

# Clickfree C2 Portable Backup Drive User Guide

# for Microsoft Windows users

| Contents |
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# Contents

| USING THE CLICKFREE PORTABLE BACKUP DRIVE                                | 8  |
|--|----|
| Starting a DVD backup  | 8  |
| Package contents   | 8  |
| Definitions  | 8  |
| INTRODUCING CLICKFREE PORTABLE BACKUP DRIVE (HD)                         | 10 |
| Main Features  | 10 |
| BASICS (HD)  | 12 |
| How does Clickfree work?   | 12 |
| WHAT GETS BACKED UP?   | 12 |
| Clickfree backs up content   | 12 |
| Does Clickfree back up all of my content every time?                     | 13 |
| What content categories does Clickfree back up?                          | 13 |
| WHAT DO I NEED BEFORE I START?   | 13 |
| BACKING UP MY CONTENT (HD)   | 14 |
| HOW DO I START USING MY CLICKFREE PORTABLE BACKUP DRIVE?                 | 14 |
| ZERO EFFORT BACKUP – REALLY!   | 16 |
| Backup progress  | 16 |
| WHAT IF CLICKFREE DOESN'T START UP AUTOMATICALLY?                        | 17 |
| What if the Vista Autoplay Window appears?                               | 18 |
| How do I Change how Clickfree does backups?                              | 19 |
| Choosing categories of content to be backed up – required                | 20 |
| Choosing locations to search for content – required                      | 21 |
| Choosing complete folders to be backed up – optional                     | 23 |
| WHAT IF THERE IS NOT ENOUGH SPACE ON MY CLICKFREE PORTABLE BACKUP DRIVE? | 26 |

| RESTORING MY CONTENT (HD)  | 28          |
|--|-------------|
| WHAT IF MY COMPUTER'S INTERNAL HARD DRIVE STOPS WORKING, OR I WOULD LIKE TO CONTENT TO A NEW COMPUTER? | TRANSFER MY |
| WHAT DO I NEED BEFORE I CAN USE CLICKFREE TO RESTORE MY CONTENT?                                       | 28          |
| HOW DO I GET MY CONTENT BACK?  | 28          |
| What gets restored, and to where?  | 29          |
| How do I LET CLICKFREE RESTORE DECIDE WHAT TO RESTORE AND WHERE?                                       | 29          |
| How do I change how Clickfree restores content?  | 32          |
| Restoring content  | 33          |
| Choosing the computer to restore from  | 33          |
| Choosing categories of content to be restored  | 34          |
| Choosing where to restore content to   | 34          |
| How do I restore files from multiple computers?  | 36          |
| RESTORE COMPLETED WITH EXCEPTIONS  | 36          |
| How do I find files that were restored   | 37          |
| My program cannot find the restored files – what should I do?  | 37          |
| BROWSING, SEARCHING & VIEWING MY FILES (HD)  | 38          |
| Starting from the Welcome screen   | 38          |
| From the Backup Summary screen   | 38          |
| How do I view and use photos?  | 39          |
| HOW DO I BROWSE MY BACKED-UP FILES?  | 42          |
| HOW DO I SEARCH FOR MY BACKED-UP FILES?  | 43          |
| WHAT CAN I DO WITH FILES FROM BROWSE, SEARCH AND VIEW PHOTOS   | 45          |

| ADVANCED TOPICS (HD)  | 46 |
|---|----|
| How do I start a DVD backup or restore?                     | 46 |
| NON-ADMINISTRATOR USERS                                     | 47 |
| Non-administrator user – first use                          | 47 |
| HOW DO I IMPORT MUSIC FROM MY IPOD TO MY COMPUTER?          | 48 |
| How do I undo a restore?                                    | 51 |
| WHAT IF THERE IS MORE THAN ONE USER ON MY COMPUTER?         | 52 |
| WHAT IF I HAVE MORE THAN ONE COMPUTER?                      | 53 |
| How is backup different when I have more than one computer? | 53 |
| WHAT IF I USE MORE THAN ONE PORTABLE BACKUP DRIVE?          | 55 |
| How do I make multiple backups?                             | 55 |
| WHAT ARE 'FACTORY SETTINGS' AND HOW DO I USE THEM?          | 55 |
| CLICKFREE TOOLS   | 56 |
| How do I use password protection?                           | 57 |
| Updating Clickfree software                                 | 61 |
| Master Reset  | 62 |
| SCHEDULER AND THE CLICKFREE ICON                            | 63 |
| Scheduler   | 64 |
| How DO I ADD/REMOVE/EDIT FILETYPES                          | 66 |
| HOW DO I CHOOSE INDIVIDUAL FILE TYPES FOR BACKUP?           | 69 |
| CAN I EXCLUDE A FILE FROM BACKUP?                           | 69 |
| HOW DO I CHOOSE INDIVIDUAL FILES FOR RESTORE?               | 70 |
| How do I choose another drive and/or folder to restore to?  | 73 |

| INTRODUCING CLICKFREE PORTABLE BACKUP DRIVE (DVD)   | 75          |
|---|-------------|
| Main Features   | 75          |
| BASICS (DVD)  | 77          |
| How does Clickfree work?  | 77          |
| WHAT GETS BACKED UP?  | 77          |
| Clickfree backs up content  | 77          |
| Does Clickfree back up all of my content every time?  | 78          |
| What content categories does Clickfree back up?   | 78          |
| WHAT DO I NEED BEFORE I START?  | 78          |
| BACKING UP MY CONTENT (DVD)   | 79          |
| HOW DO I START USING MY CLICKFREE PORTABLE BACKUP DRIVE (DVD)?  | 79          |
| ZERO EFFORT BACKUP – REALLY!  | 79          |
| WHAT IF CLICKFREE DOESN'T START UP AUTOMATICALLY?   | 82          |
| How do I Change how Clickfree does backups?   | 83          |
| Choosing categories of content to be backed up – required   | 84          |
| Choosing locations to search for content – required   | 85          |
| Choosing complete folders to be backed up – optional  | 87          |
| RESTORING MY CONTENT (DVD)  | 92          |
| WHAT IF MY COMPUTER'S INTERNAL HARD DRIVE STOPS WORKING, OR I WOULD LIKE TO TRAMMY CONTENT TO A NEW COMPUTER? | NSFER<br>92 |
| WHAT DO I NEED BEFORE I CAN USE CLICKFREE TO RESTORE OR TRANSFER MY CONTENT?                                  | 92          |
| HOW DO I GET MY CONTENT BACK?   | 93          |
| What gets restored, and to where?   | 93          |
| HOW DO I LET CLICKFREE RESTORE DECIDE WHAT TO RESTORE AND WHERE?  | 94          |

| How do I change how Clickfree restores content?                         | 97  |
|---|-----|
| Restoring content   | 97  |
| Choosing the computer to restore from                                   | 98  |
| Choosing categories of content to be restored                           | 98  |
| Choosing where to restore content to                                    | 99  |
| How do I restore from multiple computers? And how can I undo a restore? | 101 |
| Restore completed with exceptions                                       | 102 |
| How do I undo a restore?  | 103 |
| How do I find files that were restored                                  | 103 |
| BROWSING, SEARCHING & VIEWING MY FILES (DVD)                            | 105 |
| Starting from the Welcome screen  | 105 |
| How do I view and use photos?   | 106 |
| How do I browse my backed-up files?                                     | 109 |
| HOW DO I SEARCH FOR MY BACKED-UP FILES?                                 | 110 |
| WHAT CAN I DO WITH FILES FROM BROWSE, SEARCH AND VIEW PHOTOS            | 111 |
| ADVANCED TOPICS (DVD)   | 112 |
| WHAT IF THERE IS MORE THAN ONE USER ON MY COMPUTER?                     | 112 |
| WHAT IF I HAVE MORE THAN ONE COMPUTER?                                  | 112 |
| How is backup different when I have more than one computer?             | 113 |
| HOW DO I RESTORE MY FILES USING ONLY THE BACKUP DISKS?                  | 114 |
| WHAT ARE 'FACTORY SETTINGS' AND HOW DO I USE THEM?                      | 115 |
| HOW DO I CHANGE THE INTERFACE LANGUAGE?                                 | 116 |
| HOW DO I MAKE MULTIPLE BACKUPS?   | 116 |
| WHAT ARE THE CLICKFREE TOOLS, AND HOW DO I USE THEM?                    | 117 |
| Master Reset  | 117 |
| Updating Clickfree software   | 118 |
| Verify  | 119 |
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| How do I Add/REMOVE/EDIT FILETYPES?                        | 120 |
|--|-----|
| How do I choose individual file types for backup?          | 121 |
| How do I choose individual files for restore?              | 122 |
| How do I choose another drive and/or folder to restore to? | 126 |
| DELAYED WRITE FAILED                                       | 128 |
| LEGAL STUFF  | 129 |

# **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:

| clickfree   | Step 1 of 3 |
|---|-------------|
| Welcome<br>Clickfree Backup vill automatically<br>search for and backup your files in<br>three easy steps |             |
| Starting backup in <b>33</b>  |             |
| Options   | Start       |

**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:

|    | .files\snap_keylinks_data |            |         |  |
|----|---------------------------|------------|---------|--|
| Ce | ategory                   | Found      | Saved   | C  |
|    | Photos                    | 59 files   | 0 files |  |
| \$ | Music                     | 2 files    | 0 files | SUPPORT OF LESS                              |
| M  | E-mail Files              | 1 files    | 0 files |  |
| E  | Text Documents            | 240 files  | 0 files | Sign Up                                      |
| ۲  | Spreadsheets              | 3 files    | 0 files | Clickfree Connected                          |
| 6  | Presentations             | 29 files   | 0 files | Newsletter                                   |
| 1  | Artwork and Drawings      | 570 files  | 0 files | Product News & Updates                       |
| H  | Videos                    | 6 files    | 0 files | Great Backup Tips<br>New Product Sneak Peeks |
| Ŀ  | Favorite Websites         | 1 sites    | 0 sites | and morel                                    |
| 1  | All Others                | 279 files  | 0 files | SIGN ME UP                                   |
|    |                           | 1190 files | 0 files |  |
|    |                           |            |         | Cancel                                       |

| ac | kup Progress:               |            |           |  |
|----|-----------------------------|------------|-----------|--|
| ١  | .ction1.php_files\urchin.js |            |           |  |
| Cē | itegory                     | Found      | Saved     |  |
|    | Photos                      | 162 files  | 12 files  |  |
| ŀ  | Music                       | 2 files    | 1 files   | Surface and the                              |
| -  | E-mail Files                | 1 files    | 0 files   |  |
| 3  | Text Documents              | 1273 files | 104 files | Sign Up                                      |
| 6  | Spreadsheets                | 4 files    | 2 files   | Clickfree Connected                          |
| 1  | Presentations               | 59 files   | 5 files   | Newsletter                                   |
| d  | Artwork and Drawings        | 1368 files | 12 files  | Product News & Updates                       |
|    | Videos                      | 11 files   | 4 files   | Great Backup Tips<br>New Product Sneak Peeks |
| h  | Favorite Websites           | 11 sites   | 0 sites   | and morel                                    |
| 1  | All Others                  | 774 files  | 30 files  | SIGN ME UP                                   |
|    |                             | 3665 files | 170 files |  |

|     |                             |                         | s. 📾 Photos |            |                     |
|-----|-----------------------------|-------------------------|-------------|------------|---------------------|
| Cur | rent PC: IBMP4, Last Backup | o: Oct. 8, 2009 9:37 AM |             |            |                     |
| Ca  | itegory                     | New                     | Total       | Space Used |                     |
| E.  | Photos                      | 162 files               | 163 files   | 9.0 MB     |                     |
| 2   | Music                       | 2 files                 | 4 files     | 9.3 MB     |                     |
| E3  | E-mail Files                | 1 files                 | 1 files     | 0.2 MB     |                     |
| 1   | Text Documents              | 1,273 files             | 1,386 files | 638.5 MB   |                     |
|     | Spreadsheets                | 4 files                 | 7 files     | 0.1 MB     |                     |
| N)  | Presentations               | 59 files                | 59 files    | 18.4 MB    | Backup Complete     |
| e,  | Artwork and Drawings        | 1,368 files             | 1,662 files | 374.1 MB   |                     |
| 8   | Videos                      | 11 files                | 11 files    | 11.5 MB    | Your files are safe |
| I)  | Favorite Websites           | 11 sites                | 11 sites    | 0.1 MB     |                     |
| 0   | All Others                  | 774 files               | 969 files   | 107.9 MB   |                     |
|     |                             | 3,665 files             | 4,273 files | 1,168.1 MB |                     |

