CyberLink

PowerBackup

User's Guide

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Chapter 1:

Introduction

This chapter introduces CyberLink PowerBackup and the data backup process. It discusses the minimum system requirements for using the program and the method for upgrading to the latest version of the software. After this is a description of the different backup methods, then an introduction to the program itself and the various options you may select while using the program.

This chapter contains the following sections:

- Welcome on p.2
- System Requirements on p.3
- Updating PowerBackup on p.3
- Backup Methods on p.4
- The PowerBackup Program on p.8
- Backup Options on p.11

Welcome

Welcome to the CyberLink family of software programs! CyberLink PowerBackup is a backup program that allows you to back up folders and files, including those on a network, to hard disk, a removable drive, or to disc.

Backing up data is an important security procedure that can save large amounts of time and money in case of disaster, disk failure, attack by a hacker or virus, etc. By keeping a backup copy of your important data on another medium, you can quickly and reliably restore your data to its original state.

PowerBackup's main features include the following:

- Backup, restoration, and comparison functions
- Full, Incremental, and Differential backups
- Scheduled intervals (once, daily, weekly, monthly)
- Multi-volume backups
- Support for CD-R/-RW, DVD-R/-RW, DVD+R/+RW, and DVD-RAM disc types
- Fit-to-disc, even on discs that already contain files
- Support for hard disk/USB/Jazz/ZIP/MO drives
- Data compression
- Password protection
- Exclusion list to filter files with specific extensions
- File searching within the backed-up file
- Reports available for backups, restorations, and comparisons
- Backup records stored in My Catalog available for use in restorations

System Requirements

The system requirements listed below are recommended as minimums for running PowerBackup.

Minimum System Requirements	
OS	Windows XP/2K/ME
Memory	64 MB
CPU	PII-300 or higher
HDD Space	10 MB
Burning Drive	CyberLink certified recording device

Updating PowerBackup

If PowerBackup exists in a newer version than the version you are running, you can update to the latest version in order to take advantage of the latest features.

To update PowerBackup, click **Tools**, then select **Update PowerBackup**. The CyberLink website opens in your web browser, allowing you to follow a link to upgrade your software.

Note: You must be connected to the Internet to use this function.

Backup Methods

PowerBackup offers three backup methods: Full, Differential, and Incremental. These backup methods are explained below:

- **Full backup**: backs up all of the selected folders and files.
- **Differential backup**: backs up only those files that have been added or modified since the last Full backup. These backups are larger, but when you restore from a Differential backup, you need only the original Full backup and the latest Differential backup for a complete set of data.
- **Incremental backup**: backs up only those files that have been added or modified since the last Incremental backup. These backups are smaller, but when you restore from an Incremental backup, you need the original Full backup as well as each of the successive Incremental backups for a complete set of data.

Note: Though all three backup methods are available the first time you back up your data, it is strongly recommended that you use the **Full backup** option for your first backup.

On a technical note... The difference between a Differential backup and an Incremental backup lies in how the program handles the Archive attribute of the files that are backed up. (To view this attribute, right-click on a file in File Explorer, then select **Properties**. The Archive attribute appears at the bottom of the General tab. On a remote drive, you must further click **Advanced...**.) During a Differential backup, PowerBackup keeps the Archive attribute checked - meaning that PowerBackup will again back up the file the next time the program encounters it. During an Incremental backup (as well as a Full backup), however, PowerBackup unchecks the Archive attribute, meaning that the program will not back up the file the next time the program encounters it.

The following section contains a number of sample scenarios that illustrate how PowerBackup handles different backup situations using the different backup methods over a period of four days.

Sample Scenarios

The section below offers some sample scenarios using the different backup methods over a four-day period. Scenarios 1-4 are simpler, as they start from a Full backup. Scenarios 5-8 are more complicated, as they start from a Differential or Incremental backup. (In Scenarios 5 & 6, the data was previously backed up either in a different job or using a different backup software.)

