NTI Backup Now EZ 7.5
User's Guide

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Introduction

Introduction to Backup Now EZ

Welcome to Backup Now EZ!

Backup Now EZ is a complete backup solution for protecting your entire computer and more. The **File Backup** will protect your important files and folders, and gives you quick access to your backed up files if the need arises. The **PC Backup** will back up your entire computer including the operating system, all programs, all data files, & computer settings. **Cloud Backup** will make sure all your important files are backed up off-site for additional protection that also gives you anytime access to your data.

Backup Now EZ supports backups on external USB hard drives, network drives, local drives, and flash drives.

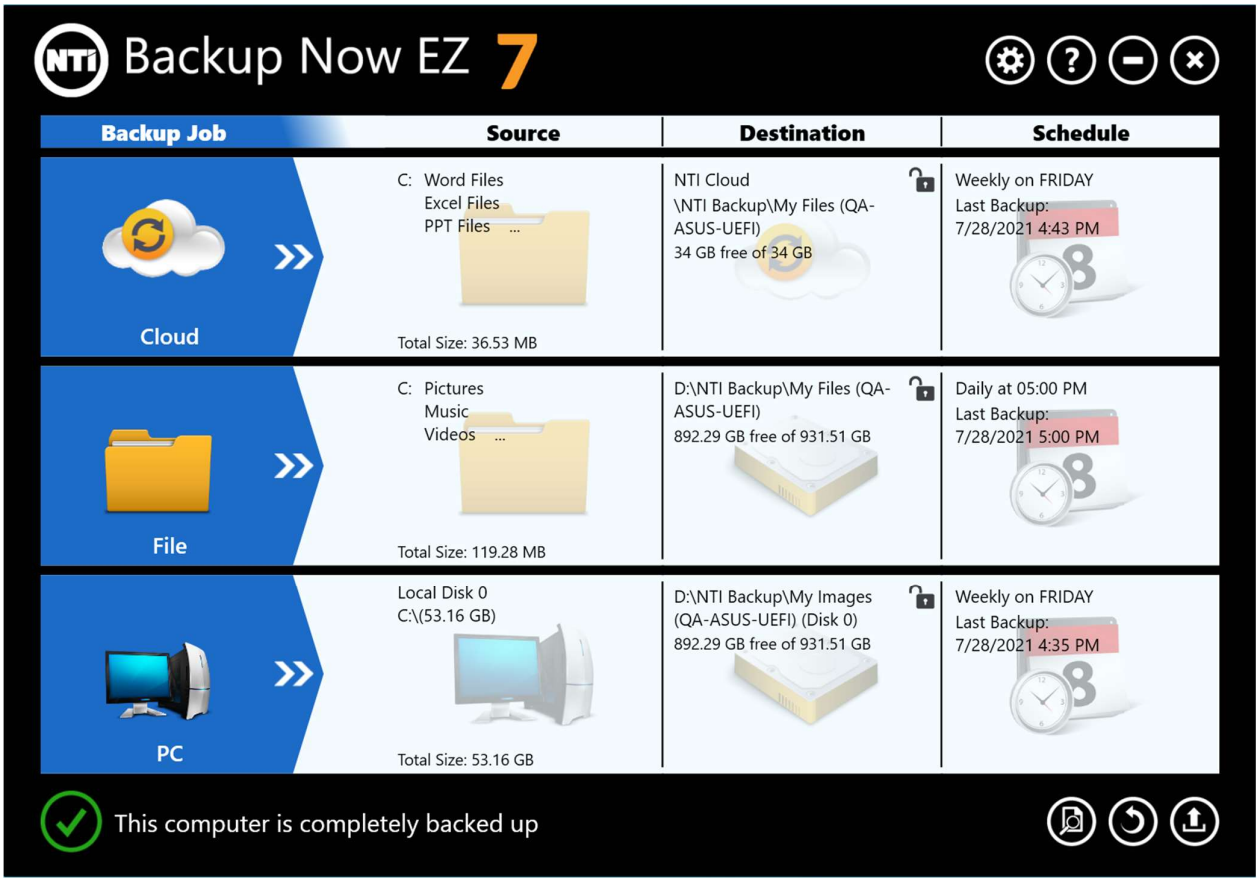
In addition, Backup Now EZ offers the following new main features:

Improved Cloud Backup
We now support four different cloud offerings which include NTI Cloud, Dropbox, Google Drive, & OneDrive.