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: If **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.

| clickfree<br>Step 2: Choose Where To Search  |                     |
|--|---------------------|
| Select the locations where Clickfree Backup will<br>Search entire computer<br>Skip TEMP directories<br>Skip Windows System folders | I search for files: |
| Search selected folders only   |                     |
| p-@r_ My Decements<br>⊕r_ 9 My Computer  | ( Dear Selection    |

#### **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.

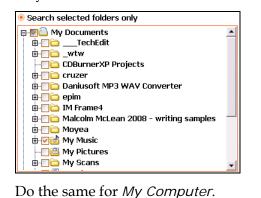
#### • To look only in certain folders:

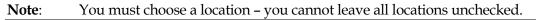
- Choose Search selected folders only Search selected folders only then select folders from *My Documents*. and *My Computer*.
  - To search the entire *My Documents* folder, make sure that the checkbox is checked **We My Documents**.
  - To see details of a folder under *My Documents*, click the + to 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*:





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 **We 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 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*:

| Search selected folders only                |   |
|---|---|
| ⊡   |   |
| 👜 🔲 🧰 💶 TechEdit                            |   |
|   |   |
|   |   |
| 🗄 🔲 🧰 cruzer                                |   |
| 🗄 🔲 🧰 Daniusoft MP3 WAV Converter           |   |
| 😟 🔲 🧰 epim                                  |   |
| 👜 🔲 🧰 IM Frame4                             |   |
| 🗄 🔲 🧰 Malcolm McLean 2008 - writing samples |   |
| 🖶 🔲 🧰 Moyea                                 |   |
| 🗄 🔽 📸 My Music                              |   |
|   |   |
| My Scans                                    | - |

- Do the same for *My Computer*.
- 10. When you have made your choices, click Next >.

| clickfree  |  |
|--|--|
| You're done!   |  |
| Backup settings saved. Your backup settings will take effect the next time you run a backup. |  |
|  |  |
| - Done   |  |

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:

|    | :lickfre                 |            |         | Step 2 of 3                                  |
|----|--------------------------|------------|---------|--|
| se | arching For F            | iles       |         |  |
| :\ | ish.ttu.edu\Eaton\2print |            |         |  |
| Ca | ategory                  | Found      | Saved   |  |
|    | Photos                   | 45 files   | 0 files |  |
| è  | Music                    | 2 files    | 0 files | NUMBER OF                                    |
| M  | E-mail Files             | 1 files    | 0 files |  |
| Ē. | Text Documents           | 215 files  | 0 files | Sign Up                                      |
| 1  | Spreadsheets             | 4 files    | 0 files | Clickfree Connected                          |
| 6  | Presentations            | 17 files   | 0 files | Newsletter                                   |
| 2  | Artwork and Drawings     | 526 files  | 0 files | Product News & Updates                       |
| B  | Videos                   | 5 files    | 0 files | Great Backup Tips<br>New Product Sneak Peeks |
| Ŀ  | Favorite Websites        | 0 sites    | 0 sites | and morel                                    |
| 1  | All Others               | 859 files  | 0 files | SIGN ME UP                                   |
|    |                          | 1674 files | 0 files | VACUUM NEWS                                  |

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:

|    | lickfree                  |            |           |  |
|----|---------------------------|------------|-----------|--|
|    |                           |            |           |  |
| :/ | Learning_and_Teaching.PDF | -          |           |  |
| Ca | ategory                   | Found      | Saved     |  |
|    | Photos                    | 328 files  | 1 files   |  |
| 2  | Music                     | 27 files   | 2 files   | WWWWWWWWW                                    |
| 9  | E-mail Files              | 1 files    | 0 files   |  |
| B  | Text Documents            | 2604 files | 107 files | Sign Up                                      |
| 1  | Spreadsheets              | 9 files    | 3 files   | Clickfree Connected                          |
| -  | Presentations             | 113 files  | 0 files   | Newsletter                                   |
| 2  | Artwork and Drawings      | 3887 files | 294 files | Product News & Updates                       |
| B  | Videos                    | 17 files   | 0 files   | Great Backup Tips<br>New Product Sneak Peeks |
| Ŀ  | Favorite Websites         | 23 sites   | 0 sites   | and morel                                    |
| 0  | All Others                | 2919 files | 187 files | SIGN ME UP                                   |
|    |                           | 9928 files | 594 files |  |

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

| Ba |                             |                        | iles 🛛 🖃 Photos |            |                      |
|----|-----------------------------|------------------------|-----------------|------------|----------------------|
| un | rent PC: IBMP4, Last Backup | : Oct. 8, 2009 9:37 AM | и 🗾             |            |                      |
| Ca | tegory                      | New                    | Total           | Space Used |                      |
|    | Photos                      | 162 files              | 163 files       | 9.0 MB     |                      |
| þ. | Music                       | 2 files                | 4 files         | 0.3 MB     |                      |
| 27 | E-mail Files                | 1.files                | 1 files         | 0.2 MB     |                      |
| ŋ. | Text Documents              | 1,273 files            | 1,386 files     | 638.5 MB   |                      |
| ŋ  | Spreadsheets                | 4 files                | 7 files         | 0.1 MB     |                      |
| ŋ  | Presentations               | 59 files               | 59 files        | 18.4 MB    | Backup Complete.     |
| ł. | Artwork and Drawings        | 1,368 files            | 1,662 files     | 374.1 MB   |                      |
| 3  | Videos                      | 11 files               | 11 files        | 11.5 MB    | Your files are safe! |
| h  | Favorite Websites           | 11 sites               | 11 sites        | 0.1 MB     |                      |
| 1  | All Others                  | 774 files              | 969 files       | 107.9 MB   |                      |
|    |                             | 3,665 files            | 4,273 files     | 1,168.1 MB |                      |

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:

| Search comple  | ete                     |                   |      |
|--|-------------------------|-------------------|------|
| Sorry, your Clickfree Backup does not hav<br>complete this backup.   | e enough space to       |                   |      |
| On the next page you will be able to modi<br>settings.<br>For example, if you would like to backup p<br>everything but the photo category. |                         |                   |      |
| Note: Once your backup fits, the "Start Bablue.  | ackup" button will turn |                   |      |
| OK   |                         |                   |      |
|  |                         |                   |      |
|  |                         | se content to re  | mov  |
|  |                         | se content to rea | mov  |
| Backup Summary Browne files Search files V   | Please choos            |                   | move |

| Click on category to select individual files | Selected Files | Size     | Indude |
|--|----------------|----------|--------|
| Photos (165)                                 | 165 files      | 3.7 MB   | ~      |
| Music (23)                                   | 23 files       | 73.2 MB  | *      |
| 🖂 E-mail Files (0)                           |                |          | 10     |
| Iext Documents (1,218)                       | 1,218 files    | 554.8 MB | ~      |
| Spreadsheets (2)                             | 2 files        | 0.1 MB   | *      |
| Presentations (54)                           | 54 files       | 14.4 MB  | ×      |
| Artwork and Drawings (2.240)                 | 2,240 files    | 191.7 MB | 4      |
| Videos (6)                                   | 6 files        | 0.3 MB   | *      |
| Favorite Websites (12)                       | 12 sites       | 0.1 MB   | 1      |
| All Others (712)                             | 712 files      | 104.9 MB | *      |
| Items to backup                              | 4,432 files    | 943.1 MB |        |
| Space available                              |                | 486.2 MB |        |
| Cancel                                       |                |          |        |

#### 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):

|   | Please choose content to remove |          |          |  |  |
|---|---------------------------------|----------|----------|--|--|
| lick on category to select individual files | Selected Files                  | Size     | Include  |  |  |
| Photos (165)                                | 118 files                       | 2.4 MB   | <i>¥</i> |  |  |
| Music (23)                                  | 23 files                        | 73.2 MB  | 1        |  |  |
| 🛛 E-mail Files (0)                          |                                 |          | 88       |  |  |
| Text Documents (1.218)                      | 1-C-1                           |          |          |  |  |
| Spreadsheets (2)                            | 2 files                         | 0.1 MB   | 1        |  |  |
| Presentations (54)                          | 54 files                        | 14.4 MB  |          |  |  |
| Artwork and Drawings (2,240)                | 2,240 files                     | 191.7 MB | 4        |  |  |
| Videos (6)                                  | 6 files                         | 0.3 MB   | ×        |  |  |
| Eavorite Websites (12)                      | 12 sites                        | 0.1 MB   | *        |  |  |
| All Others (712)                            | 712 files                       | 104.8 MB |          |  |  |

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.

|       |             | IBMP4, Last Backup: Oct. 8, 200 |                | e Quick Restore |                 |
|-------|-------------|---------------------------------|----------------|-----------------|-----------------|
| Categ | gory (Tot   | al Files)                       | Selected Files | Size            | Select Category |
| E P   | hotos (16   | 3)                              | 163 files      | 9.0 MB          | ~               |
| .♪ M  | tusic (4)   |                                 | 4 files        | 8.3 MB          |                 |
| E .   | -mail Files | (1)                             | 1 files        | 0.2 MB          | 1               |
| Te    | ext Docum   | nents (1,403)                   | 1,403 files    | 640.1 MB        | 4               |
| E 5   | preadshe    | ets (7)                         | 7 files        | 0.1 MB          | 1               |
| pr    | resentati   | ons (59)                        | 59 files       | 18.4 MB         | ×               |
| 🛋 A   | rtwork ar   | nd Drawings (1,662)             | 1,662 files    | 374.1 MB        | 4               |
| E vi  | ideos (11   | )                               | 11 files       | 11.5 MB         | 1               |
| E Fe  | avorite W   | ebsites (11)                    | 11 sites       | 0.1 MB          | ×               |
|       | Il Others   | (1,357)                         | 1,357 files    | 114.8 MB        | -               |
| Items | s to Rest   | ore                             | 4,678 files    | 1,176.6 MB      |                 |

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:

| Restore From: IBMP4, Last Backup: Oct. 8, 2009 1:41 PM |  |
|--|--|
|--|--|

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.

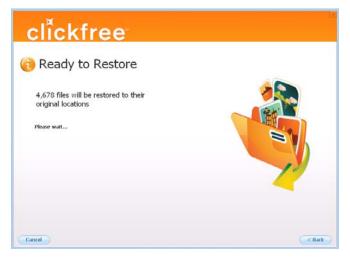
7. Click the arrow at the right of the *Restore From* box:

| Restore From: | IBMP4, Last Backup: Oct. 8, 2009 1:41 PM    |  |
|---------------|---|--|
|               | IBMP4, Last Backup: Oct. 8, 2009 1:41 PM    |  |
|               | JMA_DELL, Last Backup: Oct. 8, 2009 1:27 PM |  |

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

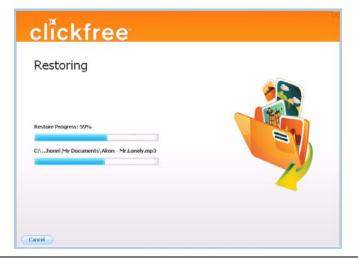
Copyright © 2009 Storage Appliance Corporation.

- 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 sa |                           |
|--|---------------------------|
|  | 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.

