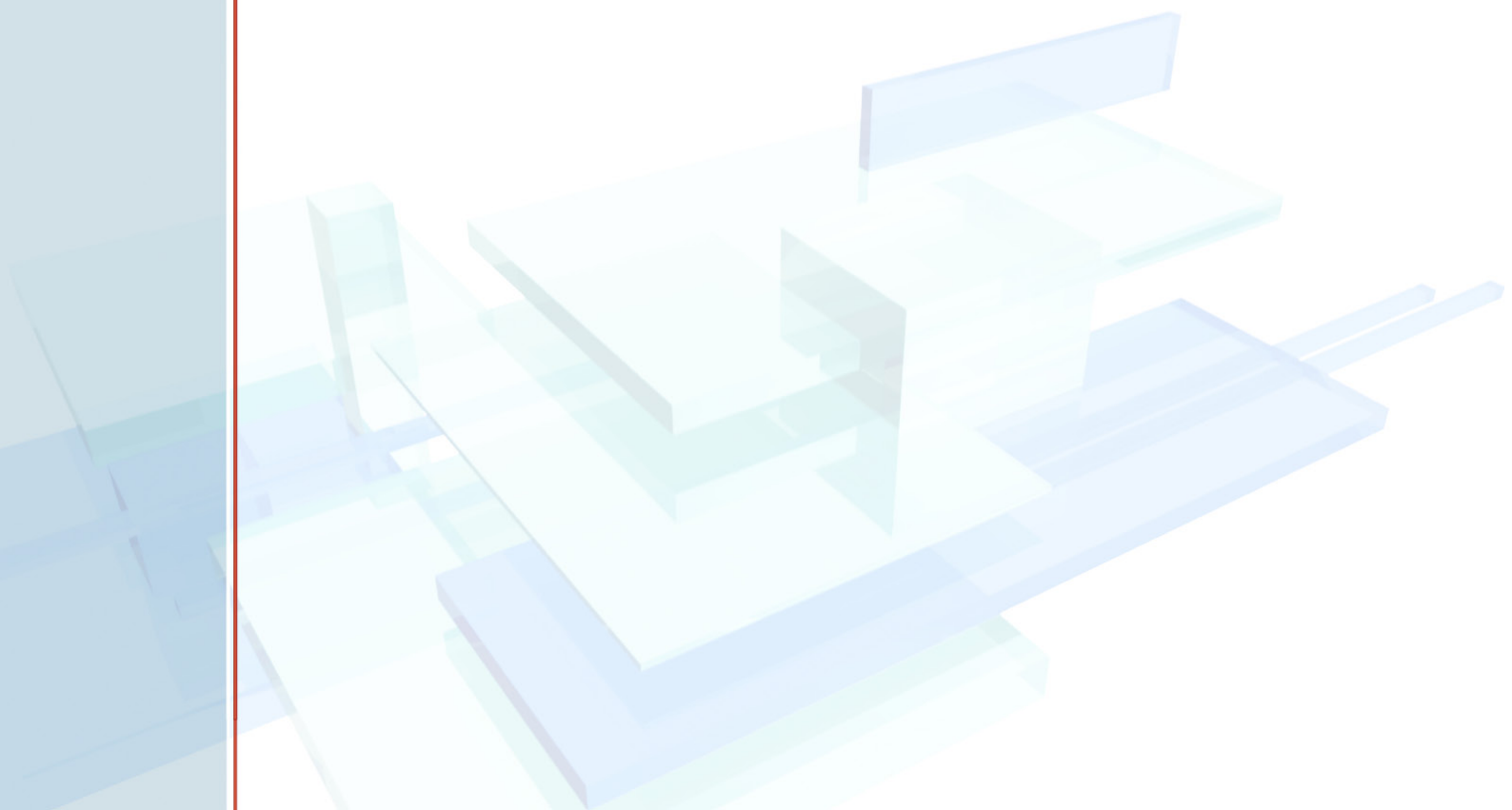
S5 Development LLC

Leo Backup

User Guide



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Welcome to Leo Backup

In this tutorial you get to know how to work with the Leo Backup program step-by-step.

This tutorial consists of five parts.

In the first part, you will get the main information about Leo Backup: the product overview, its feature description, system requirements, installation and registration procedure.

The second part will show you how to work with program elements: Leo Backup Wizard to get you started and the main steps to backup and restore your data.

In the third part you will learn the program Interface and its menus commands.

The final fourth part contains the legal information, so please read carefully the End User License Agreement. You can find the contact info in this part as well.

Happy journey to Leo Backup!

Product Overview

Leo Backup is the program for backing up and restoring any files on your system and network, including the particular file types (profiles, registry, mails, contacts, etc.).

The new secure options thoroughly protect your backup management and provide you with exact safe transferring of files.

The "Set it & Forget it" gear allows for a fast and simple backup: the built-in Scheduler makes your backup plans feasible on its own, the Incremental backup option gives you the choice to manage your files, the Timestamp feature makes for convenient files collection and its fast retrieval, and the Filtering and Compression facet reduces your time and space storage.

This is the opportune utility both for personal and corporate usage.

Key Features

- **Different storage types** – Leo Backup supports the various data storages:
  - Remote FTP, secure FTP (SSL/TLS) and SFTP servers
  - Network drives including SAN, NAS and LAN locations
  - External and Internal hard drives
  - All types of flash memory devices and removable media gadgets.
- **Security** – Secure protocols support (FTP with SSL/TSL and SFTP), interface password, special authorization methods, and files encryption provide you and your company with an indispensable safety level. Be sure that your data is well protected; use the extremely covered backup methods and don't worry about data leakage.
- **Different files types to be backed up** – You can preserve all of your files with our backup engine. Furthermore, there are a number of standard programs like mail clients or messengers that deal with important information. Rather often, these files remain as not backed up and it could provoke a lot of troubles. However, now you can easily arrange the backup of these data via one simple command. It is also easy to back up the .reg files from Registry.
- **Full and Incremental Backup** – Leo Backup applies the possibility of Incremental backup to work with files. With this approach the program backs up only new or modified files and therefore skips the files if they haven't been changed since the last backup session. Incremental backup allows you to reduce the time to complete your backup tasks and keep your processed files up-to-date.
- **Scheduled Backup** – Automatic backup scheduling is a way to ensure that the data are being backed up on a regular basis without your interference. Moreover, backup of large data amounts often require an additional system load and it can provoke the activity interruption. With the Scheduler option you can avoid these problems by launching the backup process at the most convenient time.
- **Files Encryption** – Leo Backup uses AES-256 encryption to store backup data securely and to ensure that only you are able to access your data. AES-256 is a symmetric block cipher that takes 256-bit password key, making it ideal for both personal and office use.

- **ZIP compression** – The built-in ZIP compression increases the backup speed and saves the storage space on your drive. Choosing between three options («Zip Each File» independently, «Zip Each Folder,» or «Single ZIP» file) you can organize the backup files structure in the most appropriate way. Thanks to the non-proprietary Zip format your files can be manually restored with any zip-compatible utility.

- **Pre and Pro running** – You can easily adjust your program's functionality to your backup plan by launching the backup task before or after a program client's run to avoid any incompatibility, system hanging or surplus resources consumption.

