



NTI CORPORATION

NTI Backup Now EZ v3

NTI Backup Now EZ v3 User's Guide

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Table of Contents

INTRODUCTION.....	3
WELCOME TO NTI BACKUP NOW EZ	5
OVERVIEW OF MAIN SCREEN	6
CREATING AND CONFIGURING A BACKUP JOB	8
WELCOME SCREEN	10
MODIFYING THE BACKUP SOURCE	10
MODIFYING THE BACKUP DESTINATION	11
MODIFYING THE BACKUP SCHEDULE.....	12
RUNNING AND MANAGING A BACKUP JOB	13
RUNNING A BACKUP JOB	15
EDITING A BACKUP JOB	15
RESTORING A BACKUP JOB.....	16
CREATE BOOTABLE USB FLASH DRIVE.....	18
RUNNING BACKUP NOW EZ ON STARTUP.....	18

Introduction

Chapter 1 — Introduction

Welcome to NTI Backup Now EZ

Overview of Main Screen

Welcome to Backup Now EZ

Our software allows users to schedule backup jobs that copy the contents of one or more folders (the "backup source") to another location (the "backup destination"). The backup jobs are scheduled to regularly update the data in the backup folder to a user-defined intervals. You can schedule a job to run on a set hourly, daily, weekly, or monthly basis. Backup Now EZ will not only restore your data files, but the programs and operating systems as well.

Backup Now EZ supports backups on external USB hard drives.

In addition, Backup Now EZ offers the following new main features:

Disc Cloning

Enables users to replicate the source's entire storage drive to a destination drive and automatically resize the partition to fit on the target drive.

Bootable USB Device

Users can make their USB device bootable that includes the Complete System restore program.

NTI Cloud Backup

Users can now backup their data to their online storage. With the files backed up online, users can easily access their data through the internet.

NTI Cloud Restore

Helps find the needed files from the online backup set without needing to manually drill down through the folder tree.

SYSTEM REQUIREMENTS:

Window 8, 7, Vista, & XP

Overview of the Main Screen

When Backup Now EZ is launched, the Main screen displays two backup jobs as well as various options that allow you to modify and enable/disable the jobs. This section describes the functionality of each option on the Menu Bar.



Backup Window

Modify	Enables you to edit a specific setting of the selected job.
Status Details	Launches the Job Status window to show the jobs in more detail.
	Runs the selected backup job immediately.
	Opens the restore job window to select and restore files and folders.

Action Menu	
Backup	Runs the selected backup job immediately.
Restore	Opens the restore job window to select and restore files and folders.
Cancel	Cancels backup job.
Exit	Closes the program.
Tools Menu	
Create Bootable USB Device	Launches to Bootable Disc Creator window to make a Bootable Restore USB Device.
View Log File	The View Log File will open the log file for the selected job.
Help Menu	
Help Topics	Launches NTI Backup Now EZ help file.
Shop NTI	Links to NTI's product website.
Software Activation	Launches to Activate Dialog window to activate full version.
Software Registration	Links to NTI's website to register software.
About	Displays version number and date.

Creating and Configuring a Backup Job

Chapter 2 — Creating and Configuring a Backup Job

Welcome Screen

Modifying the Backup Source

Modifying the Backup Destination

Modifying the Backup Schedule

Welcome Screen

When Backup Now EZ is launched for the first time, a Welcome window will display explaining that three jobs were created automatically.

Modifying the Backup Source

To modify the default source data simply click on the *Modify* hyperlink below the folder icon. The folders and files selected in this step are known as the backup source; it is the data that will be copied to the backup destination.

To modify the source for backup:

1. On the left hand side of the window, there are two locations where you can select your files or folder: *My Files on C:* and *Advanced* for a file backup. Note: You can not modify the Complete System Backup source.

My Files on C:

The tab allows you to quickly select the most common data files on your computer. You can select the files from Multi-Media (videos, music, & pictures), Office (PowerPoint, Word files, Excel files, & Acrobat), Email (Outlook), and Favorites (IE Favorites) to backup.

Advanced:

You can select specific files and folders from the actual computer such as folders on your Desktop. Browse through on the window to the right and select the data to back up by checking the boxes next to the file or folder. All files and folders that are checked will be included in the backup job.

2. Click on **Finish**.

To select a drive for backup:

1. Select the drive on the drop-down box under Select Drive.

Note: The selected drive's capacity will be displayed below the drive.

2. Click on **Finish**.

Modifying the Backup Destination

To modify the default destination simply click on the modify hyperlink below the drive icon. This step allows you to configure the location of the backup destination. The chart on the destination shows the amount of both used and free space.



To set up the backup destination:

1. To select the destination, mark the circle next to the destination drive.

Note:

- You can specify the folder when you click on folder image below the selected destination.
- For NTI Cloud destination, remember to provide the username and password to log into the online account. You can save both username and password when you check the checkbox next to the option.