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 drive
Day 2	A modified
Day 3	B modified
Day 4	No files modified

Scenario 1

This scenario shows the effect of using Differential backups after a Full backup on the first day.

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

Scenario 2

This scenario shows the effect of using Incremental backups after a Full backup on the first day.

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

Scenario 3

This scenario shows the effect of using both Differential and Incremental backups after a Full backup on the first day.

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

Scenario 4

This scenario shows the effect of using both Differential and Incremental backups after a Full backup on the first day.

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

Scenario 5

This scenario shows the effect of using Differential backups starting from a previous backup of A, B, C (on Day 0).

Day	Backup Method	Files Backed Up
Day 1	Differential backup	--
Day 2	Differential backup	A
Day 3	Differential backup	A, B
Day 4	Differential backup	A, B

Scenario 6

This scenario shows the effect of using Incremental backups starting from a previous backup of A, B, C (on Day 0).

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

Scenario 7

This scenario shows the effect of using Differential backups, even on the first day.

Note: Although the first backup was not a Full backup, the resulting backup on Day 1 is the equivalent of a Full backup.

Day	Backup Method	Files Backed Up
Day 1	Differential backup	A, B, C
Day 2	Differential backup	A, B, C
Day 3	Differential backup	A, B, C
Day 4	Differential backup	A, B, C

Scenario 8

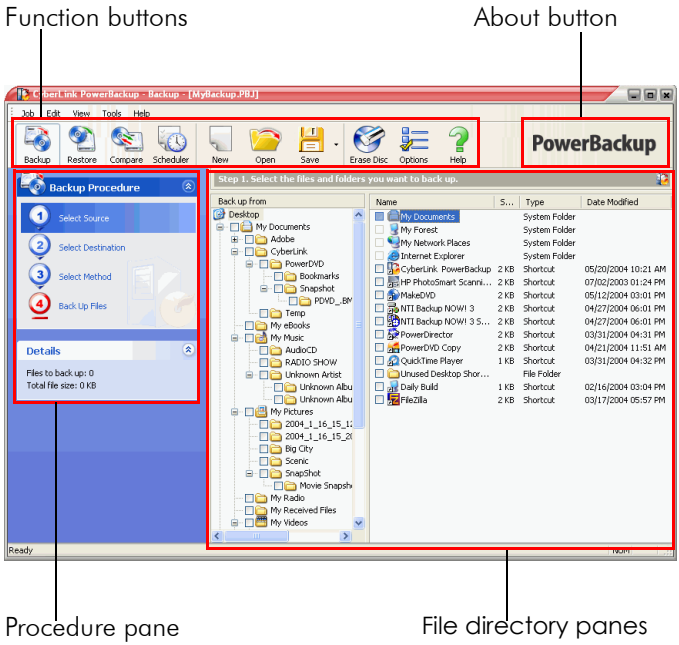
This scenario shows the effect of using Incremental backups, even on the first day.

Note: Although the first backup was not a Full backup, the resulting backup on Day 1 is the equivalent of a Full backup.

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

The PowerBackup Program

When you first open PowerBackup, the program appears as follows:



The program changes appearance according to the procedure you are running. However, there are a few common elements that remain available, including the function buttons along the top and the procedure box on the left. These are described below.

Function Buttons

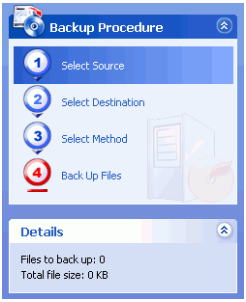
The function buttons allow you to access many of PowerBackup's functions. These buttons are described below.

