

SoftThinks Backup And Recovery 2.0

Premium Edition
User guide

softthinks™
TECHNOLOGIES

© 2018 SoftThinks. All rights reserved

Every effort was made to check the accuracy of the information contained in this manual. All of the instructions and descriptions are in conformity with the specifications of the product at the time this manual was sent for printing. Nevertheless, the future versions of the product and its documentation could be modified without notice. SoftThinks does not assume any liability for the damage that may result directly or indirectly from errors, omissions or maladjustments of the provided information.

In addition, the SoftThinks company declines any liability in the event of use of the software which is not in conformity with the documentation.

No part of this manual may be reproduced, transmitted, transcribed, copied or recorded on some support or by some process of any kind - mechanical, magnetic, electronic, optical, chemical.

All the other products or services mentioned are marks, marks of services, trademarks or marks of services deposited by their respective holders.

The content of this manual is protected by Copyright. All rights reserved. Unauthorized duplication without prior written approval from SoftThinks is prohibited.

All trademarks used are property of their respective owners. All rights to this and any other applicable trademarks remain with the originator.

Welcome to the SoftThinks Backup And Recovery (SBAR) 2.0 Premium Edition User Guide!

SBAR is a safe, simple and reliable backup and recovery solution that can protect your system (OS, applications, drivers, settings) and data (music, photos, videos, documents and other important files) from data loss.

The document will provide a quick way to create your Factory Recovery Media and some quick instructions on how to recover your system back to factory using the Factory Recovery Media you create in the event it is needed.

WARNING: This product, being scalable and customizable, some features described in this document may not be available in your version of the product and the screenshots may not exactly match your workflow. Also, some customizations of your product version may not be described in this document.

Table of contents

Glossary	6
Definitions, Acronyms and Abbreviations used in this user guide.....	6
Presentation.....	8
Opening SoftThinks Backup and Recovery	9
Configuring SoftThinks Backup and Recovery	11
Creating your Factory Recovery Media	12
Protecting your system	16
<i>Scheduling the creation of System Backups</i>	<i>16</i>
Protecting your data	18
<i>Scheduling Data Backups</i>	<i>19</i>
<i>Protecting continuously your data</i>	<i>22</i>
Using SoftThinks Backup and Recovery	27
A Information.....	28
B Recommendations.....	28
C Factory Recovery Media.....	29
1 <i>Create Factory Recovery Media.....</i>	<i>29</i>
2 <i>Clean up Recovery Media.....</i>	<i>29</i>
3 <i>Check Recovery Media.....</i>	<i>29</i>
4 <i>Move your Recovery Media.....</i>	<i>29</i>
D Backup.....	30
E Recovery	31
F Notifications.....	32
G Navigation	33
H Help menu	34
<i>About.....</i>	<i>34</i>
<i>Activity Logs.....</i>	<i>34</i>
<i>First Launch Setup.....</i>	<i>34</i>
<i>Context Help.....</i>	<i>34</i>
<i>Help.....</i>	<i>35</i>
<i>Privacy Settings</i>	<i>35</i>
<i>Check for updates.....</i>	<i>35</i>
<i>Report an issue</i>	<i>35</i>

Creating and managing your Factory Recovery Media	36
Creating your Factory Recovery Media	38
<i>Creating Recovery Media on an USB Hard Drive</i>	40
<i>Creating Recovery Media on a USB Flash Drive</i>	44
Cleaning up your USB Hard Drive Recovery Media	47
Checking your USB Hard Drive Recovery Media	50
Moving your USB Hard Drive Recovery Media contents to a new USB Hard Drive	51
Protecting your system	52
Scheduling a System Backup.....	53
Creating a System Backup on demand	56
Excluding files from your System Backups.....	59
Defining a quota for your System Backups storage location	60
Moving your System Backups	61
Managing your System Backups.....	64
<i>Deleting System Backups</i>	64
<i>Archiving System Backups</i>	64
<i>Merging System Backups</i>	64
Instant Restore snapshots	65
Protecting your Data	66
Scheduling a Data Backup.....	70
Backing up your data on demand	71
Protecting continuously your data.....	73
Repairing & Restoring your system.....	75
Repair & restore features.....	75
<i>Smart Repair</i>	75
<i>Instant Restore</i>	75
<i>User Data Backup</i>	76
<i>System Recovery</i>	76
Accessing the Repair & Restore environment.....	77
<i>Initiating the Repair & Recovery process from the SBAR User Interface in Windows</i>	77
<i>Initiating the Repair & Restore process from the Troubleshoot menu</i>	81
Repairing & Restoring your system from the local Recovery Partition	82
Restoring your system with a pre-selected System Backup	98
Restoring your system from your Recovery Media	107
<i>System Recovery on non-blank disk</i>	107

System Recovery on blank disk (typically replacement HDD)	112
Recovering your data.....	116
Recovering your data from the main application	116
Recovering your data from Windows Explorer	122
Checking the activity of your product.....	124
Updating your product.....	126
Automatic check for Updates on application start up	126
Manual check for updates	126
Update availability notification through the Toaster	127
Reporting an issue	129
HowTos.....	130
How to ensure that my USB Hard Drive can be used as Recovery Media	130
How to know if my USB Drive is using GPT or MBR partition style	131
How to know if my computer is using UEFI or BIOS (legacy).....	134
How to convert a MBR disk to GPT.....	136
How to convert a GPT disk to MBR.....	146
How to convert a drive from exFAT to NTFS file system.....	147
How to revert back a USB Hard Disk partially converted to a Recovery Media.....	152
Troubleshooting guide	153
Your system disk is running out of space.....	153
Making a System Backup or a Data Backup takes several hours.....	153
You are not able to create your Factory Recovery Media	153

Glossary

Definitions, Acronyms and Abbreviations used in this user guide

Term	Explanation
CPD	C ontinuous D ata P rotection or real-time backup , refers to backup automatically a copy of every change made on the data protected
Factory Image	First complete system backup made in Factory to restore the system to its Factory state.
FAT	F ile A llocation T able: file System managing files up to 4GB
GPT	G UID P artition T able: standard for the layout of the partition table on a physical hard disk allowing partitions larger than 2.2 TB
Libraries	User-defined collections of folders. By default, your applications store your data in those libraries. You can check their contents in Windows Explorer.
MBR	M aster B oot R ecord
NTFS	N ew T echnology F ile S ystem: file system was introduced originally in Windows NT. It has been used in all versions since Windows 2000. NTFS is reliable, fast, and virtually incorruptible and can recognize and format large hard disks
OS	O perating S ystem
PBR partition	P ush B utton R eset partition: Same as RIP (Cf. below)
RIP	R ecovery I mage P artition: Partition tagged "FACTORY" containing the Factory Image on GPT systems and some MBR systems.
RP	R ecovery P artition: Partition tagged "RECOVERY" containing the recovery environment, and the Factory Image on some MBR systems.
SBAR	S oft T hinks B ackup A nd R ecovery
Systray / System Tray	Windows taskbar notification area at the right of the Windows taskbar containing by default the clock and some notifications icons
Taskbar	Windows graphical element present by default at the bottom of the screen and containing from left to right the Start button, the Quick Launch bar, the Taskbar buttons and the notifications area
Toaster	SBAR application displaying an icon in the Windows taskbar notification area to display notifications and interact with the product
UP	U ser P artition: Partition containing the Operating System
WinPE / WinRE	W indows P reinstallation E nvironment: lightweight version of Windows used for the deployment of workstations and servers or troubleshooting an operating system while it is offline
WinRE	W indows R ecovery E nvironment: used primarily to help save or salvage your Windows operating system

- Intentionally left blank -

Presentation

SoftThinks Backup and Recovery allows you to restore your system and data in case your device fails.



SoftThinks Backup and Recovery provides the latest recovery technology to SoftThinks consumers with a recovery partition. This protected partition on your device contains a copy all of the factory-installed software and will boot even when Windows does not run. With SoftThinks's factory recovery software you can easily reinstall all of the software that came with your device.


Backing up your data with Softthinks Backup and Recovery can protect against data loss resulting from:

-  Virus attack
-  Accidental file deletion
-  OS / Software corruption
-  Hardware failure*




* If data is backed-up to a secondary hard drive.

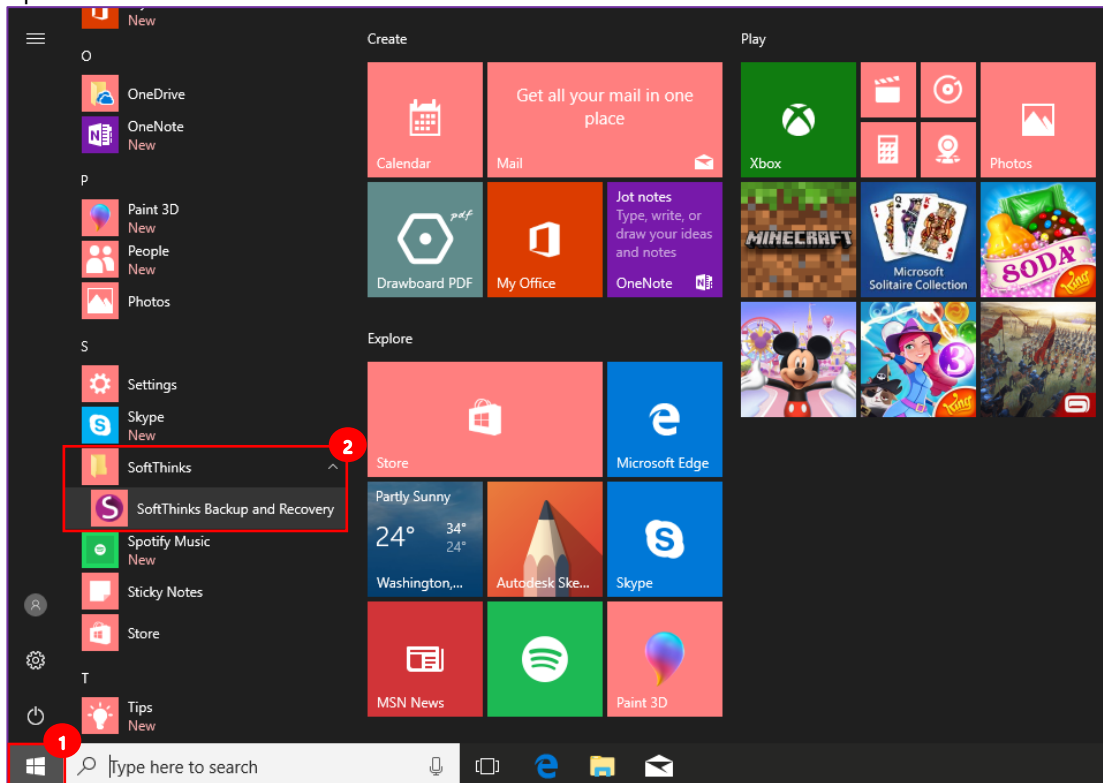
Opening SoftThinks Backup and Recovery


SoftThinks Backup and Recovery is already running and protecting your system and data when you start your device:

- A service is running in the background to perform the tasks scheduled or triggered by some system events. This service (which appears as "SoftThinks Agent Service" / "SftService" process) has no graphical interface, uses few system resources and is launched after all other services to make it as transparent as possible.
- Five minutes after your system has started (in order to not impact the startup experience), an icon looking like  will appear in the notification area (commonly referred to as the « system tray») of your taskbar. This element which we call "Toaster" will display important notifications and recommendations, and will allow you to interact with the product.
- SoftThinks Backup and Recovery is also integrated within Windows Explorer so that you can easily check which files are protected and roll back to a previous version of your data (please see [Recovering your data from Windows Explorer](#)). This feature is using the process "SoftThinks Backup And Recovery Sync" (DBRSync.exe) to optimize its performances.

You have several ways to open the SoftThinks Backup and Recovery main user interface:

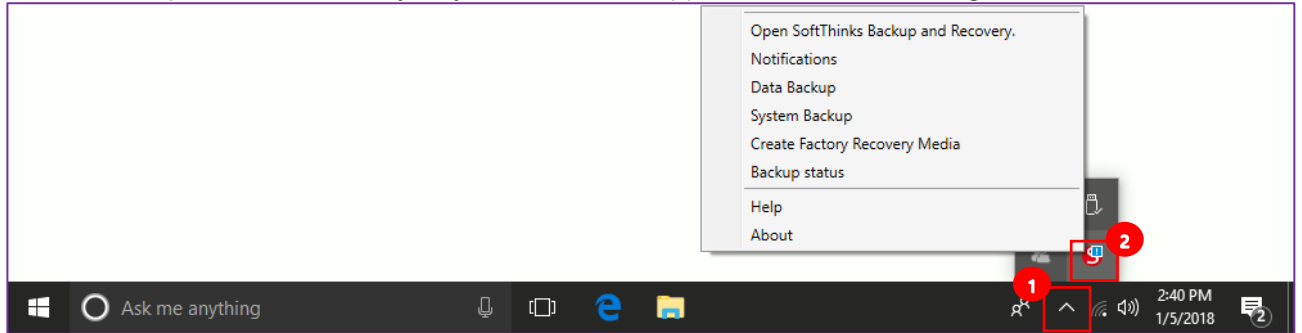
- From the Start Menu:
 1. Click on the Windows icon  in the taskbar , or press the Windows logo key  on your keyboard, to open the Start Menu:



2. Scroll to the "SoftThinks" folder  and expand it to click on "SoftThinks Backup and Recovery"

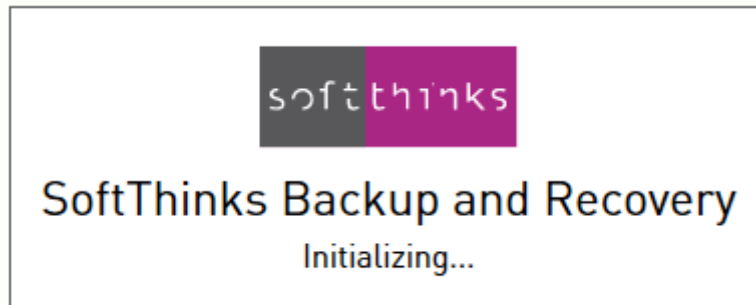
- From the toaster in the taskbar notification area:

1. Click on the up arrow **1** in the systray area to see the application that are running:



2. Double click on the **S** icon **2**, or right click on it and you can select to features of SBAR Premium Edition

Using either of those methods will display the splash screen below while SoftThinks Backup and Recovery is initializing:

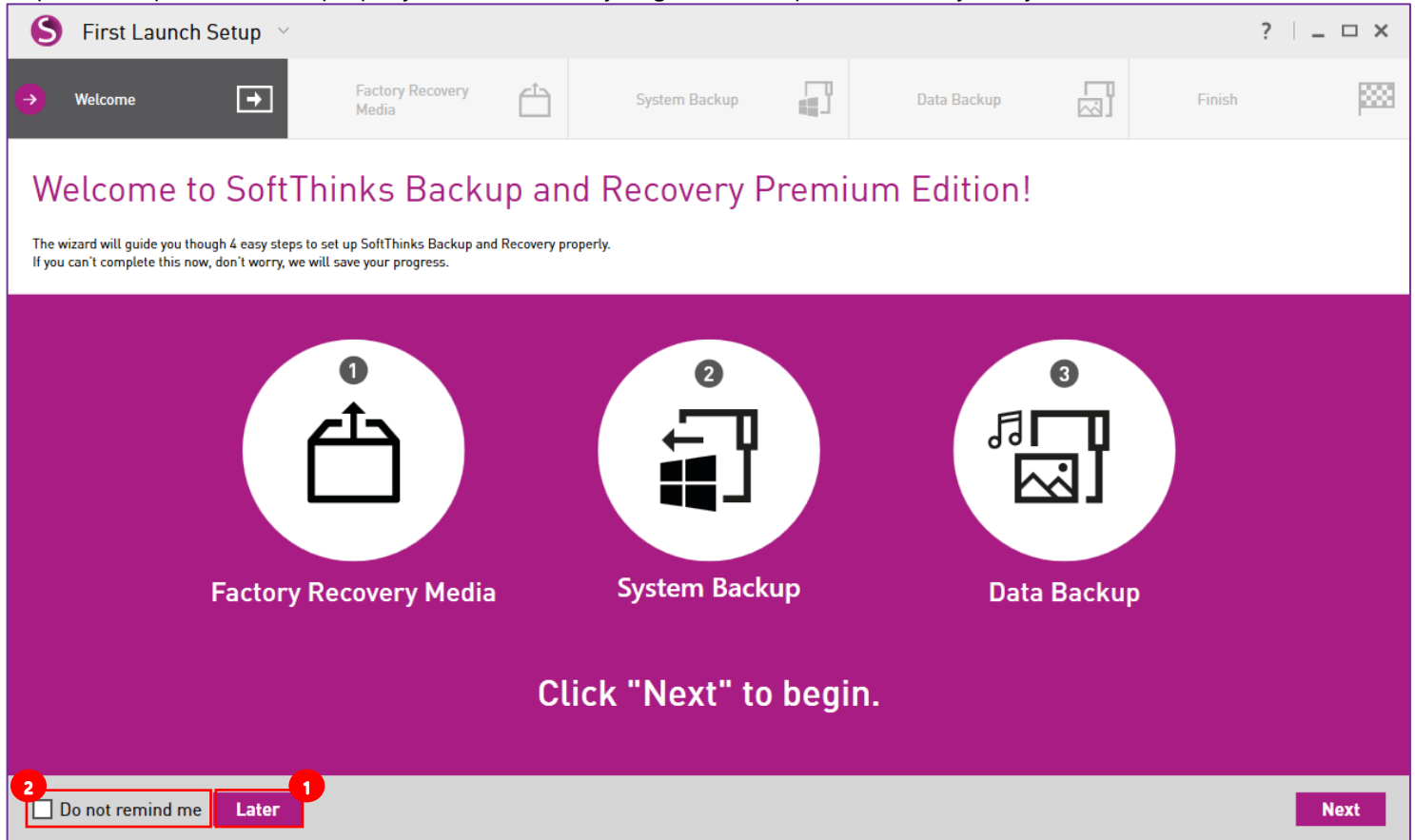


If this is the first time you open the application you will arrive to a dedicated wizard helping you to configure our solution in order to protect your system and data. We will describe this "First Launch Setup" in the next chapter.

Else, you will see the SoftThinks Backup and Recovery main User Interface described in [Using SoftThinks Backup and Recovery User Interface](#).

Configuring SoftThinks Backup and Recovery

The first time you will launch SoftThinks Backup and Recovery, the “First Launch Setup” wizard will guide you through the steps to set up the software properly and ensure that you get the best protection for your system and data:



Note: You can decide to set up SoftThinks Backup and Recovery later by clicking on the “Later” button on the bottom left **1**. If you leave this wizard without having gone through all steps, it will resume where you left it the next time you will launch it until you complete it or click on “Do not remind me” checkbox in the bottom left corner **2**.

