clickfree™
Automatic Backup

Clickfree C2 Portable Backup Drive User Guide

for Microsoft Windows users

Contents

Using the Clickfree C2 Portable Backup Drive

The **Clickfree** C2 Portable Backup Drive has dual personalities. You can:

- use the built-in hard drive for backups, or
- use CDs/DVDs for backups, in which case your C2 Portable Backup Drive acts just like the **Clickfree** DVD Transformer.

As a result, this document has two divisions, one for using the built-in hard drive for backups (starting with "Introducing Clickfree C2 Portable Backup Drive (HD)" on page 10) and the other for using CDs/DVDs for backups (starting with "Introducing Clickfree C2 Portable Backup Drive (DVD)" on page 75).

Each chapter title has either "(HD)" or "(DVD)" at the end so you can easily tell which division you are in.

STARTING A DVD BACKUP

DVD backup is started from an HD backup screen. See "How do I start a DVD backup or restore?" on page 46 in the Advanced topics (HD) chapter.

PACKAGE CONTENTS

Your **Clickfree** backup package contains:

- one **Clickfree** C2 Portable Backup Drive
- one USB cable to attach the C2 Portable Backup Drive to your computer
- one quick start guide

Note: Because of software updates, what appears on your screen may look slightly different from what appears in this document.

DEFINITIONS

Just to make sure that the user guide is clear, we're going to define a couple of terms that are used throughout the guide.

Administrator

"Administrator" is a special login name for the user who can make system-wide changes to the computer, has full control, and can access all of the files on the computer. Most home users are automatically the Administrator of their computer. If you don't know if you are the Administrator, or how to log in as Administrator, you might need to talk to the person who set up the computer for you. If no one set up your computer for you, then by default, you are the Administrator.

Back up and Restore

Backing up is making copies of data so that a copy can be used to restore the original after the data is lost or destroyed. Backups are used to restore data after loss of or damage to your computer's hard drive, and to restore files that have been accidentally deleted or corrupted.

Making a backup of your content only copies it from your computer to your C2 Portable Backup Drive /CDs/DVDs, and does not delete it from the computer's hard drive.

Restoring your content from a backup only copies it from your C2 Portable Backup Drive /CDs/DVDs to your computer, and does not delete it from the these media.

Important: **Clickfree** never erases or replaces content on your computer's hard drive, unless you ask it to replace a file during restore.

Clickfree never erases anything other than the backups it has performed. Any other data stored on your C2 Portable Backup Drive /CDs/DVDs is left untouched and is never erased.

And unless you ask it to remove backed-up content, **Clickfree** never erases or replaces content on your C2 Portable Backup Drive. **Clickfree** never erases or replaces content on your CDs or DVDs.

Your **Clickfree** backups are also handy for moving or copying data from one computer to another.

Content

Normally you don't use **Clickfree** to back up your programs or operating system (Windows), only the data that you have created or copied to your computer – music, photos, letters, emails, tax information etc. In this guide we refer to this data as *content*.

File

Information used by your computer and stored in a specific place on your hard drive. A *file* may be *content*, a program or part of a program, or information a program uses in some way.

Sometimes the relationship between *content* and *file* is clear: a photo or a letter is usually a single file. On the other hand, a single email message may be just a part of a large file that contains many messages, and related information such as email addresses, calendar events etc. However, you don't need to be concerned about this because **Clickfree** takes care of all the details for you.

Introducing Clickfree C2 Portable Backup Drive (HD)

Thank you for buying the **Clickfree** C2 Portable Backup Drive – the easiest way to keep the valuable information on your computer safe.

Clickfree is an easy-to-use computer backup system that automatically searches for and backs up content stored on your computer. No hardware configuration or software installation is required. The backup procedure begins once the C2 Portable Backup Drive has been attached to your computer.

Caution: Please remember that a backup is meant to be a second copy of your computer data, not the only copy of your data. Having two copies (redundancy) is what keeps your important data safe. Please use your **Clickfree** C2 Portable Backup Drive to keep a safe copy of your data.

MAIN FEATURES

Clickfree backup technology

- Automatically starts when connected to your computer
- Does not require any software installation or setup
- Automatically searches for and backs up the important data from your computer – hundreds of types of data used by many thousands of computer programs
- For most users the automatic search finds and backs up everything that matters

Customizable backup options

- Includes options for custom file types and full folder backup
- Still runs as **Clickfree**, even after customizing settings
- Remembers your customized settings for each computer you use it with

Multi-PC backup

- Can hold the backups for as many computers as you like, depending only on the available space on the C2 Portable Backup Drive

Easy restore to same or other computer

- Backed-up content can quickly and easily be restored
- You can just as easily 'restore' content to a different computer as to the original one
- This makes **Clickfree** a great way to move your content from your old computer to your new one
- Allows you to undo a restore, in case you accidentally overwrote a file you need to keep

How it backs up

- The first time you connect a **Clickfree** C2 Portable Backup Drive to your computer it searches for, finds, backs up and organizes all of your important content
- Each subsequent time you connect **Clickfree** to your computer, it just does an update:
  - Any new files since your last backup are added to the backup
  - Any files that were changed since your last backup are updated on the backup
  - Any files that were deleted from your computer since the last backup, are left on the backup

Photo Viewer

- Conveniently view backed-up photos in thumbnail and expanded view

Import music

- Easily import music from your iPod to your computer, and to iTunes

Non-Admin users

- Users without administrator privileges can perform backups and restores

Basics (HD)

HOW DOES CLICKFREE WORK?

All you need to do to keep your projects, photos, videos, music etc. safe is to plug the Clickfree C2 Portable Backup Drive in to your computer and let it work!

No need to install software or to configure anything. Your computer knows when Clickfree has been plugged in, and it runs the backup program automatically each time it is connected.

You can back up as many computers as you like with the Clickfree C2 Portable Backup Drive. The same thing happens each time you plug it into a new computer. And each of your backed-up computers is kept separate on your C2 Portable Backup Drive.

When Clickfree has finished backing up each computer, just unplug the C2 Portable Backup Drive and store in a safe place, or leave it plugged in if you are using the Clickfree Scheduler to run automatic backups. See "Scheduler and the Clickfree icon" on page 63.

If your data is lost for any reason (hard disk crash, laptop lost or stolen, content accidentally deleted), you'll be really happy that you bought and used Clickfree. Your backed-up content is safe on your Clickfree backup, waiting to be restored when you have a working computer again.

A Clickfree backup is also ideal for transferring your content from an old computer to a new one.

Sometimes, for a variety of reasons, the program may not run by itself – it may need a little help. If this happens to you, don't worry – it's easy to get things going. We'll show you how a little later. For details, see "What if Clickfree doesn't start up automatically?" on page 17.

WHAT GETS BACKED UP?

CLICKFREE BACKS UP CONTENT

At Clickfree we want to protect our customers from losing things that are irreplaceable. That's why Clickfree finds and backs up all of the content from wherever it is on your computer.

When it runs automatically, Clickfree searches your computer for all of the content that you have either created or placed in your computer. This includes photos, music, video, office documents, financial data, email, and so much more - over 400 types of files. To see a list of the categories of content that Clickfree backs up automatically, see "What content categories does Clickfree back up?" on page 13. Most likely, this means that it will back up everything that matters to you right out of the box without you having to do anything but plug it in.

Unless you explicitly ask it to do so, **Clickfree** does not back up the programs or the operating system. This means that your backup won't need nearly as much space as the size of your computer's hard drive since your content may only take up a small portion of your hard drive's capacity, and we only look for the content.

DOES CLICKFREE BACK UP ALL OF MY CONTENT EVERY TIME?

The first time you back up your computer **Clickfree** backs up all of the content it finds, which might take some time – it just depends on how much you have. Each time you use **Clickfree** after that, it only backs up the new or changed content, so it will be much quicker.

WHAT CONTENT CATEGORIES DOES CLICKFREE BACK UP?

Clickfree backs up content in these categories:

- Photos – including common graphic formats such as JPEG and RAW
- Music – including CD audio, MP3, MIDI
- Emails – including Thunderbird, Eudora, and those from Microsoft Office
- Text Documents – usually from word-processing programs such as Microsoft Word, Open Office, and WordPerfect
- Spreadsheets – for example, Microsoft Excel, Open Office, and Lotus 123
- Presentations – for example, Microsoft Powerpoint and Corel Show
- Artwork and Drawings – such as Corel Draw, Visio and Paintshop images
- Video – for example, AVI, MPEG, Shockwave Flash
- Favorite Websites – internet shortcuts and address books
- Other – including zip and RAR files, XML, and comma-separated values files
- Financial – such as those from QuickBooks and tax programs

Want to know more? You can look at the details by following the steps in "How do I Change how Clickfree does backups" on page 19 without making any changes.

WHAT DO I NEED BEFORE I START?

All you need to start your backup is the **Clickfree** C2 Portable Backup Drive and the included USB cable. Before you start your first Restore, you should read through the "Restoring my content (HD)" chapter of this manual.

For **Clickfree** to work, your computer needs to be running one of these operating systems:

- Microsoft Windows® Vista® (any editions)
- Microsoft Windows® XP (any editions)
- Mac OSX 10.5 Leopard running on an Intel processor

In addition you need:

- One free USB port on your computer
- At least 100 MB of free space on your computer

Backing up my content (HD)

HOW DO I START USING MY CLICKFREE C2 PORTABLE BACKUP DRIVE?

> **Note:**   If you are a non-administrator user, or are an administrator setting up a **Clickfree** C2 Portable Backup Drive for a non-administrator user, see "Non-administrator users" on page 47 before you begin using the C2 Portable Backup Drive for the first time.

♦ **To start using your Clickfree C2 Portable Backup Drive:**

1. Make sure that your computer is switched on and has finished starting up.

2. Log in, if that is what you normally do.

3. Attach the **Clickfree** C2 Portable Backup Drive to your computer by connecting one end of the USB cable to the drive and the other end to a USB port on your computer.

   A USB port usually looks like this: and frequently has a symbol beside it. USB ports are usually found at the front of a desktop computer, often in pairs. On a laptop computer they may be at the back, front or side.

   Please try to connect to a USB port on the computer itself, using a USB hub may not provide enough power.

4. Wait for the **Clickfree** window to appear. You may have to wait up to a full minute for your computer to recognize the **Clickfree** C2 Portable Backup Drive.

5. If your C2 Portable Backup Drive is password protected, you are prompted to enter the password to access the drive for backup or restore.
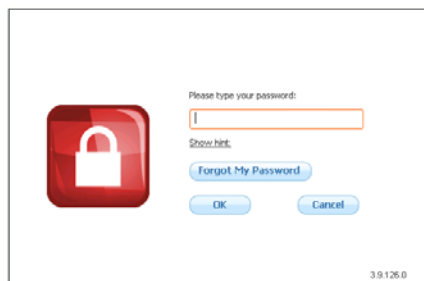
   - If you do not remember your password, click Show Hint and use the hint to help you enter your password.
   - If you still do not remember your password, see "What if I forget my password?: on page 60 in the Advanced topics (HD) chapter.

After you enter the password, **Clickfree** loads.

The first time you attach **Clickfree** to your computer, some messages appear on the screen telling you that your computer has found new hardware. The messages may mention ClickFree, Disk drive, and/or CD-ROM drive. You don't need to do anything about these messages. Most likely you will not see these messages when you attach **Clickfree** the next time.

6.   If a major software update is available, Clickfree prompts you to install it:

Just click *Update* and follow the instruction on the screen.

When **Clickfree** starts to run, a *Welcome* window appears and shows the number of seconds left before the backup starts automatically:

Note: After you have backed up content on your C2 Portable Backup Drive, *View Files* and *Restore/Transfer* buttons appear at the bottom of the screen beside *Options*.

ZERO EFFORT BACKUP – REALLY!

Unless you stop the countdown by clicking a button, at the end of the countdown period **Clickfree** starts the backup.

- If you want to let **Clickfree** decide what needs to be backed up from where, then **you're done**: just relax and let **Clickfree** work.
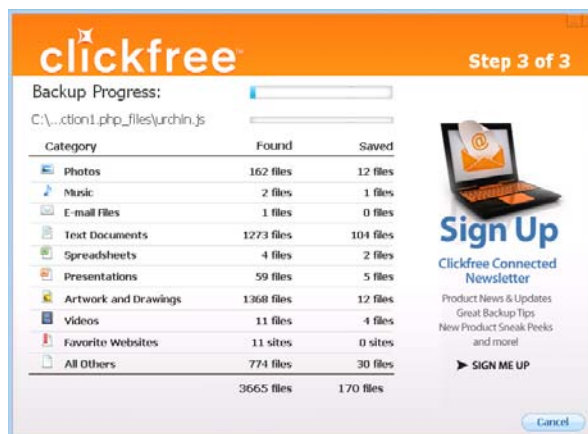
  Without any effort on your part, Clickfree is safeguarding your valuable content!
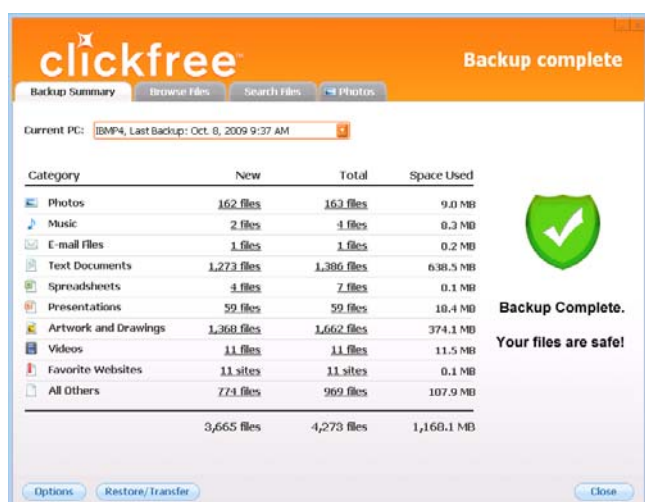
  For details, see "What gets backed up?" on page 12.

- If you want to make changes to how backup is done, click *Options* and see "How do I Change how **Clickfree** does backups" on page 19

BACKUP PROGRESS

Clickfree displays some screens to show progress:

The *Backup Summary* screen shows you how many files in each category were backed up this time (*New* column) and for all backups for this computer, including this time (*Total* column). The *Space Used* column shows the amount of space that files from all backups for this computer take up on the C2 Portable Backup Drive.

When you see the *Backup Summary* screen, simply unplug the **Clickfree** C2 Portable Backup Drive and store it in a safe place.

WHAT IF CLICKFREE DOESN'T START UP AUTOMATICALLY?

There could be a couple of reasons why **Clickfree** does not run when you plug in the **Clickfree** C2 Portable Backup Drive:

- If you are connecting the C2 Portable Backup Drive to a USB hub (which could be in your monitor or keyboard), the hub may not provide enough power for a C2 Portable Backup Drive. Try connecting to a USB port on the computer itself.
- You may see a message telling you that "**Clickfree**™ *Backup cannot start because you do not have the required permissions. Please re-login to this computer as the Administrator.*":

  1. Log out.

  2. Unplug the **Clickfree** C2 Portable Backup Drive.

  3. Log in again as Administrator.

  4. Plug the **Clickfree** C2 Portable Backup Drive in again.
     The backup then starts automatically.

- Your computer settings may prevent **Clickfree** from running automatically because "Autorun" is turned off.

  To fix this problem, follow these steps. You only need to do this once, not every time you use **Clickfree**.

♦ **To turn on Autorun – Windows XP:**

1. Download the "autoplay repair wizard" from the Microsoft website.

2. Run the program.

♦ **To turn on Autorun – Windows Vista:**

1. Click the *Start* button on your computer, then click *Control Panel*.

2. In the window that appears, click *Autoplay*.

3. Scroll to the bottom of the *Autoplay* window and select *Restore all defaults*.

4. Click *Save*.
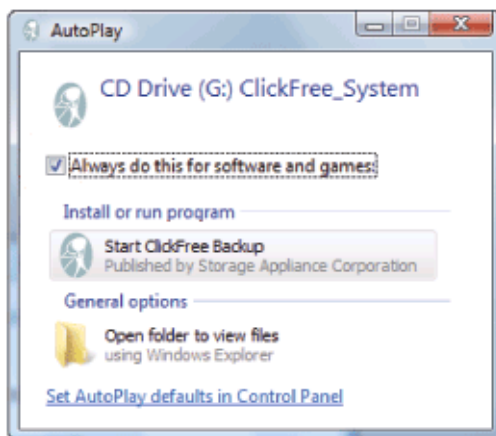
As an alternative, you can temporarily bypass autorun. If you use this method, you will have to follow this procedure every time you use the **Clickfree** C2 Portable Backup Drive.

♦ **To temporarily bypass Autorun – Windows XP/Vista:**

1. Wait for two minutes after you connect your C2 Portable Backup Drive to your computer:

2. Click the *Start* button on your computer, then click *My Computer* (WindowsXP/2000) or *Computer* (Vista).

3. In the window that appears, find *Clickfree_System.*

4. Right-click and select *Explore*.

5. Double-click *StartClickFreeBackup.exe*.

WHAT IF THE VISTA AUTOPLAY WINDOW APPEARS?

In Windows Vista, if the AutoPlay window appears:

1. Check *Always do this for software and games*.

2. Click *Start ClickFree Backup*.

You only need to do this once, not every time you use **Clickfree**.

HOW DO I CHANGE HOW CLICKFREE DOES BACKUPS?

You can change:

- The categories of content **Clickfree** backs up
- The file types/extensions that **Clickfree** searches for – see "How do I choose individual file types for backup" on page 69 in the "Advanced topics" chapter
- Where **Clickfree** looks for this content

You can also tell **Clickfree** to back up all of the files in a folder.

Note:	Changes you make to how Clickfree does backups are "sticky": they are stored and applied again to later backups on this computer unless you modify them, or use factory settings – see "What are 'factory settings' and how do I use them?" on page 55 in the "Advanced topics" chapter.

What do the Cancel, Next, *and* Back *buttons do?*

As you go from one step to the next to back up content, the screens you see usually have buttons for *Cancel*, *Next >*, and *Back >*.

Cancel abandons the changes you have made and returns you to the *Manage Settings and PCs* screen.

Next > accepts the decisions you have made so far, then moves on to the next step and the next decision.

Back > sends you back to the previous step so that you can change a decision you already made. Until you click *Start* or *Cancel* there is no limit to how often you can go back and make changes.

♦ **To review or change what gets backed up:**

1. Follow steps 1 to 4 of the procedure "How do I start using my **Clickfree C2 Portable Backup Drive**?" on page 14.

2. Before the countdown reaches zero, click *Options*.

The *Manage Settings and PCs* screen is displayed:

3. Now click *Change Backup Settings*.

CHOOSING CATEGORIES OF CONTENT TO BE BACKED UP – REQUIRED

4. All of the categories are selected by default. Choose the categories of content to be backed up, for example, Text Documents, Photos, and Videos.

    - To include a category, for example, Photos, in the backup, make sure that the box to the left of the category name is checked: ⊞ ☑ **Photos**. If it isn't, click the box to check it. You can add and remove the checkmark by clicking in the box.
    - To exclude a category, for example, Music, from the backup, make sure that the box to the left of the category name is unchecked: ⊞ ☐ **Music** If it is checked, click the box to uncheck it.

Note: You can make a finer selection by choosing file types within each category. For details, see "How do I choose individual file types for backup" on page 69 in the "Advanced topics" chapter.

5. If you use Microsoft Outlook or Outlook Express for your email, and you want to back up files that are attached to email messages, check the *Extract email attachments …* checkbox.

6. When you are finished choosing content categories, click *Next >*.

Note: You must choose at least one file type or category – you cannot leave all file types
and categories unchecked.

CHOOSING LOCATIONS TO SEARCH FOR CONTENT – REQUIRED

7. Choose where you want **Clickfree** to search for the categories you chose earlier –
Clickfree can either:

*   look through your entire computer (the default setting)
*   or
*   look only in certain folders

♦ **To look through the entire computer**

*   Choose *Search the entire computer* ⦿ **Search entire computer**

    Clickfree can optionally skip temporary folders and/or folders that Windows uses
    for its own files:

    *   Check or uncheck *Skip TEMP directories* to skip or not skip temporary
        folders.
    *   Check or uncheck *Skip Windows System folders* to skip or not skip folders
        that Windows uses for its own files.

♦ **To look only in certain folders:**

- Choose *Search selected folders only* ⊙ Search selected folders only then select folders from *My Documents.* and *My Computer*.
  - To search the entire *My Documents* folder, make sure that the checkbox is checked ☑📄 My Documents.
  - To see details of a folder under *My Documents,* click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the – when you want to collapse the folder again.

