

# NCH Software FileFort Backup

This user guide has been created for use with  
FileFort Backup Version 3.xx

## Technical Support

If you have difficulties using FileFort Backup please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date FileFort Backup Online Technical Support at [www.nchsoftware.com/backup/support.html](http://www.nchsoftware.com/backup/support.html).

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

## Software Suggestions

If you have any suggestions for improvements to FileFort Backup, or suggestions for other related software that you might need, please post it on our Suggestions page at [www.nch.com.au/suggestions/index.html](http://www.nch.com.au/suggestions/index.html)

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

# FileFort Backup

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# Overview

Overview FileFort is an application that allows you to back up your data to a variety of locations:

- Copy to a USB stick, network drive or another hard disk
- Burn to a CD, DVD or Blu-ray disc
- Upload to Google Drive, Amazon S3 or Dropbox
- Upload to an FTP server

The backup can be done using the standard Windows Backup process or by creating a zip archive.

## Features

- Data is compressed as part of the backup process
- FTP upload can happen as soon as the backup is complete
- Backup can be burnt to disc (CD, DVD, Blu-ray), which means you can back up to 50GB (Blu-ray) using [Express Burn](#)
- Backups can be scheduled to run daily or weekly at a specific time
- Backups can be done on USB sticks or external drives, by simply inserting the USB stick or connecting the external drive
- When FileFort is started, you will be notified of any backups that did not run and the reason (for example, if the PC was turned off)
- You can back up the system state, which includes the Windows registry (in Windows XP or earlier)

## System Requirements

- Windows 2000/XP/2003/Vista/2008/7/8
- [Optional] CD/DVD/Blu-ray burner.
- [Optional] Internet connection for upload to an FTP server, Google Drive or Amazon S3.

# Creating a Backup

## Creating a New Backup Job

To create a new backup, click on the New button on the toolbar or press Ctrl+W. This will open the wizard to help you set up a new backup job.

**What To Back up** On the first page of the wizard, select the folders you wish to back up. You may add as many folders as you wish from any available drives.

You may also set up inclusion and exclusion rules based on pattern matching or file types.

See more about the first wizard page in the [New Job Wizard – What to Back Up](#) section in the Screen References section of this manual.

**Backup Location** In the second step of the wizard, select the backup destination where the backup will be saved. The options are:

### Cloud Backup Options

- Back up to Google Drive or Google Docs account - the backup will be uploaded to the Google Drive server. You'll need your email address and password for your Google account. If you don't have a Google account, you can click on the "Sign up for a free Google Docs account" link in FileFort's New Job Wizard, on the Google Drive setup page.
- Back up to Amazon S3 - the backup will be uploaded to Amazon S3 servers. You'll need an Access Key and Access Secret, which you generate by going to your Amazon S3 account, create a bucket and then from the My Account/Console menu select Security Credentials and click the Access Credentials link. If you don't have an Amazon S3 account, you can register for a free account by clicking the "Sign up for a free Amazon S3 account" link in FileFort's New Job Wizard, on the Amazon S3 setup page.
- Back up to Dropbox - the backup will be uploaded to your Dropbox account. You'll be redirected to a browser where you'll authorize FileFort to upload to a folder in your Dropbox account. If you don't have a Dropbox account, you can sign up for a free account by clicking the "Sign up for a free Dropbox account" link in FileFort's New Job Wizard, on the Dropbox setup page.
- Back up to a remote server using FTP - the backup will be uploaded to an FTP server. Selecting this option will open the FTP list. If you need to add an FTP server, click the Add button. See section of this manual for more information on setting up an FTP server to use with FileFort.