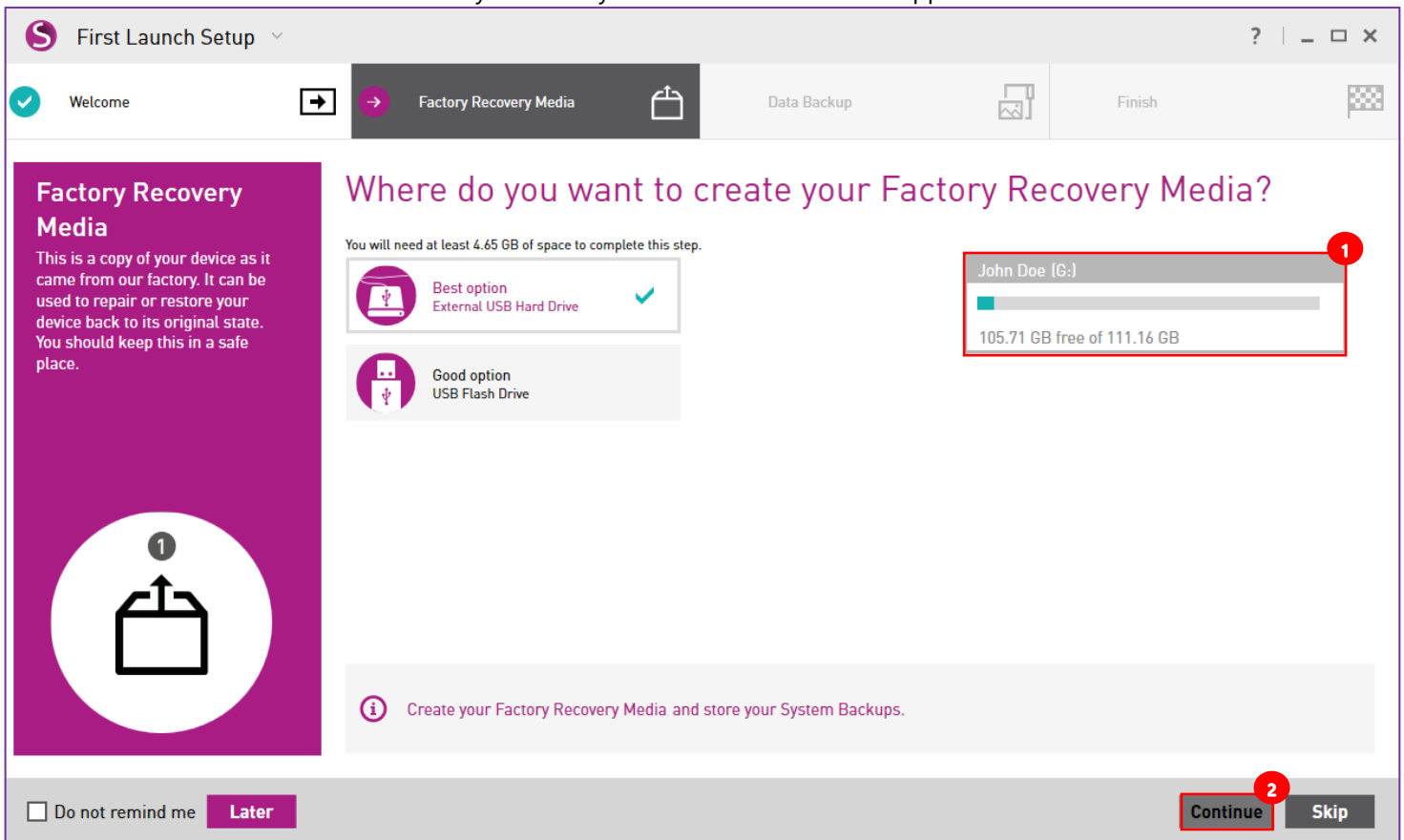
Creating your Factory Recovery Media

The first step will consist in creating your Factory Recovery Media which is a bootable media allowing you to recover your device to its factory state in the case of system failure or if you replace the Hard Drive typically.

By creating these Recovery Discs, you are making a backup of all the software that was installed on your device at the factory. This allows you to reinstall all applications, drivers and the Windows operating system that came with your device. While there is a similar copy of the software in the recovery partition, creating recovery discs provides additional protection for the factory-installed software.

We will describe here the recommended solution using an external USB Hard Drive. Please refer to the dedicated chapter [Creating your Factory Recovery Media](#) to obtain more information on the different media usable and their respective process, and why we recommend an external USB drive. Please note that Windows certified USB Flash Drives can behave as USB Hard Drive.

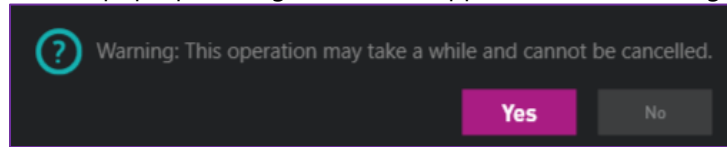
1. Connect a USB Hard drive to the system and you will see the hard drive appear:



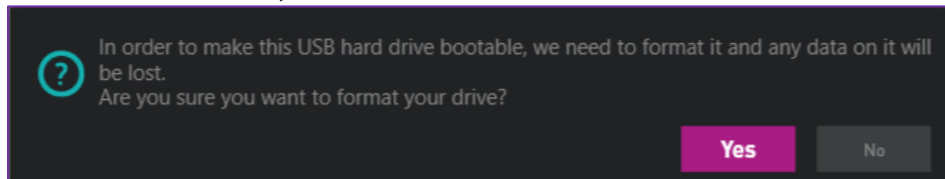
Note: Due to technical limitations, some USB Hard Drives cannot be used as Factory Recovery Media, or require a manual preparation before using them. Please ensure that your USB Hard Drive is compliant and prepare it if needed as described in [How to ensure that my USB Hard Drive can be used as Recovery Media](#)

2. Click on and highlight the drive, and then click "Continue"

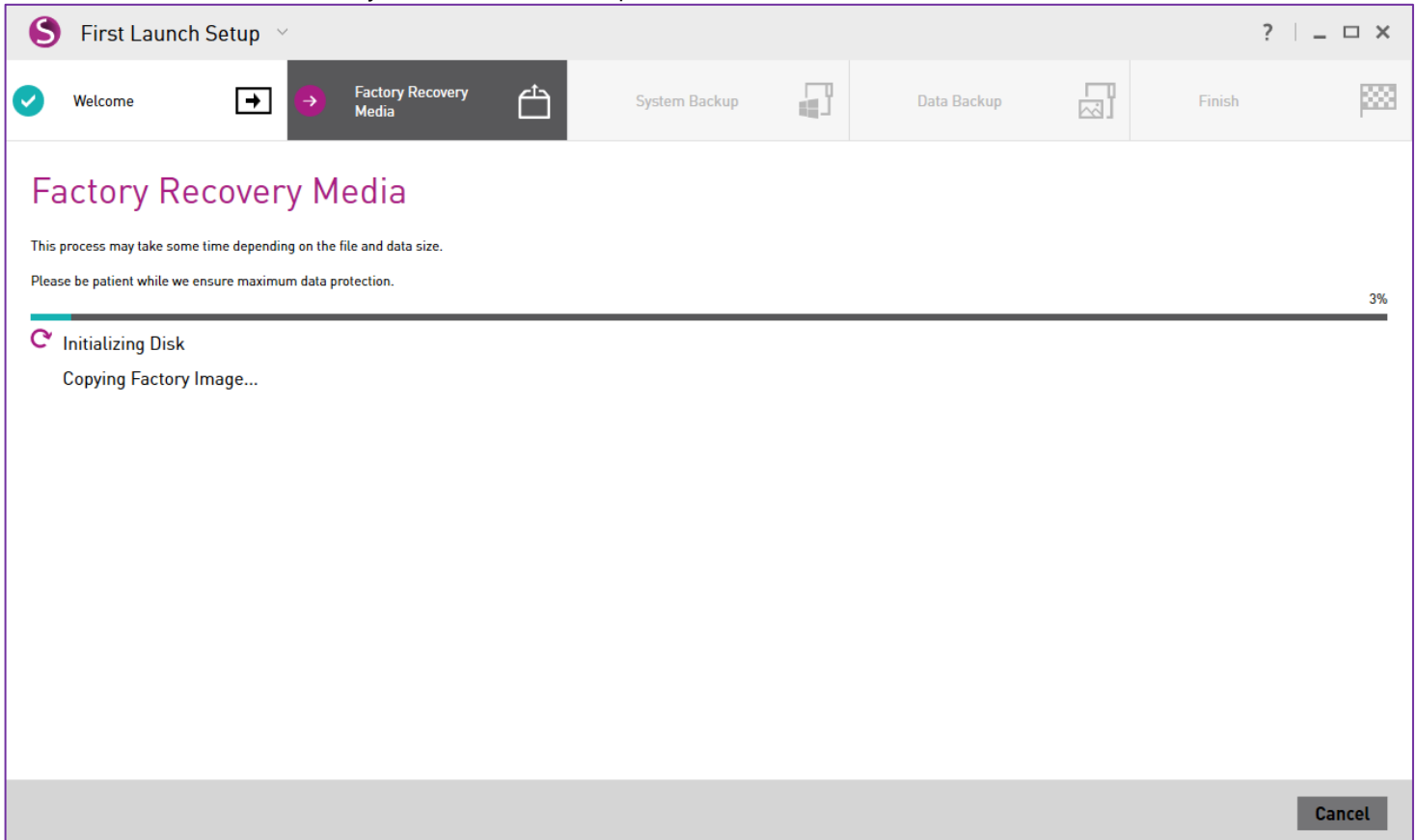
- Click on the "Yes" button in the pop-up message box which appears to start creating the Recovery Media:



Note: By default, your data will be kept but in some scenario, due to technical limitations, we will have to erase the disk contents. Don't worry you will be notified and will be able to cancel the process (to allow you to back up your data or try another external USB drive):

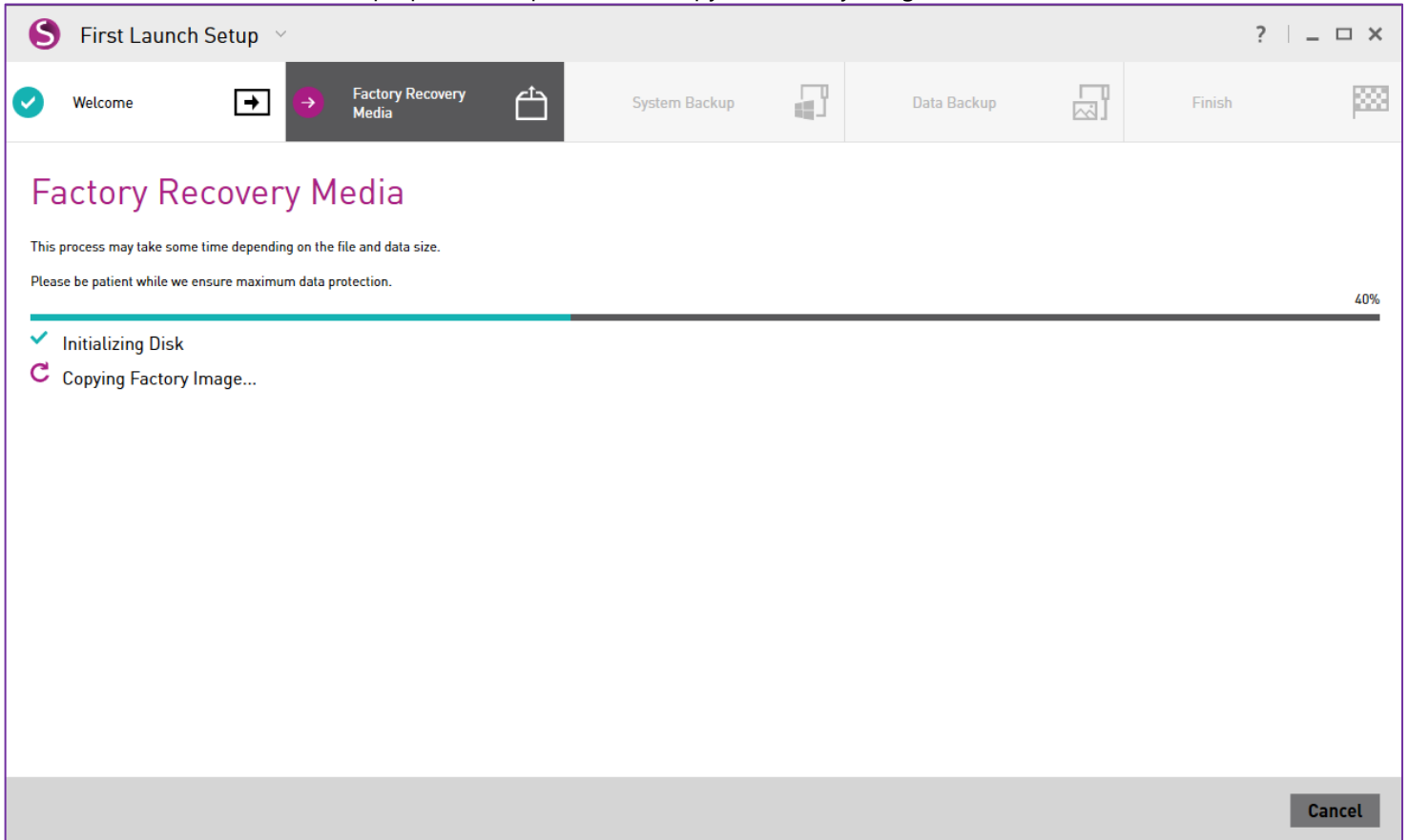


- Below is the first screen you will see when the process starts to initialize the disk:



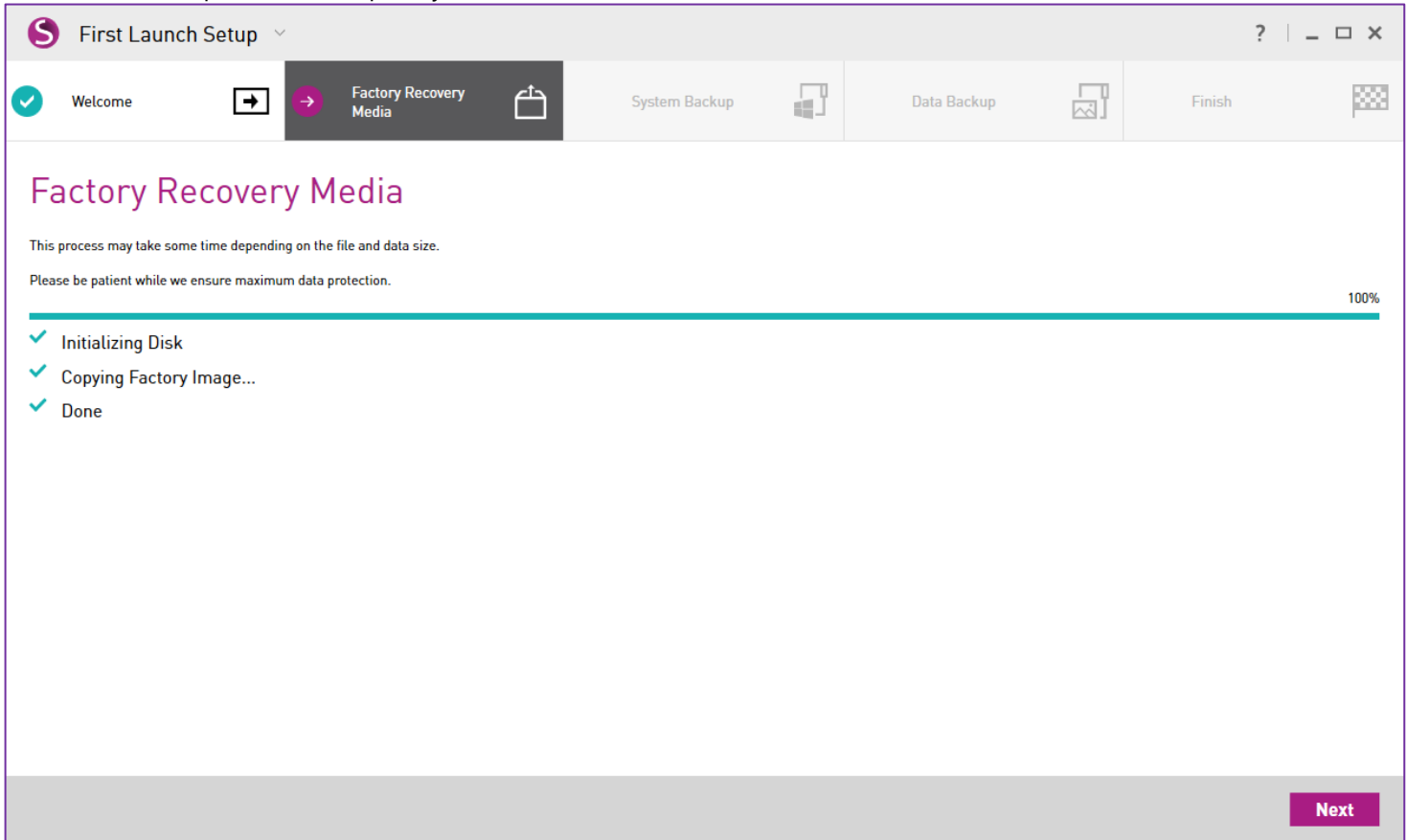
Note: If an error occurs during this step, please ensure that your USB Hard Drive is compliant with your system ([How to ensure that my USB Hard Drive can be used as Recovery Media](#)). You can retry after having cleaned up your recovery media (See [Cleaning up your USB Hard Drive Recovery Media](#)). If the issue still persists please use another USB Hard Drive.

5. Once the drive has been prepared, the process will copy the Factory Image to the USB Hard drive as shown below:



Note: If an error occurs during this step, we recommend you to restart your system and retry after having cleaned up your recovery media (See [Cleaning up your USB Hard Drive Recovery Media](#)). and use another USB Hard Drive. If the issue still persists please use another USB Hard Drive.

6. Once the process is complete you will see the below screen:



Note: Because of potential mismatch between your USB Hard Drive and your PC regarding the ability to start from your USB Hard Drive we recommend you to test this once you will have completed this wizard. Please try to start from USB Hard Drive to ensure you reach the recovery environment (See [Restoring your system from your Recovery Media](#)). Don't worry we will not make any modification on your device if you click on "Cancel" or "Quit" button when you arrive in the System Recovery user interface

7. Click on the "Next" button to continue to the next step.

Protecting your system

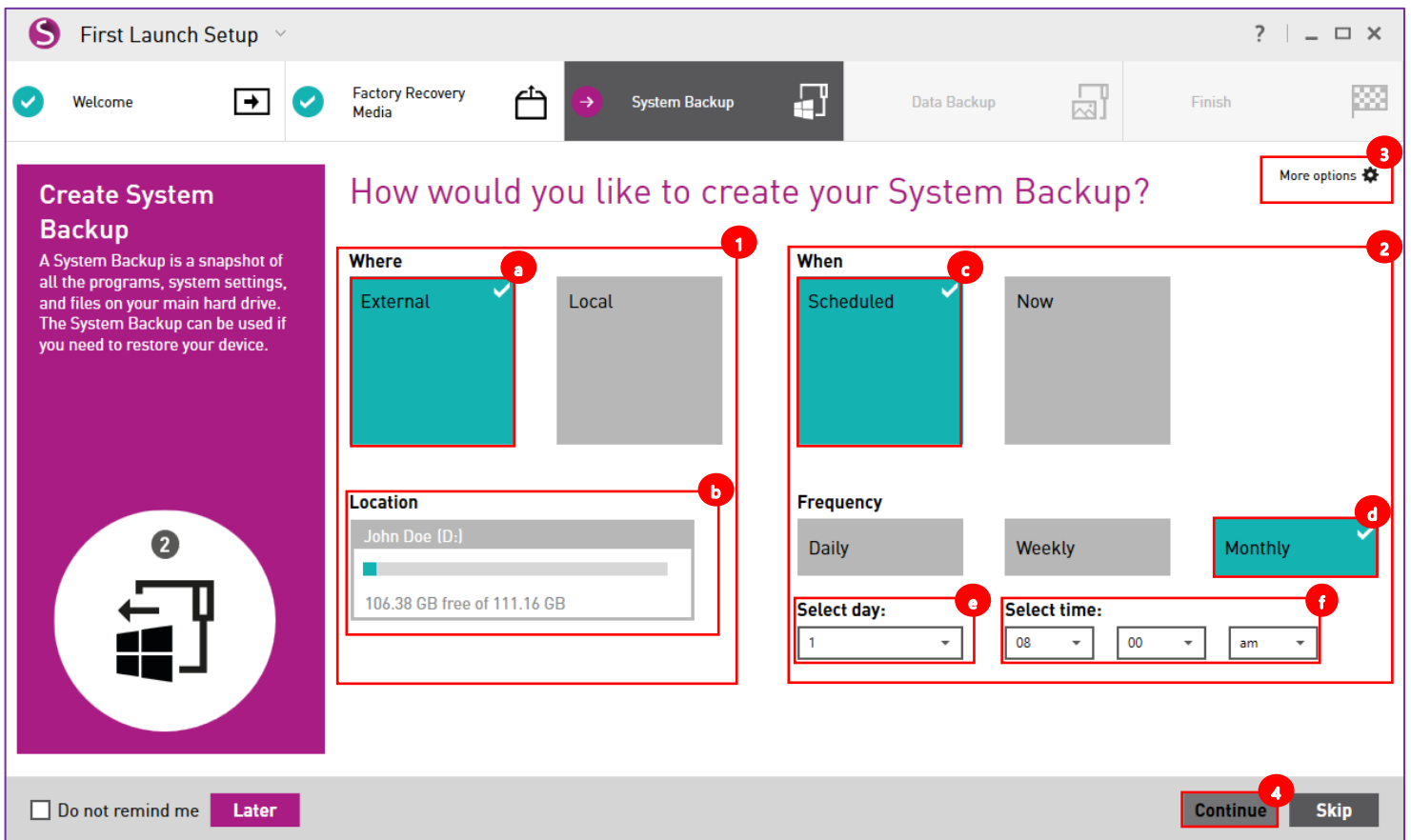
As explained in the previous step, SoftThinks Backup and Recovery allows you to recover your device in its factory state. But the Premium Edition can also recover it to any point in time if you regularly make snapshots of your system called System Backups. The System Backups include the operating system, registry, drivers, software applications and data files, as well as system areas hidden from you. To limit their size, only the files created or modified since the previous backup are saved and they are compressed.

