

TK8 Backup User's Manual



Thank you very much for selecting TK8 Backup!

TK8 Backup is an easy-to-use tool with features like efficient compression and security, off-site FTP backups, CD and DVD burning, built in restoring wizard, etc. Scheduling and unique folder monitoring system ensures you always have the latest version of your important files.

Most about TK8 Backup is described in this manual. Just locate to the topic you are interested in.

If you have any questions, suggestions or comments, please contacts us.

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Special thanks to:

TK8 Backup Beta Test team, which spent many months testing this new version.

Our loyal customers who have been funding TK8 Backup development for over 3 years

Last not least, we want to thank EC Software who wrote this great help tool called HELP & MANUAL which printed this document.

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1 TK8 Backup

1.1 Program Description

Backup your files and folders, as well as Address Book, Favorites, Outlook Express emails and settings, etc. with TK8 Backup.

Upload backups to remote FTP servers, save to hard disk, CD, DVD or to any other media.

Flexible scheduling options and unique folder monitoring option ensures you always have the latest version of your important files.

Advanced users can benefit from additional features like ZIP compression, network support, source file filtering, logging, encryption, self-extracting backups etc.

How would you cope with losing all of your documents and data files due to theft or hard disk failure?

Let TK8 make backups for you; so you never have to worry about losing data again!

Minimum System Requirements:

Windows 98, NT4, ME, 2000, XP Home, XP Pro, 2003 Server;
400 MHz or better Pentium® processor or equivalent;
about 10 MB of free disc space;

1.2 Program Features

Top 5 features current users love most:

- 1) Easy and flexible scheduling options
- 2) Integrated Outlook Express, Favorites and Address Book backups
- 3) Built in CD / DVD burning and FTP uploading
- 4) System tray and silent backup mode
- 5) Possibility to back up also open files

Feature Highlights:

- Easy to understand and fast user interface.
- Tutorials and documentation to get you started quickly.

- Include any type of local folders and files, or information over the local area network
- Integrated Outlook Express backups (all identities, including e-mails, attachments, mail rules, accounts info etc)
- Integrated Address Book backups
- Integrated Favorites backups
- Integrated My Documents backups
- Integrated Desktop backups
- Integrated Start menu backups
- Integrated Windows Fonts backups

- Open files will be included to the backup also.
- Unlimited backup profiles (backup job sets) with different settings and source folders
- Advanced filtering options to include and exclude files based on type, name, size and other options
- Backup files with different timestamp and versions.
- Support for incremental backups
- Popular ZIP file format used to keep the backups efficiently compressed.
- Self-extracting backups with integrated restoring wizard.
- Password protection of backup files
- Additional file encryption of backup files
- Log files with different options
- E-mailing log files
- Unlimited backup file size
- Backup splitting options
- Built in scheduler with different options and folder monitoring.
- Save your backups to any media like hard disks, network drives, Zip drives, Jazz drives, MO drives, floppy disks, USB and FireWire portable drives, etc.
- Integrated CD-R, CD-RW, DVD-R, DVD-RW burning, including multi sessions.
- Integrated FTP uploading
- Send backups to e-mail address.
- Easy CD / DVD burning tool with disc maintenance options.
- Easy FTP management tool
- List of recent backups for every backup profile
- Integrated restoring wizard
- Integrated quick restoring option
- System tray mode
- Hidden and password protected working mode
- Run other programs before and after the backup is created
- ZIP compression level settings
- CPU usage limits
- Customizable look
- Many additional options for advanced users
- Windows XP user interface look support
- Multi language support

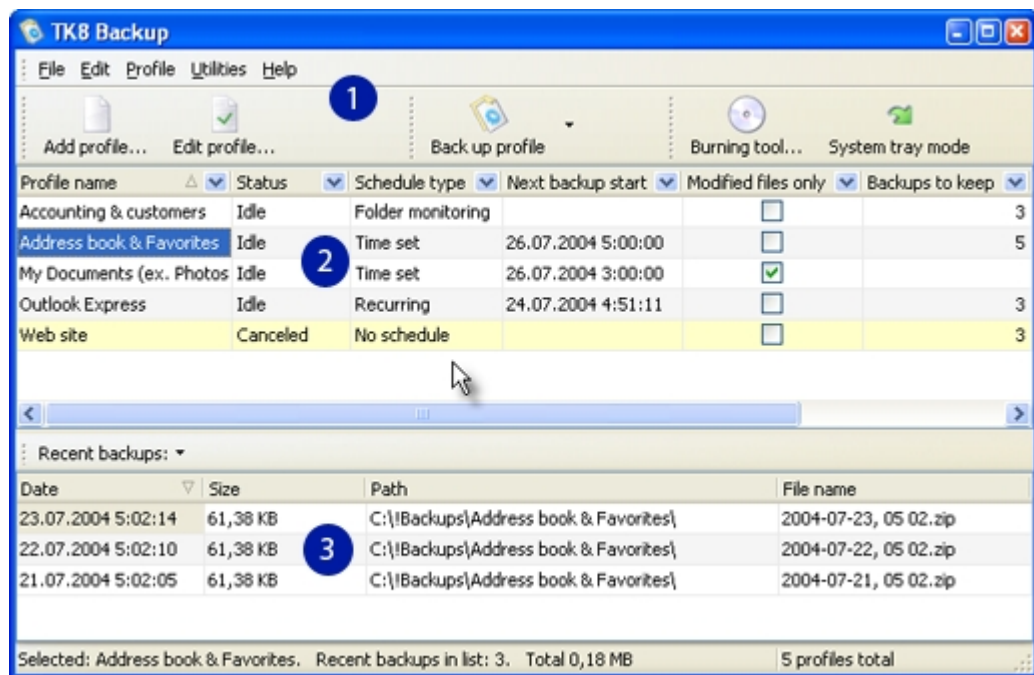
1.3 How To Start

After the program is installed, you can start TK8 Backup in several ways:

- 1) In the Windows Start menu, select Programs, TK8 Backup folder, and click on the TK8 Backup icon.
- 2) If the TK8 Backup icon is on the desktop, you can run the shortcut with double-clicking on it.
- 3) TK8 Backup can be started automatically on Windows startup. You can read more about this in the General Options chapter.

1.4 Main Window

TK8 Backup has an easy to understand user interface you can see below:



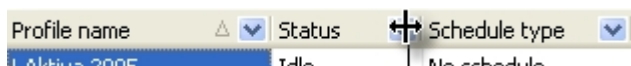
You can use a menu and toolbar buttons (1) to access different commands and utilities built in to the program. Backup profiles, which are descriptions of backup jobs, can be seen on the profiles list (2). Recent backups of the selected profile is seen on the bottom panel (3).

In addition you can right-click with your mouse on the profile and recent backups list to open different pop up menus.

Changing column position and size

Profile list has default widths and positions for every column. But this can be changed. To change

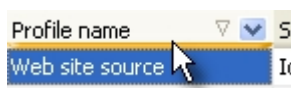
the size of a column, move the mouse cursor to the end of the column header name, until a cursor takes a sizing shape. Then click the left mouse button, hold it down and move the mouse to left or to right until you get the column width you want. Then release a mouse button.



To change the position of some column, left click on the column header and hold the button down. Then move the column to the position you want and release a button.

Sorting entries

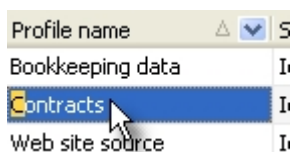
To sort profiles in the list by some column, just click on the column header. A rectangle appears showing the sort order. The second click on the already sorted column header will reverse the sorting order. So it is possible to sort profiles ascending or descending, depending how you would like to see the list.



It is also possible to sort the list by more than one column. To add sorting to additional columns, hold down the SHIFT key on the keyboard when clicking on the additional column header.

