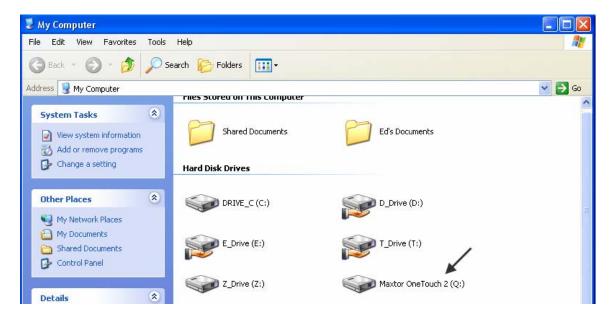
Genie 8 Backup Tutorial

Introduction

This tutorial assumes that you have an external hard drive connected to your PC or that you have a 2^{nd} internal hard drive or partition. You should determine which drive letter represents your external drive. To do this, open My Computer and you will see your external drive. The drive letter in my case as shown below is Q.



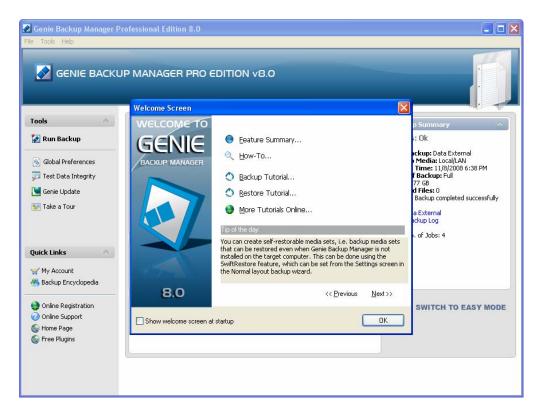
The figures in this document are from the Pro version but the Home Edition works the same way and is totally adequate for most users. Both versions work with XP and Vista.

Creating your first backup

Genie allows you to create a backup job which is no more than a description or list of the files and folders that you wish to backup. This not only can include you My Documents contents but your Email, Address Book, Favorites plus any other individual files or folders. This selection can be and should be saved as a job making subsequent backups very easy.

Here are the steps:

1. Launch Genie Backup. If you get the Welcome screen as shown below, dismiss it for now to follow this tutorial. You can also decide not to show it in the future using the checkbox at the bottom. The Welcome screen gives you access to tutorials and can be opened at any time by clicking Help, Welcome Screen.



2. Click the Backup button to start creating our first backup job. As shown below, enter a name for the job and, optionally, create a shortcut on the desktop to make it easy to run the job in the future. You can always re-run the job by running Genie Backup later. Next, click the right-facing arrow in the lower right to advance to the next step.

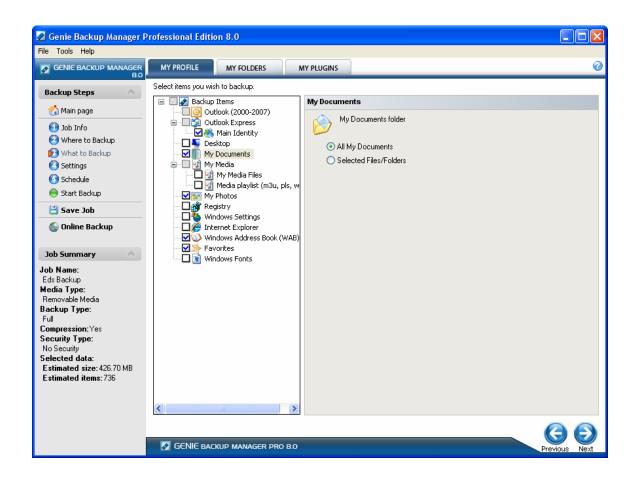
🖉 Genie Backup Manager P	Professional Edition 8.0	
File Tools Help		
GENIE BACKUP MANAGER 8.0	Backup Job	🕜 Help 🗸
Backup Steps Main page Image Imag	Create or modify a backup job Create new backup job Edit existing backup job Backup Job Name: Eds Backup Backup Description: Backup Created on 11/3/2008 at 11:34 AM Create quick backup shortcut on desktop.	Backup Filename Options
No Security Selected data: Estimated size:N/A Estimated items:N/A	GENIE BACKUP MANAGER PRO B.O	Previous Next

3. In the window shown below, there are two setting that you need to select. The first one is to select the second option which is for removable devices such as external hard drives. The second one is to select the drive location by click the drop-down box next to the Drive Letter label. If you forgot to plug in your external drive, plug it now and just click the Refresh link to make it show up. Notice that I chose the Maxtor drive which is drive letter Q. Click the right arrow to continue.