You can create manually a System Backup right now but for the best protection we strongly recommend you to schedule the creation of System Backups. This is the solution we will describe below. Else you can back up your system now and schedule the creation of System Backups later through the application (See [Creating a System Backup](#)).

Scheduling the creation of System Backups

1. Select where you want to store your System Backups ¹. You can choose to store your System Backups on either your local drive in a protected folder, or on any attached USB drive. We recommend you to use an external USB drive to prevent losing them in case of Hard Disk failure or replacement, and ideally the one you used for your Factory Recovery Media during the previous step if it was a USB drive. You will be able to move your System Backups to another location in the future (See [Moving your System Backups](#)).

- a. Click on the "External" tile ^a:



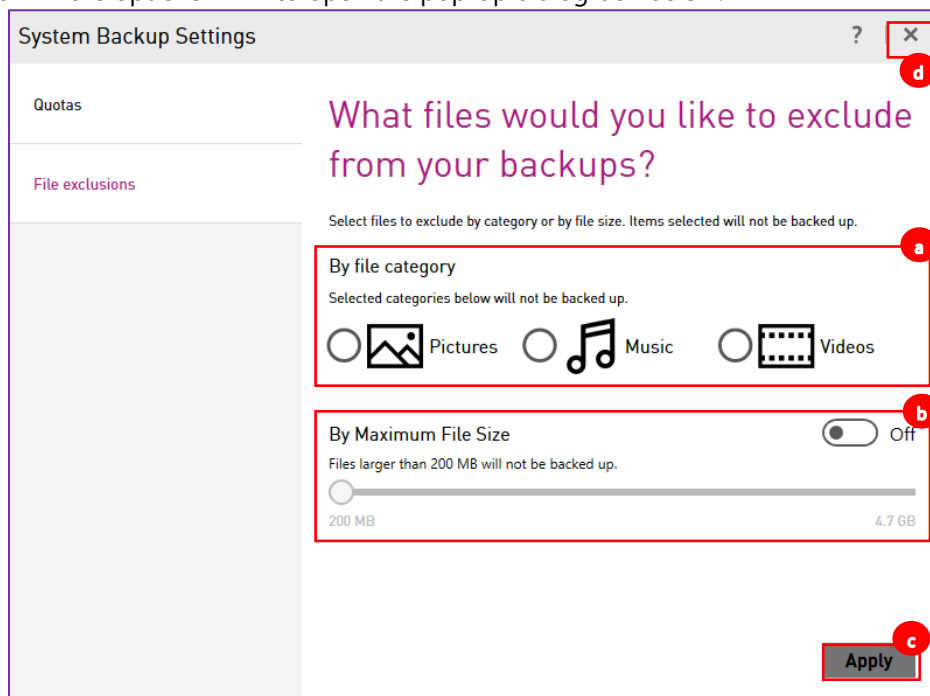
- b. Click on the external USB drive in the list displayed under "Location" ^b. The green square around the box indicates the currently selected drive. Faded drives indicate that there is not enough available free space to house the backup and are not selectable.

2. Select when you want to schedule the creation of your System Backups. In our example we schedule it monthly, the 1st day of each month at 08:00 AM:

- a. Click on "Scheduled" tile **c**
- b. Click on "Monthly" tile **d**
- c. Select which day of the month **e**
- d. Select the time **f**

Note: If your system is not running at this time, the System Backup will be created the next time you will start your device. In order to make this process as transparent as possible without impacting the performances of your system, it is run with the lowest priority and this means that the capture could take several hours depending on the volume of data to back up.

3. If you wish to exclude files from your System Backups to decrease the size of the backups and speed up their creation, click on "More options" **3** to open the pop-up dialog box below:



- a. Select the file categories **a** you would like to exclude from your backup
- b. To exclude files larger than a given size, first slide the "By Maximum File Size" switch from OFF to ON and then click and drag the slider to your desired maximum allowed file size **b**
- c. When satisfied with your exclusion options, click on the "Apply" button **c**
- d. Then close the window by clicking on the "X" **d** in the upper right corner of the dialog box

Note: Please choose carefully since any selection you choose will be excluded from your System Backup and will not be recovered in case of a System Recovery. The Quotas tab is useful only for local target and will be described in the chapter [Defining a quota for your System Backups storage location](#).

4. Click on the "Continue" button **3** to configure your data protection.

Protecting your data

Even if all your data are backed up with your system files when System Backups are created, you might want to back up your data more regularly than your system, and especially the important data you are modifying or creating on a daily basis for example.

This is the purpose of the Scheduled Data Backups and the Continuous Data Protection technologies:

- A Data Backup is a backup archive of a file or a group of files containing a copy of selected file/folder contents. When you create a Data Backup, only the data, along with the folder tree, are compressed and stored.

You have certainly some documents, photos, music and video that you don't want to lose and you are modifying your documents over the time and you take photos and videos regularly. This is why you need to back those data regularly and the best way to ensure this is done is to schedule those data backups right now. Only the new files or the files modified will be saved and compressed in order to limit the size of the backup.

- Continuous Data Protection, also called **continuous backup** or **real-time backup**, refers to backup of computer data by automatically saving a copy of every change made to that data, essentially capturing every version of the data that the user saves. It allows you to restore data to any point in time.

As a professional user, you might work on important documents several times per day and you want to be sure that in the case your system freezes, crashes, shutdowns or reboots unexpectedly, or in the case of a manual error, you can retrieve the document in the latest state it was. You might also want to roll back some modifications and go back to any previous version you made. The Continuous Data Protection feature allows you to protect your working documents in real time and to roll back to any version saved some minutes or hours ago. For the files modified, only the blocks changed are saved.

Our solution offers you those 2 technologies to fit perfectly your needs and you can even mix them, meaning regularly back up some data based on schedule (photos, video, music typically) and continuously protect some other critical data you are modifying several times per day. If so you can configure either the Scheduled Data Backup or the Continuous Data Protection now and reopen SoftThinks Backup and Recovery once the First Launch Setup completed to configure the other feature (See [Data Backups](#)).

You can save your Data to your local device, a second hard drive, a removable USB drive or a network. You can create Backup Profiles and select files based on categories, or choose specific folders to include. You can choose a different location for your Data Backups and your files saved by the Continuous Data Protection.

All the versions of the data backed up are indexed. This will allow you to view all the versions of all the files backed up even if the storage location is not reachable. For more details please refer to [Recovering your data](#).

Scheduling Data Backups

1. Select the data libraries* (Documents, Pictures, Music, Video) you want to back up under the section "What" ¹. Your Pictures and Music are selected by default to be backed up but you can change this selection:

First Launch Setup

Welcome | Factory Recovery Media | System Backup | **Data Backup** | Finish

Create Data Backup
A Data Backup takes a snapshot of all of your selected files. You can use this backup to restore missing or damaged files.

How would you like to create your Data Backup?

Where ³
Browse...
C:\Users\4.2\Documents

When ⁴
Continuous | **Scheduled** | Now

Frequency
Daily | Weekly | Monthly

Select day: | **Select time:** 12 | 00 | AM

What ¹
 Documents | Pictures
 Music | Videos
 ²

Do not remind me | | ⁵ |

*Libraries are user-defined collections of folders. By default, your applications store your data in those libraries. You can check their contents in Windows Explorer:

Libraries

Libraries > Search Libraries

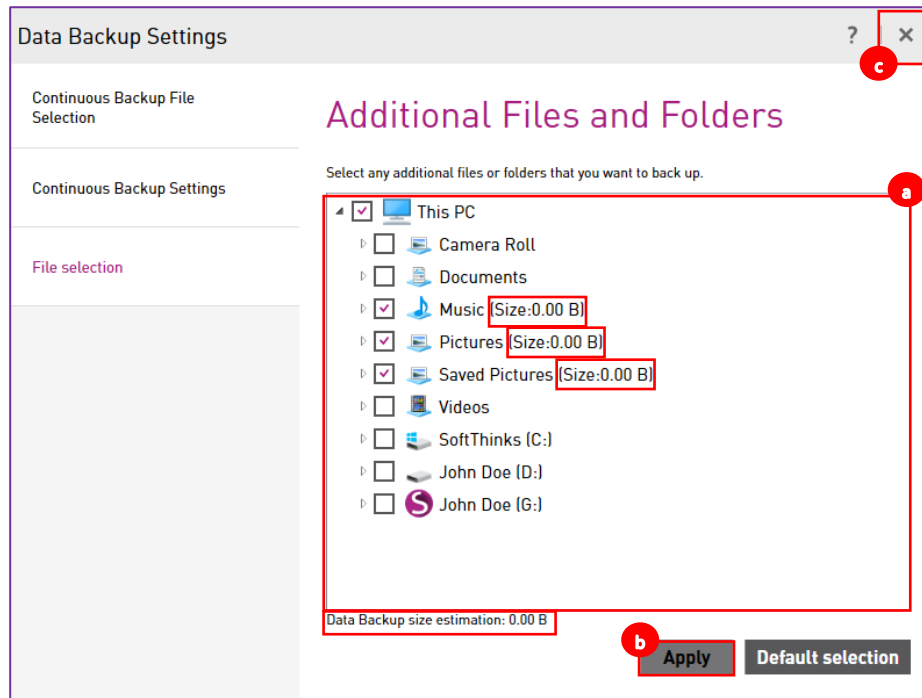
Libraries

- Documents
- Music
- Pictures
- Videos

4 items | 1 item selected

Documents Library | Music Library | Pictures Library | Videos Library

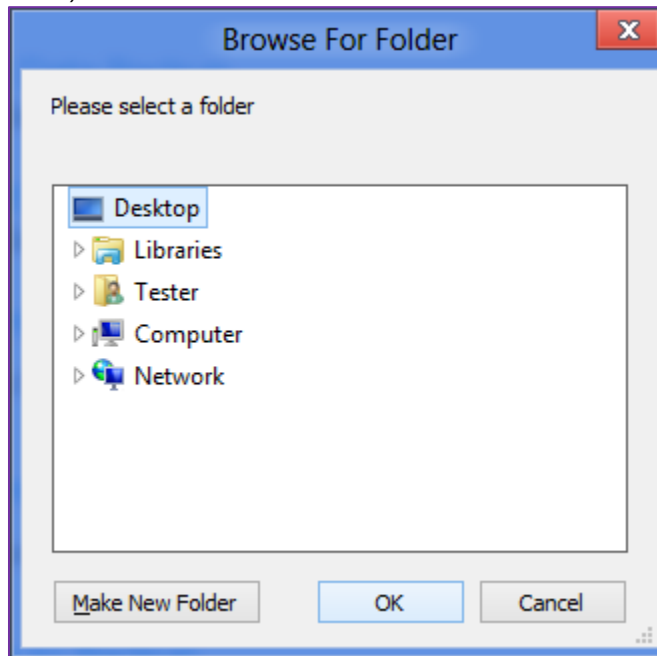
- To add specific files and/or directories in the backup, click on the “Add more files” button **2** and the pop-up dialog box below will appear:



- Browse to their location in the tree **a** and put a check mark next to their name
- When satisfied with your data selections, click on the “Apply” button **b**
- Then on the “X” **c** in the upper left corner

Note: Below the tree you have an estimation of the size of the backup. You can revert back the selection to the default by clicking on the “Default selection” button

- As you can see in the tile **3** under "Where" section, your Data Backups are stored by default in your "Documents" folder ("C:\users\4.2\Documents in our example). But you can select another location by clicking on this tile to browse for the folder where you want to store your Backups (this can be on your local device, a second hard drive, a removable USB drive or a network):



Note: If the storage target is not reachable (external drive not plugged or network not available for example), the schedule is ignored.

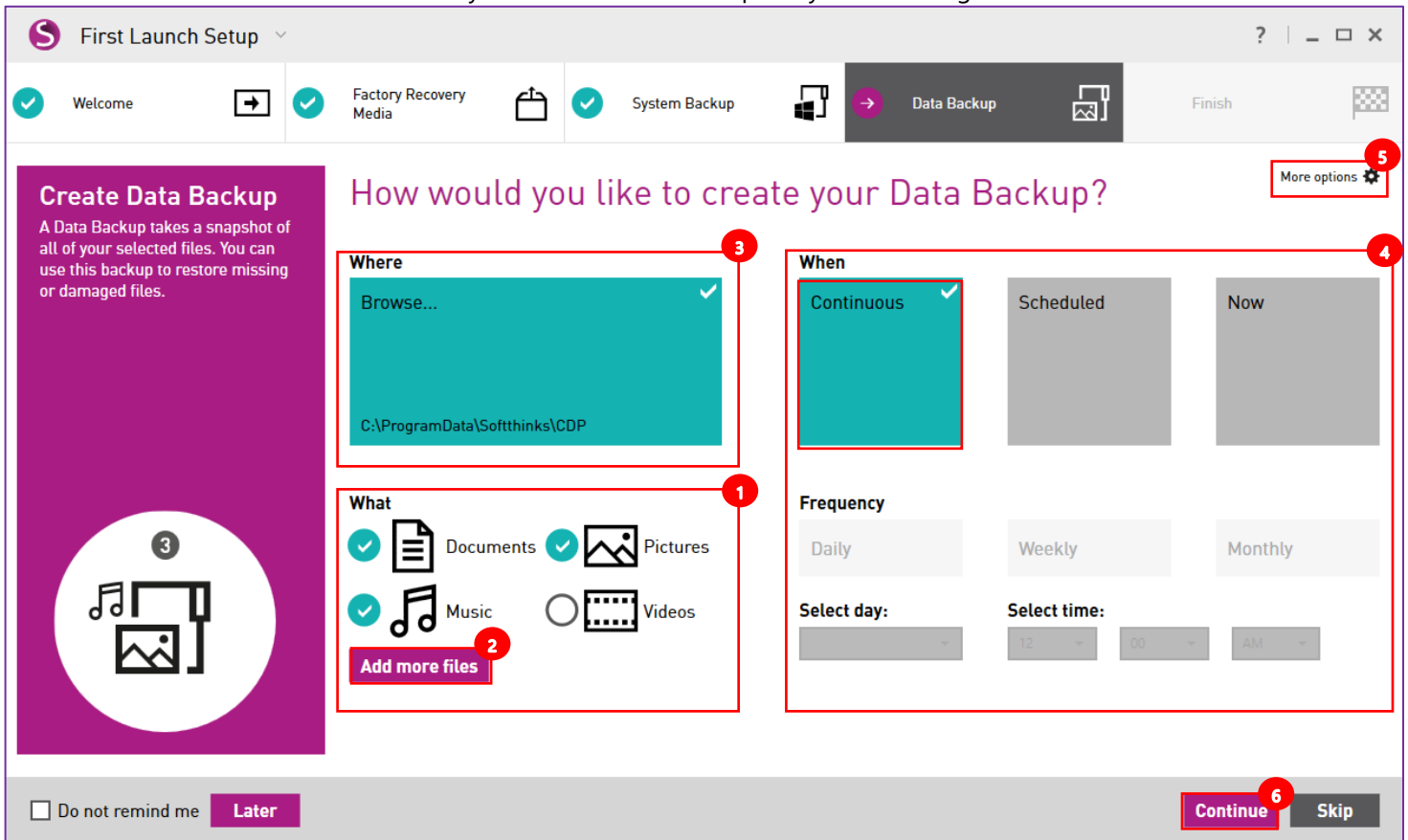
- In the "When" section **4**, click on the "Scheduled" tile and select the frequency you would like the backup to occur. In our example we decided to launch the Data Backup creation every day at 12:00 AM.

Note: If the PC or the software isn't running, the next time SoftThinks Backup and Recovery will be launched it will create the backup

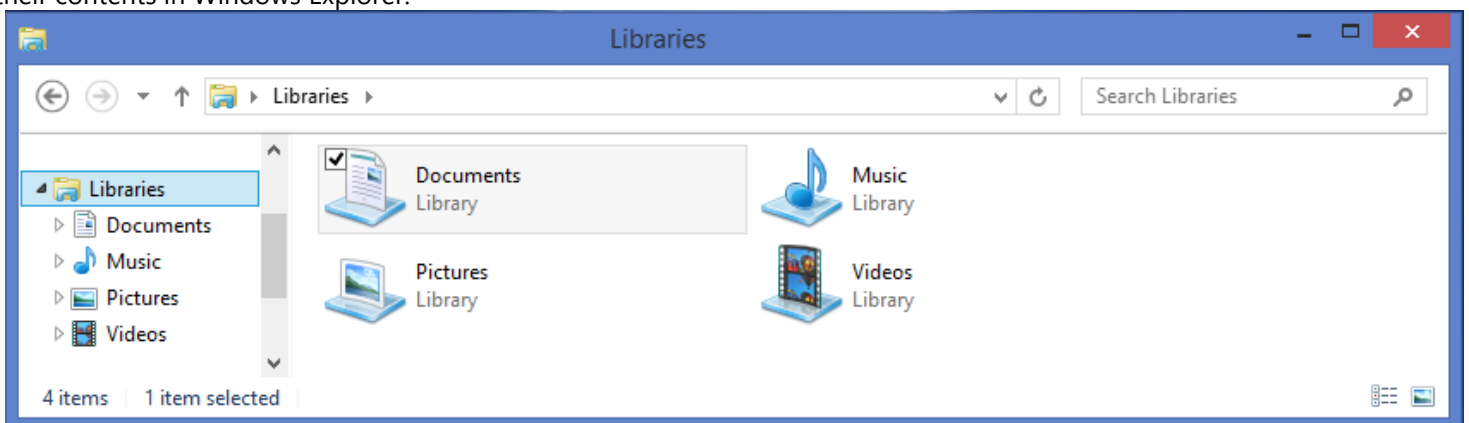
- Click on the "Continue" button **5** to complete the setup

Protecting continuously your data

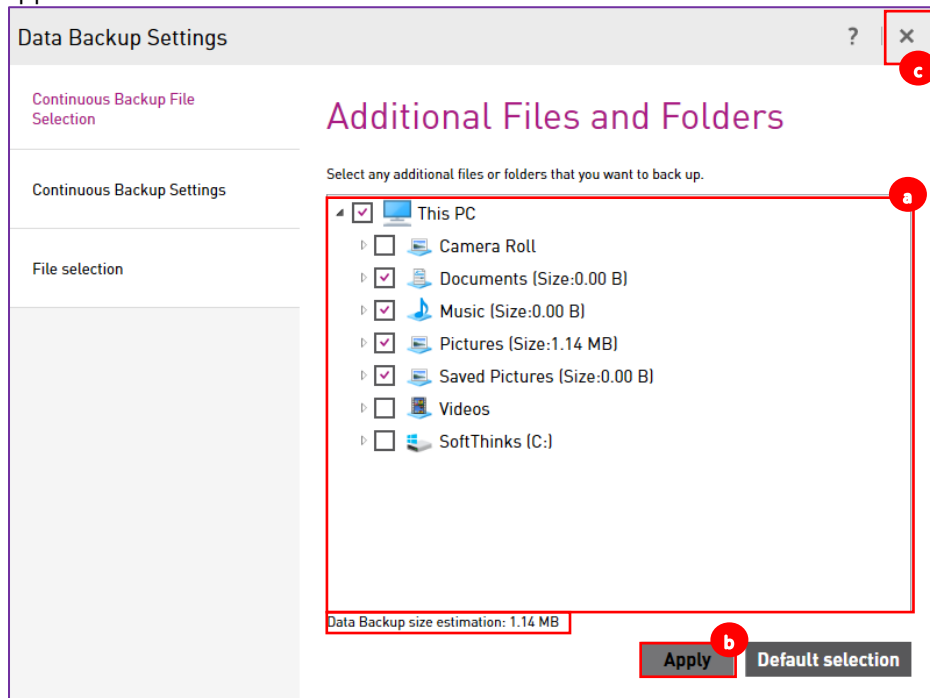
1. Select the data libraries* (Documents, Pictures, Music, Video) you want to back up under the section "What" ¹. Your Pictures and Music are selected by default to be backed up but you can change this selection:



*Libraries are user-defined collections of folders. By default, your applications store your data in those libraries. You can check their contents in Windows Explorer:



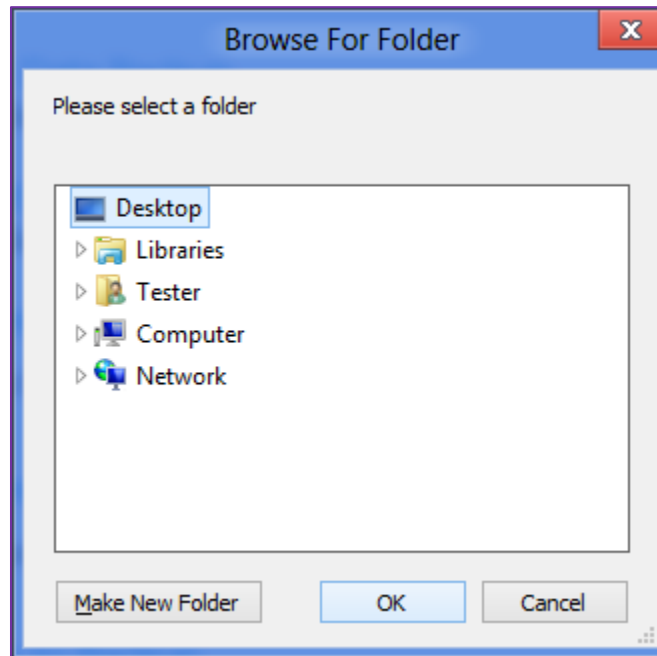
2. To add specific files and/or directories in the backup, click on the “Add more files” button **2** and the pop-up dialog box below will appear:



- Browse to their location in the tree **a** and put a check mark next to their name
- When satisfied with your data selections, click on the “Apply” button **b**
- Then on the “X” **c** in the upper left corner

Note: Below the tree you have an estimation of the size of the backup. You can revert back the selection to the default by clicking on the “Default selection” button

- As you can see in the tile **3** under "Where" section, your Data Backups are stored by default in C:\ProgramData\SoftThinks\CPD. But you can select another location by clicking on this tile to browse for the folder where you want to store your Backups (this can be on your local device, a second hard drive, a removable USB drive or a network):

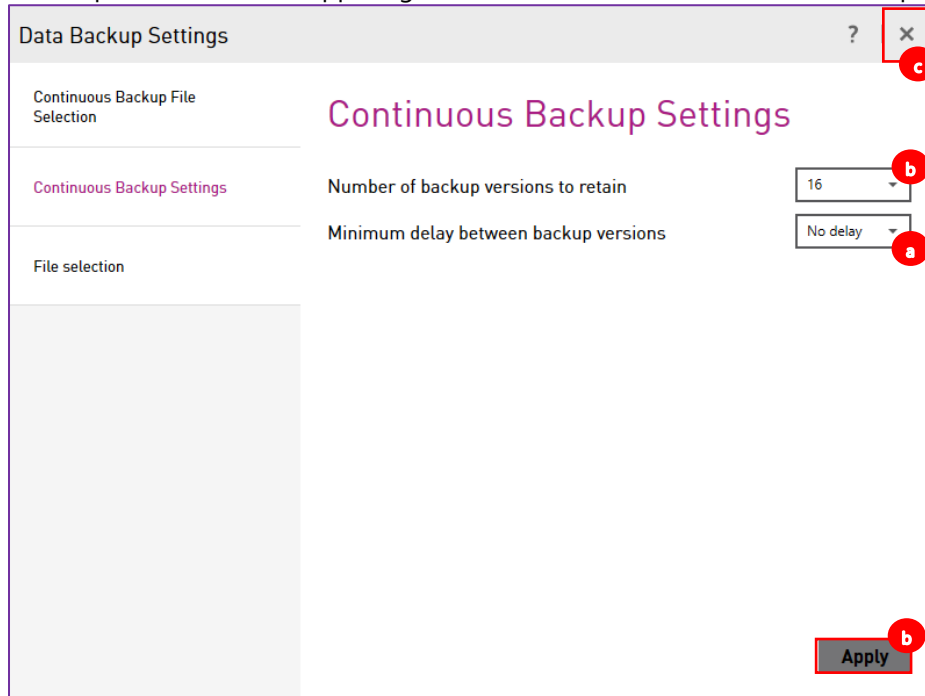


Note: If the storage target is not reachable (external drive not plugged for example), your data are saved locally and will be moved to the target storage once it will be available. If there is no more enough space locally, you will be alerted and we will suggest you to plug the external drive, or edit your profile to decrease the number of versions of each file he wants to keep, or to reduce the number of files you want to protect

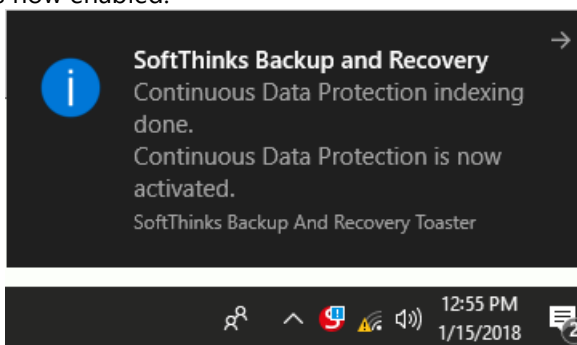
- In the "When" section **4**, click on the "Continuous" tile.

Note: Even if your data are monitored in real time, we cannot capture the modifications you are making on your open documents until you save them.

5. By default, your data selection is monitored in real time to capture any modification but you can change this setting by clicking on “More options” **5** in the upper right corner to access the Continuous Backup Settings:



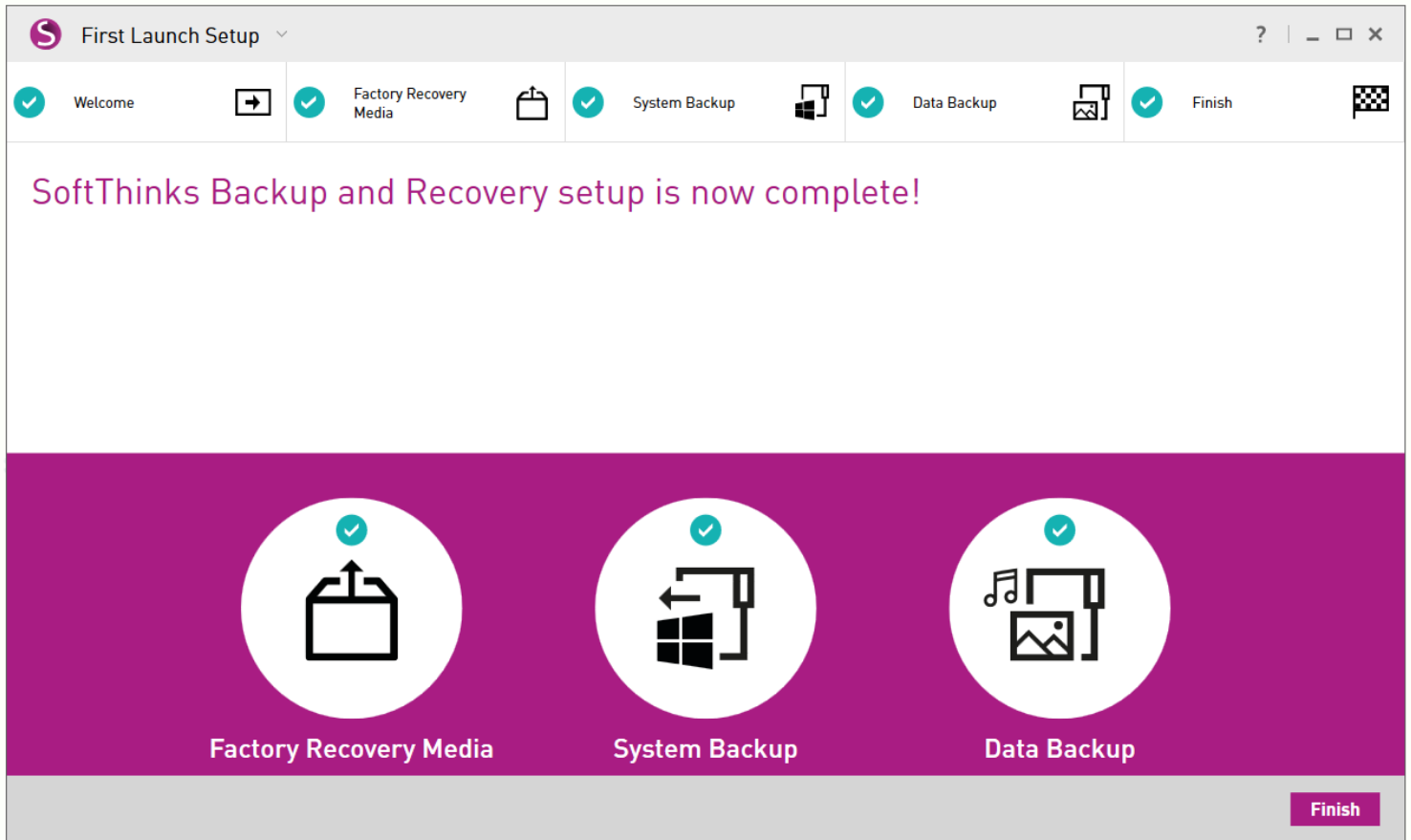
- a. Specify the minimum delay between backup versions:
- “No Delay”: we back up all versions
 - 2 / 4 / 6 / 8 / 12 / 24 hours: we don’t backup the versions modified during this interval
 - If you save a document at 8:00 AM, 8:45 AM, 10:05 AM, 10:20 AM, 1:50 PM, 2:35PM, 4:34 PM,6:00PM
 - ⇒ With 2h delay, we back up 8:00 AM, 10:05 AM, 1:50 PM and 4:34 PM versions
 - ⇒ With 4h delay, we back up 8:00AM, 1:50 PM and 6:00 PM version
 - ⇒ With 6h delay, we back up 8:00AM and 2:35 PM versions
 - ⇒ With 8h delay, we back up 8:00AM and 4:34 PM versions
 - ⇒ With 12h delay and more, we backup only 8:00 AM version
- b. You can also change the number of versions of each file protected you want to keep. By default, we keep the 16 latest versions of each file but you can choose between 1, 3, 7, 16, 28 and 32 versions to keep.
- c. When satisfied with your settings, click on the “Apply” button **b** and you will be notified that the Continuous Data Protection is now enabled:



- d. Then on the “X” **c** in the upper left corner

6. Click on the “Continue” button **6** to complete the setup

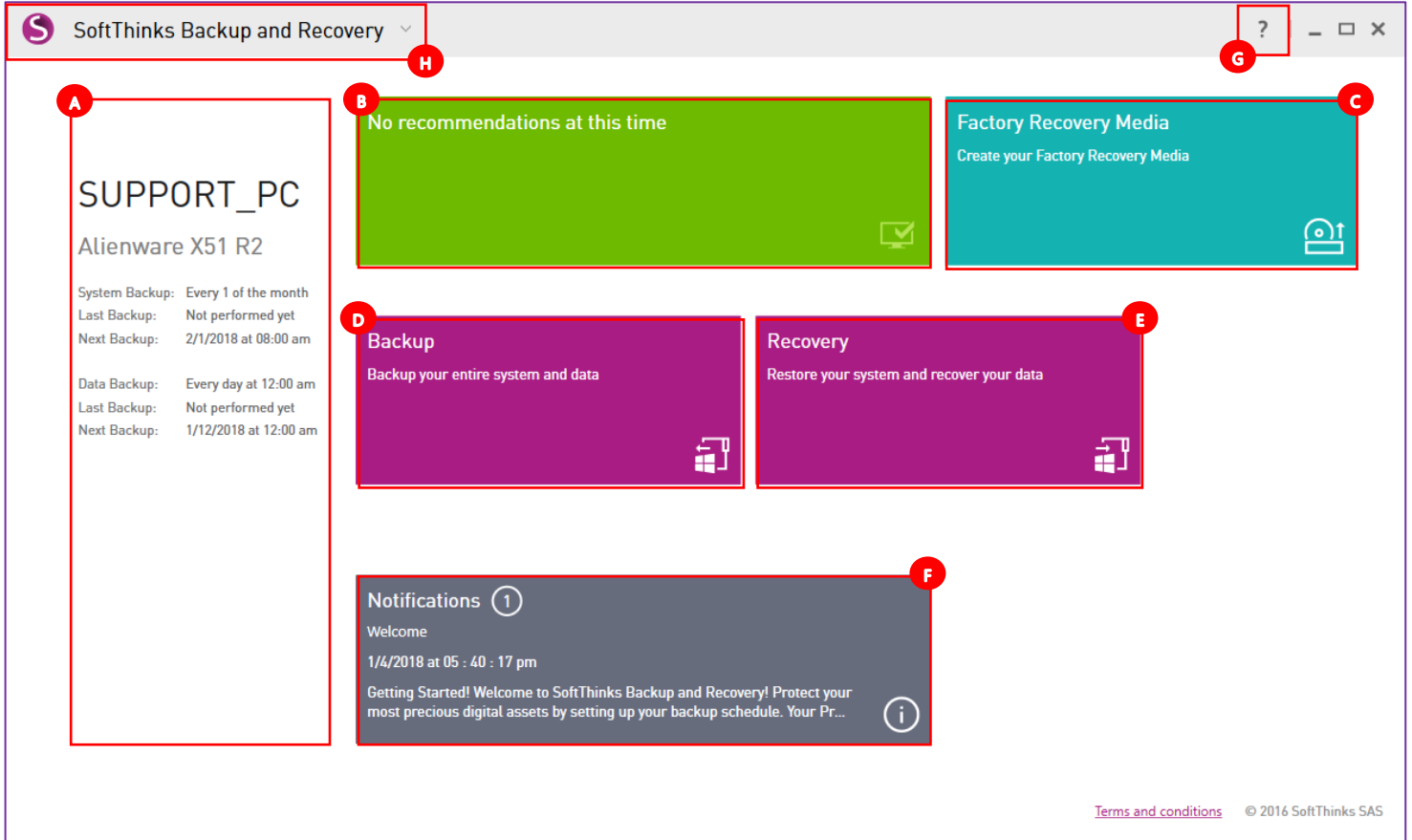
Once the latest step completed, your system and your data are now protected and you have your recovery media ready in the case you would need to recover your system:



When you click on the “Finish” button you will arrive on the main User Interface described in the next chapter.

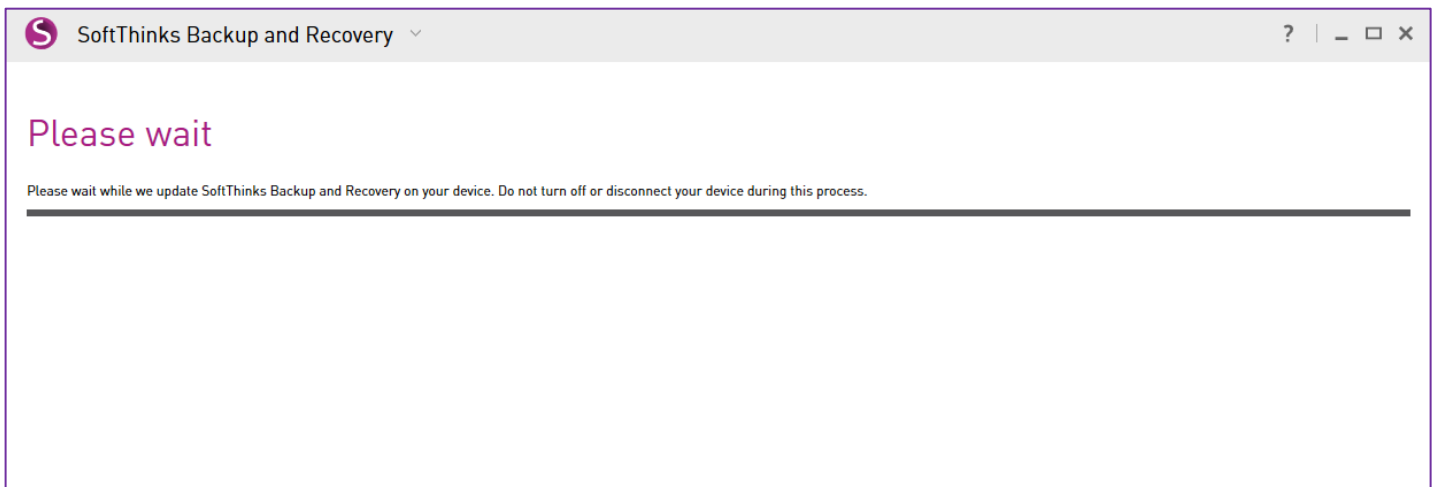
Using SoftThinks Backup and Recovery

If you have completed the First Launch Setup, when you open SoftThinks Backup and Recovery, as described in previous chapter ([Opening SoftThinks Backup and Recovery](#)), it will show the following User Interface:



This User Interface allows you to change the system and data backup policies and settings you configured in the First Launch Setup wizard, manually back up your system and/or data, manage those backups, and consult the history of the operations made (typically Data Backups and System Backups creation).

Sometimes you might see an intermediate screen as below. Please wait until the process is completed and you will arrive in the main screen as above:



A Information

The left side area contains useful information about your system and its protection status:

- PC Name
- Model Name
- System Backup policy, last creation date and next creation date
- Data Backup policy, last creation date and next creation date

Note: If you didn't schedule yet a System Backup or a Data Backup, the Next Backup date indicates "Not scheduled" with orange color to raise your attention and if you click it you will arrive directly to the screen to schedule it:

Next Backup: Not scheduled

B Recommendations

By default, if you completed all the steps of the First Launch Setup wizard, the recommendations area will not contain any recommendation and will appear in green:

No recommendations at this time



If there is an action that could protect your system and data more efficiently, it will be indicated in this area colored in orange to raise your attention and if you click on the tile the software will bring you directly to the screen where you will be able to make this action. In the example below, you didn't yet create your Factory Recovery Media and clicking on this tile will open the Factory Recovery Media creation screen described right after:

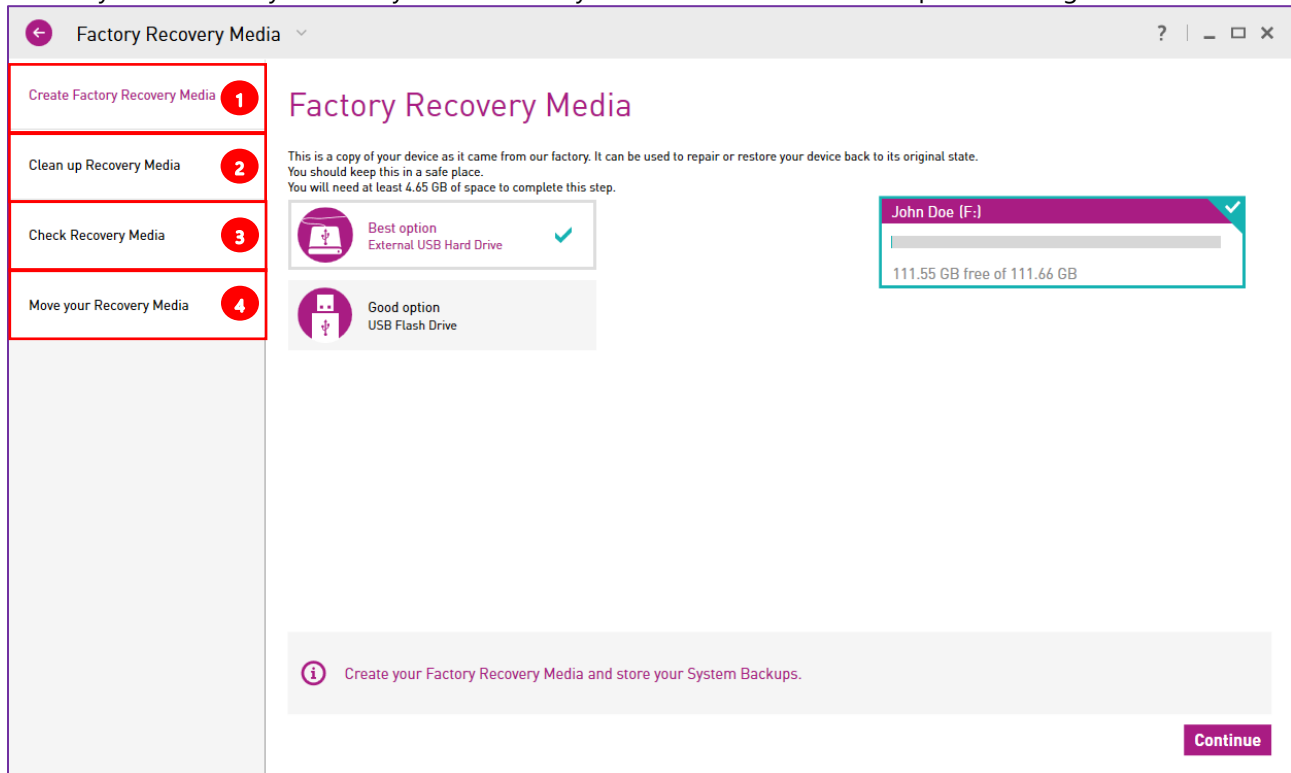
SoftThinks recommends:

Create your Factory Recovery Media



c Factory Recovery Media

Click on this tile to create or manage your Recovery Media. By default, it will display the screen to create your Factory Recovery Media but if you already created them you can switch to the other options through the tabs on the left side:



1 Create Factory Recovery Media

Create your Factory Recovery Media if not already done.
Please read the chapter [Creating your Factory Recovery Media](#).