Button	Function
	Displays the program's backup function, which allows you to back up your data. See Backing Up Data on p.16.
	Displays the program's restoration function, which allows you to restore previously backed-up data. See Restoring Data on p.18.
	Displays the program's comparison function, which allows you to compare backed-up data against the original data. See Comparing Data on p.20.
	Displays the program's Scheduler function, which allows you to schedule jobs for a later time. See Using the Scheduler on p.21.
	Creates a new backup job.
	Opens an existing backup job.
	Saves a backup job. (Click the down arrow to display the **Save As** option.)
	Erases a rewritable disc that contains files. See Erasing a Disc on p.24.
	Displays backup options. See Backup Options on p.11.
	Opens the help system.
	Displays copyright and program version information.

Note: Not all buttons are available in all procedures.

Procedure Pane

To the left of the file directory panes is a pane containing each of the steps in the backup, restoration, and comparison procedures.



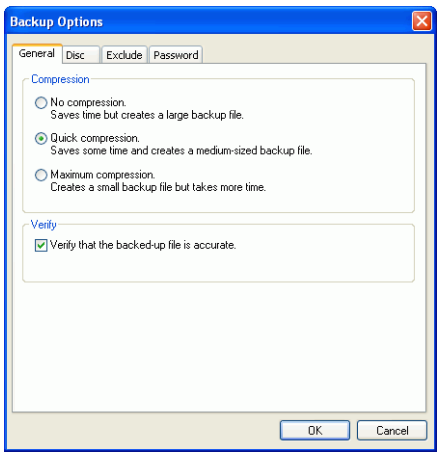
Click each step in order to display the options relevant to that point in the procedure. You can show or hide the entire procedure box by clicking the arrow in the right-hand corner. The Details pane displays the number of files to back up and the total file size. You can likewise show or hide this pane by clicking the arrow in the right-hand corner.

Backup Options

Open the backup procedure, then click the  button to display backup options. The Backup Options dialog box opens, displaying four tabs. These tabs and the options they contain are described below.

General Tab

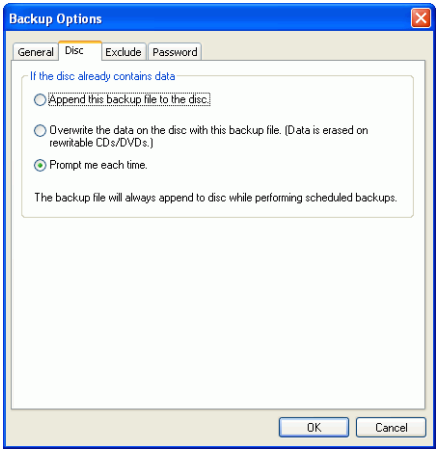
Click the General tab to display PowerBackup's general backup options.



- **Compression**: **No compression** saves backup and restoration time, but creates a larger backup file. **Quick compression** is a compromise between file size and backup/restoration time. **Maximum compression** creates a smaller backup file, but requires more backup and restoration time.
- **Verify**: Check this option to compare the backed-up data to the original data immediately after the backup process has completed.

Disc Tab

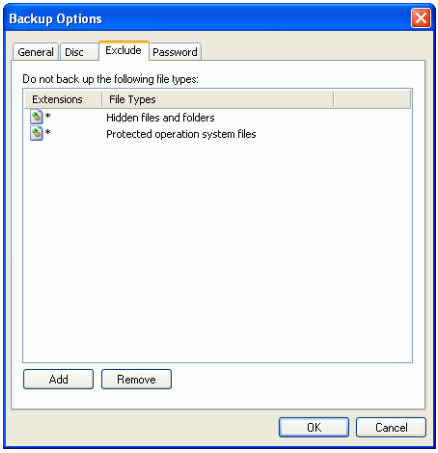
Click the Disc tab to display PowerBackup's options for writing to disc. These options control how PowerBackup handles discs intended as a backup destination that already contain files.



- **Append this backup file to the disc**: Adds the backup data after the existing files on the selected disc.
- **Overwrite the data on the disc with this backup file**: Replaces the existing files on the selected disc with the backup data. (This option applies only to rewritable discs.)
- **Prompt me each time**: Displays a message asking how you would like to add the backup data to the backup disc.