    Each folder with a *+* beside it can also be expanded.

  - You can now choose the individual folders you want to be searched by adding and removing checkmarks in the checkboxes. For example, to search only the Music folder, uncheck the *My Documents* checkbox, then check only *Music*:
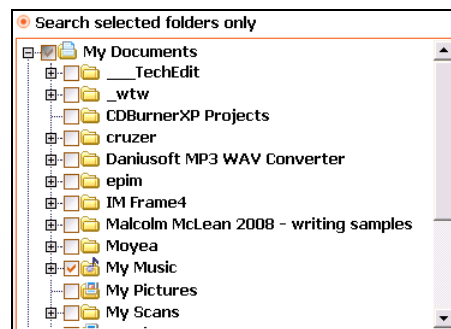
  - Do the same for *My Computer*.

| Note: | You must choose a location – you cannot leave all locations unchecked. |

8. When you have made your choices, click *Next >*.

CHOOSING COMPLETE FOLDERS TO BE BACKED UP – OPTIONAL

9. Choose complete folders to be backed up in addition to categories and locations.

The folders you choose here are completely copied - except for files whose file types were *unchecked* in "Choosing locations to search for content – required" on page 21. Complete folders are backed up in addition to the file types in the locations you already chose.

- To add the entire *My Documents* folder to the backup, make sure that the checkbox is checked.
- To see details of a folder under *My Documents*, click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the – when you want to collapse the folder again.

Each folder with a *+* beside it can also be expanded.

- You can now choose the individual folders you want to include in the backup by adding and removing checkmarks in the checkboxes. For example, within *My Documents* if you want to include only the folder with Music, uncheck the *My Documents* checkbox, then check only *Music*:
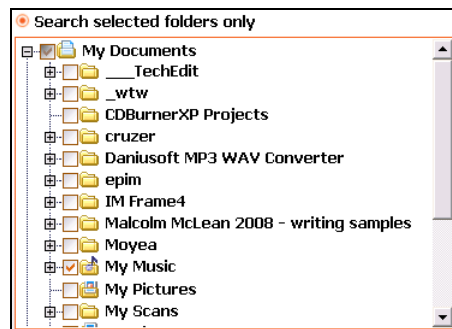
- Do the same for *My Computer*.

10. When you have made your choices, click *Next >*.

11. Click *Done* then *Close* to continue with the countdown.
    You can click *Start* at this time to go to the backup right away without waiting for the rest of the countdown.

Clickfree searches for content to back up

Before actually backing up any content, **Clickfree** searches the locations you chose for your chosen categories of content:
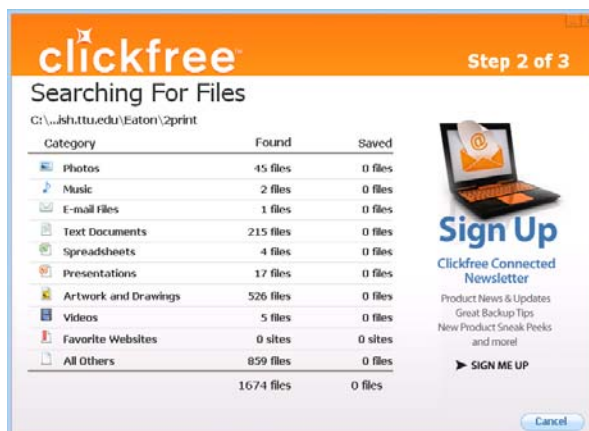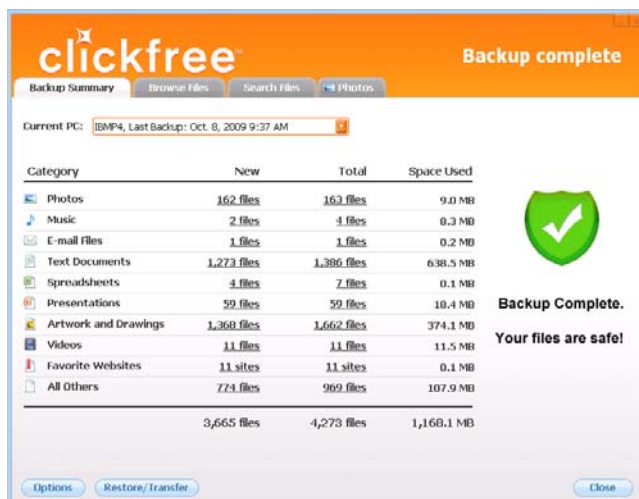
It adds up the sizes of all of the content it finds, then adds the sizes of the files in the complete folders you also chose. See "What if there is not enough space on my Clickfree C2 Portable Backup Drive?" on page 26.

Clickfree backs up your content

If there is enough space on your C2 Portable Backup Drive, **Clickfree** then backs up the content and complete folders you chose to your C2 Portable Backup Drive:
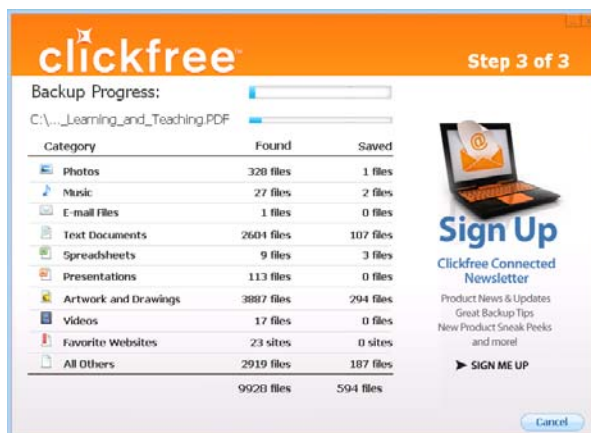
At the end of the backup, a *Backup Summary* screen is displayed:
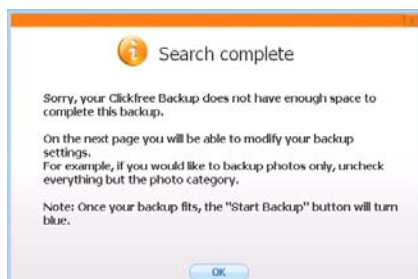
The *Backup Summary* screen shows you how many files in each category were backed up this time (*New* column) and from all backups for this computer, including this one (*Total* column). The *Space Used* column shows the amount of space that files from all backups for this computer take up on the C2 Portable Backup Drive.

When you see the *Backup Summary* screen, simply unplug the **Clickfree** C2 Portable Backup Drive and store it in a safe place.
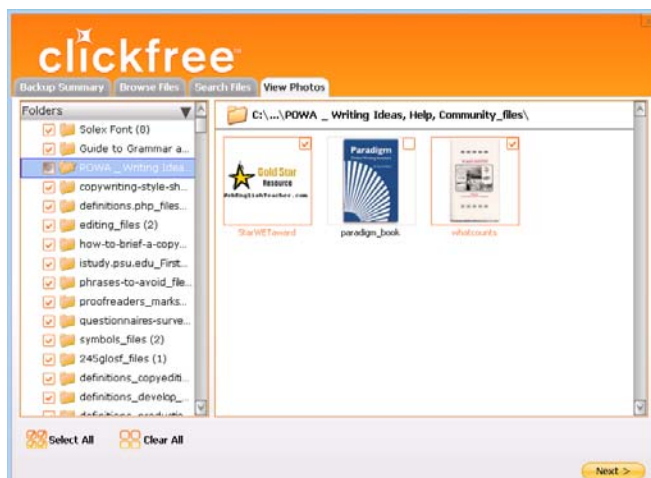
WHAT IF THERE IS NOT ENOUGH SPACE ON MY CLICKFREE C2 PORTABLE BACKUP DRIVE?

While **Clickfree** is searching for content to back up, it adds up the amount of disk space needed and compares that with the free space on the C2 Portable Backup Drive. If there is not enough free space for your content, **Clickfree** prompts you to change the files selected for backup:

Either:

- unselect one or more content categories by unchecking their *Include* checkboxes, until the *Start Backup* button is enabled (turns orange), or
- use the *Browse*, *Search*, and/or *Photo* tabs to choose files not to be included in the backup:

When the *Start Backup* button is enabled (turns orange):
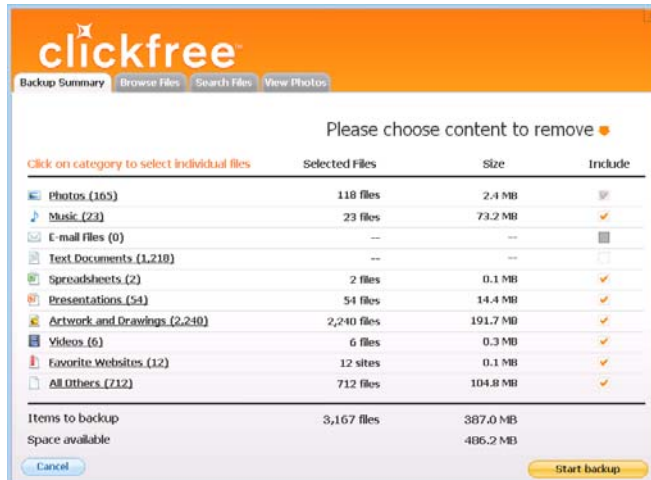
click *Start Backup*.

Backup proceeds as described in "Backup progress" on page 16.

As an alternative, if you have backups from an old computer that you don't need to keep any more, you could cancel the backup, remove the old computer, (for details, see "To remove a computer" on page 54), and restart the backup.

Restoring my content (HD)

WHAT IF MY COMPUTER'S INTERNAL HARD DRIVE STOPS WORKING, OR I WOULD LIKE TO TRANSFER MY CONTENT TO A NEW COMPUTER?

All computer hard drives fail eventually, sometimes without warning. Occasionally, computers suffer damage that affects the hard drive. Sometimes, laptop computers get lost or stolen. Sometimes, also, you may delete content by mistake. When these things happen, other computer users may lose valuable, sometimes irreplaceable, data.

But if you lose content you'll be really happy that you bought and used **Clickfree**. Your backed-up content is safe on your **Clickfree** backup, and can be restored when you have a working computer again.

A **Clickfree** backup is also ideal for transferring your content from an old computer to a new one.

WHAT DO I NEED BEFORE I CAN USE CLICKFREE TO RESTORE MY CONTENT?

Note: If you are not an administrator, or are an administrator setting up a **Clickfree** C2 Portable Backup Drive for a non-administrator user, see "Non-administrator users" on page 47 before you begin using the C2 Portable Backup Drive for the first time.

Before you can restore your content, your computer needs to be working – at the very least it needs to be able to start up and display the desktop.

Of course, you can 'restore' your content to any computer that meets the system requirements (see "What do I need before I start?" on page 13), not just to the computer whose content you backed up.

The easiest way to copy content between computers is to plug the **Clickfree** C2 Portable Backup Drive in to your new computer. When the **Clickfree** application launches, just click the *Restore* button at the bottom of the countdown screen.

HOW DO I GET MY CONTENT BACK?

To get your content back you don't need to do much more than you did to back the content up – it just takes a couple of clicks.

As with **Clickfree** backup, you can either make some choices – whether to restore all, or just selected content, and where the content is restored to – or you can allow **Clickfree** to make the choices for you.

WHAT GETS RESTORED, AND TO WHERE?

When **Clickfree** restore runs without you changing any options, it restores all of the content that was backed up, and puts it in the same folders on your computer that it was backed up from. This is the best choice if you have a new computer, or if you have repaired your old computer and all of the content was erased.

On the other hand, if you have files on the computer, the restored files replace files of the same name in the same location, but only after asking your permission.

If you prefer, you can easily tell **Clickfree** restore to restore your files to a place on your computer's hard drive where they will not replace the files you already have.

For details, see:

- "How do I let **Clickfree** restore decide what to restore and where?" on page 29
- "How do I change how **Clickfree** restores content?" on page 32

HOW DO I LET CLICKFREE RESTORE DECIDE WHAT TO RESTORE AND WHERE?

You can allow Clickfree to make the decisions about what to restore and to where, but you need to confirm what Clickfree plans to do.

♦ **To let** Clickfree **decide what to restore and to where:**

1. Make sure that your computer is switched on and has finished starting up.

2. Log in, if that is what you normally do.

3. Connect the **Clickfree** C2 Portable Backup Drive to your computer by connecting one end of the USB cable to the drive and the other end to a USB port on your computer.

   Please try to connect to a USB port on the computer itself, as a USB hub may not provide enough power.

   Clickfree starts up just as it did when you used it to back up your content.

4. Wait for the **Clickfree** window to appear – this may take up to 60 seconds.

   The **Clickfree** *Welcome* window appears with the countdown, just as it did when you used it to back up your content.

   But this time you are not going to allow **Clickfree** to start the backup.

Because you have backed-up content on your C2 Portable Backup Drive, the countdown screen now shows buttons at the bottom to allow you to *View Files* and *Restore* files.

5. Before the countdown gets to zero, click *Restore/Transfer*. The *Restore* screen appears.
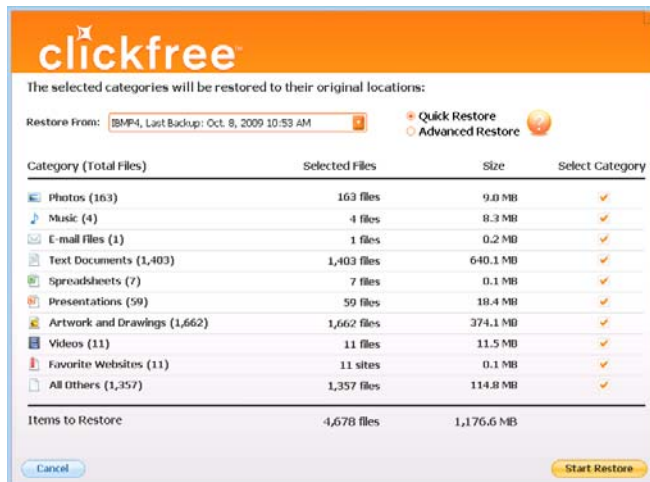
Note that all of the categories that have backed-up content are checked off in the *Select Category* column.

6. Before you click *Start Restore* to restore all of your content, or select categories to be restored, look at the computer name in the *Restore From* box:

.

If your C2 Portable Backup Drive contains backups created on the computer that you are using, the *Restore From* box by default contains the name of this computer, and, unless you change it, the content to be restored will come from this computer.

7. Click the arrow at the right of the *Restore From* box:

The drop-down list contains the names of all of the computers that have been backed up on your C2 Portable Backup Drive.

8. Select the name of the computer whose content you want to restore.

9. Since you are going to restore all of your content, simply click *Start Restore*.

Clickfree confirms how many files will be restored, and where they are going to be restored to.

As **Clickfree** restores your content, it shows you what is happening and how far it has gotten in the process.

Warning: During restore, if **Clickfree** overwrites any files it finds with the same name and from the same location as those that were backed up.

When all of your content has been restored, **Clickfree** tells you that it is done.

10. Click *Close*.

Note:	After a restore, **Clickfree** gives you the chance to undo the restore. If you want to undo, see "How do I undo a restore?" on page 51.

Note:	Your content has not been deleted from your **Clickfree** backup: it is still safe on the C2 Portable Backup Drive.

11. Now, simply unplug the **Clickfree** C2 Portable Backup Drive and store it in a safe place.

HOW DO I CHANGE HOW CLICKFREE RESTORES CONTENT?

By making choices at several steps in the restore process you can affect which content is restored and where it is restored to.

What do the Cancel, Next, and Back buttons do?

As you go from one step to the next to restore content, the screens you see usually have buttons for *Cancel*, *Next >*, and *Back >*.

Cancel completely stops the restore, and returns you to the countdown screen.

Next > accepts the decisions you have made so far, then moves on to the next step and the next decision.

Back > sends you back to the previous step so that you can change a decision you already made. Until you click *Restore Now* or *Cancel* there is no limit to how often you can go back and make changes.

RESTORING CONTENT

♦ **To change how Clickfree restores content:**

1. Follow steps 1 to 5 of the previous section "How do I let **Clickfree** restore decide what to restore and where?" on page 29.

   The *Restore* screen appears:
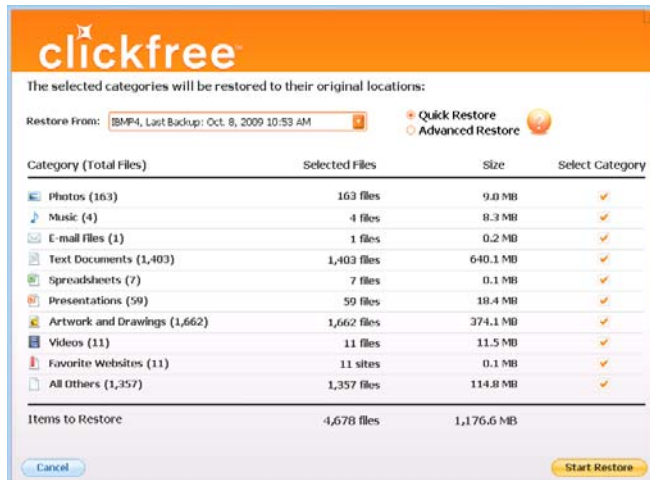
   If your C2 Portable Backup Drive contains backed-up content from the computer that you are using, the *Restore From* box by default contains the name of this computer, and, unless you change it, the content that will be restored will be from this computer.

CHOOSING THE COMPUTER TO RESTORE FROM

2. Click the arrow at the right of the *Restore From* box:
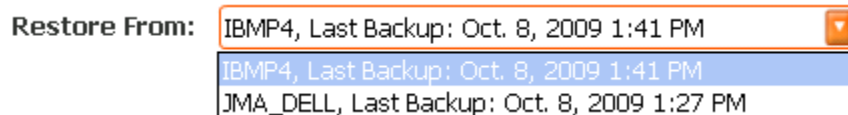
   and select the name of the computer whose content you want to restore.

3. To restore content from more than one computer simply repeat the restore process choosing a different computer each time in step 2.

4. Choose *Advanced Restore* .

5. What you do next depends on whether you want to restore all or only some of your files.

   • If you want to restore only some of your files, continue with step 6.
   • If you want to restore all of your files, click *Start Restore* and go to step 7.

CHOOSING CATEGORIES OF CONTENT TO BE RESTORED

6. Note that all of the categories that contain files (with the number of files in parentheses after the category name) have checkboxes that you can check off in the Select Category column.

   For each category whose content you want to restore, click the checkbox to select the category.

7. Click *Next >*.

   You can also choose to restore content of individual file types within each category. For details see "How do I choose individual files for restore" on page 70 in the "Advanced topics" chapter.

CHOOSING WHERE TO RESTORE CONTENT TO

8. What you do next depends on whether you want to restore your content to its original locations or to somewhere else.

   • If you want to restore your content to its original locations, leave *Clickfree will automatically restore my files to their original location* selected:
     ⦿ **Clickfree will automatically restore my files to their original locations** , and continue with step 9.

   If you want to restore your files to a different location, see "How do I choose another drive and/or folder to restore to" on page 73 in the "Advanced topics" chapter.

9. Click *Start Restore*.

As **Clickfree** restores your content, it shows you what is happening and how far it has gotten in the process.

If you are restoring files to somewhere other than the original locations, before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the same-name file from the backup:

10. You can choose to:

* Keep both copies of this one file – click *Keep Both*. **Clickfree** renames the backed-up file by adding ' (2)' to the end of the file name, then restores the renamed file.
* Keep both copies of all same-name files – check *Do this for all duplicate files* and click *Keep Both*. **Clickfree**, without asking you , renames the remaining backed-up files by adding ' (2)' to the ends of the file names, then restores the renamed files.
* Not replace this one file – click *Skip*
* Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
* Replace just this file – click *Replace*
* Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

If two files have the same size (KB) and same date modified, it is likely to be safe to skip.

If you skip any files, **Clickfree** completes "with exceptions". For details see "Restore completed with exceptions" on page 36.

When all of your content has been restored, **Clickfree** tells you that it is done:

11. Click *Close*.

| **Note:** | After a restore, **Clickfree** gives you the chance to undo the restore. If you want to undo, see "How do I undo a restore?" on page 51. |

| **Note**: | Your content has not been deleted from your **Clickfree** backup: it is still safe on the C2 Portable Backup Drive. |

Now, simply unplug the **Clickfree** C2 Portable Backup Drive and store it in a safe place.

HOW DO I RESTORE FILES FROM MULTIPLE COMPUTERS?

The process of restoring is described in "How do I let **Clickfree** restore decide what to restore and where?" on page 29, or "How do I change how **Clickfree** restores content?" on page 32.

To restore files from more than one computer, simply repeat the restore process choosing a different computer each time.

