Computer Tip Sheet

E:\My Documents\AAMangoData1\TipSheets2004\2005 Edited TipSheets\Print\MiscProgs\GenieSoftBackUp\Genie-Soft Ver 8\Genie-Soft-Backup-Basic.doc
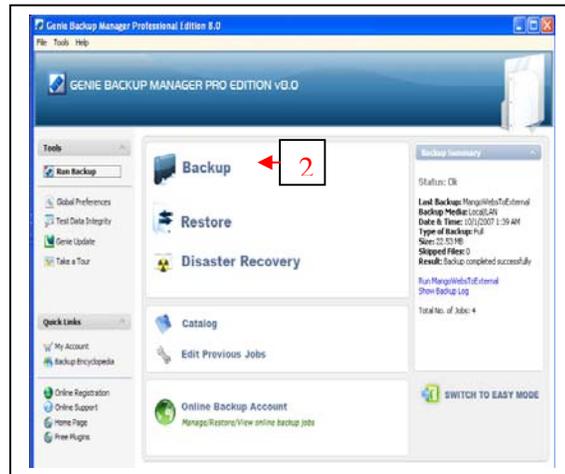
Genie-Soft Backup Manager
Basic Backup

This tipsheet is based on Genie-Soft Backup Manager Pro Version 8.0 It will be similar to the Genie-Soft Backup Manager Home Version 8.0 but might not be compatible with earlier versions of either program.
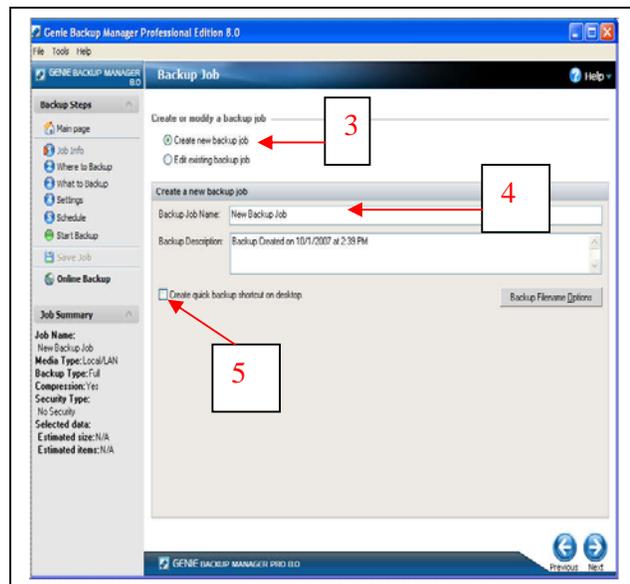
You can use Genie-Soft to create many different types of backup. In this Tipsheet we are going to backup, My Documents, Outlook Express (Emails), Email Address Book, My Media Files, My Photos, Registry, Window Settings, Internet Explorer, Favorites.

Create the backup job:
1. Open Genie-Soft Backup Manager
2. Click Backup

3. Click circle near "Create new backup job"
4. Enter the job name, in the BackupJobName Box
    a. In this example we will type in "Complete Backup"
5. Put a tick in the box "Create a quick backup shortcut on desktop"
6. Click Next