Exclude Tab

Click the Exclude tab to display PowerBackup's exclusion options. By adding specific file types to the exclusion list, you prevent those type of file from being backed up during any subsequent backups.



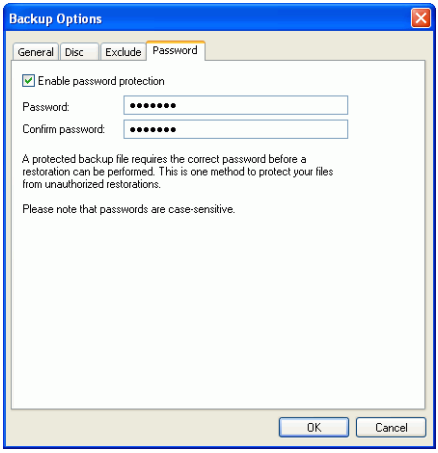
To add a file type to the exclusion list, click **Add**. In the dialog box that opens, a list of registered file types appears. Locate and check the file type you want to exclude, or enter a custom file type in the entry box, then click **OK**. The file type is added to the exclusion list and is **not** backed up during subsequent backups.

To remove a file type from the exclusion list, highlight it, then click **Remove**. The file type is removed immediately from the exclusion list.

Note: By default, hidden files and folders and protected operation system files are excluded from backups.

Password Tab

Click the Password tab to display PowerBackup's password options. Using a password allows you to prohibit unauthorized persons from accessing (and thus using) the data you have backed up.



To use password protection, first check the **Enable password protection** option, then enter and confirm your password. Click **OK** to set password protection. Remember of course to take precautions to ensure the confidentiality of your password! You will need to enter your password any time you access your backed-up data.

Chapter 2:

Working with PowerBackup

This chapter describes how to use the CyberLink PowerBackup program to back up your data, restore data from a backup file, compare files that have been backed up against the original versions, and how to schedule backup jobs to run at a specific interval. There are also instructions for finding backed-up files, erasing rewritable discs, and viewing the reports that PowerBackup generates when a job is run.

This chapter contains the following sections:

- Backing Up Data on p.16
- Restoring Data on p.18
- Comparing Data on p.20
- Using the Scheduler on p.21
- Finding Files on p.23
- Erasing a Disc on p.24
- Viewing Reports on p.25

Backing Up Data

To ensure that a safe copy of your important data is always available, you can back up specific files or folders. You can back up your data to hard drive, to disc, or to a removable medium (such as a USB drive). If you need to save your backup file across several discs, you can even split the backup file into volumes of a specific size to fit your backup media.

To back up your data, do this:

1. Click  or use the **View** > **Backup** command to open the backup procedure. The **Select Source** option opens by default.
2. Locate and check the files and folders that you want to back up in the two file directory panes. (These panes resemble Windows Explorer in functionality.)
   - An empty box indicates that the folder has not been selected for backing up.
   - A green check mark indicates that all of the folder's contents are selected for backing up.
   - A yellow check mark indicates that only some of the folder's contents are selected for backing up.
3. Click **Select Destination**, then set your backup destination.
   - **Backup destination**: Select your backup destination from the drop-down box. Backup destinations may include hard disk or a disc burner (depending on your available hardware).
   - **Backup filename**: Give each backup file a unique name. To save the backup file to a different directory, click **Browse**, then locate and select the folder you want to use.

- **Split into volumes**: Divide your backup files into volumes (portions) of the size you specify. The **Auto** option automatically detects the size of the destination hard drive's file system. (To verify the file system on your computer, open My Computer, right-click on your hard drive, then select **Properties**.) The **DVD** option divides your backup files into volumes that fit the capacity of a DVD. The **CD** option divides your backup files into volumes that fit the capacity of a CD. To set a custom volume size, select **Custom size...**, then enter a size in megabytes.