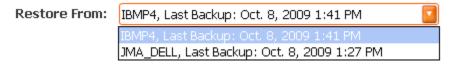
The *Restore* screen appears:

| The selected categories will be rest<br>Restore From: IBMP4, Last Backup: Oct. 9, |                | e Quick Restore |                |
|---|----------------|-----------------|----------------|
| Category (Total Files)  | Selected Files | Size            | Select Categor |
| E Photos (163)  | 163 files      | 9.0 MB          | ×              |
| Music (4)   | 4 files        | 8.3 MB          |                |
| 🖂 E-mail Files (1)  | 1 files        | 0.2 MB          | 9              |
| Text Documents (1,403)  | 1,403 files    | 640.1 MB        | 4              |
| Spreadsheets (7)  | 7 files        | 0.1 MB          | 1              |
| Presentations (59)  | 59 files       | 18.4 MB         | ×              |
| Artwork and Drawings (1,662)  | 1,662 files    | 374.1 MB        | 4              |
| Videos (11)   | 11 files       | 11.5 MB         | 1              |
| Favorite Websites (11)  | 11 sites       | 0.1 MB          | *              |
| All Others (1,357)  | 1,357 files    | 114.8 MB        |                |
| Items to Restore  | 4,678 files    | 1,176.6 MB      |                |

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 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.

| test | clickfree<br>ore Summary Drowse Files   Search Files               | View Photos    |                 |                |
|------|--|----------------|-----------------|----------------|
| Res  | store From: MA_DELL, Last Backup: Oct. 8, 20                       | 09 1:27 PM 🧧   | O Quick Restore | 2              |
|      | tegory (Total Files)<br>ck on category to select individual files) | Selected Files | Size            | Select Categor |
|      | Photos (5)   | S files        | 0.3 MB          | ×              |
| ¢    | Music (42)   | 42 files       | 52.6 MB         | *              |
|      | E-mail Files (1)   | 1 files        | 0.2 MB          | ×              |
| B    | Text Documents (5)   | 5 files        | 0.1 MB          | ~              |
| 67   | Spreadsheets (0)   |                |                 |                |
|      | Presentations (0)  |                | -               |                |
| 2    | Artwork and Drawings (137)   |                |                 |                |
| B    | videos (1)   | 1 files        | 0.1 MB          | ×              |
| h    | Favorite Websites (45)   |                |                 |                |
|      | All Others (30)  | 38 files       | 5.9 MB          | *              |
| Ite  | ms to Restore  | 92 files       | 59.2 MB         |                |

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.

| clickfree                                   | 12 |
|---|----|
| Restoring                                   |    |
|   | 2  |
| Restore Progress: 59%                       |    |
| C:\Jionri\My Documents\Akon - Mr.Lonely.mp3 |    |
|   |    |
|   |    |
| Cancel                                      |    |

**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 backedup 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

|     |                             | Files Search F         | iles 🔳 Photos |            |                     |
|-----|-----------------------------|------------------------|---------------|------------|---------------------|
| Cur | rent PC: 18MP4, Last Backup | : Oct. 8, 2009 9:37 AN | 4 🔛           |            |                     |
| Ca  | itegory                     | New                    | Total         | Space Used |                     |
|     | Photos                      | 162 files              | 163 files     | 9.0 MB     |                     |
| ₽   | Music                       | 2 files                | 4 files       | 8.3 MB     |                     |
| 2   | E-mail Files                | 1.files                | 1.files       | 0.2 MB     |                     |
|     | Text Documents              | 1,273 files            | 1,386 files   | 638.5 MB   |                     |
| 8   | Spreadsheets                | 4 files                | 7 files       | 0.1 MB     |                     |
| 1   | Presentations               | 59 files               | 59 files      | 18.4 MB    | Backup Complete     |
| s.  | Artwork and Drawings        | 1,360 files            | 1,662 files   | 374.1 MB   |                     |
|     | Videos                      | 11 files               | 11 files      | 11.5 MB    | Your files are safe |
| h   | Favorite Websites           | 11 sites               | 11 sites      | 0.1 MB     |                     |
| 0   | All Others                  | 774 files              | 969 files     | 107.9 MB   |                     |
|     |                             | 3,665 files            | 4,273 files   | 1,168.1 MB |                     |

#### • 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 <i>Photos,</i> follow "How do I view and use photos" on page 39 |
|-------|--|
| •     | Click the <i>Photos</i> 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 + □□□ 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

| tackup Summary Browse Files  | Search Files 🛛 🖬 Ph            | otos                |                        |       |         |   |
|--|--------------------------------|---------------------|------------------------|-------|---------|---|
| ment PC: IBMP4, Last Backup: Oct   | 8, 2009 1:41 PM                |                     |                        | View: | Details |   |
| Clickhee Backup  | Name                           | Type                | Date Modified          | Sige  |         |   |
| 🖞 😋 C  | 4111 - Zigov - Celine Dion.mp3 | Infan/view MP3 File | 14/04/2009 8:36:30 AM  | 3.11  | 3 KB    |   |
| Documents and Settings   | 1195506286246.pt               | IntariView GIF File | 07/11/2008 12:16:28 PM | 684   | KB      |   |
| D Co User  | 3 15tpsforwitinggreatHelpfiles | Foxit Reader Do     | 31/10/2008 1:17:54 PM  | 74 K  | B       |   |
| 🖻 🍅 My Documents   | 4 2d7rss.gl                    | Infan/View GIF File | 07/11/2008 12:17:54 PM | 196   | KB      |   |
| - jobHunt2009  | 496480tr694ing1.gt             | IntariView GIF File | 04/07/2008 3:39:56 PM  | 28 K  | 8       |   |
| - ini  | anf-designs tilez zip          | ZIP File            | 27/10/2008 11:29:34 AM | 9 K B | 1       |   |
| E Co cauter  | Becoming_Set/Sufficient1.pdf   | Foot Reader Do      | 29/04/2009 12 20:54 PM | 239   | KB      | - |
| EI Co IM Frame4  | Staincleaner.ipg               | Intar/View JPG File | 23/01/2009 6:11:06 AM  | 20 K  | 8       |   |
| E Malcolm McLean   | e brown htm                    | Firefox Document    | 17/06/2008 8:29:28 AM  | 22 K  | Ð       |   |
| E My Munic   | SearchSummary_finitBU          | InterView PNG F     | 21/08/2009 1:55:54 PM  | 32 K  | 8       |   |
| My Pictures  | CambridgeGrammar_chap1.pdf     | Foot Reader Do      | 04/07/2008 12:57:46 PM | 321   | KB      |   |
| E My Scana   | CambridgeGrammar, chap2.pdf    | Foot Reader Do      | 04/07/2008 12:58:08 PM | 231   | KB      |   |
| Lig PDL2g  | E checklog bt                  | Programmer's Fil    | 27/01/2009 7:02:40 AM  | 6 KB  | 1       |   |
| E capts  | Content-by-Cory-Doctorow.pdf   | Foot Reader Do      | 25/09/2008 6:50:10 AM  | 4.02  | 6 KB    |   |
| the second s | Same not given git             | Intari/iew GIF File | 07/11/2008 12:03:54 PM | 4 KB  | 201201  |   |
|  | debut ap                       | 21P File            | 13/06/2008 8:51:10 AM  | 366   | KB      |   |
|  | effortlessEnglish.pdf          | Foot Reader Do      | 22/05/2008 10:35:08 PM | 66 K  | Ð       |   |
|  | EmploymentResources.htm        | Firefox Document    | 12/06/2008 3:10:14 PM  | 54 K  | 8       |   |
|  | al lakiol zip                  | ZIP Fle             | 01/05/2001 6:15:30 PM  | 105   | KB      |   |
|  | BIFLAX. doc                    | Microsoft Word      | 27/07/2009 11:22:38 PM | 23 K  | 9       |   |
|  | 100                            |                     |                        |       | 2       |   |

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?

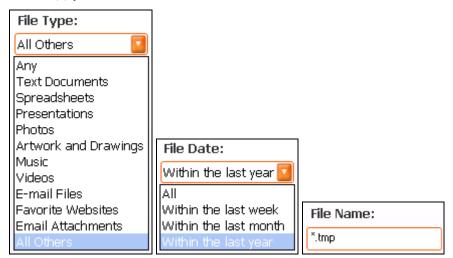
- 1. On the *Backup Summary* screen, in the *Current PC box*, select the name of the computer whose files you want to search for/browse for/view.
- 2. Do one of the following:
  - Click the name of a category other than *Photos*.
- **Note:** If the Category you click is *Photos*, follow "How do I view and use photos" on page 39
  - Click the Search Files tab

If you clicked the Search Files tab, the Search screen looks like this:

| clı́cl             | kfree                  |              |               |           |       |         | 1.1 |
|--------------------|------------------------|--------------|---------------|-----------|-------|---------|-----|
| Backup Summary     | Browse Files           | Search Files | H Photos      |           |       |         |     |
| Current PC: IBMP4, | Last Backup: Oct. 8, 2 | 2009 1:41 PM |               |           | View: | Details |     |
| • All Files        | Name                   | Type         | Date Modified | In Folder | Size  |         |     |
| O New Files        |                        |              |               |           |       |         |     |
|                    |                        |              |               |           |       |         |     |
| File Type:<br>Any  |                        |              |               |           |       |         |     |
| File Date:         |                        |              |               |           |       |         |     |
| All 1              | -                      |              |               |           |       |         |     |
| File Name;         |                        |              |               |           |       |         |     |
|                    |                        |              |               |           |       |         |     |
|                    |                        |              |               |           |       |         |     |
|                    |                        |              |               |           |       |         |     |
|                    |                        |              |               |           |       |         |     |
|                    |                        |              |               |           |       |         |     |
| Search             |                        |              |               |           |       |         |     |
|                    |                        |              |               |           |       |         | _   |
| (Options) (Rest    | ore/Transfer           |              |               |           |       | Close   |     |

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.

| Backup Summary               | kfree<br>travse ides                   | Search Files         | 🖬 Photos                                |  |             |   |
|------------------------------|--|----------------------|---|--|-------------|---|
| Current PC: EMP4             | Last Backup: Oct. 8, 2                 | 009 1:41 PM          |   | Vi   | ew: Details |   |
| • All Files                  | Name                                   | Type                 | Date Modified                           | In Folder                                    | Size        | - |
| O New Files                  | C ************************************ | TMP File             | 03/10/2009 9.34.22 AM                   | C:\Documents and Set                         | 42 KB       |   |
| O NEW FILES                  | -WRL0746.tmp                           | TMP File             | 02/10/2009 11:20:43                     | C:\Documents and Set                         |             |   |
|                              | 📑 "WRL0999.tmp                         | TMP File             | 02/10/2009 10:34:43                     | C:\Documents and Set                         |             |   |
| ile Type:                    | # "WRL1517.tmp                         | TMP File             | 02/10/2009 11:05:31                     | C:\Documents and Set                         |             |   |
| ul Others                    | "WRL2033.tmp<br>"WRL2511.tmp           | TMP File<br>TMP File | 02/10/2009 11:22:18 02/10/2009 10:58:17 | C:\Documents and Set<br>C:\Documents and Set |             |   |
|                              | WRL2747.tmp                            | TMP File             | 02/10/2009 11:28:36                     | C:Documents and Set                          |             |   |
| ile Date:                    | "WRL3014 tmp                           | TMP File             | 02/10/2009 11:03:02                     | C \Documents and Set                         |             |   |
| Vithin the last year 🚺       |  |                      |   |  |             |   |
| ile Name:                    |  |                      |   |  |             |   |
| lmp                          | ]                                      |                      |   |  |             |   |
| There were 8 files<br>found. |  |                      |   |  |             |   |
| Search                       |  |                      |   |  |             |   |

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:

| Backup Summary               | kfree<br>Browse Tiles            | Search Files                        | Photos         |       |  |       |             |   |
|------------------------------|----------------------------------|-------------------------------------|----------------|-------|--|-------|-------------|---|
| Current PC: IBMP4,           | Last Backup: Oct. 9, 2           | 009 1:41 PM                         |                |       |  | View: | Details     | 1 |
| All Files                    | Name                             | Type                                | Date Modified  |       | In Folder                                  | Size  | 2           | τ |
| O New Files                  | = "WRL0237.tmp                   | TMP File                            | 03/10/2009 9.3 |       | C:\Documents and Se                        |       |             |   |
|                              | 1 "WRL0746.tmp                   | TMP File                            | 02/10/2009 11  | 20.43 | C:\Documents and Se<br>C:\Documents and Se |       | KB<br>39 KD |   |
| le Type:                     | = -wHL0503.mp                    | Open<br>Open with                   |                | 531   | C. Documents and Se<br>C. Documents and Se |       |             |   |
|                              | 1 "WRIL2033.tmp                  | Dipen with<br>Restore file to yo    | A CORDUNE      | 218   | C:\Documents and Se                        |       |             |   |
| ny 🔛                         | 201 "WRL2511.tmp                 | Restore life to or                  |                | 8.17  | C.\Documents and Se                        |       |             |   |
| le Date:                     | 1 "WBL2747 tmp<br>1 "WBL3014 tmp | Delete selected 8 files from backup |                | 836   | C:\Documents and Se<br>C:\Documents and Se |       |             |   |
| Vithin the last year 🛄       |                                  | Properties                          |                |       |  |       |             | _ |
| ile Name:                    |                                  |                                     |                |       |  |       |             |   |
| tmp                          |                                  |                                     |                |       |  |       |             |   |
|                              |                                  |                                     |                |       |  |       |             |   |
| There were 8 files<br>found. |                                  |                                     |                |       |  |       |             |   |
| Search                       |                                  |                                     |                |       |  |       |             |   |

