



Instruction Manual

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IMPORTANT

To ensure proper operation,
read notice on the next page.

3 SIMPLE RULES

To ensure proper operation, follow these rules:

1. Unplug unit only when computer is off or as indicated in the red Notice on page 4.
2. Not all files are backed-up. Make sure yours are backed-up by reading box on next page.
3. After the first backup, do a full simulation of resuscitating your computer (red text, page 6).

Instruction Manual



Getting started in a Flash:

1. Insert **Back in a Flash**® in your computer's USB port.
2. On the next screen click to accept the Run/Install option.

That's it! Your backup will start in 15 seconds and run every day. As an option, you may customize **Back in a Flash**®, including changing the password; read the instructions below for details.

What is Backed-up?

Only files in My Documents, My Pictures, My Music and My Videos are backed-up. If you have critical files elsewhere, put them under one of these four folders. In Ver. 1.10.0 and higher you can add other folders.

Overview – What's in the Manual

Thank you for purchasing **Back in a Flash**®. We hope that you are completely satisfied with your product. It makes daily backups of your files a breeze. And if your computer crashes, you can resuscitate your computer – with applications software and your files, so it's truly useful. This manual covers Backups, Settings, Recovery of Files, and Resuscitating your Computer (doing a simulation is recommended, see page 5). Settings allow you to customize backups and change your password; it is accessed by right-clicking the boomerang-looking **Back in a Flash**® icon on the system tray.

Automated Backup Operation

Insert the **Back in a Flash**® into any available USB Port in your PC or laptop running a Windows® Operating System. After the drive has been recognized by your computer, the device content selection window will be displayed (Figure 1). Click **OK** to use the program or click on the Run/Install option to start the Backup. If the screen is not displayed, your computer's settings may have been changed to prevent USB programs from starting automatically. Do it manually by clicking on My Computer, double clicking on the Back in a Flash drive, double clicking on the BackinaFlash folder, and double clicking on the BackinaFlash.exe program. Do this again if you ever plug the unit into your computer when it is on.

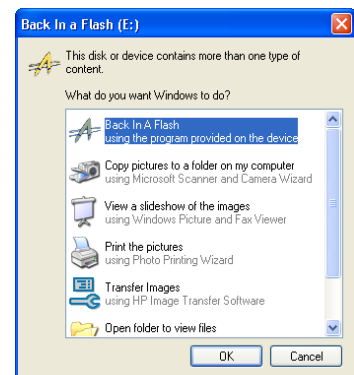


Figure 1 (may differ in Vista®)

Once the **Back in a Flash**® main screen is displayed (Figure 2, next page), a fifteen (15) seconds countdown will start before the first backup starts. Because a backup will be performed automatically every day at the same time this first backup occurs, a message (1) tells you to press the Stop button (2) if you want the daily backups to occur at a different time (e.g., when the computer is typically on and you are logged in). This allows you to go to the Settings screen (explained later) so you can re-schedule the backup time. The progress bar (3) will indicate how much time is left for the backup to start. The text on the Status Bar (4) will indicate the seconds left before the backup will start.

The first backup is lengthy, because it includes all files to be backed up; subsequent backups are considerably shorter, because only new or altered files are backed up. Once the backup starts (Figure 3, next page), you can assess progress by viewing the number of files to be backed up (5), the actual number of files that have already been backed up (6) and files that may have been skipped (7). Reasons for skipping a file may vary, but the main ones are: a) the file was already backed up or b) the file was opened by another program and could not be backed-up. The data that has been backed up (8) is shown in Kilobytes. The vertical progress bar (9) represents the percentage of the total backup done, while the horizontal progress bar (10) represents the percentage already

backed up of the current file. The text in the status bar (11) displays the name of the file being backed up at the moment.

When the backup is done, the screen will minimize itself to the system tray. A backup will be done daily at this same time, provided that the computer is on and you are logged in. As the storage in **Back in a Flash**® fills up, the System Tray Icon (the boomerang in Figure 4) shows how full it is, with the green bar rising. Once the unit is more than 75% full, the bar in the **Back in a Flash**® Icon in the system tray will change from green to red, as shown in Figure 4, indicating that the unit is almost full. Then, at every backup thereafter, a screen alerts you of the situation and reminds you to buy another **Back in a Flash**® (deleting the backed-up files to start the process anew is **not** recommended, since recovery of any file deleted from, or corrupted in, the hard disk will not be possible).