2 Clean up Recovery Media

If you used a USB Hard Drive to create your Recovery Media, this option allows you to delete a device from it. This operation cannot be un-done, so be careful when selecting this option.
Please refer to [Cleaning up your USB Hard Drive Recovery Media](#) chapter to get more details.

3 Check Recovery Media

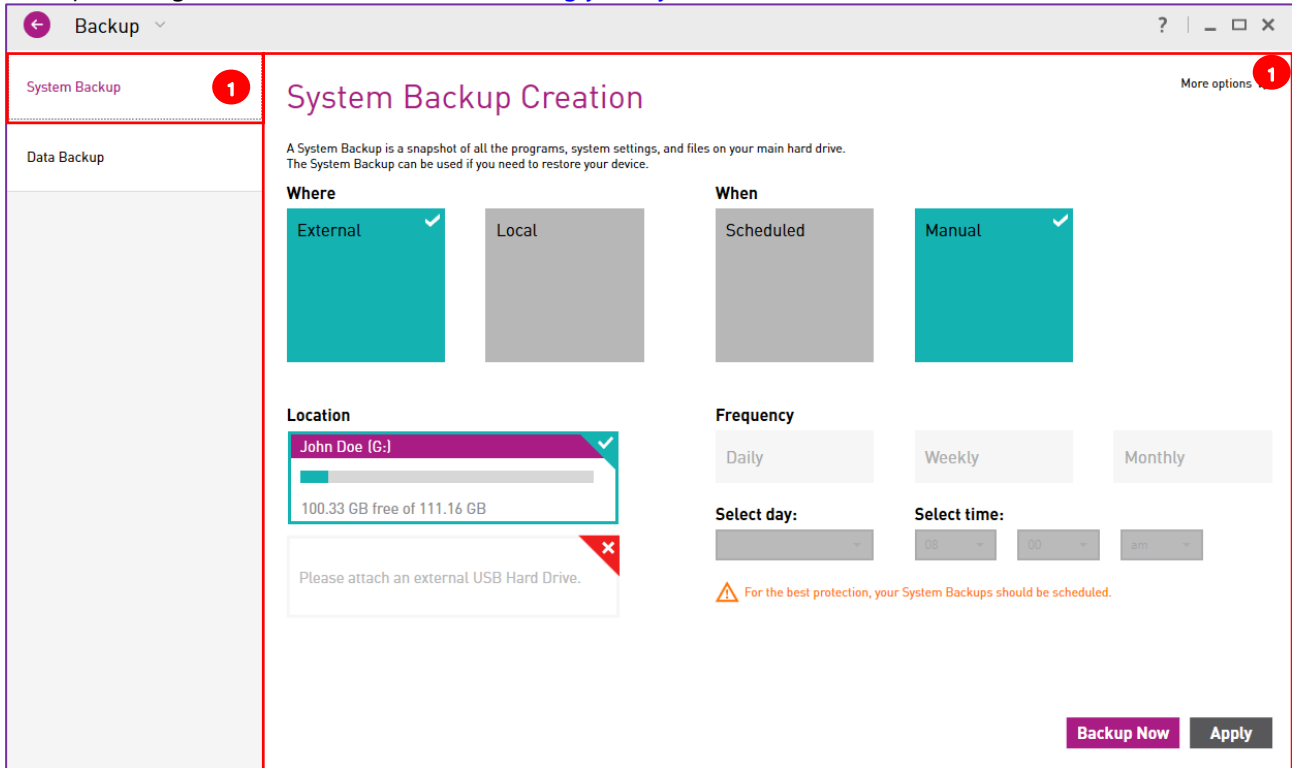
You can check your Factory Recovery Media to ensure all the needed files are still on the disk. We will automatically add the needed files if we detect a problem and the files are available to us.
Please refer to [Checking your USB Hard Drive Recovery Media](#) chapter to get more details.

4 Move your Recovery Media

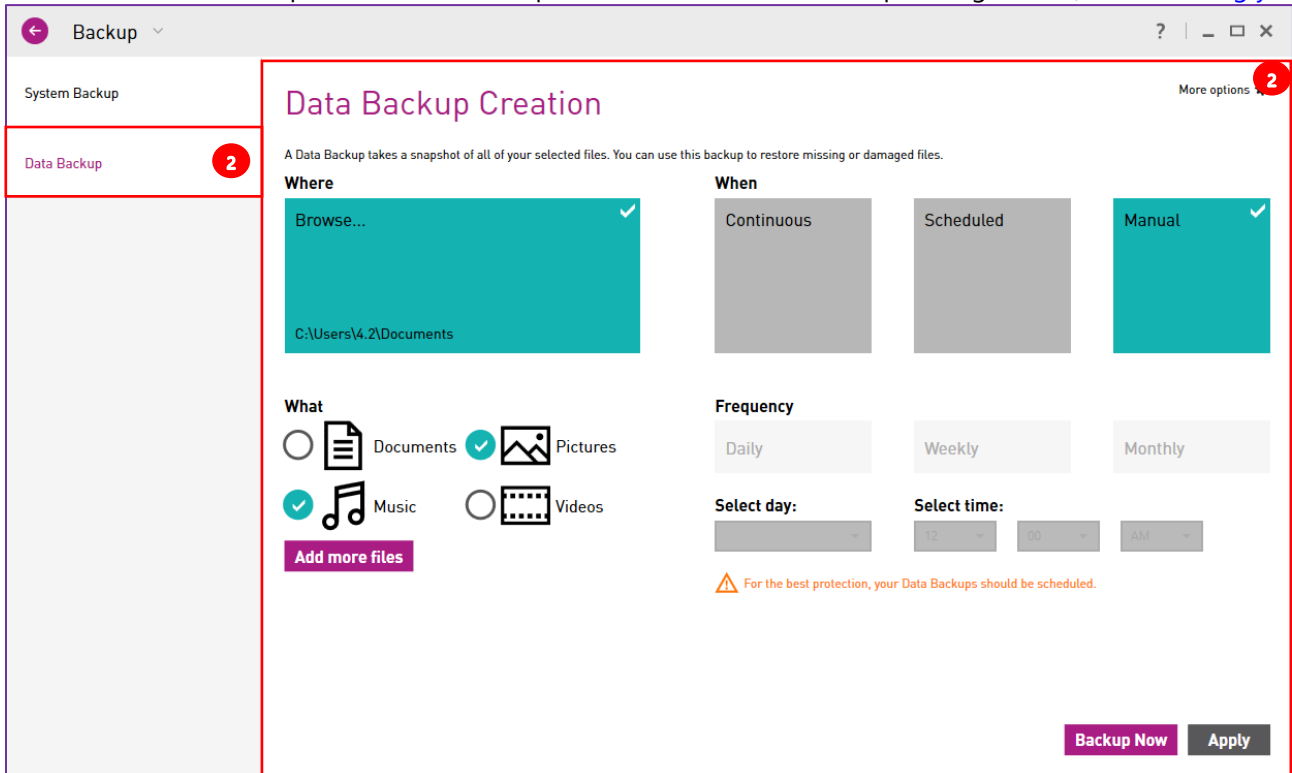
This action will move all of your Recovery Media files from one USB hard drive to another one. The new drive will only show as an available target if there is enough space on it. You will need to connect both USB drives to perform this action. If you have multiple devices stored on your Recovery Media, all devices will be moved to the new drive and the original USB hard drive will be cleaned up.
Please refer to [Moving your USB Hard Drive Recovery Media contents to a new USB Hard Drive](#) chapter to get more details.

D Backup

Click on this tile to manage your System Backups and / or your Data Backups. By default, you will arrive to the System Backups management screen **1** (See [Protecting your system](#)):



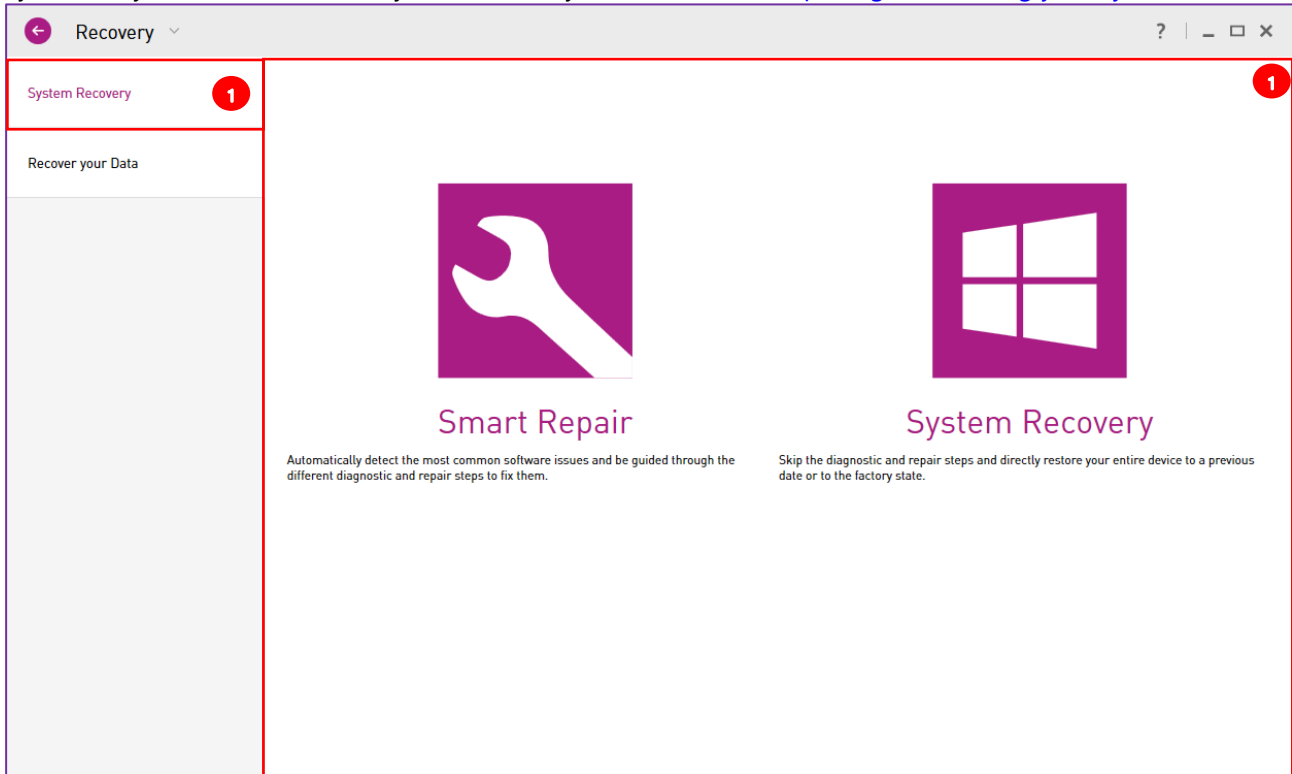
Click on the "Data Backup" **2** tab in the left panel to switch to Data Backup management (See [Protecting your Data](#)):



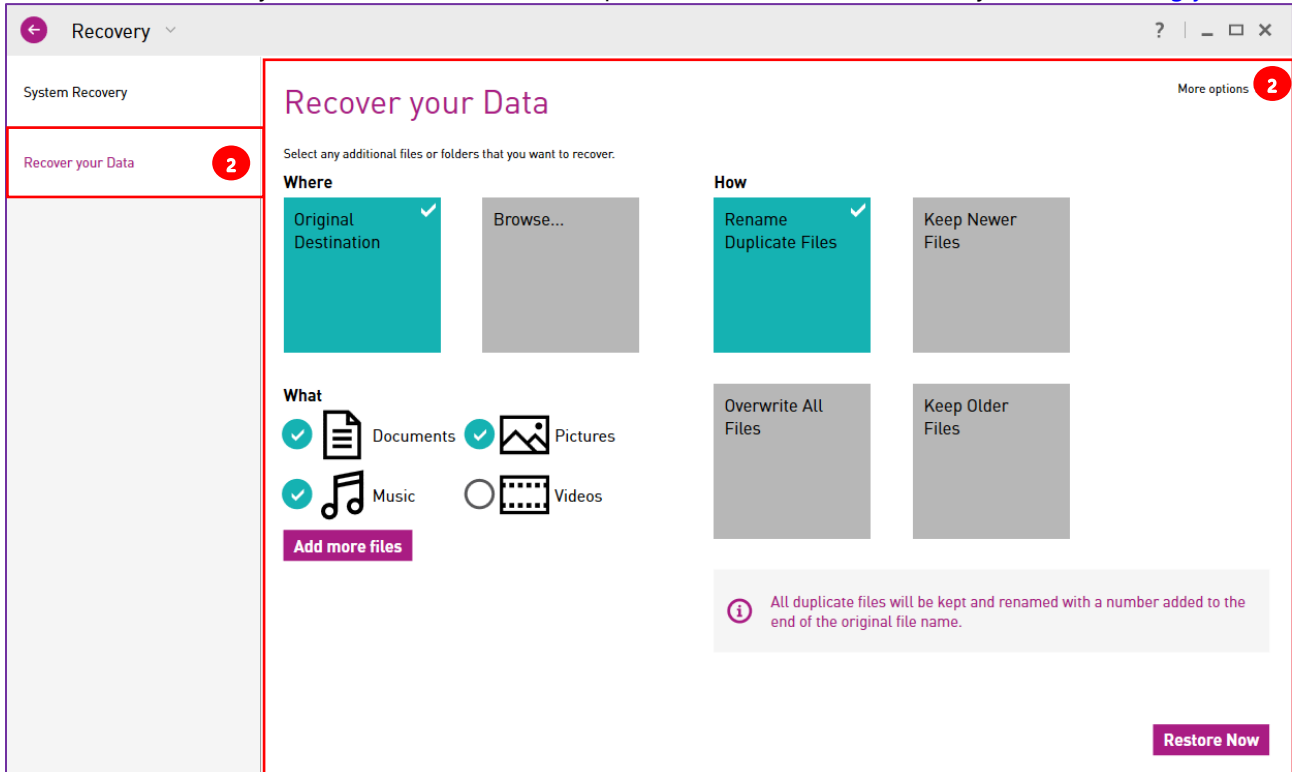
E Recovery

Click on this tile to recovery your system and / or your data.

By default, you will arrive to the System Recovery screen **1** (See [Repairing & Restoring your system](#)):



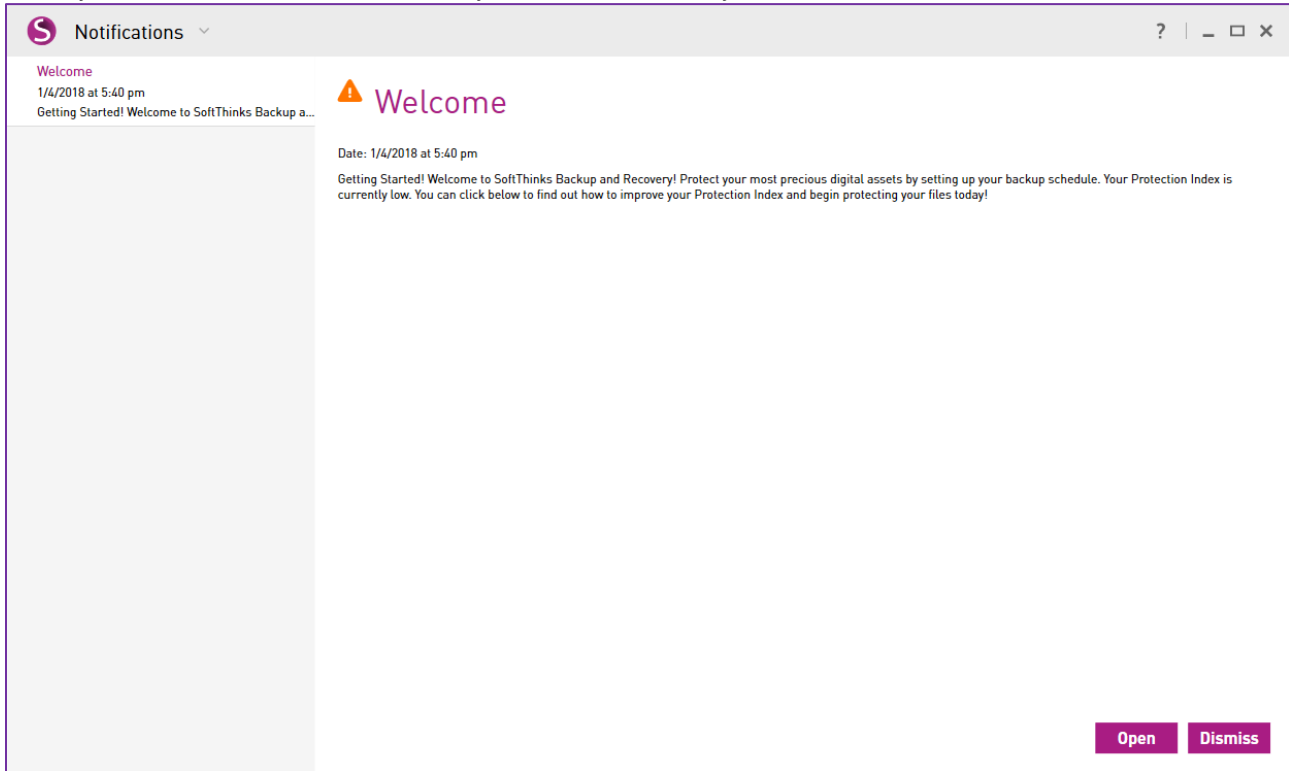
Click on the "Recover your Data" tab **2** in the left panel to switch to Data Recovery (See [Recovering your data](#)):



F Notifications

The Notifications tile allows you to view all the notifications that have been raised and directly take the actions required. The Notifications tile shows an exclamation mark when there is a new notification.

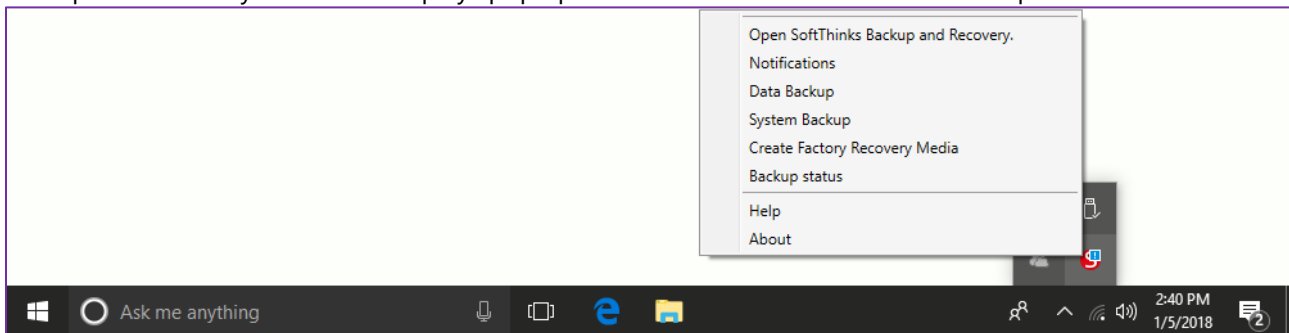
When you click on the Notifications tile, you obtain the history of all the recent notifications raised:



You can sort them by date (newest first or older first) and by priority. The priority is indicated by an icon in front of each notification and the date is displayed right before the notification description.

For each notification you have a button to proceed with the recommended action or dismiss this notification. You can dismiss any notification by clicking on the black cross at the right of this notification. After 90 days a notification is automatically removed.

