

FBU - FOLDERS BACKUP

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GUIDE

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A. FOLDERS BACKUP FEATURES

Folders Backup is an efficient application for saving folders or entire partitions*. It offers everything you need to ensure proper backup management with a remarkable ease of use and an easy and proper interface and immediately provides all the information you need to have a clear view of the status of your backups.

Some features :

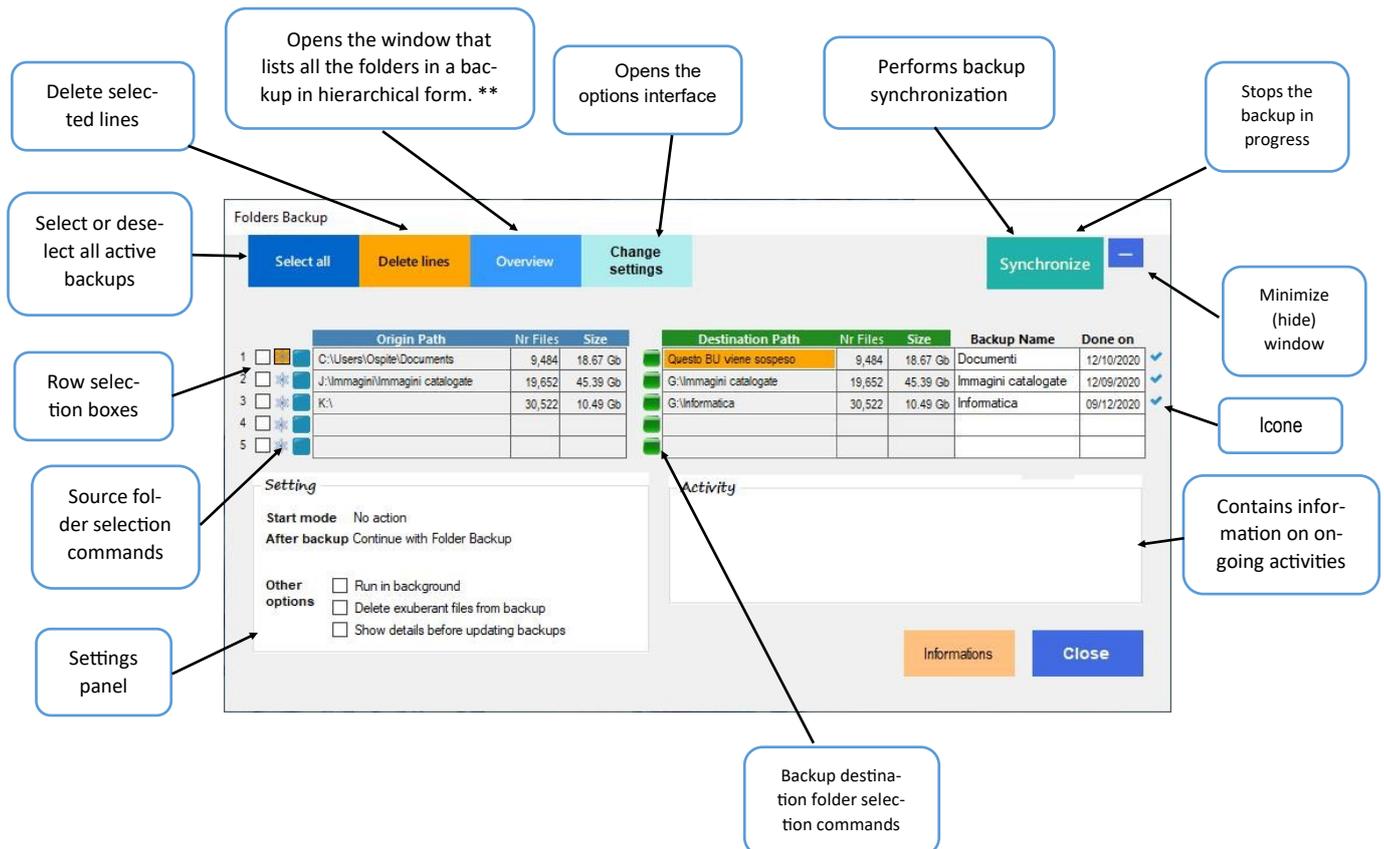
- **Automatic daily backup scheduling:** Once the options have been set, there is little or no intervention in the case of the **daily schedule**. The backups are performed automatically, in silent mode, as it is also possible to program the auto shutdown of the PC at the end of BU (backup). Alternatively you can set the synchronization check every time the PC is started. The activity is performed in the background and the app opens only if there are differences in data.
- **Backup synchronization at PC startup:** If you set the option "**Data synchronization check at computer startup**" the sync check is done silently and FBU will only appear if you find differences between the original folders and the ones saved with the BU.
- **Automatic synchronization of new folders when the PC is started:** Have you added a folder to an existing BU? You don't have to do anything: the new folder is added automatically the first time you start FBU. In the same way a folder that was originally deleted is also deleted at the BU
- **Automatic recovery of scheduled but not executed schedules:** Did you program a **scheduled BU** that was not executed because the PC was off during the scheduled time? FBU will retrieve the BU at the first boot.
- **Detailed preview of updates:** Have you performed several updates, additions or deletions and want to see them before running the BU? With the option "**Show details**" you will get the details of all the changes made in origin before saving them in the backup.
- **Possibility of temporarily freezing the synchronization of a BU:** Do you want to temporarily freeze the execution of a BU while keeping it active with the possibility of restoring it at any time? Just click on the asterisk of the row you want to freeze. To restore the execution of the BU click again on the asterisk.
- If you want the files deleted from the source folders to remain stored in the backup simply check the corresponding option.
- After the first backup **Folders Backup** only performs updates: instead of redoing backups to fix the changes, it search for added, modified or deleted files and updates them specularly and quickly in backups. The same for added or deleted folders.
- **Overview of the contents of a backup:** Do you have a BU with numerous photo folders and want an overview of how they are located in the BU? With **Overview** you can not only get it in the form of a hierarchical list but also have a preview of the contents of each folder.