Back in a Flash® is designed to backup one computer. Its use on two or more computers may lead to errors and is not recommended. Moreover, the frequent plugging and unplugging of the unit adds risk (**Back in a Flash**® should be unplugged only when the computer is off or, although less safe, by Exiting as indicated in the Menu below and following the "safely-remove" procedure in your operating system).



Figure 2



Figure 3

Ongoing (Continuous) Backups

If you are working on a critical project and want to safeguard your ongoing work files until the next daily backup, simply take advantage of the "Ongoing Backups" feature in **Back in a Flash**®, which will make backups several times an hour as selected by you. To activate this function, right-click on the System Tray Icon and click on the Ongoing Backups option; backups will be performed every 30 minutes for the next two hours, and these parameters may be changed in the Settings screen (below).



Under 75% full Figure 4 Over 75% full

Back in a Flash® Menu and Settings

To see the **Back in a Flash**® Menu right-click on the System Tray Icon. The Main Menu (Figure 5) has 6 options:

- **Ongoing Backups:** Starts ongoing backups.
- **Settings:** Takes you to Settings Screens (Figs 6, 7, 8).
- **Explore Backup Folder:** Opens Windows Explorer on the backup directory.

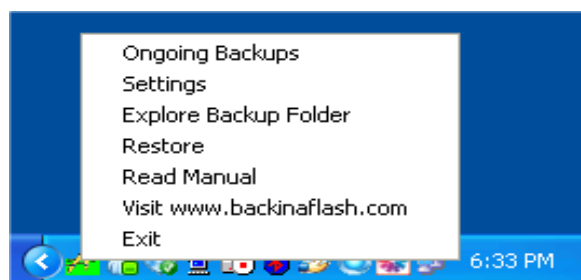


Figure 5 (Versions before 1.10.0 do not have Restore)

- **Restore:** Takes you to the Restore Screen (Figure 9) (this appears only if you have Ver. 1.10.0 or higher).
- **Read Manual:** Opens the manual (requires PDF file reader).
- **Visit www.backinaflash.com:** Back in a Flash Web Site.
- **Exit:** Exits Back in a Flash. Turn computer off or use the “safely remove” procedure before unplugging unit.

Settings Screens

The settings screens for **Back in a Flash**® are shown in Figure 6, 7 and 8, with the default settings.

The screen with the settings for the daily backups, is shown on Figure 6 (yours may differ slightly). The options in the **What to Back in a Flash** box are used to determine what directory/folders will be backed up. **Back in a Flash**® automatically determines your version of Windows® and sets up either box 12 or 13 to backup all files in the My Documents, My Pictures, My Music and My Videos folders, except that in the 3.5GB, 7.5GB and 15.5GB units, files larger than



100MB, 200MB and 300MB, respectively (typically raw videos) are not copied to save storage space. For most versions of Windows® box 12 (*My Documents*) will be set up, but on some versions the default is set to box 13 (*User Profile*) to ensure that pictures, music, and videos are backed-up; if so, do **not** change to *My Documents*. If you have critical files in another folder, they can be backed up if you move these files or folder (by dragging them) so that they are under one of those four folders or, if you have version 1.10.0 and higher, you may select the files or folders to backup, as described below. *User Profile* (13) will backup the user's files as described above plus such Settings as Contacts, Desktop, Favorites, Start Menu, Recent and others. *All Users Files* (14) will back up the above mentioned directories for every user in the computer, provided you have Administrator rights and access to the files of these users. If you have version 1.10.0 and higher, *Select* (15) will allow you to select what files or folders to backup. This option is missing from earlier versions and some of the screen labels are slightly different.

The options in the **How to Back in a Flash** box determine the type of backup to be done. *One Full Backup/Incremental* (16) will perform a Full backup the first time that in the computer and perform an Incremental backup thereafter on subsequent days, backing up only new or changed files. A Full Backup (17) will archive all the files in the selected directories daily regardless of whether they had already been backed up or not; this option consumes more space and is not recommended. In this screen you may enter a new password, used to retrieve the encrypted backed-up files (the default is “BackinaFlash”). To keep your files confidential, it is recommended that this password be changed immediately. The password can be any combination of letters and other characters up to eighty characters long. **IMPORTANT: REMEMBER THE NEW PASSWORD; THERE IS NO WAY TO RETRIEVE IT IF FORGOTEN.** If you are done with these settings, and need not visit the “SQL” or “Others” tab, press *Save* (19) to exit.