4. Click **Select Method**, then choose the backup method (and advanced options, if desired) that you want to use.
   - Backup methods include **Full**, **Differential**, and **Incremental**. For complete information on these backup methods, see Backup Methods on p.4.
   - For more options, click **Options...**. For more information, see Backup Options on p.11.
5. Click **Back Up Files**. Verify that the settings are correct, then click one of the buttons to begin your backup.
   - Click **Backup Now** to begin backing up immediately. To make the same backup configuration available later (as a "job"), click **Yes** when you are prompted to save changes to your backup file. After you save the file, the backup begins immediately. (To begin the backup immediately without saving the backup file, click **No**.)
   - Click **Add to Scheduler** to schedule the backup for a later time.

After the backup is completed, you can view the backup report by clicking **Report...**.

> **Note:** For more information on reports, see Viewing Reports on p.25.

Restoring Data

The second half of the backup equation consists of restoring your data to a usable state. The data restoration process uses the file created during the backup process (i.e.: the "backup file") to put all of your backed up data back into a specified location for your use.

To restore your data after a backup, do this:

1. Click  or use the **View** > **Restore** command to open the restoration procedure. The **Select Source** option opens by default.
2. Select the restoration source from the **Restore from** drop-down box.
   - **Backup file**: Restore from an existing backup file. To open a backup file, click **Browse**, then locate and open the file you want to use.
   - **My Catalog**: Restore from existing records of previous backup jobs. (To delete records from My Catalog, use the **Edit** > **Delete Catalog Record** or **Delete All Catalog Records** command.)
   - **Disc drive**: Restore from a disc.
3. Click **Select Destination**, then set your restoration destination.
   - **Original location**: Restore to the original location from which the files were backed up.
   - **Alternative location**: Restore to a new location. To set a new directory, click **Browse**, then locate and select the folder you want to use.
   - **Single directory**: Restore all of the backed up files to a single new directory. To set a new directory, click **Browse**, then locate and select the folder you want to use.

   Note: Your data's original directory structure will be lost if you restore to a single directory.

4. Click **Select Method**, then choose the restoration method you want to use.
   - **Do not overwrite**: Restores only files that are not found on your hard drive, and does not overwrite existing files.

- **Overwrite older files**: Overwrites existing files on your hard drive if the backed-up copy is newer.
- **Always overwrite the files on my computer**: Overwrites existing files on your hard drive with the backed-up copy in every case.
- **Ask before overwriting**: Prompts you to decide which copy you want to keep.

5. Verify that the settings are correct, then click **Restore Now** to begin restoring files immediately.

After the restoration is completed, you can view the restoration report by clicking **Report...**.

Note: For more information on reports, see Viewing Reports on p.25.

Comparing Data

You can compare files that have been backed up against the original versions to ensure that the backup file contains the versions of the data that you require.

To compare backed-up data against the original data, do this:

1. Click  or use the **View** > **Compare** command to open the comparison procedure. The **Select Source** option opens by default.
2. Select the source of the backed-up data from the **Compare from** drop-down box.
   - **Backup file**: Compare data in a backup file against the original data. To open a backup file, click **Browse**, then locate and open the file you want to use.
   - **My Catalog**: Compare data in the record of a previous backup job against the original data. (To delete records from My Catalog, use the **Edit** > **Delete Catalog Record** or **Delete All Catalog Records** command.)
   - **Disc drive**: Compare data on a disc against the original data.
3. Click **Select Location of Data**, then select the location of the original data to be used in the comparison.
   - **Original location**: Selects the original location of the data.
   - **Alternative location**: Selects a new location of the data. (You may need to use this option if you have moved the folder or restructured your hard drive). To set a new directory, click **Browse**, then locate and select the folder you want to use.
4. Verify that the settings are correct, then click **Compare Now** to begin the comparison immediately.