- **E-mail Notification** – The convenient feature to inform the user about the backup status is by e-mail. This feature can be especially useful for network administrators who have to back up tons of data and also control multiple backup processes.

System Requirements

These points are recommended as minimums for running Leo Backup:

- Microsoft Windows XP/Vista/Windows 7/Server 2003/Server 2008
- 3Mb of free disk space (additional free disk space may be necessary for storing backup files).

Installation

The installation process does not require any special knack; just run the program and follow the on-screen instructions of the Wizard. Then just run Leo Backup – it does not require the system to be rebooted.

The trial version is active during 30 days. Then please visit our Ordering page to purchase the full unlimited version of Leo Backup.

Uninstallation

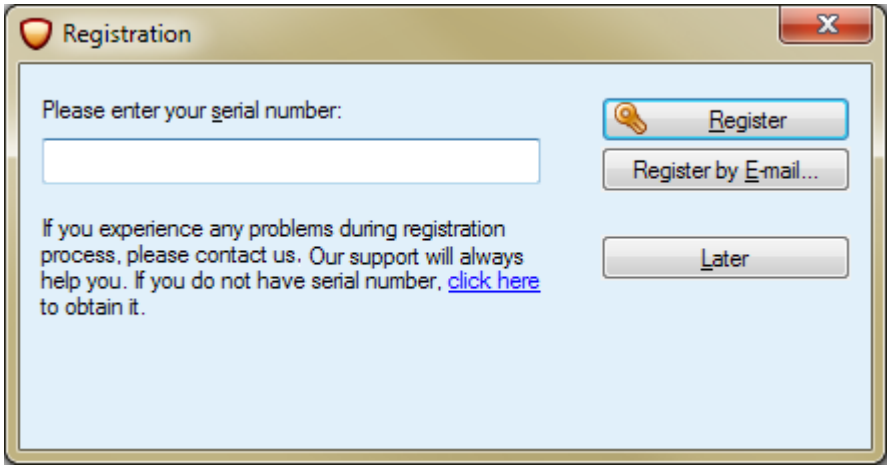
1. Click the Start button, select Settings, select Control Panel, then select Add/Remove Programs.
2. Choose Leo Backup from the list and click the Remove button.

Note: The uninstall function will remove from your computer all the files associated with Leo Backup. The program icon will also be deleted from your desktop.

Registration

Upon completion of your purchase, you will receive the registration key by e-mail. Then please register Leo Backup following the procedure below:

- Go to the Help menu
- Click the «How to Register» command
- Enter the registration key
- Press a button to register online or via e-mail.



You will get a confirmation message that the registration was successful.

NOTE: The online registration is concerned with your Internet, so in the case of an unstable connection you can register the software by e-mail:

- After entering your serial number (review the registration instruction below), choose the "Registration by e-mail" button.
- Your default e-mail program will open a message with proper information and e-mail address, so just send it then.
- If you do not use the default e-mail, please copy the text from the message box, paste it in your e-mail client message and send it to registration@leo-backup.com

You will receive the special registration file with instruction as soon as your message is processed.

How to Operate with Your Data

Start

When running Leo Backup for the first time you will see Wizard helping you to configure your new backup set. Just choose the proper operation on the first screen of the wizard:

Back up your data – to create new backup set and configure backup features as its destination, compression, scheduling, etc.

Restore previously backed up data – to restore the previously backed up data from the chosen location.

Depending on your choice, you will proceed with Backing up Data or Restoring Data.

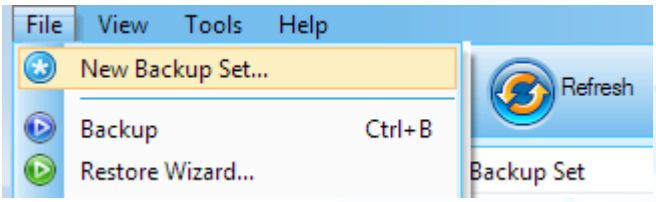
Backup

Step 1: What to Backup

The following steps will show you how to set your backup set:

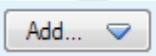
Creating New Backup Set

Click the "New backup set" button on the Toolbar (or go to File menu > New backup Set):

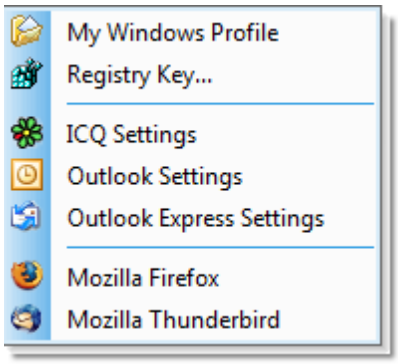


Please type the Set name and click 'Next.'

Adding the data:

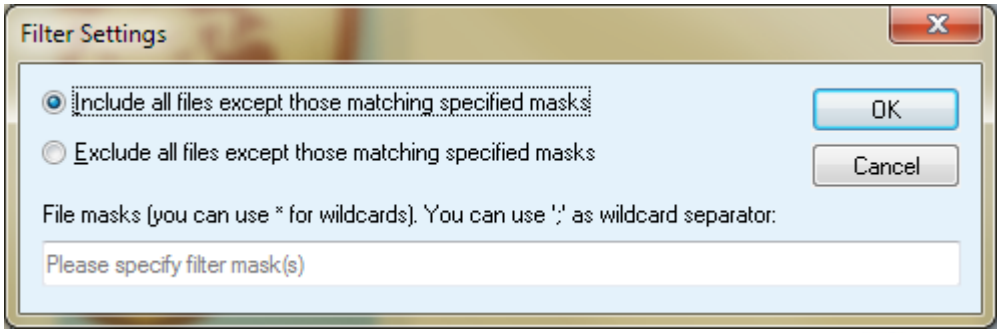
Click the 'Add' 

button and select the files/folder you want to back up. Together with common files you can also select the particular types of predefined data sets: Windows Profile, your messengers, e-mail program, web settings and Registry keys:



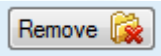
Filtering

Here you can include or exclude some files and folders from your backup set: use the 'Filter Settings' command and put the checkmarks to exclude/include the proper file types:

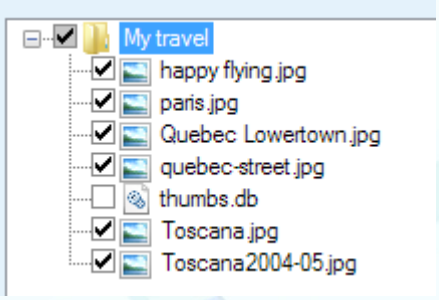


You can specify several file masks separating them with ';'.

Remove

You can remove any file or folder from the backup set by clicking 'Remove' 

button.



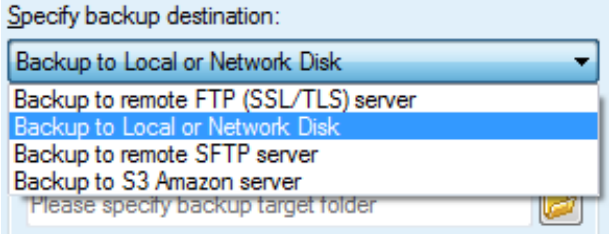
You can also manage the files from your backup kit by placing/removing the checkmarks of the files in the list.