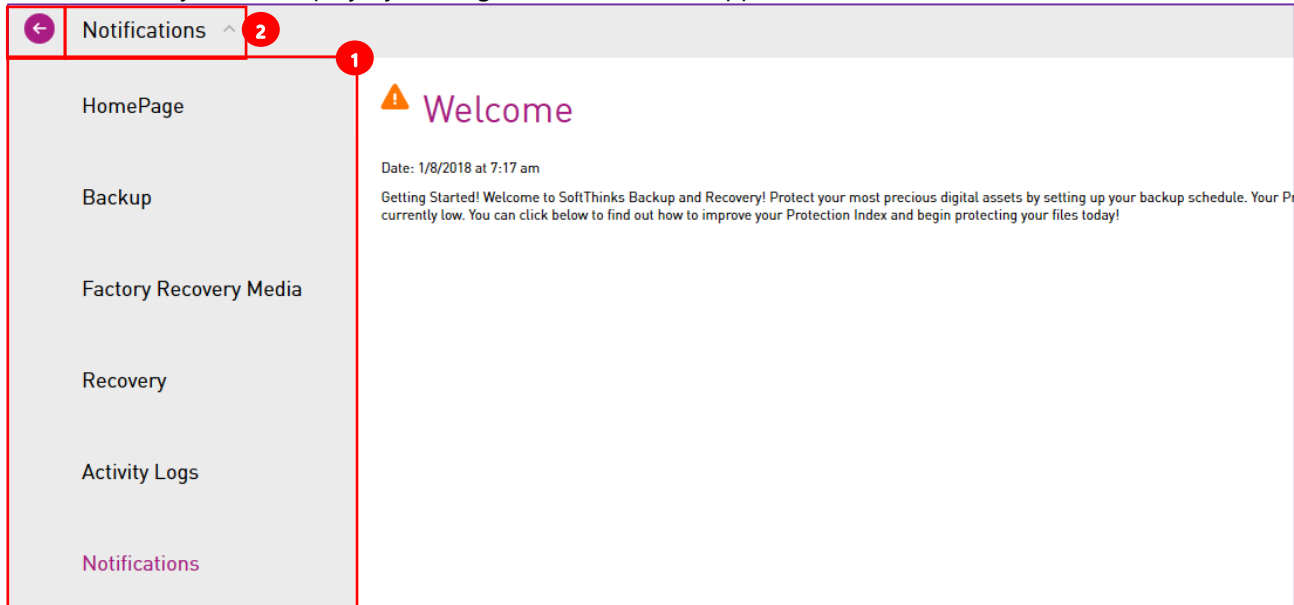
There is a notification icon in the Windows Notification Area from which you can access many features of SoftThinks Backup and Recovery and which displays pop up notifications from time to time for important tasks or reminders



SoftThinks recommends that you do those tasks, but you can dismiss or postpone those tasks as well.

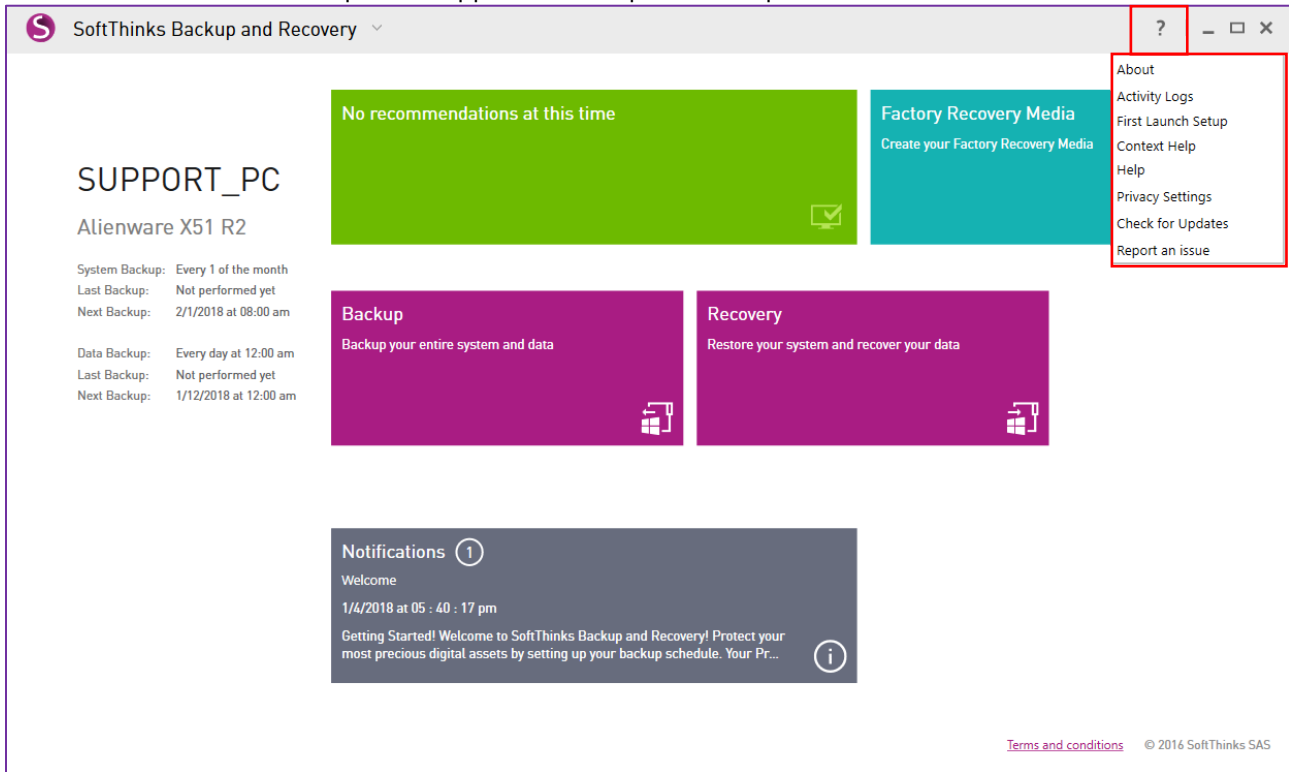
G Navigation

Wherever you are in the interface, you can go to the homepage or directly access any feature through the dropdown menu **1** that you can display by clicking on the title in the upper left **2**:



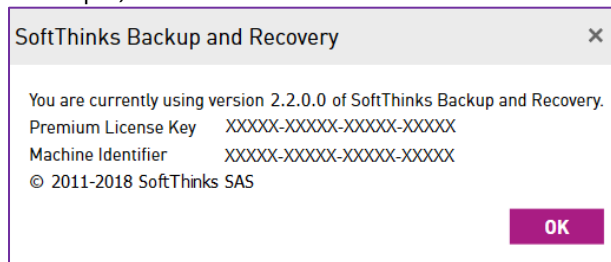
H Help menu

Click on the "?" icon at the top of the application to open the Help Menu:



About

Displays the About box with the version of your product, the Premium License Key you should note and keep in a safe place, and the Machine Identifier you will be asked for if you need to reactivate your product (if you change our motherboard or hard disk for example):



Activity Logs

Checks your activity logs for actions that have been completed or that were missed in SoftThinks Backup and Recovery. Please refer to [Checking the activity of your product](#).

First Launch Setup

Opens the First Launch Setup. Please refer to [Configuring SoftThinks Backup and Recovery](#).

Context Help

Displays the help relative to the current screen in a floating dialog box.

Help

Opens the online help through your default internet browser.

Privacy Settings

Displays the Privacy Settings pop up dialog box below:

Enable Enhanced Support

We want to ensure the best experience possible for you. This includes keeping your SoftThinks software up-to-date, and providing you with tailored support.
By agreeing to continue, you allow SoftThinks to collect certain system information so that we can provide you with faster, more accurate support.

SOFTTHINKS SYSTEM INFORMATION SHARING

SoftThinks can collect your device Service Tag, your system configuration and your software usage information, allowing you faster customer service, customized product information and specific tailored system updates from SoftThinks and its partners. This information may be stored on servers (that may be outside your country). Except for Service Tag, no other collected data can be used to identify you.
We value your Privacy. To review SoftThinks' privacy policy, visit <http://legal.softthinks.com/eula/softthinksbackupandrecoveryeula.html> (after Internet connection).
<http://legal.softthinks.com/eula/softthinksbackupandrecoveryeula.html>

I allow SoftThinks to collect Service Tag and other system usage data as described above.

OK

Check for updates

Checks if an update is available for your product. In order to keep the best protection possible and ensure the compatibility with newer versions of Windows we recommend you to check regularly for updates.
Please refer to [Updating your product](#).

Report an issue

Allows you to report an issue to our support (See [Reporting an issue](#)).

Creating and managing your Factory Recovery Media

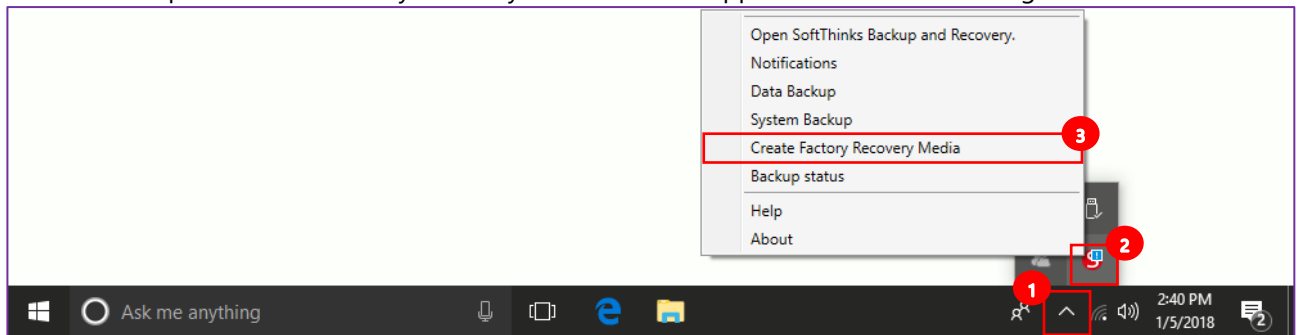
Softthinks Backup and Recovery provides you with the tools to create a bootable backup containing a complete copy of all software originally installed on your device. This so-called "Factory Image" which is unique to your device, creates a vital restore point for data recovery.

By creating these Recovery Discs, you are making a backup of all the software that was installed on your device at the factory. This allows you to reinstall all applications, drivers and the Windows operating system that came with your device. While there is a similar copy of the software in the recovery partition, creating recovery discs provides additional protection for the factory-installed software.

In order to create and manage your Recovery Media, please either open SoftThinks Backup and Recovery or access directly to this feature through the system tray icon:




- From the toaster in the taskbar notification area:

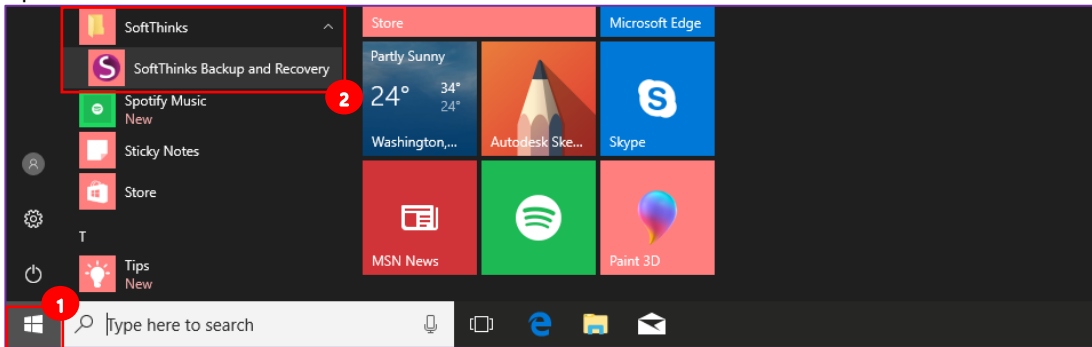
1. Click on the up arrow **1** in the system tray area to see the application that are running:




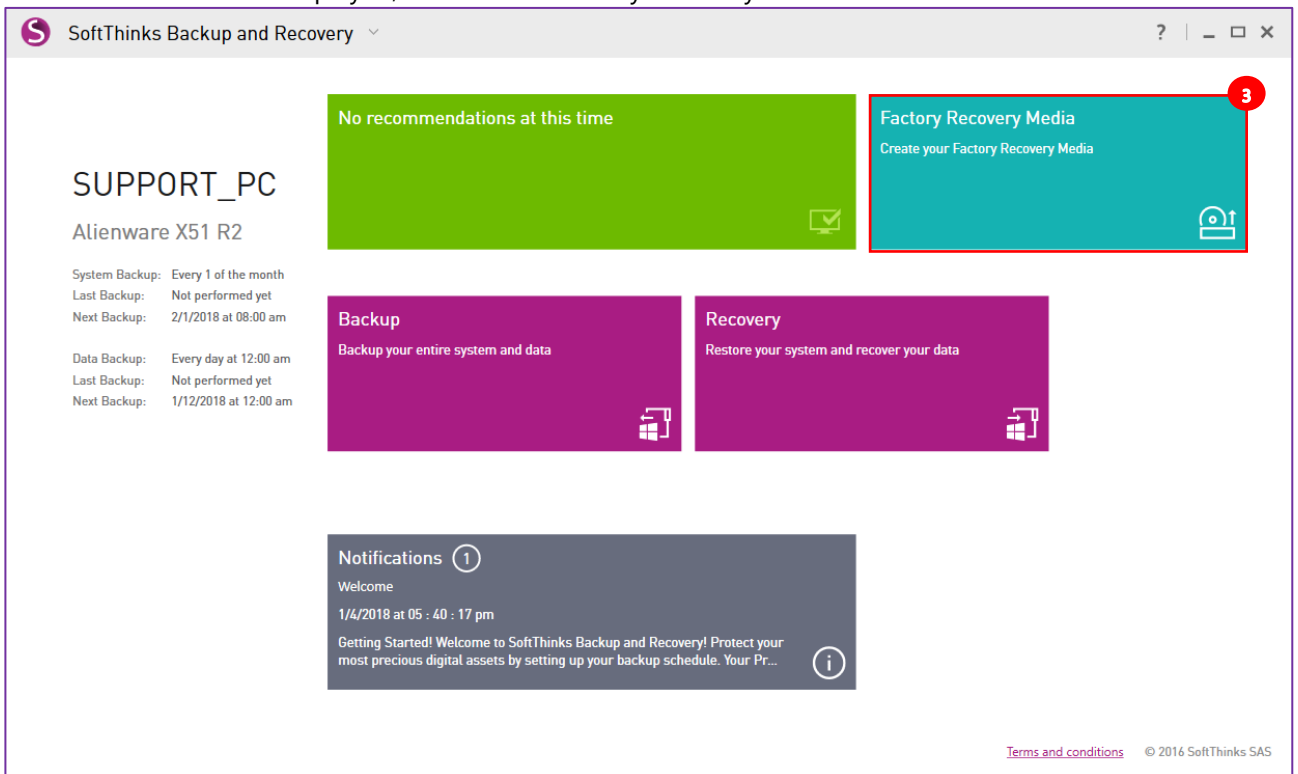
2. Right click on the **S** icon **2**
3. Click on "Create Factory Recovery Media" in the pop-up menu

- From the Start Menu:

- Click on the Windows icon  in the taskbar , or press the Windows logo key  on your keyboard, to open the Start Menu:

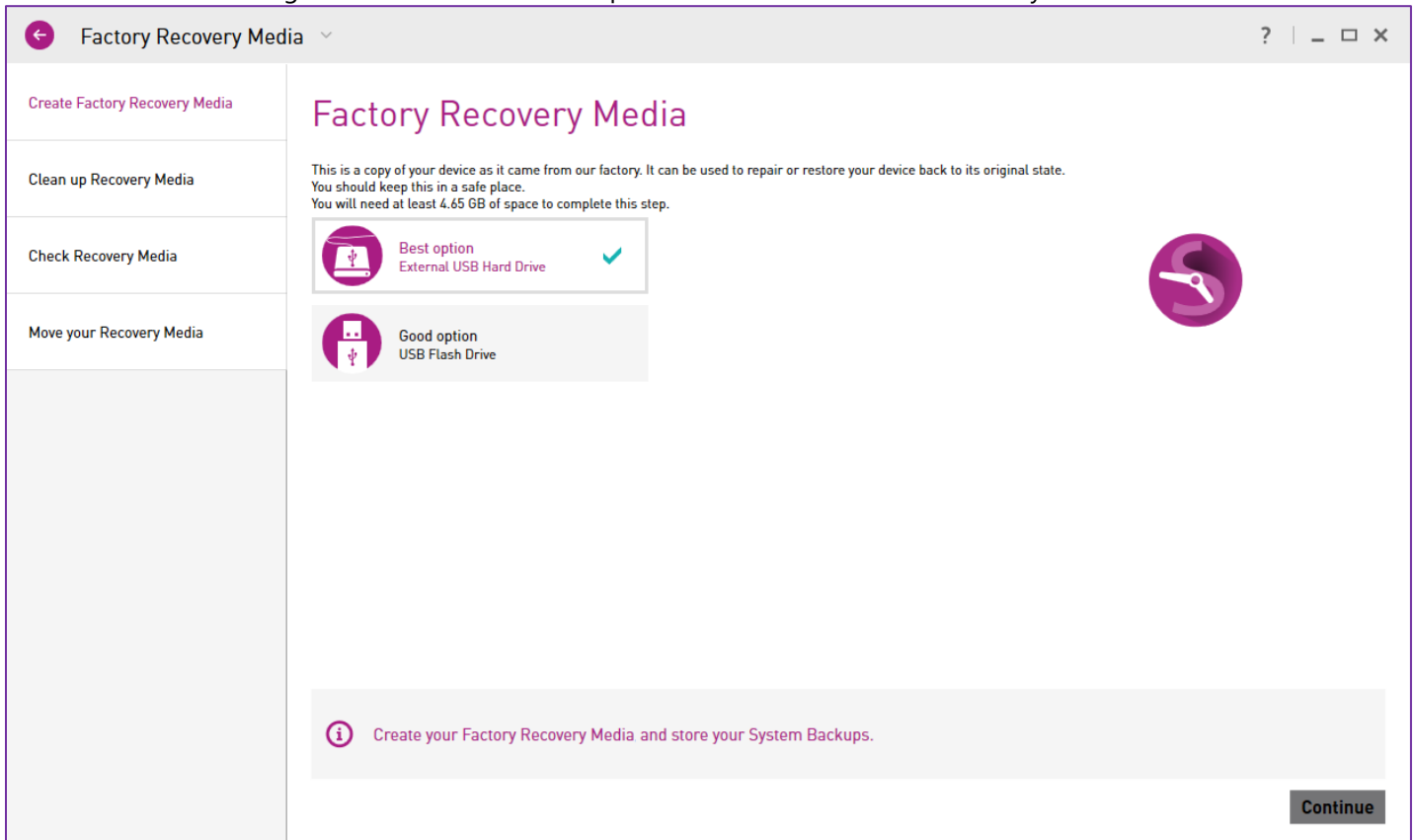


- Scroll to the "SoftThinks" folder  and expand it to click on "SoftThinks Backup and Recovery"
- Once the below screen displayed, click on the "Factory Recovery Media" tile:



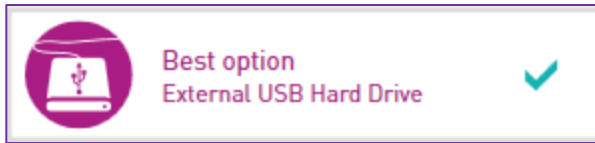
Creating your Factory Recovery Media

1. By default, you arrive to the screen which allows you to create your Factory Recovery Media. It will display an animation at the right while we search for compatible media which could be already inserted:



2. Select if you can create your Factory Recovery Media on an external USB Hard Drive or an USB Flash Drive:

- **Best option – External USB hard drive – Recommended**



The "Best option" is a way for you to have all of your recovery media in one place.

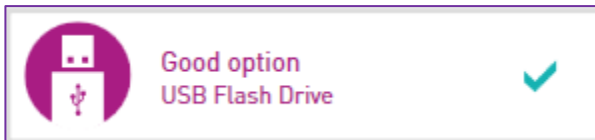
This USB hard drive will be created with all of the files that would be needed to recover your device.

This drive can also hold your System Backups.

You can add up to 10 devices that have SoftThinks Backup and Recovery application installed to your Recovery Media. This would allow you to store and manage all of your devices recovery files on one consolidated USB hard drive. The devices must use the same boot process in order to share the same Recovery Media. You can always create an individual Recovery Media for each device.

Before using a USB Hard Drive please read [How to ensure that my USB Hard Drive can be used as Recovery Media](#).

