

# ***Tri-BACKUP 5***



## ***USER HANDBOOK***

Your Serial Number: .....

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# Introduction

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## Welcome!

Thank you for purchasing Tri-BACKUP!

Tri-BACKUP is the backup utility for Macintosh to assist you in:

- data backup (different modes are available).
- data restoration (in case of file loss).
- data synchronization of two disks or two folders.
- create a copy of a bootable disk.
- regularly scheduled and synchronized data backup, suited to your needs.

## Thank you for registering

You will find a registration card for your software license enclosed in the package. Please complete the form and send it promptly. Once you are registered, you will have access to technical support and will be notified of updates and news about our products.

## Latest version of the software

Check our web site “<http://www.tri-edre.com>” to know if you have the latest version of this software. If you do not have the latest version of Tri-BACKUP, download it from the web site using your serial number.

*Note: serial numbers are compatible with all versions having the same main version number: a serial number of version 5.0 is useable with versions 5.1, 5.2, etc.*

*Note: Tri-BACKUP can detect new versions, and download the latest version.*

## Program Set-up

On the CD, or in the disk image that you downloaded, you will find the application «Tri-BACKUP 5». Drag this application into the Applications folder of your startup disk.

*Note: If you were running a previous version of Tri-BACKUP 5, quit the Tri-BACKUP application, and quit the Tri-BACKUP Scheduler (select the Quit item in the Tri-BACKUP icon menu in the menu bar).*

## Uninstalling the Software

To entirely remove this software from your hard disk, launch Tri-BACKUP and select the Uninstall item in the Tools menu.

*Note: Tri-BACKUP is required to recover the files compressed with Tri-BACKUP.*

## Updating version 5

Tri-BACKUP will automatically recover settings when you install a new release of version 5.

*Note: Settings are saved in the ~/Library/Application Support/Tri-BACKUP 5 folder.*

## Upgrade from version 4

Use the Import item in the Actions menu to convert and import your previous programmed actions.

**Note: check the settings of each of your Programmed Actions before using them. Some settings are different, and may have to be updated.**

## Launching and Registering the Software

Double-click the application icon to run Tri-BACKUP. When first launching, you will be prompted to enter the Administrator password (the password required for any System update). Then a dialog asks for your serial number (sent to you by email, or on a sticker on your CD).

This serial number will activate all of the features of Tri-BACKUP.

Please, keep this serial number in a safe place (for upgrades and technical support).

## Technical support

First, please have a look at the integrated FAQ (in the Help menu), the Assistant, this manual, and our web site.

If you don't find an answer to your question, our technical support can be accessed by e-mail, fax or phone.

Please have your serial number and the software version number ready before calling.

## Contacts

If you have comments about this product, problems or questions about this user guide or with our web site – or if you are interested in a site license – please contact TRI-EDRE (specify the version and serial numbers of your copy):

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contact@tri-edre.com

by phone or fax:

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# Basics

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## Two types of action: Immediate and Programmed

### Immediate Actions

«Immediate Actions» are designed to run very quickly and easily a backup, a copy or a synchronization of one or many files and folders, with a very few settings. Possible actions are: copy a folder or a disk, backup a folder or a disk, restoring a file, a folder, or an entire volume, synchronizing a folder or a disk, compressing, uncompressing or protecting a folder's content, comparison of folders contents, deleting a folder's content, etc.

### Programmed Actions

For repetitious actions, or actions that you want to be done automatically, Tri-BACKUP offers the «Programmed Actions». Settings of these actions are saved and these actions can be automatically and regularly scheduled and run without any intervention of the user.

Programmed actions can provide backup of folders and disks, copy and synchronization, but also compression or cleaning (deleting a folder's content) actions.

Programmed actions are also to be used if you want to create a bootable copy of your startup disk.

## What can be backed up or synchronized?

Tri-BACKUP can manage any volume (and its content) on the desktop of your Macintosh. It can be the volume from which to backup, the volume to be synchronized or the volume into which the backup should be made.

Tri-BACKUP handles files (documents, applications, etc.) and copies these files when backing up or when synchronizing.

**Note:** Any volume you need to back up or synchronize must be mounted on the desktop.

## Bootable copy of your startup disk

Tri-BACKUP can create and maintain up to date a copy of your hard disk, from which you can start your computer in case of problem with your main disk.

*Note: Use the Assistant to easily create a bootable copy.*

## Backing up

Tri-BACKUP automatically makes a backup of your data by copying every modified



file onto another disk, onto a network drive, or on a high capacity disk such as Zip or Jaz disks, etc. Tri-BACKUP can save the content of the whole volume or a specific folder. Choose the configuration you need.

Tri-BACKUP makes copies of original files for backup. Files are automatically duplicated into the backup location, in much the same way as moving them by hand (except that Tri-BACKUP preserves owners and permissions, when the Finder changes them during a copy). The directory structure (folders, sub-folders, etc.) is kept intact. You can then, even without Tri-BACKUP, check manually what was saved, and you can retrieve a file directly from the Macintosh Desktop.

Different backup modes are available in Tri-BACKUP (see further in this manual).

## Backup placement

Tri-BACKUP specifies the destination folder where the backup is copied.

- In Backup actions, Tri-BACKUP creates a new folder for each of the volumes or folders to back up, in the destination. For example, if you back up your disks “Hard Disk” and “External Disk” in the “BACKUP” folder on a high capacity disk, the backed up versions of the folders will use the same names as the original volumes ; in this example, “Hard Disk” and “External Disk”, would be created in the “BACKUP” folder.
- In a Copy action, files are directly copied in the destination.

## Restoring

A file restoration process is linked to the backup operation. It allows all files that were copied during backup (or that were deleted or modified in the source) to be restored in the source folder or volume.

Restoration is used to retrieve lost or deleted files, to retrieve a previous version of a document, or to rebuild an entire folder or disk.

*Note 1: Every replacement of an existing file will require confirmation.*

*Note 2: Tri-BACKUP makes exact copies of files during backup. It is possible to restore a file manually from the backup location to the source folder.*

## Synchronizing

When a synchronization is started, Tri-BACKUP compares the content of the two folders (and of their sub-folders) or of two disks. If a file is missing (or is older) in one of the two folders, it will be overwritten.

When the synchronizing process is over, the content of the two folders (or disks) will be identical, with each of them containing the latest version of the files.

This synchronization is automatic and therefore easier, quicker and safer than opening

every folder to make copies of files one at a time by hand.

**Caution: if a file was modified in one of the two folders, the newest version is kept.**

*Note: Use the synchronization feature to update a desktop computer and laptop computer.*

## Multiple configurations

A great advantage of Tri-BACKUP is that you can schedule multiple backups or synchronization operations. These can be launched automatically, without requesting any user action.

It is possible to create as many configurations as needed. They can be organized in different groups for an easier management.

For example, you can schedule:

- A regular copy of your startup disk (to ensure having an up-to-date copy from which you can restart in case of problem with your main disk).
- An hourly mirror backup of important data (to ensure having an up-to-date copy)
- An incremental backup of a frequently used folder every evening at shut-down (thus keeping successive versions of a report).
- A complete backup of your hard disk, on every 1st day of the month at 8:00 AM (as a reference backup on a CD).
- Different backups for different days of the week.
- A synchronization of your “Customer File” nightly at 11:00 PM (insuring that all computers on your network are up-to-date).
- Any other configuration as fits your needs.

# Backup Strategies

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Although backups can be run manually with Tri-BACKUP, its main purpose is to back up data automatically, without any user interaction. Once configured and scheduled, these operations will do their job, without disturbing you or slowing down your computer.

It is advised to create multiple programmed actions to exactly fit your needs. By creating configurations according to your needs, you will be able to make full backups as well as specific backups of important folders.

## The copy of your hard disk

Having a copy of your startup disk let you restart immediately, with all your settings, applications and documents, in case of problem with your hard disk. It also makes easy the change of the hard disk of your computer.

Tri-BACKUP can execute a copy of your disks, including a bootable and full copy of a disk containing a System. You can schedule a periodic execution of this copy to always have an up-to-date copy. To do this, you use a Copy Programmed Action. The Assistant helps you to create such an action, with the correct settings.

## What kind of backup to use?

Tri-BACKUP offers multiple backup possibilities (these are detailed in the «The Different Modes of Backup» chapter).

A **mirror backup** lets you have an “exact copy” of your data, which easily retrieves your work environment after accidental loss of data. However, every “error” in the source or every corrupted file will be reflected in the destination folder.

The **evolutive mirror backup** is like a mirror backup, creating an exact copy of your disk or folder. But, when a file is modified or removed, the evolutive backup saves the old version prior to copy the new one in the backup. This way, Tri-BACKUP will save the evolution of the content, and you will be able to go back to a previous version very easily. This backup mode needs more disk space than the mirror backup (and the needed space can be important if old files must be saved for a long time). Options allow you to remove the oldest versions.

The **incremental backup** creates a new backup in a new folder each time it is launched. This mode allows to conserve successive versions of a document, as well as successive versions of an entire disk.