The “SQL” tab (Figure 7) is used to backup a SQL database. To do this, enter the information requested on the screen. Click on the *Use Windows Authentication* box (20) to connect using the user’s credentials or enter the server *User Name* (21) and *Password* (22). The *Database Name* (23) refers to the database to be backed up. The *Server Name Instance* (24) is the name of the server and the instance name, if necessary. The *Test* button (25) tests the authentication and connection to the database. Please refer to the SQL Server Users Manual for more details. Once the settings are done you can press *Save* (19) to exit or go to the “Others” tab to set parameters for ongoing backups and for what happens after each daily backup .

In the **Ongoing Backups** box of the “Others” tab (Figure 8) the user may enter settings for ongoing/continuous backups. *How Long* (26) sets the duration of ongoing backups and *How Often* (27) sets the frequency of these backups. The **After Backup** box sets what happens after each backup. The *Schedule Daily Automatic Back in a Flash* option (28) will schedule a backup every 24 hours after the first one. The *Run at User Login* box (29) is checked so that **Back in a Flash**® can continue to do the daily backups after a user has logged back on after having logged-off and/or turned the computer off. Because the backups need to be



Figure 7

scheduled at a time when the computer is normally on and the user is logged-in, the *Daily Startup Time* entry (30) is used to schedule the daily backups at a desirable time (as mentioned before, this is optional, with backups scheduled every 24 hours after the first one if the user does nothing). The *Exit Back in a Flash* option (31) stops the program and discontinues the automatic backups. You may unplug **Back in a Flash**® from the computer after the next backup as indicated in the NOTICE below, and remember to go back and restart the backups. **NOTICE:** To avoid corruption of data, the safest way to unplug the unit is when the computer is off; otherwise click Exit from the Menu and use the “REMOVE SAFELY” procedure in your operating system, making sure you select the right drive. Once the settings are done, press *Save* (19) to exit.



Figure 8

Recovering Your Lost Files

Recovering your files from **Back in a Flash**® is easy. There are either two or three options, as described below.

Option 1: Using Back in a Flash® Restore (applies only if you have Version 1.10.0 or higher)

Right-click on the System Tray Icon and choose *Restore* from the Menu (see Figure 5 shown earlier).. The restore screen (Figure 9) will help you restore any file quickly. Just type the name or partial name of the file in the text box (R1) and press enter or click on the Find button (R2); e.g., .jpg will look for all the .jpg (picture) files in the backups. The results will be displayed in a form of a tree. Check the file(s) or folder(s) that you

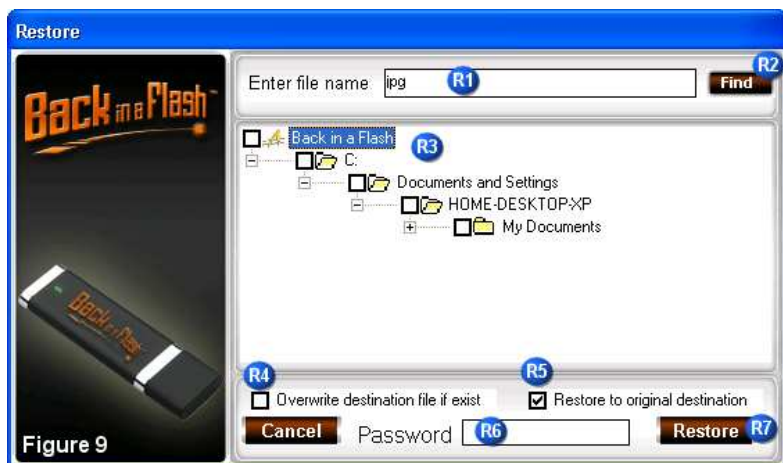


Figure 9

would like to restore. The R4 check box will let you overwrite the file if it exist already; select this option only if you would like to delete the file you currently have in your hard disk and replace it with the one in the backup. The R5 check box is checked to restore the selected file(s) to the original directory. Unchecking it will allow you to select the folder where you want the files to be restored. Enter your password (default is *BackInaFlash*) in the text box (R6) and click on the Restore button (R7). The restore process results will be shown on the screen. To close this screen click Cancel at any time.

