Instructions for using Genie-Soft Backup Manager Pro 7
Task 1: Burning a backup of My Documents to a CD
Task 2: Restoring and/or verifying backups.
Note: You must have a CD-RW or DVD-RW drive to perform this.

If you have problems or questions, please call the helpdesk at 4444.

Before beginning, CLOSE ALL DOCUMENTS AND PROGRAMS.

Task 1: Burning a backup of My Documents to a CD

1. Open the program by going to Start, point to All Programs, Point to Genie-Soft, click on Genie Backup Manager Pro 7.0. If you have a desktop icon, you may double-click it if you like.
2. Once the program opens, you should see the screen below.

![Welcome Screen]

3. Click OK to close the Welcome Screen dialog box that is displayed on top of the Genie-Soft Program.
4. You should now have the screen shown below.

NOTE: If your screen does NOT look like the above, but looks like:
Then click SWITCH TO NORMAL MODE located in the lower left of the program.
5. To begin a backup job, click BACKUP from the list of tasks in the box.

6. The next box that pops up will be asking for details on the backup job.
Ensure that “Create new backup job” is selected. Then, under backup job name, name it whatever you like. This can be virtually anything (within 60 characters), and just below that is a backup job description. Click in that text box and type details to the job including the date of the backup job and what files you plan to backup. This information may be helpful later when determining if you need to restore data from a previous job.

7. Click Next in the lower right corner to go to the next step. Here you will determine where you want to place the backup data. Choose the fourth option down, CD/DVD media.

The default options selected in the lower half of the screen should be sufficient. It’s much easier and hassle free to use a CD-R for jobs of this nature to ensure the backup does not get corrupted or destroyed at a later time due to overwriting and erasing of CD-RWs.
8. Click Next in the lower right corner to advance to the phase of backup where you select what files to backup. You should have the screen shown below. Click the middle tab (My Folders) to view all the contents of your hard drive where you can select specific files to backup.

9. You will now have a total listing of your hard drive.
You can now make specific selections of what to backup. Here, we will be backing up the contents of “My Documents”. This is listed at the top of the list. Click the white box next to it to place a blue check mark in it. If you have other folders on your hard drive that you would like to include, you may find them and place a check mark in their white boxes as well. (Ex. Internet links are located in the C: drive, under Documents and Settings, under your username, and the folder named Favorites is where links are stored).
10. Click next, leave these selected on the default setting they’re at, except for one. Two-thirds down the screen is an option that says “(SwiftRestore) Self Restorable”. This is a great option for backing up to CDs because it enables the backup to be restorable to other computers WITHOUT having to install this program first. This is very much recommended. Click the checkbox for this option to select it. There is also a password option above the self-restore option. If you would like, you can apply a password to protect your data, but use this at your own risk. If you forget your password and need to restore data, there is NOTHING anyone can do to help you remove it and get your data.

11. Click Next in the lower right corner, and a small box will pop up. Click Backup Now
12. If you do not have a CD-R in your drive when you click Backup Now, you will be prompted to insert one.

13. Once inserting a CD-R, click Retry

14. The program will immediately begin backing up your data. Depending on how much data you selected, you may need multiple CDs. If this is the case, you will be prompted to insert another CD.

*Tip: During the backup setup process described above, once you have selected what to backup, a column on the left is displayed showing how much data you have selected. One CD-R holds 700 mb. Ex. If the estimated size is 500mb, then one CD can handle that fine. But, if 900mb is estimated, more than one will be needed.*

15. Once the backup is complete, a log will be displayed.

The top of this box should say “Backup completed successfully”. If it says error or shows skipped files please contact the helpdesk to ensure you backed up correctly. Click Done, and eject the CD. Be sure to mark what it is and the date on the outside of the CD. Click quit to exit the program.
Task 2: Restoring and/or verifying backups

1. If you created the backup with the SwiftRestore option (step 10 of backing up), then restoring is a breeze. Insert the CD into your computer and go to My Computer, double-click the CD drive to view the contents. You should see two items, one is named the backup job you created, and the other is named “GBM7_SwiftRestore.exe”. If you do not see “GBM7_SwiftRestore.exe”, then you did not use the SwiftRestore method. In that case go to step 8 of this task. Double-click SwiftRestore to open it and you will be presented with:

2. Click Run, and the following program will open.

3. The information listed in the boxes should be sufficient for what you need. By default, it will restore everything from the backup to its original location on the computer. If you only need specific items restored, you may select those specifically in the next step.
4. On the next screen, click the “My Folders” tab, then click the C drive checkbox to restore everything from the backup to its original location. If you prefer to restore only specific items, you can navigate to those items and click them one at a time. In this same section, you can verify backups by navigating through it to ensure your backups were performed correctly.

5. Once your selections are made, click Next in the lower right corner. A warning will appear informing you that if you have data in the locations of where the backups are going, then like-files will be overwritten with the backup version. (Ex. If you are restoring something into My Documents and both your computer and backup have the same file named "Budget.xls", and the one on your computer is newer, then the backup will overwrite it with the older one from the backup. If you are comfortable that you will not make this mistake, click Restore Now.)
6. A log will appear when the restore it complete, and should say Restore was completed successfully. If it doesn’t, you may want to call the helpdesk to ensure you performed this action correctly.

![Genie Swift Restore 7.0 - Restore Progress](image)

7. Click quit to exit the program.

You may stop here.

Part B: A second method of restoring

8. Open the program by going to Start, point to All Programs, Point to Genie-Soft, click on Genie Backup Manager Pro 7.0. If you have a desktop icon, you may double-click it if you like.

9. Once the program opens, you should see the screen below.
10. Click OK to close the Welcome Screen dialog box that is displayed on top of the Genie-Soft Program.

11. You should now have the screen shown below.
NOTE: If your screen does NOT look like the above, but looks like:
Then click SWITCH TO NORMAL MODE located in the lower left of the program.

12. Click RESTORE from the main list.
13. In the next section, halfway down is a location to put the backup file name to restore from. Just to the right of that is a button named “Browse”.

14. Click “Browse” and you can now find your backup file. In the “Look In” drop down list, choose CD-Drive. Click the backup file you created (it will have the name you specified before). Below that will be the information you entered, if you opted to do so when you created the backup.

15. The next screen will ask where you want to restore the files. Click “My Folders” and click the C drive to checkmark it. By default it will restore files to their original location. If you want to restore specific files, you can navigate through the C drive and choose those files.

16. Once your selections are made, click Next in the lower right corner. A warning will appear informing you that if you have data in the locations of where the backups are going, then like-files will be overwritten with the backup version. (Ex. If you are restoring something into My Documents and both your computer and backup have the same file named “Budget.xls”, and the one on your computer is newer, then the backup will overwrite it with the older one from the backup. If you are comfortable that you will not make this mistake, click Restore Now.)
17. A log will appear when the restore is complete, and should say Restore was completed successfully. If it doesn’t, you may want to call the helpdesk to ensure you performed this action correctly.

18. Click Quit to exit the program.