### Hard Backup Options

- Back up onto a USB stick - the backup will be saved to the USB stick (flash drive, thumb drive, memory stick) you specify. You will also be able to choose to automatically perform this backup job each time the stick is plugged in.
- Back up to CD/DVD/Blu-ray using Express Burn Software - the backup data will be written to a disc using Express Burn. Make sure the correct disc burning drive is selected from the Backup Drive drop menu. Learn more about Express Burn at [www.nch.com.au/expressburn/index.html](http://www.nch.com.au/expressburn/index.html)

- Back up onto an external hard drive - the backup will be saved to the selected external hard drive. You will also be able to choose to automatically perform this backup job each time the drive is plugged in.
- Back up to a network folder - the backup will be saved on a network folder. Enter the folder name in the Folder field, or browse to the folder location and select it for the backup.
- Back up to a local folder - the backup will be saved on a local folder on the same machine. Enter the folder name in the Folder field, or browse to the folder location and select it for the backup.

For more information about backup locations, see the [New Job Wizard – Backup Location](#) topic in the Screen References section of this manual.

**Backup Type** In the third step of the wizard, select a backup type and specify other options for the backup.

#### Backup Type

- Full - all files in the selected folders will be backed-up, and existing backup files will be overwritten.
- Historical - creates a full backup every time, and keeps versions from each month.
- Incremental - only the files that have changed since the last backup will be backed up.

#### Create self-extracting backup

Ticking this checkbox will create the backup as an executable (.exe) file, which does not require FileFort to be installed for the backup to be restored.

#### Encrypt backup using MEO Encryption

Ticking this checkbox will enable you to password protect your backup using MEO encryption software. Enter your MEO password and confirm the password to encrypt. Learn more about MEO and download a free copy at [www.nchsoftware.com/encrypt/index.html](http://www.nchsoftware.com/encrypt/index.html).

#### Create a zip backup

Ticking this checkbox will enable you to create a zip backup, rather than the default format FileFort creates (.bkz). Archives can be restored using any application that is able to extract zip archives.

#### Mirror files exactly in subfolders

Ticking this checkbox will enable you to create a mirror of the folders and files, on a specified destination folder. Files can be restored entirely from FileFort, or by copying the desired files with Windows Explorer.

All Backup Type are supported (Full, Historical, Incremental) on USB Stick, External/Backup Hard Drives, or Network Folder destination. Cloud Backup destinations are not yet supported.

Learn more about the backup types in the help topic [New Job Wizard – Backup Type](#) found in the Screen References section of this manual.

## Job Start Interval

In the final step of the wizard, specify how often the backup is to run and at what time.

- **Schedule Backup** - Check this box if you wish the backup to automatically run at the time/date you specify.
- **Schedule Type** - Select to run the backup daily or weekly.
- **Job Start Time** - Specify the time of day the backup runs. You may want to consider a time you will not be using your computer, but when the computer will be turned on.
- **Job Start Day** - If you specified a weekly backup, select the day of the week the backup should run.

The backup will run starting on the day and time you specify above. If FileFort is not running at the time (or your PC is not turned on), the next time you run FileFort you will be told that the backup did not run. You can then choose to do the backup right away by checking the box labeled "Run backup immediately."

Learn more about scheduling your backup in the [New Job Wizard ~ Job Start Interval](#) topic in the Screen References section of this manual.

# Restore a Backup

## Restoring a Backup

Select a backup from the list of performed backups and click Restore on the toolbar.

### Restoring after a critical computer failure

For users who need to restore a backup after reinstalling the Operating System, or another similar critical computer failure, click the "Restore Backup" item from the Job menu or click the Restore icon in the toolbar. Browse for the backup file name you wish to restore. If your backup is stored on an FTP server, click the "Download FTP Backup File" from the FileFort menu to download your file and add it to the backup list.



# Select Burn Drive

Select drive to burn:

If your computer have more than one CD/DVD burn drives, you can select the drive where the backup will be made.

# Command-Line

You can run FileFort from the Windows command line. Running in this way allows you to create a new backup task and optionally run it or restore from a previously created backup. Any or all options can be used and repeated as needed. No prompts occur when using command line options. Burn settings and other such options will default to the last used setting. The following command-line arguments are available:

-job jobname

The name of the backup job.

-runnow

Runs the job once complete.

-systemstate

The job will back up the Windows system state.

-type incremental

Will only back up files changed since the last backup.

-type full

Will back up all files.

