for Partial backups. The default value of 7 prevents the creation of partial backup instances which could possibly overwrite a pre-existing file with same name. The value 0 would create an unlimited number of partial backups.

By deactivating option *Use Current Date As Filename* (Step 11: Backup Name) the determined number of instances per backup-set is maintained. This does not apply to using current dates as filename for number addition and maintains the exact number of selected instances to partial backups.

Sample:

- Instances for full backup: 2
- Instances for partial backup: 3

By deactivated option Use Current Date as Filename (Step 11: Backup Name), two full backups each with three partial backups for every full backup are maintained (Total: eight files of which two full backups and six partial backups); two full backups and three partial backups are developed from the use of current dates as filename (total: five files, of which two full backup and three partial backups).

**Hint:** CD/DVD media types are not suitable for managing several backup instances and so these settings are ignored when backing-up to a CD/DVD.



Back up Files with set archive bit only

Close only the files in the backup that have set archive-bits.

Reset archive bit on backed up files

Activate this option to reset/remove the archive bit of files which have been backed-up.

Hint: Files in Windows operating systems have several file flags. These might be read-only, hidden or a system flag. The Archive flag was introduced to tell software applications whether a file has been changed since the last backup or must be backed up.

Hint: BackUp Maker writes its own protocol files to detect changes of files. Changing the archive bit is an option recommended only to advanced users.

## 3.8 Step 7: Security settings

Step seven enables users to encrypt and secure backups.

Use password protection

This option allows the backup file to be protected with a password so that it cannot be restored by third parties.

Hint: Do not forget the backup password! Without it, the backup cannot be restored!

Encryption

BackUp Maker offers various encryption types and strengths which can be selected from the types in the *Encryption* list. For secure data backups we recommend the use of 256 bit AES encryption.

ZIP file structure

If desired, the ZIP file structure can also be encrypted so that no file and folder names can be recognized in plain text without entering the correct password.



**Note:** You need BackUp Maker to be able to restore files from a backup with an encrypted ZIP file structure!

## 3.9 Step 8: Start properties

Step eight allows to set start properties for a backup task.

Request confirmation

This setting asks for user confirmation before starting an automatic backup.

Conditional execution

Determines whether only the backup task should be executed if predetermined conditions are met.

Condition

Determines the type of condition.

File/folder

Determines the files or folders that are bounded by this condition.

Generate warning and cancel backup if condition not met

Determines procedure if condition not met.

Option active: Generates a warning/abort if condition not met.

Option inactive: Backup will be handled as executed/without errors.

**Hint:** In the event that such conditions are not met and this option is activated, the backup process will be aborted with the error 0x15 (Start-conditions are not met!)

## 3.10 Step 9: Procedure before/after backup

Step nine enables optional procedures before or after a backup has been created, for example executing a particular file.



## Actions list

The *Actions list* contains the list of actions which the program will execute.

The first column of the list gives the Action's name and timeframe. The second column contains additional information. The order of the Actions in the list is the order in which the actions are executed and are customizable using a Popup menu.

To edit the created action, double click on the left-side of the mouse.

### Add

New actions can be added.

#### Action before backup

Adds a new action to be started before backup execution begins. A list of available functions of Backup Maker is available at the end of this chapter.

#### Action after backup

Adds a new action to be started after backup execution finishes. A list of the available actions is below.

### Delete

Removes selected actions from the Actions list.

### Popup menu

Right-clicking the Actions list opens a popup menu that offers additional options.

### Edit

Allows editing of the selected action's settings.

### Move up

Moves the selected action up one position on the list.

### Move down

Moves the selected action down one position on the list.



### Execute actions if canceled

By default, BackUp Maker only executes actions after a successful backup. To execute actions even after aborted/canceled backups, select the *Execute Actions When Canceled* checkbox.

### Available actions

Here is a list of the actions which can be executed before or after a backup.

#### Execute file

Runs a file with its linked application. Parameters are optional and can be entered in the edit field *Parameter*.