Quick search

To find some entry quickly, you can just start typing on your keyboard and the closest entry will be located immediately. The locate is made by the column the cell is currently selected.



Using filters

You can also use profile filters with TK8 Backup. Filters can be useful if you have a lot of profiles in the list, but you want to see only those meeting some criteria. For example only canceled profiles or those set to upload the backup to FTP after completed. Filters can be set and unset by using the blue selection button at right of every column header.

2 Backup Profiles

2.1 What are backup profiles

Backup profile is a job description to the program, what data, when and to where you would like to back up.

You can create different backup profiles so managing your backups would be easier. For example, you might want to make backups of your e-mails every day, but only once per week from your other documents. Having different backup profiles allows you to set different schedules in this kind of situations. In addition to scheduling options, you can use also other setting different in each profile.

Also, in most cases having many smaller backup jobs is better than one large backup of your data. This is because if you need to restore, you can select what data and backup file exactly you would like to get back. And you do not have to restore the whole state of the large backup.

Backup profiles can be added and edited by using the toolbar buttons or the Edit menu.

2.2 Profile name

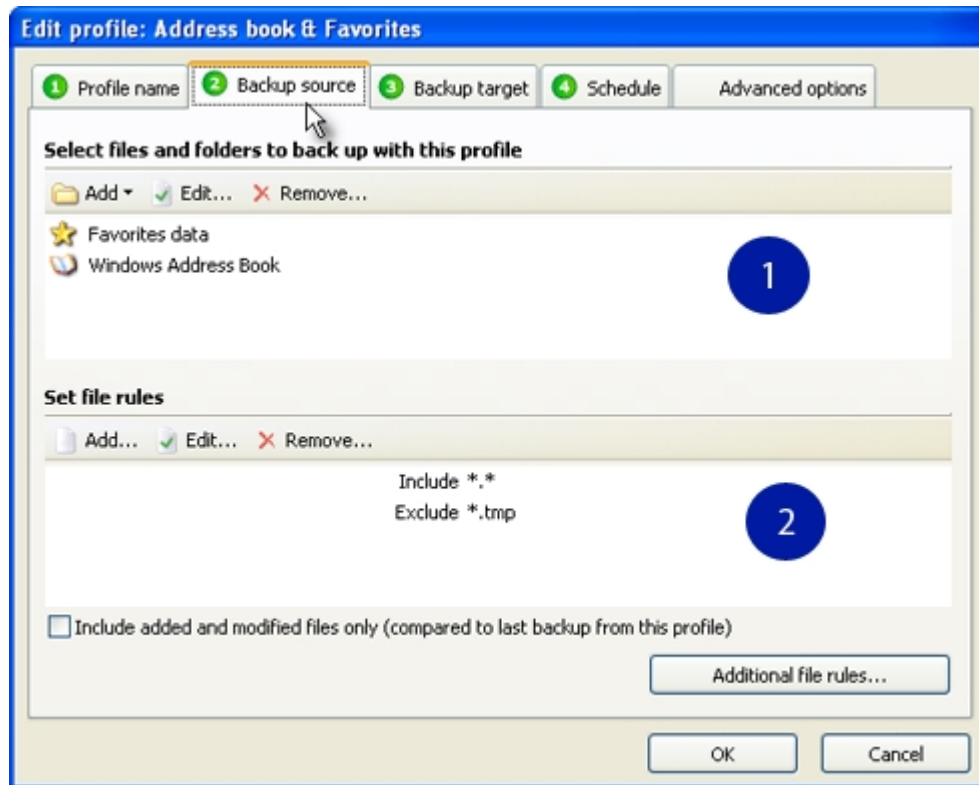
When adding or editing a backup profiles, the first panel always active is the Profile name. This is a custom name you would like to use for this job description.



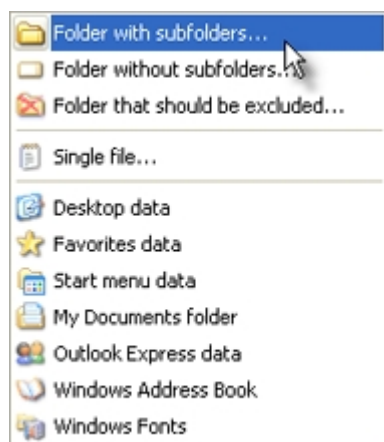
If you have set profile grouping in options, you have also possibility to set a group for your backup profile in this panel. Grouping can be useful if you have a lot of backup profiles to manage. If the group name you would like to use is not in the selection list, you can edit the list by using the "Edit list..." button.

2.3 Backup source

After you have given a name to your backup profile, you can continue with setting backup source:



First you should do on this panel, is to set folders you want to back up. For this, click on the Add button on the upper toolbar to open the selection menu with following options:



- **Folder with subfolders** option allows you to browse for a folder you want to back up with this profile. This folder can be located in your local computer or in a computer available through the local area network.

- **Folder without subfolders** option is similar to the option above, except if the folder you select has subfolders, then they will not be included to the backup.
- **Folder that should be excluded** option is useful in cases you use the first menu selection to include a folder with subfolders, but you still want to exclude one of its subfolders. This menu option allows you to select this subfolder.
- **Single file** option allows you to locate a single file you would like to add to the backup.
- **Desktop data**, if selected to the folder list, includes all the data from your desktop automatically when creating a backup of this profile.
- **Favorites data**, if selected to the folder list, includes favorites data automatically when creating a backup of this backup profile.
- **Start menu data**, if selected to the folder list, includes your Start menu appearance when creating a backup of this backup profile.
- **My Documents folder**, if selected to the folder list, includes your My Documents folder when creating backup of this backup profile.
- **Outlook Express data**, if selected to the folder list, includes all your Outlook Express data automatically when creating a backup of this backup profile. This includes all e-mails and settings (including folder tree, accounts, mail rules, blocked senders etc.)
- **Windows Address Book**, if selected to the folder list, includes your Address Book when creating backup of this backup profile.
- **Windows Fonts**, if selected to the folder list, includes Windows Fonts folder to the backup file when this profile is in progress.

Backup profile can have more than one folder, though in most cases it is better to create different profiles for different folders and data.

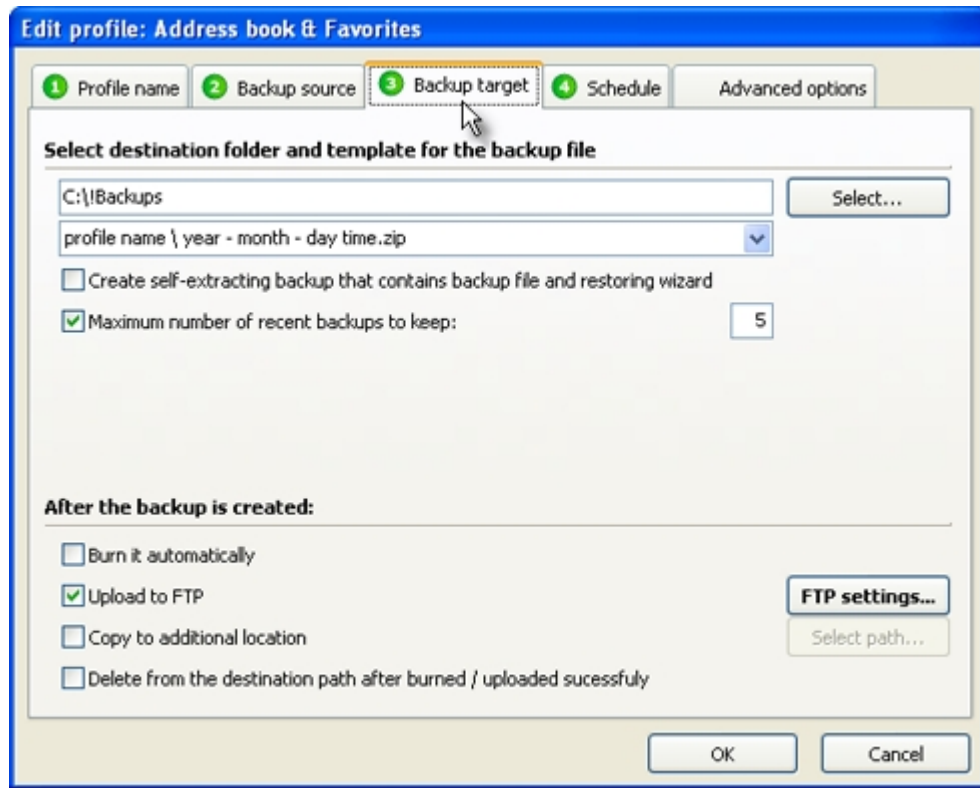
After the source is set, advanced users can specify additional file rules if needed. By using file rules it is possible to set which files will be included or excluded based on their extensions (Type). By default "Include *.*" filter is set, which means all files from the source folder(s) will be included. If you want to exclude all files with ZIP extension for example, you can add a filter "Exclude *.zip".