- **Good option – USB Flash Drive**

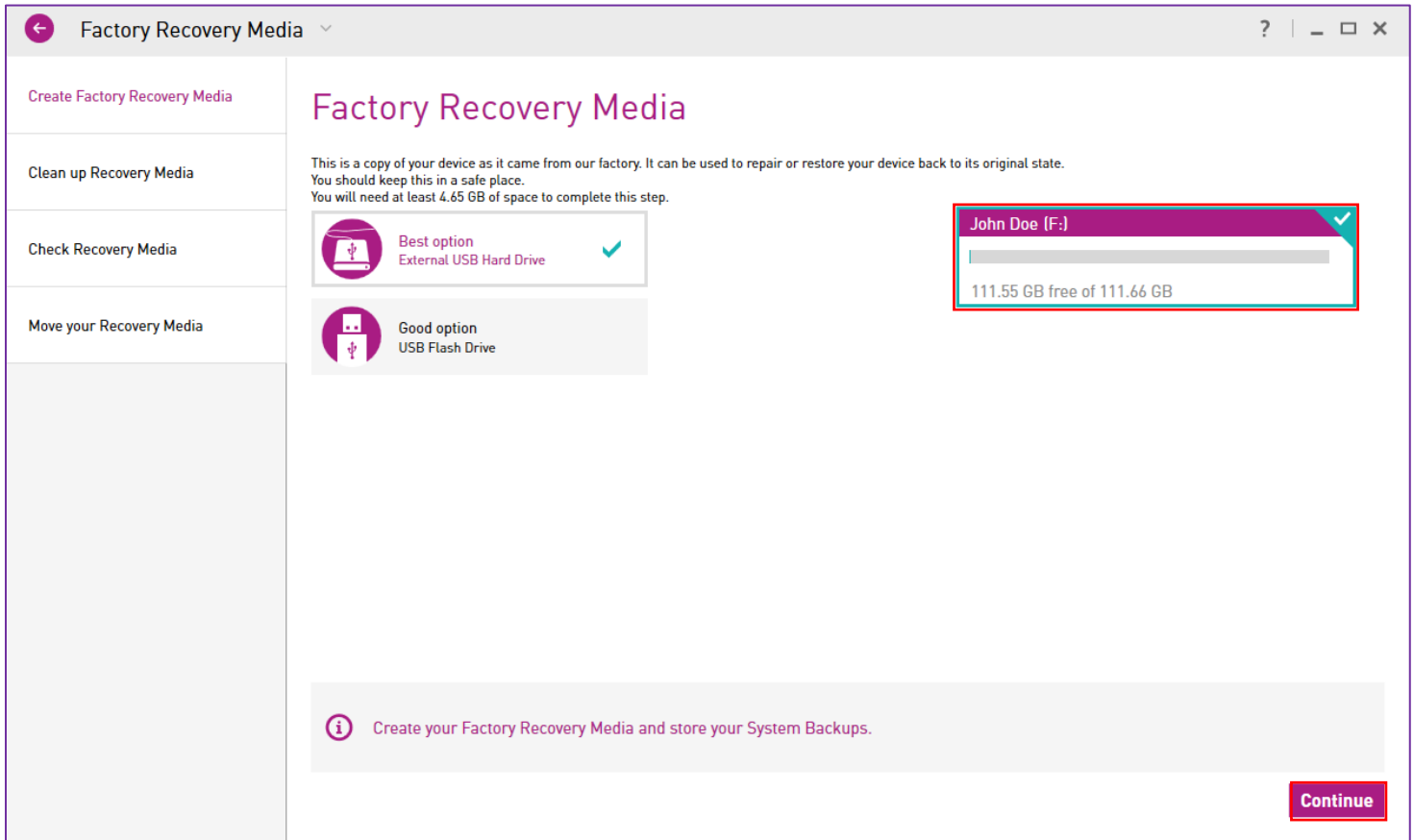


This option allows you to create a Factory Recovery Media that contains your original Factory image. This media can be used to restore your device back to factory if needed.

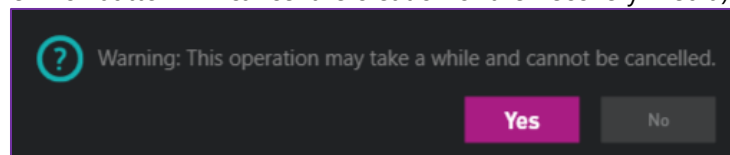
Note: Some USB Flash Drives which are certified for Windows can behave as an external USB Drive.

Creating Recovery Media on an USB Hard Drive

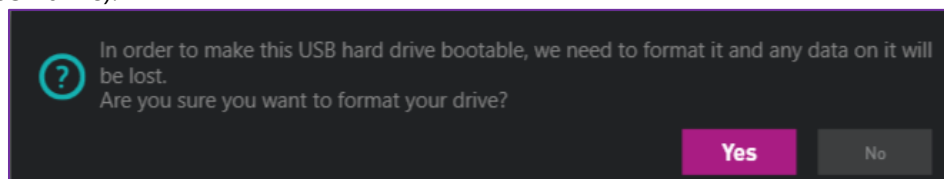
3. Connect a USB Hard drive to the system and click on and highlight the drive which appears before clicking on the "Continue" button:



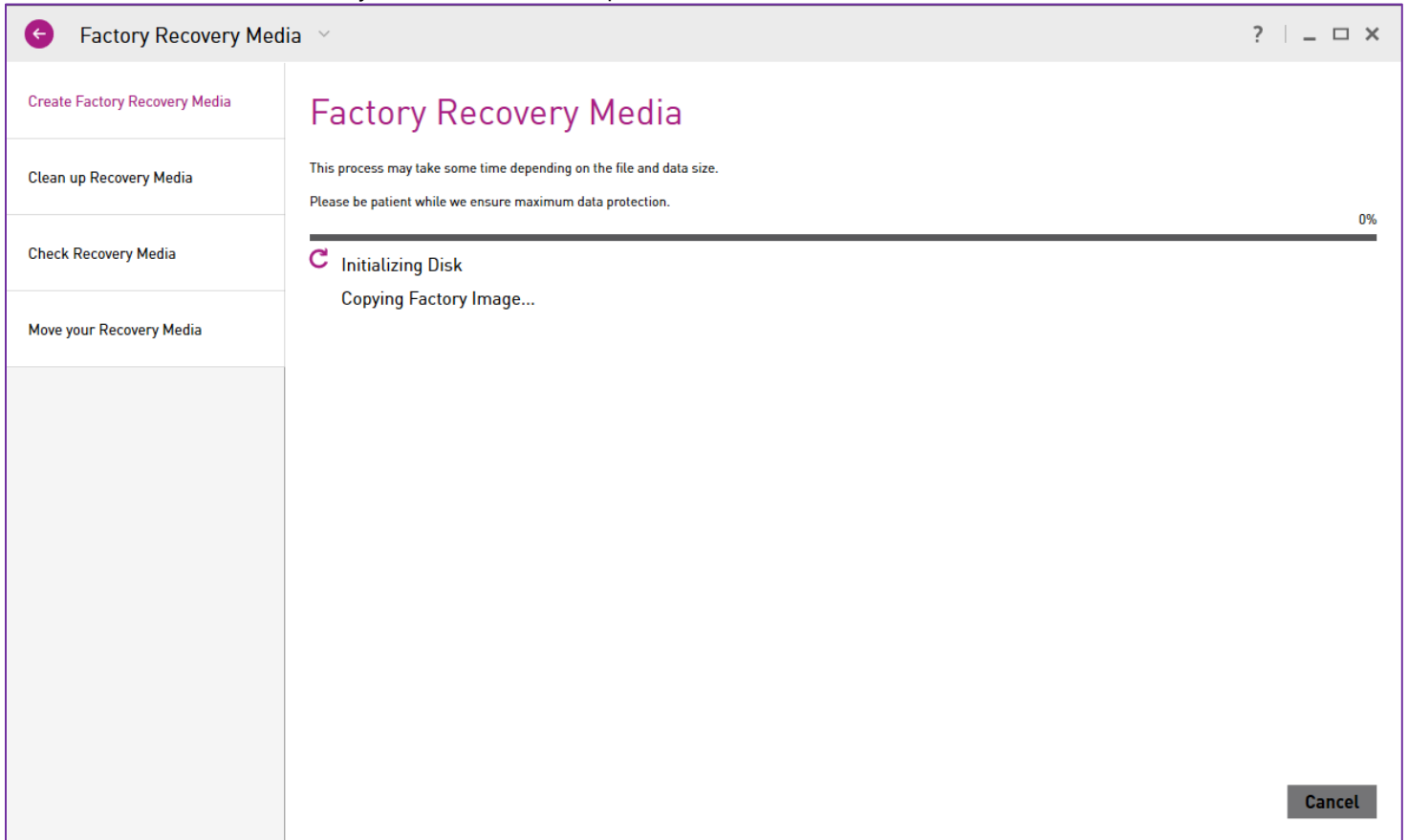
4. Click on the "Yes" button in the pop-up message box notifying you that the process may take a while and cannot be canceled (Clicking on the "No" button will cancel the creation of the Recovery Media):



Note: By default, your data will be kept but, in some scenario, due to technical limitations, we will have to erase the disk contents. Don't worry you will be notified and will be able to cancel the process (to allow you to back up your data or try another external USB drive):



5. Below is the first screen you will see when the process starts to initialize the disk:



Note: If an error occurs during this step, please ensure that your USB Hard Drive is compliant with your system ([How to ensure that my USB Hard Drive can be used as Recovery Media](#)). You can retry after having cleaned up your recovery media (See [Cleaning up your USB Hard Drive Recovery Media](#)). If the issue still persists please use another USB Hard Drive.

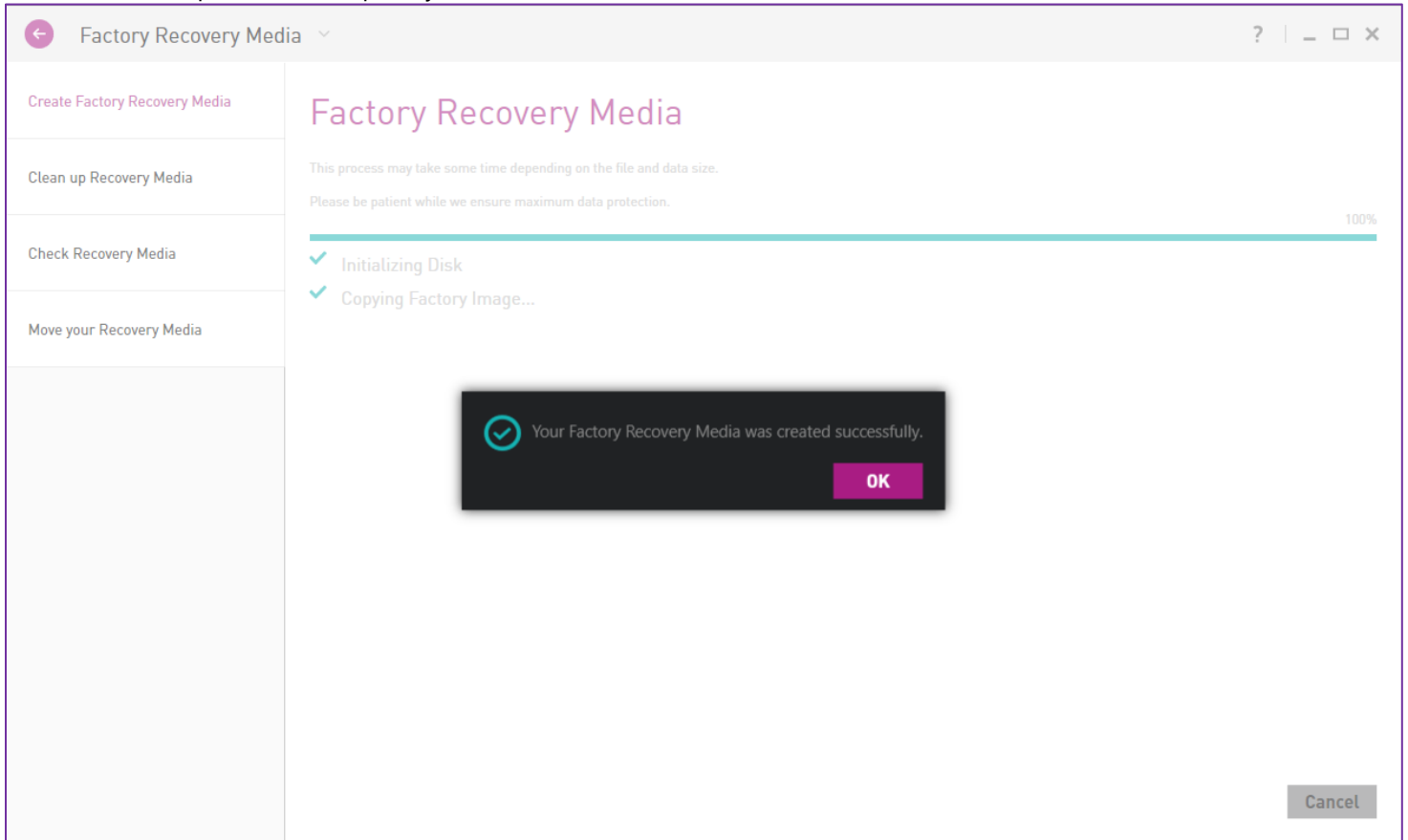
6. Once the drive has been prepared, the process will copy the Factory Image to the USB Hard drive as shown below:



Note: The amount of time this process will take depends on the amount of data contained in your Factory Image.

Note: If an error occurs during this step, we recommend you to restart your system and retry after having cleaned up your recovery media (See [Cleaning up your USB Hard Drive Recovery Media](#)). and use another USB Hard Drive. If the issue still persists please use another USB Hard Drive.

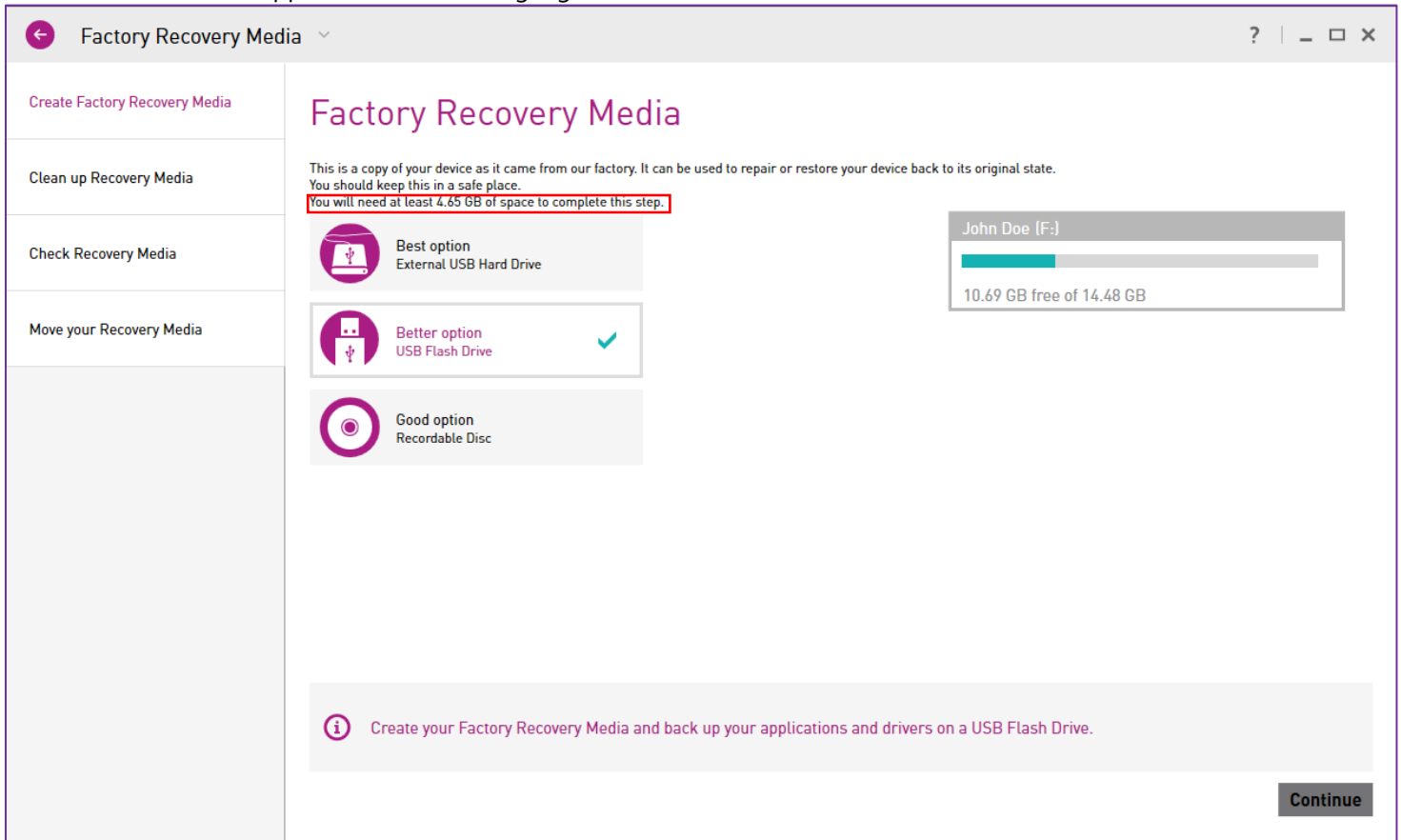
7. Once the process is complete you will see the below screen. Just click ok:



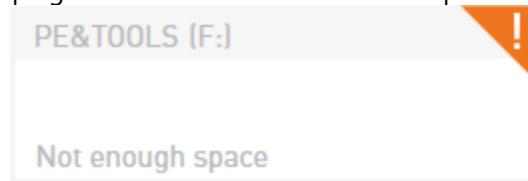
8. Because of potential mismatch and limitations between your USB Hard Drive and your PC regarding the ability to start your PC from your USB Hard Drive, we recommend you to ensure that you will be able to use this Recovery Media to restore your system later (See [Restoring your system from your Recovery Media](#)). Don't worry we will not make any modification on your device if you click on "Cancel" or "Quit" button when you arrive in the System Recovery user interface.