**We recommend combining both kinds of backup, possibly limiting incremental backups to important, frequently used files.**

## **Background execution**

Programmed actions are executed in background, with a very few intrusion and without slowing down your computer. Settings are available in Preferences to display progress and information (if you want to control what is going on), or have a limited intrusion on the screen (to let you focus on other tasks).

## **Create configurations for every backup**

We recommend setting up several backup configurations to fit your needs. Using multiple configurations optimizes your backup strategy, taking less time and using less space than one full data backup. Also, be sure to execute a global backup as necessary to protect your entire system.

## **Backup of several computers over the network**

Once Tri-BACKUP has completed a backup of all volumes on the desktop of one computer, it is possible to save the content of other computer disks on your network, with a different configuration for each computer as needed.

You can also keep a designated hard disk on a server for backup of all computers on the network, allowing each computer its own Tri-BACKUP copy with customized configurations.

## **Back up your backup!**

Since it is possible that you may backup data that you later find unusable, we recommend regularly storing copies of your data on a CD or high capacity disk designated for backup copies only.

**Keep two backup sets that may be updated interchangeably ; for example, keep one set for backups on even days and one set for backups on odd days.**

**If it is possible, burn a backup CD regularly as a safeguard against a serious crash on your computer system.**

Think that your backup will be your last resort. Tri-BACKUP is an easy to use utility that is efficient and quiet during operations. Make the most of it!

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# The Different Modes of Backup

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Tri-BACKUP allows several ways to do a backup.

For each method, the principle used by Tri-BACKUP is the same: a copy of the files, and a copy of the folder structure (folders and subfolders). That way, the result of the backup is similar to the one obtained with a copy from the Finder, but it's much more easy and efficient with Tri-BACKUP.

## Manual Backup from the Desktop

You can copy a folder (or a volume) directly from the Finder. This can be considered as a backup.

This method is very inefficient, because this method overwrites all backups previously done. However, Tri-BACKUP will be able to restore from this type of backup.

## Using the Synchronization features

Synchronization is not the best way to do a backup. Just remember that the synchronization works in both directions. Any file that you have removed from your hard disk (but still remaining in the backup) would tend to be copied back to your disk.

It's best to use the Immediate Synchronization feature, so that you can precisely control which files to include and the direction of the copy (remember that synchronization can copy in both directions).

*Synchronization only copies files that need it. Unmodified files are of course not copied.*

## Immediate Backup

You can perform a backup using this mode. You should limit the use of it for a one-time backup, or if you want to see and control which files will be copied.

## Programmed Copy

This mode allows the copy of an entire folder or disk. This is the correct mode to create a bootable copy.

## Programmed Mirror Backup

This mode allows the easiest restoration of a folder or a disk.

This backup creates an exact copy of a folder or an entire disk. The copy will be updated each time the backup is run (only modified or new files will be copied).

The backup needs a lot of space in the backup volume (as much as the original folder/disk), but the compress option can considerably reduce it.

This is a good way to have a recently updated copy of your hard disk, useable in the event of a problem to easily recreate your usual working environment.

*Please, keep in mind that any removed or corrupted file will replace the old one in the copy.*

## **Programmed Evolutive Mirror Backup**

**This mode offers the highest security, and an easy way to restore the data.**

This mode creates an exact copy (like the Mirror Backup mode) but, when a file is modified, the copy of the previous version is moved to a «second level backup» place prior to replacement by the new version. This mode can save multiple versions of each document. The backup is updated each time this action is scheduled.

The disk space needed for this backup mode can be quite large and greater than the size of the original folder or disk. Compression can greatly reduce this size.

If you have enough free space (for example if you have a large external hard disk for your backup), this mode is an excellent way to have a copy of your disk as well as the last versions of each document. You will be able to use this copy to restore your disk, or to go back to a prior disk content or a clean version of a document.

The complementary data of an evolutive backup are saved, folder-by-folder, in special folders named «(fBACKUP.Evolutive.folder\*\*)\*». These folders are invisible folders, but you can make them visible in Settings or with one of the Tools menu items. These folders contain previous versions of modified and deleted documents. If you exclude these folders, the copy obtained with this mode is similar to the copy done with a Mirror Backup. A «cleaning feature», in the Tools menu, can remove all the evolutive data inside a folder.

*Use the options of this backup mode to limit the number of versions and the period of time they will be saved. This will clean the backup and prevent its size to grow up too much.*

*If you use the «evolutive cleaning» function in the Tools menu, you'll remove all «evolutive» data and will wind up with the same result as a Mirror Backup.*

## **Programmed Incremental Backup**

This mode creates a new backup each time it is launched. Each backup is done in a new folder (in the destination folder) whose name is created with the date and time of the Backup.

This mode allows to preserve easily successive versions of a folder's content, as well as different versions of an entire disk.

An option can delete the oldest backup, so that you can have the latest states of your work done during one week or one month, without having your backup increasing with each backup.

*Note: An option allows to copy only the files modified since the last backup. This mode creates a relatively small sized backup.*

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# The Different Modes of Restoration

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Due to the way Tri-BACKUP works, backups consist of copies of files, with the same folder structure as the original folder.

This principle has the huge advantage of allowing many ways to restore your files, even without Tri-BACKUP (for example, in extreme situations where the entire disk content is deleted).

## Manual Restoration from the Macintosh Desktop

It's often the easiest way to recover a single file from the backup.

Once the volume containing the backup mounted on the Desktop, you can use Spotlight to find the file to recover from the backup. Then just drag it to its original position in your hard disk.

Manual Restoration can also be useful to copy an entire disk or folder into a new hard disk, or a newly formatted disk.

*Note: if the files in backup were compressed, you'll need Tri-BACKUP to recreate the original files after they have been copied into the disk.*

*Note 2: copying from the Finder can modify owner and permissions, and cannot copy invisible files.*

## Using Synchronization to Restore

Not the best way to restore, but allows recovery of a folder or a disk.

It is better to use Immediate Synchronization, so that you can control exactly which files to copy, and the direction of the copy.

*Note: if the files in the backup were compressed, use Tri-BACKUP to recreate the original files after they have been copied onto the disk.*

## Using Immediate Copy to restore

This is the correct tool if you want to easily control the files from the backup to be copied back to their original place.

All files that need to be copied will be shown, and you can select which one you want to be restored.



# Main Window

After launching, the main window is displayed. From this window, you can access most of the main functions.



## The Sidebar

On the left sidebar of the window, you have buttons for a quick access to programmed and immediate actions. Click these buttons to create a corresponding action, or click «Other Actions» to create secondary actions.

*Note: The «PRO» icon is only displayed when you do not run a Tri-BACKUP Pro version. These icons indicate the features that are only active with the Pro version. Click this button to show more details, or if you want to purchase a Pro licence.*

Use the «Lock» button to limit the use of Tri-BACKUP with a password. For example, after having defined a set of actions, you can lock Tri-BACKUP to avoid any unwanted change.

*Note: When locked, this button changes to Unlock. The password will be required to unlock Tri-BACKUP.*

## Top buttons for the main features

On the top of the window, buttons give access to the Assistant (help you to use and create actions), the Programmed Actions (create, edit and manually launch these actions), the Immediate Actions (create and reuse previous actions), and Restoration.

## Links at the bottom of the window

The version number, and the copyright are displayed at the bottom of the window.

Two links are available to access our web site, and in the FAQ list, included in Tri-BACKUP.

## Assistant

The Assistant provide a tour of Tri-BACKUP, and helps you to create various actions, among the most frequently used. Select the type of action in the pop-up menu, and follow the instructions.

## Programmed Actions

The Programmed Actions panel allows to create, delete and edit actions, or manually run them. The list displays the programmed actions that have been created, their type, name, and their next scheduling.

Use the buttons to create an action or a group, to duplicate the selected action or to remove it. Double-click an action in the list to edit it, or click the Edit button.

Drag and drop an action to move it into a group, or place it at the desired location.

### Searching a programmed action

Enter a word in the search field to display those matching this word. The search is done within the action title as well as within the action information (displayed in gray and with a smaller font). For example, you can retrieve an action that you created to backup your «Documents» folder, or all the actions containing the word «synchronize» in the information.

*Note: If you enter many words separated by a space, only the actions containing all these words will be displayed.*

### Groups of Programmed Actions

These groups are provided to let you organize and regroup your actions (for example you can create a «LOCAL BACKUP» and a «SERVER BACKUP» group, a «TESTS» group for the actions created to make tests, etc.).

You can create groups as well as moving groups into a group to create sub-groups. Each action can be moved into one of the groups.

*Note: If you select a group and click the «Launch Now» button, all the actions in the group are executed.*

### **Execution of programmed actions**

Any action can be executed immediately, without needing to wait the predefined schedule time.

When one or more actions must be executed, either because there were manually launched or because there were scheduled, they are added in a stack. Only one action is executed at a time. The next one will be executed when the current action is completed. Execution of programmed action is handled by a specific application (Tri-Backup Scheduler). The execution itself is done by another application, «Tri-Backup Execute».

*Note: Programmed actions execution do not need Tri-BACKUP to be opened. They are executed in background.*

### **Immediate Actions**

Buttons in this panel open immediate action windows (copy, backup, synchronize, compress/uncompress, etc).