At the bottom of file rules list you can see the option "Include added and modified files only". If checked, it creates **incremental backup** of your files. It means that only those files will be included to the backup, which are added or modified compared to the last backup. Please note that first time incremental backup is created, it includes all files.

For advanced users there are more options available when "Additional file rules" button is clicked. On the appearing window it is possible to set additional rules, based on file size and attributes. Also, if for some reason you do not want to include files open at the moment backup is created, you can check the option on this window to exclude those files.

2.4 Backup target

Next step in setting up backup profile is to select where the backup file should be saved.



First you have to select destination folder for the backups. For this click on the "Select" button and locate the folder you would like to use to keep backups of this profile.

Please note that destination folder should be a folder in your local or network computer, on the hard drive. Destination folder can not be your CD or DVD device. To put your backups to CD and DVD discs you can use options explained below.

After the destination folder is set, you can select a name template used to save backups:

1. **profile name.zip**
2. **profile name \ year - month - day time.zip**
3. **profile name \ year \ month - day time.zip**
4. **profile name \ year \ month \ day time.zip**
5. **profile name year - month - day time.zip**
6. **year - month - day time.zip**

"Profile name" will be replaced with real profile name when creating backup. Other values like year, month, day and time will be replaced with backup file date and time. When using templates 2, 3, or 4, also appropriate subfolders will be created to the destination folder.

If you want to create self-extracting backups of this profile, you can set this in the current panel. Self-extracting backups are applications you can execute. In addition to the backup file, they

contain also restoring wizard and are therefore bigger in size (about 1 to 2 MB). Self-extracting backups can be useful if you do not have TK8 Backup or any other ZIP program (like WinZip) installed in the computer where you need to restore the backup. The downside of self-extracting backup file is that it can corrupt (due to virus attack for example). Once corrupted, it can not be launched any more and you are unable to restore the backup inside it. ZIP files instead have lower risk for corruption, and even if they should corrupt, they can be fixed with most ZIP utilities. So keeping backups in the common zip format is safer.

Next you can set in this panel is how many recent backups of this profile you would like to keep. If you want to keep all the backups, then uncheck this option. Though you might run out free space in the destination drive soon. This setting affects also files on the FTP server, but not CD and DVD discs. This is because in many cases files can not be deleted from CD and DVD discs once they have burned.

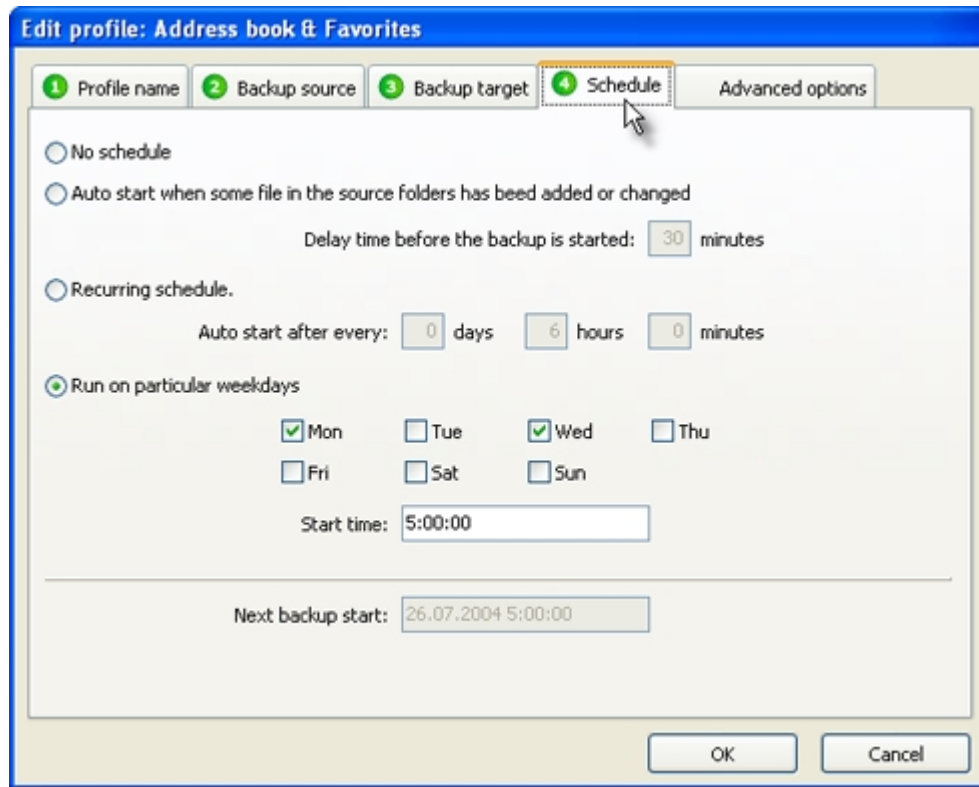
After the backup is created

Once the backup file is created, you have different options available:

1. **Burn.** If you have CD or DVD burner installed to your computer, and set up in the program options, you can burn the backup to the disc automatically. Just check this option and make sure the disc is in the drive when the backup is created. If the disc is not in the drive, the backup is still created, but it can not be burned.
2. **Upload to FTP.** If you have FTP server access, you can upload the backup file to the remote computer. For this, check the FTP uploading option and click on the "FTP settings" button. On the FTP settings dialog, enter the information about your server:
 - **Host** is the address of your remote FTP server.
 - **Port** is the port used by your FTP server (by default, 21)
 - **User name** is the name used to connect you to the server
 - **Password** is the password used to connect you to the server
 - **Folder** is the default folder the program will open once you are logged in.
 - **Passive mode** selection indicates if the servers using the passive mode or not.
3. **Copy to additional location** option, if checked can duplicate the backup file and copy it to additional location in your local or network computer.
4. **Delete from the destination folder after burned / uploaded successfully** option can be used to delete the backup file once it is burned and / or uploaded successfully.

2.5 Schedule

All your profiles can be started automatically. For that, you can set the schedule for the profile:



By default the profile has no schedule set, which means you have to start backup process manually, by clicking the "Backup" button on the main screen toolbar.

Folder monitoring.

The second scheduling option is "Folder monitoring". If set, your source folder(s) will be monitored and the backup is started soon any change is detected in these folders (like some file is added, changed or deleted). You can also set the delay time of how long the program should wait before starting the backup. Delay time allows you to finish the work before the backup is created. For example if you save the document, the program detects a change and wants to create the backup immediately. But it might be that you are not finished yet and so the program starts the delay time countdown. If you change the file during that time, the countdown is restarted. Once you have completed the work with your file, and program detects that during the delay time countdown no more changes has been detected, the backup is started automatically.