Option 2: Using Windows® Explorer

Right Click on the System Tray Icon, and select *Explore Backup Folder* from the Menu (see Figure 5 shown earlier). The Windows® Explorer will show the files in the \Backups directory. The first task is to find on what date the file you want was last backed-up. Scroll to the end of the list of files to the last file, backinaflash_log.txt. Double click to open this log and use Edit/Find and the name of the desired file (or part of it) to find the last day it was backed-up (if it's a file you frequently edit, it speeds things up if, before you use Edit/Find, you scroll down and put the cursor on a date believed to be close, but prior, to the day the file was last edited). Close the file. The list of backed-up files is displayed, as shown in Figure 9. Scroll until you find the Zip file with the desired backup date/time. The Zip file naming convention, which helps you find the item by date, is as follows: "BackInaFlash", Backup Type (Full or Incremental), Date in YearMonthDay format, Time in 24Hr format. The files backed up on that date will be inside the Zip file. Double click on the Zip file, then double click (or right click and then click Open) on each subsequent subfolder until you get to the folder you seek (e.g., My Documents) and double click on that. Then double click on the desired file to open it. A screen will appear for you to enter your password to decrypt the file. **NOTICE:** Changes to an extracted file should be made to the desktop or to the original directory on the hard drive (using Copy and Paste or the "Save As" command), not to **Back in a Flash®**, because that would change the original backup copy, thus losing any future possibility to recover this file.

Option 3: Using Other File Explorers or Any Other PKZip Software

The backup files can be opened with any file explorer in your computer's operating system (such as Windows® My Computer) or with most third-party file explorer programs. They are 100% PKZip compatible. You simply use the same procedure explained above. The **NOTICE** in Option 1 above also applies to Option 2.

Resuscitating Your Computer After a Crash

In brief, there are three (3) steps to resuscitate your computer:

1. Press the Boot Menu Key repeatedly during the restart process.
2. On the screen with booting options select booting from a USB.
3. Follow the directions on the opening screen or on the **demo** in newer versions (also on our website).

In case of a computer crash due to operating system failure, hard disk failure, virus or similar reasons, **Back in a Flash®** has bootable software capable of restarting your computer plus a software suite that will allow you to continue using your mission-critical files saved by the backups. To do this, remove any other bootable device from all USB ports, leaving only **Back in a Flash®**, reboot (restart) the computer and press the Boot Menu Key continuously during the restart process. The Boot Menu Key (usually F12) is typically displayed on your screen during the start-up process and may be found in your computer's manual. A screen will appear with booting options; use the arrow keys on your keyboard to highlight the option that will boot from the USB device (the exact language may vary, but there should be only one option with the term *USB* in it) and press the Enter key. **Back in a Flash®** will start and run your computer. Please note two things. First, some computers need to be configured to provide the option to boot from a USB device; if that is the case, press the Setup Key continuously during the restart process (this key should also be displayed on your screen and is often the Delete or F2 key), change the system boot setup to allow booting from a USB, save your changes, turn off the computer and repeat the rebooting directions above (be careful to make only this change to prevent problems). Second, some computers cannot be started from a USB drive; if that is the case, use the CDROM that is provided with **Back in a Flash®** for the booting, and then take advantage of all the features inside your **Back in a Flash®**.

Once your computer has restarted it will be using the operating system in **Back in a Flash®**, which in most versions of the device is NimbleX® (visit www.nimblex.net for more information on this operating system based on Linux®).

This manual assumes your device's operating system is NimbleX®; if it is not, please go to our Web site at www.backinaflash.com to download a version of the manual covering the operating system in your device.

After re-start, you are ready to use the application software built into **Back in a Flash**®. This includes an office software suite compatible with Microsoft® Word®, Excel®, Access® and PowerPoint® Presentation® from **OpenOffice**®. Two Web browser are provided; one of them (Konqueror), in addition to accessing the Internet, doubles as a very convenient file manager – perfect for those not familiar with the Linux® operating system. In addition, E-mail software, music and movie player, disk burner, chatting and instant messaging are among the applications programs included in **Back in a Flash**®. These programs are accessed from the operating-system screen after your computer re-starts off **Back in a Flash**®, as indicated below. You can create new files or edit those backed-up inside **Back in a Flash**® after extracting and opening them (full instructions below). Because both the operating system and software suite in **Back in a Flash**® may be new to you, we recommend that, after several backups have been done, you actually operate your computer in this mode by reading these instructions and **simulating a recovery from a computer crash** as follows:

- a) turn off your computer
- b) boot-up from **Back in a Flash**® as explained earlier and navigate the new system as explained below
- c) find and open your backed-up files with the operating system in **Back in a Flash**® as explained below
- d) use the software suite in **Back in a Flash**® to edit a file and then save it as explained below.

