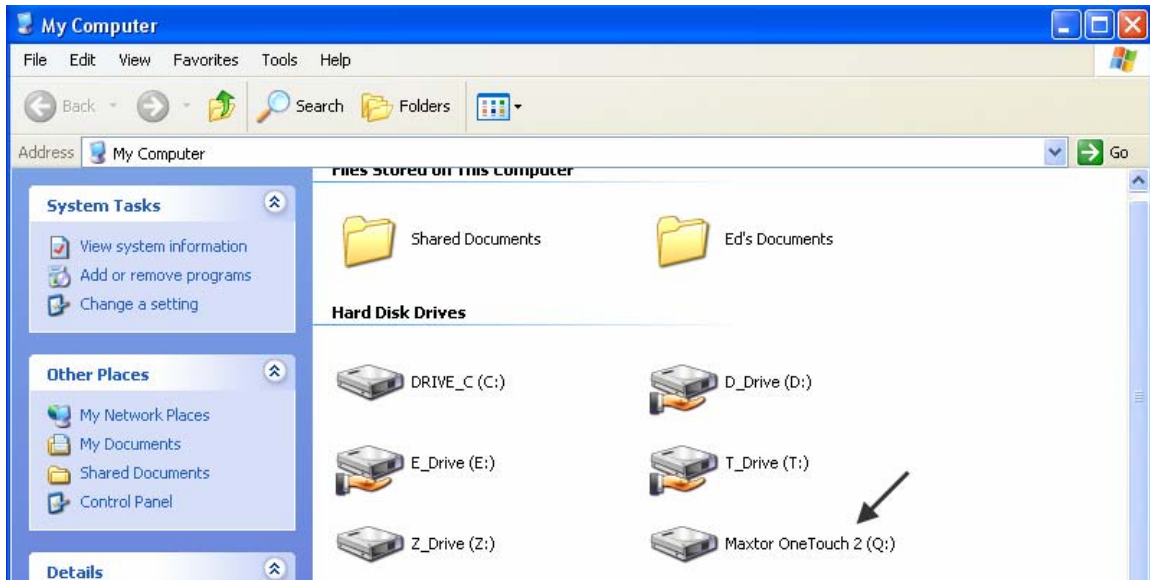


Genie 8 Backup Tutorial

Introduction

This tutorial assumes that you have an external hard drive connected to your PC or that you have a 2nd 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.



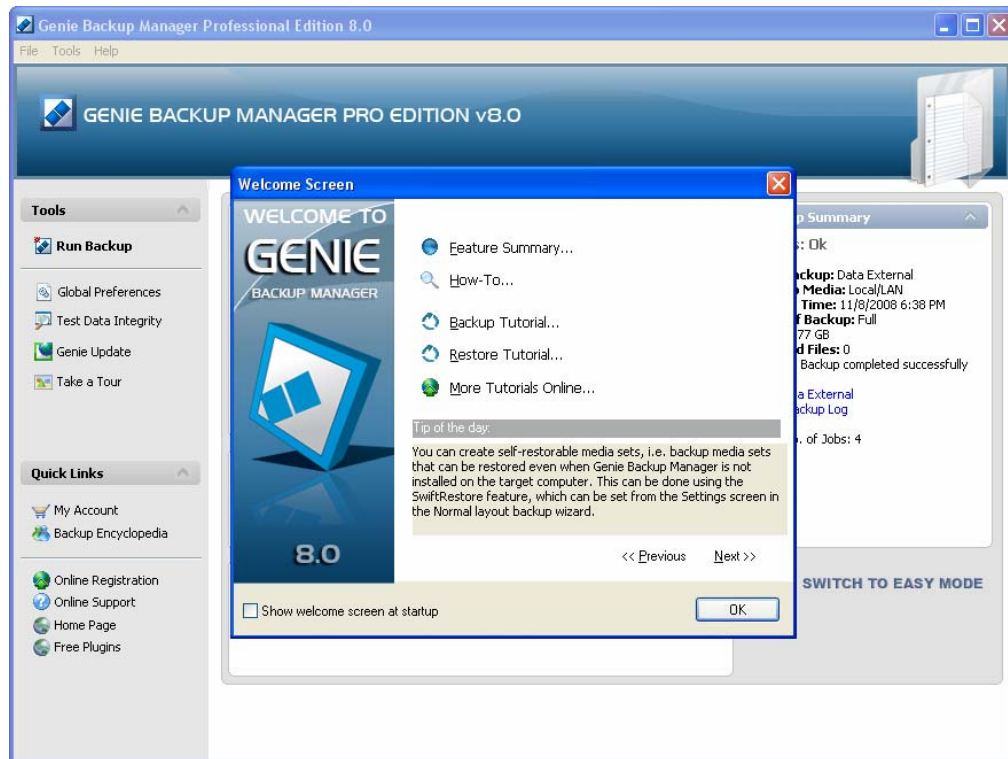
The figures in this document are from the Pro version but the Home Edition works the same way and is totally adequate for most users. Both versions work with XP and Vista.

Creating your first backup

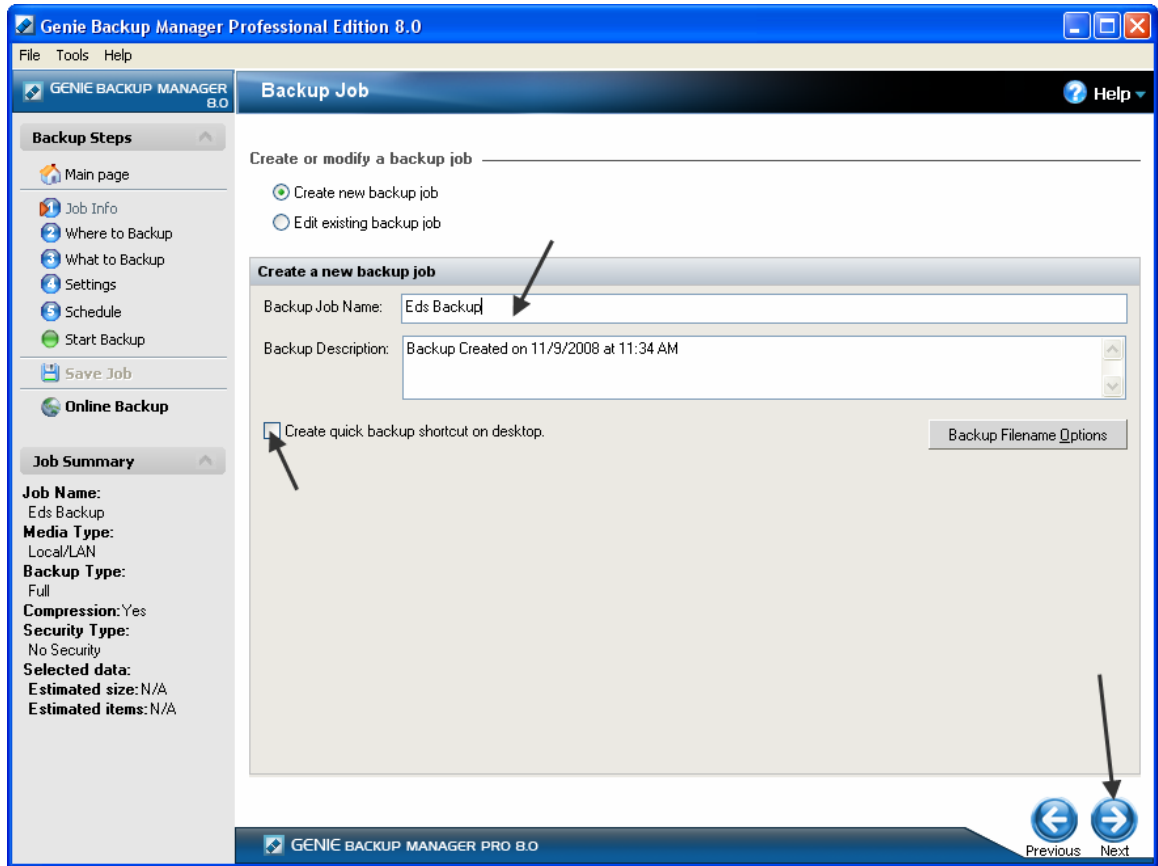
Genie allows you to create a backup job which is no more than a description or list of the files and folders that you wish to backup. This not only can include your My Documents contents but your Email, Address Book, Favorites plus any other individual files or folders. This selection can be and should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