*Note: Actions can also be accessed via the Actions menu.*

This panel also list the latest actions executed. Double-click one of these actions to re-use it with its settings.

Immediate actions are executed directly within Tri-BACKUP, contrarily to programmed actions.

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# Execution of programmed actions

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This chapter explains how Tri-BACKUP is organized to execute programmed actions. Tri-BACKUP is composed of different modules (all of them are contained in the Tri-BACKUP application package).

## **The Tri-BACKUP application**

It is with the Tri-BACKUP application that you create, edit, remove and organize programmed actions. For each action, you define its type, the disks or folders to process, its settings and filters, when and under what conditions it will be executed.

Once the actions created, there is no more a need of Tri-BACKUP to execute them.

## **The «Tri-Backup Scheduler» module**

This module runs in background. It has no icon in the Dock, but can show an icon in the menu bar to let you control it.

It is this module that surveys when an action has to be executed, and then pass it to the «Tri-Backup Execute» module.

Within the Scheduler module, you can temporarily deactivate the execution of an action, launch an action before its normal scheduling, interrupt or pause an action. You can also show the history of the latest actions, the latest copied files, and the latest errors.

Preferences of this module allows to make the execution as discrete as possible, or you can have a progression window and visible controls for the execution of programmed actions.

## **The «Tri-Backup Execute» module**

This module is launched each time an action must be executed, and stay opened during the whole execution. Its icon is displayed in the Dock, with a menu to control it. Depending of the settings, it can display a progress window, just a little progress bar on its icon in the Dock.

# Tri-Backup Scheduler

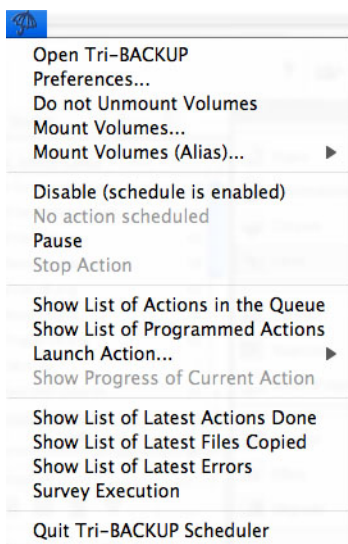
---

This module runs in background. It has no icon in the Dock, but shows an icon in the menu bar. It is controlled from the menu on this icon.



This icon is always visible when the Tri-BACKUP application is opened. With Preferences, you can either have this icon permanently visible, or only when you need it.

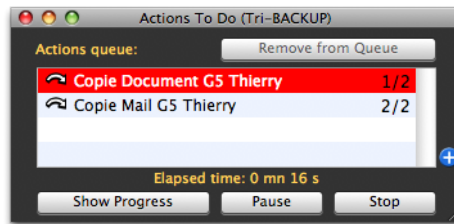
When visible, you can access this menu:



The options available are:

- Open Tri-BACKUP: Open the Tri-BACKUP application.
- Preferences: Shows the Preferences dialog. Settings are detailed in next pages.
- Do not Unmount Volumes: When an action needs a volume and this volume is not mounted, it is mounted using its alias (if this alias is available in the «Alias» folder located inside «~/Library/Application Support/Tri-BACKUP 5»). This volume will be automatically unmounted when the action is completed. Use this menu item to empty the list of volumes waiting to be unmounted.
- Mount Volumes: It is possible to mount volumes (connected, but not mounted), or using an alias (if this alias is available in the «Alias» folder).

- **Enable/Disable:** Use this item to disable any automatic execution of actions. The automatic scheduling will resume if you enable the execution (with this same menu item).
- **Next...:** Shows the next action that will be executed, and at what time.
- **Pause:** Temporarily pause the execution, including for the action currently executed (if any).
- **Stop Action:** Interrupt the action currently executed.
- **Show List of Actions in the Queue:** Displays the window listing the actions waiting to be executed. You can delete and reorganize the actions. Buttons permit to stop execution, or show the progress window.



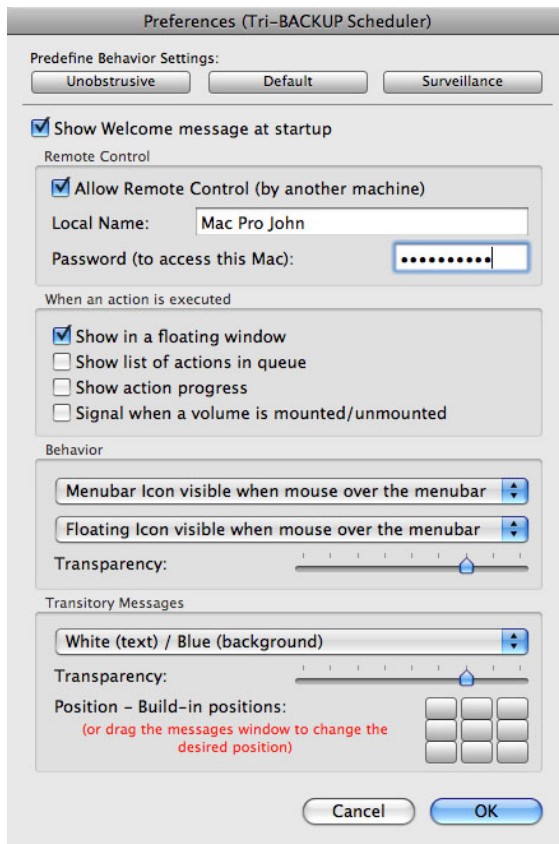
- **Show List of Programmed Actions:** Displays the window showing all programmed actions, sorted by scheduling date. You can launch an action from this window. The search field helps retrieving one of the actions.
- **Launch Action:** Displays the existing actions, and allows to launch one of these actions.
- **Show Progress of Current Action:** Displays the progress window of the currently executed action.
- **Show List of Latest Actions Done:** Displays the window showing the list of the latest actions that have been executed. A summary of the results is available for each action (date and duration, number of files and errors). Double-click an action to display the list of files and errors for this action. Note: This window also shows immediate actions for a global view of all executions.
- **Show List of Latest Files Copied:** Displays the window showing the latest files treated (by the latest actions). To display the files related to a given action, use the pop-up menu on the top of this window. The Clear button removes items of the list (they will be definitely removed).
- **Show List of Latest Errors:** Displays the window showing the latest errors occurred during latest actions. To display the errors related to a given action, use the pop-up menu on the top of this window. The Clear button removes items of the list (they will be definitely removed).
- **Survey Execution:** Displays a window showing a sampling of analyzed folders. The pop-up menu lets you slow down the execution to follow step by step analy-

zed folders and treated files. Clear button removes items in the list (they will be definitely removed).

- Quit Tri-BACKUP Scheduler: Quit this module. Caution! Programmed actions will no longer be executed if you quit the Scheduler.

## Scheduler Preferences

With these settings, you can adjust the behaviour before and during actions execution. The top buttons change to predefined settings, from Unobtrusive (for a discreet operation) to Surveillance (if you need to control and survey the execution of an action).



Available options are:

- Show Welcome message at startup: A floating message is displayed when the Scheduler is launched (generally when your Mac starts up, or a session is open).

ned).

- Allow remote Control (by another machine): Tri-BACKUP Pro version can control the execution of your actions from another Mac (activating, deactivating or launching an action). Check this option if you accept that your actions can be controlled remotely. You can personalize your name (as seen from the remote controller), and a password to prevent any undesired control.

### **Settings when an action is executed:**

Use these settings for the default behaviour (you can show a window at any time from the menu).

- Show in a floating window: When an action is executed, a window shows the name of this action. This window is front of any other window, to inform you of the current action. Drag this window to move it at the desired location.



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- Show list of actions in queue: When this option is checked, the window is displayed when an action is about to be executed.
- Show action progress: Display the progress window when an action is executed.
- Signal when a volume is mounted/unmounted: A message is displayed when a volume is mounted using its alias, or unmounted.

### **Settings for the menu bar icon behaviour:**

To fit your needs, you can have the Tri-BACKUP icon in the menu bar always visible, or only under certain circumstances. Choices are:

- Menu Bar icon always visible: The icon is always available in the menu bar.
- Menu Bar icon visible when mouse over the menu bar: The icon becomes visible when the mouse is in the right part of the menu bar. Note that the icon is also visible when executing an action.
- Menu Bar icon visible when an action is executed: The icon becomes visible when an action is being executed.
- Menu Bar icon never visible: The icon is never visible in the menu bar.

*Note: The icon is always visible if the Tri-BACKUP application is opened.*

### **Settings for the floating icon behaviour:**

The floating icon is a small window that can be used to access the Scheduler controls when the icon in the menu bar is not visible.

*Note: When visible, a click move the Scheduler to front, and a Control-Click opens the Scheduler menu as a contextual menu*

- Floating icon always visible: The icon is always visible. Drag it to move it a the desired location on the screen.
- Floating icon visible when an action is executed: The icon becomes visible when



an action is executed.

- Floating icon never visible: The icon is never visible.

### **Display of transitory messages:**

These messages offer a nonintrusive way to inform about the execution of programmed actions. Messages are displayed over other windows, but are transparent for mouse clicks (clicks affect the window under the message), except when Preferences dialog is open. Use these settings to change the colour and the transparency of the messages, or the position of the messages (you can use predefined positions, or drag the window at the desired location).