It's easier to become familiar with the process now rather than when you are stressed by a real computer crash. Moreover, there may be passwords or settings that you have stored in your daily software, but have now forgotten, that may be needed when using the software suite in **Back in a Flash**® (for instance, do you still remember your e-mail password, or is it stored in your e-mail software?).

After your computer re-starts off **Back in a Flash**®, a screen will appear momentarily with NimbleX boot options but will automatically accept the highlighted default option “First Time NimbleX 2008 – KDM” and continue loading the operating system; this takes a few moments, so be patient (a Workstation log-in screen is bypassed but if it appears enter Username **root** and password **toor**). After some more loading, an abbreviated version of these Resuscitation instructions will appear on the screen (along the top toolbar it's useful to change the document size from Fit Page to Fit Width). On newer versions, a **demo** is also provided (if your unit does not have it, you may watch it at www.backinaflash.com/Resuscitate.swf). After reading these instructions or watching the demo (remember that things are different with Linux®) and perhaps scribbling on a sheet of paper the cheat sheet at the end of this Section, minimize the screen with the instructions to see the **Back in a Flash**® screen (Figure10, below).

The **Back in a Flash**® screen has a blue folder icon on the left margin labeled BIAF USB. That is your **Back in a Flash**® unit, which gives you access to a) your backed-up files, and b) the **User Files** folder where you will save your work. Icons for some of the available programs are along the bottom task bar to the left, as they are in Windows®. The whole range of programs, including these and many more (graphics, accessories, games, etc.) may be found by clicking on the blue K icon with the gear at the extreme left of the task bar at the bottom of the screen. This blue K icon serves as the Start button. Roam through the available options to familiarize yourself with them and try some of them. For instance, under **Office** you will find the OpenOffice® programs for word processing, spreadsheets and presentations. Click on either of the world globe icons on the left side of the task bar to open the Konqueror Web browser/file manager or the Firefox Web browser and connect to the Internet. This may be needed later to get Linux®-compatible drivers for your printer. If your wireless Internet will not work (perhaps it's lacking some settings), run a USB or Ethernet cable from the router or modem to your computer.

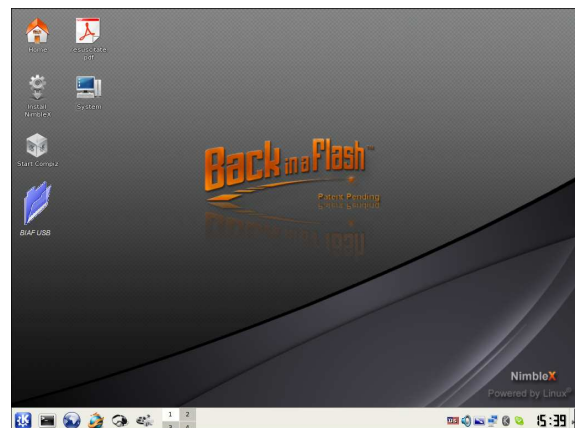


Figure 10

On some computers you may get an occasional Error, Notice or Alert working in this emergency or resuscitation mode. These can generally be cancelled and should be ignored. They will not affect your ability to utilize your computer and result from the operating system not having “settings” used to optimize operations, or because the computer, which was optimized for Windows®, has minor glitches with the Linux®-based operating system.

The next step, after looking at the available programs, is to familiarize yourself with the file-management procedure used by Linux® operating systems. The detailed instructions presented below will guide you through the process. Remember that your sole drive is **Back in a Flash®** and that your backed-up files inside **Back in a Flash®** are compressed and encrypted. So it’s important to familiarize yourself with the procedure of extracting and (with your password) decrypting a file, opening it with one of the programs (for example with the word-processing program), editing the file, and saving it in the **User Files** folder (not in the Backups folder where you found it). Again, it’s easier to do this now than when you are under the stress of a real computer crash.

The process starts by finding, extracting and decrypting one of the backed-up files using NimbleX®. Although we cover the process below, remember from the prior section dealing with file recovery using Windows® Explorer (page 5) the naming convention, where the name of each Zip-compressed file contains the date and time. You will be doing the same, except with NimbleX® instead of Windows®. The two systems are remarkably similar and with the detailed instructions below guiding you through the process, it should be as easy as doing it with Windows®. There is a full Instruction Manual inside the unit (in the BackinaFlash folder) and also at www.backinaflash.com. Here are the instructions, which may be visualized in the **demo** included in newer versions of **Back in a Flash®** and also viewable at www.backinaflash.com/Resuscitate.swf.