The *Wait To Exit File option* indicates whether BackUp Maker should wait until the file or its linked application has been closed.

If you selected option *Execute file* after backup you can use \$backupfile and \$reportfile parameters to access filename of created backup file or associated report file.

#### Terminate process

Terminates a running process. Please enter EXE file of the process. *Force process end* forces the process to be terminated.

#### Exit Outlook

Closes Microsoft Outlook (if supported by the version of Outlook).

#### Pause

Pauses the backup execution for a specified delay time period in seconds.

#### Show message

Shows a message through a Windows message box.

*Cancel Backup* option allows users to select whether the message box should display a switch by which, the current Back-up process can be canceled.

If you selected option *Show message* after backup you can use \$backupfile and \$reportfile parameters to access filename of created backup file or associated report file.



#### Connect network drive

Connects the network drive, in the *Drive* field with the UNC-Path (drive mapping). If necessary, login data can be entered using the fields, *User* and *Pass*.

Hint: If the network-drive is already connected or can be for other reasons, this action will be skipped without any error messages so that the backup process will not be hindered!

#### Start Outlook

Starts Microsoft Outlook.

#### Execute task

Starts the backup task that has been entered in the input field.

Hint: Note the correct written format for the backup-title for the backup process. For example, the correct backup title can be found in the first column of BackUp Maker's [task list](#)!

#### Print report

Prints a report of the current backup on a default printer.

#### Send report (e-mail)

Sends a report of current backup by e-mail. The e-mail address of the recipient, the e-mail's subject and the e-mail address of the sender (optional) can be entered in the dialogue.

Option *Send only if errors occurred* sets the report to be sent out after erroneous backup execution only.

Hint: If an outgoing mail server is not entered in [Configuration](#) ("Mail" tab), the backup reports will be sent via the internal mail server of ASCOMP Software GmbH!

#### Disconnect network drive

Disconnects the selected network drive defined in the *Network drive input field*.

Hint: If the network drive is already disconnected, this action will be skipped without any error messages so that the backup process is not hindered!



Safely remove hardware

Disconnects the selected drive safely from the system.

Windows reboot

Reboots Windows.

Windows shutdown

Shuts down Windows.

Windows standby

Sets Windows to standby mode.

Exit program

Terminates BackUp Maker completely.

**Important note:** If you exit BackUp Maker, no further automatic backups can be executed!

## 3.11 Step 10: Split backup

Step ten enables the creation of split backups.

BackUp Maker allows backups to be created on several discs or split-backups. This makes it easy to create larger backups on multiple media such as CD or DVD.

Split type

Select the available split-variation. Note the compatible split-variants for your medium. Otherwise, This option allows the selection of predefined split types. To optimize storage space, be sure to match the split type to your target media type.

To use your self-determined split-sizes, select the option Own Split-Variant from the list field. A dialogue window will popup which enables you to enter the maximum file size.

**Hint:** Split backups consist of several parts. The first part's extension is ".zip", other parts are





numbered according to the format ".zXY". To read a split backup, always open the file with the extension ".zip".

#### Always Split Backup

Select *Always Split Backup* when backups are to be split into multiple parts, regardless of the type of target media.

#### Split Backups On CD/DVD

Select *Split Backup On CD/DVD* option only when backups are to be split into multiple parts and if the target location on CD-/DVD Burner is determined. If the target media type is a hard disk or any media type other than CD or DVD, the backup split will be created.

## 3.12 Step 11: Target directory

Step eleven allows selection of target directory for storing backups.

BackUp Maker supports creating backups on hard disks, network storage, cloud storage, USB sticks, floppy disk, CD/DVD media types and direct data uploads via FTP servers.

#### Local, LAN & Cloud

Stores backup on local drives such as hard disks, USB sticks, floppy disks, on Local Area Networks (LAN) storage or in cloud folders. Select the target folder via a Windows-recognizable browser, by which the corresponding folder or the preferred drive is selected by left-clicking on the mouse.