• *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:

|        | Computer Name:        | IBMP4             |           |           |
|--------|-----------------------|-------------------|-----------|-----------|
|        | Space Used:           | 1.1 GB            |           |           |
| Lan-   | Last Backup:          | Oct. 8, 2009 9:33 | 7 AM      |           |
| IBMP-4 | Change Backup Setting | rs )              |           | Remove PC |
|        | Use Factory Settings  |                   |           | Rename PC |
| i i i  | Device Usage          | Total Capaci      | ty: 297.9 | 68        |
|        |                       | Other (31.2 M     | Sin       |           |
|        |                       | 10MP4 (1.1 G      |           |           |
|        |                       | Choosed (294.4    | (40)      |           |
|        |                       |                   |           |           |
|        |                       |                   |           |           |

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*.

| clickfree<br>Welcome to Clickfree's impo | nt Music tool.                        |
|--|---------------------------------------|
| 75<br>                                   | the list below please connect it now. |
| Select iPhone/iPod to import from:       |                                       |
| Mahonri's IPod                           |                                       |
|  | <b>e</b>                              |
|  |                                       |
|  |                                       |
| Cancel                                   | 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.

| Junite de luite 🛛 🔥   | Name                 | Length | Artist         | Album         | Genre   | Comment   |
|-----------------------|----------------------|--------|----------------|---------------|---------|-----------|
| Mahonn's Pad (949)    | MAGIC STICK          | 03:33  | 50 CENT FT     |               | Rap/H   |           |
| THREE AVERAGES STOLEN | Bonita Applebum      | 03:21  | A Tribe Calle  | PpIsInstnctvT | Hip-Hop | Ripped by |
| 90's Music (226)      | 🕑 Buggin' Out        | 03:37  | A Tribe Calle  | The Low End   | Rap     | Ripped B  |
| iTrip Stations (5)    | Scenario             | 04:10  | A Tribe Calle  | The Low End   | Rap     |           |
| 0n-The-Go 1 (318)     | Akon - Mr.Lonely     | 03:57  | Akon           | Trouble       | RBB     |           |
| Purchased (112)       | The-Go 1 etto -21st  | 03:57  | Akon           | trouble @ 21  | R8B     | =- www.   |
| Top 25 Most Played (  | FALLIN (REMIX)       | 04:36  | Alicia KeyS    |               | Rap/R   |           |
|                       | The Bridge is Over   | 03:26  | BOP            |               | Hip-Hop |           |
|                       | 🕑 Warm It up Kane    | 04:13  | Big Daddy Kane | 25th Hour So  | Sound   |           |
|                       | Raw                  | 04:08  | Big Daddy Kane | Long Live Th  | Нір Нор |           |
|                       | AIN'T NO HALF ST     | 05:21  | BIG DADDY K    | Marley Marl's | Classi  |           |
|                       | 🗹 1 Get The Job Done | 05:30  | Big Daddy Kane |               |         |           |
|                       | Smooth Operator      | 04:41  | Big Daddy Kane |               |         |           |
|                       | Class of 87          | 03:22  | Big Daddy Ka   | The Piece M   | Rap/R   |           |
| 8                     | 4                    |        |                |               |         | F         |

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:

|  | Computer Name:       | 18MP4                |          |           |
|--|----------------------|----------------------|----------|-----------|
| Contract of  | Space Used:          | 1.3 68               |          |           |
| -  | Last Backup:         | Oct. 8, 2009 1:41 PM |          |           |
| IBM994   | Change Backup Settin | 05                   |          | Remove PC |
| Contra Co | Use Factory Settings |                      |          | Rename PC |
| 1  | - Device Usage       | Total Capacity:      | 297.9 68 |           |
| JMA_DELL   |                      | 00%wr (2%3 GB)       | 291.3 00 |           |
|  |                      | TEMPH (1.3 GB)       |          |           |
|  |                      | MA_DELL (59.4 MB)    |          |           |
|  |                      | - <del>7</del> 8 - 1 |          |           |

click Restore/Transfer.

| age Settings and PCs Import Music Too<br>Restore/Transfer | G Scheouler | Suppore | ovio backup | Restore/ mans |
|---|-------------|---------|-------------|---------------|
| Click this button to start restore.                       |             | 0       | Restore/1   | Iransfer      |
| Undo Restore  |             |         |             |               |
| Click this button to undo previous restor                 | e.          | 6       | Undo Re     | estore        |
|   |             |         |             |               |
|   |             |         |             |               |
|   |             |         |             |               |
|   |             |         |             |               |
|   |             |         |             |               |

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*:

| Inde:            | File Name   | Undo Status  |
|------------------|---|--|
| 1<br>2<br>3<br>4 | C:\Documents and Settings\user\My Documents\truzer(1) = 70gp<br>C:\Documents and Settings\user\My Documents\truzer(1) = ModeFault<br>C:\Documents and Settings\user\My Documents\My Music\Tunes\T<br>C:\Documents and Settings\user\My Documents\My Music\Unknown | Undo Successful!<br>Undo Successful!<br>Undo Successful!<br>Undo Successful! |
| ۱                |   | Þ  |

#### 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.

|  | X |
|--|---|
| Please enter the new name for this PC: |   |
| Current name: IBMP4                    |   |
| New name:                              |   |
| Save Cancel                            |   |

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.

| x   |
|---|
| Warning   |
| You have asked to permanently remove the data previously backed up from the selected PC.        |
| Before removing this data, please ensure that you have a copy of this data in another location. |
| Are you sure that you want to continue?   |
|   |
| Ves, I want to remove this data.  |
| Remove Cancel   |

- 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"<br/>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.

| ige Settings and PCS Import Music Tools Scheduler Support   | DVD Backup Restore/Tra |
|---|------------------------|
| lickfree Password   |                        |
| The Clickfree password will protect your backup from<br>unauthorized access.  | Enable Password        |
| ioftware Update   |                        |
| Update your Clickfree Backup software to the latest version.<br>Updating your software will not affect the files stored on your<br>Clickfree Backup device. | Update                 |
| Automatically check for software updates  |                        |
| anguage   |                        |
| Select which language you would like to use with Clickfree<br>Backup.   | English                |
| Naster Reset  |                        |
| WARNING: Master Reset will remove all data from your<br>Clickfree Backup device. Resetting your device will not<br>affect the files on your PC.             | Master Reset           |

- To enable password protection:
  - 1. Click Enable Password.

|                  | X         |
|------------------|-----------|
| New Password:    | •••••     |
| Retype Password: | •••••     |
| Hint:            | one-eight |
|                  |           |
|                  | Cancel    |

- 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.

| clickfree   |                         |
|---|-------------------------|
| Clickfree Password  | Dan Bactup Restores ina |
| The Clickfree password will protect your backup from<br>unauthorized access.  | Disable Password        |
| Software Update   |                         |
| Update your Clickfree Backup software to the latest version.<br>Updating your software will not affect the files stored on your<br>Clickfree Backup device. | Update                  |
| C Automatically check for software updates  |                         |
| Language  |                         |
| Select which language you would like to use with Clickfree<br>Backup.   | English 🚺               |
| Master Reset  |                         |
| WARNING: Master Reset will remove all data from your<br>Clickfree Backup device. Resetting your device will not<br>affect the files on your PC.             | Master Reset            |

To disable password protection:

Click Disable Password:

| Please enter password: | × |
|------------------------|---|
| OK Cancel              |   |

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.

| clic  | kfr           | 'e        | e             | ×                 |
|---|---------------|-----------|---------------|-------------------|
| If you have forgotten yo<br>erase all backed up data. |               |           |               | your device is to |
| Erase backed up d                                     | ata and re-en | able secu | rity          |                   |
| New password:   |               |           |               |                   |
| Retype password:                                      |               |           |               |                   |
| Hint:   |               |           |               |                   |
| Erase and Enab  | e security    | )         |               |                   |
| O Erase all backed up                                 | data but do   | not re-er | able security |                   |
| Erase   |               |           |               |                   |
|   |               |           |               | Cancel            |

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

| ♪ | All data on the Clickfree device will be lost!<br>Are you sure you want to reset the device? |
|---|--|
|   | Yes No   |

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:

| Downloading t   | he update  |
|---|--|
|   |  |
|   |  |
|   |  |
| Current version is 3. 9. 143. 0                                       | Detais >>  |
| Skin I  | Jodate   |
|   | accesse  |
|   | 1000 J   |
|   | ,  |
| Updat   |  |
|   |  |
| Updat   | ing:   |
| Updat<br>This process may tak   | ing:<br>e several minutes.<br>ur PC or unplug your Clickfree dev |
| Updat<br>This process may tak<br>IMPORTANT: Please do not turn off yo | ing:<br>e several minutes.<br>ur PC or unplug your Clickfree dev |

**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:

|         | Computer Name:       | IBMP4                                  |          |           |
|---------|----------------------|--|----------|-----------|
| 1       | Space Used:          | 1.3 GB                                 |          |           |
| -       | Last Backup:         | Oct. 8, 2009 1:41 PM                   |          |           |
| 180.9%4 | Change Backup Settin | Qs )                                   |          | Remove PC |
| Sec.    | Use Factory Settings |  |          | Rename PC |
| Sec.    | Device Usage         | Total Capacity:                        | 297.9 68 |           |
| MA_DELL |                      | Other (256.3 -GB)                      | 297.9 00 |           |
|         |                      | 10MP4(1.3 G0)                          |          |           |
|         |                      | MA_DELL (59.4 MD)<br>Unused (320.4 MD) |          |           |
|         |                      | and second second second               |          |           |

3. Click the *Scheduler* tab.

| istall Backup Schedu                        | ler  |             |                          |
|---|--|-------------|--------------------------|
| If the backup sched<br>install the backup s | uler was removed, click the<br>cheduler.   | s button to | Install Backup Scheduler |
| hange Backup Scheo                          | lule   |             |                          |
| backup. Default set                         | change the time and date o<br>ting is backup every 2 hou<br>lackup Scheduler is installe | rs.         | Change Backup Schedule   |
|   |  |             |                          |
|   |  |             |                          |

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:

| clickf                                     | ree <sup>∞</sup> |
|--|------------------|
| ✓ Enable Schedule<br>Run Application Every | 2 hours          |
| Cancel                                     | ОК               |

- 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:

| Backup Now                |  |
|---------------------------|--|
| Set interval<br>Uninstall |  |
| About<br>Exit             |  |

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:

| Backup Now                |
|---------------------------|
| Set interval<br>Uninstall |
| About<br>Exit             |

2. Click Uninstall.

The icon disappears, and reminders are disabled.

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

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## 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 predefined 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:

|              | ments                   | Add File Type     |
|--------------|-------------------------|-------------------|
| 🗉 🗹 Spread 💼 |                         | sove File Type    |
| Photos       |                         |                   |
| Artwor       | File Extension: *. book | <br>lit File Type |
| 🛛 🗹 Music    | the even solution       |                   |
| 🗄 🗹 Videos   |                         |                   |
| Financia     |                         |                   |
| E-mail F     | Save                    |                   |
| Other        | Save Califor            |                   |
| Dustom Ex    | tensions                |                   |

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

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

| tep 1: Choose File Types<br>Nect the file types that Clickfree Backup will backup |                  |
|---|------------------|
| er Text Documents   | Add File Type    |
| · Spreadsheets<br>· Presentations   | Remove File Type |
| Presentations   |                  |
| Artwork and Drawings  | Edit File Type   |
| Wusic   |                  |
| Videos  |                  |
| Enancial  |                  |
| For E-mail Files  |                  |
| V Other   |                  |
| Custom Extensions   |                  |
| BOOK - Adobe FrameMaker Book  |                  |
|   |                  |
| Ho BUUK - Adobe Framemaker Book   |                  |

- 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*:

| Select the file t   | ypes that Clickfree Backup will backup. |               |
|---|---|---------------|
| 🗉 🕑 Text Docu   | ments                                   | Add File Type |
| Presen     Photos     Artwor     Videos     Financi     Fanal     Favorit     Foronit     Protect | Pile Extension *, bk                    | lit File Type |
| Custom E  | Adobe FrameMaker Book                   |               |

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 -:

|  | es that Clickfree Backup will backup.                           |                  |
|--|---|------------------|
| II 🗹 Text Docum  | ents  | Add File Type    |
| Spreadsher     Presentatic   | 1. L  | Remove File Type |
| Photos     Artwork ar     Artwork ar     Music     Videos     Videos     Financial     F E-mail Files     Favorite W     Other | Are you sure that you want to delete<br>the selected extension? | Edit File Type   |
| E Custom Exte  | nsions<br>dobe FrameMaker Book                                  |                  |