And then we're going to the Next step: Where to backup

Step 2: Where to Backup

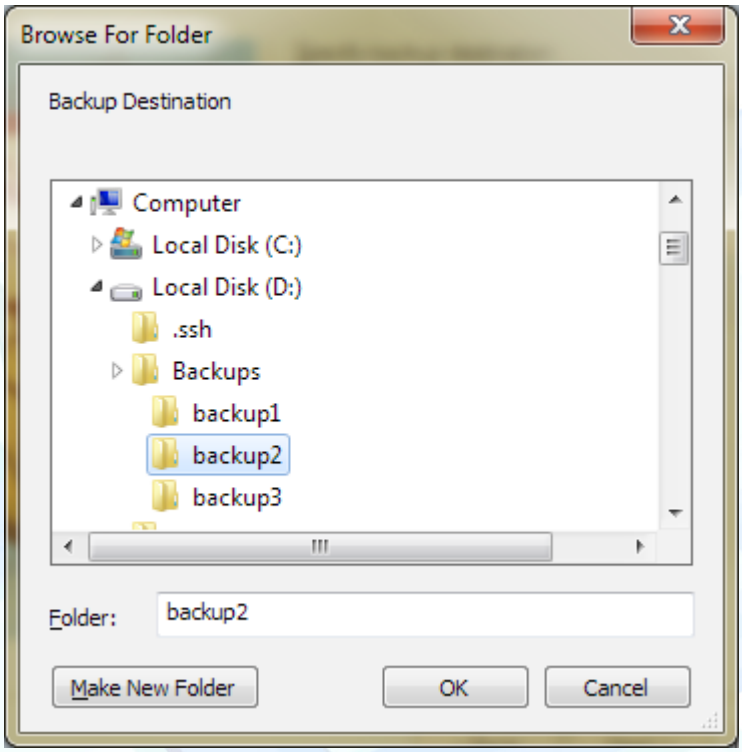
On this step please specify the backup location and its properties. There are four destination types:

- Local/Network Disk
- FTP server (including the FTP with SSL/TSL algorithms)
- SFTP server
- Amazon S3 server

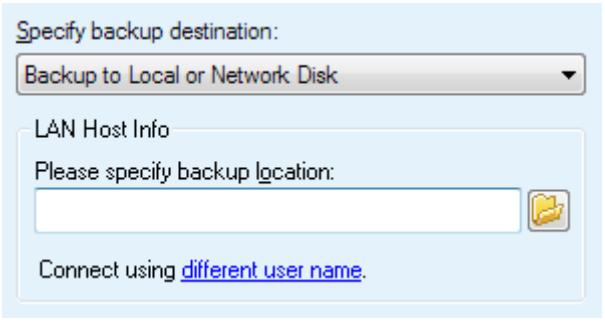


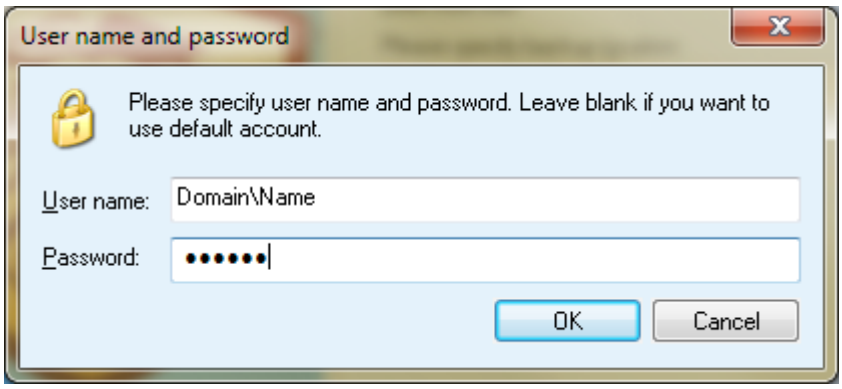
1. Local/Network Disk:

Please click the 'browse' button below and specify the proper location for your backup task:



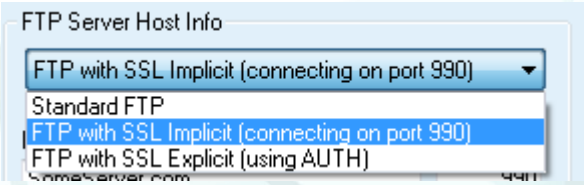
You can connect by applying the different user name:
In this case the backup will be located on the network share that requires authentication, so please specify the accessing data here.





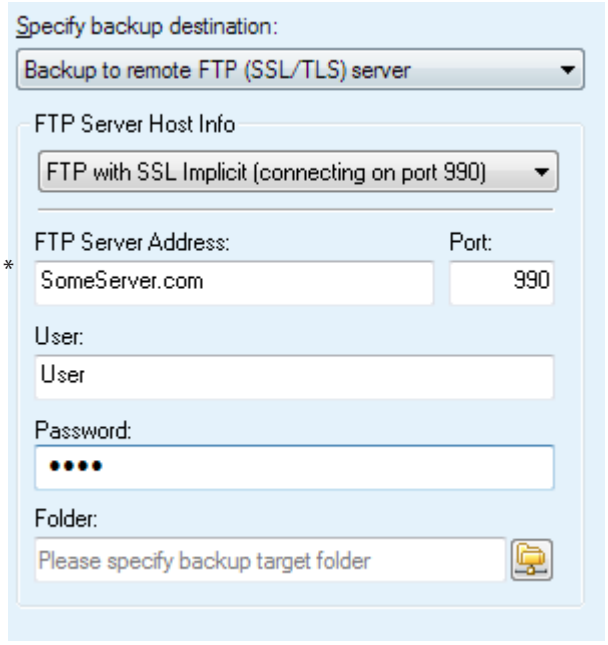
2. Standard FTP server and FTP server with SSL/TLS

You can set the backup of your files over the standard FTP or over the FTP with a special secure extension, so first please select the proper one:



SSL/TLS (Secure Sockets Layer, Transport Layer Security) provides one of the most commonly available security mechanisms. This is the FTP protocol extension that guarantees the secure connections for transferring the most valuable data.

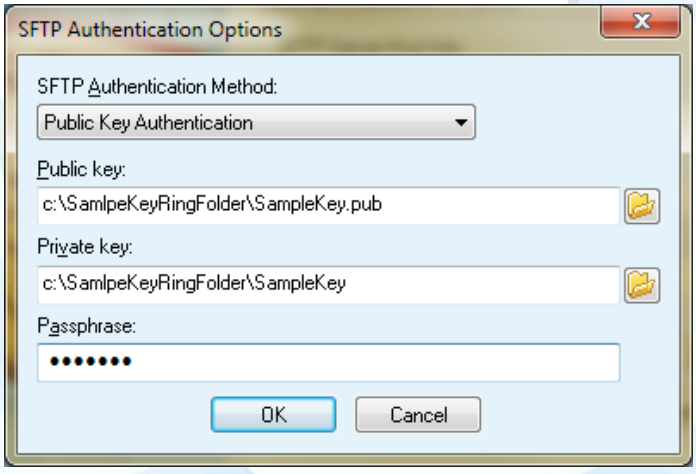
Then please fill in the following fields:



* **FTP Server Address** and **Port**
* **User** – specify user login for accessing FTP Server
* **Password** – specify User password for access
* **Folder** – specify remote folder on FTP to store your data (use the Browse panel to select).