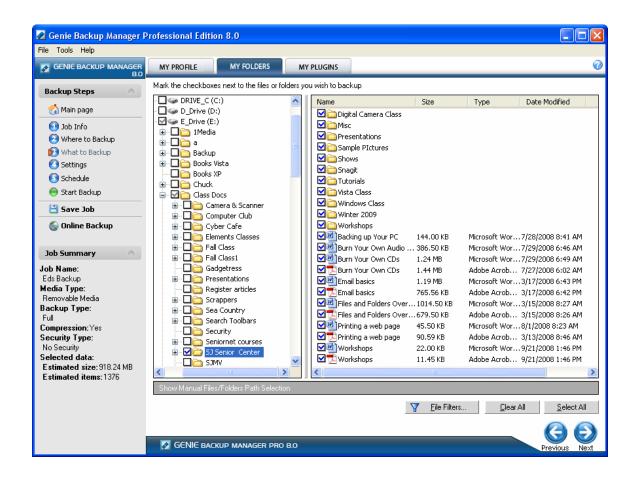
Note – you can progress through the settings using the arrows or by clicking the numbers 1 through 5. You do not have to go through these steps in any particular order. This allows you to go back and make changes at any time in any order. Just don't forget to click Save Job when finished.

🐼 Genie Backup Manager P	Professional Edition 8.0	
File Tools Help		
GENIE BACKUP MANAGER 8.0	Where to backup	🕜 Help 🗸
Backup Steps Main page Job Info Where to Backup What to Backup What to Backup Stettings Schedule Start Backup Save Job Conline Backup	Select backup media Local/LAN location. Removable media devices: [USB, REV disks, Floppy disks, etc] Remote location using FTP CD/DVD media. [DVD±RW/DVD±R/DVD-RAM/CD-RW or CD-R] Tape device Online backup Backup to removable media Backup to Multiple Disks [Removable Media Devices]	
Job Summary Job Name: Eds Backup Media Type: Removable Media Backup Type: Full Compression: Yes Security Type: No Security Selected data: Estimated size: N/A Estimated items: N/A	Drive letter: Q:\ - Maxtor OneTouch 2 ▼ Automatically erase contents of disk A:\ H:\ - NIKON D300 A:\ WARNING! Selecting this option will er A:\ Generic STORAGE DEVICE USB Device Control of the product of the prod	
	GENIE BACKUP MANAGER PRO 8.0	ious Next

4. In the screen below you get to choose the various items to backup. Click on any item in the center without checking it and the description will show up on the right. I chose several items as you can see below.



5. Click the My Folders tab next as shown below. This will allow you to select any folders to add to the backup. Click the plus (+) signs to expand folders. You can even select individual files on the right. When done, click the right arrow.



6. In the next window as shown below, choose your settings. Choose a Full backup, select Backup without compression. Turning off compression allows you to browse your backup and restore individual files and folders manually.

You still will be able to restore individual files and folders with the Genie program as we'll see later. Click the right arrow to continue.