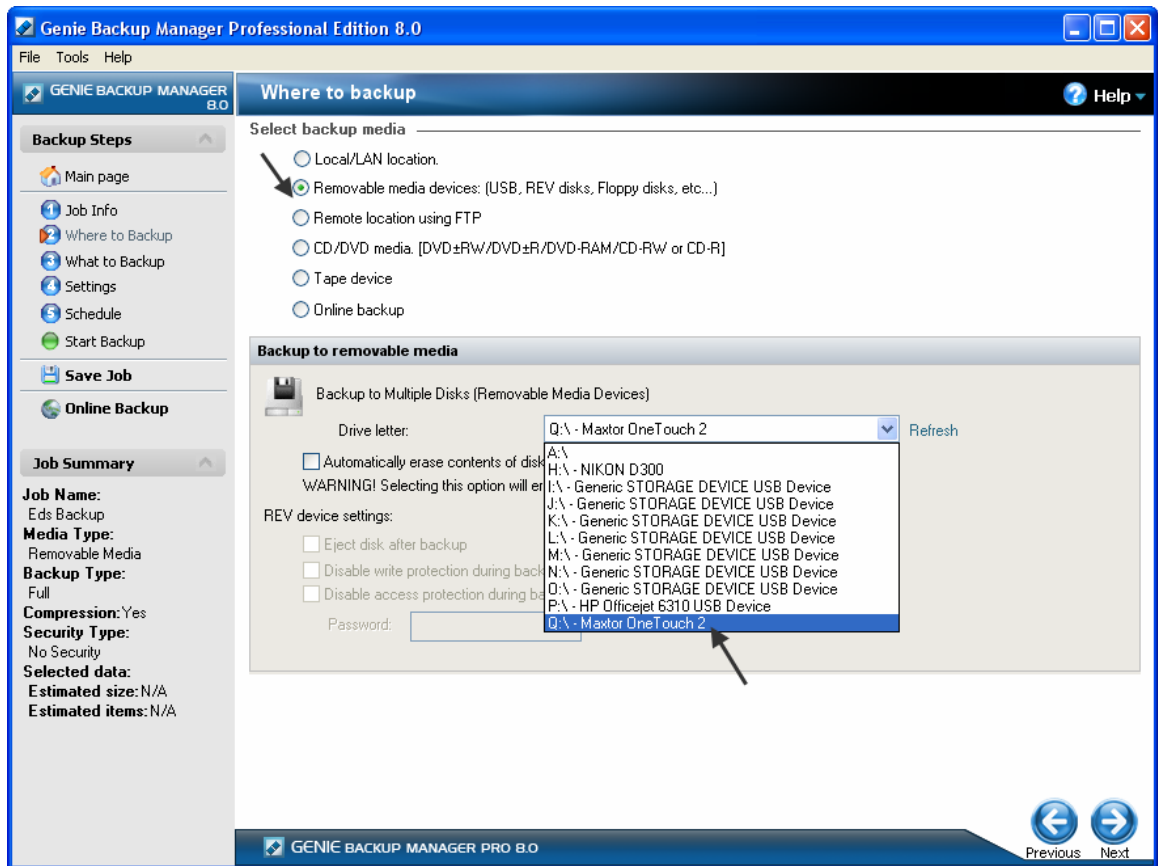


2. Click the Backup button to start creating our first backup job. As shown below, enter a name for the job and, optionally, create a shortcut on the desktop to make it easy to run the job in the future. You can always re-run the job by running Genie Backup later. Next, click the right-facing arrow in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

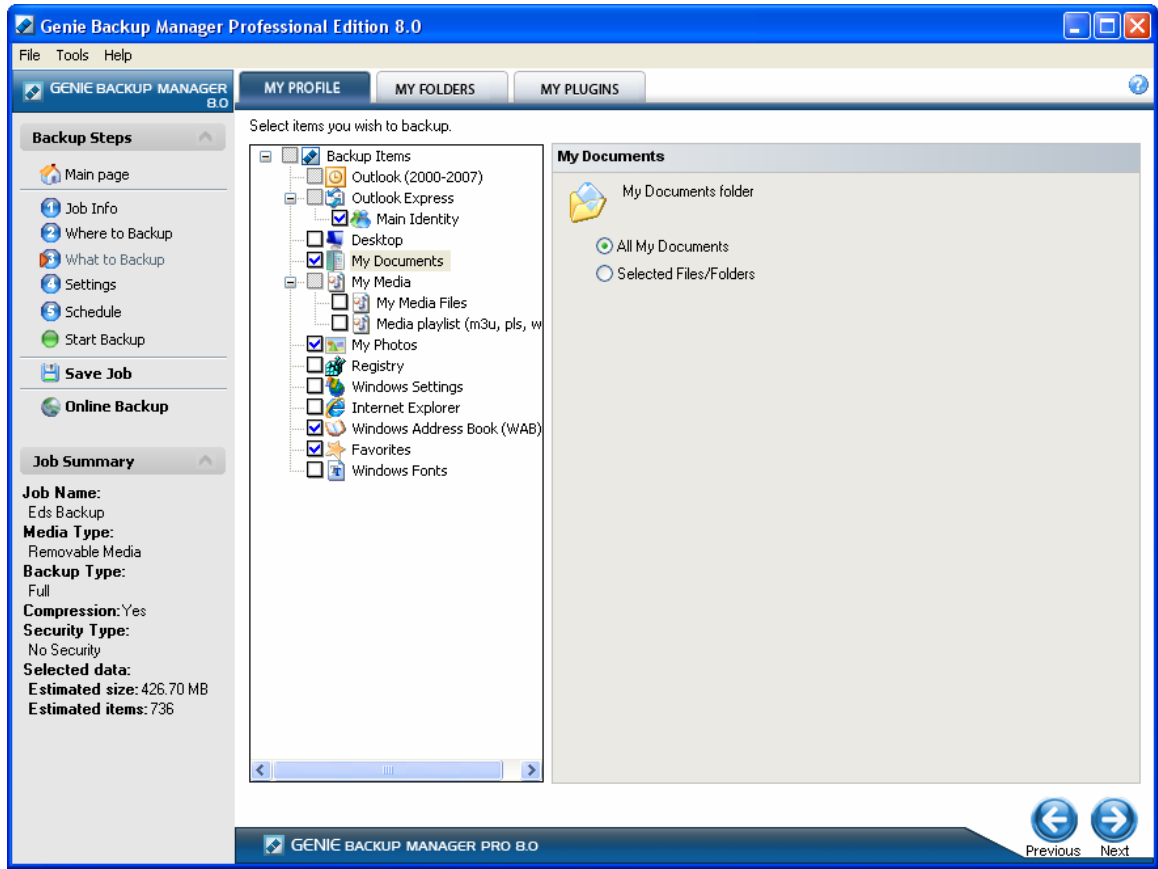


3. In the window shown below, there are two settings that you need to select. The first one is to select the second option which is for removable devices such as external hard drives. The second one is to select the drive location by clicking the drop-down box next to the Drive Letter label. If you forgot 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.