*FBU does not "clone" a partition but makes a copy of it without the system files.

B. Interfaces and commands

B1. The main interface

The main interface is characterized by a complete exposure of the data and this allows a clear and easily interpretable view of the situation of your backup.



Icone

- ✓ Backup is synchronized
- ! The source contains new or modified files
- ? The backup contains exuberant files

B2. Interface Changing Settings

Folders Backup parameters can be set using the "Change Settings" command. From here you can then intervene to set the language, start, run and close Folders Backup . The settings are only registered after you click the "Confirm" command.

Choose the language

By setting the daily schedule, the backups will always be updated without any need for intervention.

The scheduled execution of a backup can "skip" if the scheduled hour and minute the computer is turned off.

Possibility to turn off the PC automatically for example at the end of the backup if you want to schedule the backup at night

The setting of the schedule (hour and minute) is simple and guided by information spots.

Note: Folders Backup uses numerous help and information spots that open when you move the mouse over the objects.

C. CREATION AND CONFIGURATION OF A NEW BACKUP

C1. Choice of folders to save

Clicking on the blue buttons opens the Explorer window from which you can choose the folder or partition to save. You can choose a folder or partition or a drive with no limit to the number of subfolders. Rows containing backups of entire partitions are highlighted in a different color.

For the chosen folder FBU will write the name of the chosen folder in the "Source path" box and will also calculate and indicate the total number of files present and the total size.

		Source data	Nr Files	Size
1	<input checked="" type="checkbox"/>	C:\Users\Ospite\Documents	9,500	18.71 Gb
2	<input type="checkbox"/>	J:\immagini\immagini catalogate	19,652	45.39 Gb
3	<input type="checkbox"/>	K:\	30,522	10.49 Gb
4	<input type="checkbox"/>			
5	<input type="checkbox"/>			

C2. Choice of backup folders

Click the green buttons. From the window that opens, choose the destination folder in which to save the data (sources). The name of the source folder (or source) is added to the selected destination.

If there is not enough space on the target media, a warning is given and the backup is not performed. You will need to free up space or use a larger stand.

Important! Back up is to do on a support (hard disk or key memory) different than the one containing the "C: \" partition with the system files!