# Tri-Backup Execute

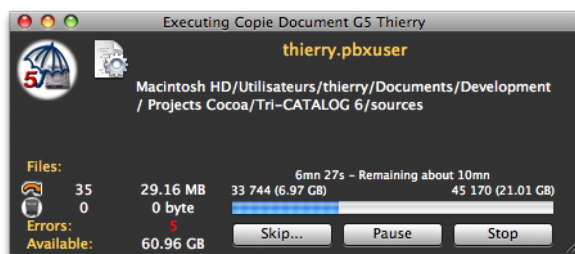
---

This module is launched when an action must be executed.

Tri-Backup Execute shows an icon in the Dock with a progress bar. A menu allows to control the execution (accessed by maintaining the move pressed on the icon in the Dock).

## The progress window

This window is displayed (depending of the settings) during the processing of the current action.



It shows the current file and folder, the total amount to do (number of files and size), what is already done, the number and size of copied and deleted files, the number of errors, and the free space available in the destination disk.

*Note: «++» following the total (on the right above the progress bar) means that the pre-counting is in progress. While pre-counting, the progress can be slow down, and the remaining is not displayed.*

### «Skip...» button

Click this button to interrupt the execution to show a dialog proposing to skip the current file or folder. You can select the folder you want to skip in the pop-up menu indicating the hierarchy of the current item. Execution will proceed after the item to skip.

*For example, if the current folder is «.../Documents/Reports/New customers», you can skip the remaining contents of the «New customers» folder (by selecting «New customers»), or of the «Documents» folder (by selecting «Documents»).*

### «Pause» button

Click this button to suspend the execution. Another click on the same button will resume the execution at the same place.

### **«Stop» button**

You can interrupt an action at any time with this button. All modifications that are already done stay in their new state. All remaining items will not be copied or treated.

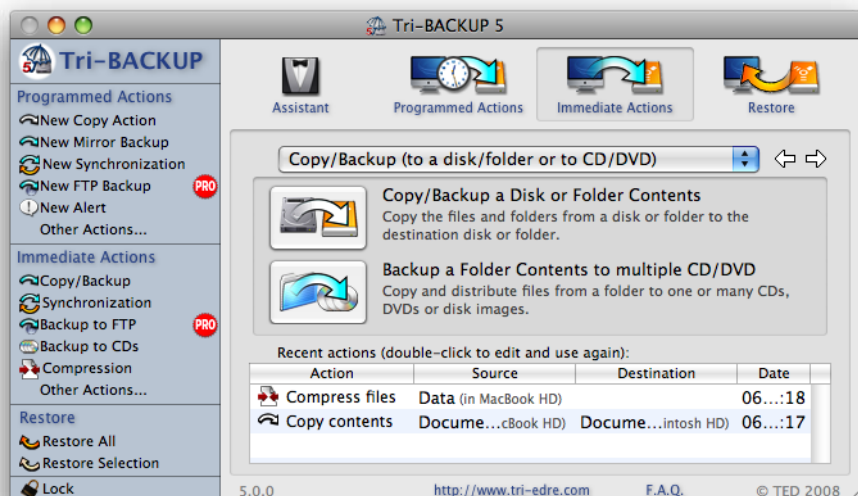
# Immediate Actions

«Immediate Actions» offers a quick and easy way to begin an operation (backup, synchronization, etc.), or to compare two folders.

## Immediate actions access

You can access immediate actions by the left area, the «Immediate Actions» button (on top), or the Actions menu.

Immediate actions are organized by type: Copy and Backup, Synchronization, Compression and Uncompression, Modifications, Deleting, etc.



The «Immediate Actions» panel in the main window offers each of the available type in Tri-BACKUP, and the list shows the latest executed actions, sorted by date. To re-use the settings or continue executing a previous action, double-click it in the list. A new window will be opened, with the same settings.

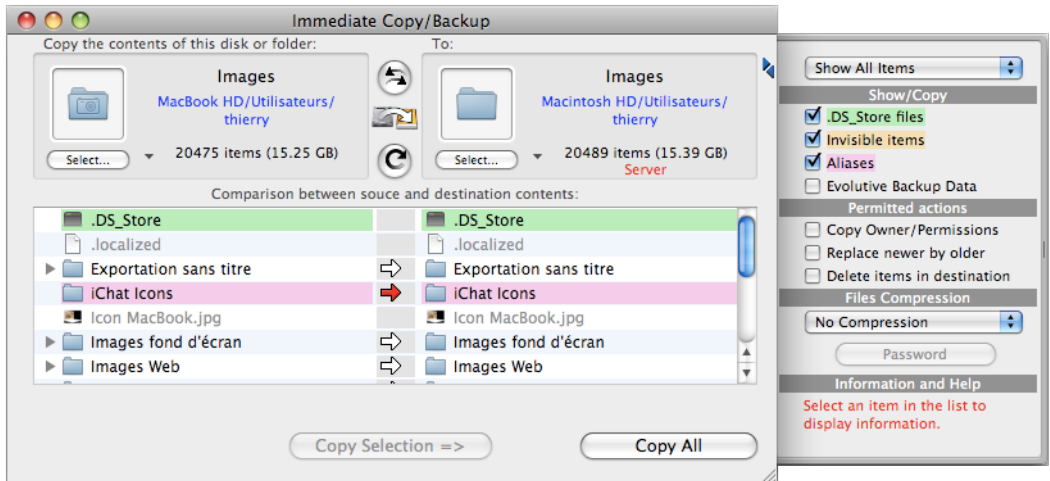
## Using Immediate Actions

We'll explain here the principles and settings that are common in each of the immediate actions.

Each action is opened in a new window, where you can adjust settings, control the display, show the contents of folders and the results of comparison, and launch the execution.

*Note: Multiple immediate actions can be opened and executed at the same time.*

Each type of action has specific windows, even if the same settings and same principles are used for all actions.



## Choosing what to treat

The object of actions is to treat (copy, modify, compare, etc.) the contents of disk or folders. You have multiple ways to set the disk (or folder) to treat:

- Drag and drop a disk or a folder in the source or destination area on the top of the window.
- Click the Select... button to open the folders selector.
- Click the triangle (on the right of the Select button). This pop-up menu offers predefined items, as well as the latest selected items.

When a disk or a folder has been selected, the area shows its icon, its name, its path (for folders), and its contents.

Between the two areas, the swap button exchange the folders (the left one go to the right position and vice versa), and the rescan button runs a new scan of the folders contents to update the list.

The list shows the contents, and the comparison results.

## Settings associated with an immediate action

Settings are grouped in the right drawer.

### Display options

The top pop-up menu can either show all items or items needing to be treated (the other ones are hidden).

Check boxes are used to choose what kind of items will be displayed and treated during the execution.

- **.DS\_Store**: displays and process files of folders settings.
- **Aliases**: displays and process aliases.
- **Invisibles**: displays and process invisibles files and folders.
- **Evolutive Backup Data**: displays specific data of Evolutive Backup, containing older versions. If unchecked, these data are neither displayed nor copied.

### Permitted actions

Next group choose what actions have to be executed:

- **Copy Owner/Permissions**: if checked, the owner, group, and permissions are copied. If unchecked, files and folders remain with the Finder's default values.

*Note: For a correct copy of these, you must activated the Administrator Mode (in the File menu).*

- **Replace newer by older**: if checked, files can be replaced by older versions (file with an older modification date). By default, newer files replace older files.

*Note: Generally, the newer file is more up-to-date, but it is sometime useful to replace it by an older versions (for example if it is damaged, or contains errors).*

- **Delete items in destination**: if checked, files existing only in the destination (and not in the source) can be deleted.

*Note: Use this option to obtain an exact copy of the source files. Be sure that no file in the source was previously deleted by error, as it will also be deleted in the copy.*

### Compressing/Uncompressing files

The pop-up menu allows to compress or protect by a password the copied files, or uncompress the files (restoring their original version).

*Note: Compression and password protection are done in a proprietary format. You'll need Tri-BACKUP to restore the original version.*

*Note: Any file protected by a password cannot be recovered if you do not have the password used to protect it. If you loose the password, you will not be able to recover the file.*

### List showing the comparison results

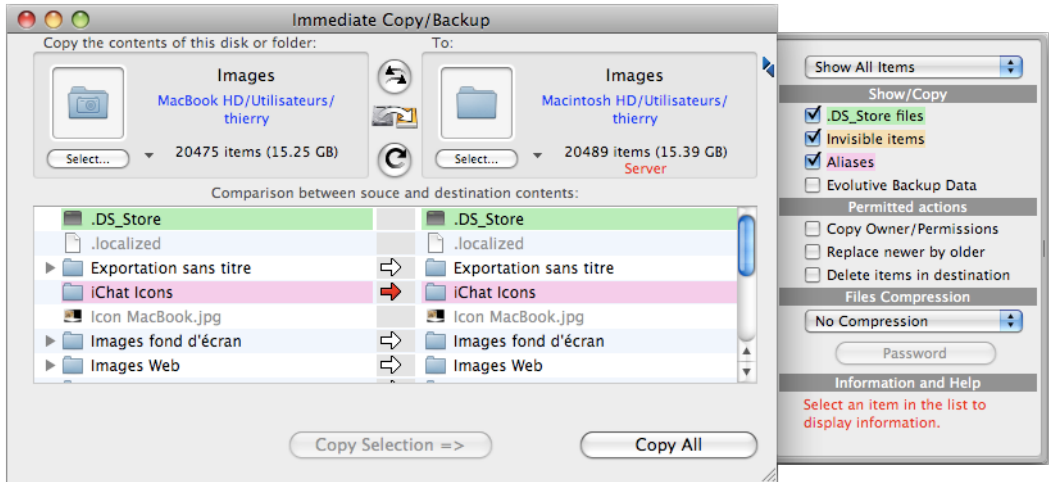
The list in the centre of the window shows the contents of the volume(s) or folder(s) that can be treated, and the comparison results. Files and folders are alphabetically sorted.