Recurring schedule.

Third scheduling option starts the backup automatically after a time you have set is passed. For example, you can set that a backup of this profile is created automatically after every 8 hours. This option creates the backup no matter if any file is changed in the source folder(s) or not.

Weekday and time set.

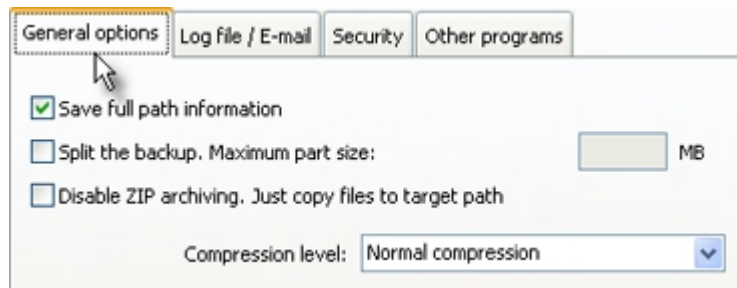
The last scheduling option allows you to set weekdays you want to back up the data. Also, you can set the time when the backup should be created. For example, you can set that backup of this profile is created automatically every Monday, Wednesday and Friday, at 3 am, when the computer is idle anyway (if not turned off).

Bottom of this page you will see the date and time when the backup is started. If the computer is turned off in that time, the backup is created immediately you start the program and it detects that any schedule is skipped.

2.6 Advanced Profile settings

2.6.1 General options

For advanced users, there are many additional options available in the Advanced panel.



In the General options panel, there are four additional settings:

Save full path information

By default checked, the full path of the folder is added to the backup, including the root folders.

If you have set to back up „C:\First folder\Second folder\Third folder“, then without this option checked, your backup file contains files and subfolders of „Third folder“ only. In the backup file there will be no information about „First folder“ and „Second folder“. If you restore this backup, you have to specify the folder where the files and subfolders will be restored to.

If the option is checked, the full path information will be stored, including the folders „First folder“ and „Second folder“. Please note, that this will store only the structure of root folders and not their files nor other subfolders. If you restore this backup, you have to select the drive where you would like to restore the backup (in this case „C:\“). All the files will be restored to their original locations then.

Split the backup

If the backup file is too large, you can split the file. For example, if the backup is 3 GB in size and you would like to burn it to the CD, then it just does not fit there. Though the file size is OK for DVD

discs, its not acceptable if you want to burn the backup to CD discs. In this case, you can set this option to split the file and enter the maximum part size in megabytes (for example, 700 MB).

Disable ZIP archiving

Source folders can also be copied without compressing them to the ZIP file. This allows you to keep the second full copy of data.

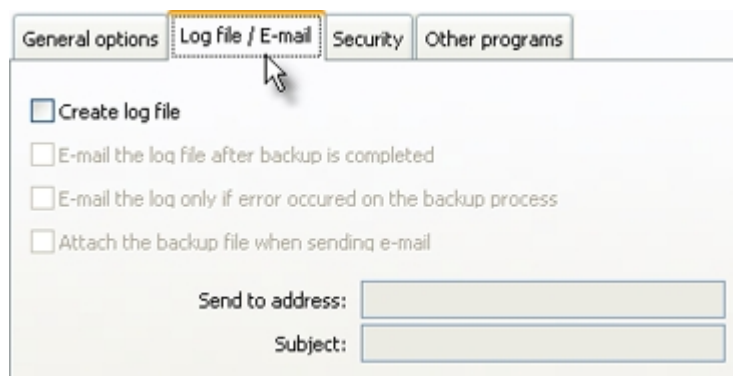
Setting compression level

Compression level for each backup profile can be changed also. As "Normal compression" is optimal for most cases, it is set to default.

If you have powerful computer and you prefer having the smallest backups in size, you can switch this option to "Max compression", though creating these backups will take more time and requires more processor usage. "Fast compression" can be useful if you are backing up photos. Photos are already compressed in most cases and so the normal or max compression takes just too much time analyzing and compressing them with little effect.

2.6.2 Log file / E-mail

To get information about the backup process, the log file can be created:



Log file is a document containing details about the backup file. It is saved with the same name template as the backup file, except it has the file type of text (txt). Log file includes header information like source folders, file rules, and also errors if some occurred during the backup process. Also errors are reported if the program is unable to include some file. For example if it is deleted or you have set to exclude open files and the file is open at the time creating backup. This kind of cases will be marked as errors in the log file. Log files also have footer information like destination path of backup, files compressed and the final size.

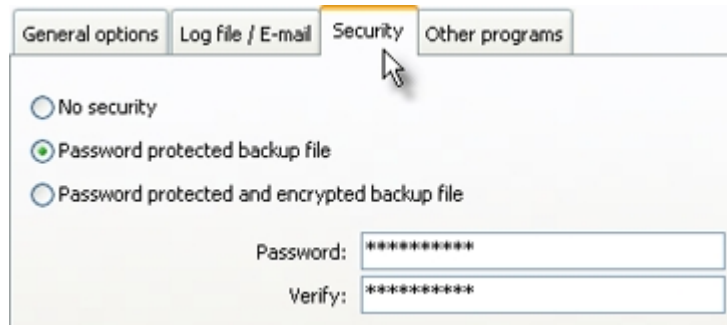
Log files can be e-mailed automatically after they are created. Also the backup file itself can be included as attachment to the e-mail. Please note that large attachments are rejected by the email server in most cases.

If you have set some of the e-mailing options, please enter also the e-mail address and the subject. In the Program Options, Log panel, please check that your outgoing e-mail server (host) is

set up. This is essential to send out e-mails.

2.6.3 Security

On the security panel, you can protect your backup with password:



By default, backups are not protected.

If you want you can select the type of protection and enter the password.

Simple password protection (the second option in the list) is good as it is the zip file standard and the file can be opened with all zip compatible archiving programs if you know the password. For strangers, the files inside the backup are still not accessible without the right password.

If you are backing up sensitive info, you can also encrypt the backup file. Please note, that this backup file can only be opened with TK8 Backup Restoring Wizard and the password is required for this.

About the security

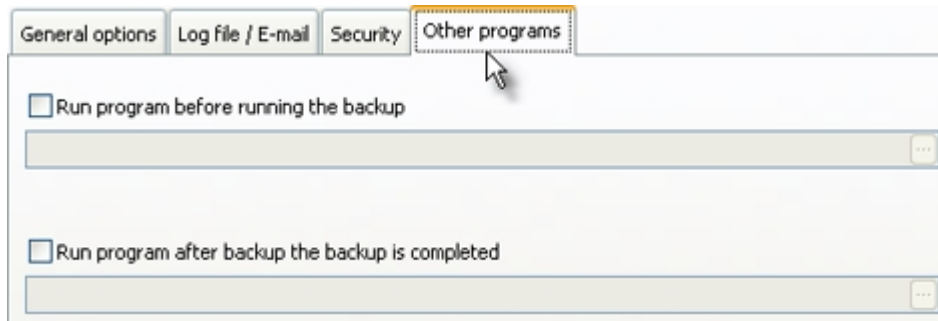
If you should lose the password, then standard password protected files can be cracked. For this there are programs available and though it can take weeks to crack, you still have the possibility to access the files if you should forget the password.

If the backup file is encrypted, there is no possibility to open it without the correct password. TK8 Backup uses one of the strongest Rijndael 256-bit encryption algorithm which is practically impossible to crack within hundreds of years. This is secure, of course, but also dangerous protection method if you should lose the password.

The only way to restore Rijndael encrypted backup is to decrypt it at first with included decryption tool.

2.6.4 Other programs

If you want you can use other programs to perform additional actions before and after the backup is created:



To use some other program or macro, you have to check whether you want to use it before or after the backup is created. After you check one of these options, you can click on the "..." button on the edit field and locate the application.