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.

| est |  |                | Ouick Restore    |                 |
|-----|--|----------------|------------------|-----------------|
| Res | Nore From: JMA_DELL, Last Backup: Oct. 8, 20                       | 09 1:27 PM     | Advanced Restore | 2               |
|     | tegory (Total Files)<br>ck on category to select individual files) | Selected Files | Size             | Select Category |
| =   | Photos (5)   | S files        | 0.3 MB           | ~               |
| \$  | Music (42)   | 42 files       | 52.6 MB          | ×               |
|     | E-mail Files (1)   | 1 files        | 0.2 MB           | ¥               |
| B   | Text Documents (5)   | 5 files        | 0.1 MB           | -               |
| 8   | Spreadsheets (0)   |                |                  |                 |
| 8   | Presentations (0)  |                |                  |                 |
|     | Artwork and Drawings (137)   | 137 files      | 0.6 MB           | 2               |
|     | Videos (1)   | 1 files        | 0.1 MB           | 1               |
| h   | Favorite Websites (45)   | 45 sites       | 0.1 MB           | ~               |
| 0   | All Others (38)  | 30 files       | 5.9 MB           | ~               |
| Ite | ms to Restore  | 274 files      | 59.9 MB          |                 |

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.

| estore Summary     | Browse tiles Search Files        |                 |                       |                      |          |  |
|--------------------|----------------------------------|-----------------|-----------------------|----------------------|----------|--|
|                    | Browse Elles Search Files        | View Photos     |                       |                      |          |  |
|                    |                                  |                 |                       |                      |          |  |
| Restore From: 18M  | 4P4, Last Backup: Oct. 8, 2009 1 | :41 PM          |                       |                      |          |  |
|                    |                                  |                 | 11111                 |                      |          |  |
| File Type:         | Name                             | Type            | Date Modified         | In Folder            | Size     |  |
| Presentations      | GABRIEL_GARCIA_M                 | Microsoft Power | 13/02/2009 11:00:12   | C:\Documents and Set | 3.495 KB |  |
| T Postal Report Po | Passive Voice.ppt                | Microsoft Power | 21/08/2008 4:45:38 PM | C:\Documents and Set | 82 KB    |  |
| File Date:         | Classroom-Based Asse             | Microsoft Power | 18/11/2008 9.32 14 PM | C-/Documents and Set | 290 KB   |  |
| All                | Classroom Based Asse             | Microsoft Power | 19/11/2008 3:24:58 PM | C:\Documents and Set | 97 KB    |  |
| Ma                 | Classroom-Based Asse             | Microsoft Power | 18/11/2008 10:21:54   | C:\Documents and Set | 145 KB   |  |
| File Name:         | Class_1_intro_to_Desi            | Microsoft Power | 18/01/2009 3:12:38 PM | C \Documents and Set | 120 KB   |  |
| ine runne.         | Class_2_Tools_ol_Org.            | Microsoft Power | 18/01/2009 3:12:00 PM | C:\Documents and Set | 57 KB    |  |
|                    | Class_5_Using_Graphi             | Microsoft Power | 18/01/2009 3 12:28 PM | C:\Documents and Set | 981 KB   |  |
|                    | Class_1_Intro_to_Desi            | Microsoft Power | 18/01/2009 3:12:38 PM | C.\Documents and Set | 120 KB   |  |
| There were 59      | Class_2_Tools_ol_Org             | Microsoft Power | 18/01/2009 3:12:00 PM | C:\Documents and Set | 57 KB    |  |
| files found.       | Class_5_Using_Graphi             | Microsoft Power | 18/01/2009 3:12:28 PM | C:\Documents and Set | 581 KB   |  |
| mes round.         | Graphic Elements Lect            | Microsoft Power | 18/01/2009 3:14:52 PM | C.\Documents and Set | 120 KB   |  |
|                    | Sp_2005_Class_4_Usi              | Microsoft Power | 18/01/2009 312 14 PM  | C \Documents and Set | 84 KB    |  |
| Search             | Graphic Elements Lect            | Microsoft Power | 18/01/2009 3:14:52 PM | C:\Documents and Set | 120 KB   |  |
|                    | Class_4_Usi                      | Microsoft Power | 18/01/2009 3:12:14 PM | C:\Documents and Set | 94 KB    |  |
|                    | TC333 Pres.ppt                   | Microsoft Power | 18/01/2009 3 15:06 PM | C \Documents and Set | 1,091 KB |  |
| Select All         | Boettger_presentation            |                 | 29/03/2009 9:23:12 AM | C:\Documents and Set | 191 KB   |  |
| (2)(2) Select Hill | Comprehensive Editing            | Microsoft Power | 14/04/2009 4:02:36 PM | C:\Documents and Set | 59 KB    |  |
|                    | Diagnostic Test Answ             | Microsoft Power | 29/03/2009 9 06 58 AM | C \Documents and Set | 60 KB    |  |
| Clear All          | Grammar Review 2009              | Microsoft Power | 29/03/2009 9:09:50 AM | C:\Documents and Set | 230 KB   |  |
| Cicar All          | Last Copyeding Issue             | Microsoft Power | 29/03/2009 9:23:18 AM | C:\Documents and Set | 49 KB    |  |

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 + □□□ClickFree Backup to expand the view.

|                                    | sarch Files View Photos        |                  |                        |        |
|------------------------------------|--------------------------------|------------------|------------------------|--------|
|                                    |                                |                  |                        |        |
| estore From: IBMP4, Last Backup: ( | Oct. 8, 2009 1:41 PM           |                  |                        |        |
| Elickfree Backup                   | Name                           | Type             | Date Modified          | Size   |
| 0 🖉 🗀 C                            | add4/mbDescr.fsl               | FSL File         | 19/07/2005 2:08:26 PM  | 20 KB  |
| Documents and Setting              | Sadd/iewNameToRelations.tsl    | FSL File         | 10/01/2006 1:50:16 PM  | 9 KB   |
| 🗈 🗑 🦲 scripts                      | add_std_describi               | FSL File         | 19/07/2005 2:07:08 PM  | 7 KB   |
| misc                               | C all all able audit fol       | FSL File         | 12/01/2007 & 39:26 PM  | 17 KB  |
| E awk                              | 🔽 🚍 attribute_mapping.ftll     | FSL File         | 24/10/2005 11:27:56 AM | 7 KB   |
| B-Ca bet                           | 🗹 🖬 alt parastyle audit.tsl    | FSL File         | 19/07/2005 4:05:26 PM  | 12KB   |
| - Dia bak                          | DiankDesct_audit fsl           | FSL File         | 19/07/2005 4:07:26 PM  | 4 KB   |
| Dialockdes                         | Chr. apital                    | FSL File         | 19/07/2005 2:23:24 PM  | 12 KB  |
|                                    | 🕝 🚍 classname_mapping.fsl      | FSL File         | 24/10/2005 11:28:36 AM | 11 KB  |
|                                    | CreatePersonaDictionary.fsl    | FSL File         | 19/07/2005 4:09:36 PM  | 5KB    |
| demte of                           | e lebug tot                    | Programmer's Fil | 26/02/2007 3:23:34 PM  | 600 KB |
| B Con atter                        | 🕑 🚍 deleteCommonAttributes.fsl | FSL File         | 16/03/2006 12:33:24 PM | 5KB    |
| CoManage Cor                       | 🗹 🖬 deleteCommonAltributes_Ty  | FSL File         | 27/11/2006 11:45:02 AM | 5 KB   |
| B-CCC CPC42                        | getCommonDesct.fsl             | FSL File         | 29/11/2005 2:38:42 PM  | BKB    |
| doc audit                          | 🕝 🚍 incertDeltaTable.fsl       | FSL File         | 18/07/2006 1:24:10 PM  | 7 KB   |
| - Do hagnents                      | CommonDescr.Isl                | FSL File         | 29/11/2005 3.29.46 PM  | SKB    |
| B Co message                       | 🗹 🖬 sontAthibTable_info.fsl    | FSL File         | 12/01/2007 6:28:20 PM  | 9 KB   |
| - nelease notes                    | Istohie ede TdittAtebou 🗐 🔽    | FSL File         | 12/01/2007 6:35:46 PM  | 04 KB  |

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.

|                            |                          |                 | DE            |           |      |
|----------------------------|--------------------------|-----------------|---------------|-----------|------|
| Restore From:              | IBMP4, Last Backup: Oct. | 8, 2009 1:41 PM |               |           |      |
| File Type:                 | Name                     | Type            | Date Modified | In Folder | Size |
| Any                        |                          |                 |               |           |      |
| File Date:                 |                          |                 |               |           |      |
| All                        |                          |                 |               |           |      |
| File Name:                 |                          |                 |               |           |      |
| There were 0 fil<br>found. | es                       |                 |               |           |      |
| Search                     |                          |                 |               |           |      |
| Select All                 |                          |                 |               |           |      |
| Clear All                  |                          |                 |               |           |      |

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

| File Type:  |   |                     |
|---|---|---------------------|
| Any 🔽<br>Any  |   |                     |
| Text Documents<br>Spreadsheets<br>Presentations<br>Photos |   | -                   |
| Artwork and Drawings<br>Music<br>Videos<br>E-mail Files   | File Date:<br>Within the last year 🔽<br>All                           |                     |
| Favorite Websites<br>Email Attachments<br>All Others      | Within the last week<br>Within the last month<br>Within the last year | File Name:<br>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.

| estore Summary B   | rowse Elles Search Files        | View Photos      |                       |                      |        |
|--|---------------------------------|------------------|-----------------------|----------------------|--------|
| Restore From: IBM  | 94, Last Backup: Oct. 8, 2009 1 | :41 PM           |                       |                      |        |
| File Type:   | Name                            | Туре             | Date Modified         | In Folder            | Size   |
| Any  | Brown Classroom-Bas             | Microsoft Word   | 15/11/2008 11:13:04   | C.\Documents and Set | 70 KB  |
| and n  | Classroom-Based Asse            | Microsoft Power  | 18/11/2008 9:32:14 PM | C \Documents and Set | 290 KB |
| File Date:   | Classroom-Based Asse            | Microsoft Power  | 19/11/2008 3:24:58 PM | C:\Documents and Set | 97 KB  |
| Within the last year   | Classroom Based Asse            | Microsoft Power  | 18/11/2008 10:21:54   | C:\Documents and Set | 145 KB |
| within the last year   | Class_1_Infro_to_Desi           | Microsoft Power  | 18/01/2009 312:38 PM  | C:\Documents and Set | 120 KB |
| file Name:   | Class 2 Tools of Org.           | Microsoft Power  | 18/01/2009 312:00 PM  | C \Documents and Set | 57 KB  |
| and the second | Class_3_Typography.pdf          | Fost Reader Do   | 18/01/2009 312:08 PM  | C:\Documents and Set | 158 KB |
| class  | Class_5_Using_Graphi            | Microsoft Power  | 18/01/2009 312:28 PM  | C:\Documents and Set | 961 KB |
|  | Class_1_Intro_to_Desi           | Microsoft Power  | 18/01/2009 3 12:38 PM | C:\Documents and Set | 120 KB |
| There were 17  | Class_2_Tools_of_Org            | Microsoft Power  | 18/01/2009 312:00 PM  | C\Documents and Set  | 57 KB  |
| files found.   | Class_3_Typography.pdf          | Foxt Reader Do   | 18/01/2009 312:08 PM  | C:\Documents and Set | 158 KB |
| nes rouna.   | Class_5_Using_Graphi            | Microsoft Power  | 18/01/2009 3 12:28 PM | C:\Documents and Set | 981 KB |
|  | Sp_2005_Class_4_Usi             | Microsoft Power  | 18/01/2009 312 14 PM  | C \Documents and Set | 84 KB  |
| Search   | 5p 2005 Class 4 Usi             | Microsoft Power  | 18/01/2009 312:14 PM  | C:\Documents and Set | 84 KB  |
|  | Classifying editorial tas       | Firefox Document | 29/03/2009 7:14:46 PM | C:\Documents and Set | 32 KB  |
|  | Classes Hml                     | Firefox Document | 09/01/2009 3 44 24 PM | C \Documents and Set | 8 KB   |
| Select All   | 1530Class.dll                   | Application Exte | 21/01/2009 12:10:12   | C:\Documents and Set | 204 KB |
| 1000 - 11 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -  |                                 |                  |                       |                      |        |

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.