Items available in both source and destination folders are displayed in both columns of the same row, with an icon showing differences and possible actions.

Identical files are grayed (they do not need to be copied).

Any file existing in one side only is displayed in one column.

## Immediate Copy/Backup



A backup copy of a folder's content (the folder to be backed up) is made inside the backup disk or folder. The backup will make an exact copy, including all folders and subfolder structures.

Once you have chosen the folder to backup and the destination, Tri-BACKUP will analyze their content, and display the files needing backup. Folders are always shown with a white arrow.

**This action does not change the contents of the source folder. Only the backup contents (destination) is modified.**

### Settings

- The «Copy Owner/Permissions» option allows to copy the owner, group, and permissions. Administrator mode must be activated.
- The «Replace newer by older» option allows older files from the source folder to replace newer files existing in the backup.
- The «Delete items in destination» option allows files to be deleted in the backup, if they are not (or no more) in the source folder.

## Run a Backup

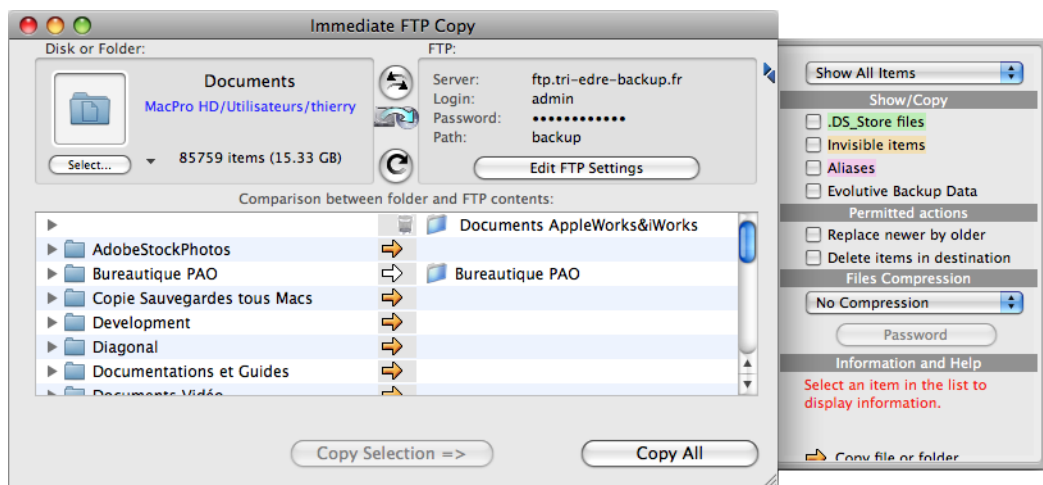
To backup, you must select the desired files and folders, and click the «Copy Selection» button. You can either click the «Copy All» button to copy all items. Tri-BACKUP will show the progress, and display a green dot for all files correctly copied (or a red dot if errors were encountered).

*Note: Only files needing to be copied are copied. Files already existing in destination, and identical, will not be copied.*

## Backup to a FTP server (PRO version only)

This action copy the contents of a folder to a FTP server. Tri-BACKUP shows the differences between the source folder (the folder to backup) and the destination folder in the FTP server.

**This action does not change the contents of the source folder. Only the backup contents (destination) is modified.**



## Edit FTP settings FTP

An editor let you define the server where the backup is done. Click the «Edit FTP Settings» button to open the editor.

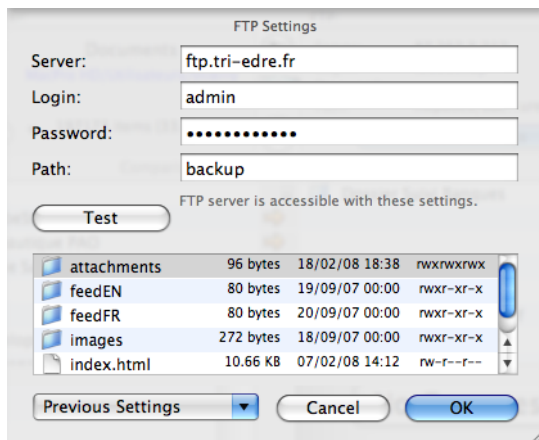
You set the server address in the Server field. This address can be a FTP address (like ftp.tri-edrefr) or an IP address (like 183.75.1.27).

Then, enter the Lgin and the corresponding Password.

The last field define the path where the backup must be done. It can be done at the root



of the server, or in a folder or a subfolder (like «backup/personal»).



Once the settings done, you can check that Tri-BACKUP can correctly access the server. Click the Test button. You will be informed that the server can be accessed. The list shows the contents of the folder, for the path you entered.

*Note: If the server cannot be accessed, that means that one of the settings is not correct.*

Previous settings can be re-used via the popup menu located on the bottom left. With this menu, you can easily reuse one of your previous settings.

## Settings

- The «Replace newer by older» option allows older files from the source folder to replace newer files existing in the backup.
- The «Delete items in destination» option allows files to be deleted in the backup, if they are not (or no more) in the source folder.

## Run a Backup

To backup, you must select the desired files and folders, and click the «Copy Selection» button. You can either click the «Copy All» button to copy all items. Tri-BACKUP will show the progress, and display a green dot for all files correctly copied (or a red dot if errors were encountered).

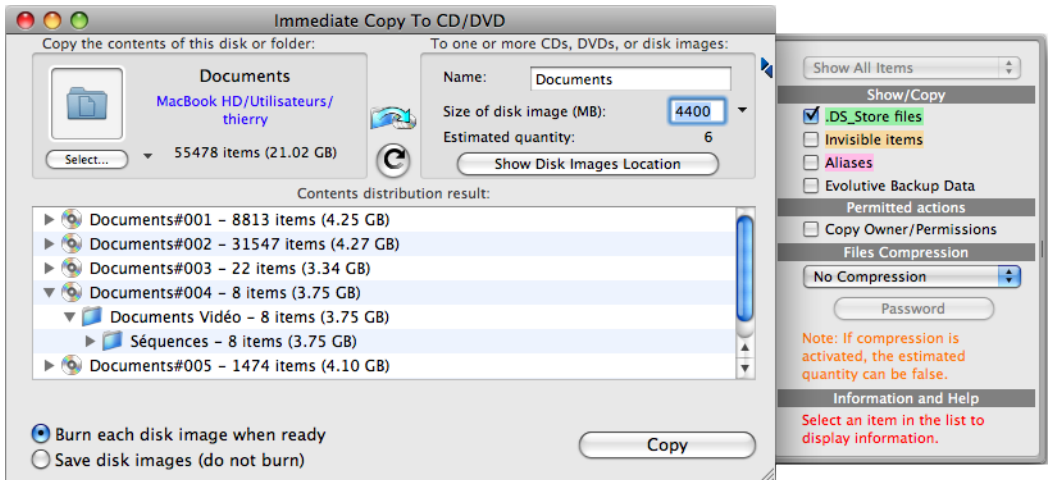
*Note: Only files needing to be copied are copied. Files already existing in destination, and identical, will not be copied.*

## Backup to CD/DVD or disk images

This action splits the contents of a folder (or volume) between one or many CD, DVD or

disk image. Copy is done in a disk image that will be burned when filled. Once copied, the disk image is deleted, and a new disk image is created for the next files. If you prefer to save all disk images for a later use, choose the option at the bottom of the window.

**This action does not modify the contents of the source folder.**



On the top right area, you choose the name given to the CDs/DVDs (the name is followed by a # and a number for each CD/DVD), and the size.

*Note: Each file is copied entirely (files are not cut in multiple segments). The minimum size is at least equal to the size of the larger file.*

The list shows hows the contents is splitted into CDs or DVDs. The number of files, and the size is indicated for each CD and each folder.

*Note: Some free size can remain in the CD/DVD if the next file is to large to be copied. It will be copied into the next CD/DVD.*

Use options at the bottom of the window to burn disk images when they are full up (they will be deleted once burned), or to leave them for a later use.