If the application is set to run before, TK8 Backup starts that program and waits until it is closed. So that program can perform all the actions no matter how much time it takes. After done, the backup is created.

2.7 Importing and exporting profiles

By using the File menu, you can export and import backup profiles and their related information like recent backups lists, ftp settings etc. Exporting is useful if you need to transport profiles from one computer to another. Or, you can use export command to make a backup of your current profiles.

Please note that if you import profiles, your current profiles will be replaced with profiles found in import file.

3 Creating and managing backups

3.1 How to create backups

Once you have set up backup profiles, you can start making backups of your files. Backups can be created automatically if you have set up scheduling options. But if you want, you can always create backups manually whenever you need.

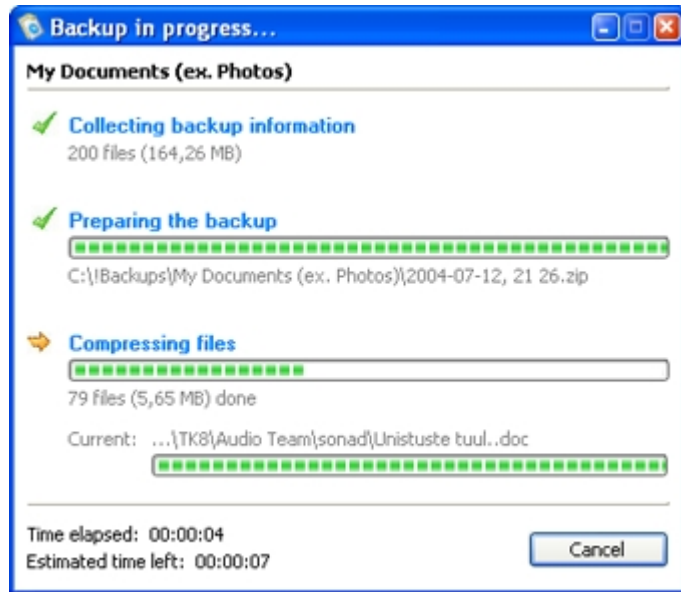
To create a backup, select the profile and click on the "Back up profile" button on the toolbar, or open the Profile menu. When you click on the right part of the toolbar button you can additionally select if you want to add a comment to your backup file or not.

Backup can also be started by using the keyboard shortcuts. Press F9 to start creating a backup,

and F10 if you want to add a comment for the backup file.

During the backup process, the source data will be collected and compressed to the archive file in the destination folder.

Soon the backup profile is started, you will see the progress window with status about the backup, including the time elapsed and estimated time left to complete this backup job:

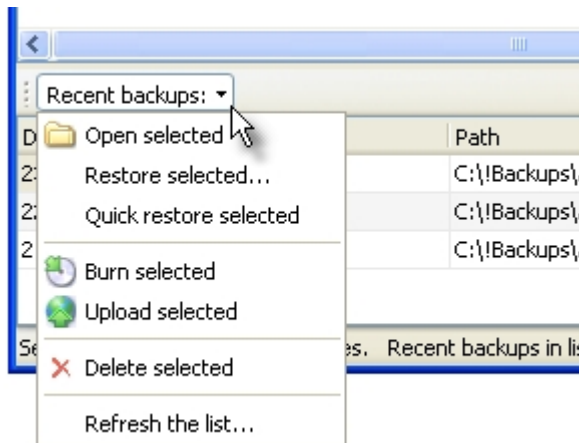


3.2 Managing Backups

All the backups of selected backup profile is seen on the recent backups list.

Once the backup is created, it will be listed in the recent backup list and you have many options available what to do with that file.

You can access the commands below from the Profile menu, or by using the Recent backups menu button on the top of the recent backups list:



1. **Open** will start your default ZIP archiving program and opens the selected backup file with it.
2. **Restore and quick restore** (explained in the Restoring Backups chapter).
3. **Burn** command is useful if you do not want to burn the backups automatically after they are created. Instead, you can burn them later by using this command
4. **Upload** connects to the server set up in the backup profile and uploads the selected file to the remote server. Similar to burning, this can be done automatically after the backup is created, but for users preferring to do this manually, this command is available.
5. **Delete** can be used if you do not need some of the backup files any more.
6. **Refresh** command in the recent backups menu leaves only those backups to the list that exists at the moment. If you have deleted a backup file outside the TK8 Backup program, with Windows Explorer for example, then refresh command removes those backups from the list.

By using the Profile menu, you can also access the latest log file related to the selected backup profile. This is possible only if you have set to create the log file in the profile advanced settings. If the log file is created, you can open and view it, or send it to the e-mail address set in the profile settings.

3.3 Restoring Backups

You can start the restoring process not only by running the Restoring Wizard from the Utilities menu, but also by using the Profile menu or the Recent backups menu button on the top of the recent backups list.

The difference is, that when you run the Restoring Wizard from the utilities menu, you have to locate the backup file you want to restore manually. But in many cases it is easier to select the backup first in the recent backups list, and then open the Restoring Wizard by using the menu button. In this case, the selected file is already opened in the Wizard when it starts.

Quick restoring option in the menu is similar to the description above, except it starts restoring process automatically, so you do not have to do any selections in the wizard. All the files found in the backup, will be restored to their original locations.

If you have created a self-extracting backup, you do not need any other program (including TK8 Backup) to restore your backup. You can launch the backup file directly and follow the restoring wizard steps.

You can read more about restoring process from the "Utilities, Restoring Wizard" chapter.

4 Utilities

4.1 System Tray Mode

TK8 Backup has possibility to run in the system tray mode. It means the program is accessible by using (clicking) on its system tray icon near to the system clock. In the system tray mode, program continues running and monitoring the schedules as in normal mode. It is just hidden from the taskbar.



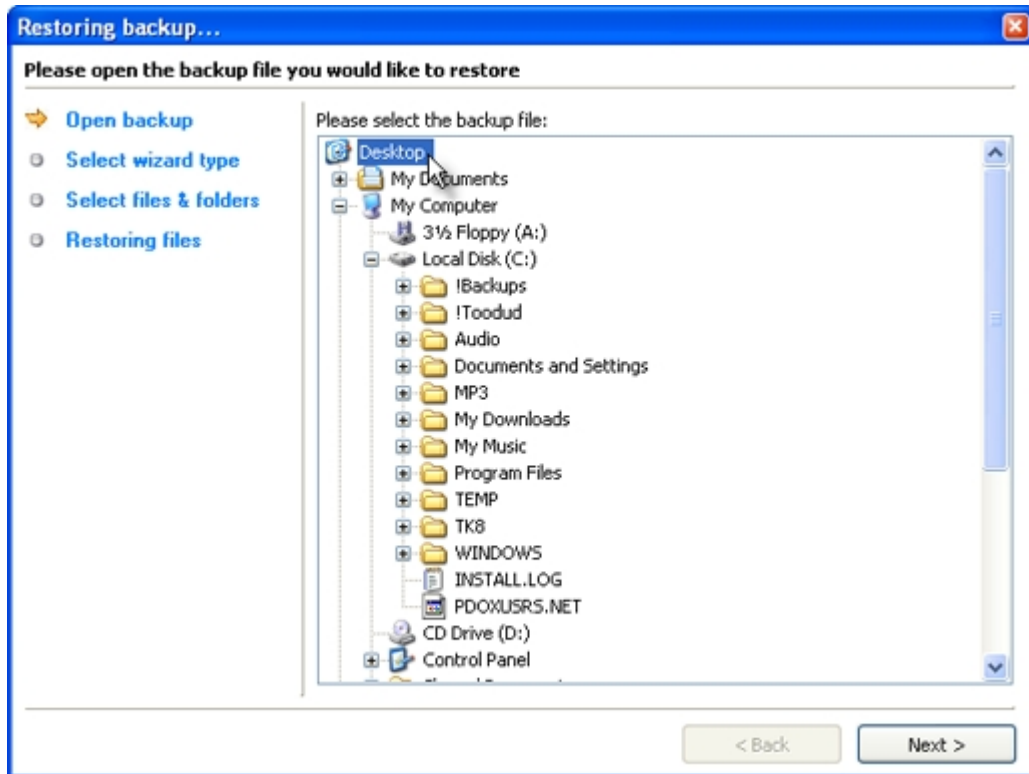
You can go to system tray mode by using Tools menu or pressing F12 on your keyboard. Also, if set in options, TK8 Backup can go to tray mode automatically after started.