3. SFTP server

SFTP, the network protocol based on SSH (Secure Shell), is an efficient opportunity to securely manage important file transfers within your office/network. This protocol guarantees the ultimate protection of the authenticity, confidentiality and integrity of data transferring.
When you are going to backup your data to the SFTP server, you need to specify the same points as indicated above, but you also can apply the following advanced options:

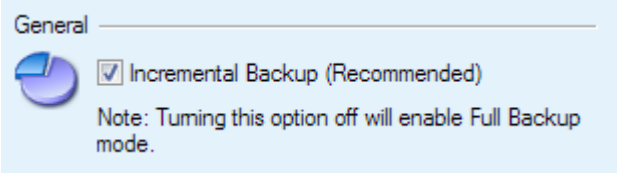


* **Public Key** and **Private Key**: Here you may apply the special related key pair: a secret private key and a published public key.
* **Passphrase**: please specify the prescribed passphrase.

Step 3: How to Backup

The program offers you several options to adjust your backup set.

1. The Full /Incremental backup



* '**Full backup**' option enables the backup of every file, whether that file has changed or not.
* With the '**Incremental backup**' option checked the program will back up only those files that have been changed since the last backup of any type. This provides the quicker backup, since it makes copies only of files that have not yet been backed up.

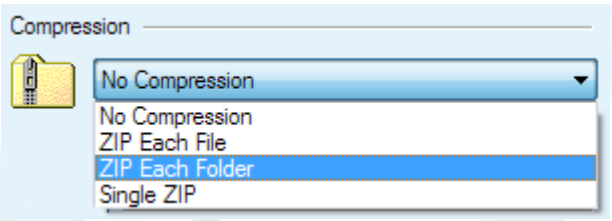
The Incremental backup option is active by default. At the first backup operation the backup will be full even with 'Incremental backup' checked.

Please note the Single ZIP rule related to Incremental backup possibility!

2. Compression

Here you can manage your data compression and its structure. With embedded ZIP technology you can archive your files, increasing its size to keep the storage space and to lighten your traffic load.

You can choose the compression option as you would like to:

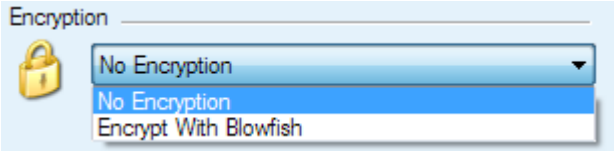


* **No Compression** – all your data remain as is,
* **Zip Each File** –each file will be zipped and backed up independently,
* **Zip Each Folder** –all files within each folder will be zipped into a single archive,
* **Single ZIP** – your files and folders will be archived into a single zip.

Please note that by applying the Single ZIP option you cannot activate the Incremental backup command due to the ZIP file format.

3. Encryption

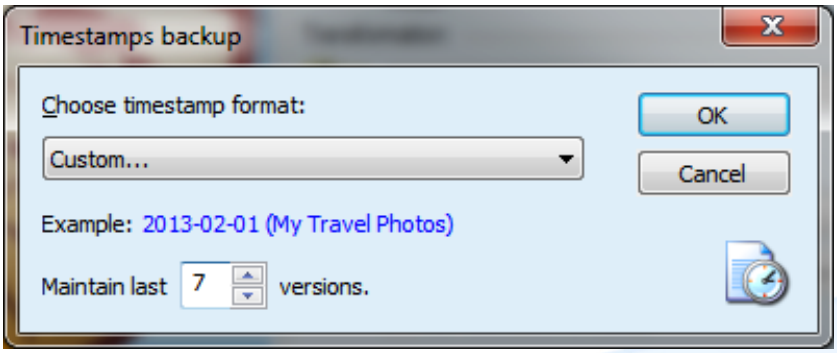
The built-in Bruce Schneier's invention, Blowfish encryption, allows you to apply the secure cipher for full data set to protect it from any unauthorized admittance.



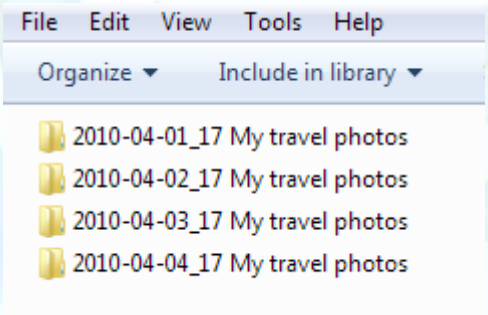
Here you can either not apply the encryption to your files, OR turn on the Blowfish encryption method.

4. Timestamps

With the Timestamps option you can automatically mark the particular folder and therefore avoid too large data accumulation due to frequent backup and tangled assortment of files and folders.



On this pane you can manage the timestamps mode for your backup kit according to date and time, and also add your own lable.

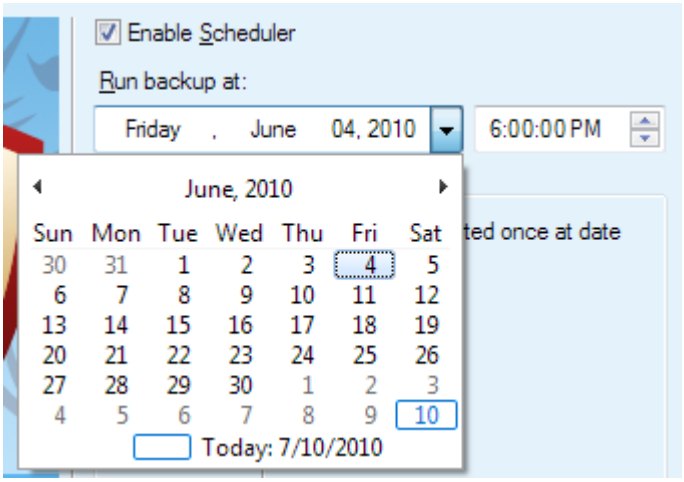


* For instance, you select the 'Year-Month-Day-Hour' format and the backup operation takes place at 1 of April 2010, 5PM. Then, your backed up set will look like "2010-04-01_17hour": you can easy find it in through the destination

*Thanks to **Weekly timestamps** it is easy to mark the newly made backup set by the weekday when it was performed to retrieve it in the destination folder properly.*

Step 4: Scheduler

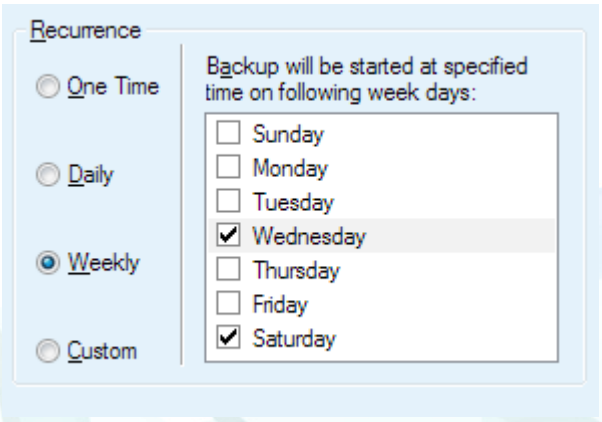
The Scheduler option allows you to set the backup procedure on automatic mode. Just specify the desired date and time using the calendar and multiple configurations:



* **Run backup at** – choose date and time when backup should be started. The backup set won't be launched prior this moment.