	Destination data	Nr Files	Size	Backup Name	Done on	
<input type="checkbox"/>	G:\Documents	9,500	18.71 Gb	Documenti	11/12/2020	!
<input type="checkbox"/>	G:\immagini catalogate	19,652	45.39 Gb	immagini catalogate	11/12/2020	✓
<input type="checkbox"/>	G:\Informatica	30,522	10.49 Gb	Informatica	12/11/2020	✓
<input type="checkbox"/>						
<input type="checkbox"/>						

Example: If the source folder is "C: \ Users \ Guest \ Documents" and the chosen destination is "G: \" the backup path becomes "G: \ Documents"

If a partition is chosen (for example K: \) the backup path name becomes: G: \ + partition name or G: \ Backup if the partition is unnamed

Note: The Backup Name is chosen and entered manually. The name can be changed at any time and it is useful for giving an immediate idea of the backup contents

C3. Starting and running a new backup

Once you have entered the data of a new backup, have selected the options and started by clicking on the "Synchronize" command, the selected backup starts and runs. If the new BUs selected are more than one, they are executed one after the other in sequence. The source folder with all subfolders and related files are copied to the chosen destination folder respecting its hierarchical order.

In the "Activities" box, information on the processes in progress is given. During execution, the progressive progress of the backup is shown in real time with an indication of the number of files copied.

At the end of the backup, the significant data will be indicated

Total number of files of each Backup,
Total size,
Execution date

Notes: When FBU is opens, the icon to the right of the row of each backup informs us about the backup status. Furthermore, a comparison between source data and BU data (No. of files and dimensions) allows us to notify us if there are any differences between the two archives.

C4. Aborting a Backup

With a backup in progress, the "Synchronization" button converts to "Stop backup" to allow it to be interrupted. Partial data stored on the backup media is deleted and the row deleted. This option may take several seconds to complete.

C5. Running in the Background

The backup can be performed in the background, hiding its execution and allowing you to use the PC for other activities. This option is not remembered and the next time FBU is started it will be disabled

C6. Deleting a Backup

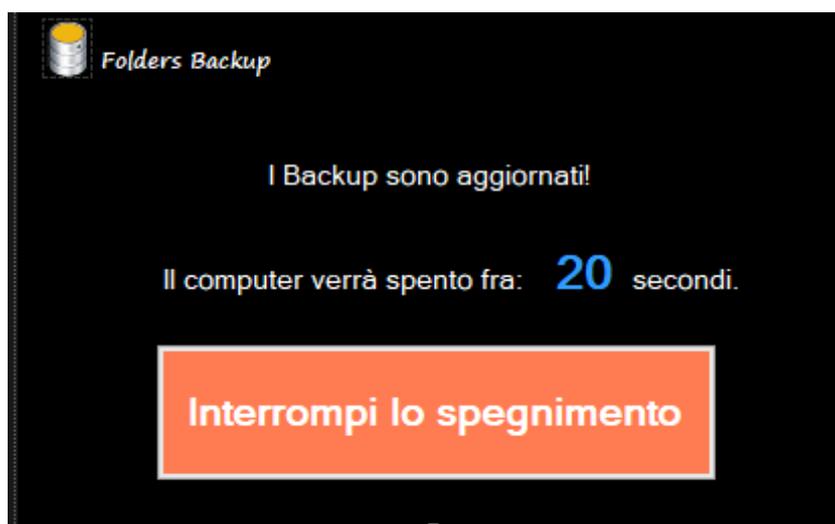
A backup can be deleted by selecting it and clicking on the “Delete rows” command. Upon confirmation of the deletion, you can opt to keep the deleted backup data on the storage medium even after deleting the row. Otherwise, the deleted backup data is moved to the recycle bin (and can therefore be recovered until the recycle bin is emptied).

C7. Tasks performed after a backup or synchronization is complete

The possible activities at the end of the backup or synchronization can be selected from the Options menu and do not need comments:

- Continue with the application
- Close the application
- Turn off the computer.

In the third case, the shutdown is announced and you have 20 seconds to interrupt it and thus keep the FBU work session open.



D. BACKUP SYNCHRONISATION

D1. Data collection

Once a backup has been created, its periodic synchronization with the source of the files can be performed **manually** with the "Synchronize" command or set to run **automatically** when the PC is started or by scheduling and executing it automatically at a time of day.

Preliminarily and at each start Folders Backup checks if there are new folders in the sources or exuberant folders in the destinations (in the backups). In the first case it copies them to the corresponding location of the backup while in the second it deletes them from the backup, all automatically and silently.

Note: New folders or deleted folders are automatically updated at each start without waiting for user intervention.