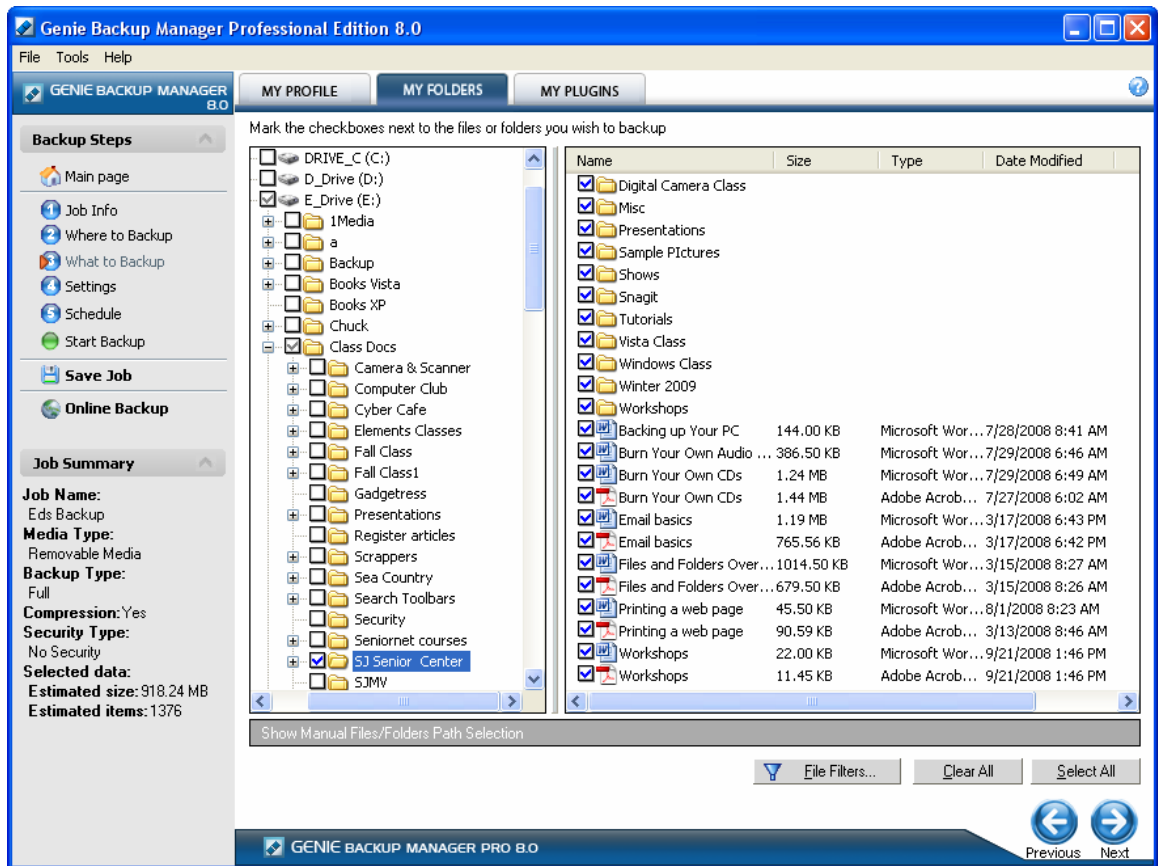
Note – you can progress through the settings using the arrows or by clicking the numbers 1 through 5. You do not have to go through these steps in any particular order. This allows you to go back and make changes at any time in any order. Just don't forget to click Save Job when finished.



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.

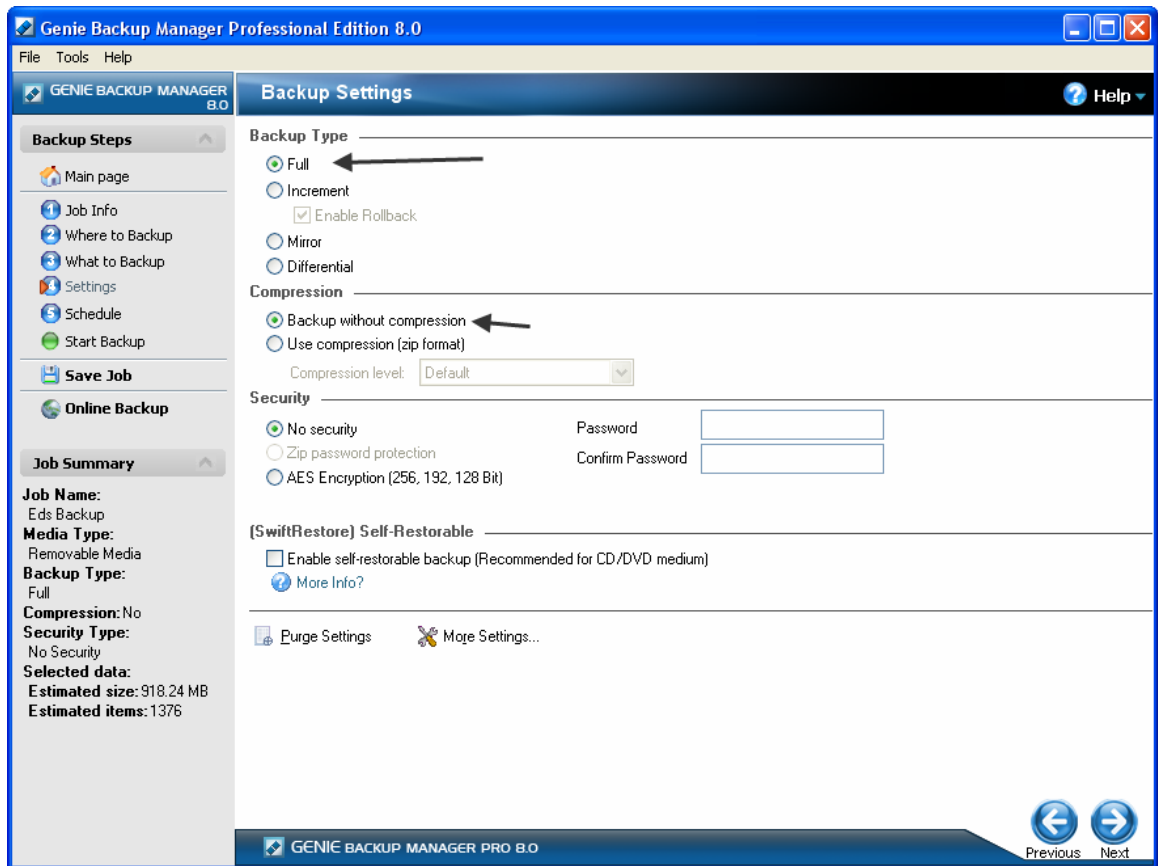


5. Click the My Folders tab next as shown below. This will allow you to select any folders to add to the backup. Click the plus (+) signs to expand folders. You can even select individual files on the right. When done, click the right arrow.



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.