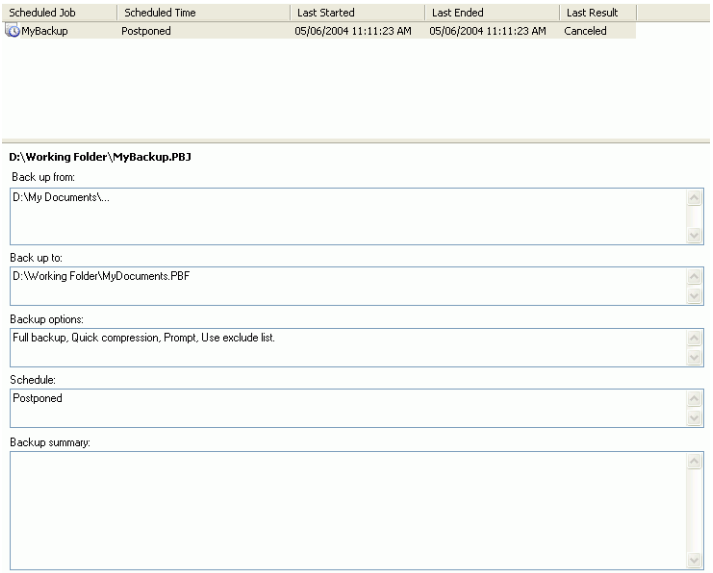
After the comparison is completed, you can view the comparison report by clicking **Report...**.

> **Note:** For more information on reports, see Viewing Reports on p.25.

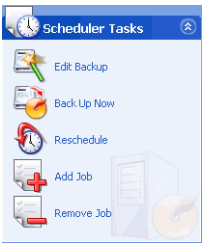
Using the Scheduler

Use the Scheduler to schedule backup jobs to run at a future time and date. You can select to run jobs at a regular interval or to run once only.

Click  or use the **View** > **Scheduler** command to open the Scheduler function. The large central pane displays a catalog of existing backup jobs at the top and details of each record at the bottom.



On the left-hand side is a list of tasks that can be run from the Scheduler.



The Scheduler offers the following tasks:



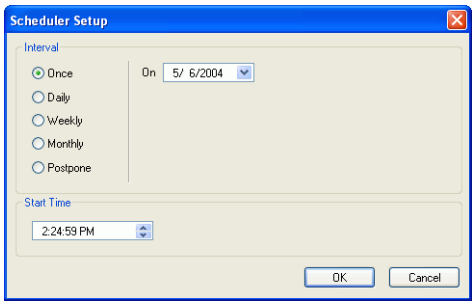
Edit Backup: Opens the backup procedure, allowing you to modify the backup source, destination, or options. (This is the same as clicking  or using the **View** > **Backup** command.)



Back up Now: Begins the backup process immediately.



Reschedule: Opens a dialog box in which you can select a job interval (**Once**, **Daily**, **Weekly**, or **Monthly**) and a time and date to run the backup process. The **Postpone** option allows you to cancel the job, but to keep it in the Scheduler indefinitely.





Add Job: Opens a dialog box in which you can select an existing backup job to add to the Scheduler.



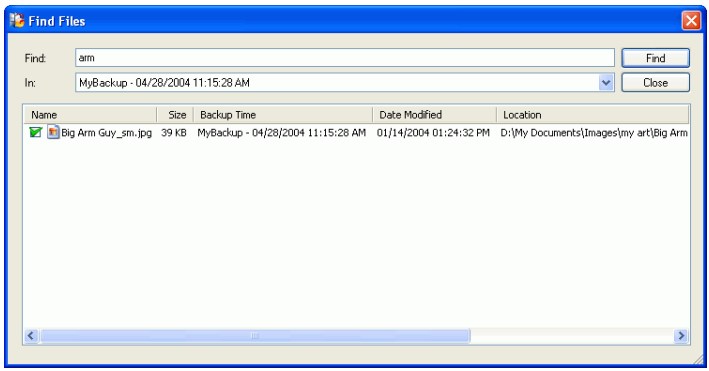
Remove Job: Displays a message asking if you want to remove the selected job from the Scheduler. Click **Yes** to delete the job, or **No** to close the message without deleting the job.