RESTORE COMPLETED WITH EXCEPTIONS

If you skip any files during a restore, the *Restore Complete* screen has an *Exceptions* link at the bottom left. Click the link to see a list of the files that were not restored.

HOW DO I FIND FILES THAT WERE RESTORED

If **Clickfree** restored your files to a folder that was not their original location, **Clickfree** puts an icon on your desktop so that you can quickly and easily get to the restored content:

♦ **To find files that were restored:**

Double-click the icon to open a *Windows Explorer* at the folder where your content was restored.

You can now use *Explorer* to move the files to a more convenient folder.

MY PROGRAM CANNOT FIND THE RESTORED FILES – WHAT SHOULD I DO?

Note: Some programs, especially those like *Outlook* in which you do not open files from a file open dialog, expect to find their files in a particular folder. If you restore files to a folder other than the original location, your program may not be able to find them.

If your program displays an error message telling you that it cannot find its files, or if the program starts up but your data is missing, you will need to move the files to the proper folder.

Unfortunately, this is different for every application and you may need to consult the program's Help or user guide to find out where the files need to be moved to.

Browsing, Searching & Viewing my files (HD)

From the *Backup Summary* screen you can:

- Browse your backup(s) for files
- Search your backup(s) for files
- View backed-up files
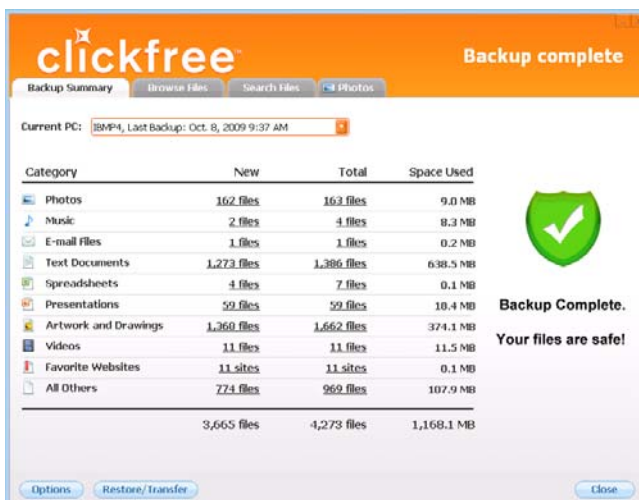
STARTING FROM THE WELCOME SCREEN

♦ **To browse and search for files, or view photos:**

Before the countdown gets to zero, click *View Files*. The *Backup Summary* screen is displayed.

FROM THE BACKUP SUMMARY SCREEN

♦ **To browse and search for files, or view photos:**

1. In the *Current PC* box select the name of the computer whose files you want to search for/browse for/view.

2. Do one of the following:

    *   Click the name of a category , and follow "How do I search for my backed-up files" on page 43

Note:	If the Category you click is *Photos,* follow "How do I view and use photos" on page 39

    *   Click the *Photos* tab, and follow "How do I view and use photos" on page 39
    *   Click the *Browse Files* tab, and follow "How do I browse my backed-up files" on page 42
    *   Click the *Search Files* tab, and follow "How do I search for my backed-up files" on page 43

HOW DO I VIEW AND USE PHOTOS?

1. On the *Backup Summary* screen, in the *Current PC box,* select the name of the computer whose files you want to search for/browse for/view.

2. Click the *Photos* tab

    The photo viewer shows "thumbnails", or miniature views of your photos and videos.

3. Select one or more photos and use the buttons at the bottom of the screen to:

    *   Print them on your own printer
    *   Share them on Facebook or Myspace
    *   Email them (if you use Outlook or Outlook Express for your email)

    You can also select one photo and use it as wallpaper for your computer.

♦ **To select photos:**

Click the photo so that the checkbox at the top right is checked. As you continue to click photos, they are added to the selection.

♦ **To use a photo as wallpaper:**

1. Click the photo. Make sure that only one photo is selected.

2. Click *Wallpaper*. The chosen photo becomes your computer Wallpaper:

♦ **To print photos:**

1. Select the photos.

2. Click *Print @ Home* and select the *Print Style*:

3. Set the *Printer Options*, then click *Print*.

♦ **To share photos:**

1. Select the photos.

2. Click *Share Photos*:
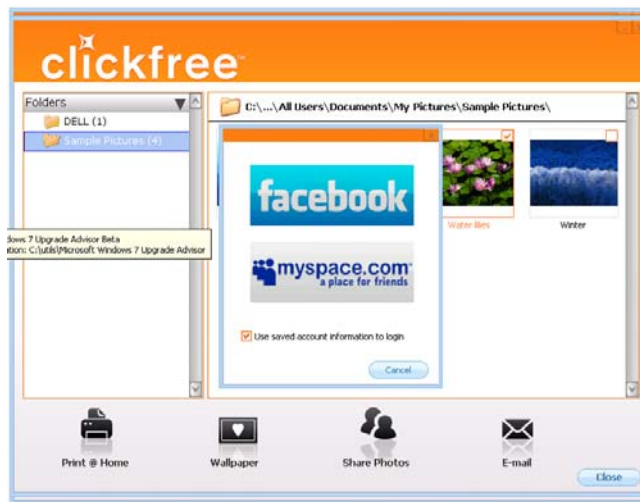
3. Click *facebook* or *myspace.com* and log in.

♦ **To email photos:**

If you use *Outlook* or *Outlook Express* for your email, you can create a blank email message and attach your photos.

1. Select the photos.

2. Click *Email*:

Your email program opens a new blank message with the photos included as attachments:
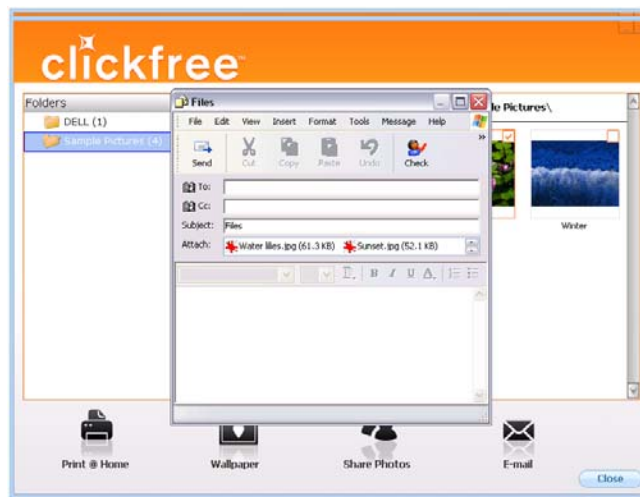
3. Address and send the message as you would normally do.

♦ **To open a photo:**

Double-click the photo. It opens in your usual program for working with photos:

HOW DO I BROWSE MY BACKED-UP FILES?

♦ **To browse for files that you have backed up:**

1. On the *Backup Summary* screen, in the *Current PC box*, select the name of the computer whose files you want to search for/browse for/view.

2. Click the *Browse Files* tab.

3. Expand and collapse the folders on the left side of the screen:
   - Click the + to expand the view
   - Click '+' to the left of a collapsed folder to expand it
   - Click '-' to the left of an expanded folder to collapse it
   - Click a folder or the folder name to view the list of contents
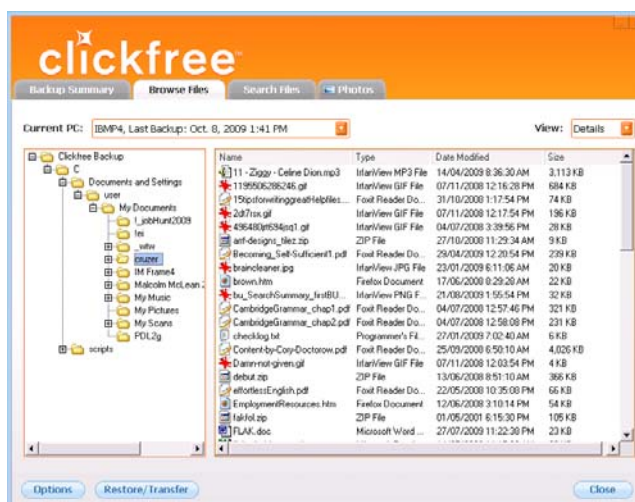
To find out more about what you can do with the files that are displayed, see "What can I do with files from browse, search and view photos" on page 45.

HOW DO I SEARCH FOR MY BACKED-UP FILES?

1. On the *Backup Summary* screen, in the *Current PC box,* select the name of the computer whose files you want to search for/browse for/view.

2. Do one of the following:

   - Click the name of a category other than *Photos.*

   Note: If the Category you click is *Photos,* follow "How do I view and use photos" on page 39

   - Click the *Search Files* tab

   If you clicked the *Search Files* tab, the *Search* screen looks like this:
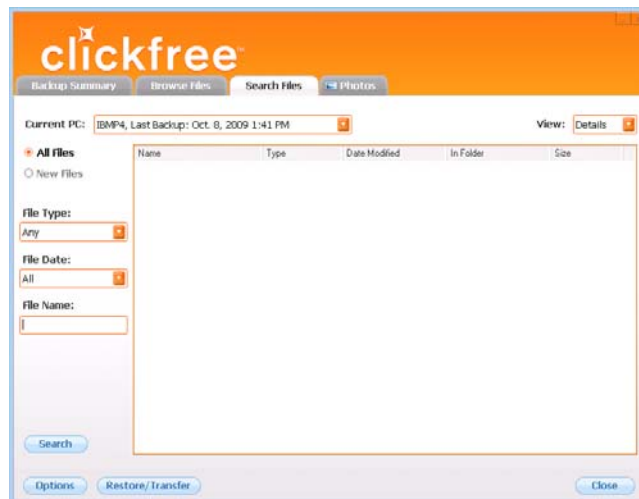
   If you clicked a category name, the *File Type* is already filled in, and all files of that category, regardless of *File Date* or *File Name,* are displayed.

3. Enter search factors to find the files you want.

♦ **To search for files:**

   1. Use the combination of *File Type*, *File Date*, and *File Name* that you think should match the file(s) you want to find:

These selections are combined so that only files that match all of them are found – in this case only files in the category *All Others*, **and** created/last changed within the last year, **and** with names ending with 'tmp'.

- *File Type* – select a category, or 'Any' if you want all categories to be searched
- *File Date* – select the time period within which the files were created or changed, or 'All' if you want the date to be ignored
- *File Name* – type a "mask" to select files. A blank file name matches all files.

  Type whatever you can remember of the file names you want to find, and substitute:

  - ? for one character, meaning that character can be anything at all
  - * for any number of characters, meaning these characters can be anything at all

  For example (assuming that the *File Type* and *File Date* selections you made would include them):

  - To find all files whose names begin with '08Dec', type '08Dec*' – this will find 08Dec_LetterToMary.doc, but not 2008DecemberExpenses.xls
  - To find all files with 'Dec' anywhere in the name, type '*Dec*' – this will find 08Dec_LetterToMary.doc, 2008DecemberExpenses.xls, etc
  - To find all files with 'n' as the second character of the name, type '?n*' – this will find IndiaSlides.ppt, inukshuk5.jpg, but not 5inukshuk.jpg
  - To find all files of type 'doc' or 'docx', type '*.doc*' – of course, this will also find any files that have type 'doczzz' as well

2. Click *Search*.

   Files that match all of your search factors are displayed.

For information about what you can do with the files that are displayed, see "What can I do with files from browse, search and view photos" on page 45.


WHAT CAN I DO WITH FILES FROM BROWSE, SEARCH AND VIEW PHOTOS

When you have files displayed in the browse, search or photo view screens, you can either:

- double-click a file to open it with the program that your computer normally uses for files of this type
- right-click a file and choose one of several actions as shown below

If you select more than one file, some of the actions act on all of the selected files.

♦ **To work with the file(s) you have selected:**

1. Right-click the file (or one of the files) to bring up a menu.

2. Select one of the menu items:

- *Open* – to open the file with the program that your computer normally uses for files of this type
- *Open with* (not for photos in the *View Photos* screen) – to choose the program that you want *Windows* to use to open the file
- *Restore file to your computer* – to restore that file to a location you choose. See "Restoring content" on page 33 to continue with the restore.
- *Restore file to original location* – to restore that file to its original location. See "Restoring content" on page 33 to continue with the restore.
- *Delete selected files from the backup* – to delete files from the backup and optionally exclude them from all later backups:

- *Print this picture* (only for photos in the *View Photos* screen) – takes you to the same *Print Style* screen as you see when you click *Print @ Home,* but this time to print only one photo

Advanced topics (HD)

HOW DO I START A DVD BACKUP OR RESTORE?

The DVD backup/restore is started from the *Options* screen.

♦ **To start a DVD backup or restore**

1. Follow steps 1 to 4 of the procedure "How do I start using my **Clickfree C2 Portable Backup Drive**?" on page 14.

2. Before the countdown reaches zero, click *Options*.

The *Manage Settings and PCs* screen is displayed:

3. Now click *DVD Backup*.

The DVD backup program starts up.

Go to the DVD section of this guide for details:

- For an introduction to the use of the DVD features of your C2 Portable Backup Drive, see "Introducing Clickfree C2 Portable Backup Drive (DVD)" on page 75, and "Basics (DVD)" on page 77
- To begin using the DVD features, see "Backing up my content (DVD)" on page 79

NON-ADMINISTRATOR USERS

Non-administrator users are subject to certain limitations:

- The first time that a non-administrator user uses the C2 Portable Backup Drive, an administrative user password is required.
- If your C2 Portable Backup Drive is password protected, a non-administrator user cannot backup or restore files.
- A non-administrator user can back up only those files that are visible to the user. Normally that means only files that belong to that user, or that are shared by all users.
- A non-administrator user can restore files only to locations that are visible to the user.

NON-ADMINISTRATOR USER – FIRST USE

1. Follow steps 1 to 3 of "How do I start using my **Clickfree C2 Portable Backup Drive**?" on page 14.

2. When you see the prompt:

   enter the login name and password of an administrative user, then click *OK*.

3. Continue with step 4 of "How do I start using my **Clickfree C2 Portable Backup Drive**?" on page 14.

HOW DO I IMPORT MUSIC FROM MY IPOD TO MY COMPUTER?

You can use your **Clickfree** C2 Portable Backup Drive to copy music from your iPod/iPhone to your computer.

1. Follow steps 1 to 4 of "How do I start using my **Clickfree C2 Portable Backup Drive**?" on page 14.

2. Before the countdown reaches zero, click *Options*.

The *Manage Settings and PCs* screen is displayed:

3. Now click *Import Music*.
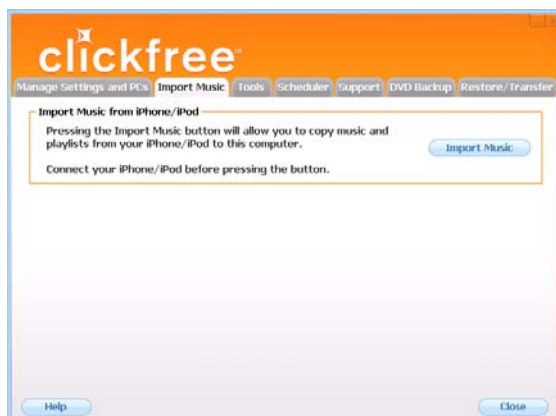
4. Attach your iPod/iPhone to a USB port on your computer.

5. Click *Import Music*.
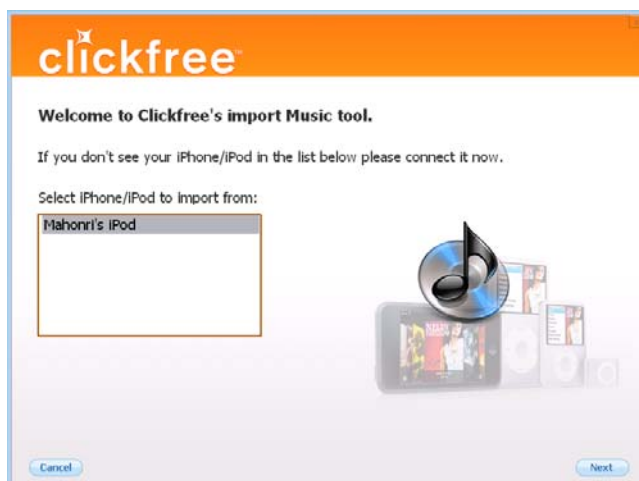
6. Select the iPod/iPhone to import music from, and click *Next*.

7. Select the music to be copied by checking and unchecking a combination of the *Playlists* on the left, and individual *Titles* on the right, or, to import all of the music on the iPod/iPhone, ensure that the *Import All Music* checkbox is checked.
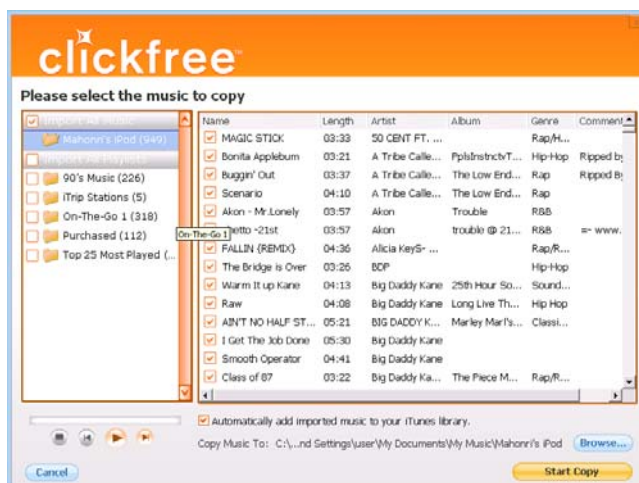
A grey checkmark in a playlist's checkbox means that some of its titles are selected. Note that, since a title may be included in more than one playlist, checking or unchecking any given playlist may result in a change in the selection status of other playlists.

Note: You can use the controls at the bottom left of the screen to play any title from your iPod through your computer's sound system. If the title will not play in Windows Media Player, the appropriate program opens to play it.

8. If you do not want to import the music to iTunes, uncheck the *Automatically add imported music to your iTunes library* checkbox.

9. Click *Browse* to select the location to copy the music files to.

10. Click *Start Copy*.

The music files are imported to your computer.

11. Click *Close*.

12. If you are adding the imported music to your iTunes library, wait until the *Adding new music …* box closes.

HOW DO I UNDO A RESTORE?

If you realize, after restoring your files, that the restore accidentally overwrote a file you need to keep, **Clickfree** allows you to undo the latest restore.

♦ **To undo the latest restore:**

1. On the Options screen:
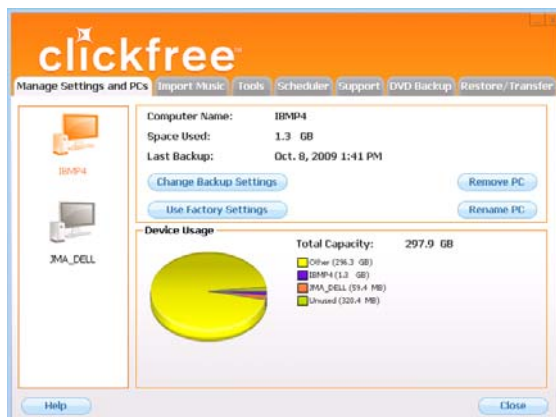
click *Restore/Transfer*:
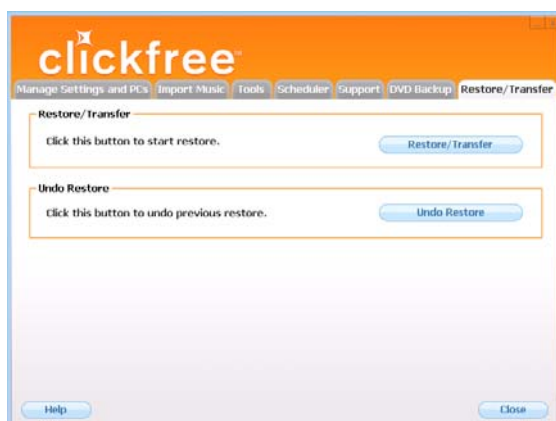
2. Click *Undo Restore*:

3. Click *Start*.

    The latest Restore is undone:

4. To see what files were replaced by undoing the restore, click *Click here to view undo log*:

WHAT IF THERE IS MORE THAN ONE USER ON MY COMPUTER?

This matters only if each user has a separate user login name for the computer. If every user logs in with the same user name, all of their content is backed up and restored at the same time regardless of who is logged in.

When **Clickfree** runs, it can only back up the content that you can access from your login, and restore content to locations you have access to. Because *Windows 2000*, *Windows XP* and *Windows Vista* maintain a separate *Documents* or *My Documents* folder for each user name, **Clickfree** can back up only the corresponding content that belong to the person who is logged in, unless that person logs in as the Administrator.