| clic            | kfree  |                      |
|-----------------|--|----------------------|
|                 | Location to Restore Files                                  |                      |
| Select          | Location to Restore Files                                  |                      |
| O Clickfree wi  | automatically restore my files to their original locations |                      |
| • I will choose | e a specific location to restore my files to               |                      |
| Si C:           | 18,536M8 free  | <u>^</u>             |
| Si te:          | 28,058MB free  |                      |
| See F:          | 10,179MB free  |                      |
| 🧊 G:            | 97,667MB free  |                      |
| Ser H:          | 94,241MB free  |                      |
| Please selec    | t the location to restore files to:                        |                      |
| Your files w    | ill be restored to: C:\Clickfree restored files\IBMP4      | Choose location      |
| This restore    | will require 1 MB of free space.                           |                      |
|                 |  |                      |
| Cancel          |  | C Rack Start Restore |

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.

| elect Leasting to Postora Fil                                     |  |
|---|--|
| Browse For Folder   | 22   |
| Clickfree will aut  |  |
| I will choose a st  | 1.000  |
| Config.Msi  | <u> </u>   |
| C: 18,5 B Cocuments and Settings                                  |  |
| E: 28,0     B   |  |
| F: 10,1 * Program Files   |  |
| 🥪 G: 97,6 🔋 🦕 share   |  |
| S → RAK   |  |
|   | ×  |
| Please select the Make New Folder                                 | OK Cancel  |
| Your files will be restored to: C:\Clickfree restored files\IBMP4 | Choose location  |
| This restore will require 1 MB of free space.                     | Contraction of the second seco |

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

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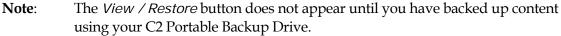
# Backing up my content (DVD)

#### 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:





#### 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.

| earch Summary Browse Files Search Files | Choose Disc Type DVD      |           |          |
|---|---------------------------|-----------|----------|
| Click below to select individual files  | Selected Files            | Size      | Include  |
| D Photos                                | 0 files                   | 0 MB      |          |
| 🔢 Music                                 | O files                   | 0 MB      |          |
| 📮 E-mail Files                          | O files                   | 0 MB      |          |
| Text Documents                          | 469 files                 | 313 MB    | <b>~</b> |
| Spreadsheets                            | O files                   | 0 MB      |          |
| D Presentations                         | O files                   | 0 MB      |          |
| Artwork and Drawings                    | 0 files                   | 0 MB      |          |
| 📑 Videos                                | 0 files                   | 0 MB      |          |
| 🛐 Favorite Websites                     | 0 files                   | 0 MB      |          |
| 🖸 Other                                 | 1325 items                | 319 MB    | <b>Z</b> |
|   | 1794 items                | 632 MB    |          |
| Only backup files that are new or have  | changed since last backup | Discs red | uired: 1 |

• 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.

| dkup Summary Browse Files Search | Tiles            |           |            |               |
|----------------------------------|------------------|-----------|------------|---------------|
| 🗹 Backup complete. Y             | our files are sa | fe!       |            | Got           |
| Categories                       | New              | Total     | Space Used | Questions     |
| 🖸 Photos                         | 228 files        | 228 files | 296.0 MB   | Click here to |
| J2 Music                         | 1.files          | 1.fles    | 0.1 MB     | find out      |
| 🚨 E-mail Files                   | 0 files          | 0 files   | 0.0 MB     | more about    |
| Text Documents                   | 0 files          | O files   | 0.0 MB     | Clickfree™    |
| Spreadsheets                     | 1.files          | 1.files   | 0.1 MB     | automatic     |
| Presentations                    | 21 files         | 21 files  | 4.8 MB     |               |
| Artwork and Drawings             | 714 files        | 714 files | 31.5 MB    | backup        |
| Videos                           | 30 files         | 30 files  | 11.5 MB    | A.            |
| 💁 Favorite Websites              | 0 sites          | 0 sites   | 0.0 MB     | (7)           |
| All Others                       | 0 files          | 0 files   | 0.0 MB     |               |
|                                  | 995 files        | 995 files | 344.0 MB   |               |

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 **Hermitic**. 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.

| Step 2: Choose File Loca  | tions |                  |
|---|-------|------------------|
| Select the locations where Clickfree  |       | for files:       |
| <ul> <li>Search entire computer</li> <li>Skip TEMP directories</li> <li>Skip Windows System folder</li> </ul> |       |                  |
| Search selected folders only  |       |                  |
| er 💼 My Documents<br>Bi 🔤 📱 My Computer   |       | Clear Selections |
|   |       |                  |

#### **CHOOSING LOCATIONS TO SEARCH FOR CONTENT – REQUIRED**

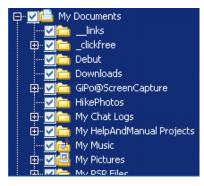
- 6. Choose where you want Clickfree to search for the categories you chose earlier Clickfree can either:
  - look through your entire computer (the default setting) or
  - look only in certain folders
- To look through the entire computer:
  - Choose Search the entire computer
     Search entire computer

**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.

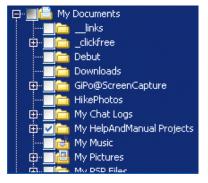
#### • To look only in certain folders:

- 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 **P 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 >.

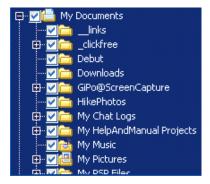


#### CHOOSING COMPLETE FOLDERS TO BE BACKED UP - OPTIONAL

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 **P 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 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*:

| . 🕀 · 🗾 🚞 | My Documents                |
|-----------|-----------------------------|
|           | 🛅 _links                    |
| 🔁 - 🔁 -   | 🛅 _clickfree                |
|           | 🚞 Debut                     |
|           | 🛅 Downloads                 |
| 🕀 💽       | 🚞 GiPo@ScreenCapture        |
|           | 🚞 HikePhotos                |
| 🕀 💽       | 🛅 My Chat Logs              |
| 🕀 💽       | 🚞 My HelpAndManual Projects |
|           | 📸 My Music                  |
| 🕀 💽       | 📇 My Pictures               |
| · · · ·   | 🚬 Mu DED Eilog              |

- Do the same for *My Computer*.
- 9. When you have made your choices, click Next >.

| lickfree  |  |
|---|--|
| You're done!  |  |
| Backup settings saved. Yo<br>time you run a backup. | ur backup settings will take effect the next |
|   |  |
|   | 8  |
|   |  |

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

| earch Summary Browse Files Search Files |                           | Choose Disc 1 | Abe DAD  |    |
|---|---------------------------|---------------|----------|----|
| Click below to select individual files  | Selected Files            | Size          | Indu     | de |
| D Photos                                | 0 files                   | 0 MB          |          |    |
| 😥 Music                                 | 0 files                   | 0 MB          |          |    |
| E-mail Files                            | 0 files                   | 0 MB          |          |    |
| Text Documents                          | 469 files                 | 313 MB        | -        |    |
| Spreadsheets                            | O files                   | 0 MB          |          |    |
| V Presentations                         | 0 files                   | 0 MB          |          |    |
| Artwork and Drawings                    | 0 files                   | 0 MB          |          |    |
| 🖬 Videos                                | 0 files                   | 0 MB          |          |    |
| Favorite Websites                       | 0 files                   | 0 MB          |          |    |
| 💆 Other                                 | 1325 items                | 319 MB        | <b>Z</b> |    |
|   | 1794 items                | 632 MB        |          |    |
| Only backup files that are new or have  | changed since last backup | Discs rec     | uired:   | 1  |

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:

| ckup Summary Browse Files Search | h Files          |           |            |               |
|----------------------------------|------------------|-----------|------------|---------------|
| 🗹 Backup complete. Y             | our files are sa | fel       |            | Got           |
| Categories                       | New              | Total     | Space Used | Questions     |
| D Photos                         | 228 files        | 228 files | 296.0 MB   | Click here to |
| Music                            | 1 files          | 1.files   | 0.1 MB     | find out      |
| E-mail Files                     | 0 files          | 0 files   | 0.0 MB     | more about    |
| Text Documents                   | 0 files          | O files   | 0.0 MB     | Clickfree™    |
| Spreadsheets                     | 1.files          | 1_files   | 0.1 MB     | automatic     |
| V Presentations                  | 21 files         | 21 files  | 4.8 MB     |               |
| Artwork and Drawings             | 714 files        | 714 files | 31.5 MB    | backup        |
| Videos                           | 30 files         | 30 files  | 11.5 MB    |               |
| Favorite Websites                | 0 sites          | 0 sites   | 0.0 MB     | (7)           |
| 🖸 All Others                     | 0 files          | 0 files   | 0.0 MB     |               |
|                                  | 995 files        | 995 files | 344.0 MB   |               |

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.

| Restore From: WORDS-668421577 🔽 |                |          | Advanced        |
|---------------------------------|----------------|----------|-----------------|
| Category (Total Files)          | Selected Files | Size     | Select Category |
| Photos (228)                    | 228 files      | 296.0 MB |                 |
| Music (1)                       | 1 files        | 0.1 MB   | 2               |
| 🛎 E-mail Files (0)              | 0 files        | 0.0 MB   |                 |
| Text Documents (0)              | 0 files        | 0.0 MB   |                 |
| Spreadsheets (1)                | 1 files        | 0.1 MB   | <b>2</b>        |
| Presentations (21)              | 21 files       | 4.8 MB   | <b>Z</b>        |
| Artwork and Drawings (714)      | 714 files      | 31.5 MB  | <b>1</b>        |
| Videos (30)                     | 30 files       | 11.5 MB  | 2               |
| Favorite Websites (0)           | 0 sites        | 0.0 MB   |                 |
| All Others (0)                  | 0 files        | 0.0 MB   |                 |
| Items to Restore                | 995 files      | 344.0 MB |                 |

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

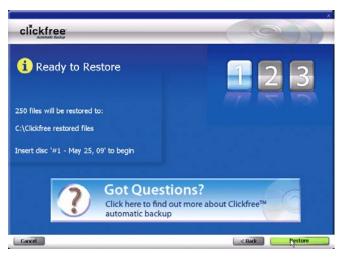
If your C2 Portable Backup Drive was used to back up the computer that you are using, the *Restore From* box by default contains the name of this computer, and, unless you change it, the content to be restored will come from this computer.

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:

| ile with the same | name already exists in this folder.   |
|-------------------|---|
| sting file:       |   |
| 2.00              | 1195506286246.gif   |
| 1440              | C:\!!from cruzer\1195506286246.gif  |
| Care of Street    | 603.1 KD  |
|                   | Date modified: 11/7/2008 at 1:16:28 PM  |
|                   | C:\!Ifrom cruzer\1195506286246.gf<br>603.1 KB<br>Date modified: 11/7/2008 at 1:16:28 PM |
| Skip              | <br>Do not restore this file  |
| Replace           | Replace 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:

| Restore From: WORDS-668421577 💌 |                |          | Advanced        |
|---------------------------------|----------------|----------|-----------------|
| Category (Total Files)          | Selected Files | Size     | Select Category |
| D Photos (228)                  | 228 files      | 296.0 MB | <b>v</b>        |
| Music (1)                       | 1 files        | 0.1 MB   |                 |
| 📕 E-mail Files (0)              | 0 files        | 0.0 MB   |                 |
| 🔽 Text Documents (0)            | 0 files        | 0.0 MB   | -               |
| 📕 Spreadsheets (1)              | 1 files        | 0.1 MB   | <b>_</b>        |
| Dresentations (21)              | 21 files       | 4.8 MB   | <b>Z</b>        |
| S Artwork and Drawings (714)    | 714 files      | 31.5 MB  | <b>1</b> ,4     |
| 📑 Videos (30)                   | 30 files       | 11.5 MB  | 2               |
| 🛐 Favorite Websites (0)         | 0 sites        | 0.0 MB   |                 |
| 🔽 All Others (0)                | 0 files        | 0.0 MB   |                 |
| Items to Restore                | 995 files      | 344.0 MB |                 |

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: | AMD 2000 🔽                         |
|---------------|------------------------------------|
|               | A20M<br>AMD2000<br>W0RDS-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**

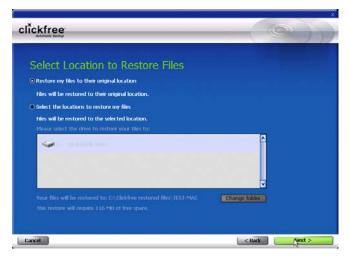
6. Note that all of the categories that contain files (with the number of files in parentheses after the category name) have the checkboxes checked in the Select Category column.