It then checks all the files contained in the BU and reports any differences both in terms of the number of files and the difference in their total size. At the end of the line the status of each BU is highlighted with one of the following icons:

-  **This backup is synchronized**
-  **There are new files in source: copy them as backups**
-  **There are exuberant files in Destination: delete them**

Here's what the data looks like when the collection is complete:

	Source data	Nr Files	Size	Destination data	Nr Files	Size	Backup Name	Done on
1	<input checked="" type="checkbox"/>  C:\Users\Ospite\Documents	9,500	18.71 Gb	 G:\Documents	9,500	18.71 Gb	Documenti	11/12/2020 
2	<input type="checkbox"/>  J:\immagini\immagini catalogate	19,652	45.39 Gb	 G:\immagini catalogate	19,652	45.39 Gb	immagini catalogate	11/12/2020 
3	<input type="checkbox"/>  K:\	30,522	10.49 Gb	 G:\informatica	30,522	10.49 Gb	informatica	12/11/2020 
4	<input type="checkbox"/> 							
5	<input type="checkbox"/> 							

At this point you can proceed by activating the synchronization in one of the three possible ways.

Note: The "Exuberant" files remain in backup after deleting the original correspondents from the source. These files can be kept in backups or can be deleted by selecting the "Delete Exuberant Files from Backup" option. Exuberant" files are always reported at every synchronization check.

D2. Synchronisation

Folders Backup has three start and data synchronization modes selectable from the Options menu:

No action at startup (manual synchronization)

the application is opened from the desktop or from Start by clicking on the corresponding icon. It takes a few seconds to load the backup data and present it updated.

Check data and synchronization at computer startup.

With this option, FBU starts up autonomously and silently every time the computer is started, checking all the backup files. If the data is synchronized it is closed automatically. Otherwise it is opened to allow updates to run. *

* **CheckUp at PC startup:** If the "Show details" option is selected, FBU is opened but synchronization is not performed allowing the verification of the proposed updates.

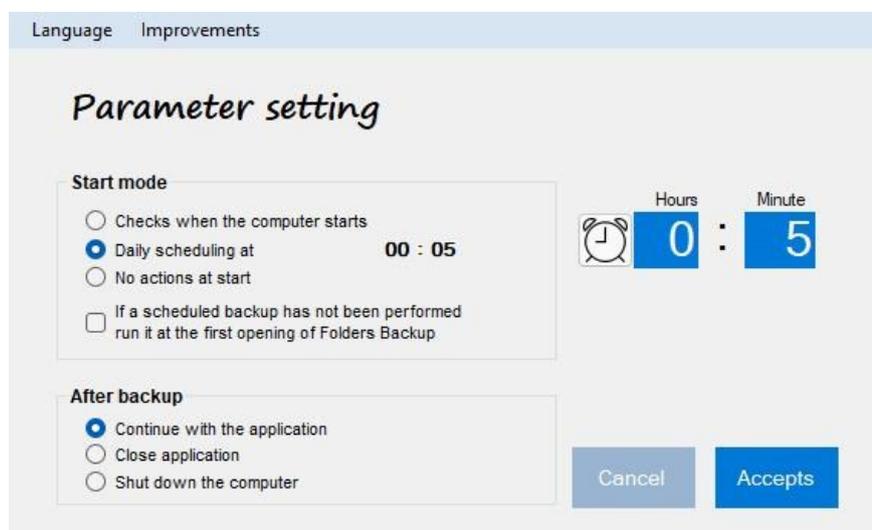
If "Show Details" is not selected, the synchronization is performed in silent mode (in the background) and FBU is closed at the end of the synchronization.

Scheduled daily synchronization

Backups can be scheduled to run on a daily basis by setting the start hour and minute. Obviously the computer must remain on while Folders Backup may not even be open.

At the scheduled minute Folders Backup is loaded and opened automatically. A synchronization check is performed and if the data is updated the FBU is closed. Otherwise the backup (s) will start automatically.