Administrator

"Administrator" is a special login name for the user who can make system-wide changes to the computer, has full control, and can access all of the files on the computer. Most home users are automatically the Administrator of their computer. If you don't know if you are the Administrator, or how to log in as Administrator, you might need to talk to the person who set up the computer for you. If no one set up your computer for you, then by default, you are the Administrator.

WHAT IF I HAVE MORE THAN ONE COMPUTER?

Clickfree C2 Portable Backup Drive can back as many computers as you like: you are limited only by the amount of space on your C2 Portable Backup Drive.

Clickfree creates a unique identifier for each computer that it is used with, regardless of the computer's name. This allows **Clickfree** to back up content for more than one computer without the files getting mixed up with each other, even if all of the computers have the same name.

You can change the name of a computer after backup to make it easier to remember which computer is which.

You change a computer's name from the **Clickfree** *Manage Settings and PCs* screen.

HOW IS BACKUP DIFFERENT WHEN I HAVE MORE THAN ONE COMPUTER?

It makes no difference at all - just plug the C2 Portable Backup Drive in to each computer to back it up.

Each time you back up a computer for the first time, its name is added to the drop down list of computers that you see on the *Backup Summary*, *Restore Summary*, and *Options* screens.

♦ **To find the name of a computer:**

1. Follow steps 1 to 4 of "How do I start using my **Clickfree C2 Portable Backup Drive**?" on page 14.

2. When you see the countdown, click *Options*.

All of the computers that **Clickfree** has backed up on your C2 Portable Backup Drive are shown at the left side of the screen, with the computer names underneath.

When you click one of the computers, **Clickfree** shows:

- the computer name
- the amount of space taken up by backed-up content for that computer
- the date and time of last backup

♦ **To rename a computer:**

On the *Manage Settings and PCs* screen:

1. Click the computer whose name you want to change.
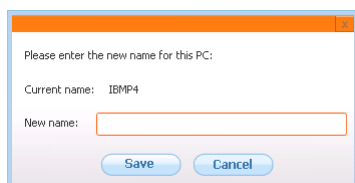
2. Click *Rename PC.*

3. Type the new name for the computer and click *Save.*

Note: Use only letters, numbers and hyphens for the computer name.

♦ **To remove a computer:**

If you no longer want to keep content backed up from a computer (for example, you may no longer have that computer, and have already restored its content to another computer), you can free up space on your C2 Portable Backup Drive by removing the old computer from **Clickfree**.

Warning: If you have not restored the content and you still want to keep it, do not remove the computer from **Clickfree**: you cannot restore content from a computer that you have removed.

On the *Options* screen:
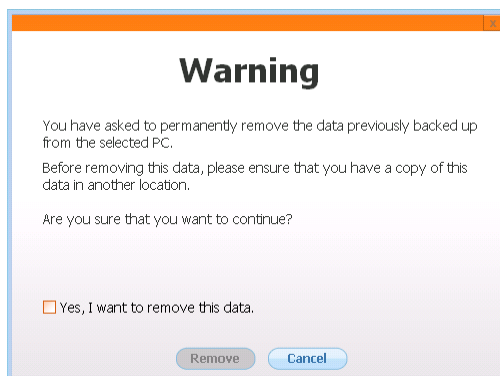
1. Click the computer you want to remove.

2. Click *Remove PC.*

3. If you really want to remove the computer from **Clickfree**, check the checkbox and click *Remove*.

Warning: Once you have removed a computer from **Clickfree** there is no way to recover that computer's content from the C2 Portable Backup Drive.

Clickfree may take several minutes to erase the data, depending on the amount of content backed up on the C2 Portable Backup Drive.

To see how to remove the content from all computers, see "Master Reset" on page 62.

WHAT IF I USE MORE THAN ONE C2 PORTABLE BACKUP DRIVE?

You can use as many C2 Portable Backup Drives as you like – as far as **Clickfree** is concerned, each C2 Portable Backup Drive (and the backups on it) is independent of the others.

HOW DO I MAKE MULTIPLE BACKUPS?

If you want to keep multiple backups of a computer, use multiple C2 Portable Backup Drives for that computer.

The first time you back up a computer onto any C2 Portable Backup Drive, **Clickfree** makes a full backup. The next time you use the same C2 Portable Backup Drive it backs up only new and changed content.

So if you use a second C2 Portable Backup Drive with the same computer, **Clickfree** starts off with a full backup again.

WHAT ARE 'FACTORY SETTINGS' AND HOW DO I USE THEM?

Factory settings can be used in **Clickfree** in two places:

- When choosing categories and file types to be backed up – see "Choosing categories of content to be backed up – required" on page 20

    Use Factory Settings for categories and files types means that all categories and the corresponding file types are included.

- When choosing locations to search – see "Choosing locations to search for content – required" on page 21

    Use Factory Settings for locations means that the entire computer is searched, except for temporary folders and folders that *Windows* uses for its own files.

♦ **To reset categories and file types to factory settings:**

1. On the *Choose File Types* screen click *Use Factory Settings*.

2. Click *Next >* and continue with choosing locations to be searched.

♦ **To reset locations to search to factory settings:**

1. On the *Choose File Locations* screen click *Use Factory Settings*.

2. Click *Next >* and continue with choosing complete folders.

CLICKFREE TOOLS

Several tools are available for working with **Clickfree**:
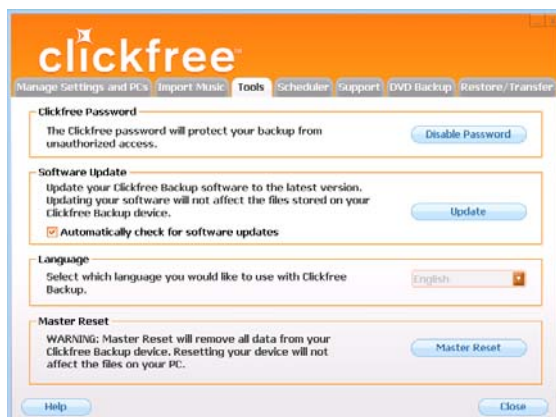
- *Clickfree Password* – prevents unauthorized access to your C2 Portable Backup Drive
- *Software Update* – upgrades the **Clickfree** software
- *Language* – changes the language used in the **Clickfree** screens
- *Master Reset* - removes all backed-up content from your C2 Portable Backup Drive, and erases any changes you have made to the backup settings

♦ **To use Clickfree tools:**

1. Connect **Clickfree** to your computer as described in "How do I start using my **Clickfree C2 Portable Backup Drive**?" on page 14.

2. When you see the countdown screen, click *Options* before the countdown reaches zero:

3. Click the *Tools* tab to show the available tools.

HOW DO I USE PASSWORD PROTECTION?

Do my files need password protection?

If your **Clickfree** C2 Portable Backup Drive is lost or stolen, anyone with a computer that meets the hardware and software prerequisites can restore files from your C2 Portable Backup Drive simply by connecting the C2 Portable Backup Drive to their computer, unless the C2 Portable Backup Drive is protected by a password.

You should protect your files using a password if the content you have backed up is sensitive in any way, for example, contains trade secrets, or if it would be embarrassing to you if it got into the wrong hands, and there is any possibility that the C2 Portable Backup Drive could be lost or stolen.

Note:	You cannot run backups as a non-administrator (see "Non-administrator users" on page 47)if your C2 Portable Backup Drive is password protected.

Note:	If you set a password, a scheduled backup is delayed until you enter the password. See "Scheduler and the Clickfree icon" on page 63 for details of scheduled backups.

How do I choose a password?

Choose your password according to the sensitivity of the content you are protecting. Advice on passwords is easy to come by – just google "choose password" to find as much advice as you could possibly use. **Clickfree** imposes no restrictions on the password, and treats upper-case and lower-case letters as identical.

Warning:	Be sure to pick a password that would be difficult for anyone else to discover and that you will be able to remember – if you forget your password there is no way to recover any backed-up content from the C2 Portable Backup Drive.

How do I enable password protection?

You can enable password protection from the *Tools* screen.

♦ **To enable password protection:**

1. Click *Enable Password*.
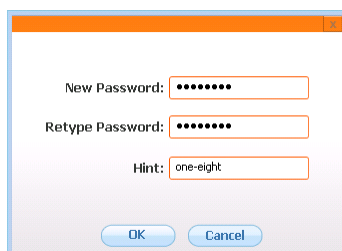
2. Type your password in both the *New Password* and *Retype Password* fields.

3. Optionally set a hint. See below for details.

4. Click *OK*.

How does setting a 'hint' help me?

If you forget your password, then, as noted in the warning above, you have effectively lost access to all of the backups on your C2 Portable Backup Drive.

Clickfree gives you a second chance to remember the password, in the form of a hint.

If you choose to set a hint, then when **Clickfree** asks you for your password you can click the Show hint link and see the hint you entered when you enabled password protection.

However, don't forget that anyone who finds or steals your C2 Portable Backup Drive can also click the link and see your hint. This means that your hint should be as difficult to use as possible for anyone other than yourself – in fact, it means that your hint should be as secure as your password. There is no point at all in having a strong password but using a hint that gives it away to anyone who clicks the link.

Warning:	Be sure to pick a hint that would be difficult for anyone else to interpret and that you will be able to remember – if you forget your password and cannot remember it using the hint there is no way to recover any backed-up content from the C2 Portable Backup Drive.

For example, if my password is 'J@ntetelc0' (Jantetelco is a town in Mexico with a population of about 500), then my hint could be 'Lugar de la patria' – a title by which Jantetelco is known only to people who live near there – and by you!

Can I change my password?

The way to change your password is simply to disable security from the *Backup Summary* screen, as shown in "How do I disable password protection?" on page 59, then to re-enable it as shown in "How do I enable password protection?" on page 58.

How do I disable password protection?

You can disable password protection from the *Tools* screen.

♦ **To disable password protection:**

Click *Disable Password*:
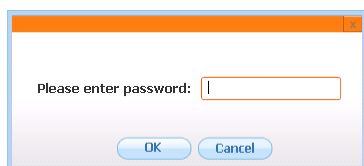
then click *Yes* when asked if you are sure.

You can re-enable password protection from the *Tools* screen. See "How do I enable password protection?" on page 58.

What if I forget my password?

If you have forgotten your password, and cannot remember it from the hint you set when you enabled password protection, your only choice is to reset the C2 Portable Backup Drive and lose all of your backed-up content.

♦ **To reset the C2 Portable Backup Drive**

1. When prompted to type your password, click *Forgot My Password*.

   You can:

   - erase the backed-up content and re-enable password protection – go to step 2
   - erase the backed-up content and disable password protection – go to step 6

2. Leave *Erase backed up data and re-enable security* selected.

3. Type a new password (that you will remember) in both the *New Password* and *Retype Password* fields.

4. Optionally set a hint.

5. Click *Erase and Enable security*,
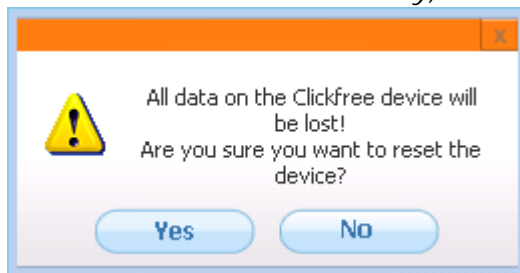
   and continue with step 8.

6. Select *Erase all backed up data but do not re-enable security.*

7. Click *Erase*
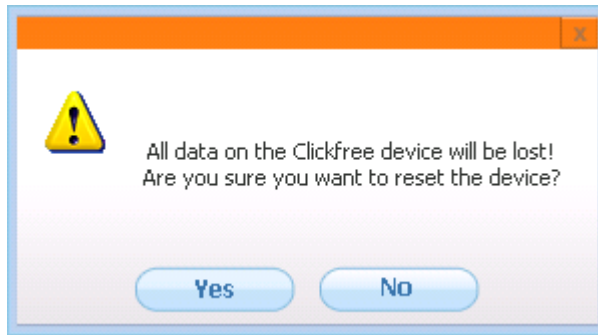
and continue with step 8.

8. Click *Yes* to confirm that you are sure you want to erase all backed-up content.

Clickfree shows you how far it has got with erasing data, then tells you that your C2 Portable Backup Drive has been reset.

UPDATING CLICKFREE SOFTWARE

From time to time **Clickfree** software is upgraded to provide new or enhanced features.

You can:

- Have **Clickfree** check for updates each time you connect it to your computer – this is the default action, you don't need to do anything
- Manually check for updates

In both cases your computer needs to be connected to the internet for updated software to be found and installed.

♦ **To check automatically for updates:**

Clickfree automatically looks for updates when it is connected to your computer and you have a connection to the internet. To ensure this feature is on, make sure that the checkbox *Automatically check for software updates* is checked on the *Tools* screen:
☑ **Automatically check for software updates**.

Every time that you connect **Clickfree** to your computer it automatically checks for updated software and, if an update is available, prompts you to download and install it.

♦ **To stop checking automatically for updates:**

Make sure that the checkbox *Automatically check for software updates* is unchecked on the *Tools* screen: ☐ **Automatically check for software updates**.

♦ **To check manually for updates:**

1. On the *Tools* screen click *Update*. **Clickfree** checks for available updates.

   If the software in your **Clickfree** C2 Portable Backup Drive and your computer is up to date, click *OK* on the dialog that pops up.

2. If an update is available, **Clickfree** shows you what progress is being made in downloading the update and updating your software:

Warning: While a software update is taking place it is very important for you not to remove the **Clickfree** C2 Portable Backup Drive from your computer and not to turn off or restart the computer until the update is complete.
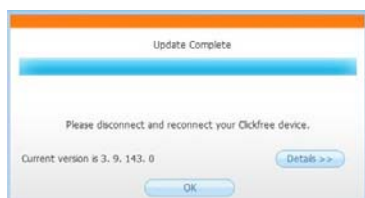
3. When the software update is complete, you need to unplug the **Clickfree** C2 Portable Backup Drive and plug it in again for the update to take effect.

MASTER RESET

Master Reset is used to remove all backed-up content from all computers that have been backed up on your C2 Portable Backup Drive, and to apply factory settings – see "What are 'factory settings' and how do I use them?" on page 55.

After you perform a *Master Reset* you can no longer restore any previously backed-up content. However, your C2 Portable Backup Drive can still be used for new backups.

Note: **Clickfree** never erases anything other than the backups it has performed.

If you want to remove only the content that was backed up from one computer, see "To remove a computer" on page 54.

♦ **To remove all backed up content:**

1. On the *Tools* screen click *Master Reset*.
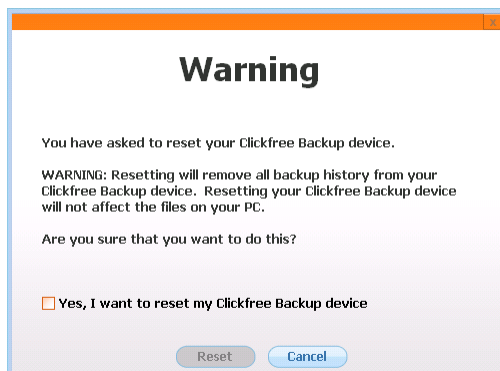
2. If you really want to remove all backed-up content from **Clickfree**, check the checkbox and click *Reset*.

Warning: Once you have removed content from **Clickfree** using Master Reset there is no way to recover any backed-up content from the C2 Portable Backup Drive.

Clickfree may take several minutes to erase all of the content, depending on the amount of content backed up on the C2 Portable Backup Drive.

SCHEDULER AND THE CLICKFREE ICON

The **Clickfree** scheduler can either run a backup automatically (if the C2 Portable Backup Drive is attached) or remind you to back up your files.

The first time you close the **Clickfree** program on a computer, you are prompted to install the scheduler:
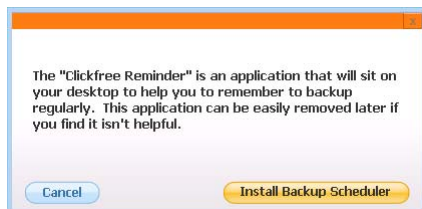
When you install the scheduler it puts an icon in the bottom right corner of your screen. From this icon you can set the backup schedule or start a backup.

SCHEDULER

♦ **To install the scheduler:**

1. Connect **Clickfree** to your computer as described in "How do I start using my **Clickfree C2 Portable Backup Drive**?" on page 14.

2. When you see the countdown screen, click *Options* before the countdown reaches zero:

3. Click the *Scheduler* tab.
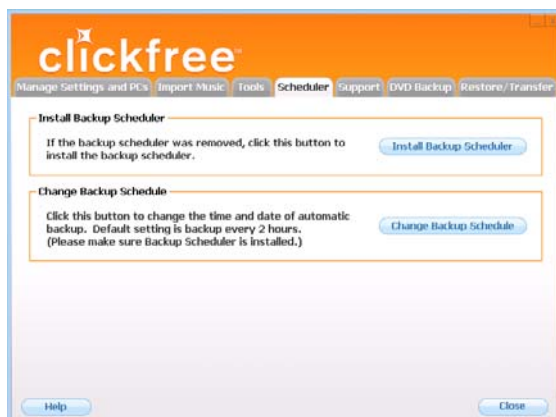
4. Click *Install Backup Scheduler*.
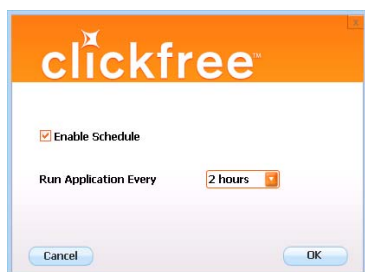
The **Clickfree** icon is installed in the bottom right corner of your computer screen, and allows you to set, disable, or uninstall the reminder, or start a backup immediately.

♦ **To set the number of days before** Clickfree **reminds you to back up:**

1. Look for the **Clickfree** icon in the bottom right corner of your computer screen, and click it to show a menu:
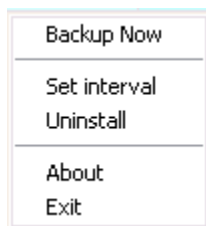
2. Click *Set Interval*:

3. Enter the interval after which you want to be reminded to back up, and click *OK*.

♦ **To temporarily disable reminders:**

1. Click the **Clickfree** icon in the bottom right corner of your computer screen:
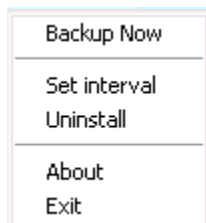
2. Click *Exit*:

   The icon disappears, and reminders are disabled until you next start your computer.

♦ **To stop getting reminders:**

1. Click the **Clickfree** icon in the bottom right corner of your computer screen:
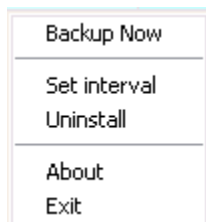
2. Click *Uninstall*.

   The icon disappears, and reminders are disabled.

   If you want to see reminders in the future, you can install them again.

Automatic backups

If the backup scheduler is installed, and the C2 Portable Backup Drive is connected to your computer, a backup is started automatically, with no intervention from you, when the time interval since the last backup is greater than the interval set in the scheduler.

However:

- If an automatic update occurs before the scheduled backup, and you have not allowed the update to take place, the backup is delayed until the update has completed.
  For this reason it is recommended that you turn off automatic updates during any period in which a scheduled backup should take place. See "Updating Clickfree software" on page 61 for details on turning off automatic updates.
- Although a scheduled backup will wake your computer from sleep mode, it will not run if the computer is hibernating.
- If your C2 Portable Backup Drive uses password protection, the scheduled backup is delayed until you enter the password. See "How do I disable password protection?" on page 59 for details on turning off password protection.
-

HOW DO I ADD/REMOVE/EDIT FILETYPES

In addition to allowing you to choose to back up pre-defined file types within the pre-defined categories, **Clickfree** has a category called Custom Extensions to which you can add file types that are not included in the pre-defined categories.

You can add, remove, and change file types using the *Choose File Types* screen:

♦ **To add a file type:**

1. Click *Add File Type*:

2. Type the extension for the new file type, and click *Save*.

   The new file type is added to *Custom Extensions*:

♦ **To remove a file type:**

1. Click a file type in *Custom Extensions,* and click *Remove File Type*:

2. Click *Yes*.

   The file type is removed from *Custom Extensions*:

♦ **To change a file type:**

1. Click a file type in *Custom Extensions,* and click *Edit File Type*:

2. Type the new extension for the file type, and click *Save*.

   The file type in *Custom Extensions* is modified.

3. When you are finished working with custom extensions, click *Next >* and continue with choosing locations to be searched.