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

| Restore From: WORDS-668421577 |                |          | Advanced        |
|-------------------------------|----------------|----------|-----------------|
| Category (Total Files)        | Selected Files | Size     | Select Category |
| D Photos (228)                | 228 files      | 296.0 MB | <b>V</b>        |
| Music (1)                     | 1 files        | 0.1 MB   | <b>~</b>        |
| 📕 E-mail Files (0)            | 0 files        | 0.0 MB   |                 |
| 🔽 Text Documents (0)          | 0 files        | 0.0 MB   |                 |
| 📕 Spreadsheets (1)            | 1 files        | 0.1 MB   | <u>~</u>        |
| Presentations (21)            | 21 files       | 4.8 MB   | <b>Z</b>        |
| Artwork and Drawings (714)    | 714 files      | 31.5 MB  |                 |
| 🖬 Videos (30)                 | 30 files       | 11.5 MB  |                 |
| 🛐 Favorite Websites (0)       | 0 sites        | 0.0 MB   |                 |
| 🔽 All Others (0)              | 0 files        | 0.0 MB   | •               |
| Items to Restore              | 995 files      | 344.0 MB |                 |

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.

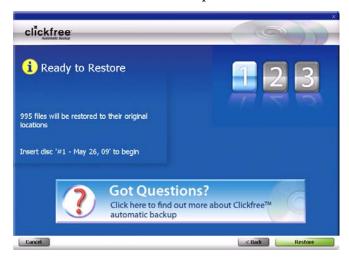
7. Click Next >.



#### **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:

| isting file:   | e name already exists in this folder.              |   |
|----------------|--|---|
| 2.6            | 1195506286246.gif                                  |   |
| 640            | C:\!!from cruzer\1195506286246.gif                 |   |
| 2 A A          | 603.1 KD   |   |
| Hard La        | Date modified: 11/7/2008 at 1:16:28 PM             |   |
| e from backup: |  |   |
| i R            | 1195506286246.gif                                  |   |
| ALC: NO        | C:\!!from cruzer\1195506286246.gif<br>603.1 KB     |   |
|                | Date modified: 11/7/2008 at 1:16:28 PM             |   |
| <b>S</b> 11    |  |   |
| di -           |  |   |
| Skip           | Do not restore this file                           | 4 |
| Replace        | Replace 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 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:

| her                       |   |                               |   |
|---------------------------|---|-------------------------------|---|
| ne following 9            | 95 file(s) have not been resto                                | red.                          |   |
| fe Name                   | In Folder   | Details                       | - |
| 1195506296                | C:\!!from cruzer  | File Restore slipped by user. |   |
| 2iR7rsx.gf                | C:\Ilfrom cruzer  | File Restore slipped by user. |   |
| 4964809t69                | C:\IIfrom cruzer  | File Restore skipped by user. |   |
| Damn-not-gi               | C:\!!from cruzer  | File Restore skipped by user. |   |
| MrTdances.gl              | C:\Ilfrom cruzer  | File Restore slipped by user. |   |
| NEWI Ibg                  | Ct\liftom cruzer  | File Restore skipped by user. |   |
| penguinSlap.gif           |   | File Restore slipped by user. |   |
| DefaultSoun               | Ci\IIfrom cruzer\epim   | File Restore slipped by user. |   |
| mg017.bmp                 | C:\IIfrom cruzer\epim\Temp                                    | File Restore skipped by user. |   |
| img023.bmp                | C:\!!from cruzer\epim\Temp                                    | File Restore slipped by user. |   |
|                           |   | File Restore skipped by user. |   |
| inulishukBook             | C:\IIfrom cruzer\inukshuksBook                                | File Restore skipped by user. |   |
| ng(128.bmp<br>nulshukBook | Cillifrom cruzer (npm)Temp<br>Cillifrom cruzer (inukshuksBook |                               |   |

#### 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.

| Restore Complete                             |   |
|--|---|
| $\checkmark$                                 | Your files have been restored to their<br>original locations. |
| Exceptions                                   | Click here to Undo the most recent file.<br>restore           |
| Got Que<br>Click here to fi<br>automatic bac | ind out more about Clickfree™                                 |

#### • 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

| Welcome               |   |
|-----------------------|---|
| Starting backup in 22 |   |
|                       |   |
|                       | Clickfree Backup will<br>automatically search for and |
|                       | backup your files in three easy<br>steps              |
|                       |   |

• To browse and search for files, or view photos:

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

| Restore From: WORDS-668421577 🔽 |                |          | Advanced        |
|---------------------------------|----------------|----------|-----------------|
| Category (Total Files)          | Selected Files | Size     | Select Category |
| D Photos (228)                  | 228 files      | 296.0 MB | <b>v</b>        |
| Music (1)                       | 1 files        | 0.1 MB   | <b>~</b>        |
| 📕 E-mail Files (0)              | 0 files        | 0.0 MB   |                 |
| Text Documents (0)              | 0 files        | 0.0 MB   |                 |
| Spreadsheets (1)                | 1 files        | 0.1 MB   | <b>~</b>        |
| Presentations (21)              | 21 files       | 4.8 MB   |                 |
| Artwork and Drawings (714)      | 714 files      | 31.5 MB  | 5               |
| 🖬 Videos (30)                   | 30 files       | 11.5 MB  | <b>1410</b>     |
| 🛐 Favorite Websites (0)         | 0 sites        | 0.0 MB   |                 |
| D All Others (0)                | 0 files        | 0.0 MB   |                 |
| Items to Restore                | 995 files      | 344.0 MB |                 |

- 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:

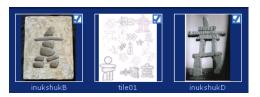
- Print them on your own printer
- Share them on Facebook or Myspace
- Email them (if you use Outlook or Outlook Express for your email)

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:

| Ele Ed            | t Yow     | Insert   | Format | Tools | Actions | Help |     |          |    |
|-------------------|-----------|----------|--------|-------|---------|------|-----|----------|----|
| Gid Send          |           | X Ro     | 12     |       | 11 2.   | 1 +  | ٣   | Digtions |    |
|                   | -         |          |        |       | 1.4     | A B  | 1 5 | () 新春日   | 13 |
| O This me         | ssage has | not been | unt.   |       |         |      |     |          |    |
|                   | -         |          |        |       |         |      |     |          | _  |
| To <sub>4**</sub> | 1         |          |        |       |         |      |     |          |    |
| <u>ç</u> c        | -         |          |        |       |         |      |     |          |    |
| gcc               | -         |          |        |       |         |      |     |          | _  |
| Subject:          | Files     |          |        |       |         |      |     |          | _  |
| santer            |           |          |        |       |         |      |     |          |    |

3. Address and send the message as you would normally do.

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## • 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:

| File Type:  |   |            |
|---|---|------------|
| Photos 🔽  |   |            |
| Any<br>Text Documents<br>Spreadsheets<br>Presentations    |   |            |
| Photos  | File Date:  |            |
| Artwork and Drawings<br>Music                             | Within the last year 🔽<br>All   |            |
| Videos<br>E-mail Files<br>Favorite Websites<br>All Others | Within the last week<br>Within the last month<br>Within the last year | File Name: |

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.

| earch Summary Brows   | e Files Search Files   |              |                       |                        |          |  |
|---|------------------------|--------------|-----------------------|------------------------|----------|--|
| Langer and  | Nime                   | Type         | Date Modified         | In Folder              | 5120     |  |
| 1le Type:   | 🗹 🌺 nukshukBook0       | InfanWew J   | 11/22/2008 8:51:08 PM | C:\Ilfrom cruzer\inuks | 3,504 KB |  |
| Photos 🗖  | 🗹 🌺 inukshukBook0      | Infaniliew 3 | 11/22/2008 9:47:16 PM | C:\Ilfrom cruzer\inuks | 2,361 KB |  |
| le Date:  | 🗹 🌺 inukshukBook0      | Infanitiew 3 | 11/22/2008 8:54:06 PM | C:\IIfrom cruzer\inuks | 2,034 KB |  |
|   | 🔄 🛃 🐜 nukshuk2ook0     | Infanitiew J | 11/22/2008 8:56:12 PM | C:\Ilfrom cruzer\inuis | 3,608 KB |  |
| within the last year  | 🛛 🛃 nukshukBook0       | Infonitiew J | 11/22/2008 8:57:52 PM | C:\!!from cruzer\inuks | 2,628 KB |  |
| ile Name:   | 🗹 🌺 nukshukBook0       | Infamiliew 3 | 11/22/2008 9:24:12 PM | C:\Ilfrom cruzer\inuks | 2,590 KB |  |
| ne manne:   | 🗹 🌺 nukshukBook0       | InfanWew J   | 11/22/2008 9:26:08 PM | Critthrom cruzer inuks | 2,725 KB |  |
|   | 🗹 🌺 nukshukbook0       | Infanitiew J | 11/22/2008 9:28:00 PM | C:\Ilfrom cruzer\inuks | 2,640 KB |  |
|   | 🗹 🌺 nukshukBooki)      | Infanitiew J | 11/22/2008 9:29:54 PM | C:\!!from cruzer\inuks | 2,687 KB |  |
| earching for files  | 🗹 🌺 hukshukBook1       | Infanitiew J | 11/22/2008 9:31:52 PM | C:\Ilfrom cruzer\inuks | 2,689 KB |  |
| ound 165 so far.  | 🗹 🌺 nuishuißook1       | Infamiliew 3 | 11/22/2008 9:32:44 PM | C:\IIfrom cruzer\inuks | 2,689 KB |  |
| No. 1997 No. 1997 No. 1997 No. 1997   | 🔄 🛃 🌺 inukshukBook1    | Infanhiew 3  | 11/22/2008 9:35:16 PM | C:\Ilfrom cruzer\insks | 2,666 KB |  |
| Stop  | 🗹 🌺 nukshukBook1       | Infanitiew J | 11/22/2008 9:37:14 PM | C:\Ilfrom cruzer\inuks | 2,649 KB |  |
| Stup  | 🗹 🌺 nukshukBook1       | Infamiliew J | 11/22/2008 9:39:04 PM | Crittfrom cruzer/inuks | 2,648 KB |  |
| A CONTRACTOR OF | 🗹 🌺 hukshukBook1       | Infaniliew J | 11/22/2008 9:42:10 PM | C:\!!from cruzer\insis | 2,844 KB |  |
| Select All  | MEW1.jpg               | Infamiliew J | 6/6/2000 6:10:50 PM   | C:\Ilfrom cruzer       |          |  |
|   | 🛛 🛃 PaintShopPro_L     | Informew 3   | 6/30/2008 3:03:08 PM  | C:\!!from cruzer\TESL  | 5 KB     |  |
| 00  | Bolivia01.jpg          | Infaniview J | 9/29/2008 12:23:04 AM | C:\Ilfrom cruzer\_He   | 463 KB   |  |
| Clear All   | 🗹 🌺 LaP az 228978. jpg | Infamiliew J | 9/29/2008 12:37:56 AM | C:\!!from cruzer\_He   | 120 KB   |  |
| NAMES OF TAXABLE PARTY.   | 🖬 🌺 LaPaz424835.1pg    | Infaniliew J | 9/29/2008 12:38:42 AM | C:\Ilfrom cruzer\_He   | 80 KB    |  |

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.