When you click on TK8 Backup tray icon, the menu appears where you can start different backups of your profiles. Backups can be started with or without comment.

To restore the normal main window mode (for example to add or edit profiles), use TK8 Backup system wide hot key (by default Ctrl + Alt + B), or click on the tray icon and select "Restore".

4.2 Restoring Wizard

Restoring Wizard is the tool to easily restore your backups. Advanced users can also simply extract the archive manually and put the files back to their original location. Still, restoring wizard is useful if restoring a backup of Outlook Express data for example, as it contains also registry entries in addition to files.



As you can see at the restoring wizard left panel, restoring a backup requires four steps to be completed:

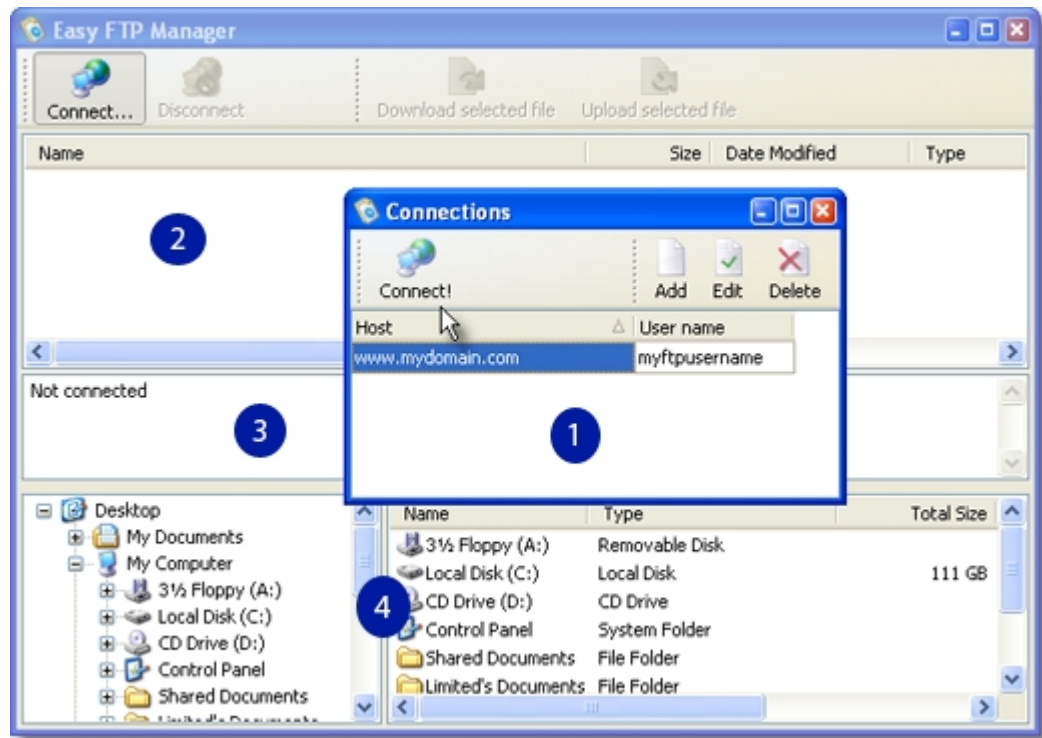
1. **Opening backup file** is the first step, where you can select the backup file for restoring.
2. In the **Selecting wizard type** step you can choose the restoring method.
3. **Selecting files and folders** step brings up a list of files found in the backup. Here, you can select files you would like to restore and specify the folder to where those files will be extracted.
4. The last step is the **restoring progress**, where the actual restoring and file extraction work begins. Also, you can see information about the progress and can cancel the work if needed.

If some of the files already exists in the target path, you will be asked for a confirmation before overwriting that file. There you can see which file (the one in backup or in the target path) has the latest modification date and decide which file to keep.

4.3 Easy FTP Manager

Easy FTP Manager utility is added to the program, so you could manage your FTP accounts. Backups can be uploaded automatically to FTP servers (remote computers), but to download the backup file from the server back to your computer, you need this simple utility. Or, you can also use other FTP utilities for this.

When you start FTP manager from the Utilities menu, a dialog appears with available connections (no 1 on the image).



To manage connections, you can use the buttons at right top of connection window. When adding or editing a connection, you can enter the information about your server:

- **Host** is the address of your remote FTP server.
- **Port** is the port used by your FTP server (by default, 21)
- **User name** is the name used to connect you to the server
- **Password** is the password used to connect you to the server
- **Folder** is the default folder the program will open once you are logged in.
- **Passive mode** selection indicates if the servers using the passive mode or not.

Once the connection is set up and saved, select it in the list and click on the "Connect!" button at left the toolbar. After this, you will be connected to the remote server.

After connected, on the server panel (no 2) you can see folders and files of the remote computer. On the log panel (no 3) you can see all the commands sent to the server. Files and folders of your local computer is seen on the panel 4.

To download a file from the server, select it on the server panel. Then, select the folder in your local computer where you would like to download that file, and click on the "Download selected file" button on the toolbar.

You can also upload some file from your local computer to the remote computer. For this, select the file on the panel 4 and click on the "Upload selected file" button.

A progress bar is shown during the download and upload. On the progress panel, you can also use the Abort button to cancel the process.

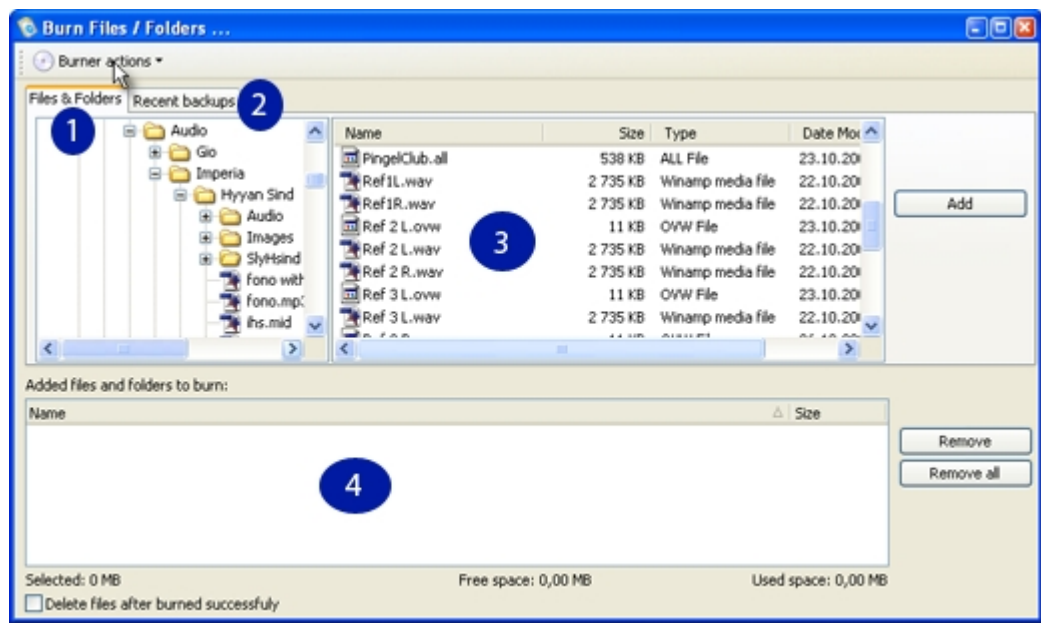
To disconnect from the remote computer, click on the "Disconnect" button on the toolbar. Also, the connection is closed when you close the FTP manager.