#### CD/DVD

Write a backup directly on to CD/DVD media by selecting the CD/DVD tab. All available and supported burner are displayed on the burner list. Select the preferred burner for writing on the CD/DVD.

#### Settings

This allows the settings for writing on CD/DVD media types to be changed.

#### CD/DVD-R

If a backup is to be written to media types that are one-time writeable, create the



setting for this task via the CD/DVD-R tab. BackUp Maker supports all popular media types (CD-R, DVD-R, DVD+R, DVD+R Dual Layer, Blu-Ray).

#### Write speed

Select the write speed for the current media type. Please note that the application for faster writing speeds can interfere with the writing process and destroy your media.

#### Finalize CD/DVD

To automatically finalize the CD/DVD after writing process, activate the *Finalize CD/DVD checkbox*. Otherwise, a multi-session CD/DVD will be created automatically.

#### CD/DVD-RW

If a backup is to be created to re-writable media, select the tab *CD/DVD-RW* to enter settings. BackUp Maker supports all popular media types (CD-RW, DVD-RW, DVD+RW, DVD-RAM, Blu-Ray).

#### Erase CD/DVD

This instructs BackUp Maker to erase a disc setting before writing on it.

##### Don't Erase

Selecting this option ensures that a disc is not erased before writing on it. In this case, BackUp Maker adds a new session and creates a multi-session disc provided that the disc has not already been closed.

##### CD/DVD Quick Deletion

To quickly delete content from your media before writing on it, select the option *CD/DVD Quick Deletion*. In this case, only the table of contents (TOC) is erased.

##### CD/DVD Complete Deletion

To completely erase content from your media before writing on it, select the option *CD/DVD Complete Deletion*. This process may take a few minutes.

#### Finalize CD/DVD



To automatically finalize the CD/DVD after writing on them, activated the *Finalize CD/DVD* checkbox. Otherwise, a multi-session CD/DVD will be created.

#### Eject CD/DVD After Writing

Select the *Eject CD/DVD After Writing* option to eject a disc after backup has been written.

**Hint: Some operating systems may detect written data only after a disc has been ejected!**

#### FTP

Upload a backup to a FTP server (File Transfer Protocol) or a SFTP server (Secure File Transfer Protocol) by selecting tab FTP.

##### Transfer protocol

Choose whether it is a FTP or a SFTP connection.

##### Host address

Enter the host address of the FTP server to which the backup will be uploaded. This may also be an IP address.

**For example: <ftp.example.org>**

##### Username

A username and password for logging into an FTP server is needed. Enter username in the field marked username.

##### Password

Enter the password for logging into an FTP server in the field marked password. Note the correct format for writing this.

##### Folder

This enables the uploading of a backup to a specified folder. Enter the path in the dialogue box. If empty, the backup is uploaded to the root folder.



For example: \folder\subfolder

#### Connection type

Activate the *Passive mode checkbox* when BackUp Maker must make an FTP-connection in passive mode (PASV).

#### SSL connection

BackUp Maker allows the securely upload of files using FTPS (FTP over SSL). Contact the ISP to ensure that the FTP server supports this mode.

Activate the *Use SSL* checkbox when BackUp Maker should make a secure FTPS-connection.

#### SSL method

Use the drop down box to select one of the supported SSL methods/versions.

#### SSL certificate

Some FTP servers need an SSL certificate for secure uploading. This can be selected using the edit field *SSL certificate or selected via the right-positioned switch*.

#### Create local backup and copy

To create a local backup before copying it to the target folder, select the *Create local backup and copy checkbox*. This is especially useful for slow data connections with USB saving devices and can considerably increase speed.

### 3.13 Step 12: Backup name

Step twelve allows users to set a Backup name

#### Backup name

Choose a unique name for the Backup task. The maximum name length is 30 characters. Backup name is used as the default filename.

#### Group (opt.)

Optionally, a backup task may be assigned to a group via a list field.