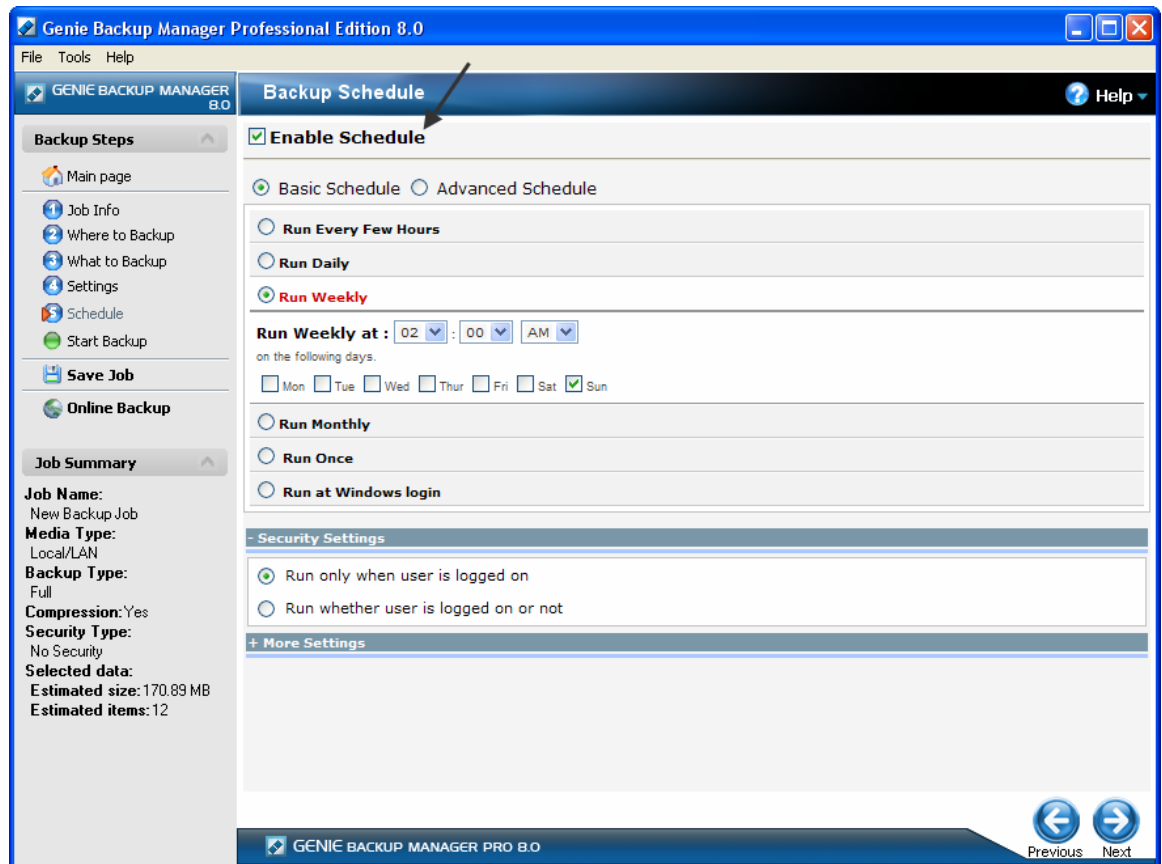
You still will be able to restore individual files and folders with the Genie program as we'll see later. Click the right arrow to continue.



7. In this screen, click Schedule Backup.



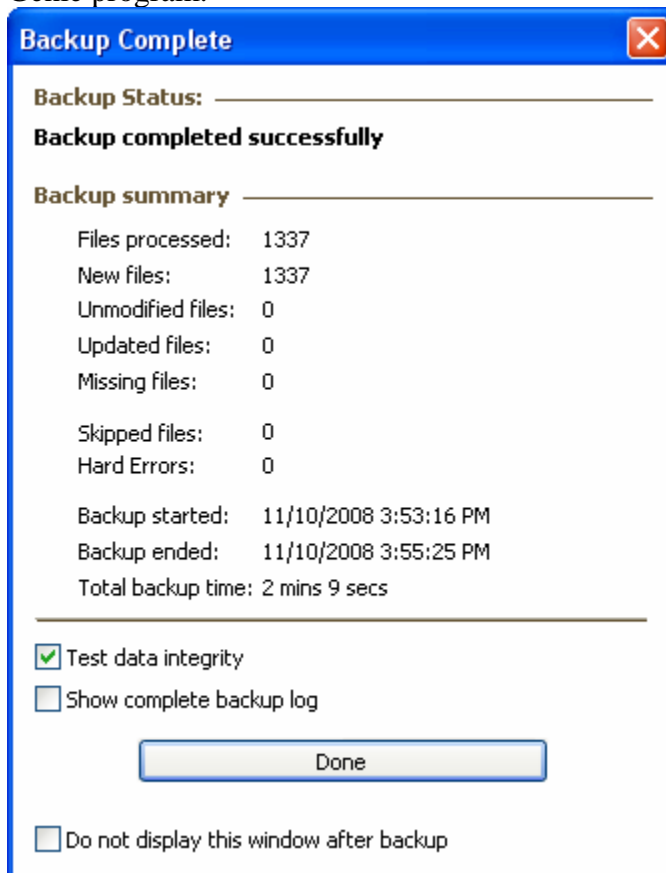
8. In this screen, check Enable Schedule. In this example I selected weekly. It then allowed me to select a day of the week and a time. Even though I selected 2 AM,



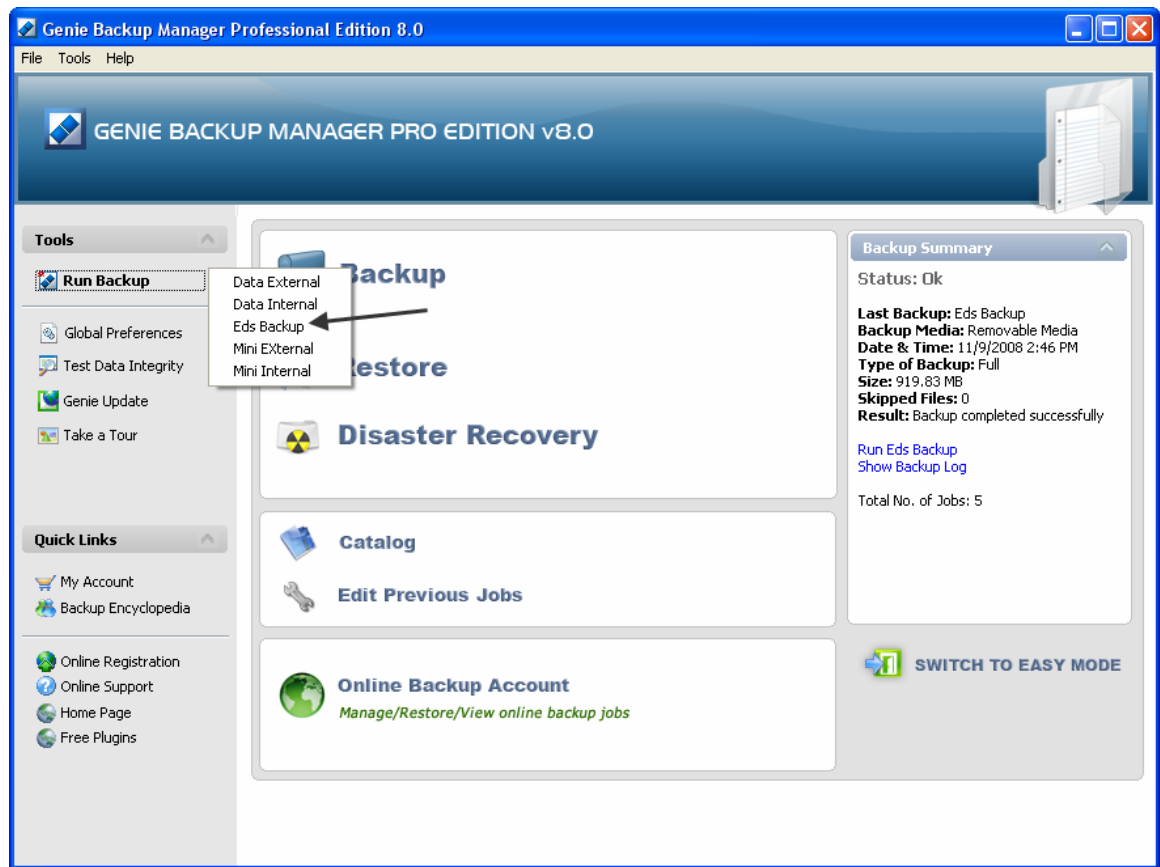
9. Click Backup Now to complete the backup. The job will be automatically saved.