🖉 Genie Backup Manager P	rofessional Edition 8.0
File Tools Help	
GENIE BACKUP MANAGER 8.0	Backup Settings 7 Help
Backup Steps Main page Dob Info Where to Backup Settings Settings Schedule Start Backup Save Job Solution Dob Summary Job Name: Eds Backup Media Type: Removable Media Backup Type: Full Compression: No Security Type: No Security Selected data: Estimated items: 1376	Backup Type ● Ful ● Increment ● Enable Rollback ● Miror ● Differential Compression ● Backup without compression (ap formal) Compression level ● feault ● No security ● No security ● No security ● Acts Encryption (256, 192, 128 Bit) (SwittRestore) Self-Restorable ● Lable self-restorable backup (Recommended for CD/DVD medium) @ More Info? ● Luge Settings
	GENIE BACKUP MANAGER PRO B.O Previous Next

7. In this screen, click Schedule Backup.



8. In this screen, check Enable Schedule. In this example I selected weekly. It then allowed me to select a day of the week and a time. Even though I selected 2 AM,

🖉 Genie Backup Manager P	Professional Edition 8.0	
File Tools Help		
GENIE BACKUP MANAGER 8.0	Backup Schedule	🕜 Help 🔻
Backup Steps 📃 🔨	Enable Schedule	
Main page	Basic Schedule Advanced Schedule	
Where to Backup	O Run Every Few Hours	
🕙 What to Backup	O Run Daily	
O Settings	Run Weekly	
Schedule 😑 Start Backup	Run Weekly at : 02 V : 00 V AM V on the following days.	
💾 Save Job	Mon □ Tue □ Wed □ Thur □ Fri □ Sat ☑ Sun	
儼 Online Backup	O Run Monthly	
Job Summary 📃 🔿	O Run Once	
Job Name:	O Run at Windows login	
New Backup Job Media Type :	- Security Settings	
Local/LAN Backup Type:	Run only when user is logged on	
Full Compression: Yes	 Run whether user is logged on or not 	
Security Type:	+ More Settings	
No Security Selected data:	T HURE DE UNINGS	
Estimated size: 170.89 MB Estimated items: 12		
Estimated items: 12		
	GENIE BACKUP MANAGER PRO B.O	us Next

9. Click Backup Now to complete the backup. The job will be automatically saved.



10. After the Backup is complete, you will be asked to check the integrity of the backup as shown below. Click the Done button and Genie will make sure that the backup was performed accurately. After this has been completed, you can quit the Genie program.

Backup Complete					
Backup Status: Backup completed successfully					
Backup summary -					
Files processed: New files: Unmodified files: Updated files: Missing files:	1337				
Skipped files: Hard Errors:	0 0				
Backup started: Backup ended: Total backup time	11/10/2008 3:55:25 PM				
Test data integrity Show complete backup log					
Done					
Do not display this window after backup					

11. The next time you run Genie, select Run Backup on the left and all of your jobs will pop up. You can see the recently created "Eds Backup" shown below.

🖉 Genie Backup Manager Pro	ofessional Edition 8.0	
File Tools Help		
GENIE BACKUI	P MANAGER PRO EDITION V8.0	
Tools	ta External Backup	Backup Summary ^ Status: Ok
Global Preferences Ed:	ta Internal s Backup ii EXternal ii Internal Disaster Recovery	Last Backup: Eds Backup Backup Media: Removable Media Date & Time: 11/9/2008 2:46 PM Type of Backup: Full Size: 919.83 MB Skipped Files: 0 Result: Backup completed successfully Run Eds Backup Show Backup Log Total No. of Jobs: 5
Quick Links	Catalog	
 Backup Encyclopedia Online Registration Online Support Home Page Free Plugins 	Online Backup Account Manage/Restore/View online backup jobs	SWITCH TO EASY MODE

In summary, you can run the backup several ways:

- Automatically scheduled
- Use the shortcut if you selected to place one on the Desktop
- Open Genie and use the Run Backup link on the left.

To examine the files and folders that were backed up, open My Computer and navigate to the location. Here is a figure below of my external hard drive with "Eds Backup".