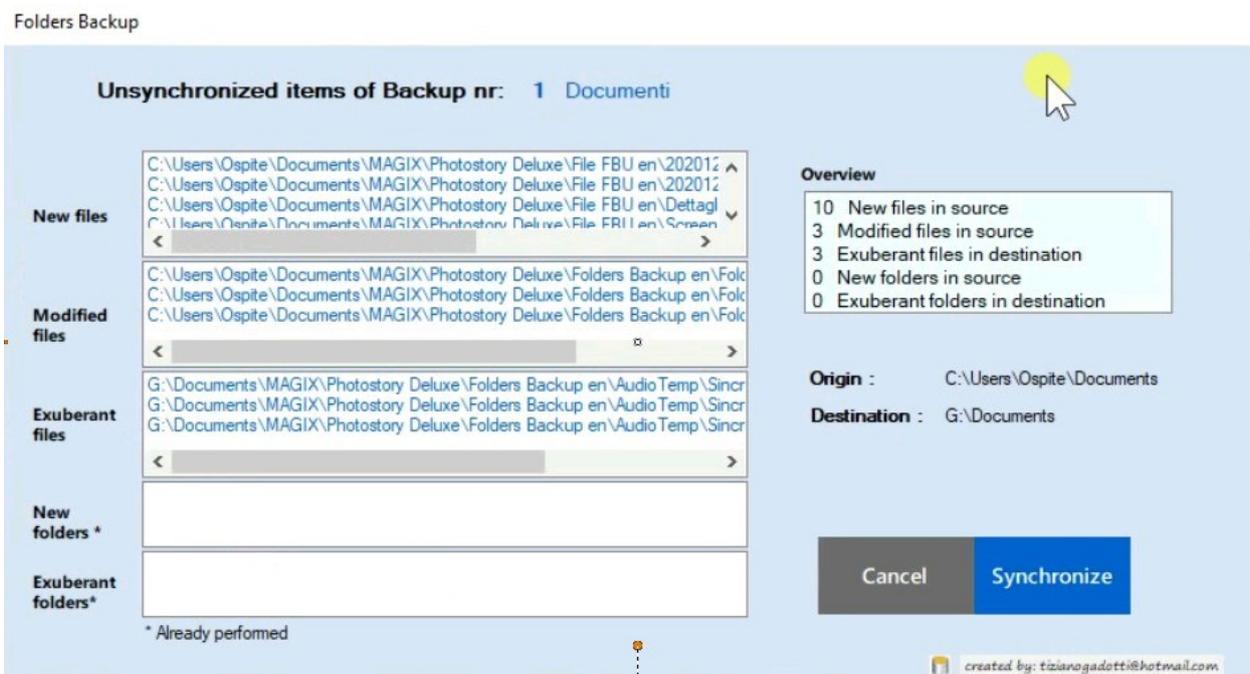
If the "Turn off the PC after backup" option is set, the computer will be shut down. If for some reason the scheduled time is exceeded without the backup being performed, the backup will be performed automatically when Folders Backup is first opened by selecting the corresponding option in "Parameter Setting".



D3. Show the details before updating

It is possible to see the results of the verification before performing the update by selecting the "Show details before updating backups" option. In this case, the data is shown in detail and the update can be confirmed or canceled.

The details panel



Opening this panel is optional and allows you to see in detail the files and folders that need to be updated before synchronizing.