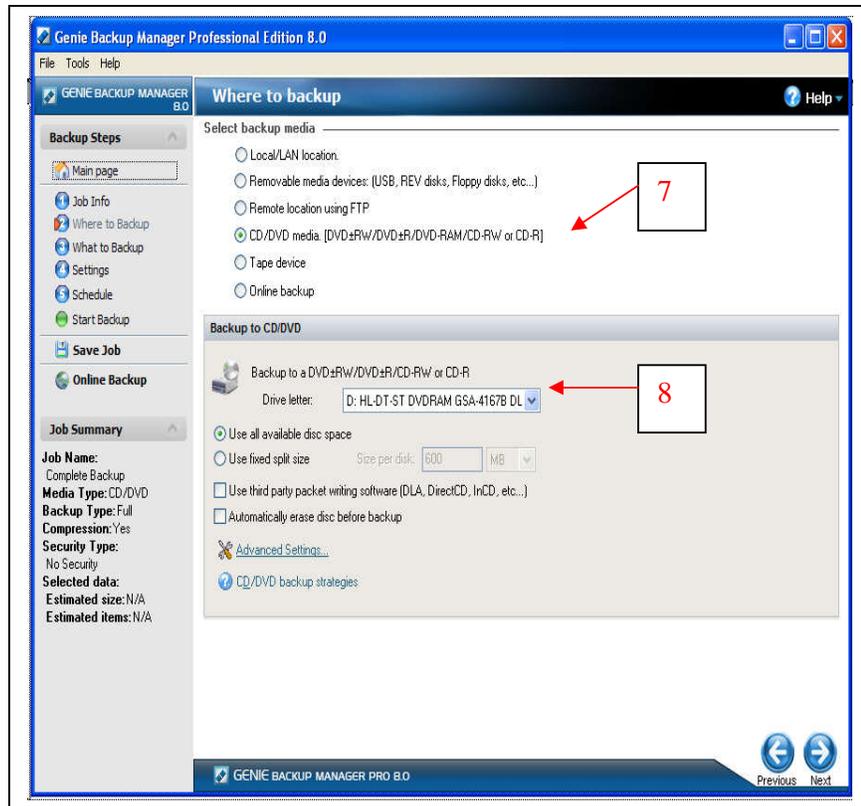*Mango Computer Tuition*

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7. Select your backup media.
   a. In this example we are going to tick the circle near "CD/DVD media.
8. Look to see that your CD/DVD burner is listed in the "Drive letter" field.
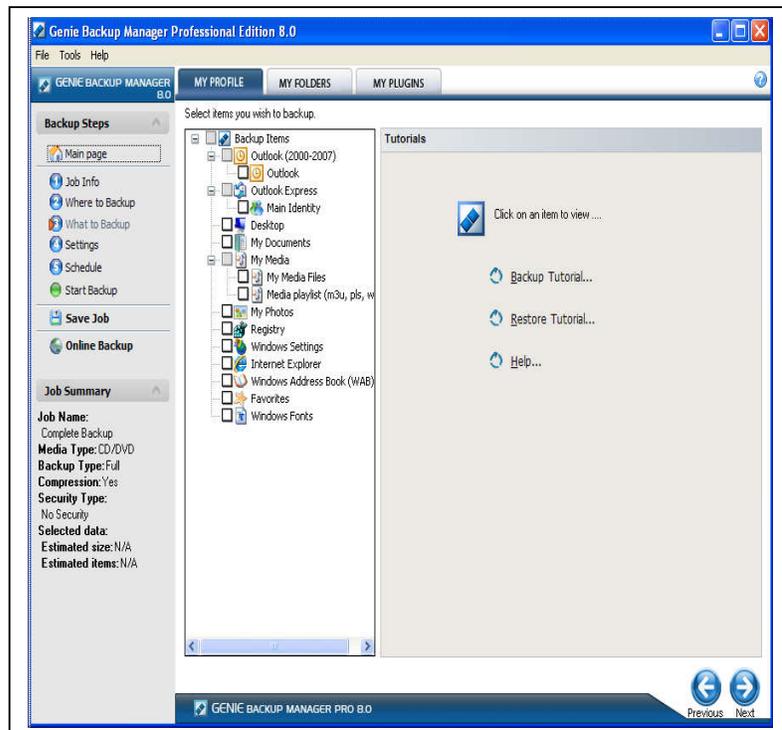9. Click "Next"