#### Use current date as filename

To classify backups by time, the date and time of creation can be added to the backup file name. Choose the option *Use current date as filename*, to add the date and time to the chosen filename.

#### Don't insert backup name

If the backup name is not to be inserted/added to the filename, choose the option *Don't insert backup name*. The filename of the backup will then be set to the create date and time of the backup.

For example: 2021-02-20 08-00.zip

#### Insert backup name before date and time

Inserts the backup name in front of the creation date and time of the backup by selecting the option *Insert backup name before date and time*.

Sample: backupname 2021-02-20 08-00.zip

#### Insert backup name after date and time

Inserts the backup name after the filename (which is the create date and time of the backup) by selecting the option *Insert backup name after date and time*.

Sample: 2021-02-20 08-00 backupname.zip

#### Insert backup name before date

Inserts the backup name in front of the creation date of the backup by selecting the option *Insert backup name before date*.

Sample: backupname 2021-02-20.zip

#### Insert backup name after date

Inserts the backup name after the filename (which is the create date of the backup) by selecting the option *Insert backup name after date*.

Sample: 2021-02-20 backupname.zip



Hint: To ensure a chronological order, the date format used will be: year/month/day.

### Assign hotkey

Backup tasks can be started using a system-wide Hotkey.

### Key combination

The input field Key-combination allows integration of the Ctrl, Alt and other number and letter keys. To select the Hotkey, click on the input field and press the preferred combined key.



## Restore Wizard

**Part**

**IV**



## 4 Restore Wizard

This section provides information on how to use the *Restore Wizard* which can be done using all relevant settings to Restore Backup Maker created data.

The first step when restoring files from data backups is to select the Zip-file with the data. is to click the large *Restore* button on BackUp Maker's main program screen. This displays a separate windows file open-dialogue, which only shows .zip-files and automatically reads the content of the selected file by clicking on the open button.

To navigate Backup *Wizard*, use the *Back* and *Next* buttons.

Did you know...

...that the size of the *Restore Wizard window* can be changed using the mouse?

### 4.1 Data selection

The File/Folder browser shows all files in selected backups. Below you will find information on file selection and functions of file/folder browser.

File and folder browser

Files are displayed by filename or foldername. An empty page icon represents files. Folders are represented by a yellow folder icon.

Files/folder names with a checkbox before show whether the file or folder should be recreated or restored.

Search

In order to search in scanned backups for files or folders, enter the relevant info in the search field and confirm whether or not files or folders should be found according to these criteria. Click the *Search* button to begin.

Matching files and/or folders will be automatically highlighted. Select or deselect objects in the Popup menu (activate by right-clicking the file and folder).

Popup menu

When a file and/or folder is right-clicked, a popup menu appears with additional options.





#### Select

Selects the checkbox for selected files/folders. All will be restored with an activated displayed checkbox file/folder.

#### Deselect

De-selects the checkbox for selected files/folders. Items will not to be restored.

#### Select all

Activates the checkbox for all files and folders whether or not they are selected. The overall content of the file will be restored.

#### Deselect all

De-selects all checkbox files and folders, whether or not they are marked. There are no selected data to restore.

#### Invert selection

Selects those checkboxes not selected, and deselects those checkboxes which are selected. The selection is therefore inverted.

## 4.2 Target selection

Target selection screen of *Restore Wizard* allows access to several settings regarding target of the restore process.

#### Restore to source folder

Select this option if you want BackUp Maker to restore selected files/folders to their origin.

#### Restore to selected folder

Select this option to restore files/folders to an individual folder. The folder browser enables the selection of a target folder to which the selected files/folders of the backup will be restored. Select a folder by left-clicking on it.



#### Keep directory structure

To restore backup files to their original folder, select the checkbox *Keep directory structure*. BackUp Maker will then re-create the original directory structure of the backed-up files and folders.