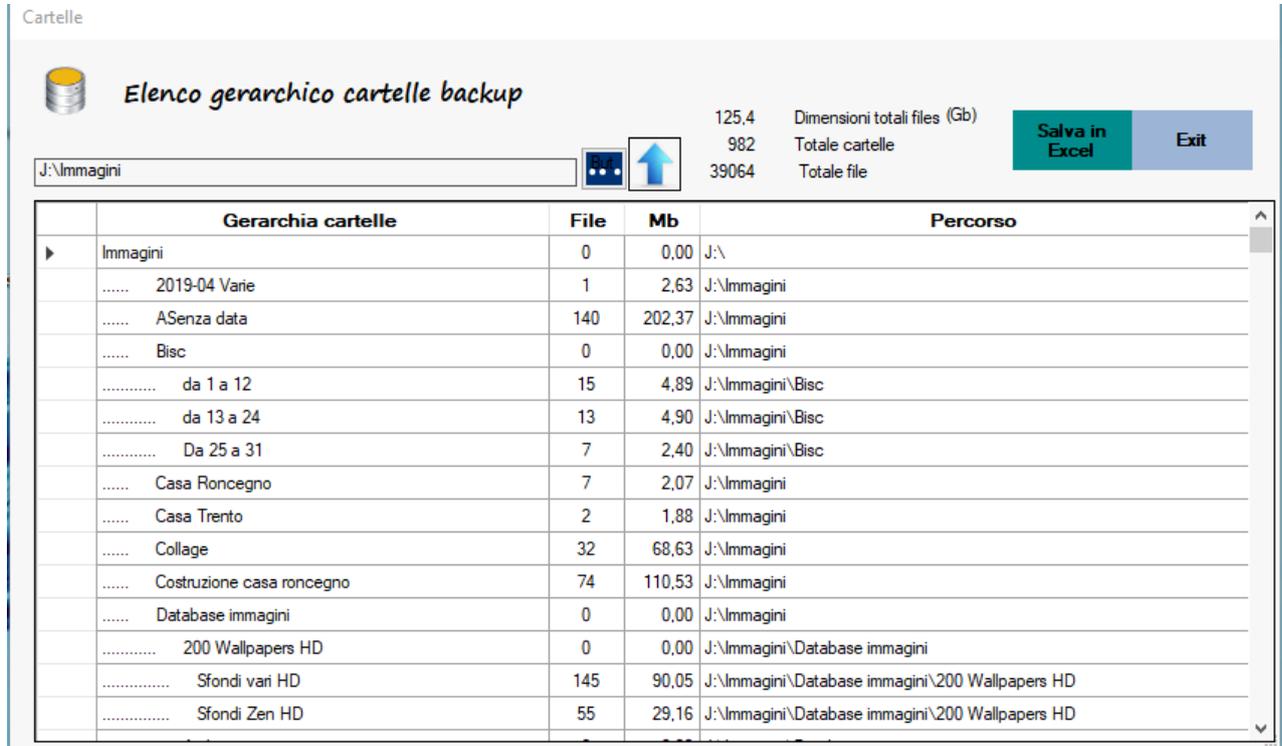
The result of the Synchronization check of a backup is shown in the Details Panel. Contains the list of new or modified files and exuberant files (those that remain in the backups after they have been deleted from the source).

Synchronization or cancellation is performed by clicking on the **Synchronize or Cancel command**.

Note: This table also shows the added or deleted folders that do not need to be synchronized because the synchronization is performed automatically when Folders Backup is started.

E. OVERVIEW—Hierarchical view of backup folders

With the Overview command, Folders Backup allows you to have a hierarchical view of the folders of each backup.



The screenshot shows a software window titled "Elenco gerarchico cartelle backup" with a file path "J:\Immagini". The window displays a table with columns for "Gerarchia cartelle", "File", "Mb", and "Percorso". The table lists various folders and subfolders, including "2019-04 Varie", "ASenza data", "Bisc", "Casa Roncegno", "Casa Trento", "Collage", "Costruzione casa roncegno", "Database immagini", "200 Wallpapers HD", "Sfondi vari HD", and "Sfondi Zen HD". The table also shows the number of files and the size in Mb for each folder. In the top right corner, there are buttons for "Salva in Excel" and "Exit".

Gerarchia cartelle	File	Mb	Percorso
Immagini	0	0,00	J:\
..... 2019-04 Varie	1	2,63	J:\Immagini
..... ASenza data	140	202,37	J:\Immagini
..... Bisc	0	0,00	J:\Immagini
..... da 1 a 12	15	4,89	J:\Immagini\Bisc
..... da 13 a 24	13	4,90	J:\Immagini\Bisc
..... Da 25 a 31	7	2,40	J:\Immagini\Bisc
..... Casa Roncegno	7	2,07	J:\Immagini
..... Casa Trento	2	1,88	J:\Immagini
..... Collage	32	68,63	J:\Immagini
..... Costruzione casa roncegno	74	110,53	J:\Immagini
..... Database immagini	0	0,00	J:\Immagini
..... 200 Wallpapers HD	0	0,00	J:\Immagini\Database immagini
..... Sfondi vari HD	145	90,05	J:\Immagini\Database immagini\200 Wallpapers HD
..... Sfondi Zen HD	55	29,16	J:\Immagini\Database immagini\200 Wallpapers HD

It is a representation that can be useful when you want to organize archives or easily identify the position and content of a folder with respect to the others.

The folders can be opened and viewed by double clicking on the name.

The entire hierarchy can be saved as a list in an Excel file.