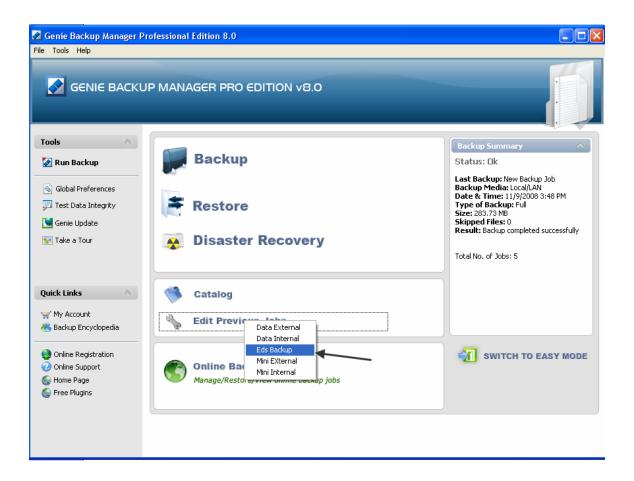
🗢 Maxtor OneTouch 2 (Q:)					
File Edit View Favorites Tools	Help				
🚱 Back 🝷 🕥 🕤 🏂 🔎 Se	earch 😥 Folders 🔢 🕶				
Address 🥯 Q:\					
File and Folder Tasks 🛞	7 Zip	Adobe CS4 Master Collection			
 Make a new folder Publish this folder to the Web Share this folder 	Adobe Master Collection CS3	Class Docs			
Other Places 🙁	Downloads	Eds Backup			

Inside that folder is all of the data that you selected to be backed up.

Modifying a backup job

After creating a job, you can modify the files and folders selection or modify the schedule. Here are the steps:

1. Open the Genie program and from the main screen select Edit Previous Jobs as shown below. Select the job that you want to modify as shown below.



2. The easiest way to modify something is to select the category on the left such as "What to Backup". Make sure you click Save Job when finished making changes.



Genie System Notification Icon

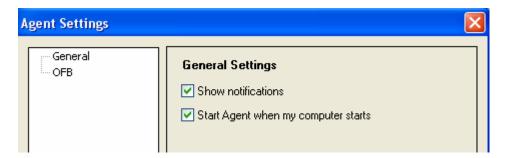
When you install Genie, an icon will show up in the lower right portion of your screen as shown below.



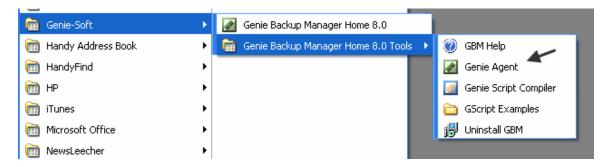
You can access the Agent's features by right-clicking it as shown below.

Open Analyze my Backup Status	
Create Backup Job	
Edit Job 🕨	
Run Backup 🕨 🕨	
Shutdown	
Open File Backup Agent 🔹 🕨	
Check for Update(s)	
Settings	
Exit	
📙 🕄 🖓 H 📑 🖸 🎱 🏷 🔂	2 🌒

To disable the Agent, click the Settings item and uncheck both items as shown below.



You can always re-enable the Agent by clicking Start, All Programs, Genie-Soft, Genie Backup Manager Home 8.0 Tools, Genie Agent as shown below.



The purpose of the Agent is to allow you quick access to several features and to perform scheduled backups. Do not disable the agent if you use the Genie Scheduler.

Restoring

Understanding the Restore process is not as critical as understanding the Backup process. If you backed up your system, you can always get help on the restoration by a PC specialist but – if you didn't backup your PC, no one can help you.

Here are the steps to restore your files and folders using Genie:

1. Open the Genie program and click the Restore button. In the window below select the backup job you want to restore and click the plus (+) sign.

🛃 Genie Backup Manager He	me Edition 8.0	
File Tools Help		
GENIE BACKUP MANAGER 8.0	Select a File to Restore	🕜 Help 🔻
Restore Main Page Select Backup Set Start Restore	Select a File to Restore Want to restore/view backups from your online account?"Go to Manage Online Backup". Select backup set by picking its corresponding backup run from the list Sort by: [] Image: Select Backup Image: Select backup set by locating main index file <job name="">.gbp Selected Job Information Backup Job Name:</job>	Backup Job 🗸
	Backup Date/Time: Backup Description:	
		Previous Next

2. After clicking the plus (+) sign you may see several backup runs, select the most recent as shown below. Click the right arrow to go to the next step.