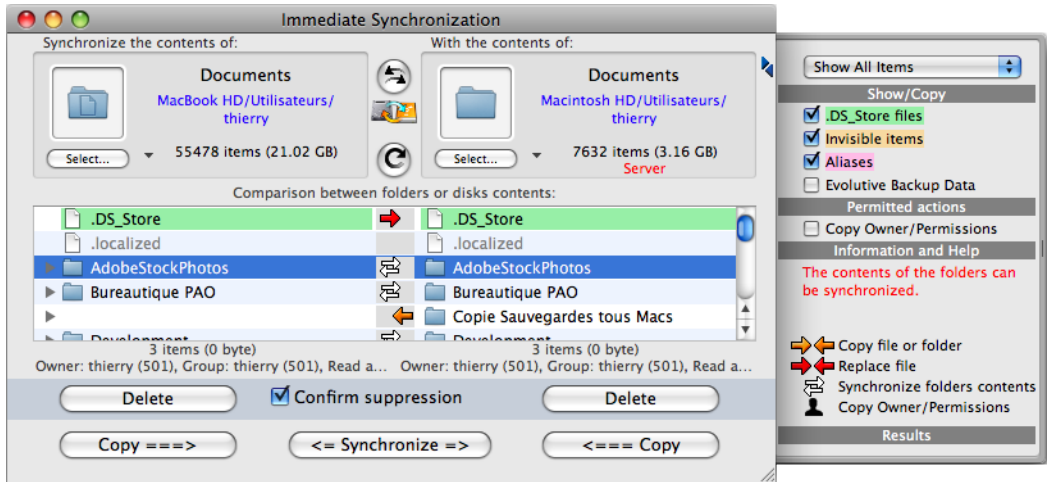
*Note: Disk images are created in a location that you can reveal with the «Show Disk Image Location button.*

Once your settings correct, launch the execution with the Copy button.

## Immediate Synchronization

Synchronization compares the contents of two folders, and displays the differences (files modified or missing).

**This action can change the content of both folders.**



Once you have chosen the folders and files, Tri-BACKUP can synchronize them (the more recent is copied to replace the older, or the missing file) or force the copy only in one direction. Once the synchronization is completed, both folders have the contents with the newest files.

From this window, you can also delete files and folders.

## Immediate Compression/Decompression

You can choose, after a backup or for unused files, to reduce the size of a folder. You may also need to recover the original version of files that were backed up using the compress option. Using this function, you can compress or uncompress files or folders.

You may also protect files with a password. Files are encrypted, and the original version will only be recovered if the correct password is entered.

Each file is compressed independently of the others. The compressed version has the same name and date, and replaces the original file. During an uncompress process, the original file will replace the compressed version.

The compression format is a proprietary format. Tri-BACKUP will be required to uncompress and recover the original file. Compressed files, as well as protected files, have a specific icon.

To run the action, select the files and click the Compress/Uncompress Selection button, or the Compress/Uncompress All to treat all files.

**Caution:** to recover a protected file, Tri-BACKUP needs the correct password. If you lose this password, you will not be able to recover the file.

## Delete a folder's content

This function allows you to delete the content of a folder.

Via the «Actions» menu, you can open the Delete Files window. Files and folders are displays in the list.

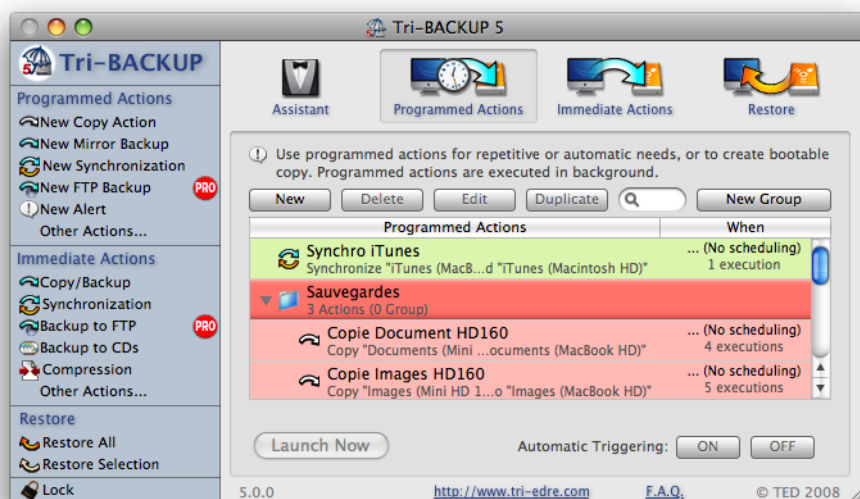
To delete files and folders, select them in the list and click the Delete button.

**Caution: items that are deleted are definitively removed from the disk. This cannot be undoable.**

# Programmed Actions

Programmed Actions is the main way to use Tri-BACKUP 5. We always advice to use a programmed action when possible.

When an action is regularly used, or when you want it to be scheduled automatically, it is better to use a programmed action. All settings will be saved, and it will execute as scheduled, without any intervention. You can create as many programmed actions as you want, for automatic Backup, Copy, Synchronization, Delete and Compression. Settings, filters and schedule are specific for each action.



## List of your Programmed Actions

You can create as much actions as needed.

The main window displays the list of all created programmed actions.

You can create groups to organize the actions. Just drag and drop actions and groups at the desired location in the list.

You can create, edit or remove these actions. An existing action can be duplicated to easily re-use its settings (for example to create a new action close to an existing one, this avoid to start from ground).

## **Search Field**

The search field offers an easy way to find actions by their name, their action, or the items (the search is done within the entire text displayed in the list for each action).

*For example, you can easily retrieve actions concerning a given volume or folder, or a specific type of action.*

## **Manual launch of programmed actions**

To run an action immediately, select it (or select multiple actions, or a group), and click the Launch Now button on the bottom left.

## **Suspend actions scheduling**

You can suspend the execution of actions. Select them and click the OFF button (Automatic Triggering). To reactivate them click the ON button.

You can also suspend the execution of programmed actions via the Tri-BACKUP menu in the menu bar.

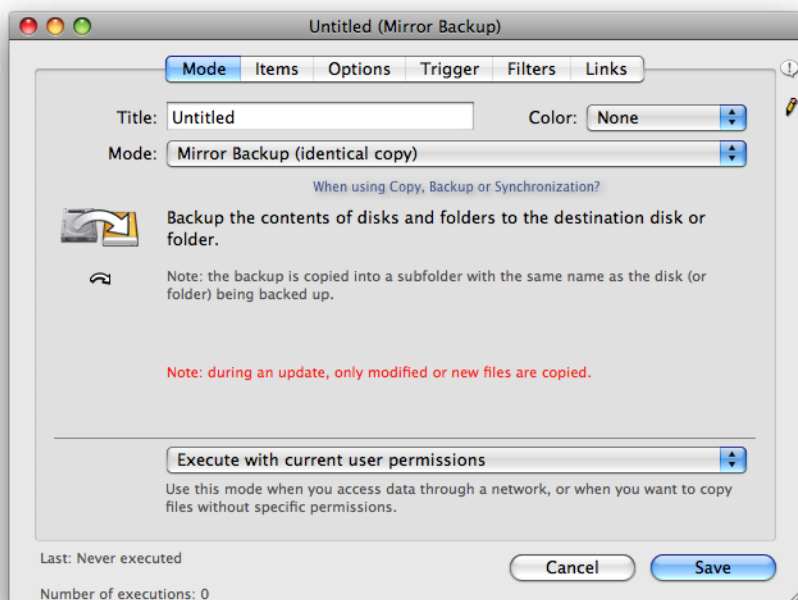
# Creating a Programmed Action

Click the «New...» button, or use the item in the Actions menu (Command-N).

A dialog is opened, with panels for each type of settings:

- Mode: choose what kind of action you desire, and give a title and a group.
- Items: select folders to backup or synchronize.
- Options: specific options for the chosen type of action.
- Trigger: set schedule for automatic run.
- Filters: set the filters to skip files or folders, for example temporary files.
- Links: operations that can be executed at the beginning or the end of the action.

## Choosing the Mode



## Title

In this field, you give a name to your action. Using an explicit name will make it easier for you to keep track of it when you have multiple actions.

## Colour

You can choose a background colour for this action. The colour will be used to display this action in the list in the main window.

## Action's mode

Tri-BACKUP offers different types of actions for backup, synchronization, copy, compression, etc.

- With the Alert mode, you can prompt a message or launch a file or a script. You can use this mode to warn user, or prepare an operation.
- Direct Copy copies the contents of a disk or a folder into the destination (disk or folder).
- Mirror Backup creates an exact copy of a folder or a disk. All files are copied in the backup. Any modified or new file is copied in the backup, replacing the previous version. All unchanged files remain untouched in the backup.
- Evolutive Mirror Backup creates an exact copy of a folder or a disk, but saves old versions of files in a «second level» backup. All files are copied in the backup. Any new file is copied in the backup. If Tri-BACKUP finds a modified file (with different versions in the backup and in the original folder), the previous version existing in the backup is moved to the «second level» backup (and is not deleted) and the new version is copied in the backup. All unchanged files remain untouched in the backup. Tri-BACKUP also saves the content of the original folder. ***Evolutive Backup must be done to a single volume. If the destination disk is full, the backup stops.***
- Incremental Backup creates a new backup each time it is executed, in a folder whose name contains the date and time of execution.
- Synchronization makes two folders identical, by copying missing files and replacing the older version of a file by the newest.
- Compression can compress or uncompress automatically the content of a folder. Compression can be used to reduce the size of a folder where unused files are stored.
- Delete function deletes automatically all files and folders in a folder or disk.