-list "ListFilePath"

Individual files or folders to back up. You may list one or more files/folders.

-bks "FilePath"

A file containing the list of folders to be backed up. Each folder should be on a separate line and quotation marks should not be used.

-destination file

Copy the backup file to a folder/network drive.

-destination cddvd

Burn the backup file to a CD/DVD/Blu-ray.

-destination ftp

Upload to an FTP server.

-location location

Depending on -destination this is the folder/drive/server to back up to.

-login login name

Login name for FTP server, Google Drive account or Amazon S3 account

-password password

Password for FTP server, Google Drive account or Amazon S3 account

-restore filename

Use this switch to restore a previously backed up file. If the backup is not already on the list, it will be added.

-quiet

Use this switch to suppress any popup messages during backup or restore process.

Example: "C:\Program Files\NCH Software\FileFort\filefort.exe" -job MtData -type incremental  
-list "C:\MyDocuments" -destination cddvd -location d: -format zip

Will back up all files in C:\MyDocuments that have changed since the last backup, and burn the resulting backup to disc in the D: drive.

# Shortcut Key Reference

The following key combinations can be used to access the various functions in FileFort:

New job wizard	Ctrl+W
Delete selected job or backup	Del
Run selected backup now	Ctrl+B
Rename selected backup job	F2
Edit list of files for job	Ctrl+F
Edit backup type/destination	Ctrl+T
Edit job schedule	Ctrl+S
Minimize program to tray	Alt+F4
Help documentation	F1

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# Backup Formats - Zip Archive

Overview Zip files are a defacto standard for compressing and archiving data on many different platforms.

FileFort backups in Zip archive format are stored with a ".bkz" file extension.

FileFort does allow you to create backups in .zip format from the [Backup Type](#) page by checking the Create a .zip archive option.

## Limitations

- The maximum size of the archive is dependent on the storage file system and the space available.
- File-names that use characters other than those in the default system code page cannot be backed up or restored correctly.

## Screen References - Enter Password

This dialog asks you to input and verify the password. When encrypting this is the password used to encrypt the data. Please remember this password as there is no way to recover it if you forget and your encrypted data will be lost.

Always ensure the password is as long as allowed and try to avoid words or names as these are fairly easy to guess. Try to use a combination of letters, numbers, and symbols.

## Screen References - Enter Password

This dialog asks you to input your password for decryption. You will be told if the password is incorrect.



# Screen References - Download Backup from FTP

## Overview

This dialog allows you to download backups from an FTP server in order to restore it after a system reinstall or other failure.

## Screen References - Historical Backup Selection

Historical Backup List This dialog allows you to restore a backup made at a specified date.

# Screen References - New Job Wizard ~ Files

Choosing what to back up On this dialog you select the files and/or folders you wish to back up.

Click the Add Folder button to select a folder to add.

Click the Add File button to select a single file to add.

The Remove Selected button will remove the selected file/folder from the list of files to back up.

Hidden files and folders will not be backed up.

## Inclusion and Exclusion Rules

If there are any patterns in the include text box, only files matching that pattern will be included in the backup.

If there are any patterns in the exclude text box, all files matching that pattern will be excluded even if they match an included pattern.

If there is a value in the exclude files larger than text box, any files larger than this value (in megabytes) will be excluded.

Checking the exclude video checkbox will exclude all files matching the following patterns:  
".3g2;\*.3gp;\*.asf;\*.asx;\*.avi;\*.flv;\*.mov;\*.mp4;\*.mpg;\*.rm;\*.swf;\*.vob;\*.wmv"

Checking the exclude audio checkbox will exclude all files matching the following patterns:  
".aac;\*.aif;\*.iff;\*.m3u;\*.mid;\*.midi;\*.mp3;\*.mpa;\*.ra;\*.wav;\*.wma"

Checking the exclude image checkbox will exclude all files matching the following patterns:  
".fif;\*.gif;\*.ief;\*.ifs;\*.jpeg;\*.jpg;\*.jpe;\*.jfif;\*.jpeg;\*.jpg;\*.png;\*.tiff;\*.tif;\*.dwg;\*.svf;\*.wi;\*.bmp;\*.pcd;\*.ras;\*.pnm;\*.pbm;\*.pgm;\*.ppm;\*.rgb;\*.xbm;\*.xpm;\*.xwd"

# Screen References - New Job Wizard ~ Back Up To

On the "Back Up To" page, select the target for current backup job. The options are divided by cloud-based backup options and hard backup options.