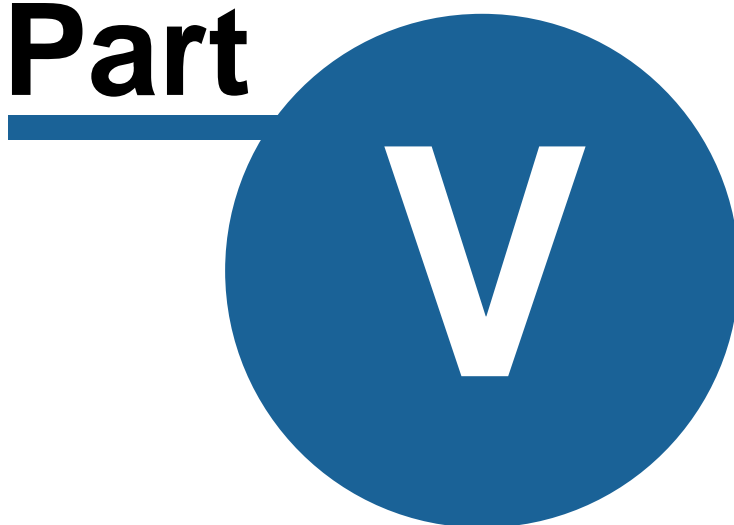
#### Restore new files only

To restore only newer files to the target directory, select the checkbox *Restore new files only*. Existing files with a newer date/time stamp will not be overwritten.



## Configuration

# Part





## 5 Configuration

The *Configuration* window is activated using BackUp Maker's main menu. Select the *Settings* option in the configuration menu.

### Program

The Program tab offers various general program settings.

### Application window

If you prefer BackUp Maker to be invisible in the background upon starting up the program, and that the application window not to be visible, select the *Start minimized* option. Otherwise the application window will be visible at startup.

### Icon

If the checkbox *Animated icon* is activated, the backup task is displayed by an animated disc icon in the systems tray.

### Error messages

Uncheck the *Ignore errors* checkbox if error notifications are not required. All errors messages are then internally edited and entered into the backup report. That way, the backup process is hindered during an error.

### Application priority

The application priority can be personally adjusted. The higher the priority, the more memory and processing power required, which may slow down your computer. However, Backup Maker will complete the backup at a much faster pace.

**Hint:** Application priority should only be changed by advanced users due to the risk of data loss.

### Autostart

Uncheck the *Start automatically* checkbox for BackUp Maker to deactivate autostart at system startup.

**Hint:** No automatic backups will be executed if the autostart option has been de-activated!



## Report

The Report tab offers various settings concerning backup reports.

### Report style

Selecting the checkbox *Detailed report* adds the names of backed-up files and folders to the backup report. Otherwise, backup reports only save general information and error messages.

### Report

After the backup process, BackUp Maker normally shows a report with general information such as the number of backed-up files, the execution time and duration, as well as any error messages. Error messages may also be logged into backup reports.

Selecting *Always Show option* ensures that BackUp Maker shows backup reports even after successful backups.

If backup reports are only required when errors have occurred, select the option *Show if errors*.

If backup reports are not required after backups, select the *Show never* option.

### Keep reports

Selecting the *Store reports* checkbox instructs BackUp Maker to save any backup reports to a pre-defined folder. The destination folder is selected via an edit field.

### Max. reports

Sets the maximum number of reports saved by BackUp Maker. Once the maximum number has been reached, BackUp Maker will delete the oldest report.

### Canceled backups

If it is required that backup reports are made when a backup has been canceled manually or sent via E-mail, then select the *Create reports* checkbox.

## Compression

The Compression tab offers various compression-related settings.

### Rate



This option sets the compression rate for the backup zip file. *None* results in the file not being reduced in size, while *High* creates the best file size possible. If the main priority is speed, a low compression rate should be used. If a smaller file size is more important, a higher compression rate should be selected.

#### Compression

You may de-activate *Intelligent compression* checkbox to force BackUp Maker to compress all files. If checkbox is activated, already compressed files such as JPG, PNG and ZIP will not be compressed.

#### File extensions

Here you can set file formats which shall not be compressed by BackUp Maker. Please use semicolon as a separator.