HOW DO I CHOOSE INDIVIDUAL FILE TYPES FOR BACKUP?

You already saw how to choose file categories for backup in "Choosing categories of content to be backed up – required" on page 20.

You can also expand each category and select or unselect individual file types that make up that category.

Note: When a category is selected or unselected by checking or unchecking its checkbox, all of the file types that make up that category are also selected or unselected.

♦ **To select one or more file types in a category:**

1. Click the + to the left of the checkbox. This expands the category list to show the file types that make up that category, and changes the + to a -:

2. You can now choose the individual types of file you want to include in the backup by adding and removing checkmarks in the checkboxes.

   You collapse the category again by clicking the - .

3. If you need to back up file types that are not in any category, see "How do I Add/Remove/Edit filetypes" on page 66 for details of how to add a new file type.

4. When you are finished selecting file categories and file types, click *Next >* and continue with choosing locations to be searched.

CAN I EXCLUDE A FILE FROM BACKUP?

After you have completed a backup, you can review the backed-up files and not only delete individual files from the backup, but ensure that these files are never backed up again.

For details, see "To work with the file(s) you have selected" on page 45.

HOW DO I CHOOSE INDIVIDUAL FILES FOR RESTORE?

On the advanced *Restore Summary* screen you can click checkboxes to select the category whose files you want to restore.

You can also:
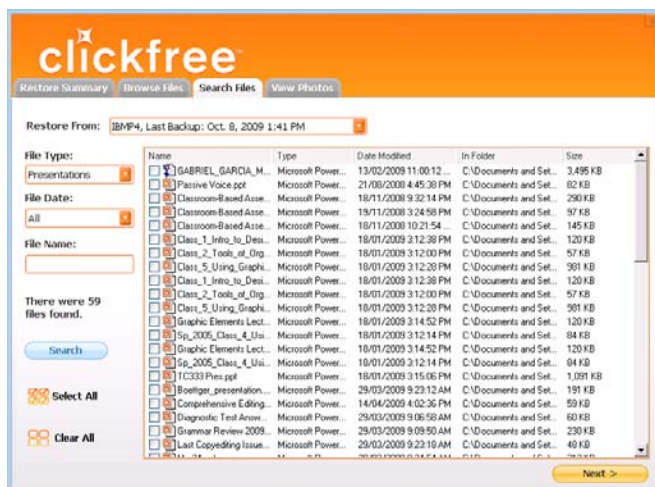
- Select backed-up files within a category
- Browse through folders that contain backup files
- Search for backed-up files by file type, file date, and file name

Files selected by each of these means are included in the restore.

♦ **To select files within a category:**

1. Click *Advanced Restore*.

2. Click the category name.

   All files in that category are shown in the *Search Files* screen.

3. Select the files to be restored, and click *Next >*.

   You are returned to the *Restore Summary* screen where you can make more selections.

4. If you are finished selecting files, click *Next >*.

♦ **To select files by browsing:**

1. Click the *Browse Files* tab then click the + to expand the view.

2. Select the files to be restored, and click *Next >*.

   You are returned to the *Restore Summary* screen where you can make more selections.

3. If you are finished selecting files, click *Next >*.

♦ **To select files by searching:**

1. Click the *Search Files* tab.
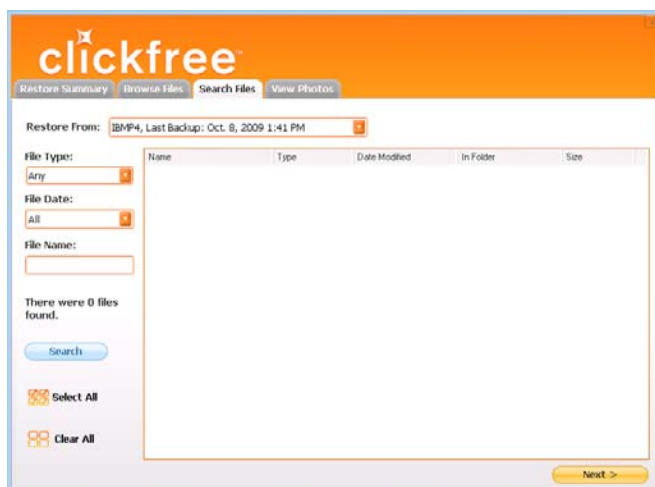
2. Select the combination of *File Type*, *File Date*, and *File Name* that should find the files you want to restore:

File Type:

Any ▾
Any
Text Documents
Spreadsheets
Presentations
Photos
Artwork and Drawings
Music
Videos
E-mail Files
Favorite Websites
Email Attachments
All Others

File Date:

Within the last year ▾
All
Within the last week
Within the last month
Within the last year

File Name:

class

These selections are combined so that only files that match all of them are found – in this case only files in the category Photos, **and** created/last changed within the last year, **and** with names starting with 'inuk'.

- *File Type* – select a category
- *File Date* – select the time period within which the files were created or changed
- *File Name* – type a "mask" to select files:

> Type whatever you can remember of the file names you want to find, and substitute:
>
> - ? for one character, meaning that character can be anything at all
> - * for any number of characters, meaning these characters can be anything at all

- For example, assume that the File Type and File Date selections would include them:
- To find all files whose names begin with '08Dec', type '08Dec*' – this will find 08Dec_LetterToMary.doc, but not 2008DecemberExpenses.xls
- To find all files with 'Dec' anywhere in the name, type '*Dec*' – this will find 08Dec_LetterToMary.doc, 2008DecemberExpenses.xls, etc
- To find all files with 'n' as the second character of the name, type '?n*' – this will find IndiaSlides.ppt, inukshuk5.jpg, but not 5inukshuk.jpg
- To find all files of type 'doc' or 'docx', type '*.doc*' – of course, this will also find any files that have type 'doczzz' as well

3. Click *Search*.

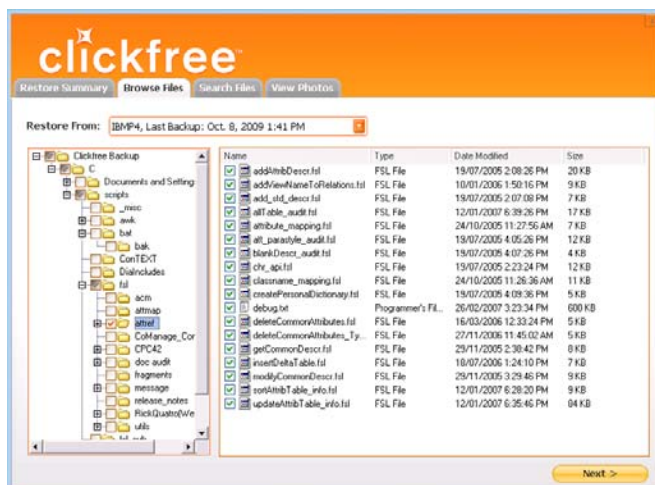   Files that match all of your search criteria are displayed.

4. Select the files to be restored, and click *Next >*.

    You are returned to the *Restore Summary* screen where you can make more
    selections.

5. If you are finished selecting files, click *Next >*.

HOW DO I CHOOSE ANOTHER DRIVE AND/OR FOLDER TO RESTORE TO?

After you choose file categories and, optionally, individual files to restore, on the *Select Location to Restore Files* screen you can choose:

- To restore files to their original locations, or
    - the disk drive to restore content to (if you have more than one)
    - the folder on that drive to use

If any drive does not have enough space for the content to be restored, the drive letter
and free space are 'greyed':

♦ **To select another drive and/or folder to restore to:**
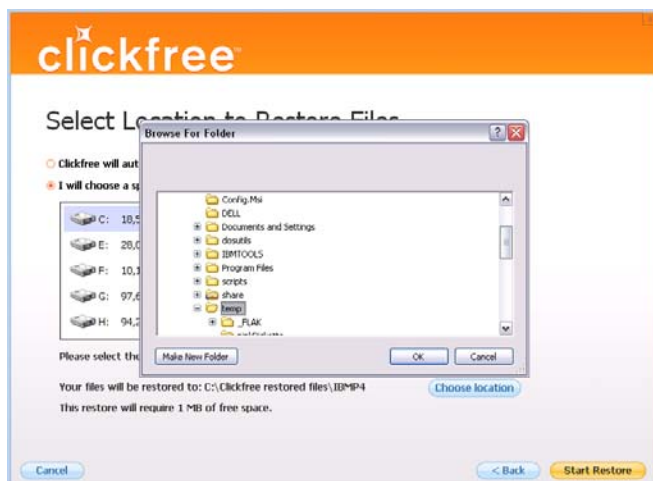
1. On the *Select Location to Restore Files* screen, click *I will choose a specific location to restore my files to*.
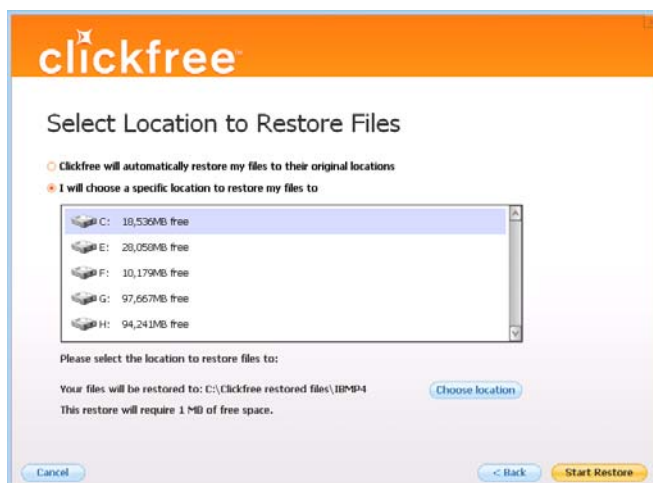
2. Select the drive to restore to.

   The folder that will be used is shown below the drives.

3. To change the folder, click *Change Folder* and select the folder you want.

   As usual, click + to expand a folder, - to collapse the folder again.

4. To create a new subfolder, click *New Folder*, type the folder name, and click *OK*.

5. Click *Next >*, and continue with "Choosing categories of content to be restored" on page 34.

Introducing Clickfree C2 Portable Backup Drive (DVD)

Thank you for buying the **Clickfree** C2 Portable Backup Drive – the easiest way to keep the valuable information on your computer safe.

Clickfree is an easy-to-use computer backup system that automatically searches for and backs up content stored on your computer. No hardware configuration or software installation is required. The backup procedure begins once the C2 Portable Backup Drive has been attached to your computer.

Caution: Please remember that a backup is meant to be a second copy of your computer data, not the only copy of your data. Having two copies (redundancy) is what keeps your important data safe. Please use your **Clickfree** C2 Portable Backup Drive to keep a safe copy of your data.

MAIN FEATURES

Clickfree backup technology

- Does not require any software installation or setup
- Automatically searches for and backs up the important data from your computer – hundreds of types of data used by many thousands of computer programs
- For most users the automatic search finds and backs up everything that matters

Customizable backup options

- Includes options for custom file types and full folder backup
- Still runs as **Clickfree**, even after customizing settings
- Remembers your customized settings for each computer you use it with

Multi-PC backup

- Holds information about all of the backups you make while using it. It can hold the information for any number of computers

Note: You need separate recordable media for each computer – each CD or DVD can be used for only one backup.

Easy restore to same or other computer

- Backed-up content can quickly and easily be restored
- You don't need the C2 Portable Backup Drive to restore content – if necessary, a restore can be done using only the recordable media containing the backed-up files. However, unless the C2 Portable Backup Drive is not available, you should always use it for a restore.
- You can just as easily 'restore' content to a different computer as to the original one
- This makes **Clickfree** a great way to move your content from your old computer to your new one

How it backs up

- The first time you use a **Clickfree** C2 Portable Backup Drive to back up your computer to CD/DVD it searches for, finds, backs up and organizes all of your important content
- Each subsequent time you connect **Clickfree** to your computer, you can choose to just do an update:
    - Any new files since your last backup are added to the backup
    - Any files that were changed since your last backup are updated on the backup
    - Any files that were deleted from your computer since the last backup, are ignored

Photo Viewer

- Conveniently view backed-up photos in thumbnail and expanded view

Backup disks

Generally, throughout this guide, the recordable media (CDs and DVDs) used to back up your content are referred to as *backup disks*.

History

Important: Although the C2 Portable Backup Drive backs up all of your content to *backup disks*, and all of your content can be restored using the backup disks alone (that is, without using the C2 Portable Backup Drive), if possible you should always perform restores and transfers with the C2 Portable Backup Drive plugged in. This is because backup history is stored on the C2 Portable Backup Drive.

This includes information about which disk holds which files, and, in particular, which disk has the most up-to-date version of a file that has been backed up more than once.

Without the C2 Portable Backup Drive, to restore your files you will likely need to run restore from multiple backups to be sure that you can restore all of your files in their most current versions.

Basics (DVD)

HOW DOES CLICKFREE WORK?

All you need to do to keep your projects, photos, videos, music etc. safe is to plug the C2 Portable Backup Drive in to your computer, start the DVD backup (see "Starting a DVD backup" on page 8), supply recordable media when prompted, and let it work!

No need to install software or to configure anything.

You can back up as many computers as you like with the **Clickfree** C2 Portable Backup Drive. The same thing happens each time you plug it into a new computer. And information about each of your backed-up computers is kept separate on the C2 Portable Backup Drive.

When **Clickfree** has finished backing up each computer, just unplug the C2 Portable Backup Drive and store it and the backup disks in a safe place. We recommend that you do not leave the **Clickfree** C2 Portable Backup Drive plugged into your computer: your content is safer if the C2 Portable Backup Drive and your backup disks are kept separately from the computers you have backed up.

If your data is lost for any reason (hard disk crash, laptop lost or stolen, content accidentally deleted), you'll be really happy that you bought and used **Clickfree**. Your backed-up content is safe on your backup disks, waiting to be restored when you have a working computer again.

A **Clickfree** backup is also ideal for transferring your content from an old computer to a new one.

Sometimes, for a variety of reasons, the program may not run by itself – it may need a little help. If this happens to you, don't worry – it's easy to get things going. We'll show you how a little later. For details, see "What if **Clickfree** doesn't start up automatically?" on page 82.

WHAT GETS BACKED UP?

CLICKFREE BACKS UP CONTENT

At **Clickfree** we want to protect our customers from losing things that are irreplaceable. That's why **Clickfree** finds and backs up all of the content from wherever it is on your computer.

When it runs automatically, **Clickfree** searches your computer for all of the content that you have either created or placed in your computer. This includes photos, music, video, office documents, financial data, email, and so much more - over 400 types of files. To see a list of the categories of content that **Clickfree** backs up automatically, see "What content categories does Clickfree back up?" on page 78. Most likely, this means that it will back up everything that matters to you right out of the box without you having to do anything but plug it in.

Unless you explicitly ask it to do so, **Clickfree** does not back up the programs or the operating system. This means that your backup won't need nearly as much space as the size of your computer's hard drive since your content may only take up a small portion of your hard drive's capacity, and we only look for the content.

DOES CLICKFREE BACK UP ALL OF MY CONTENT EVERY TIME?

The first time you back up your computer **Clickfree** backs up all of the content it finds, which might take some time – it just depends on how much you have. Each time you use **Clickfree** after that, you can choose to back up only the new or changed content, so it will be much quicker.

WHAT CONTENT CATEGORIES DOES CLICKFREE BACK UP?

Clickfree backs up content in these categories:

- Photos – including common graphic formats such as JPEG and RAW
- Music – including CD audio, MP3, MIDI
- Emails – including Thunderbird, Eudora, and those from Microsoft Office
- Text Documents – usually from word-processing programs such as Microsoft Word, Open Office, and WordPerfect
- Spreadsheets – for example, Microsoft Excel, Open Office, and Lotus 123
- Presentations – for example, Microsoft Powerpoint and Corel Show
- Artwork and Drawings – such as Corel Draw, Visio and Paintshop images
- Video – for example, AVI, MPEG, Shockwave Flash
- Favorite Websites – internet shortcuts and address books
- Other – including zip and RAR files, XML, and comma-separated values files
- Financial – such as those from QuickBooks and tax programs

Want to know more? You can look at the details by following the steps in "How do I Change how Clickfree does backups?" on page 83 without making any changes.

WHAT DO I NEED BEFORE I START?

All you need to start your backup is the **Clickfree** C2 Portable Backup Drive and blank backup disks. Before you start your first Restore, you should read through the "Restoring my content (DVD)" chapter of this manual.

For **Clickfree** to work, your computer needs to be running one of these operating systems:

- Microsoft Windows® Vista® (any editions)
- Microsoft Windows® XP (any editions)
- Microsoft Windows® 2000 (with SP4)
- Mac OSX 10.5 Leopard running on an Intel processor (products manufactured after Jan 1, 2009)

In addition you need:

- One free USB port on your computer
- At least 100 MB of free disk space on your computer
- A DVD or CD writer
- Recordable media – CDs or DVDs

Backing up my content (DVD)

HOW DO I START USING MY CLICKFREE C2 PORTABLE BACKUP DRIVE (DVD)?

♦ **To start using your Clickfree C2 Portable Backup Drive for DVD backup:**

1. Follow the instructions in "How do I start a DVD backup or restore?" on page 46.

2. Wait for the **Clickfree** window to appear.

   When **Clickfree** starts to run, a *Welcome* window appears and shows the number of seconds left before the backup starts automatically:

Note: The *View / Restore* button does not appear until you have backed up content using your C2 Portable Backup Drive.

ZERO EFFORT BACKUP — REALLY!

Unless you stop the countdown by clicking a button, at the end of the countdown period **Clickfree** starts the backup.

- If you want to let **Clickfree** decide what needs to be backed up from where, then **you're done**: just relax and let **Clickfree** work.

  All you need to do is to put recordable media in your CD/DVD writer when prompted.

  Without any effort on your part, Clickfree is safeguarding your valuable content!

  For details, see "What gets backed up?" on page 77.

- If you want to make changes to how backup is done, click *Options* and see "How do I Change how Clickfree does backups?" on page 83

Clickfree displays some screens to show progress:
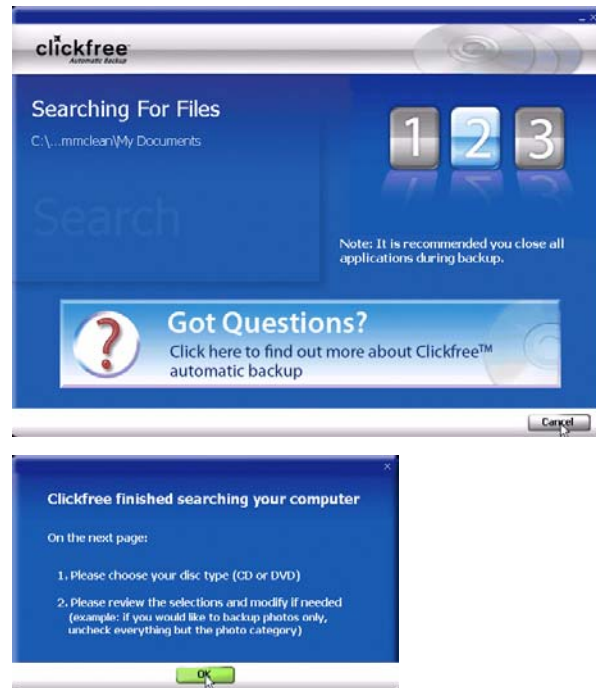
- Click *OK*.

- Choose whether you are backing up onto CD or DVD.

  Clickfree tells you how many disks are needed.

  If you previously backed up this computer, you can choose whether to backup only files that are new or have changed since the last backup.

- Click *I'm Ready-Start Backup.*

  Clickfree prompts you when to put recordable media in your CD/DVD writer:
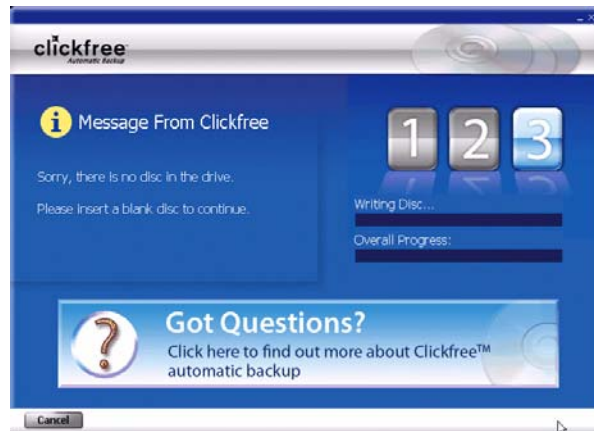
and starts the backup:

  Clickfree tells you when the backup is complete:

- Click *OK*.