Hint: If you are connected to the server, you can right click on the server file or folder, for additional FTP server commands.

4.4 Burning Tool & Disc Management

With CD / DVD burning tool it is possible to write files to the CD or DVD discs, depending the burning device you are using.

In addition to immediate burning after the backup is completed, you can use this tool to burn your backups or other files later, whenever you need. To start burning utility, open Tools menu on the main window and select Burning tool.



In this window you can see and use four main areas:

First is the panel "Files and folders". When it's selected, you can browse your folders and files. After you have located a folder, and want to burn some file from it, select that file (on panel 3) and click "Add" button. After the button is clicked, the files is seen on the burning list (panel 4 after). In this way you can select which files you would like to burn to your disc. If you have selected some file you do not want to burn any more, select it in the burning list and click on the Remove button. To remove all files from burning list, click on the "Remove all" button.

The second panel you can activate on this window is "Recent backups". When you select this panel, files and folder list is replaced with list of recent backups. You can select profile and any of its recent backups. In many situations, it might be quicker way to locate backup files than by using files and folder list.

As already mentioned, a panel 4 contains files list to be burned. At the bottom, you can also see the capacity of files, free and used space on disc. In case you want to delete selected files after successful burning, you can check the option below.

To start burning, or to use some other burning device command, click on the "Burner actions" button at left top on this window. In the appearing menu you can see following selections:

- **Burn added files and folders** starts burning the selected files (burning list).
- **Build ISO file** will create a single archive file, containing files you selected. ISO is a common file type in burning utilities. It allows users to prepare information for burning and keep it in one single file while it can be burned later.
- **Open and burn ISO file** command opens the prepared ISO file and burns it to the disc.
- **View disc info** opens information window of disc sessions and files.
- **Load disc** closes the open drive door.
- **Eject disc** opens the drive door.
- **Close track** protects the disc from further changes. Once you close the track, the disc can not be modified any more.
- **Quick erase** is a command for rewritable discs. It will delete all the data found on the disc, so you can start using it as a blank disc.
- **Complete erase** is a similar function to Quick erase, except it should be used if the rewritable disc is brand new and is not formatted yet.
- **Device info** brings up a window with information about burning device capabilities. For example can it read and/or write CD, DVD, etc.

4.5 Encrypting & Decrypting a File

In addition to password protecting backup files, TK8 Backup is able to provide even more protection by using strong Rijndael encryption algorithm. Backups can be encrypted right after they are created automatically, or later manually, by using Utilities menu commands. It is possible to encrypt any file, not only backup files made by TK8 Backup.

If the file is encrypted and you need to use it, you have to decrypt the file at first.

After selecting encryption or decryption command in Utilities menu, a window will appear. In there you can select the source file and set destination file. Then set the password for operation and select whether you want to delete the source file after encryption/decryption succeeds or not. To start the encryption/decryption, click on the 'Encrypt' or 'Decrypt' button. Once the file processing finishes, the window will be closed automatically.

5 Program Options

5.1 General

To start the program automatically together with Windows startup, check the option "Start the program on Windows startup".

If the option "Start on system tray" is checked, the program will go directly to the system tray mode

when started.

"Close to system tray" option prevents the program from closing when checked. Instead of closing, the program will be minimized to system tray mode. It is good in case you want to keep the program running but afraid you can still close it. This option is ignored on Windows shutdown and in case you use File menu Exit command.

With "Minimize to system tray" option checked, the program will go to system tray working mode when minimized.

By unchecking "Show splash screen" option you can turn off the startup screen shown while the program is loading.

5.2 Advanced

"Use archive attribute to detect file change with incremental backups" is the option that uses file attributes set by Windows system when creating incremental backups. If you modify some file in your system, archiving attribute is set automatically, that indicates that this file should be archived with next backup. Also, archive attribute is set when you copy some file to that folder. Now, when creating a backup, and the file has archiving attribute set, it will be included to your backup. If this option is unchecked, and you create incremental backups, file modified date is compared to the last backup date, instead of using the archive attribute. If the file is modified since the last backup is made, it will be included to the backup.

"Run in the "hidden" mode" option hides the backup progress window. The backups will be created silently with no progress window.

If you do not want to see the system tray icon, you can check the option "Hide system tray icon". If the program is minimized to the system tray, and its icon is hidden, the only way to bring it up, is by using the system wide hot key.

System wide hot key can be used to bring up the program from anywhere (any other program) in your system. To change hot key, click on the edit box and press desired key combination.

Please note: *If some other program is using the same key combination defined in TK8 Backup, the hot key may not work. In case the hot key is not working, please change it. When changing, TK8 Backup does not allow you to set hot keys already active in your system.*

The program options can be password protected to prevent unauthorized changes. Also, if the program is hidden, and system wide hot key is pressed, the password is required to bring up profiles list.

5.3 Backup

Default backup folder is used as the default destination folder for your backups when you create new profiles. To change this, enter the path you would like to use in all profile additions. Or, you can select the path by clicking the button at right the edit box.

Creating backups (compression) takes quite a lot of processor power. If you want to use Windows

based priorities for CPU-usage in running backups, you can set this here. The default priority is Idle, which means the backup process uses the current available processor power left by other programs. Normal is the priority with no special needs where the processor power is divided equally between the programs. High priority is time-critical task for windows and means that all possible power of the CPU is available for this process only

Because the backup process can take a lot of computer resources, you can set a limit of how many backup processes can be started at the same time automatically (scheduled backups). By default this "Autorun limit" limit is 2. Using this limit will not skip or terminate the scheduled backups, but will put them on hold and will run them as soon some of the running backups completes. If you do not want to use this limit, set the limit to 0.

If the option "Show recent backup list on the main window" is checked, you can see a list of latest backups for every profile. This list is easy way to access the backups, by using the "Recent backups:" button above the list.

When you check the "Show backup groups" option, you can set additional grouping value to your profiles. This can be useful if you have a lot of different profiles to manage. If active, grouping adds extended view to the profile list, which can be collapsed and extracted by using the "+" and "-" buttons found in the group headers. You can also add additional columns for grouping by dragging the column to the gray panel above the list. To remove grouping, drag the columns back to the list and uncheck this option.

5.4 CD / DVD

Drive selection indicates the device you would like to use for burning actions. If you have different devices installed in your computer, you can set which one you prefer for burning backups.

Write speed indicates what writing speed will be used for burning. By default (if not set otherwise), the maximum speed is used.

View device features button brings up a window with information about burning device capabilities. For example can it read and/or write CD, DVD, etc.

Cache size is the memory buffer used on burning.

Joliet File system is indicating will long file names stored as they appear or will they shortened. If this option is checked, long file names will be supported.

Sessions selection can be used to set how the program should handle the disc when burning the backup. If "Continue last session" is selected, new files will be added to the disc and previous information remains to the disc. If "Start new session" is selected, a new session is started every time when burning files and no previous files will remain to the disc.

After burning option is the action executed once the burning is completed. "Leave disc open" selection allows you to burn additional files to the disc in the future. "Close disc" selections will close the disc which means no additional changes can be done to this disc. It is possible to use different closing criterias, depending on how you would like to set up your backup system.

Default volume label is the name given to the disc when burning the backup.

If you want to confirm burning starts manually every time, you can check the option "Ask permission before the burning starts".