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.



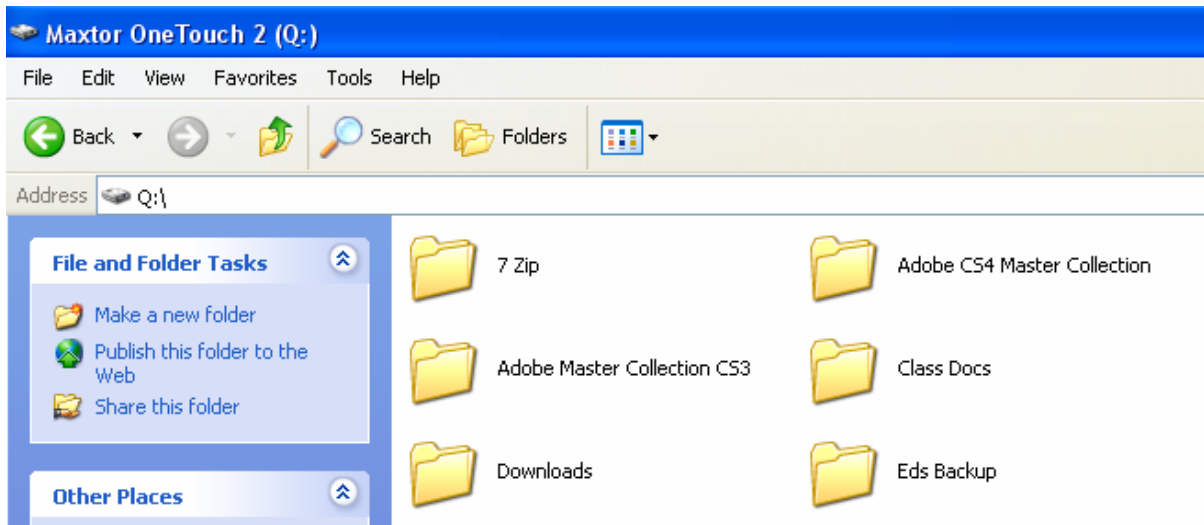
11. The next time you run Genie, select Run Backup on the left and all of your jobs will pop up. You can see the recently created “Eds Backup” shown below.



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”.

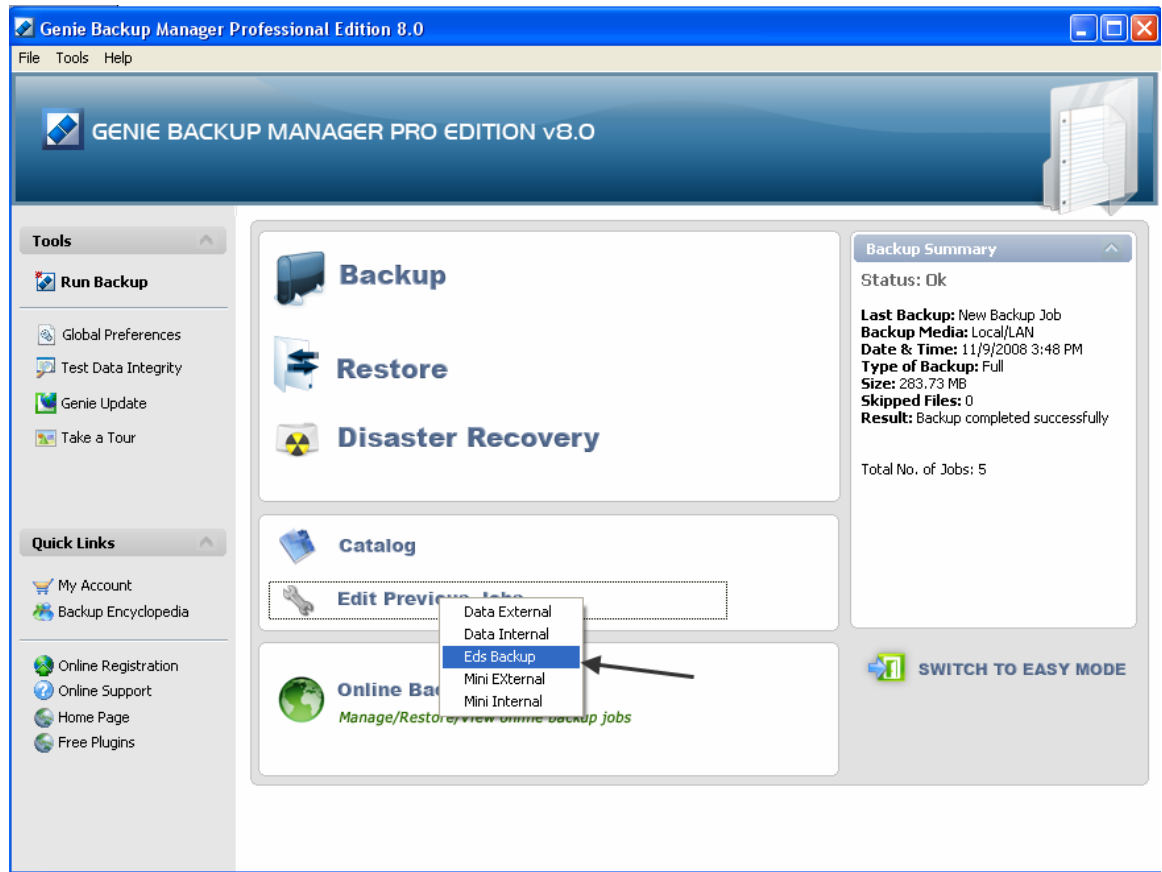


Inside that folder is all of the data that you selected to be backed up.

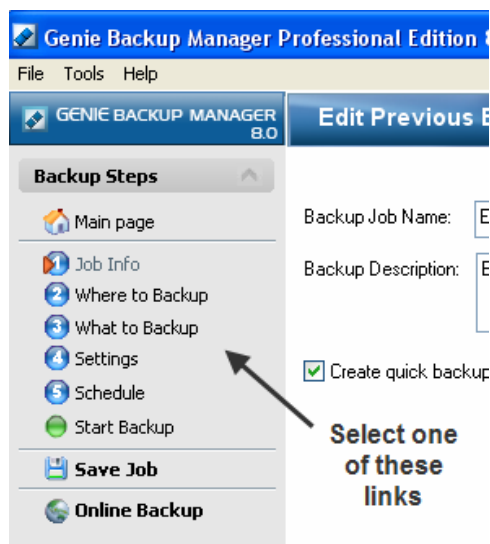
Modifying a backup job

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.