### 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.

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#### • 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:

| ckfree<br>Automatic Autor  | Car      | ) |
|--|----------|---|
| This disc contains backed up files   | from:    |   |
| Backup date: 5/26/2009 at 9:48:10 AM   |          |   |
| Computer name: WORDS-668421577   |          |   |
| Disc: #1 - May 26, 09  |          |   |
| What would you like to do?   |          |   |
| Restore Files Restore your backed up files to this com   | outer.   |   |
| View, browse or search your files.   |          |   |
|  | Language |   |
| Note: If you would like to view your entire backup history please<br>close this application and insert your DVD Transformer. | English  |   |

- 2. Click *Restore Files* and continue with the normal restore procedure.
- 3. If you click *View*, you see a summary of backed-up files.

| Restore From: WORDS-668421577 |                |          | Advanced        |
|-------------------------------|----------------|----------|-----------------|
| Category (Total Files)        | Selected Files | Size     | Select Category |
| D Photos (228)                | 228 files      | 296.0 MB | ~               |
| Music (1)                     | 1 files        | 0.1 MB   | ~               |
| 📕 E-mail Files (0)            | 0 files        | 0.0 MB   |                 |
| Text Documents (0)            | 0 files        | 0.0 MB   |                 |
| 📕 Spreadsheets (1)            | 1 files        | 0.1 MB   | <b>~</b>        |
| 🛄 Presentations (21)          | 21 files       | 4.8 MB   | <b>~</b>        |
| Artwork and Drawings (714)    | 714 files      | 31.5 MB  | 2               |
| 🖬 Videos (30)                 | 30 files       | 11.5 MB  | <b>~</b>        |
| 🔮 Favorite Websites (0)       | 0 sites        | 0.0 MB   |                 |
| 🔁 All Others (0)              | 0 files        | 0.0 MB   |                 |
| Items to Restore              | 995 files      | 344.0 MB |                 |

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:

| Automatic Backup |                        |  |
|------------------|------------------------|--|
| Settings and     | PDs Tools Support Lan  | guage View/Restore                       |
|                  |                        |  |
|                  | Computer Name:         | WORDS-668421577                          |
| 5-668421577      | First Backup:          | Tuesday, May 26, 2009 9:48:10 AM         |
|                  | Last Backup:           | Tuesday, May 26, 2009 9:48:10 AM         |
|                  | Total Number of Discs: |  |
| 00               | Last Label:            | #1 - May 26, 09                          |
| WTW              | Rename PC              |  |
| -                | Remove PC              |  |
|                  | TELEVIE PE             |  |
| ST-MAC           | Change Backup Se       | ettings                                  |
| pr-mail          |                        | la l |

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.

|                      | ked to reset your C    | ickfree Backup device.  |  |
|----------------------|------------------------|---|--|
| <b>Clickfree Bac</b> |                        | al backup history from your<br>ng your Clickfree Backup<br>your PC. |  |
| Are you sure         | that you want to o     | lo this?  |  |
|                      | it to reset my Clickfi | raa Basha ee daalaa   |  |

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:

| - |          | _ |
|---|----------|---|
|   | Updating |   |
|   |          |   |
|   | D:       |   |

- **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 predefined 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 -:

|   | D 1: Choose File Types<br>the file types that Clickfree Backup will back  | up.   |
|---|---|---|
| × | Music<br>10 (CO) - Winamp media file<br>10 (AA - AA Fale<br>10 (AF - AAF Fale<br>10 (AF - AFF Audio<br>10 (AF - AFF | Add File Type     Remove file Type     Edit File Type |

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.

| testore From: TEST-MAC   |                |          | Advanced        |
|--------------------------|----------------|----------|-----------------|
| Category (Total Files)   | Selected Files | Size     | Select Category |
| Photos (66)              | 66 files       | 43.3 MB  | <b>~</b>        |
| Music (6)                | 6 files        | 18.2 MB  | <b>~</b>        |
| 🗳 E-mail Files (7)       | 7 files        | 0.1 MB   | <b>~</b>        |
| Text Documents (25)      | 25 files       | 30.8 MB  | <b>2</b>        |
| Spreadsheets (11)        | 11 files       | 1.2 MB   | 2               |
| Presentations (9)        | 9 files        | 10.0 MB  | <b>~</b>        |
| Artwork and Drawings (0) | 0 files        | 0.0 MB   |                 |
| Videos (2)               | 2 files        | 11.9 MB  | <b>~</b>        |
| Favorite Websites (123)  | 123 sites      | 0.1 MB   | <b>Z</b>        |
| All Others (1)           | 1 files        | 0.5 MB   | 2               |
| tems to Restore          | 2S0 files      | 116.1 MB |                 |
| Items to Restore         | 2S0 files      | 116.1 MB |                 |
| Cancel                   |                |          | Next >          |

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.

| CONCEPTION AND ADDRESS AND ADDRESS |                    |                 |                     |                       |          |
|--|--------------------|-----------------|---------------------|-----------------------|----------|
| search Summary Brows   | Files Search Files |                 |                     |                       |          |
|  | Name               | Туре            | Date Modified       | In Folder             | 500      |
| ile Type:  | 🖸 🌺 100_0191.396   | InfarWiew 3     | 1/7/2009 6:22:43 PM | C:\Documents and Se   | 1,270 KD |
| Photos 🔽   | 🗹 🌺 100_3191.jpg   | Inforthew J     | 1/7/2009 4:48:37 PM | C:\Documents and Se   | 10 KB    |
| ile Date:  | 🗹 🌺 100_3195.3PG   | Infonitiew J    | 1/7/2009 6:22:46 PM | C:\Documents and Se   | 794 KB   |
|  | 🖸 🌺 100_3195.jpg   | Infamiliew J    | 1/7/2009 4:40:37 PM | C:\Documents and Se   | 6 KU     |
| Within the last year 🔽   | 🗹 🌺 100_3198.3PG   | Infactitiew 3   | 1/7/2009 6:22:48 PM | C:\Documents and Se   | 1,094 KB |
| ile Name:  | 🗹 🌺 100_3198.spg   | Infonitiew J    | 1/7/2009 4:48:37 PM | C:\Documents and Se   | 11 KB    |
| me realine:  | 🗹 🌺 100_3200.3PG   | Infamiliew J    | 1/7/2009 6:22:51 PM | C:\Documents and Se   | 1,250 KB |
|  | 🗹 📥 100_3200. jpg  | Infanhiew J     | 1/7/2009 4:48:37 PM | C:\Documents and Se   | 12 KB    |
|  | 🗹 🌺 100_3208.3PG   | Infan/view 3    | 1/7/2009 6:22:53 PM | Ct\Documents and Se   | 1,022 KB |
| here were 193 files  | 🗹 🌺 100_3208.pg    | Infamiliew J    | 1/7/2009 4:48:38 PM | C:\Documents and Se   | 11 KB    |
| found.   | 🗹 🌺 100_3218.3PG   | Infantriew J    | 1/7/2009 6:22:56 PM | Cilpocuments and Ser  | 906 KB   |
|  | 🗹 🌞 100_3218.jpg   | Infor/view 3    | 1/7/2009 4:48:38 PM | Ct)Documents and Se   | 9 88     |
| Search   | 🖬 🌺 100_3225.3PG   | Inforiview 3    | 1/7/2009 6:22:56 PM | C:\Documents and Se   | 1,024 KB |
|  | 🖬 🌞 100_3225.10g   | Infantitiew Jun | 1/7/2009 4:48:38 PM | Cil/Documents and Ser | 10 KB    |
| 4044 ( )   | 🗹 🌺 100_3228.3PG   | Informew Jun    | 1/7/2009 6:23:00 PM | C:\Documents and Se   | 852 KB   |
| Select All   | 🗹 🌺 100_3228.gog   | Infaniview 3    | 1/7/2009 4:48:38 PM | C:\Documents and Se   | 10 KB    |
| enen   | ピ 🌺 100_3232.3PG   | Infantitiew J   | 1/7/2009 6:23:03 PM | C:\Documents and Se   | 1,066 KB |
| 66   | 🖬 🌺 100_3232.jpg   | Infactiview 3   | 1/7/2009 4:48:38 PM | C:\Documents and Se   | 10 KB    |
| Clear All  | 🗹 🌺 100_3237.396   | Infamiliew 3    | 1/7/2009 6:23:06 PM | C:\Documents and Se   | 878 KB   |
|  | 🖬 🌺 100. 3237 ipg  | Infant/lew J    | 1/7/2009 4:48:38 PM | C:\Documents and Se   | 11 KB    |

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 +



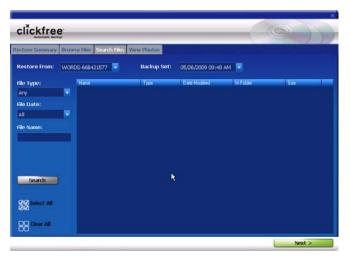
2. Select the files to be restored, and click Next >.

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

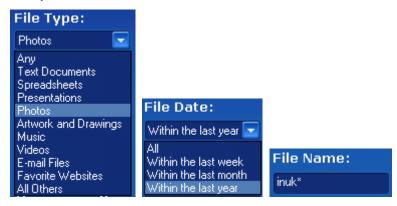
3. If you are finished selecting files, click *Next* >.

## • 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.

| Search Summary Browse  | Files Search Files |               |                     |                          |          |
|------------------------|--------------------|---------------|---------------------|--------------------------|----------|
|                        | New                | Туре          | Date Modified       | In Folder                | 500      |
| File Type:             | 2 100_0191.096     | Infantitiew 3 | 1/7/2009 6:22:43 PM | C:\Documents and Se      | 1;270 KD |
| Photos 🔽               | 🖬 🌺 100_3191.jpg   | Informer J    | 1/7/2009 4:48:37 PM | C:\Documents and Se      | 10 KB    |
| file Date:             | 🗹 🌺 100_3195.3PG   | InforWew J    | 1/7/2009 6:22:46 PM | Ct\Documents and Se      | 794 KB   |
|                        | 🖸 🌺 100_0195.jpg   | Infamiliew J  | 1/7/2009 4:40:37 PM | C:\Documents and Se      | 6 KB     |
| Within the last year 💌 | 🗹 🌺 100_3198.3PG   | Infachiew J   | 1/7/2009 6:22:48 PM | C:\Documents and Se      | 1,094 KB |
| File Name:             | 🗹 🌺 100_3198.spg   | InforView J   | 1/7/2009 4:48:37 PM | C:\Documents and Se      | 11 KB    |
| rite (same:            | 🗹 🌺 100_3200.3PG   | InfarMew J    | 1/7/2009 6:22:51 PM | C:\Documents and Se      | 1,250 KB |
|                        | 🗹 🌺 100_3200.jpg   | Infantilew J  | 1/7/2009 4:48:37 PM | C:\Documents and Se      | 12 KB    |
|                        | 🗹 🌺 100_3208.3PG   | Inforview J   | 1/7/2009 6:22:53 PM | Ct\Documents and Se      | 1,022 KB |
| There were 193 files   | 🗹 🌺 100_3200.pg    | Infamiliew J  | 1/7/2009 4:48:38 PM | C:\Documents and Se      | 11.00    |
| found.                 | 🗹 🌺 100_3218.3PG   | Infantriew 2  | 1/7/2009 6:22:56 PM | Cilpocuments and Service | 906 KB   |
|                        | 🗹 🌺 100_3218.jpg   | InforView J   | 1/7/2009 4:48:38 PM | Ct)Documents and Se      | 9 KB     |
| Search                 | 🗹 🌺 100_3225.3PG   | Inforiview 3  | 1/7/2009 6:22:58 PM | C:\Documents and Se      | 1,024 KB |
| Search                 | 🗹 🌺 100_3225.pg    | Infantitiew 3 | 1/7/2009 4:48:38 PM | Cilpocuments and Service | 10 KB    |
|                        | 🖬 🌺 100_3228.3PG   | Informew 3    | 1/7/2009 6:23:00 PM | C:\Documents and Se      | 852 KB   |
| Select All             | 🖸 🌺 100_3228.jpg   | Infaniview 3  | 1/7/2009 4:48:38 PM | C:\Documents and Se      | 10 KB    |
| 00                     | 🗹 🌺 100_3232.3PG   | Infan/view 3  | 1/7/2009 6:23:03 PM | C:\Documents and Se      | 1,066 KB |
| 00                     | 🗹 🌺 100_3232.jpg   | Infanitiew 3  | 1/7/2009 4:48:38 PM | C:\Documents and Se      | 10 KB    |
| R Clear All            | 🗹 🌺 100_3237.39G   | Infan/view 3  | 1/7/2009 6:23:06 PM | C:\Documents and Se      | 878 KB   |
| 00                     | 103_3237.pg        | Infan/view J  | 1/7/2009 4:48:38 PM | C:\Documents and Se      | 11 KB    |

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* >.

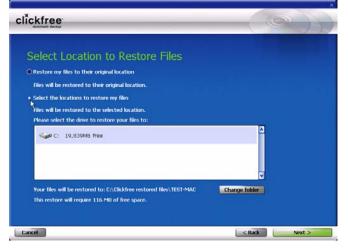
# How do I choose another drive and/or folder to restore to?

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.

| rowse For Folder                                  |           |
|---|-----------|
|   |           |
| 6326a116e0d3e7be96b8                              |           |
| Acto 70 Std UE Upg                                | -         |
| ADOBEAPP  |           |
| Clickfree restored files                          |           |
| 🗉 🧰 WTW   |           |
| 🗉 🛅 cygwin  |           |
| 📧 🚞 dabb3e46ldcffbc5e59e36                        |           |
| 🗉 🧰 Danyi   |           |
| Courrents and Settings     Courrents and Settings | -         |
| Make New Folder                                   | OK Cancel |

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.

# Legal stuff

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