



# **Backing Up To File**

How to Backup To File, Hard Drive, DVD / CD, ZIP Drive, Removable Hard Drive or Network Storage

#### Requirements

- BackupAssist v2 or later
- Windows 2000, XP or 2003 Server

#### Introduction

For users without a tape drive, BackupAssist<sup>™</sup> can perform backups to a backup file (with the .bkf extension)

This backup file can be saved to a hard drive, DVD/CD, USB Memory Stick, USB Hard Drive or Network Storage Device.

This enables users to perform their backups using BackupAssist when you don't have a tape drive.

#### How To Setup BackupAssist

When running the BackupAssist Configuration Wizard, choose to backup to a File instead of to a tape. Refer to the screenshot below:



The following options allow for naming flexibility:

Backup Filename: how to name the backup file. (Refer to recommendations below)

Delete all backup files in this directory before performing the backup: When you are backing up using the tape label or date of backup as the name, you may also choose to delete all existing backup files in that directory — useful for backing up to ZIP, removable hard drive or DVD (Refer to recommendations below).

<u>Backup system state</u>: whether to backup the registry and system state. Leave checked if you are backing up your entire system. Uncheck if you are just backing up data files.

<u>Verify backup</u>: whether to verify the backup after completion (recommended).

<u>Compress backup file</u>: BackupAssist<sup>™</sup> allows you to compress your backup files using a free program known as 7-Zip (refer to the BackupAssist<sup>™</sup> Help file for more information).

#### Advantages

• Fit more data onto your backup device (eg. hard drive, REV drive, etc)

#### Disadvantages

- Your backup file must be uncompressed before you can perform a restoration
- Your backup will take longer to run, because compression can be slow and is performed as an additional step once the backup has finished
- You require temporary space on your hard drive to perform the compression

#### Recommended for

• Situations where the size of your backup is important for example, if you copy your backup file to a remote server via VPN or FTP, then compressing the file will reduce the transfer time.

# Recommended configurations for different backup destinations

BackupAssist<sup>™</sup> can be configured in a variety of ways depending on the application. Below are some suggestions and recommendations for different scenarios.

Network Storage Device (large capacity) — store multiple backups.

Backup filename: Use the Tape Label Delete all backup files: Off Backup directory: Specify the path of your network storage device

Note: the number of backups you save is dictated by the Backup Schemethat you choose (ref. Schedule tab in BackupAssist):GFS: 20Intermediate: 10Professional: 14Basic: 5

Network Storage Device (small capacity) - store last backup only.

Backup filename: Use date of backup Delete all backup files: On Backup directory: Specify the path of your network storage device

Hard Drive (large capacity) - variety of backups

Backup filename: Use the Tape Label Delete all backup files: Off Backup directory: Specify the path of your network storage device

Hard Drive (small capacity) - store only last backup

Backup filename: Use date of backup Delete all backup files: On Backup directory: F:\ (where F: is the drive letter of hard drive)

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## Recommended configurations for different backup destinations (continued)

 ${\rm ZIP}$  / DVD / CD Drive (small storage capacity) — store on multiple media and rotate (similar to tape rotation)

Backup filename: Use date of backup Delete all backup files: On Backup filename: F:\Backup.bkf (where F: is the drive letter of your ZIP / DVD / CD drive)

Note: the number of ZIP Disks / DVDs / CDs you save is dictated by the<br/>Backup Scheme that you choose (ref. Schedule tab in BackupAssist):GFS: 20Intermediate: 10Professional: 14Basic: 5

#### Additional steps for DVD / CD Backups

An additional step is required for DVD and CD drives to look like a floppy disk. You must install the *Packet Writing Software* that was bundled with your drive. Examples of this are:

- Nero InCD
- Roxio (Adaptec) DirectCD
- Sonic DLA

You must install this software and format your DVDs / CDs using this software. This enables the DVD / CD to be used like an ordinary floppy disk or hard drive, and enables BackupAssist to write the backup file to that drive.