- a) click on the world map icon on the left side of the task bar to open the Konqueror WebBrowser/File Manager
- b) when it opens click on Storage Media
- c) double click on the USB icon similar to the image at right (**NOTE:** if double clicking doesn’t work in this and subsequent steps, right click on the item and then click **Open**)
- d) double click on the Backups folder and scroll to the last file (backinaflash_log.txt)
- e) double click to open this log and go down towards the end, clicking on the mouse to put the cursor on a date believed to be close, but prior, to the day the desired file was created or last edited
- f) use Edit/Find and the name of the desired file (or part of it) to find the last day it was backed-up; close the file
- g) scroll until you find the Zip file (box icons) with the desired backup date/time (the file name has date/time and pausing the cursor over a file opens a window with the full file name)
- h) double click on that Zip file
- i) if all the sub-folders of the Zip file do not appear on the screen, keep double clicking on the sub-folders that appear until you find the sub-folder and file you want
- j) do not double click on the file, instead right click on the file and select **Open With...**
- k) when asked enter your password for decryption (**BackinaFlash** if you didn't change it) and click OK
- l) when asked what program to choose, click on **Office** and click on the desired program
- m) after editing, click File and Save As (not Save), click on the house-with-red-roof icon, double click on the Desktop folder, double click on the BIAF USB folder, double click on the User Files folder, and click on Save (for safety consider changing the file name before Saving)
- n) if you edited a file created by a Microsoft® Office® program, you will be asked if you want to save it in that same format; click on Keep Current Format
- o) exit the program as you do normally
- p) to turn off the computer click on the blue K icon with the gear at the left end of the task bar, click on the red On/Off icon labeled Log Out, on the next screen click on the End Current Session button, and after all activity has stopped permanently (USB light not flashing for at least 10 seconds) turn the computer off with the on/off switch.



One useful feature in this resuscitation mode is that you can access and use your files in the hard disk if the computer failure was due to a failure of the operating system and not the hard disk. After step b) above you should

be able to see the hard disk as one of the media. Files that you created or modified that day and which may not have been backed-up yet would be accessible if the hard disk is undamaged.

The above instructions provide enough information to help you get back to work with **Back in a Flash®** in the resuscitated mode. Remember that alerts or error messages can generally be cancelled and ignored. In summary, things are essentially identical to the way you do it in Windows® and the key things to remember, if you want to do a **cheat sheet**, are these: Konqueror browser (as file manager), Storage Media, USB icon, use Find on the log file to find the backup Zip folder that has the file you are seeking, right click on desired file and choose **Open With**, use **Save As** to put it in the User Files folder (via the house-with-red-roof icon, Desktop folder and BIAF USB folder).

Other Uses

When your computer is in its normal mode operating under Windows®, **Back in a Flash®** looks like any other drive, so you can use it as you would a standard USB flash drive for temporary storage of critical files. There is a User Files folder in the unit that may be used for this. You should delete the files in this folder after they are no longer needed (typically after the daily backup) so as not to decrease the capacity in **Back in a Flash®** for your backup files. **Back in a Flash®** can be used to transfer files between computers, perfect if you do most of your work on a single computer, but occasionally work on another. To avoid corrupting data inside **Back in a Flash®** while unplugging the unit it is **critical** that you do it either when the computer is off (the safest solution) or by exiting the program by clicking on Exit from the Menu and then adhering to the “REMOVE SAFELY” procedure in your operating system.

Support, Warranty and Limit of Liability

For over 20 years, backups have been the exception rather than the rule. Resuscitation of a computer – not just re-starting it but providing the software and access to the user’s files, so as to be truly useful – has been but a dream. We at **Back in a Flash®** aim to change all that. As part of that objective, we’re here to help. If you have questions or need support, please visit our Web site at www.backinaflash.com. That is also where we post updates on the product and the manual. Your product is warranted against defects in materials and workmanship for two (2) years. Please visit the Warranty page at our Web site for information (e.g., where to send the product). Please note that we cannot be responsible for any consequential damages you suffer if the product malfunctions (e.g., loss of files, inability to resuscitate computer), and our liability is limited to repairing or replacing defective products during the warranty period. If you have suggestions that can help us improve our product or service, please write to us at feedback@backinaflash.com.

NOTES:

www.BackinaFlash.com