If the backup does not fit to the disc, you have the option to format it before burnin (if it is rewritable disc). For this, check the option "Format RW disc if it has no free space available for the backup".

If you want to be asked for a confirmation before formatting the disc, check the option "Ask permission before formatting the disc".

5.5 Log

"Show the log after backup is completed" option allows you to view the log file automatically every time the backup process ends. If not checked, you can still view the log file later, by using the Profile menu. To see a log file, please note that also the option to create log files should be set in profile settings.

"Show the log only if error occurred" if checked, will show the log file automatically in the end of backup process only if some error was found during the backup progress.

By using RTF format you can set the appearance of your log files. RTF log has color lines (for example errors are red, headers blue etc). If RTF log option is unchecked, your log files are in the plain text format which means you can view them also outside the TK8 Backup, by using some text editor (for example Notepad).

Host and port settings are required if you have set to send a log file after backup completion to the e-mail address. In this case, these setting will be used to send out e-mail. Enter here the mail server address you are using. The outgoing email (SMTP) port is by default 25 and does not need to be changed in most cases.

5.6 Appearance

Appearance tab allows you to change the row colors used in the main screen. For this, select which color you would like to change and click on its edit box. After clicked, a color selection dialog appears and you can select the color you like. After selected, the second color selection dialog appears so you could select a matching font color also.

In this panel, you can also select the program language you want to use in TK8 Backup. Also, with language support you can change any field names, menus and messages if required.

To change the language file, click on the "Edit selected language" button. On the appearing window you can open language files for every Form you can see in TK8 Backup. This helps you to find the form and the word you want to change. After the file is opened, you change the translation in the Translated column. After changed, you can save your work by clicking on the "Save form translations".

In case your local language is not listed in the selection and you prefer to use the program in your local language, you can translate the program yourself. Translating is easy and takes some hours. To create a new language, open TK8 Backup Languages sub folder with Windows Explorer and copy the English folder to the name of your local language. Then return to TK8 Backup and select the new language.

If you translate the program to your local language, please send the files from your new folder to us also, so we could include the translation with next releases.

5.7 Customizing the look

Adding / removing columns

After installed, TK8 Backup has a default set of columns in the profiles list. If you want to add some columns found on the profile card, but not seen on the list, open the File menu and select "Customize table columns...". After selected, a customization window appears where you can see all available columns currently not seen in the list. To add some column from the dialog, click on it and hold the mouse button down until you drag it to the list.

To hide some columns, use the same customization window. For hiding just drag the column header from the list to the customization box.

After adding and removing columns is complete, you can close the customization form.

To customize toolbar buttons, right-click with your mouse on the toolbar on the main window and select 'Customize'. Or, you can use File menu and select "Customize toolbar". After that a standard toolbar customization window appears where you can create new toolbar groups and select / remove buttons on these groups. In the command tab, you can drag available commands to existing toolbar panels on the program. If you want to remove some existing button from the toolbar, click on it and drag it back to the Commands list.

Column and toolbar setup is automatically saved, so next time you start TK8 Backup, your customizations will be loaded automatically.

6 Ordering and registration

6.1 Why to order

TK8 Backup is shareware. Shareware is try-before-you-buy software. Unlike retail software that you buy in stores, with shareware you can try the software out and see how good it is before you buy it! If you like it, you can order the full version. It's a great way to buy software, plus we offer the 30-day money-back guarantee!

7 Great Reasons to order TK8 Backup:

- Only \$39.95 (US)
- 30-day money-back guarantee
- No more trial period limitations and evaluation screens
- Free updates and upgrades for 2 years!
- Unlimited high-priority support free for lifetime
- Serial number emailed to you immediately
- A warm fuzzy feeling that you did the right thing

6.2 Price

Prices are subject to change. Latest prices are listed in our homepage <http://www.tk8.com>.

Licenses do not include a disk with the software. By purchasing a license, you will get a serial number to register your copy (which sets you free of the 30-day trial limitation).

TK8 Backup license prices:

Number of Users	Price per User
1 User	\$39.95
2-4 Users	\$35.95
5-9 Users	\$31.95
10-19 Users	\$27.95
20-49 Users	\$23.95
50-99 Users	\$19.95
100-199 Users	\$15.95
200-499 Users	\$12.95
500+ Users	\$9.95

6.3 How to buy

The fastest and easiest way is to order online, using a credit card. All orders will be processed securely in real time by DigiBuy. DigiBuy is one of the most known processing companies in the Internet. To offer you the best and risk-free service, we signed contract with DigiBuy to process our orders.

In case you do not want to submit your credit card information online, you may use also a check, phone, fax or purchase order. We will accept also direct wire transfers.

All our software includes unconditional **30-day money-back guarantee**. If you aren't happy with your purchase for any reason, just let us know, and you'll receive a prompt, full refund. No questions asked.

To start ordering, please visit our homepage <http://www.tk8.com>

6.4 Entering Registration ID

Soon your order is placed, you will receive order confirmation (receipt) together with registration information. By entering and saving this info on the registration window, your copy will be free of the trial period limitations.

The registration information contains Name and the ID. To enter them, please click on the "Enter Registration ID" link on the trial version startup screen, or use Help menu command.

On the registration window, please enter the name and the ID exactly (case sensitive) as they are typed in the order confirmation e-mail you received. After typed, you can confirm the registration by clicking the "Save" button.

After the info is saved, the copy will be registered. Please restart the program so the registration would take the effect.

7 Getting help and support

Inside the program, when you press F1 on your keyboard, you can read the help file. The help file is also available in our homepage and in the pdf format ready for printing.

If you have any questions or suggestions regarding TK8 Backup, your e-mail is always welcome.

If you have any problems with the program, please include the following information when contacting us:

- Is the problem (error) reproducible? If so, then how?
- What version of program are you running (to see this, use About in the Help menu)?
- What version of Windows you are running (Windows XP, Windows 98, Windows NT 4.0, etc.)?
- If you see a dialog box with error message on the screen then what is the full text on that dialog box.

Official homepage:
<http://www.tk8.com>

Support e-mail:
support@tk8.com

Support form online:
<http://www.tk8.com/support.asp>

General / Sales contact:
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Anne 59 - 131
50703 Tartu,
Estonia,
EU.

Business Phone:
+372 50 77 207 (this phone number is for sales and business contact only. To get technical support, please e-mail us or fill the online support form)

8 Uninstalling

Removing TK8 Backup from your system is easy.

Before starting removal close the help file and TK8 Backup program. Make sure no profiles are running at the moment.

Then open the Control Panel, Add/Remove Programs window. Look for TK8 Backup in the list and select it. Click on the "Add/Remove" button to start removing the application and follow the instructions on the screen.

9 License agreement

TK8 Backup
LICENSE AGREEMENT

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Unregistered use of TK8 Backup after the 30 days is in violation of U.S. and international copyright laws and treaties, as well as in other intellectual property laws and treaties.

You may, without making any payment to BMK:

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2. Give exact copies of the shareware evaluation version of TK8 Backup personally to anyone, except for the purpose of extending their 30-day evaluation period.
3. Distribute exact copies of the shareware evaluation version of TK8 Backup, if done exclusively through electronic channels.
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IN ADDITION, IN NO EVENT DOES BMK AUTHORIZE YOU TO USE TK8 Backup IN APPLICATIONS OR SYSTEMS WHERE TK8 Backup'S FAILURE TO PERFORM CAN REASONABLY BE EXPECTED TO RESULT IN A SIGNIFICANT PHYSICAL INJURY, OR IN LOSS OF LIFE. ANY SUCH USE BY YOU IS ENTIRELY AT YOUR OWN RISK, AND YOU AGREE TO HOLD BMK HARMLESS FROM ANY CLAIMS OR LOSSES RELATING TO SUCH UNAUTHORIZED USE.

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END.

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