SYSTEM REQUIREMENTS:
Windows 11, 10, 8.1, 8, 7, & Vista

Overview of the Main Screen

When Backup Now EZ is launched, the Main screen displays four backup jobs. This section describes the functionality of each button.



Backup Window

	Opens Option Menu.
	Launches NTI Backup Now EZ help file.
	Minimizes Backup Now EZ program.
	Closes the program.
Source	Enables you to edit source files of the selected job.
Destination	Enables you to edit the backup destination of the selected job.
Schedule	Enables you to edit the schedule of the selected job.
	Launches the Job Status window to show the jobs in more detail.
	Displays the backup locations to view the backed up files.
	Opens the restore job window to select and restore files and folders.
	Runs the selected backup job immediately.

Job Menu

	Clicking on the Chevron next to each backup job will open up the Job Menu. Clicking again will close the Job Menu.
	Runs the selected backup job immediately.
	Opens the restore job window to select and restore files and folders.
(Only in PC Backup)	Opens the PC Restore (Complete System) window that explains how to restore your PC backup.

	Enables/Disables backup job.
Option Menu	
Create Bootable USB Flash Drive	Launches *Create Bootable USB* Flash Drive window.
View Log File	The View Log File will open the backup log file.
Software Registration	Links to NTI's website to register software.
Shop NTI	Links to NTI's product website.
Check for Updates	Launches Backup Now EZ updates window.
Language	Allows you to change the program display language.
About	Displays version number and date.
Exit	Closes the program.

Creating and Configuring a Backup Job

Modifying the Backup Source

To modify the default source data simply click on the **Source** pane on the main menu. The folders and files selected in this step are known as the backup source; it is the data that will be copied to the backup destination.

To modify the source for File or Cloud backup:

1. There are two locations where you can select your files or folder: ***EZ Select*** and ***Custom Select*** for a file backup.

   EZ Select:
   The tab allows you to quickly select the most common data files on your computer. You can select the files from Multi-Media (videos, music, & pictures), Office (PowerPoint, Word files, Excel files, & Acrobat), Email (Outlook), and Favorites (IE Favorites) to backup.

   Custom Select:
   You can select specific files and folders from the actual computer such as folders on your Desktop. Browse through on the window to the right and select the data to back up by checking the boxes next to the file or folder. All files and folders that are checked will be included in the backup job.

2. Click on when you are finished.

To select a drive for PC backup:

1. Click on the Source pane next to the PC Backup job.

   Note: The selected drive's capacity will be displayed below the drive.

2. Select which drive you want to back up.

3. Click on when you are finished.

Modifying the Backup Destination

To modify the default destination simply click on the **Destination** pane on the main menu. This step allows you to configure the location of the backup destination. The chart on the destination shows the amount of both used and free space.

To set up the backup destination:

1. To select the destination, mark the circle next to the destination drive.

   Note:
   - You can create a new folder when you click on folder + image at the top of the destination section.
   - For NTI Cloud destination, remember to provide the username and password to log into the online account. You can save both username and password when you check the checkbox next to the option.

2. Click on when you are finished.

Additional options are available below:

- ***Destination Capacity Alert***
  A warning message will appear when the destination has reached your set threshold. You can set the threshold from 50%-100%.
- ***Data Encryption***
  This feature encrypts your data using 256-Bit AES encryption. You must enter a password to open the data. The program will decrypt the data to be read correctly during restore.

  Note:
  - Data that is not encrypted will be backed up in its native file format under *Native* subfolder.
  - Encrypted data will require a password and needs to be restored in order to view the files under *Encrypted* subfolder.

- ***Compression***

  Compresses data to create more free space on the destination.

Selecting a Cloud account as a destination

To select a Cloud destination simply click on the **Destination** pane next to the **Cloud Backup** job. This step allows you to choose and log into a Cloud account as your backup destination.

To set up the backup destination:

1. Click on the Destination pane for the Cloud Backup job.
2. You will have a choice of four Cloud accounts to select as your destination from the Tabs on the top left of the screen.
3. Enter your email and password once you select the Cloud storage and click the **Log In** button.
4. If you don't already have an account then click the **Register** button to create an account.

5. Click on when you are finished.

Modifying the Backup Schedule

To modify the default backup schedule simply click on the **Schedule** pane on the main menu. Backup Now EZ will back up the source data after the specified amount of time in four different intervals. A calendar to your right will display the backup schedule.

On Demand
The backup will be designated to run at the user's leisure.

Hourly
The backup will be scheduled on an hourly basis.

Daily
The backup will be scheduled on the specified the time and day interval for the backup.