The *Backup Summary* screen shows you how many files in each category were backed up this time (*New* column) and from all backups, including this one (*Total* column). The *Space Used* column shows the amount of space that files from all backups take up on their respective backup disks.

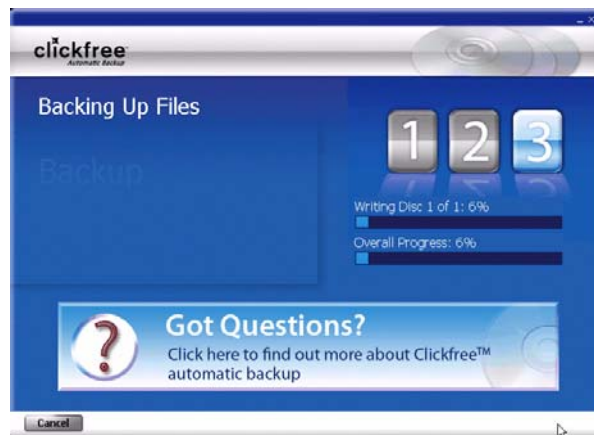When you see the *Backup Summary* screen, simply unplug the **Clickfree** C2 Portable Backup Drive, eject and label the backup disk(s), and store them in a safe place.

Note:	**Clickfree** tells you to label the disk with a number and date.
	If you have more than one computer to back up, you should also write the computer's name (seen on the Backup Summary screen) on the disk.
	In addition, since **Clickfree** identifies backups by number, date, and time, you should also write the time of backup if it is possible that you may make more than one backup in a day.

WHAT IF CLICKFREE DOESN'T START UP AUTOMATICALLY?

If you see a message telling you that "**Clickfree**™ Backup cannot start because you do not have the required permissions. Please re-login to this computer as the Administrator.":

1. Log out.
2. Unplug the **Clickfree** C2 Portable Backup Drive.
3. Log in again as Administrator.
4. Plug the **Clickfree** C2 Portable Backup Drive in again.
   The backup then starts automatically.

HOW DO I CHANGE HOW CLICKFREE DOES BACKUPS?

You can change:

- The categories of content **Clickfree** backs up
- The file types/extensions that **Clickfree** searches for – see "How do I choose individual file types for backup?" on page 121 in the "Advanced topics (DVD)" chapter.
- Where **Clickfree** looks for this content.

You can also tell **Clickfree** to back up all of the files in a folder, regardless of what category or file type they are.

Note:	Changes you make to how Clickfree does backups are "sticky": they are stored and applied again to later backups on this computer, unless you modify them or apply factory settings – see "What are 'factory settings' and how do I use them?" on page 115 in the "Advanced topics (DVD)" chapter.

What do the Cancel, Next, *and* Back *buttons do?*

As you go from one step to the next to back up content, the screens you see usually have buttons for *Cancel*, *Next >*, and *Back >*.

Cancel abandons the changes you have made and returns you to the *Manage Settings and PCs* screen.

Next > accepts the decisions you have made so far, then moves on to the next step and the next decision.

Back > sends you back to the previous step so that you can change a decision you already made. Until you click *Start* or *Cancel* there is no limit to how often you can go back and make changes.

♦ **To review or change what gets backed up:**

1. Follow the procedure "How do I start using my **Clickfree** C2 Portable Backup Drive **(DVD)**?" on page 79.

2. Before the countdown reaches zero, click *Options*.

The *Manage Settings and PCs* screen is displayed:

3. Now click *Change Backup Settings*.

CHOOSING CATEGORIES OF CONTENT TO BE BACKED UP – REQUIRED

4. All of the categories are selected by default. Choose the categories of content to be backed up, for example, Text Documents, Photos, and Videos.

    • To include a category, for example, Photos, in the backup, make sure that the box to the left of the category name is checked ⊞ ☑ Photos . If it isn't, click the box to check it. You can add and remove the checkmark by clicking in the box.
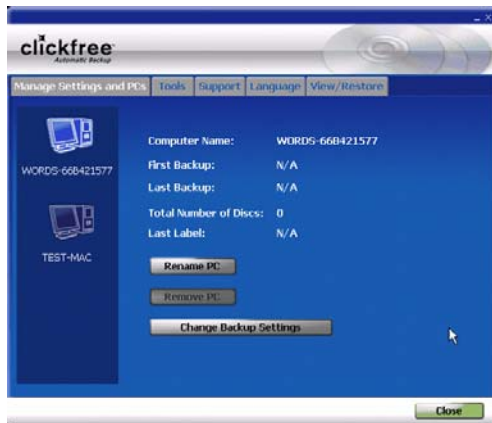   • To exclude a category, for example, Music, from the backup, make sure that the box to the left of the category name is unchecked ⊞ ☐ Music . If it is checked, click the box to uncheck it.

Note: You can make a finer selection by choosing file types within each category. For details, see "How do I choose individual file types for backup?" on page 121 in the "Advanced topics (DVD)" chapter.

5. When you are finished choosing content categories, click *Next >*.

Note: You must choose at least one file type or category – you cannot leave all file types and categories unchecked.

CHOOSING LOCATIONS TO SEARCH FOR CONTENT – REQUIRED

6. Choose where you want **Clickfree** to search for the categories you chose earlier – **Clickfree** can either:

-   look through your entire computer (the default setting)
    or
-   look only in certain folders

♦ **To look through the entire computer:**

-   Choose *Search the entire computer* .

    Clickfree can optionally skip temporary folders and/or folders that Windows uses for its own files:

    -   Check or uncheck *Skip TEMP directories* to skip or not skip temporary folders.
    -   Check or uncheck *Skip Windows System folders* to skip or not skip folders that Windows uses for its own files.

♦ **To look only in certain folders:**

- Choose *Search selected folders only* [Search selected folders only] then select folders from *My Documents*. and *My Computer*.
  - To search the entire *My Documents* folder, make sure that the checkbox is checked [My Documents] .
  - To see details of a folder under *My Documents,* click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the – when you want to collapse the folder again.

    Each folder with a *+* beside it can also be expanded.

  - You can now choose the individual folders you want to be searched by adding and removing checkmarks in the checkboxes. For example, to search only the folder with the Help and Manual projects, uncheck the *My Documents* checkbox, then check only *My HelpAndManual Projects*:
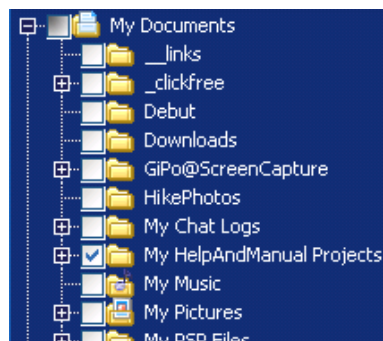
  - Do the same for *My Computer*.

Note: You must choose a location – you cannot leave all locations unchecked.

7. When you have made your choices, click *Next >*.

CHOOSING COMPLETE FOLDERS TO BE BACKED UP – OPTIONAL

8. Choose complete folders to be backed up in addition to categories and locations.

    The folders you choose here are completely copied -, all of their files are backed up regardless of file type. Complete folders are backed up in addition to the file types in the locations you already chose.

    - To add the entire *My Documents* folder to the backup, make sure that the checkbox is checked .
    - To see details of a folder under *My Documents*, click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the – when you want to collapse the folder again.

    Each folder with a *+* beside it can also be expanded.

- You can now choose the individual folders you want to include in the backup by adding and removing checkmarks in the checkboxes. For example, within *My Documents* if you want to include only the folder with the photos of your hike, uncheck the *My Documents* checkbox, then check only *HikePhotos*:
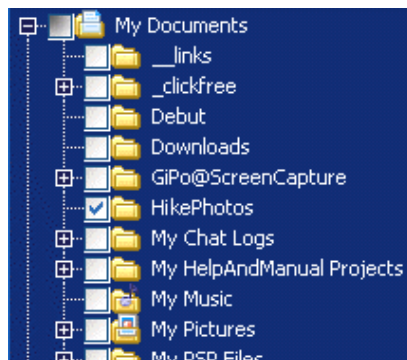
- Do the same for *My Computer*.

9. When you have made your choices, click *Next >*.

10. Click *Done* then *Close* to continue with the countdown. You can click *Start* at this time to go to the backup right away without waiting for the rest of the countdown.

Clickfree searches for content to back up

Before actually backing up any content, **Clickfree** searches the locations you chose for your chosen categories of content:

11. Click *OK*.

Clickfree backs up your content
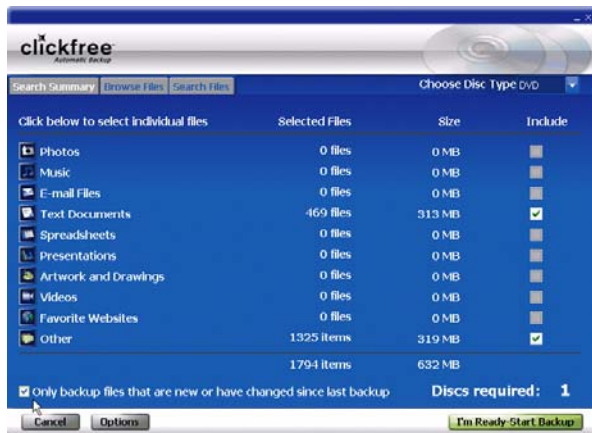
12. Choose whether you are backing up onto CD or DVD.

   Clickfree tells you how many disks are needed.

   If you previously backed up this computer, you can choose whether to backup only files that are new or have changed since the last backup.

13. Click *I'm Ready-Start Backup*.

   Clickfree prompts you when to put recordable media in your CD/DVD writer:
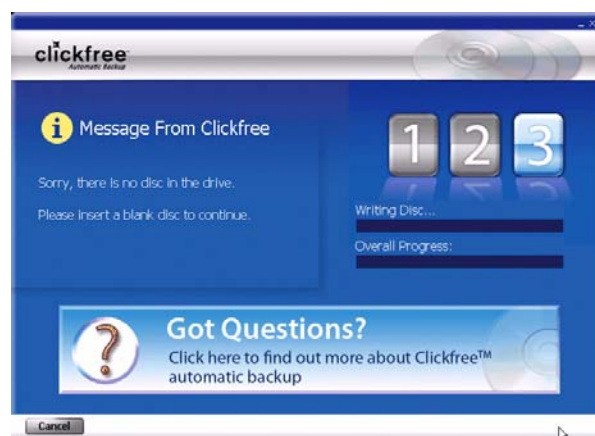
   Clickfree then backs up the content and complete folders you chose to your backup disks:

14. Click *OK*.

    At the end of the backup, a *Backup Summary* screen is displayed:

    The *Backup Summary* screen shows you how many files in each category were backed
    up this time (*New* column) and from all backups, including this one (*Total* column). The
    Space Used column shows the amount of space that files from all backups take up on
    their respective backup disks.

    When you see the *Backup Summary* screen, simply unplug the **Clickfree** C2 Portable
    Backup Drive, eject and label the backup disk(s), and store them in a safe place.

Note: **Clickfree** tells you to label the disk with a number and date.
If you have more than one computer to back up, you should also write the computer's name (seen on the Backup Summary screen) on the disk.
In addition, since **Clickfree** identifies backups by number, date, and time, you should also write the time of backup if it is possible that you may make more than one backup in a day.

Restoring my content (DVD)

WHAT IF MY COMPUTER'S INTERNAL HARD DRIVE STOPS WORKING, OR I WOULD LIKE TO TRANSFER MY CONTENT TO A NEW COMPUTER?

All computer hard drives fail eventually, sometimes without warning. Occasionally, computers suffer damage that affects the hard drive. Sometimes, laptop computers get lost or stolen. Sometimes, also, you may delete content by mistake. When these things happen, other computer users may lose valuable, sometimes irreplaceable, data.

But if you lose content you'll be really happy that you bought and used Clickfree. Your backed-up content is safe on your Clickfree backup, and can be restored when you have a working computer again.

A Clickfree backup is also ideal for transferring your content from an old computer to a new one. For details, see "How do I restore from multiple computers? And how can I undo a restore?" on page 101.

WHAT DO I NEED BEFORE I CAN USE CLICKFREE TO RESTORE OR TRANSFER MY CONTENT?

Before you can restore your content, your computer needs to be working – at the very least it needs to be able to start up and display the desktop.

You need the CDs or DVDs that were used to back up your computer. In addition you should have the C2 Portable Backup Drive you used to back up your content. You can restore files without the C2 Portable Backup Drive, but it is more difficult to restore all of your files without the C2 Portable Backup Drive. See "How do I restore my files using only the backup disks?" on page 114 in the Advanced topics (DVD) chapter.

Of course, you can 'restore' your content to any computer that meets the system requirements (see "What do I need before I start?" on page 78), not just to the computer whose content you backed up.

The easiest way to copy content between computers is to have your backup disks handy and plug the C2 Portable Backup Drive in to your new computer. When the Clickfree application launches, just click the *Restore* button at the bottom of the countdown screen and follow the procedure to restore content in "How do I let **Clickfree** restore decide what to restore and where?" on page 94.

HOW DO I GET MY CONTENT BACK?

To get your content back you don't need to do much more than you did to back the content up – it just takes a couple of clicks, and the insertion of backup disks when asked.

As with **Clickfree** backup, you can either make some choices – whether to restore all, or just selected content, and where the content is restored to – or you can allow **Clickfree** to make the choices for you.

Note:	At the start of a restore, **Clickfree** asks you to insert a backup disk with a particular number and date.
	In addition, as the restore proceeds, if you have backed up the computer more than once, **Clickfree** may ask you to insert one or more other backup disks with a particular numbers and dates.

WHAT GETS RESTORED, AND TO WHERE?

When **Clickfree** restore runs without you changing any options, it restores all of the content that was backed up, and puts it in the same folders on your computer that it was backed up from. This is the best choice if you have a new computer, or if you have repaired your old computer and all of the content was erased.

On the other hand, if you have files on the computer, the restored files replace files of the same name in the same location, but only after asking your permission.

If you prefer, you can easily tell **Clickfree** restore to restore your files to a place on your computer's hard drive where they will not replace the files you already have.

For details, see:

- "How do I let **Clickfree** restore decide what to restore and where?" on page 94
- "How do I change how **Clickfree** restores content?" on page 97.

HOW DO I LET CLICKFREE RESTORE DECIDE WHAT TO RESTORE AND WHERE?

You can allow Clickfree to make the decisions about what to restore and to where, but you need to confirm what Clickfree plans to do.

♦ **To let Clickfree decide what to restore and to where:**

1. Follow the instructions in "How do I start a DVD backup or restore?" on page 46.

2. Wait for the **Clickfree** window to appear.

   Because you have backed up content to CD/DVD using your C2 Portable Backup Drive, the countdown screen now shows a button at the bottom to allow you to *View* or *Restore* files:

3. Before the countdown gets to zero, click *View/Restore*. The *Restore Summary* screen appears.

   Note that all of the categories that have backed-up content are checked off in the *Select Category* column.

4. Before you click *Next*, or select categories to be restored, look at the computer name in the *Restore From* box: **Restore From: WORDS-66B421577 ▼**.

   If your C2 Portable Backup Drive was used to back up the computer that you are using, the *Restore From* box by default contains the name of this computer, and, unless you change it, the content to be restored will come from this computer.

5. Click the arrow at the right of the *Restore From* box:

The drop-down list contains the names of all of the computers that have been backed up using the C2 Portable Backup Drive.

6. Select the name of the computer whose content you want to restore.

7. Click *Next >*.
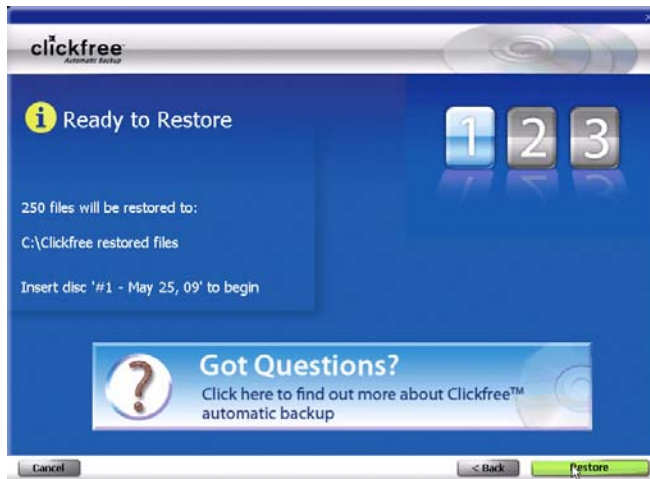
Clickfree confirms how many files will be restored, and where they are going to be restored to (original locations, if the same locations exist on this computer), and which backup disk is needed.

8. Insert the requested backup disk and click *Restore*.

As **Clickfree** restores your content, it shows you what is happening and how far it has gotten in the process.
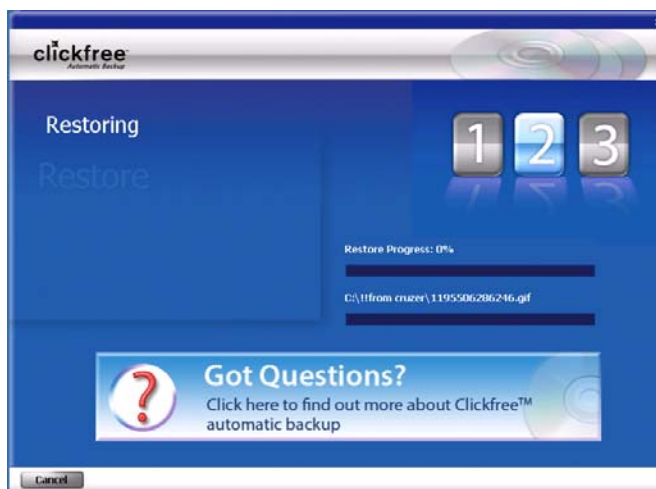
9. Before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the one from the backup:
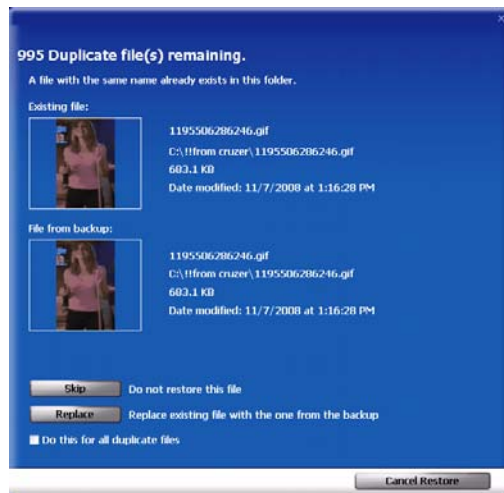
10. You can choose to:

    - Not replace this one file – click *Skip*
    - Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
    - Replace just this file – click *Replace*
    - Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

    If two files have the same size (KB) and same date modified, it is likely safe to skip.

    If you skip any files, **Clickfree** completes "with exceptions". For details see "Restore completed with exceptions" on page 102.

11. When all of your content has been restored, **Clickfree** tells you that it is done, and, if it has replaced files on your computer, gives you a chance to undo the restore.
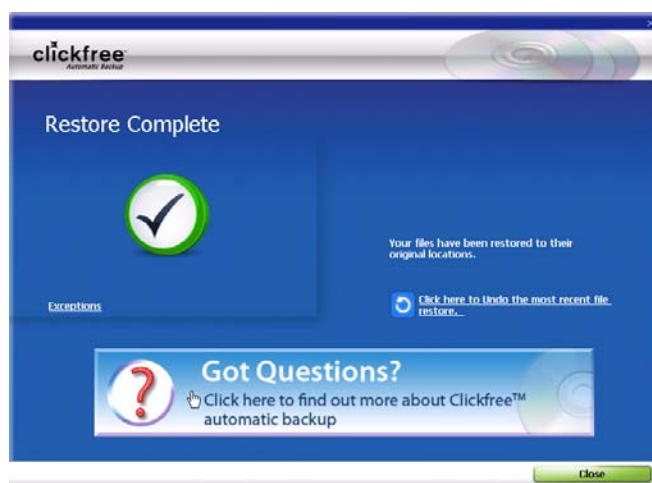
    If you want to undo, see "How do I undo a restore?" on page 103.

Warning: There is no way to undo *after* you close this dialog.

12. If you do not want to undo the restore, click *Close*.

Note: Your content has not been deleted from your **Clickfree** backup disks.

13. When you see the Restore Summary screen, simply unplug the **Clickfree** C2 Portable Backup Drive, eject the backup disk(s), and store them in a safe place.

HOW DO I CHANGE HOW CLICKFREE RESTORES CONTENT?

By making choices at several steps in the restore process you can choose which content is restored and where it is restored to.