## Cloud Backup Options

### Google Drive or Google Docs

Select this option to back up files to your Google Drive account. Google Drive, which now encompasses Google Docs, is a cloud-based storage service that lets you upload, store, access, share and edit your files from anywhere. The first 5GB are free, but tiers of additional storage are available for a monthly fee.

### Amazon S3

Select this option to back up files to your Amazon S3 account. Amazon S3 is a cloud-based storage service that allows unlimited storage and bandwidth, which can be accessed and shared from anywhere. It is free to set up, and you pay only for the storage you use.

### Dropbox

This option allows you to back up files to your Dropbox account. Select this option and click Next to be redirected to the Dropbox sign in page. Dropbox is a cloud-based storage service that lets you upload, store, access and share your files from anywhere. The first 2 GB are free, but additional storage packages are available for a monthly fee.

### Remote FTP Server

Select this option to back up files to a remote FTP server. FTP servers are sometimes available through your ISP or website host, and cost will vary between providers.

## Hard Backup Options

### USB Stick

Select this option to back up to a USB stick, also known as a thumb drive, flash drive or memory stick. USB sticks vary in the storage they can hold, usually between 2-16 GB. This option also allows you to set up automatic backups any time your USB stick is connected to this computer.

### CD/DVD/Blu-ray using Express Burn

The option to back up to CD/DVD/Blu-ray using Express Burn allows you to back up to any disc type. If you do not have Express Burn installed, you will be given the opportunity to download it for free.

### External or Backup Hard Drive

This option allows you to back up to an external or local drive, which allows a large amount of storage, sometimes up to several terabytes.

## Network Folder

This option allows you to back up to a folder elsewhere on your network.

## Alternative Folder on the Same Computer

This option allows you to back up to any folder on your computer.

## Screen References - New Job Wizard ~ Google Drive

The Google Drive page is where you authorize FileFort to upload to your Google Drive account.

Authorize Application

If FileFort is not authorized to upload to your Google Drive account, click this button to be directed to the Google Drive sign in page to initiate this permission.

## Screen References - New Job Wizard ~ Amazon S3

The Amazon S3 page is where you enter your Amazon S3 information. View more information about obtaining your Amazon S3 account details, or set up a new account, from the [Amazon S3](#) page.

Access Key:

Enter the Access Key for your Amazon S3 account.

Access Secret:

Enter the Access Secret for your Amazon S3 account.

## Screen References - New Job Wizard ~ Dropbox

The Dropbox page is where you authorize FileFort to upload to your Dropbox account. For more information about setting up a free Dropbox account, visit

<https://www.dropbox.com/register>

### Authorize Application

If FileFort is not authorized to upload to your Dropbox account, click this button to be directed to the Dropbox sign in page to initiate this permission.



## Screen References - New Job Wizard ~ Remote FTP Server

This page is where you save the FTP account settings for accounts you have on FTP servers, which allows FileFort to upload your backup files to these FTP servers. To view a list of recommended FTP providers, see <http://www.nchsoftware.com/ftp/hosting.html>

FTP Server:

Enter the server address for the FTP server (e.g., ftp.myserver.com)

Secure FTP (SSL/TLS)

Check this option to make a secure connection to the FTP server.

Username:

Enter the username used to log into the FTP server.

Password:

Enter the password used to log into the FTP server.

Directory:

Enter the directory on the FTP server where backups will be uploaded to.

## Screen References - New Job Wizard ~ USB Stick

The USB Stick page is where you assign the USB stick that will be used for backups.

Backup USB Stick:

Select the USB stick from the drop menu, or click the Find Drives button to browse for the drive.