Recurrence Options:

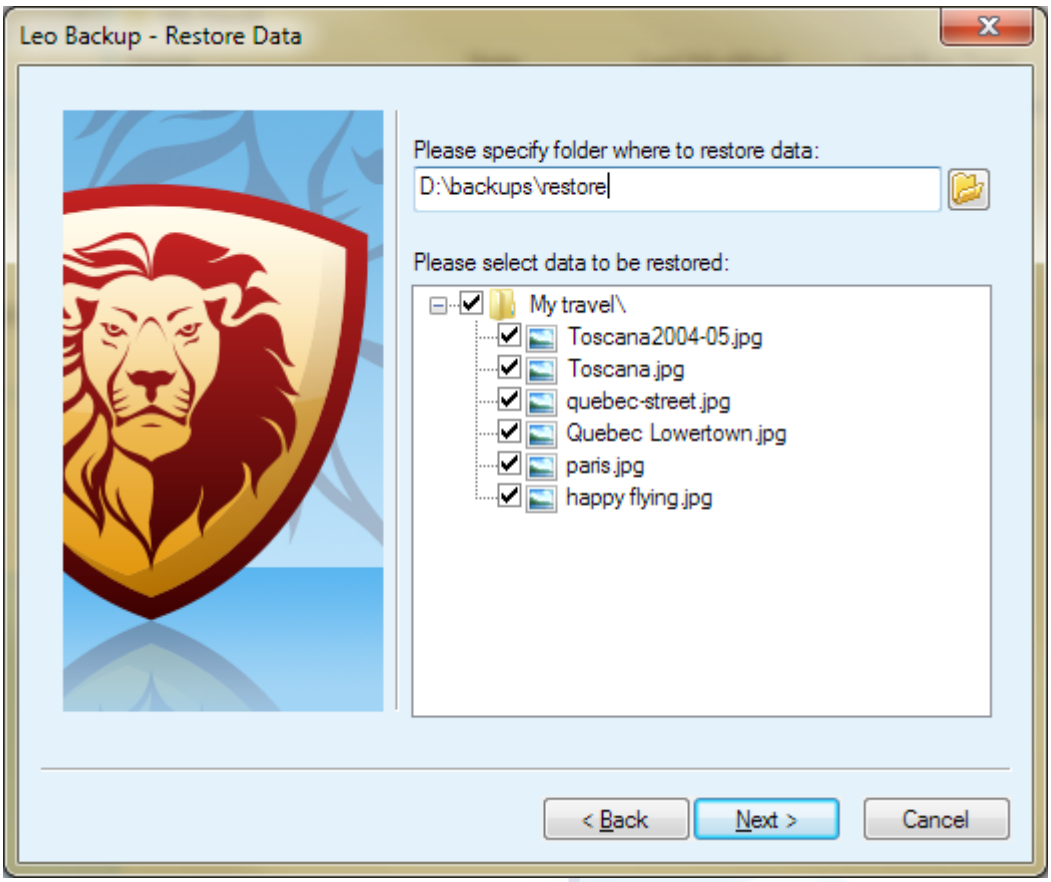
Please specify the preferable options for your backup scheduler:



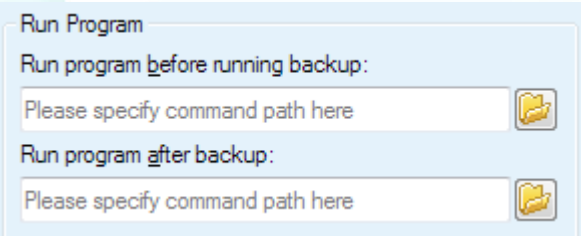
* **One Time** - to start backup once at date/time specified
* **Daily** - to backup your data on a daily basis at the time specified
* **Weekly** - to backup data on specific days of the week
* **Custom** – to run backup periodically at an interval defined in hours, minutes and seconds.

Step 5: Additional Settings

On this last step you can manage the special settings for a particular program's launch and report of the backup results:

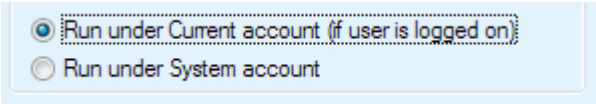


1. Pre/Pro-configured backup sets:



* **Run program before running backup** – specify the path to execute the prior running backup. Backup won't start until the specified program is finished.
* **Run program after backup** – the program runs only when your backup set is completed.

You can choose the appropriate method of running those programs:



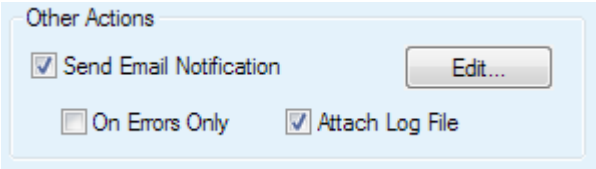
- Run under Current account – will launch the program commands under the user account if the user is currently logged in

or

- Run under System account – will run the commands under the System account.

2. Backup results Reporting:

You can set your e-mail details and receive the E-mail notification of your backup status.



By default the program generates the notification about any backup operation. So you can check the 'On Errors Only' option to receive notifications only in the case if some error occurred.

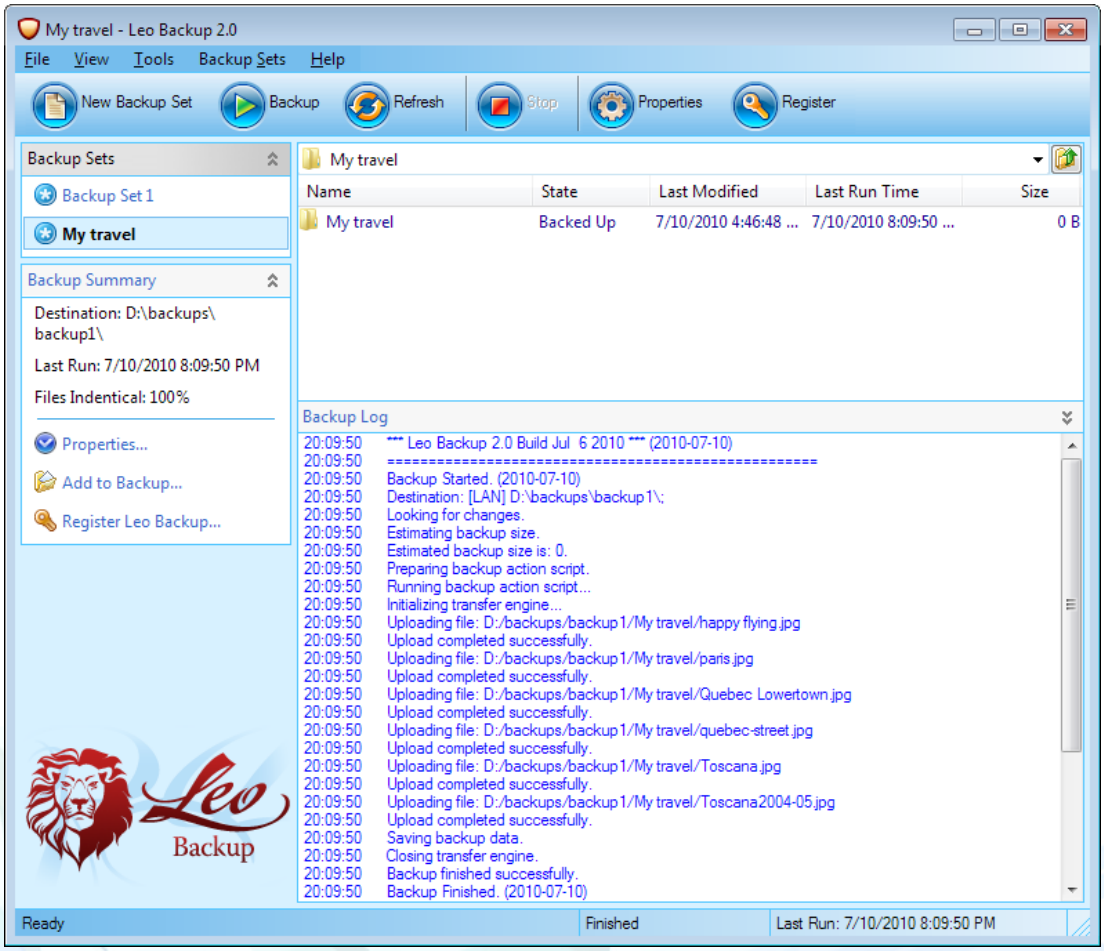
You can have the whole operation log file on your e-mail notification. Please note that in order to save your space and time, the program archives the log files in the ZIP format.