## Execution mode pop-up menu

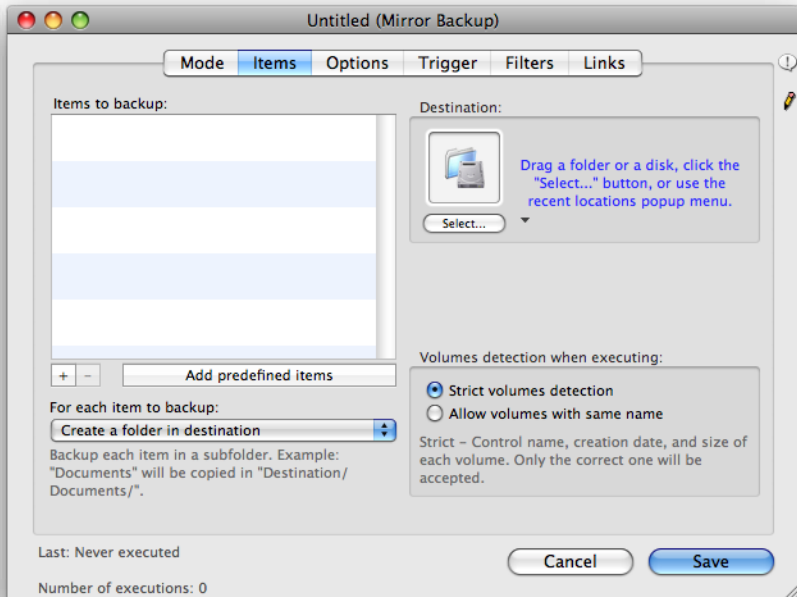
Tri-BACKUP can execute actions with or without the Administrator Authorizations. In certain cases, it is better to activate these authorizations (for example to access an entire hard disk), but sometime it is preferable to deactivate them (for example to access a server).

For each action, you can set the execution mode.



## Choosing Items

In this panel, you can choose the folders and disks of which you want the contents to be treated for backup, synchronization, etc.



You can drag items in the areas, or click the Choose (or «+ ») button to open the folder selection dialog.

Volumes recognition can be strict (name, date and size are compared to detect if the desired volume is mounted) or tolerant (the name only is verified).

*Note: This last option (tolerant detection) can be useful if you need to alternate a backup to different volumes, all having the same name.*

### Direct Copy

The panel lets you choose the folder or disk to copy, and the destination (the folder or disk where the copy must be done).

### Backup

For a backup, you can have a list of disks, folders and files, all of them being saved in the same destination folder. You can add an item by drag and drop in the list, or with

the «+ » button.

Predefined items are also available to easily choose specific items. For example, you can select Address Book or Mail data.

To remove an item from the list, select it and click the «-» button.

The destination disk (or folder) is set in the top right part of the window.

The left bottom pop-up menu choose how is done the backup in the destination:

- Create a folder in destination: This creates in the destination a folder having the same name as the item to backup. Thus, each of the items of the list will be saved in a specific folder.
- Recreate full access path: Create all necessary folders to recreate a complete access path in the destination folder. This option results to have in the destination the same global hierarchy than in the source disk, specially useful if you backup different items of the same source volume.
- Backup at root of destination: Directly copy items contents in the destination, without creating specific folders for each item of the list.

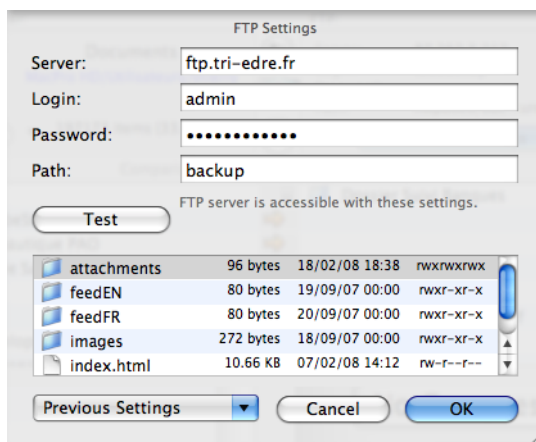
## FTP Backup

An editor let you define the server where the backup is done. Click the «Edit FTP Settings» button to open the editor.

You set the server address in the Server field. This address can be a FTP address (like ftp.tri-edrefr) or an IP address (like 183.75.1.27).

Then, enter the Lgin and the corresponding Password.

The last field define the path where the backup must be done. It can be done at the root of the server, or in a folder or a subfolder (like «backup/personal»).



Once the settings done, you can check that Tri-BACKUP can correctly access the server. Click the Test button. You will be informed that the server can be accessed. The list shows the contents of the folder, for the path you entered.

*Note: If the server cannot be accessed, that means that one of the settings is not correct.*

Previous settings can be re-used via the popup menu located on the bottom left. With this menu, you can easily reuse one of your previous settings.

## **Synchronization**

For the «Synchronization» mode, the panel lets you choose the two folders to synchronize.

## **Compression and Delete**

In «Compression» and «Delete» modes, only one folder is selected.

## **Alias of unmounted disks**

Tri-BACKUP will automatically mount any volume previously used by a programmed action (the volume will be unmounted after the action is performed).

You can also use alias of volumes. In the Tri-BACKUP folder, there is a folder named «Alias». Put aliases in this folder for any volume used by Tri-BACKUP. If a volume is not found, Tri-BACKUP will try to mount it using its alias. The alias must have the same name as the volume.

## **Options panel**

Options are specific for each type of action. They appear in the «Options» panel.

### **Options for Direct Copy**

- Copy Owner and Group: owner and group can be copied for each file, or they can be left to what the System choose when a file is created (usually, they copy the permissions from the parent folder).
- Delete files removed: if this option is checked, a file in the copy with no equivalent in the original folder will be removed. With this option on, you'll have an exact copy of your disk, and all files removed in your disk will be automatically removed in the copy. But remember that if you accidentally delete a file, it will also be removed in the copy.

### **Options for Mirror Backup**

- Copy Owner and Group: owner and group can be copied for each file, or they can be left to what the System choose when a file is created (usually, they copy the permissions from the parent folder).
- Force folders to read-write: this option set all folders in the destination as read-

write, independently of the state of the original folder.

- Compress: copied files are compressed if this option is checked.
- Protect with password: each file is compressed and protected with a password.

**Caution: to recover the original file, you'll need the correct password.**

- Delete files removed: if this option is checked, a file in the backup with no equivalent in the original folder will be removed from the backup. With this option on, you'll have an exact copy of your disk, and all files removed in your disk will be automatically removed from the backup. But remember that if you accidentally delete a file, it will also be removed from the backup.
- Allow replacement of newer files: files are normally older in the backup, except if you reinstall or restore an old version. With this option checked, the file will be copied in the backup.

### **Options for Evolutive Mirror Backup**

- Copy Owner and Group: owner and group can be copied for each file, or they can be left to what the System choose when a file is created (usually, they copy the permissions from the parent folder).
- Compress: copied files are compressed if this option is checked.
- Protect with password: each file is compressed and protected with a password.

**Caution: to recover the original file, you'll need the correct password.**

- Evolutive Data Visible: Evolutive Backup save the previous versions of any modified document. These data are saved in specific folders in each folder. These folders can be visible or invisible, due to this option.
- Backup size limitation: with evolutive mode, files are added, but never deleted in the backup. This will increase continuously the size of the backup. This options allows you to regularly clean the backup, by removing older files after a certain delay.

*Note that there will be at least one version of each file saved in the backup.*

### **Options for Incremental Backup**

- Copy Owner and Group: owner and group can be copied for each file, or they can be left to what the System choose when a file is created (usually, they copy the permissions from the parent folder).
- Compress: copied files are compressed if this option is checked.
- Protect with password: each file is compressed and protected with a password.

**Caution: to recover the original file, you'll need the correct password.**

- Delete Previous Backup: with this mode, a new folder is created for each backup, and older versions are not deleted. To prevent the backup increasing continuously, this option allows you to delete the backup after a specified time. That way, only the latest versions of the folders in the backup will be kept.

### **Options for Synchronization**

- Copy Owner and Group: owner and group can be copied for each file, or they can be left to what the System choose when a file is created (usually, they copy the permissions from the parent folder).
- Copy in both directions: the most recent files are copied in the other folder. Missing files are also copied in the other folder.
- Copy from left to right only: files from the left folder (the Reference) are copied in the right folder (the Copy).
- Do not copy missing files: existing files are updated, but files that are only in one folder are not copied in the other one.