Finding Files

You can search in both the restoration or comparison functions to ensure that specific files have been backed up or restored. When you find a file, you can use the displayed file information (name, size, backup time, date modified, and location) to compare with other existing versions of the file found in other locations.

To find files in the restoration or comparison functions, do this:

1. Click or use the **View** > **Restore** command to open the restoration process, or click or use the **View** > **Compare** command to open the comparison process.
2. Right-click on a catalog record, then select **Find Files**. The Find Files dialog box opens.

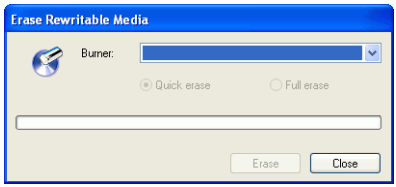


3. Enter a file name or a file extension (or portion thereof), select a catalog record from the drop-down box, then click **Find**. All files that match your search criteria appear in the box.

Erasing a Disc

If you are using a rewritable disc (in CD-RW, DVD-RW, DVD+RW, or DVD-RAM format), you can erase content that has been previously recorded onto it. This allows you to reuse the same discs over and over without the need to continually buy new discs. Most manufacturers suggest that discs in DVD-RW or DVD+RW format can be written to about 1,000 times. Discs in DVD-RAM format can be written to about 100,000 times.

1. Click **Erase Disc**. The Erase Rewritable Disc dialog box opens.



2. Insert your disc and select your burning drive.
3. Select an erasing method.
   - **Quick erase**: Erases the disc index, but does not physically erase the content on the disc.
   - **Full erase**: Erases all of the content on the disc. (This option takes more time to complete.)
4. Click **Erase**. PowerBackup displays the real-time progress of the task.

When the task is completed, a message appears, informing you of the status. Click **OK** to close the message.

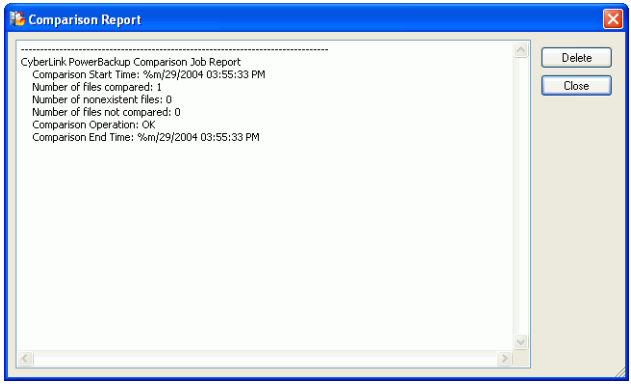
Viewing Reports

PowerBackup creates a report each time you perform a job. There are three kinds of reports available in PowerBackup:

- Backup reports
- Restoration reports
- Comparison reports

To view a report, do this:

1. Use the View Reports function to display the type of report you want to view.
   - Click **Tools** > **View Reports** > **Backup Reports** to view a backup report.
   - Click **Tools** > **View Reports** > **Restoration Reports** to view a restoration report.
   - Click **Tools** > **View Reports** > **Comparison Reports** to view a comparison report.



2. When you have finished reading the report, close it by clicking one of the available buttons.
   - **Delete**: deletes the report.
   - **Close**: closes the report.

Appendix

This chapter contains technical support information as well as a reference section to help answer questions you may have about the different disc technologies available in CyberLink PowerBackup.

This chapter contains the following sections:

- Technical Support on p.28
- CD vs. DVD on p.30

Technical Support

Before asking CyberLink for technical support, please refer to this user's guide or online help for information. It contains all the information you generally need to use the program. You may also find answers quickly by contacting your local distributor/dealer.

If your problem is not resolved using the above methods, please feel free to contact CyberLink for technical support.

Web Support

Solutions to your problems are available 24 hours a day and at no cost on our Web sites:

support.gocyberlink.com

www.gocyberlink.com

In addition to frequently asked questions, we also provide troubleshooting techniques, the latest in product news, and other relevant information.