What do the Cancel, Next, *and* Back *buttons do?*

As you go from one step to the next to restore content, the screens you see usually have buttons for *Cancel, Next >*, and *Back >*.

Cancel completely stops the restore, and returns you to the countdown screen.

Next > accepts the decisions you have made so far, then moves on to the next step and the next decision.

Back > sends you back to the previous step so that you can change a decision you already made. Until you click *Restore* or *Cancel* there is no limit to how often you can go back and make changes.

RESTORING CONTENT

♦ **To change how Clickfree restores content:**

1. Follow steps 1 to 3 of the previous section "How do I let **Clickfree** restore decide what to restore and where?" on page 94.

   The *Restore Summary* screen appears:

2. Before you click *Next*, or select categories to be restored, look at the computer name in the *Restore From* box: **Restore From:** WORDS-66B421577 ⬇.

If your C2 Portable Backup Drive was used to back-up the computer that you are using, the *Restore From* box by default contains the name of this computer, and, unless you change it, the content that will be restored will be from this computer.

CHOOSING THE COMPUTER TO RESTORE FROM

3. Click the arrow at the right of the *Restore From* box:

Restore From: AMD2000 ⬇
 A20M
 AMD2000
 WORDS-66B421577

and select the name of the computer whose content you want to restore.

4. To restore content from more than one computer simply repeat the restore process choosing a different computer each time in step 2.

5. What you do next depends on whether you want to restore all or only some of your files.

   • If you want to restore only some of your files, continue with step 6.
   • If you want to restore all of your files, click *Next* and go to step 8.

CHOOSING CATEGORIES OF CONTENT TO BE RESTORED

6. Note that all of the categories that contain files (with the number of files in parentheses after the category name) have the checkboxes checked in the Select Category column.

For each category whose content you *do not* want to restore, click the checkbox to deselect the category.

You can also choose to restore content of individual file types within each category. For details see "How do I choose individual files for restore?" on page 122 in the "Advanced topics (DVD)" chapter.

7. Click *Next >*.
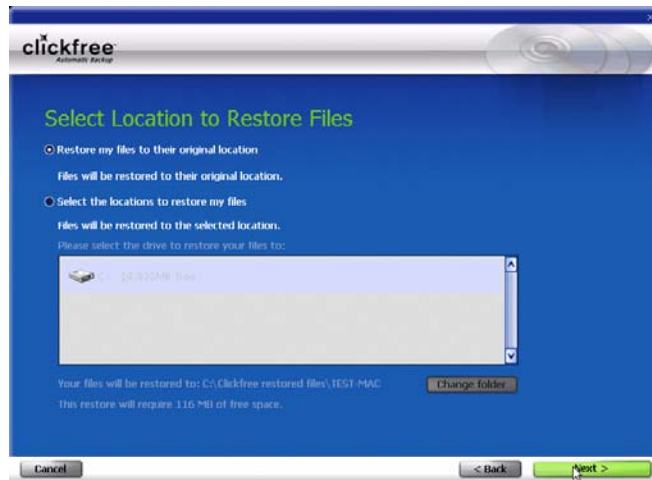
CHOOSING WHERE TO RESTORE CONTENT TO

8. What you do next depends on whether you want to restore your content to its original locations (if the same locations exist on this computer) or to somewhere else.

    - If you want to restore your files to a location where they will not overwrite existing files on your hard drive, see "How do I choose another drive and/or folder to restore to?" on page 126 in the "Advanced topics (DVD)" chapter.

    - If you want to restore your content to its original locations, click *Next>*.

        A summary screen shows you how many files will be restored, where they will be restored to, and which backup disk is needed.
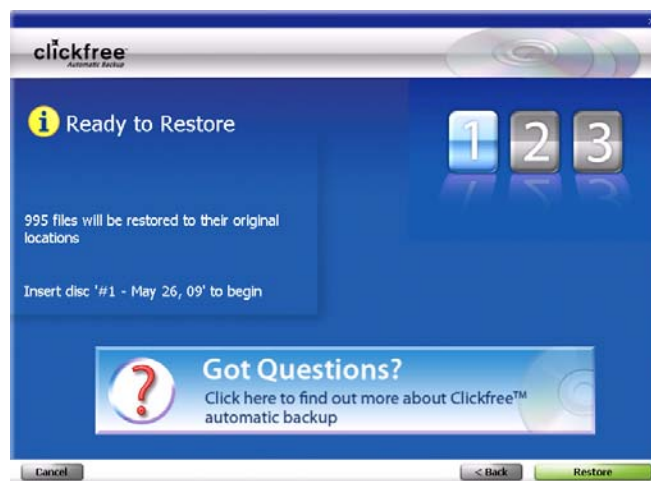
9. Insert the requested backup disk and click *Restore*.

As **Clickfree** restores your content, it shows you what is happening and how far it has gotten in the process.

Before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the same-name file from the backup:

10. You can choose to:
- Not replace this one file – click *Skip*
- Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
- Replace just this file – click *Replace*
- Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

If two files have the same size (KB) and same date modified, it is likely to be safe to skip.

If you skip any files, **Clickfree** completes "with exceptions". For details see "Restore completed with exceptions" on page 102.

When all of your content has been restored, **Clickfree** tells you that it is done, and, if it has replaced files on your computer, gives you a chance to undo the restore.
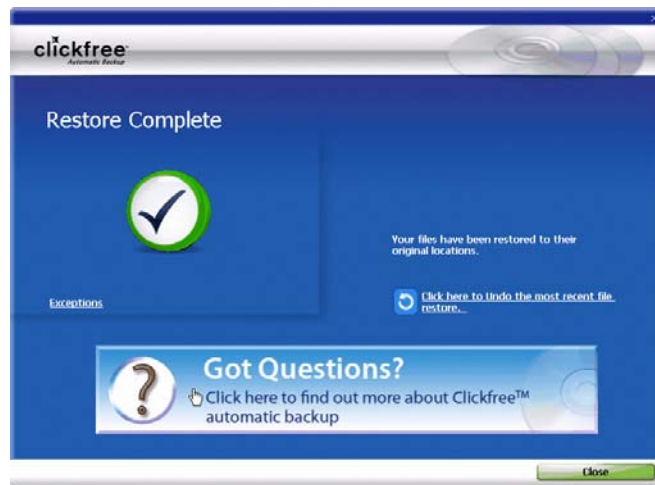
If you want to undo, see "How do I undo a restore?" on page 103.

Warning: There is no way to undo *after* you close this dialog.

11. If you do not want to undo the restore, click *Close*.

Note: Your content has not been deleted from your **Clickfree** backup: it is still safe on the backup disks.

When you see the *Backup Summary* screen, simply unplug the **Clickfree** C2 Portable Backup Drive, eject the backup disk(s), and store them in a safe place.

HOW DO I RESTORE FROM MULTIPLE COMPUTERS? AND HOW CAN I UNDO A RESTORE?

♦ **To restore files that were backed up on another computer:**

1. Click the arrow at the right of the *Restore From* box:
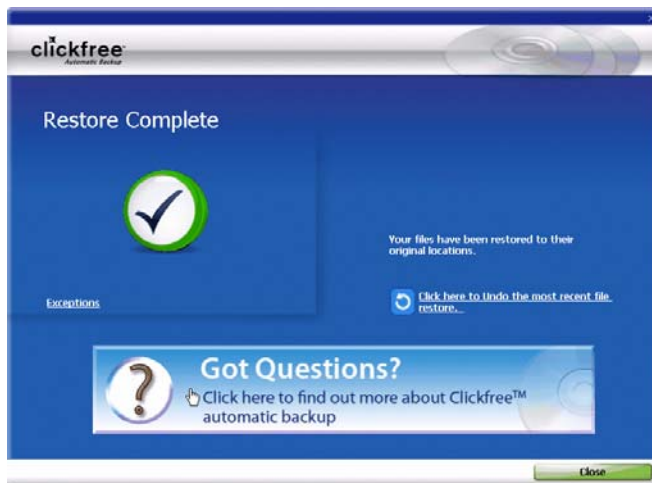
and select the name of the computer whose files you want to restore.

Warning: If you choose *Restore my files to their original location* to restore files backed up on a different computer, you may inadvertently overwrite files that by chance have the same name on both computers. Be very careful before proceeding with such a restore.
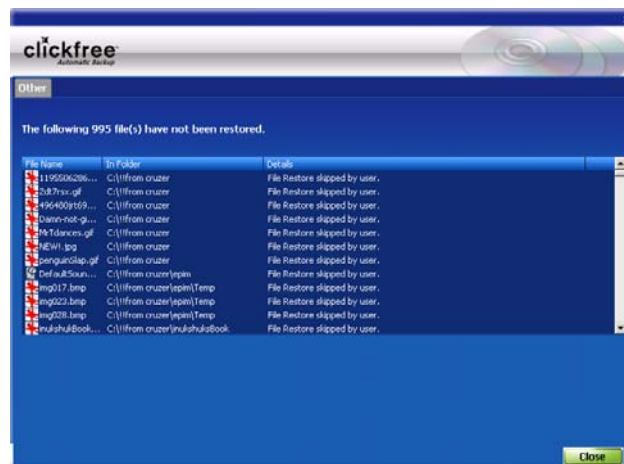
2. Continue with restore as described in "How do I let **Clickfree** restore decide what to restore and where?" on page 94, or "How do I change how **Clickfree** restores content?" on page 97.

3. To restore files from more than one computer simply repeat the restore process choosing a different computer each time.

RESTORE COMPLETED WITH EXCEPTIONS

If you skip any files during a restore, the Restore Complete screen has an *Exceptions* link at the bottom left:

- Click the link to see what files were not restored:

HOW DO I UNDO A RESTORE?

Whenever you restore files to their original locations, **Clickfree** gives you a chance to undo the restore, in case you have mistakenly overwritten a file.
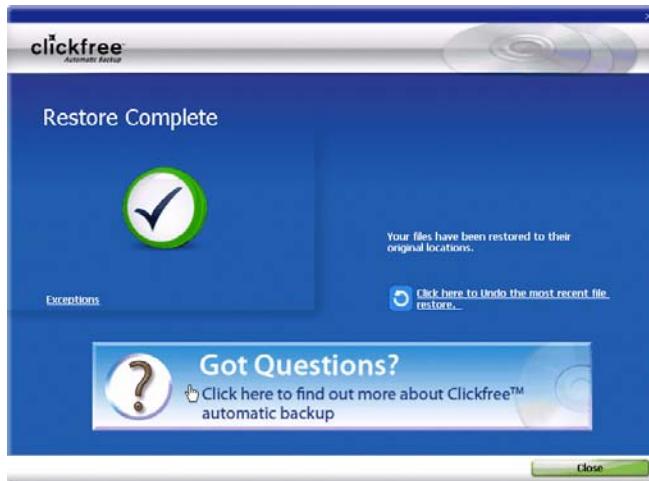
♦ **To undo the effects of a restore:**

1. Click *Click here to undo ….*

   The restored files are replaced on your computer by the files that were there before the restore.

   However, the backed-up content is still safe on your backup disks.

   Warning: There is no way to undo *after* you close this dialog.

2. Click *Close*.

3. When you see the *Restore Summary* screen, simply unplug the **Clickfree** C2 Portable Backup Drive, eject the backup disks, and store them in a safe place.

HOW DO I FIND FILES THAT WERE RESTORED

If **Clickfree** restored your files to a folder that was not their original location, **Clickfree** puts an icon on your desktop so that you can quickly and easily get to the restored content:

♦ **To find files that were restored:**

Double-click the icon to open a *Windows Explorer* at the folder where your content was restored.

You can now use *Explorer* to move the files to a more convenient folder.

My program cannot find the restored files – what should I do?

Note: Some programs, especially those like *Outlook* in which you do not open files from a file open dialog, expect to find their files in a particular folder. If you restore files to a folder other than the original location, your program may not be able to find them.

If your program displays an error message telling you that it cannot find its files, or if the program starts up but your data is missing, you will need to move the files to the proper folder. Unfortunately, this is different for every application and you may need to consult the program's Help or user guide to find out where the files need to be moved to.

Browsing, Searching & Viewing my files (DVD)

From the *View/Restore* screen you can:

- Browse your backup(s) for files
- Search your backup(s) for files
- View backed-up files

Note: When you try to do anything with a file (for example, to open the file), Clickfree prompts you to insert the backup disk that contains the latest (most up-to-date) version of that file.

STARTING FROM THE WELCOME SCREEN

♦ **To browse and search for files, or view photos:**

Before the countdown gets to zero, click *View/Restore*. The following screen is displayed.

♦ **To browse and search for files, or view photos:**

1. In the *Restore from* box select the name of the computer whose files you want to search for/browse for/view.

2. Click *Advanced* to display the *Browse Files, Search Files,* and *View Photos* tabs.

3. Select the date and time of the backup whose files you want to work with.

4. Do one of the following:

   - Click the name of a category , and follow "How do I search for my backed-up files?" on page 110
   - Click the *View Photos* tab, and follow "How do I view and use photos?" on page 106
   - Click the *Browse Files* tab, and follow "How do I browse my backed-up files?" on page 109
   - Click the *Search Files* tab, and follow " How do I search for my backed-up files?" on page 110

HOW DO I VIEW AND USE PHOTOS?

The photo viewer shows "thumbnails", or miniature views of your photos and videos.

You can select one or more photos and use the buttons at the bottom of the screen to:

   - Print them on your own printer
   - Share them on Facebook or Myspace
   - Email them (if you use Outlook or Outlook Express for your email)

You can also select one photo and:

   - Use it as wallpaper for your computer

♦ **To select photos:**

Click the photo so that the checkbox at the top right is checked. As you continue to click photos, they are added to the selection.

♦ **To use a photo as wallpaper:**

1. Click the photo. Make sure that only one photo is selected.

2. Click *Wallpaper*. The chosen photo becomes your computer Wallpaper:

♦ **To print photos:**

1. Select the photos.

2. Click *Print @ Home* and select the *Print Style*:

3. Set the *Printer Options*, and click *Print*.

♦ **To share photos:**

1. Select the photos.

2. Click *Share Photos*:

3. Click *facebook* or *myspace.com* and log in.

♦ **To email photos:**

1. Select the photos.

2. Click *Email*:

If you use *Outlook* or *Outlook Express* for your email, the email program opens a new blank message with the photos included as attachments:
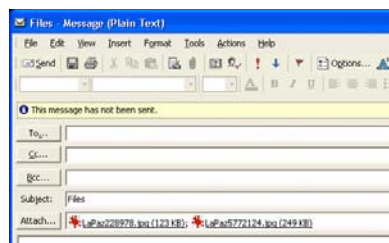
3. Address and send the message as you would normally do.

♦ **To open a photo:**

Double-click the photo. It opens in your usual program for working with photos:

HOW DO I BROWSE MY BACKED-UP FILES?

♦ **To browse for files that you have backed up:**

Expand and collapse the folders on the left side of the screen:

- Click the + ⊞ ☐ 🗁 ClickFree Backup: to expand the view
- Click '+' to the left of a collapsed folder to expand it
- Click '-' to the left of an expanded folder to collapse it
- Click a folder or the folder name to view the list of contents
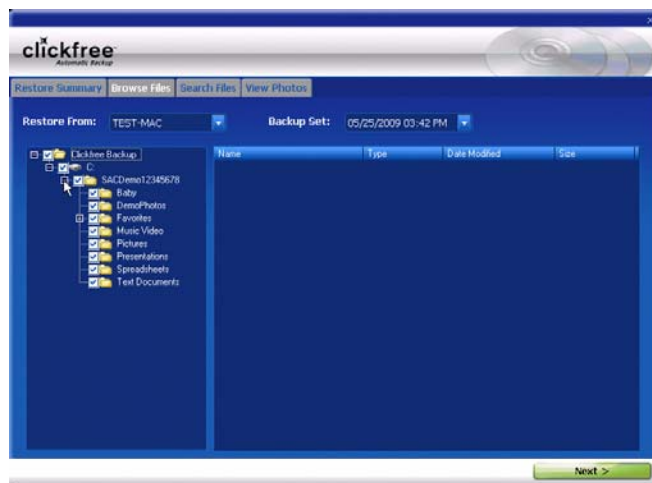
To find out more about what you can do with the files that are displayed, see "What can I do with files from browse, search and view photos" on page 111.

HOW DO I SEARCH FOR MY BACKED-UP FILES?

If you clicked the *Search Files* tab, the *Search* screen looks like this:
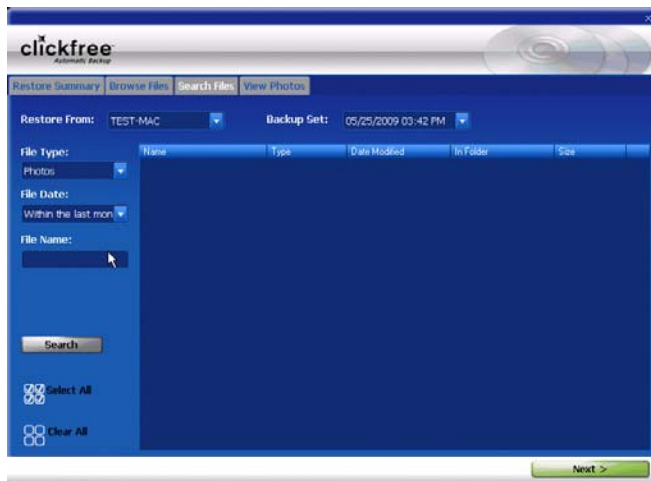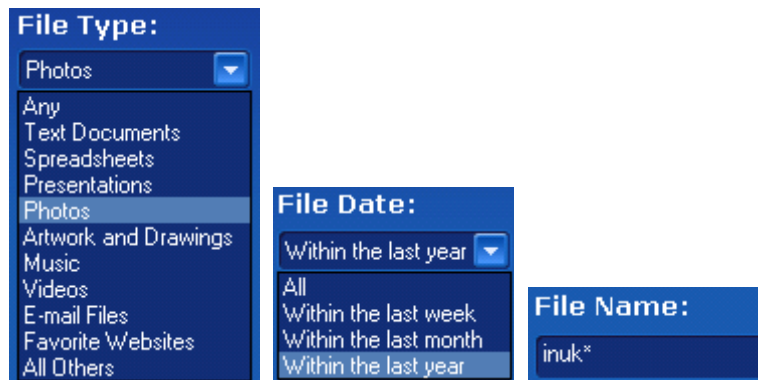
You can enter search factors to find the files you want.

If you clicked a category name, the *File Type* is already filled in, and all files of that category, regardless of *File Date* or *File Name,* are displayed.

♦ **To search for files:**

1. Use the combination of *File Type, File Date,* and *File Name* that you think should match the file(s) you want to find:

These selections are combined so that only files that match all of them are found – in this case only files in the category Photos, **and** created/last changed within the last year, **and** with names starting with 'inuk'.

- *File Type* – select a category, or 'Any' if you want all categories to be searched
- *File Date* – select the time period within which the files were created or changed, or 'All' if you want the date to be ignored
- *File Name* – type a "mask" to select files. A blank file name matches all files.

    Type whatever you can remember of the file names you want to find, and substitute:

    ? for one character, meaning that character can be anything at all
    * for any number of characters, meaning these characters can be anything at all

For example (assuming that the *File Type* and *File Date* selections you made would include them):

> To find all files whose names begin with '08Dec', type '08Dec*' – this will find 08Dec_LetterToMary.doc, but not 2008DecemberExpenses.xls
>
> To find all files with 'Dec' anywhere in the name, type '*Dec*' – this will find 08Dec_LetterToMary.doc, 2008DecemberExpenses.xls, etc
>
> To find all files with 'n' as the second character of the name, type '?n*' – this will find IndiaSlides.ppt, inukshuk5.jpg, but not 5inukshuk.jpg
>
> To find all files of type 'doc' or 'docx', type '*.doc*' – of course, this will also find any files that have type 'doczzz' as well

2. Click *Search*.

   Files that match all of your search factors are displayed.

   For information about what you can do with the files that are displayed, see "What can I do with files from browse, search and view photos" on page 111.

WHAT CAN I DO WITH FILES FROM BROWSE, SEARCH AND VIEW PHOTOS

When you have files displayed in the browse, search or photo view screens, you can either:

- double-click a file to open it with the program that your computer normally uses for files of this type
- right-click a file and choose one of several actions as shown below

If you select more than one file, some of the actions act on all of the selected files.

♦ **To work with the file(s) you have selected:**

1. Right-click the file (or one of the files) to bring up a menu.

2. Select one of the menu items:

   - *Open* – to open the file with the program that your computer normally uses for files of this type
   - *Open with* (not for photos in the *View Photos* screen) – to choose the program that you want *Windows* to use to open the file

Advanced topics (DVD)

WHAT IF THERE IS MORE THAN ONE USER ON MY COMPUTER?