Step 6: Backup the Set

As your new item is completed please click OK and then the **Backup** button.

Now your data are saved.

You can always check the backup status in the Log in the Summary (Log) panel.



So our next step is to restore your data.
Let's go there.

Restore

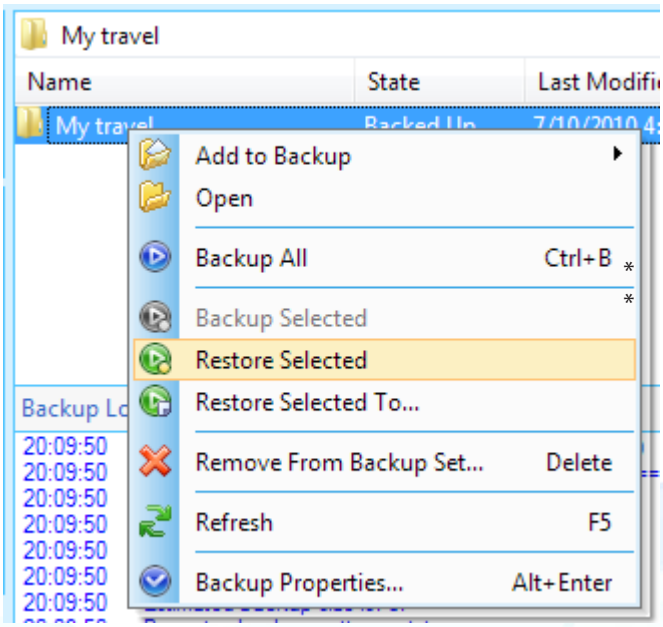
Step 1: What to Restore

There are two restore methods:

1. Restore of the sets located in the Leo Backup list,
2. Restore of your backups from scratch

NOTE: the latter variant is applicable to the cases when the program/system reinstallation took place and therefore your backup sets are not visible on the Leo Backup interface. But you can restore your files anyway with the help of Restore Wizard.

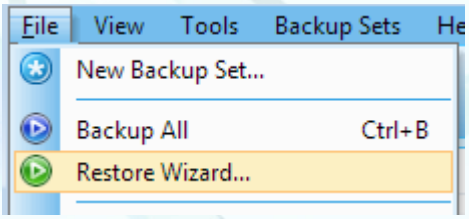
1. To restore your backup sets files from the list:



* Just right-click on your backup set and select the '**Restore Selected**' command.

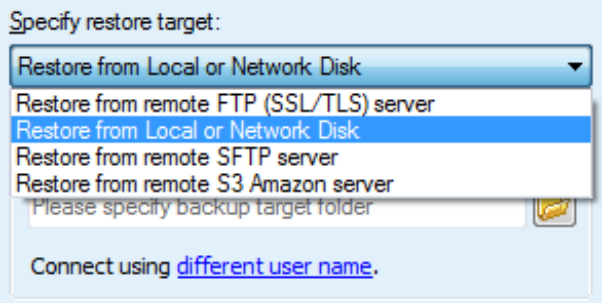
* '**Restore Selected To**' command lets you choose another restoring location for your item.

2. To restore your backed up files afresh please run the Restore Wizard:
go to 'File' menu and select the 'Restore Wizard' command.



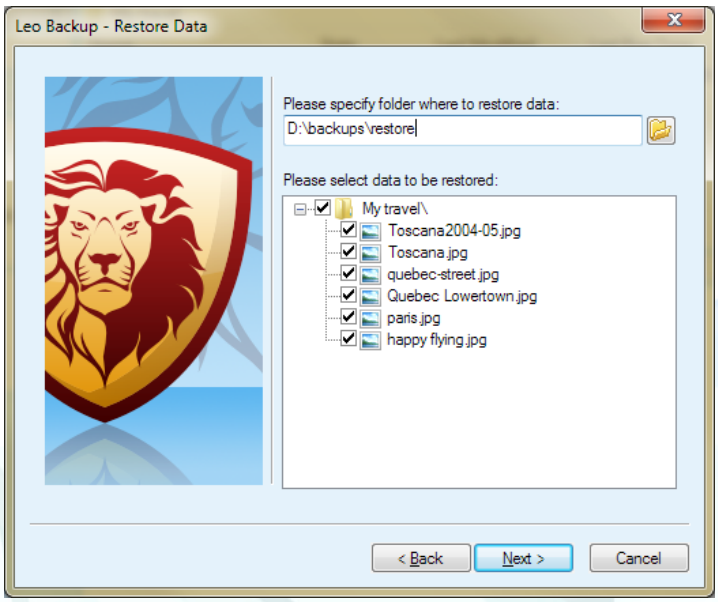
To restore the file target please select the disk or server where your file is located. The program should find the special backup files (.bcd) automatically.

Then specify other characteristics (either browse for proper disk folder or indicate the server points):



Step 2: Where to Restore

On the next dialog window please select the restoring location and the data to be restored:

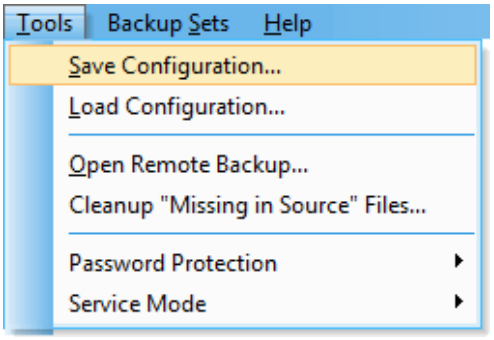


Advanced Options

There are several additional options in the Tool menu to arrange the program functionality properly:

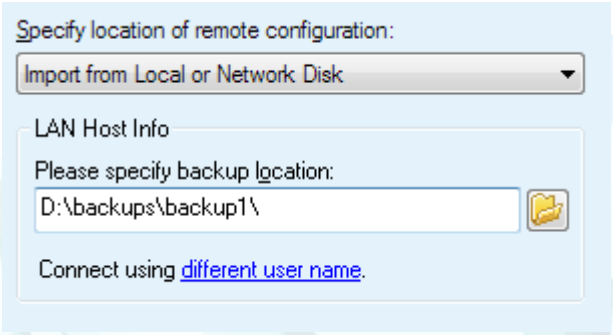
Save and Load Configuration

You can save the whole backup set collection into a simple .zip file. Then you can restore it into the program using the Load Configuration command.