Fax Support

Use our fax support number to get technical support quickly without spending time on the phone:

(886) 2-8667-1300

> **Note:** Technical support is only offered to registered users, so please make sure to include your **CD-key** (located on your CD case) when faxing.

Telephone Support

You are welcome to call the CyberLink's Technical Support Hotline at the phone number listed below during hours of availability:

CyberLink Technical Support Information	
Support Phone Number	**(886) 2-8667-1298**
Support Hours	**9:00 a.m. -5:00 p.m.** Taiwan time (GMT +8:00) Monday to Friday, excluding holidays

Note: Technical support is only offered to registered users. Please be sure to have your **CD-key** (located on your CD case) on hand when calling.

When calling for support, please have your computer ready and provide us with the following information:

- **your registered CD-key**
- the product version
- the version of Windows installed on your system
- the hardware devices on your system and their specifications
- the wording of any warning messages that were displayed (You may want to write this down or make a screen capture.)
- a detailed description of the problem and under what circumstances it occurred

CD vs. DVD

CDs and DVDs look the same and do pretty much the same thing: store data. Both can be used to record data, music, or video files. However, CDs and DVDs are incompatible, bringing different advantages and disadvantages. Therefore, the decision of which to use is left up to you. You can avoid any confusion over which disc type to use by asking yourself two simple questions:

- **What disc type is supported by my disc burner?**
- **What disc type is supported by my disc player?**

Knowing the answers to these questions goes a long way towards deciding on a disc type: after all, you want to be able to play your disc after burning it, and of course, your burner must support the disc type you want to create.

In broad terms, discs are divided into CD (which, being the earlier technology, is more widely supported) and DVD (which holds seven times the amount of content, but requires a special drive). Following is a brief description of the different disc types supported by CyberLink PowerBackup.

CD Types

CDs contain up to 74/80 minutes of high quality video or 650/700 MB of data.

CD-R CD-R is a write once format. CD-RW burners and most new DVD burners can write in CD-R, and most DVD players can also read this format. The CD-R format is commonly used for storage of computer data, music, and video.

CD-RW CD-RW is a rewritable CD format. CD-RW burners and most new DVD burners can write in CD-RW, and most DVD players can also read this format. The CD-RW format is best suited for temporary storage.

DVD Types

DVD is a high capacity disc that holds anywhere from 1.4 to 17 GB of data, or from roughly 2-8 hours of video (depending on the type of DVD). Using the High Quality setting, you can expect to be able to record 1-2 hours of video.)

DVDs can be played on DVD players and computers equipped with DVD drives. For more detailed information on DVD-R/RW formats, see www.dvdrhelp.com/dvd or other web sources. For more detailed information on DVD+R/RW formats, see www.dvdrw.com or other web sources.

DVD-R DVD-R is a write once DVD format. It is a competitor product to DVD+R, and is therefore not compatible with that format. Some new DVD burners can write in both DVD-R and DVD+R, and most DVD players can read both formats.

DVD-RW DVD-RW is a DVD format that can be written to about 1,000 times. It is a competitor product to DVD+RW, and is therefore not compatible with that format. Some new DVD burners can write in both DVD-RW and DVD+RW, and most DVD players can read both formats.

DVD+R DVD+R is a write once DVD format. It is a competitor product to DVD-R, and is therefore not compatible with that format. Some new DVD burners can write in both DVD-R and DVD+R, and most DVD players can read both formats.

DVD+RW DVD+RW is a rewritable DVD format that can be written to about 1,000 times. It is a competitor product to DVD-RW, and is therefore not compatible with that format. Some new DVD burners can write in both DVD-RW and DVD+RW, and most DVD players can read both formats.

DVD-RAM DVD-RAM is a DVD format that can be written/ rewritten to about 100,000 times. While DVD-RAM's boasts technological advances, it is incompatible with many DVD burners and players.

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