2. When you have selected the destination, click on **Finish**.

Additional options are available below:

- **Destination Capacity Alert**
A warning message will appear when the destination has reached your set threshold. You can set the threshold from 50%-100%.
- **Data Encryption**
This feature encrypts your data using 256-Bit AES encryption. You must enter a password to open the data. The program will decrypt the data to be read correctly during restore.
Note:
 - Data that is not encrypted will be backed up in its native file format under *Native* subfolder.
 - Encrypted data will require a password and needs to be restored in order to view the files under *Encrypted* subfolder.
- **Compression**
Compresses data to create more free space on the destination.

Modifying the Backup Schedule

To modify the default backup schedule simply click on the modify hyperlink below the clock/calendar icon. Backup Now EZ will back up the source data after the specified amount of time in four different intervals. A calendar to your right will display the backup schedule.

On Demand

The job will be designated to run at the user's leisure.

Hourly

The backup will be scheduled on an hourly basis.

Daily

The backup will be scheduled on the specified the time and day interval for the backup.

Weekly

The backup will be scheduled on the specified the day and time of the week for the backup.

Monthly

The backup will be scheduled on the specified the day of the month and time of the backup. You can even schedule your backup on the last day of the month.

Once the schedule has been set, click on **Finish** to return to the main GUI.

The Backup Priority

This feature enables the user to adjust the CPU priority to either speed up the Backup Now EZ or the other application. For example, when you select Faster Computer, it will speed up the other applications and slows the backup.

Running and Managing a Backup Job

Chapter 3 — Running and Managing a Backup Job

Running a Backup Job

Editing a Backup Job

Restoring a Backup Job

Create a Bootable USB Flash Drive

Running Backup Now EZ on Startup

Running a Backup Job

The definition of running a backup job is one that is actively copying data from the backup source to the backup location.

To start running a backup job:

1. In the Main screen, select a backup job from the Job List by checking the box next to the job name.
2. Make sure that the backup job is enabled. If it is not enabled, mark the checkbox of the backup job to enable it.
3. After you have selected the job, go to the Action menu and select **Backup** or click the backup button at the bottom right of the GUI.

The job will begin running and the progress will be display under the clock/calendar icon.

Editing a Backup Job

To edit and reconfigure a backup job:

1. Simply click **Modify** on the specific setting of the job.
2. The edit window will appear and you can edit the backup's specific settings.

Restoring a Backup Job

Cloud Restore

Restoring in Easy Restore:

1. Select **Restore** in the Action menu or the **Restore** button at the bottom right of the GUI.
2. Click on the **Cloud Restore** tab and press the **Easy** button.
3. Mark the checkbox to simply select the most common data files on your computer. You can select the files from Multi-Media (Videos, Music, & Pictures), Office (PowerPoint, Word files, Excel files, & Acrobat), Email (Outlook, Outlook Express, & Windows Mail), and Favorites (IE Favorites) to restore.
4. Click on the **Restore** button.

Restoring in Advanced Restore:

1. Select **Restore** in the Action menu or the **Restore** button at the bottom right of the GUI.
2. Click on the **Cloud Restore** tab and press the **Advanced** button.
3. Browse through the Explorer view window and select which data to restore by checking the checkbox next to the desired files or folders. All checked files and folders will be included in the restore.

Note:

The folders are listed on the left pane and the files are listed on the right pane.

4. Click on the **Restore** button.

File and Folder Restore

Restoring in Easy Restore:

1. Select **Restore** in the Action menu or the **Restore** button at the bottom right of the GUI.
2. Click on the **File and Folder Restore** tab and press the **Easy** button.
3. Mark the checkbox to simply select the most common data files on your computer. You can select the files from Multi-Media (Videos, Music, & Pictures), Office (PowerPoint, Word files, Excel files, & Acrobat), Email (Outlook, Outlook Express, & Windows Mail), and Favorites (IE Favorites) to restore.
4. Click on the **Restore** button.

Restoring in Advanced Restore:

1. Select **Restore** in the Action menu or the **Restore** button at the bottom right of the GUI.
2. Click on the **File and Folder Restore** tab and press the **Advanced** button.
3. Browse through the Explorer view window and select which data to restore by checking the checkbox next to the desired files or folders. All checked files and folders will be included in the restore.

Note:

The folders are listed on the left pane and the files are listed on the right pane.

4. Click on the **Restore** button.

Complete System Restore

Restoring in Complete System:

1. Select **Restore** in the Action menu or the **Restore** button at the bottom right of the GUI.
2. Click on **Complete System Restore** tab.
3. The steps in restoring the complete system will be displayed. You can also print out the steps along with the graphics if needed.

Restore Options:

Location

You can restore the backup files to the original location by selecting Original or change the location by selecting “Other” and specify the location on the box next to it.

Overwrite Original Files

This option will replace the original files with the backed up files.

Creating a Bootable USB Flash Drive

 To create a bootable USB device:

1. Go to Tools menu and select **Create Bootable USB Device**.
2. Select the USB device through the dropdown box.
3. Press **Start** to create the bootable USB device.

Running Backup Now EZ on Startup

Backup Now EZ will automatically launch during startup if there is at least one enabled job was set to back up at Startup and the application was running when the system was last rebooted or shut down. It is important to have Backup Now EZ running when you are adding, deleting, and modifying data from the backup source - this is the best way to keep your backup destination up to date.