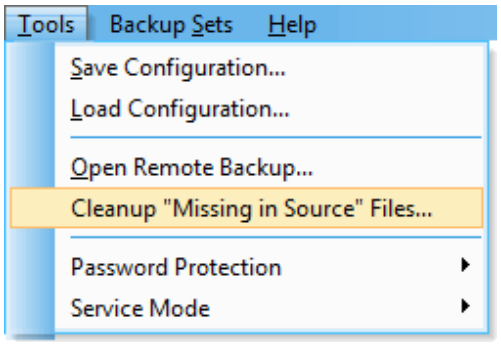
Open Remote Backup

This option lets you obtain the data located remotely. It is a useful command in the case when your large backed up data were manually transferred on some remote location.
With the 'Open Remote backup' option, you can simply connect to this remote direction and work with your backup sets (add and remove the files, edit scheduler or compression settings, etc.).



Cleanup «Missing in Source» Files

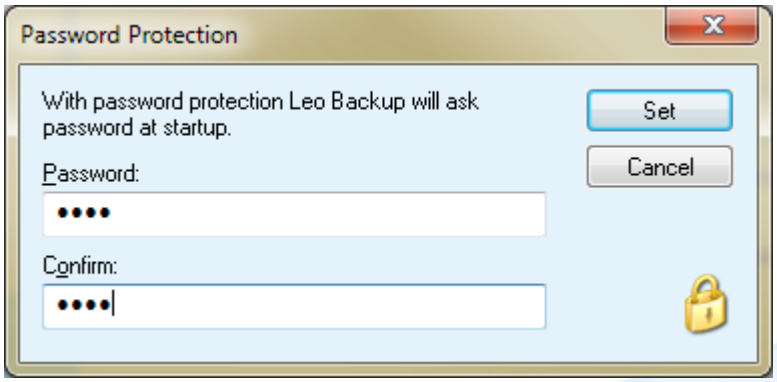
Cleanup «Missing in source» files uses to check the backup source and destination to make both source and destination sets identical by removing the extra files, i.e., the files from the destination that has no matching pair in the source.



Password Protection

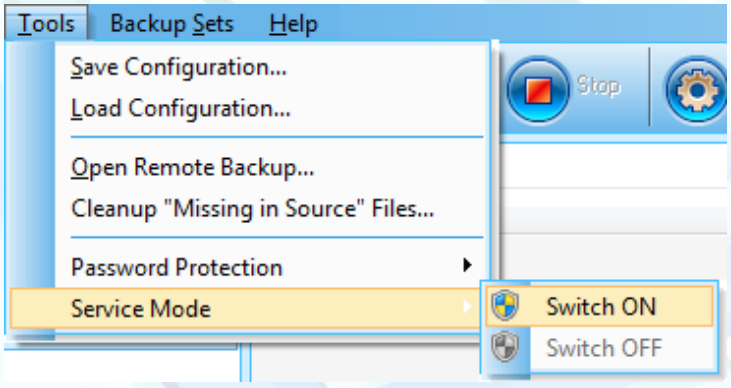
With this command you can create the interface password – it will let you avoid the risk of unauthorized use of your program copy and protect your data.

You can also edit and remove the existing password.



Toggle Service Mode

Running program as a service means that the program automatically makes a backup at the time specified even if no user is logged on. That might be the efficient option for the servers' backup administration or for the tasks scheduled to be performed at night, for instance.



Interface

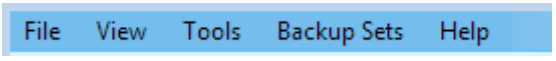
Interface Summary

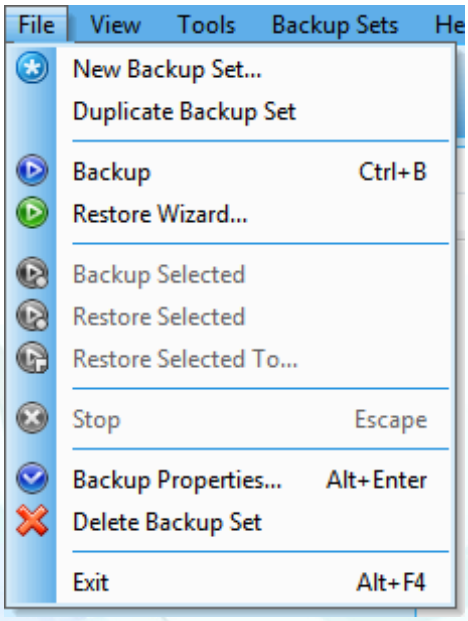
This section will show you several interface panels and its commands:

- Program Menus
- Toolbar
- Backup sets List
- Summary pane
- Log details
- System tray Icon
- Explorer Integration
- Command line

Program Menu

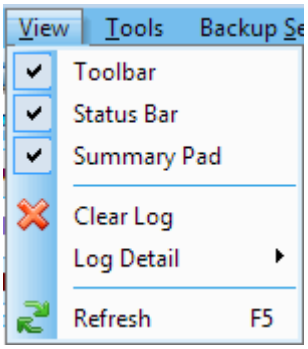
There are a few menus at the upper part of the Leo Backup interface with multiple commands:





- **New Backup Set**: initiates the backup wizards to create the new item.
- **Duplicate Backup Set**: makes a copy of selected item.
- **Backup**: to run the backup operation.
- **Restore Wizard**: lets you restore your backup set from scratch.
- **Backup Selected, Restore Selected, Restore Selected To**: these commands are applied to the files selected in the 'Backup Set' window; you can backup and restore the individual files from the whole backup kit then.
- **Stop**: this button is active during the backup process, so that you could stop the backup operation at any moment.
- **Backup Properties**: opens your backup set features to be viewed and edited.
- **Delete Backup Set**: erases the whole backup set.

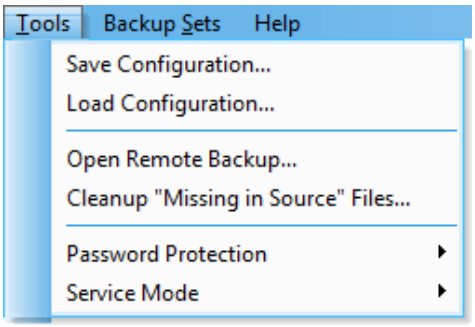
View



This menu lets you manage the appropriate interface mode (you can add or remove some program bars as Toolbar, Status Bar and Summary Pane) and adjust the logging; you can clear the old logs from the view and set the log details representation from Medium to Full. Also you can dispose the program to show only the operation errors in the log.