Automatically back up whenever the USB stick is plugged in

When this option is checked, FileFort will detect the assigned USB stick and automatically run the backup job when the stick is first plugged in.

## Screen References - New Job Wizard ~ CD/DVD/Blu-ray

The CD/DVD/Blu-ray page is where you assign the burning drive that will be used to burn backups.

- Automatically back up whenever the stick or drive is plugged in - Check this if you want FileFort to automatically back up whenever you plug in a USB stick or external drive.

Backup Drive:

From the drop menu, select the burning drive to use for this backup job.

# Screen References - New Job Wizard ~ Backup Hard Drive

The Backup Hard Drive page is where you assign the external or local drive that will be used for backups.

External or Backup Hard Drive:

Select the external or backup drive from the drop menu, or click the Find Drives button to browse for the correct drive.

## Screen References - New Job Wizard ~ Folder on Network

The Network Folder page is where you select the network folder you want to back up to.

Network Folder:

Select the folder the backup job should back up to, or click the Browse button to search for the correct folder.

# Screen References - New Job Wizard ~ Folder on the Same Computer

The Folder on the Same Computer page is where you select the local folder you want to back up to.

Local Folder:

Select the folder the backup job should back up to, or click the Browse button to search for the correct folder.

# Screen References - New Job Wizard ~ Backup Type

On this dialog you specify the backup type, backup format and specify a password if you want to encrypt your data using MEO.

## Backup Type

- Full Backup - This option will back up everything in the selected directories everytime the backup is run. It overwrites the existing backup file and replaces it with the new one.
- Historical Backup - Create a full backup every time, and keep versions from each month.
- Incremental Backup - This option only backs up files changed or created since the last backup. FileFort creates a new file each time the backup is run.

## Create a BKZ file

This is the standard file format for FileFort. The backup extension is .bkz, and this is the recommended file format you should use when there are no other special requirements.

## Create a self-extracting backup

When the "Create self-extracting backup" option is checked, the backup will be created as an executable (.exe) file. This type of backup does not require FileFort to be installed when being restored. Please note that when this option is selected you will not have the option to create a .zip backup.

## Encrypt a backup using MEO encryption

If you want to encrypt your backups, check the box and enter the encryption key here. FileFort will store your encryption key (encrypted) but if you need to restore your backup after a reinstall, you will need to enter your encryption key during restoration to decrypt the files. Please note that when this option is selected you will not have the option to create a .zip backup.

## Create a .zip backup

If you want your backup file to be in .zip format, select this option. This type of backup does not require FileFort to be installed when being restored. Please note that when this option is selected, you will not have to option to create a self-extracting backup or to encrypt your backup using MEO encryption. For more information about the types of backup files FileFort can create, see the [Zip Archive](#) topic in this help manual.

## Mirror files exactly in subfolder

If you want to copy/mirror folders and files on a specified destination folder, select this option. Files can be restored entirely from FileFort, or by copying the desired files with Windows Explorer.

All Backup Types are supported (Full, Historical, Incremental) on Hard destination (USB Stick, External/Backup Hard Drives, or Network Folder destination). Cloud Backup destinations are not yet supported. This is a useful option to quickly browse, search, open files in archive.

## Screen References - New Job Wizard ~ Schedule

The Job Start Interval step of the wizard is where you specify how often the backup is run and at what time. It also displays a summary of the job you have set up for your confirmation.

- Schedule Backup - Check this if you wish the backup to automatically run at the selected time/date.
- Schedule Type - Does the backup run daily or weekly.
- Job Start Time - Time of day the backup runs.
- Job Start Day - For weekly backups the day of the week it runs.
- Run backup at startup if your computer was off during the scheduled time - For automatically run at startup.

The backup will run starting on the day and time you specify above. If FileFort is not running at the time (or your PC is not turned on) the next time you run FileFort you will be told that the backup did not run.

### Current Job Summary

The job summary recaps the settings for the backup job you are creating. If any of the information in this section looks incorrect, you can use the Back button at the bottom of the window to return to previous wizard steps and make a correction.