Weekly
The backup will be scheduled on the specified the day and time of the week for the backup.

Monthly
The backup will be scheduled on the specified the day of the month and time of the backup.

Click on when you are finished.

The Backup Priority
This feature enables the user to adjust the CPU priority to either speed up the Backup Now EZ or the other application. For example, when you select Faster Computer, it will speed up the other applications and slows the backup.

Running and Managing a Backup Job

Running a Backup Job

The definition of running a backup job is one that is actively copying data from the backup source to the backup location.

To start running a backup job:

1. On the Main screen, click on the job's to open Job's option.
2. Click on located at the top to start the backup.

The job will begin running and the progress will be display under the backup job's **Schedule**.

Editing a Backup Job

To edit and reconfigure a backup job:

1. Simply click on the pane (**Source**, **Destination**, or **Schedule**) on the specific setting of the job.
2. The edit window will appear and you can edit the backup's specific settings.

Enabling/Disabling a Backup Job

To enable/disable a backup job:

1. On the Main screen, click on the job's to open Job's option.
2. Click on to enable or to disable the job.

Restore Backup Job

Cloud Restore:

1. Click on at the bottom right of the main window.
2. Click on the **Cloud Restore** selection.
3. Select the Cloud account and enter your account email and password.
4. You can select one of two ways to choose your file: **EZ Restore** or **Custom Restore**.
   - **EZ Restore**
     Mark the checkbox to simply select the most common data files on your computer. You can select the files from Multi-Media (Videos, Music, & Pictures), Office (PowerPoint, Word files, Excel files, & Acrobat), Email (Outlook, Outlook Express, & Windows Mail), and Favorites (IE Favorites) to restore.
   - **Custom Restore**
     Browse through the Explorer view window and select which data to restore by checking the checkbox next to the desired files or folders. All checked files and folders will be included in the restore.

     Note:
     The folders are listed on the left pane and the files are listed on the right pane.
5. Click on when you are finished.

File and Folder Restore:

1. Click on at the bottom right of the main window.
2. Click on the **File and Folders** and select one of two ways to choose your file: **EZ Restore** or **Custom Restore**.
   - **EZ Restore**
     Mark the checkbox to simply select the most common data files on your computer. You can select the files from Multi-Media (Videos, Music, & Pictures), Office (PowerPoint, Word files, Excel files, & Acrobat), Email (Outlook, Outlook Express, & Windows Mail), and Favorites (IE Favorites) to restore.
   - **Custom Restore**
     Browse through the Explorer view window and select which data to restore by checking the checkbox next to the desired files or folders. All checked files and folders will be included in the restore.

     Note:
     The folders are listed on the left pane and the files are listed on the right pane.
3. Click on when you are finished.

PC Restore (Files and Folders):

1. Click on at the bottom right of the main window.
2. Click on the **PC Restore** (**File and Folders)** and select one of two ways to choose your file: **EZ Restore** or **Custom Restore**.
   - **EZ Restore**
     Mark the checkbox to simply select the most common data files on your computer. You can select the files from Multi-Media (Videos, Music, & Pictures), Office (PowerPoint, Word files, Excel files, & Acrobat), Email (Outlook, Outlook Express, & Windows Mail), and Favorites (IE Favorites) to restore.
   - **Custom Restore**
     Browse through the Explorer view window and select which data to restore by checking the checkbox next to the desired files or folders. All checked files and folders will be included in the restore.

     Note:
     The folders are listed on the left pane and the files are listed on the right pane.
3. Click on when you are finished.

Complete System Restore:

1. Click on at the bottom right of the main window.
2. Click on **PC Restore (Complete System)**.
3. The steps in restoring the complete system will be displayed. You can also print out the steps along with the graphics if needed.

Restore Options:

Location
You can restore the backup files to the original location by selecting Original or change the location by selecting “Other” and specify the location on the box next to it.

Overwrite Original Files
This option will replace the original files with the backed up files.

Create Bootable USB Flash Drive

To select the drive to make bootable:

1. Click on and select **Create Bootable USB Flash Drive**.
2. Select the USB flash drive through the dropdown box.
3. Press **Start** to create the bootable USB flash drive.

Running Backup Now EZ on Startup

Backup Now EZ will automatically launch during startup if there is at least one enabled job was set to backup at Startup and the application was running when the system was last rebooted or shut down. It is important to have Backup Now EZ running when you are adding, deleting, and modifying data from the backup source - this is the best way to keep your backup destination up to date.