This matters only if each user has a separate user login name for the computer. If every user logs in with the same user name, all of their content is backed up and restored at the same time regardless of who is logged in.

When **Clickfree** runs, it can only back up the content that you can access from your login, and restore content to locations you have access to. Because *Windows 2000*, *Windows XP* and *Windows Vista* maintain a separate *Documents* or *My Documents* folder for each user name, **Clickfree** can back up only the corresponding content that belong to the person who is logged in, unless that person logs in as Administrator.

Administrator

"Administrator" is a special login name for the user who can make system-wide changes to the computer, has full control, and can access all of the files on the computer. Most home users are automatically the Administrator of their computer. If you don't know if you are the Administrator, or how to log in as Administrator, you might need to talk to the person who set up the computer for you. If no one set up your computer for you, then by default, you are the Administrator.

WHAT IF I HAVE MORE THAN ONE COMPUTER?

Clickfree C2 Portable Backup Drive can be used to back up as many computers as you like.

Note:	Each CD or DVD is used for only one backup. Once a backup is finished you cannot record anything else on the disk.

Clickfree creates a unique identifier for each computer that it is used with, regardless of the computer's name. This allows **Clickfree** to back up content for more than one computer without the files getting mixed up with each other, even if all of the computers have the same name.

You can change the name of a computer after backup to make it easier to remember which computer is which.

You change a computer's name from the **Clickfree** *Options* screen.

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HOW IS BACKUP DIFFERENT WHEN I HAVE MORE THAN ONE COMPUTER?

It makes no difference at all - just plug the C2 Portable Backup Drive in to each computer to back it up.

Each time you back up a computer for the first time, its name is added to the drop down list of computers that you see on the *Backup Summary*, *Restore Summary*, and *Options* screens.

♦ **To find the name of a computer:**

1. Follow steps 1 to 2 of "How do I start using my **Clickfree** C2 Portable Backup Drive **(DVD)**?" on page 79.

2. When you see the countdown, click *Options*.

All of the computers that **Clickfree** has backed up to CD/DVD using your C2 Portable Backup Drive are shown at the left side of the screen, with the computer name underneath.

When you click one of the computers, **Clickfree** shows:

- the computer name
- the date and time of first and last backup
- the number of disks used for the last backup
- the label you were asked to write on the last disk used

♦ **To rename a computer:**

On the *Options* screen:

1. Click the computer whose name you want to change.

2. Click *Rename PC*.

3. Type the new name for the computer and click *Save*.

Note: Use only letters, numbers and hyphens for the computer name.

♦ **To remove a computer:**

If you no longer want to keep backup history for a computer (for example, you may no longer have that computer, and have already restored its content to another computer), you can remove the old computer.

Note:	Even after you remove a computer from your C2 Portable Backup Drive, you can still restore content from backup disks. However, information about which files are on which disk is lost.

On the *Options* screen:

1. Click the computer you want to remove.

2. Click *Remove PC*.

3. If you really want to remove the computer from **Clickfree**, check the checkbox and click *Remove*.

|	
Warning:	Once you have removed a computer from **Clickfree** there is no way to recover that computer's backup history.

To remove backup history for all computers, see "Master Reset" on page 117.

HOW DO I RESTORE MY FILES USING ONLY THE BACKUP DISKS?

If the C2 Portable Backup Drive is not available, you can restore content using only the backup disk(s).

♦ **To restore content using only a backup disk**

1. Insert the disk in the computer:
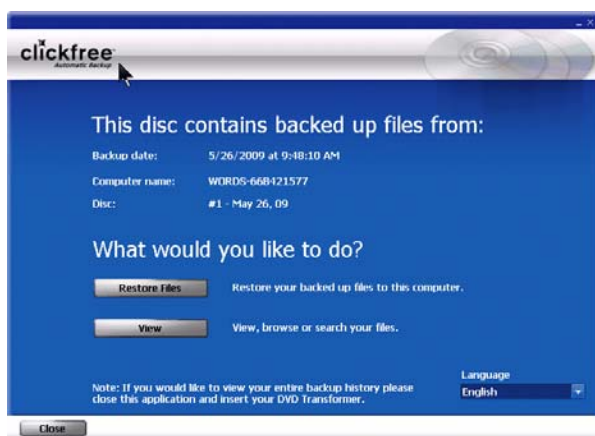
2. Click *Restore Files* and continue with the normal restore procedure.

3. If you click *View,* you see a summary of backed-up files.

You can continue with the normal browsing and searching functions.

WHAT ARE 'FACTORY SETTINGS' AND HOW DO I USE THEM?

Factory settings can be used in **Clickfree** in two places:

- When choosing categories and file types to be backed up – see "Choosing categories of content to be backed up – required" on page 84

  Use Factory Settings for categories and files types means that all categories and the corresponding file types are included.

- When choosing locations to search – see "Choosing locations to search for content – required" on page 85

  Use Factory Settings for locations means that the entire computer is searched, except for temporary folders and folders that *Windows* uses for its own files.

♦ **To reset categories and file types to factory settings:**

1. On the *Choose File Types* screen click *Use Factory Settings.*

2. Click *Next >* and continue with choosing locations to be searched.

♦ **To reset locations to search to factory settings:**

1. On the *Choose File Locations* screen click *Use Factory Settings.*

2. Click *Next >* and continue with choosing complete folders.

HOW DO I CHANGE THE INTERFACE LANGUAGE?

♦ **To choose which language is used in the** Clickfree **screens:**

When you start **Clickfree**, it automatically uses the language that Windows is set for.

If you want to change the language that **Clickfree** uses:

1. During the countdown, before the countdown reaches zero, click *Options*.

2. Click the *Language* tab.

3. Click the arrow at the right of the language box and choose the language you prefer.

HOW DO I MAKE MULTIPLE BACKUPS?

The first time you back up a user's content using the C2 Portable Backup Drive, **Clickfree** makes a full backup. The next time you perform a backup for the same user you can choose to back up only new and changed content.

If you want to keep multiple backups of a user's content, on the *Search Summary* window uncheck *Only backup files that are new or have changed since the last backup*.

WHAT ARE THE CLICKFREE TOOLS, AND HOW DO I USE THEM?

Several tools are available for working with **Clickfree**:

- *Master Reset* - removes all back up history from your C2 Portable Backup Drive, and erases any changes you have made to the backup settings.
- *Software Update* – upgrades the **Clickfree** software
- *Verify* – checks that files have been correctly written to CD/DVD, and that they can be read

♦ **To use the Clickfree tools:**

1. Connect **Clickfree** to your computer as described in "How do I start using my **Clickfree** C2 Portable Backup Drive **(DVD)**?" on page 79.

2. When you see the countdown screen, click *Options* before the countdown reaches zero:

3. Click the *Tools* tab to show the available tools.

MASTER RESET

Master Reset is used to remove backup history of all computers that have been backed up using your C2 Portable Backup Drive, and to apply factory settings – see "What are 'factory settings' and how do I use them?" on page 115.

Note:	Even after you perform a *Master Reset* you can still restore any previously backed-up content from the backup disks. However, information about which files are on which disk is lost.

Clickfree never erases anything other than the history of backups it has performed.

If you want to remove only the backup history for one computer, see "To remove a computer" on page 114.

♦ **To remove all back up history:**

1. On the *Tools* screen click *Master Reset*.

2. If you really want to remove all backup history from your C2 Portable Backup Drive, check the checkbox and click *Reset*.

Warning:	Once you have reset **Clickfree** using the Master Reset there is no way to recover any backup history.

UPDATING CLICKFREE SOFTWARE

From time to time **Clickfree** software is upgraded to provide new or enhanced features.

You can:

- Have **Clickfree** check for updates each time you connect it to your computer – this is the default action, you don't need to do anything
- Manually check for updates

In both cases your computer needs to be connected to the internet for updated software to be found and installed.

♦ **To check automatically for updates:**

Clickfree automatically looks for updates when it is connected to your computer and you have a connection to the internet. To ensure this feature is on, make sure that the checkbox *Automatically check for software updates* is checked on the *Tools* screen:
☑ Automatically check for software updates.

Every time that you connect **Clickfree** to your computer it automatically checks for updated software and, if an update is available, prompts you to download and install it.

♦ **To stop checking automatically for updates:**

Make sure that the checkbox *Automatically check for software updates* is unchecked on the *Tools* screen: ☐ Automatically check for software updates.

♦ **To check manually for updates:**

1. On the *Tools* screen click *Update*. **Clickfree** checks for available updates.

   If the software in your **Clickfree** C2 Portable Backup Drive and your computer is up to date, click *OK* on the dialog that pops up.

   If an update is available, **Clickfree** shows you what progress is being made in downloading the update and updating your software:
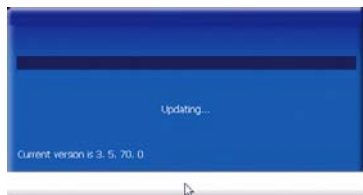
Warning:	While a software update is taking place it is very important for you not to remove the **Clickfree** C2 Portable Backup Drive from your computer and not to turn off or restart the computer until the update is complete.

2. When the software update is complete, you need to unplug the **Clickfree** C2 Portable Backup Drive and plug it in again for the update to take effect.

VERIFY

Writing files to CD and DVD is generally a very reliable process, with a low error rate.

However, if you are willing to spend the extra time needed during backup (approximately double the time), you can ask **Clickfree** to verify the backup – that is, to check that all files on the backup disk are readable and are identical to the original files.

♦ **To verify backups:**

- On the *Tools* screen check *Verify after burn*.

  Now, every time that you use your C2 Portable Backup Drive for a backup, **Clickfree** checks all of the files.

HOW DO I ADD/REMOVE/EDIT FILETYPES?

In addition to allowing you to choose to back up pre-defined file types within the pre-defined categories, **Clickfree** has a category called Custom Extensions to which you can add file types that are not included in the pre-defined categories.

You can add, remove, and change file types using the *Choose File Types* screen:

♦ **To add a file type:**

1. Click *Add File Type*:

2. Type the extension for the new file type, and click *Save*.

The new file type is added to *Custom Extensions*:

♦ **To remove a file type:**

1. Click a file type in *Custom Extensions,* and click *Remove File Type*:

2. Click *Yes*.

   The file type is removed from *Custom Extensions*:

♦ **To change a file type:**

1. Click a file type in *Custom Extensions,* and click *Edit File Type*:

2. Type the new extension for the file type, and click *Save*.

   The file type in *Custom Extensions* is modified.

3. When you are finished working with custom extensions, click *Next >* and continue with choosing locations to be searched.

HOW DO I CHOOSE INDIVIDUAL FILE TYPES FOR BACKUP?

You already saw how to choose file categories for backup in "Choosing categories of content to be backed up – required" on page 84.

You can also expand each category and select or unselect individual file types that make up that category.

Note: When a category is selected or unselected by checking or unchecking its checkbox, all of the file types that make up that category are also selected or unselected.

♦ **To select one or more file types in a category:**

1. Click the + to the left of the checkbox. This expands the category list to show the file types that make up that category, and changes the + to a -:

2. You can now choose the individual types of file you want to include in the backup by adding and removing checkmarks in the checkboxes.

   You collapse the category again by clicking the - .

3. If you need to back up file types that are not in any category, see "How do I Add/Remove/Edit filetypes?" on page **120** for details of how to add a new file type.

4. When you are finished selecting file categories and file types, click *Next >* and continue with choosing locations to be searched.

HOW DO I CHOOSE INDIVIDUAL FILES FOR RESTORE?

On the *Restore Summary* screen you can click checkboxes to select the category whose files you want to restore.
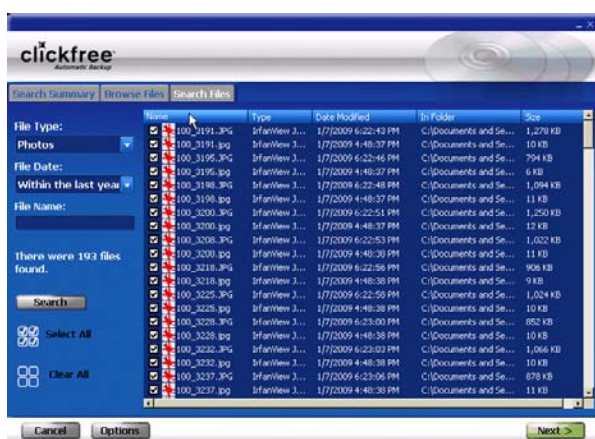
You can also:

- Select backed-up files within a category
- Browse through folders that contain backup files
- Search for backed-up files by file type, file date, and file name

Files selected by each of these means are included in the restore.

♦ **To select files within a category:**

1. Click *Advanced*, to display the *Browse Files*, *Search Files* and *View Photos* tabs.

2. Select the date and time of the backup whose files you want to work with.

3. Click the category name.

   All files in that category are shown in the *Search Files* screen.
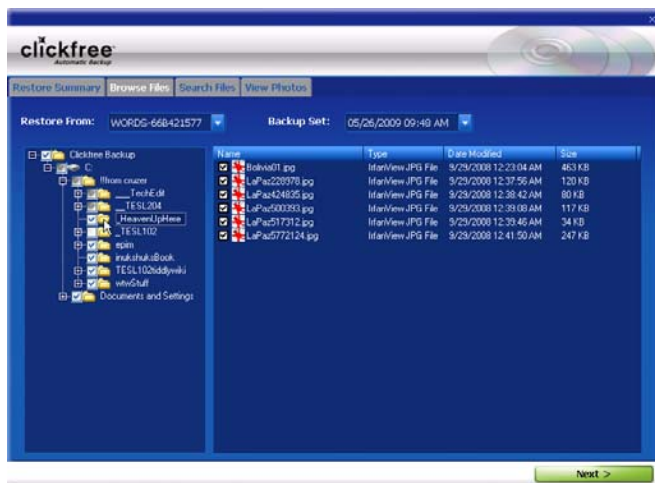

4. Select the files to be restored, and click *Next >*.

   You are returned to the *Restore Summary* screen where you can make more selections.

5. If you are finished selecting files, click *Next >*.

♦ **To select files by browsing:**

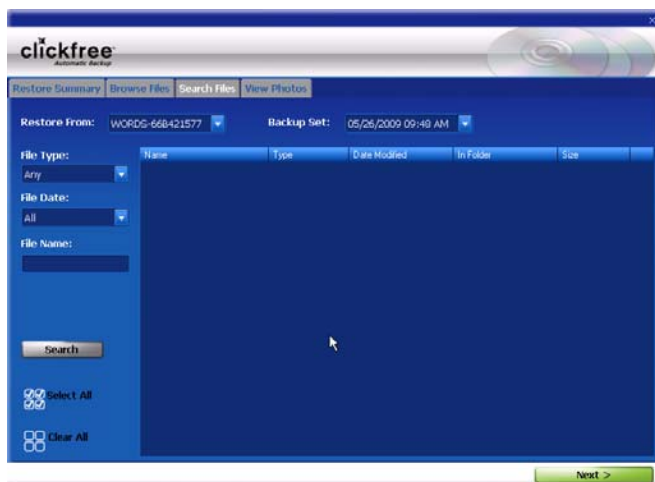1. Click the *Browse Files* tab then click the + to expand the view.

2. Select the files to be restored, and click *Next >*.

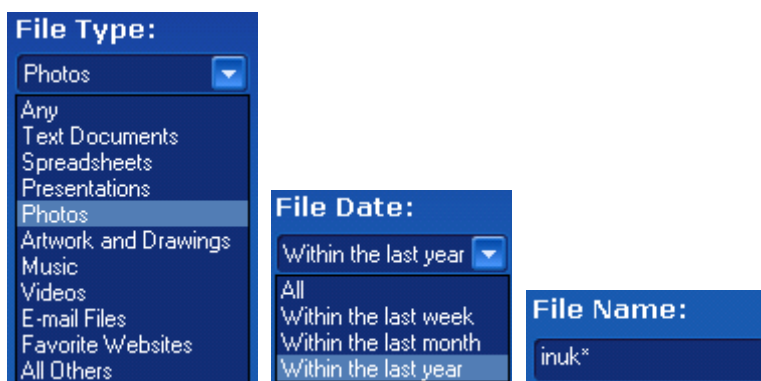   You are returned to the *Restore Summary* screen where you can make more selections.

3. If you are finished selecting files, click *Next >*.

♦ **To select files by searching:**

1. Click the *Search Files* tab.

2. Select the combination of *File Type*, *File Date*, and *File Name* that should find the files you want to restore:

These selections are combined so that only files that match all of them are found – in this case only files in the category Photos, **and** created/last changed within the last year, **and** with names starting with 'inuk'.

- *File Type* – select a category
- *File Date* – select the time period within which the files were created or changed
- *File Name* – type a "mask" to select files:

> Type whatever you can remember of the file names you want to find, and substitute:
>
> ? for one character, meaning that character can be anything at all
> * for any number of characters, meaning these characters can be anything at all

- For example, assume that the File Type and File Date selections would include them:
- To find all files whose names begin with '08Dec', type '08Dec*' – this will find 08Dec_LetterToMary.doc, but not 2008DecemberExpenses.xls
- To find all files with 'Dec' anywhere in the name, type '*Dec*' – this will find 08Dec_LetterToMary.doc, 2008DecemberExpenses.xls, etc
- To find all files with 'n' as the second character of the name, type '?n*' – this will find IndiaSlides.ppt, inukshuk5.jpg, but not 5inukshuk.jpg
- To find all files of type 'doc' or 'docx', type '*.doc*' – of course, this will also find any files that have type 'doczzz' as well

3. Click *Search*.

   Files that match all of your search criteria are displayed.

4. Select the files to be restored, and click *Next >*.

   You are returned to the *Restore Summary* screen where you can make more selections.

5. If you are finished selecting files, click *Next >*.

HOW DO I CHOOSE ANOTHER DRIVE AND/OR FOLDER TO RESTORE TO?

On the *Select Location to Restore Files* screen you can choose:

- the disk drive to restore content to (if you have more than one)
- the folder on that drive to use

If any drive does not have enough space for the content to be restored, the drive letter and free space are 'greyed':

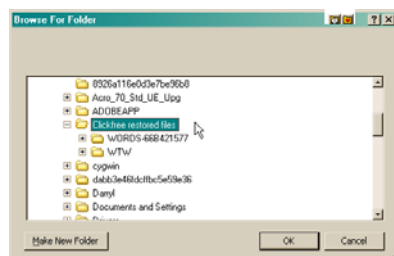♦ **To select another drive and/or folder to restore to:**
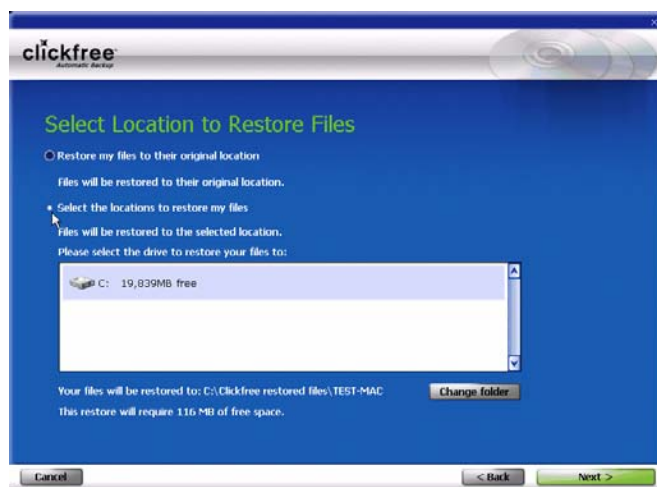
1. Choose *Select the location to restore my files*.

2. Select the drive to restore to.

   The folder that will be used is shown below the drives.

3. To change the folder, click *Change Folder* and select the folder you want.


   As usual, click + to expand a folder, - to collapse the folder again.

4. To create a new subfolder, click *New Folder*, type the folder name, and click *OK*.

5. Click *Next >*, and continue with "Choosing categories of content to be restored" on page 98.

DELAYED WRITE FAILED

Note: Sometimes when you unplug the C2 Portable Backup Drive you will see a
window that tells you that there was a delayed write failure:
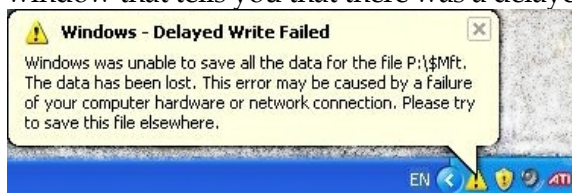
This is nothing to be concerned about – the message can safely be closed and
ignored.

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