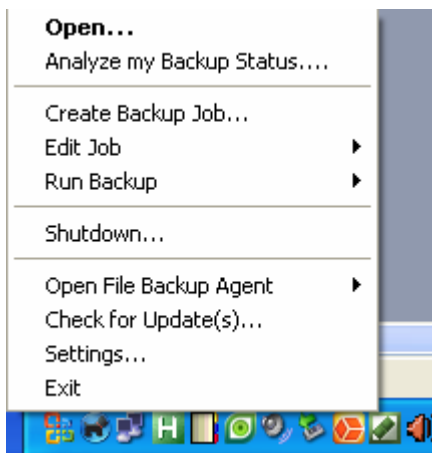


Genie System Notification Icon

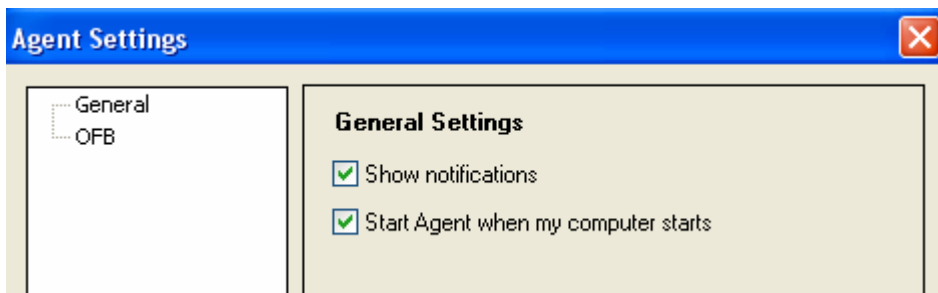
When you install Genie, an icon will show up in the lower right portion of your screen as shown below.



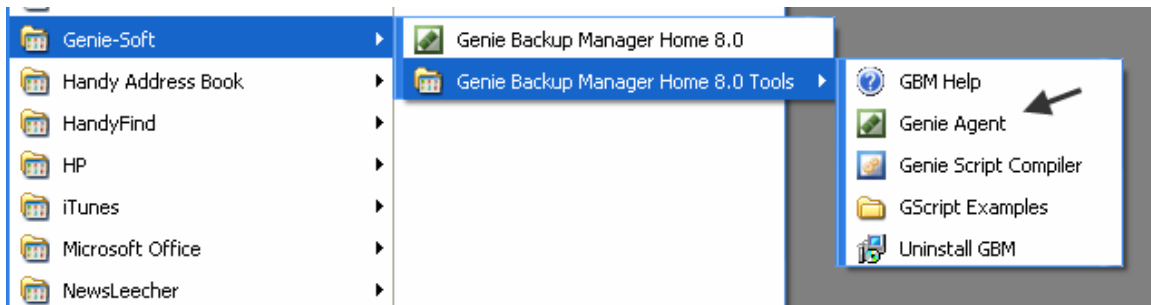
You can access the Agent's features by right-clicking it as shown below.



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.



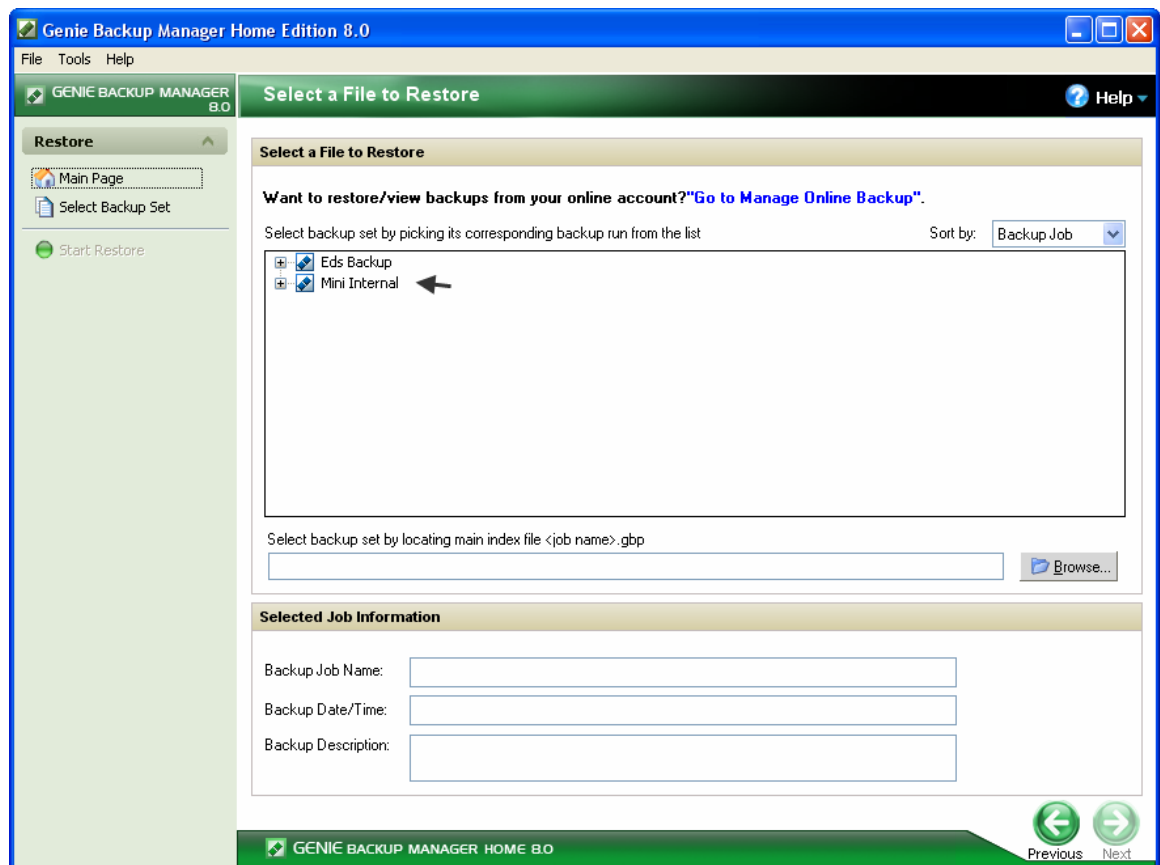
The purpose of the Agent is to allow you quick access to several features and to perform scheduled backups. Do not disable the agent if you use the Genie Scheduler.