🖉 Genie Backup Manager H	ome Edition 8.0				
File Tools Help					
GENIE BACKUP MANAGER 8.0	Select a File to	Restore		?	Help 🔻
Restore A Main Page Select Backup Set Start Restore	Select backup set by f	ore aw backups from your online account?"Go to Manage Online Back bicking its corresponding backup run from the list un 1 (11/10/2008 2:56 PM) un 2 (11/10/2008 2:59 PM))	up". Sort by:	Backup Job	
	Q:\Eds Backup.0\ma			Dirowse 🔁	
	Selected Job Inform	ation			
	Backup Job Name:	Eds Backup			
	Backup Date/Time:	11/10/2008 2:59 PM			
	Backup Description:	Backup Created on 11/9/2008 at 8:21 PM			
	GENIE BACKUP	MANAGER HOME B.O		Previous	Next

3. In this step, place a check in the items that you want to restore as shown below.

File Tools Help				
	IY PROFILE MY FOLDERS	MY PLUGINS		
Restore A	act items you wish to restore.	Backed up Windows Ed.wab	Book ndows Address Book (WAB s Address Book filename: py of existing WAB file] Launch Backed Up Windows Address Book
	GENIE BACKUP MANAGER HOME	8.0		Previous Next

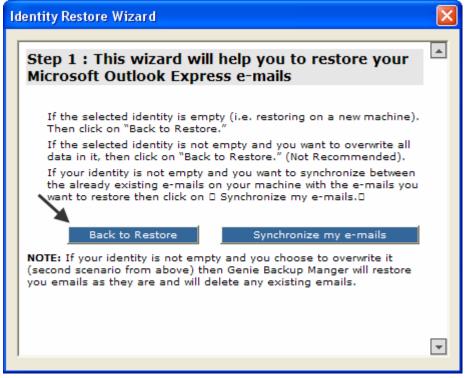
4. If you are restoring your email, select the Main Identity as shown below and click the Select Identity button in the lower right.

🛃 Genie Backup Manager H	ome Edition 8.0		
File Tools Help			
GENIE BACKUP MANAGER 8.0	MY PROFILE MY FOLDERS	MY PLUGINS	0
Restore Main Page Select Backup Set Start Restore	Select items you wish to restore.	Outlook Express - Main Identity Restore Dullook Express mails, settings, customizations and accounts Outlook Express Data Outlook Express Rules Outlook Express Rules Block Senders List Preferences Signatures Outlook Express Root Image: Dublook Express Root	mails
	<	<u>Sel</u>	ect Identity
		BO Pre	() Next

5. Select your Main Identity and click the Select button.

Select Identity						
Select target identity						
Identity Name						
🥙 Main Identity						
If you are restoring to a new Windows installation, you must run Outlook Express once before attempting to restore						
× ×						
\setminus						
¥						
Create New Identity Select Cancel						

6. Click the Back to Restore button as shown below



7. Next select the Folders tab as shown below to select the folders and files that you want to restore assuming that you Backed up some..

🛃 Genie Backup Manager H	lome Edition 8.0			
File Tools Help				
GENIE BACKUP MANAGER	MY PROFILE MY FOLDERS	MY PLUGINS		0
Restore Main Page Select Backup Set Start Restore	Mark the checkboxes next to the files or fold Class Docs Class D	Iers you wish to restore	Туре	Date Modified

8. Click the right arrow and you will see the window below – click the Restore Now button.



9. When the Restore has been completed, you will see the window below. From here you can either quit or go back to the Main page to perform other tasks.

🖉 Genie Backup M	anager Home Edition 8.0	
File Tools Help		
Restore Progr	ess	
Restore Info		View Restore Log
File:	Eds Backup	<u>M</u> ain Page
Total Items:	1333 Items	······
Total Size:	1.08 GB	Quit
Status:	Restore was completed successfully	
Restore Progress: Current Item: Current File:		
Skipped: 0		
Current Item Progress:		
	100%	
Overall Restore Progres		N
	100%	X Abort Restore