### **Options for Compression/Uncompression**

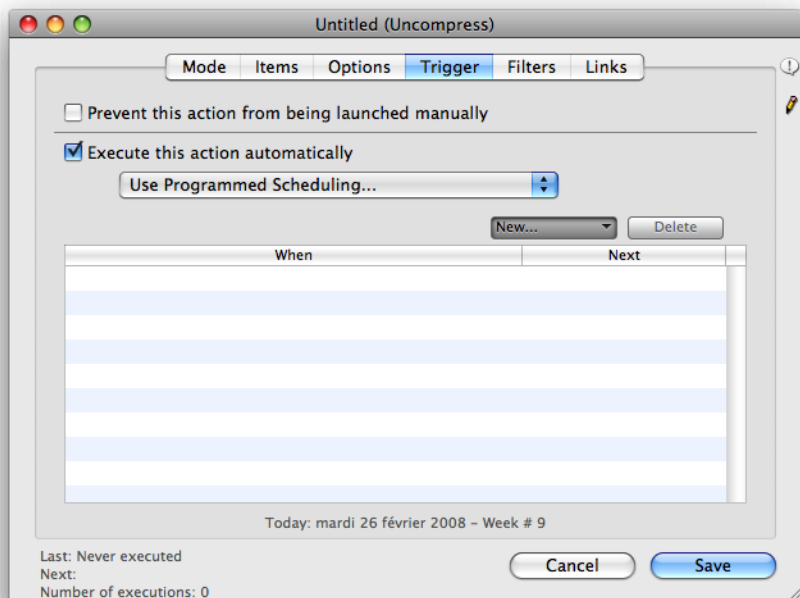
This panel chooses the mode, compression, uncompression or protection of the folder's content.

**Caution: to recover the original version of a protected file, you'll need the correct password.**

### **Options for Delete**

No options.

## Trigger Panel

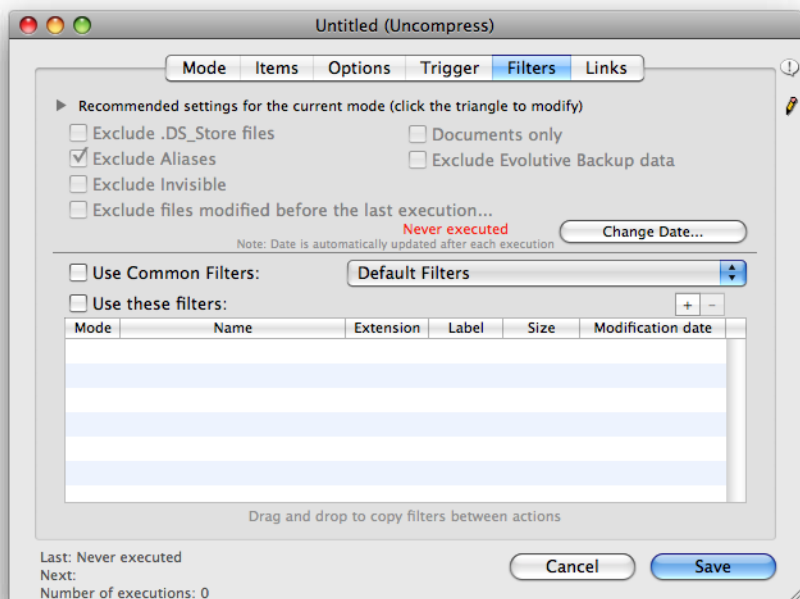


The scheduling settings offer a wide variety of choices to define when this action is automatically run.

- Prevent manual launch: prevent that this action can be launched with the Run now button of the main window.
- Automatic Triggering: you can globally deactivate or activate the scheduling with this option. You can also activate or deactivate an action from the main window, after selecting an action, with the «Actions» menu. At any time, and action can be run manually from the main window.
- Trigger: the menu selects the mode and periodicity. With the programmed mode, you can add in the list scheduling schemes to fit your needs.

At the bottom of the dialog are displayed the last time this action was run, and the next one (except if the automatic triggering mode is off).

## Filters



This panel is the place where you define the files and folders you do not want to be treated. You can also select the only files and folders to be backed up or synchronized.

### Predefined Filters

The top area is reserved for specific files, allowing to exclude Aliases, Invisible files and folders or .DS\_Store files. You can filter all files that are not documents (applications, etc.), as well as the data created by Evolutive Backup.

The «Files modified since the last execution» allow to backup only files with a modification date greater than the date and time of the last execution of this action.

*Note: you can modify this date by clicking the Change Date button.*

You can modify these settings, or set the default values advised for each type of action.

### List of filters

There are common filters, used by all the actions. There are also specific filters for each action (they are displayed in the list). Both groups can be activated separately.

**A file or a folder must match all criteria of each filter to be accepted for the action. For example, you can exclude any file older than 1/1/2008 or with a size bigger than 1000 Kbytes.**

*Note: if a backup saves no file at all, check that this is not due to bad filters. For example, if you exclude files greater than 1 Mbyte and files smaller than 1 Mbyte, you will have little chance to save anything.*

You can add, edit or remove filters for this specific action, with the buttons in the scroll bar or by double-clicking an item in the list.

To edit a filter, double-click it in the list. The dialog offers different settings. Empty fields will not be used for filtering.

Filter Mode:

☒ Exclude... ☒ All (Files and Folders)  
☐ Include... ☐ Files  
☐ Folders and Packages

Matching all checked criteria:

☐ The name contains exactly...  
Must match with this string

☐ The extension is: (enter extension only, without ".")

☐ The Label is: None

☐ The size is smaller than... 100 KB

☐ The modification date is older than... 26/02/2008

Choose Example... Cancel OK

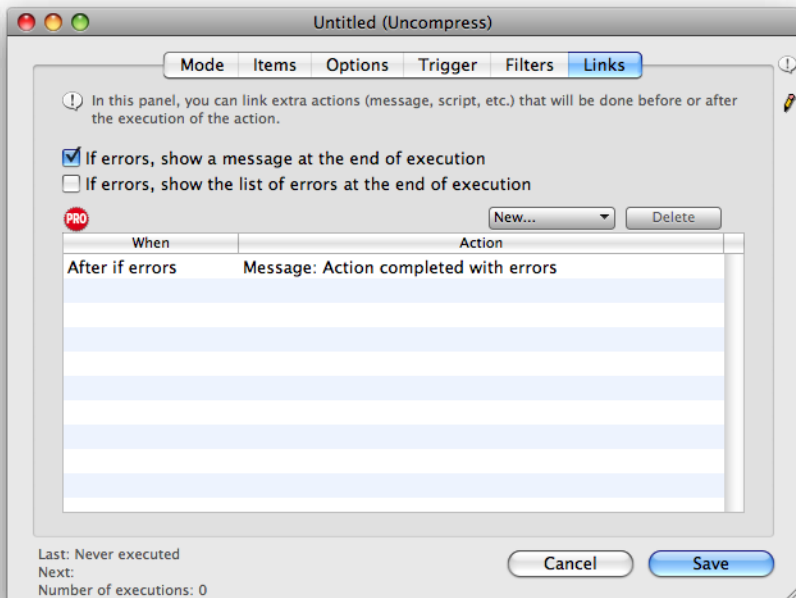
- Mode: files or folders can be excluded, or the action can be done only for certain files or certain folders (and their content).
- Name/Path: filter can check the name of files or folders (contains, starts with, etc.), long names (more than 31 characters), or access path name (full, like in «Macintosh HD/Applications/Utilities», or partial if the name in the filter starts with a «/», like in «Applications/Utilities»).
- Criteria: Size and date can be used for filtering (you can Choose a specific item to set the values). The label can also be used for filtering.

### **Add an exception by drag and drop**

A file or a folder can be dragged from the Desktop to the list (or the edition dialog to fill the values).



## Linked operations



This panel allows you to do specific operations (open a file, run another action, etc.) before or after the action's execution, eventually depending on certain conditions (for example, if errors were encountered).

Before an action, or when the action is completed, you can automatically link operations like:

- Display a message.
- Send an email, for example if errors occurred (PRO version only).
- Execute another action, for example to chain a set of actions.
- Launch a file (eventually a different file if errors occurred), for example to run a script, launch an application, etc.
- Unmount a volume.
- Quit an application (before or after the execution).
- Shut down your computer (when the action is completed).

# Restoration

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Restoration is a way to recover a folder or a disk and return it to a previous state. There are many possible ways to restore (see «Different Modes for Restoration» chapter), including Immediate Actions.

You don't need to restore a complete backup. You can restore a single file or a single folder among those that have been saved during backup. Just remember and understand the most important of all rules and constraints for a correct restoration: the same name for original and backup folders.

## **Restoration's powerful possibilities**

You can directly choose any folder for restoration.

This translates into very powerful control over the restore process. You can restore a subfolder from a backup, or restore a folder into any folder, or restore a complete new disk from a backup of your old disk.

Remember that, during a backup, the folder and subfolder structure is conserved. That means that Tri-BACKUP can restore from any copy of a folder, done from the Desktop, or with a synchronization action, etc.

## **Restoring an entire disk or folder**

This restoration will be done with a programmed restoration action. Create such an action and select the source disk or folder (the one containing the files that were backed up), and the destination (the location where the files will be copied).

## **Restoring a selection of items**

If you need to restore a particular folder or file, you'll use an immediate restoration action.

## **Restoring an Evolutive or Incremental Backup**

Tri-BACKUP lets you restore one of the versions of documents from a backup having saved multiple versions, like Evolutive or Incremental Programmed Backup actions. To do that, you'll use an immediate restoration action.

