Restoring

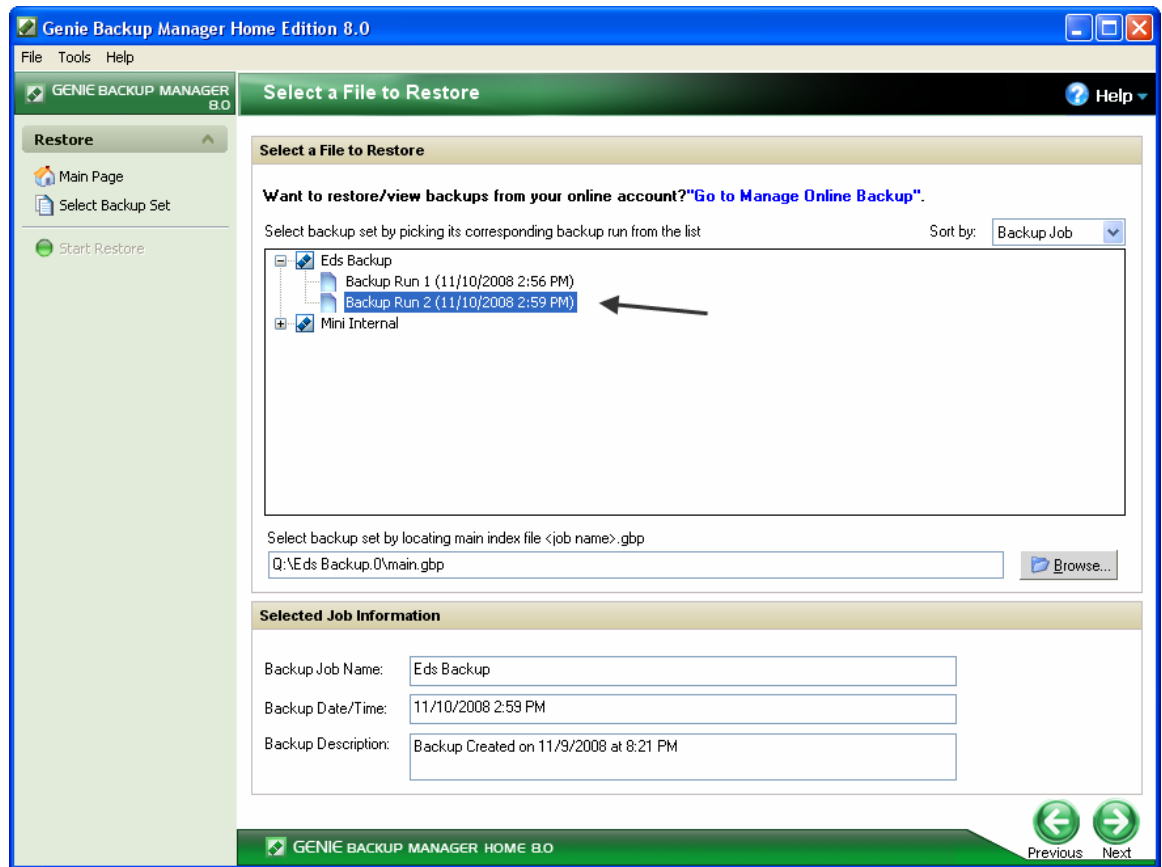
Understanding the Restore process is not as critical as understanding the Backup process. If you backed up your system, you can always get help on the restoration by a PC specialist but – if you didn't backup your PC, no one can help you.

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

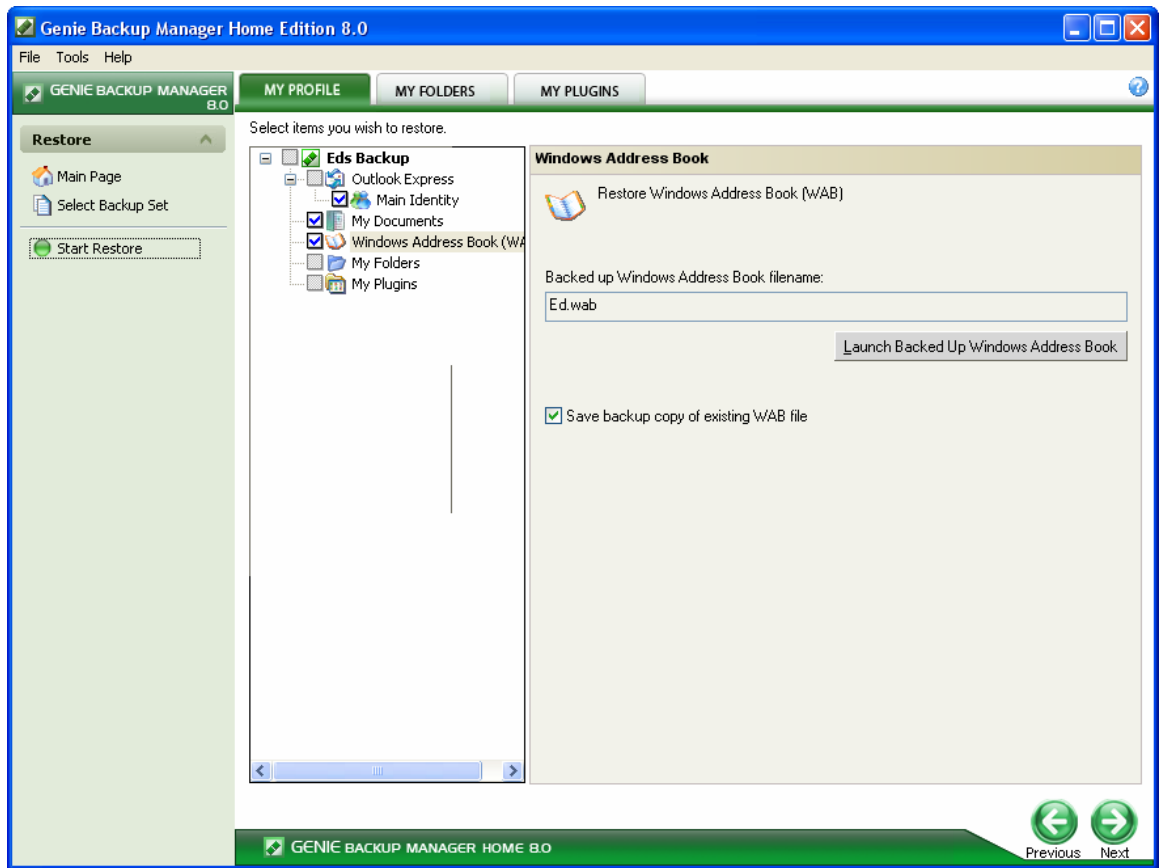
1. Open the Genie program and click the Restore button. In the window below select the backup job you want to restore and click the plus (+) sign.



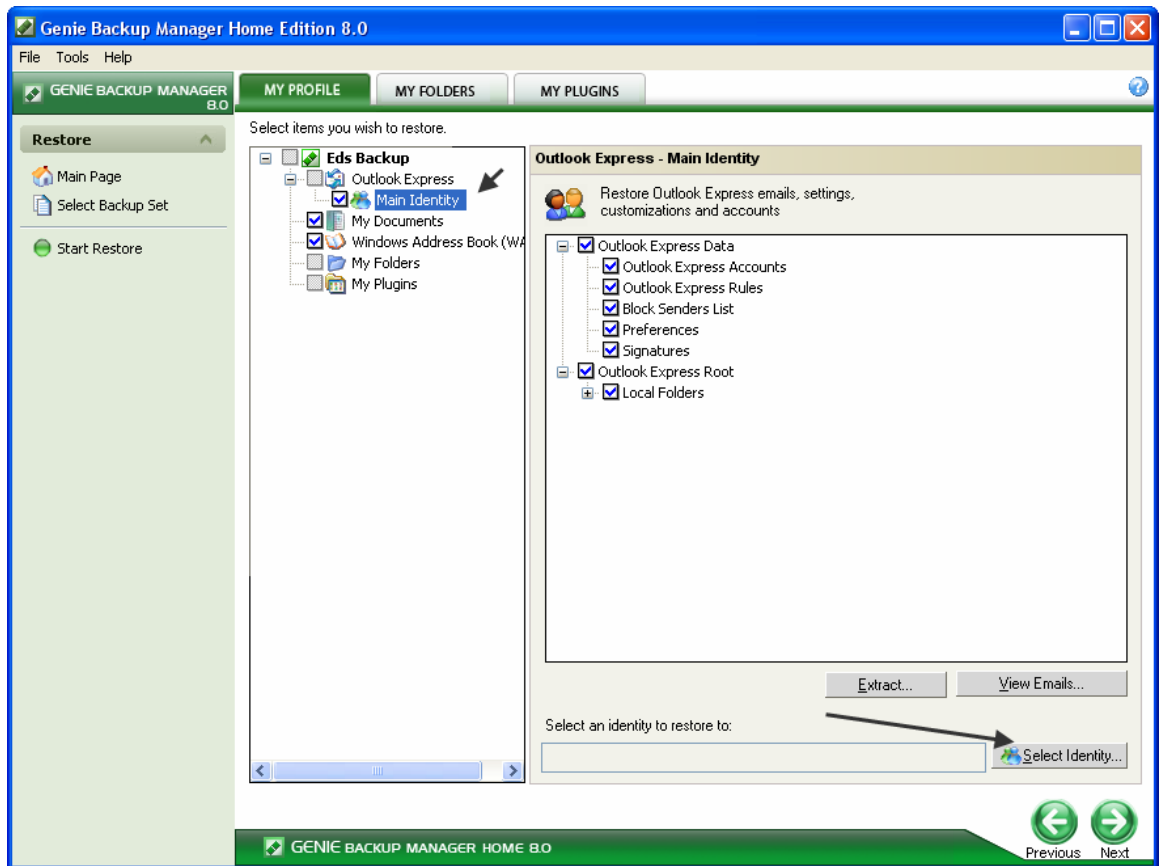
2. After clicking the plus (+) sign you may see several backup runs, select the most recent as shown below. Click the right arrow to go to the next step.