Now we will select what to backup.
What you select may be similar to our example or not.
First we backup items from My Profile
For this example I will tick the following boxes
10. Outlook Express
    a. Main Identity
11. My Documents
12. My Media Files
13. My Photos
14. Registry
15. Windows Settings
16. Internet Explorer
17. Windows Address Book (WAB)
18. Favorites
If you wanted some folders or files that were not in My Documents you would click the "My Folders" Tab and select the folders or files.
19. For now do not bother with "My Plugins"
20. Click Next
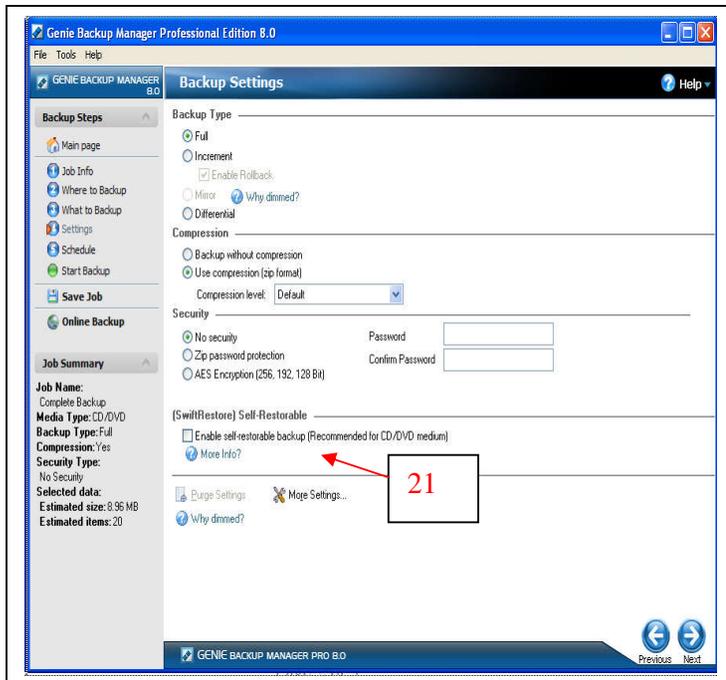
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21. Put a tick in the box next to "Enable self-restorable backup (Recommended for CD/DVD medium)
    a. Ticking this box will create a stand alone self-extractable file on the CD/DVD. This can be used to browse the data and restore it to another computer, even if the computer does not have Genie-Soft installed.
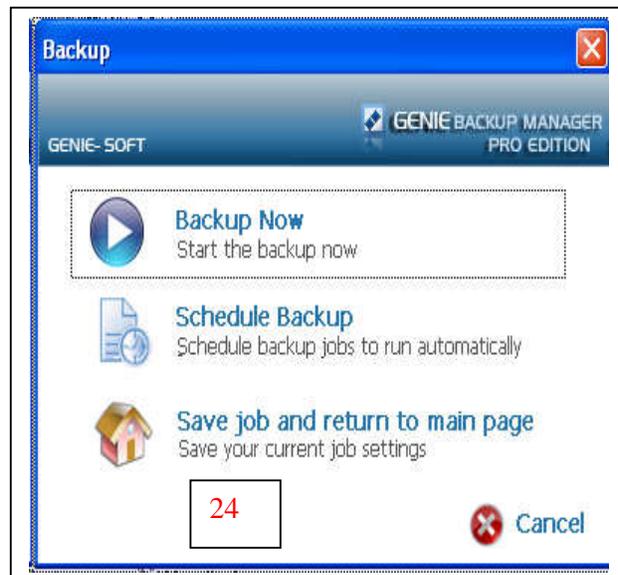

22. For now we will leave the rest of the options alone. As you become more familiar with the program you might want to explore some of the other options.
23. Click "Next"

24. Click "Save job and return to main page
25. When the Main Page opens, Close the program

Your backup job is now saved and ready to go with the click of a mouse.

The next page will deal with running the backup.

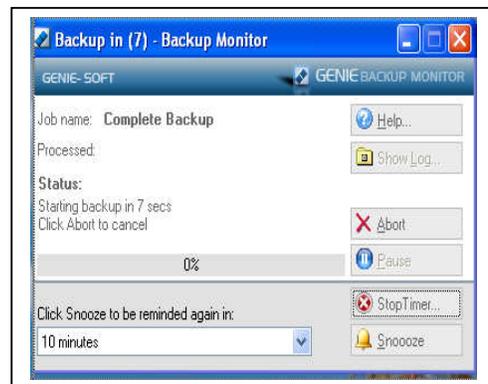**Perform the Backup**
1. Place a blank CD or DVD into your burner
   a. Cancel any windows that automatically open when you insert the CD or DVD
2. Double Click the "Complete Backup" Desktop Icon

3. The Backup Monitor Window will open
4. There will be a delay before the backup starts, normally about 10 seconds. In that time you can Snooze the backup, Pause the Backup or abort the backup.
5. After the delay, the backup will automatically start.
6. The backup will go through various stages of opening preparing data, and burning it to the CD/DVD
7. When the backup is done the program may automatically verify the data (depending upon your settings)
8. When the backup is completed the program will shut down.
9. Eject your CD/DVD
10. You can use My Computer to have a look and check that the backup files on on the CD/DVD
11. Put your backup CD/DVD in a safe place.

Using the Desktop Icon you can run this same backup anytime you want. So a daily backup is no longer a big chore.

Additional Backup Tips
1. Consider making a couple of backups.
   a. Keep one on premise and store one off premise
      i. This is a safety measure against theft or fire.
2. If your backup is a large one it may be a good idea to use an external hard drive.

I hope this helps to make your computing easier
"... doing it simply, but doing it well ..."

This Tipsheet is available in video. Contact Mango Computer Tuition (07) 3820 8822 or email: tuition@mangocomp.com for pricing.

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