Tools

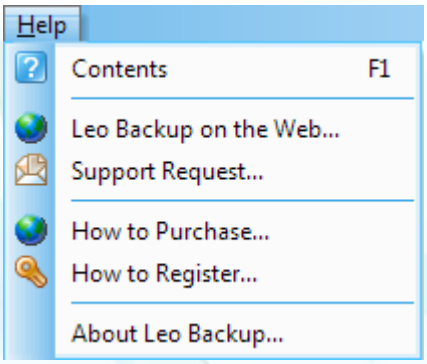
Using the 'Tools' menu you can:



- Save and Load backup configuration
- Open remote backup
- Clear the missing in source files
- Set the program password
- Toggle the service mode

Help

The 'Help' menu shows you all the points related to information and assistance:



- **Content** opens the Help guide about Leo Backup usage that you are reading now.
- You can also read about the program on our webpage: just click the 'Leo Backup on the Web' command.
- **Support Request** opens an e-mail message to be sent to our technical team, so you can easily commit your demands if there are any problems and/or questions about Leo Backup's functionality.
- **How to Purchase** option will lead you to our ordering page where you can buy the serial number for Leo Backup.

- **How to Register** option will open the window to enter your serial number to obtain the registered version of Leo Backup.
- **About Leo Backup** shows the program version with upgrade link and your registration status.

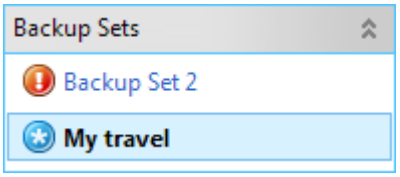
Toolbar

The program toolbar contains the commands related to your operation:

- **New Backup Set** — opens the New Set wizard to help you create a new set of data for backup.
- **Backup** — will perform the backup operation of the selected set or file
- **Refresh** — refreshes the backup set and checks for any changes made
- **Stop** — button stops the backup/restore running operation
- **Properties** — open your set features to be viewed and edited
- **Register** — this button is available only while you are using the trial version of the program.

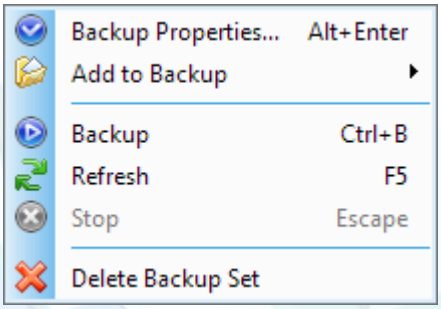
Backup Sets List

On this pane you will see the list of your existing backup sets with its status:



symbol means that this set is backed up successfully
symbol means that there were some errors during backup
symbol means that this set is in process

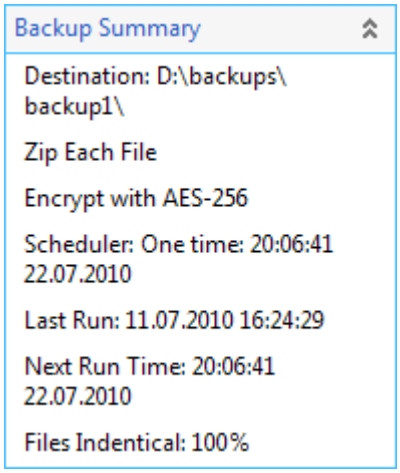
By right-clicking on the set you can open the backup set properties dialog, add new data to your backup set, perform the backup and refresh operations or delete the selected set.



Double-clicking on the selected set will open the Properties dialog.

Summary Pane

Summary pane reflects all the features of the set selected:

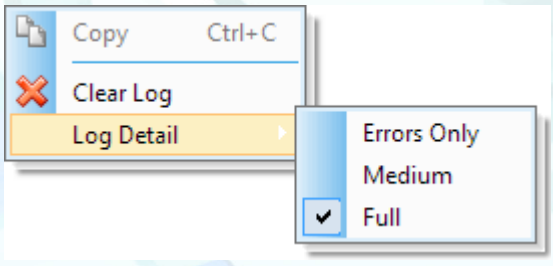


- Backup destination
- Compression type (if enabled)
- Encryption (if enabled)
- Scheduler info (if enabled)
- Last Run Time
- Next Run Time (if scheduler enabled)
- Identical – percentage of backed up files

Log Details

The lower pane of the program interface shows all operation events, related to a selected item like:

14:36:34 Backup Started. (2010-04-21)
14:36:34 Destination: [LAN] C:\Documents and Settings\XXX\My Documents\backup test\; Zip Folder
14:36:34 Looking for changes.
14:36:34 Estimating backup size.
14:36:34 Estimated backup size is: 1797698.
14:36:34 ==========
14:36:34 Saving backup data.
14:36:34 Closing transfer engine.
14:36:34 Backup finished successfully.
14:36:34 Backup Finished. (2010-04-21)



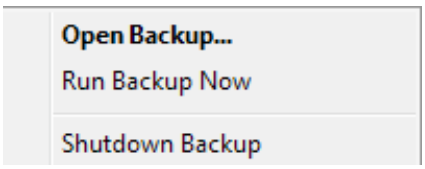
By right-clicking on the log pane and choosing the proper command from the context menu, you may
- copy the log text,
- clear the log field,
- change its details.

System Tray Icon

Leo Backup's agent icon is shown in the system tray, indicating that Leo Backup is running.

The green mark on the icons means that some operation is taking place at the moment.

Available commands:



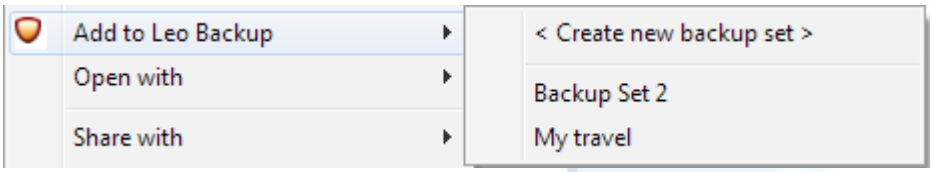
- Double-click: open the program interface
- Right-click:
  - Run backup of all sets;
  - Stop the backup operation(s)
  - Shutdown Leo Backup.

Note that when you exit the Leo Backup agent, your running backups will remain uncompleted and all scheduled tasks will not be performed until you rerun the program.

Explorer Integration

You can manage your backup data right from the Explorer menu. Just select the proper file/folder to be backed up and find the "Add To backup Set' command from the context menu.

From the next menu you can choose the set where you would like to add the selected data.



Command Line

Leo Backup can be operated through the command line interface. Command line should have the following format:

LeoUI.exe [/PARAM [value] …]

The available command line options are:

- **/INCLUDE** – add data from path specified to the backup set
- **/EXCLUDE** – remove specified data from the backup set
- **/BACKUP** – start backup operation
- **/STOP** – abort current operation

Note: These commands (/INCLUDE /EXCLUDE /BACKUP /STOP) are related to the backup set, so it is necessary to apply the «/set < Backup Set Name >» rule here. These commands will not work without this prefix.

Examples:

LeoUI.exe /set «Backup Set Name» /INCLUDE «C:\Documents\» – will add «C:\Documents\» folder to the backup set
LeoUI.exe /set «Backup Set Name» /BACKUP – will start the backup process in background.

Also you can operate the following commands:

- **/OPEN** – open the program interface after processing command line operations
- **/HELP** – show command line options
- **/?** - show command line options

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S5 Development LLC

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