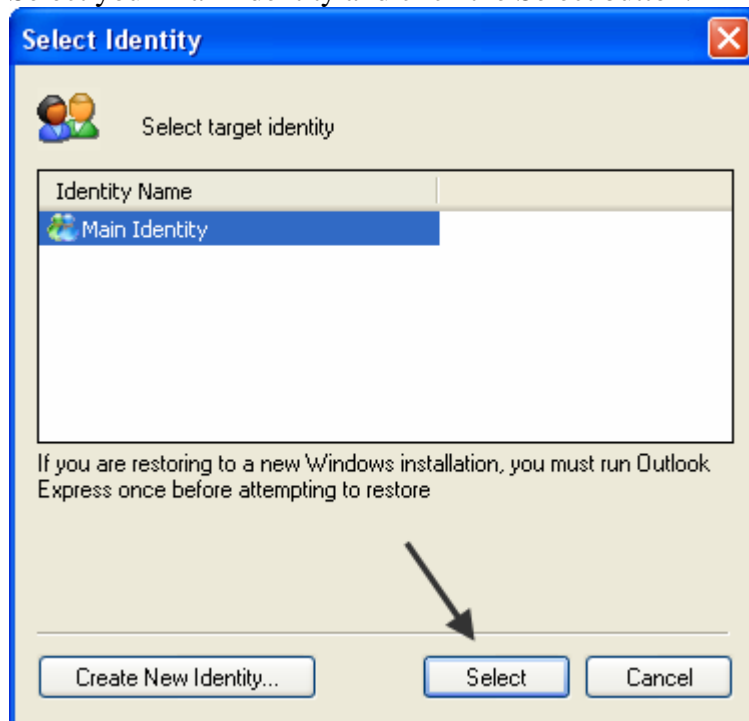
3. In this step, place a check in the items that you want to restore as shown below.



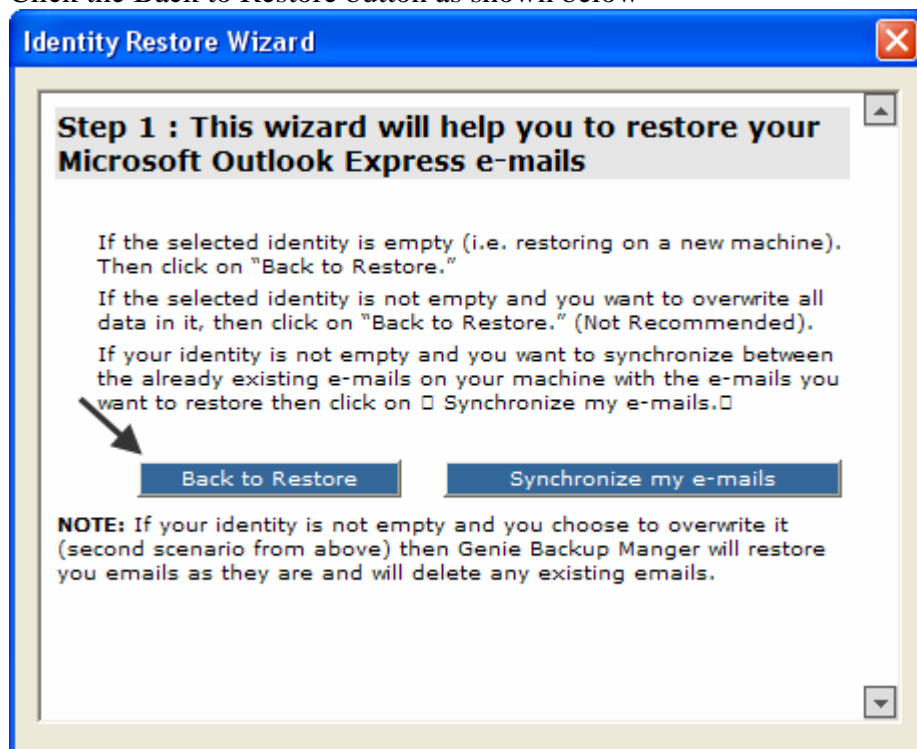
4. If you are restoring your email, select the Main Identity as shown below and click the Select Identity button in the lower right.



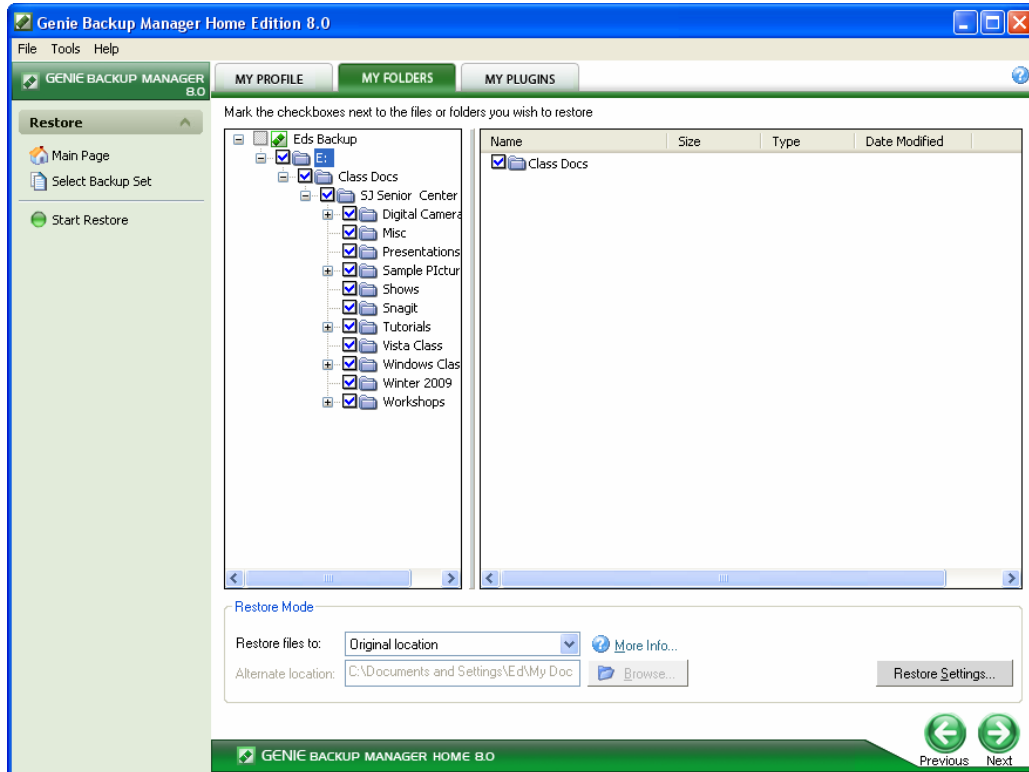
5. Select your Main Identity and click the Select button.



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..



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.