#### Backup

The Backup tab offers various settings related to the backup process.

#### Verification

Activating the *Verify backup* checkbox instructs BackUp Maker to perform a detailed verification of the created zip files. If the checkbox is deactivated, no verification of the information written on a CD/DVD in the form of a CRC32 checksum comparison, is conducted.

#### Volume letter

The characters of the source drive backed up files are not backed up in zip-files by default. To allocate the source file of the backed up file more quickly, the volume-characters for each file can be backed up.

**Hint:** During the activation of volume characters backup, the PkZip-compatibility remains enabled, but only BackUp Maker recognizes the specific drive mapping.

#### Symbolic links

De-activate checkbox *Follow links*, if BackUp Maker should exclude symbolic links from the backup process. If the checkbox is activated, BackUp Maker will follow the links and backup targeted objects.

#### Notification



De-activate checkbox *Show*, if BackUp Maker should not show a notification window when a backup is being executed.

#### Shadow copies

Enable the *Use VSS* checkbox if you want BackUp Maker to back up shadow copies of exclusively opened files using the Volume Shadow Copy Service (VSS).

#### FTP

Select the setting which links the backup upload via FTP connection.

##### FTP port

Port 21 is used by default for ftp uploads. If your firewall blocks this port, you may change ports using the *FTP port* field.

##### FTP packet size

Select the package size for FTP uploads.

**Hint:** A higher package size causes a significantly increased transfer rate on locally installed ftp servers.

#### Mail

Select the setting for the sending the report via E-mail.

##### SMTP server

Enter the host address for the SMTP server in the *SMTP server* field, if backup reports are to be sent using a personal mail server (for example: smtp.server.com).

**Hint:** This edit field may be left blank to use the outgoing mail server of ASCOMP Software GmbH which has been installed for sending backup reports.

##### Username

If using a personal outgoing mail server that requires a username for logging in, use the



username on the SMTP server in the Username Field.

#### Password

If the selected outgoing mail server requires a password for logging in, enter the password for the SMTP server in the *Password* field.

#### SMTP port

Enter the SMTP port in the SMTP port field (default Port 25).

#### Encryption

Determines whether or not an encoded connection to the mailserver should be created.

#### Other

Determines other settings for Backup Maker.

#### Logfile

BackUp Maker enters data for started/finished backup tasks, errors, program actions in a Log-file. If this logfile checkbox is deactivated, these will not be created. This options also regulates the creation of writer.log (these data are logged on your CD/DVD burner).

By clicking the magnifier icon, the logfile can be opened in a linked text editor.

**Hint:** Logfile bkmaker.log may be found in the application data folder of the current user (sub folder "\ASCOMP Software\BackUp Maker").

#### Backup reminder

In order to avoid forgetting backup tasks that take a longer backup time, BackUp Maker is able to create a reminder for such backups. To set the desired timeframe, please use the list box next to this option.

#### Temp folder

In some cases BackUp Maker has to create temporary local files, e.g. when creating split backups or backing-up to a CD/DVD/FTP. The location of the temporary folder may be changed using the *Temp folder* field.





### Installation files

BackUp Maker has an update wizard, which allows the program to be updated over the Internet. If the downloaded installation files are being saved for future use, activate the Save Updates checkbox and enter location for their storage in the relevant input fields.



## Backup Creation

**Part**

**VI**



## 6 Backup Creation

This section contains information about the Backup Creation window of BackUp Maker.

Once a backup task has started, the *Backup creation* window is shown. This gives information such as the current backup task's name and progress.

If the *Animated icon* in submenu Configuration option has been selected, the action is displayed by an animated tray icon in system tray.

Pause

Pauses backup creation. Backup execution can be continued at a later time.

Cancel

Cancels backup creation and closes the *Backup creation* window.

SD

Shuts down the program after backup task is completed.

RB

Reboots Windows after backup task is completed.

SB

Sets the program on standby mode after backup task is completed.