Creating Recovery Media on a USB Flash Drive

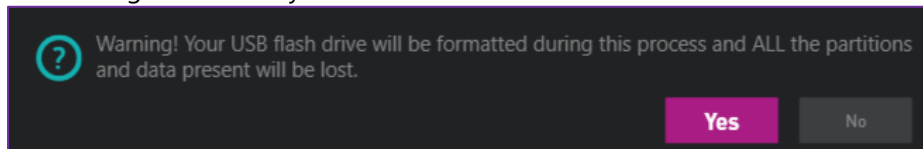
- Connect the USB Flash Drive with enough free space (5.04 GB in our example below) to the system and you will see the Flash Drive appear. Click on and highlight the drive and then click "Continue":



Note: You will be notified if you plug a USB Flash Drive will less free space than indicated:



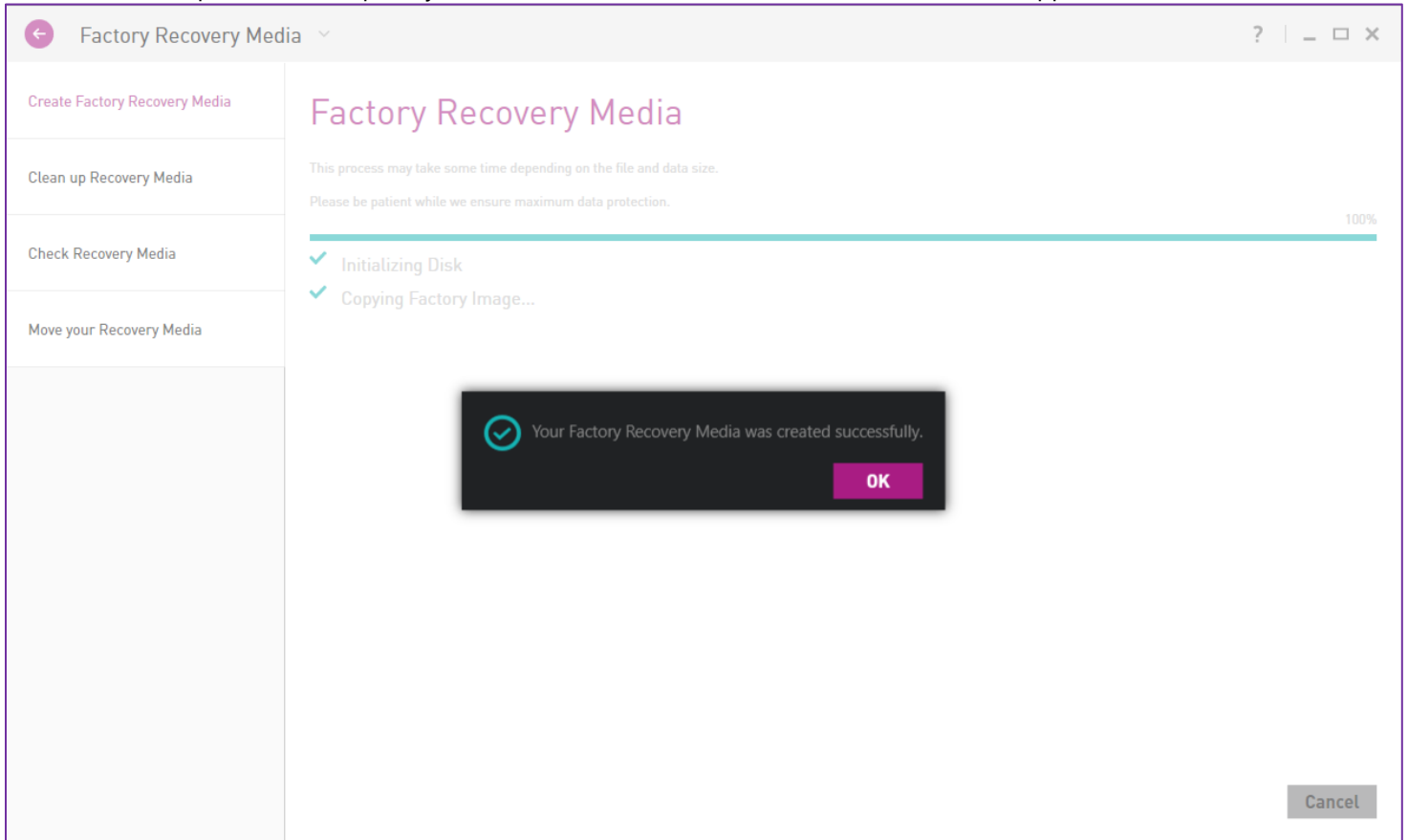
- The drive will be formatted as you see in the below image. Make sure you have your data before continuing. Click "Yes" to start creating the Recovery Media:



8. Below is the first screen you will see when the process starts to initialize the USB Flash Drive:



9. Once the process is complete you will see the below screen. Just click "OK" and the application will exit:

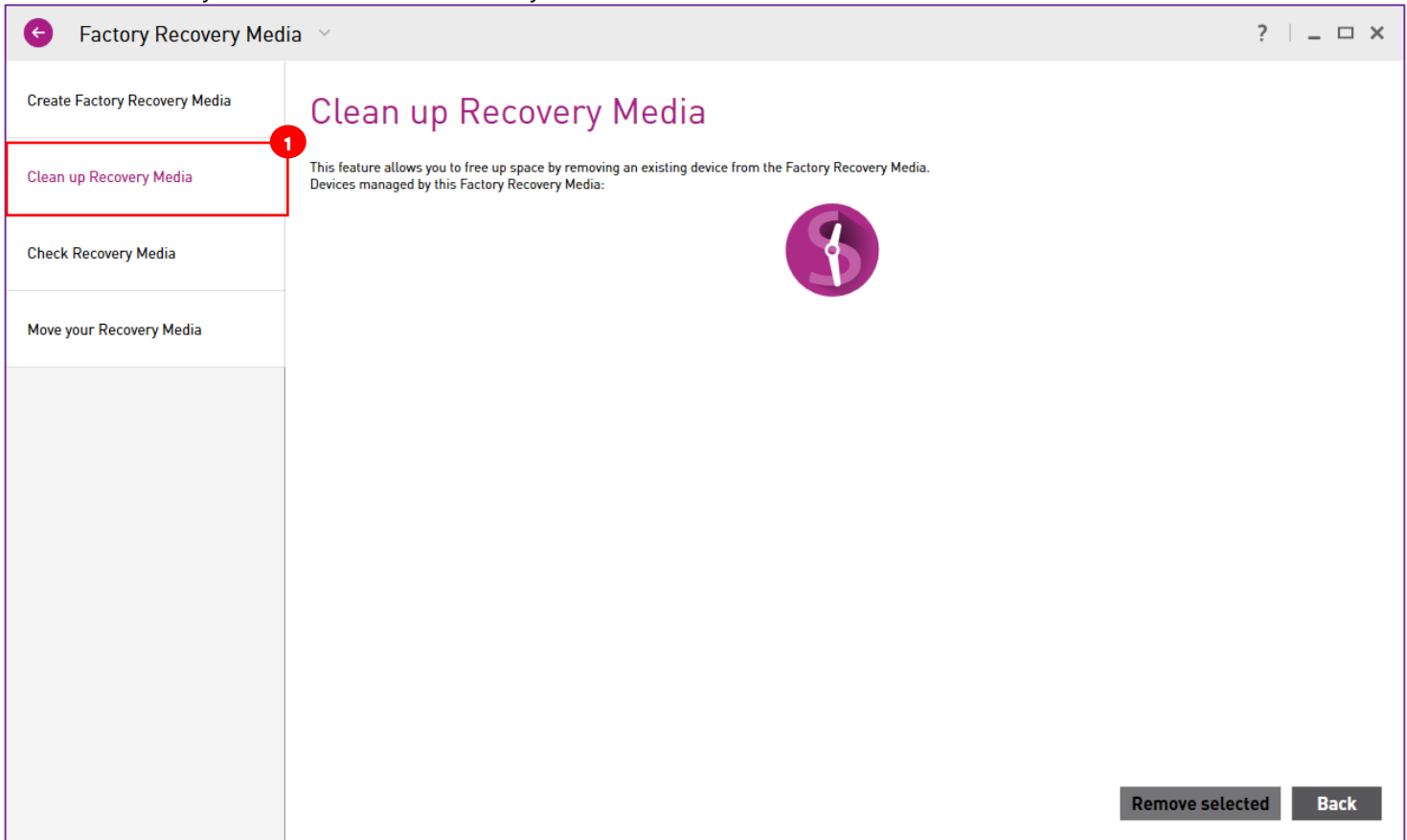


10. Because of potential mismatch and limitations between your USB Flash Drive and your PC regarding the ability to start your PC from your USB Flash Drive, we recommend you to ensure that you will be able to use this Recovery Media to restore your system later (See [Restoring your system from your Recovery Media](#)). Don't worry we will not make any modification on your device if you click on "Cancel" or "Quit" button when you arrive in the System Recovery user interface.

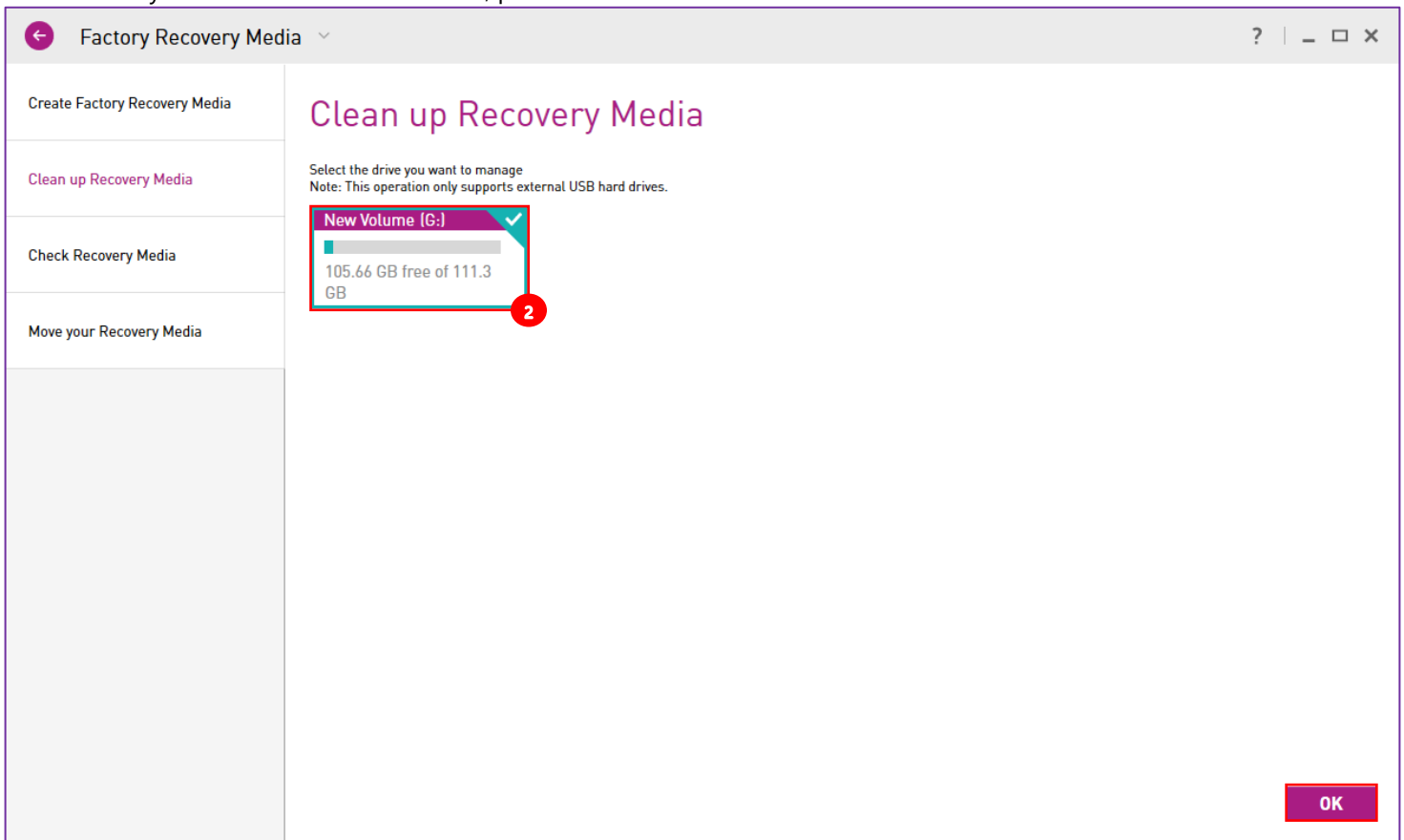
Cleaning up your USB Hard Drive Recovery Media

If you used a USB Hard Drive to create your Recovery Media, this option allows you to delete a device from it. This operation cannot be un-done, so be careful when selecting this option.

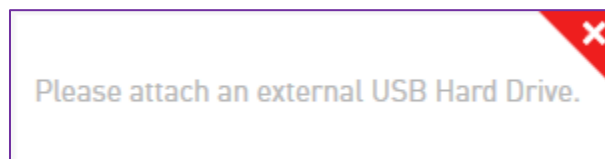
1. From the "Factory Recovery Media" screen, click on the "Clean up Recovery Media" tab **1** on the left and we will search for your USB Hard Drive Recovery Media:



2. Once your USB Hard Drive detected, please select it **2** and click on the OK button:

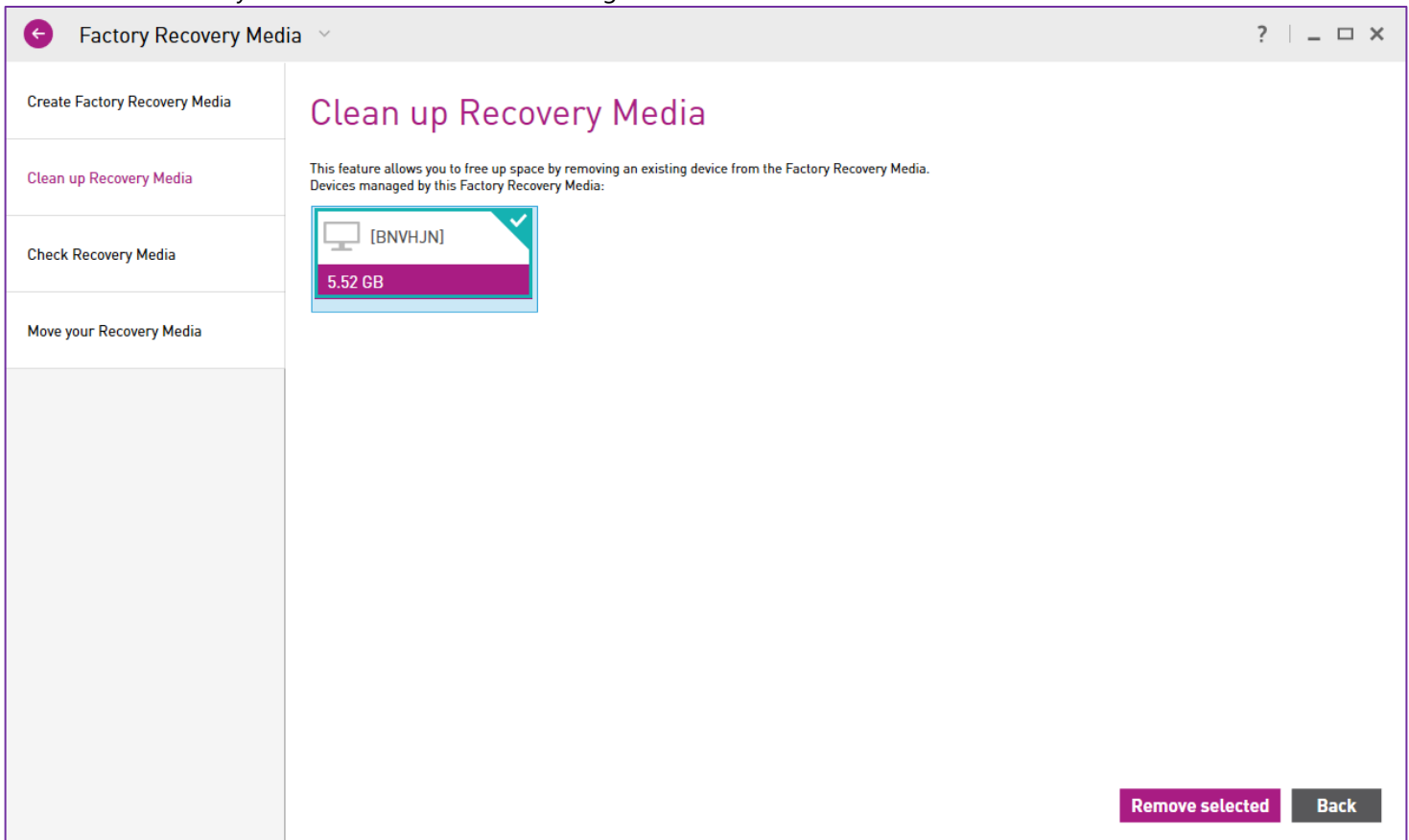


Note: If you didn't yet plug your USB Hard Drive you will be invited to attach it and it will be automatically detected after few seconds:



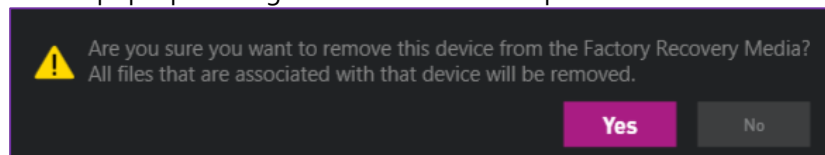
Note: If your USB Hard Drive is still not detected, please unplug it and re-plug it. If the issue still persists, please ensure that your USB Hard Drive is visible in Windows Explorer. If yes, close SoftThinks Backup and Recovery, relaunch it and follow the same steps. Else, restart your system and first ensure that your USB Hard Drive is correctly detected by Windows.

- Please wait some few seconds while we are parsing your USB Hard Drive to list all the PCs to which it is linked and select the PC you want to unlink before clicking on the "Remove selected" button:



Note: In our example the Recovery Media has been created on the current PC and has not be linked to another one so we see only 1 device. You can see the space you will recover in the tile (5.52GB here).

- Click on the "Yes" button in the pop-up message box to confirm the operation:



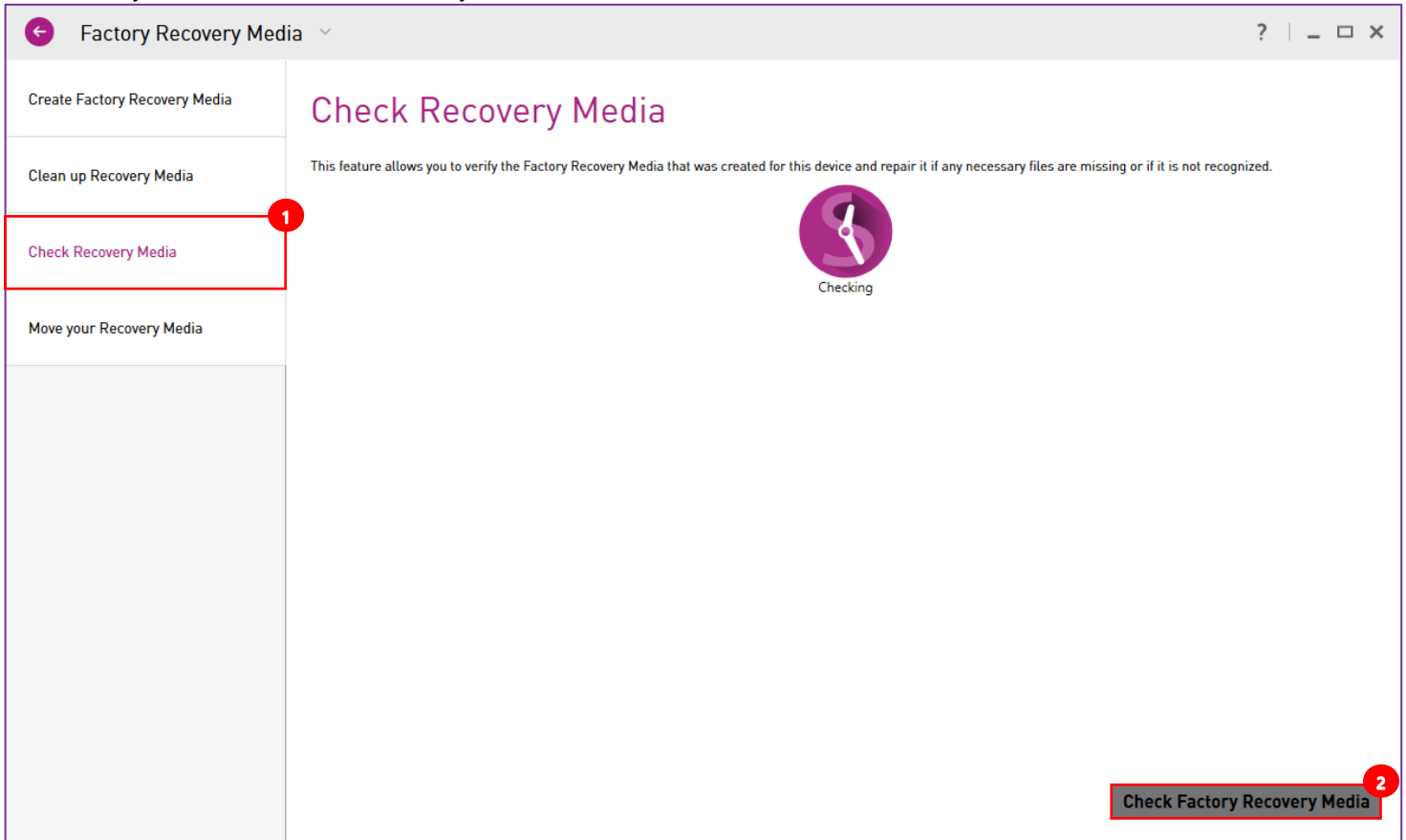
Note: Once you will have removed the selected device from your USB Hard Drive, the Factory Image and System Backups made for this device will be deleted so will not be able anymore to recover the device selected through this USB Hard Drive.

- Once the process complete, you will be redirected automatically back to the step 2.

Checking your USB Hard Drive Recovery Media

You can check your Factory Recovery Media to ensure all the needed files are still on the disk. We will automatically add the needed files if we detect a problem and the files are available to us.

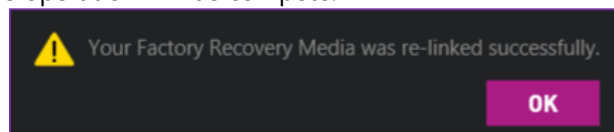
1. From the "Factory Recovery Media" screen, click on the "Check Recovery Media" tab **1** on the left and we will search for your USB Hard Drive Recovery Media:



2. Once your USB Hard Drive detected, the "Check Factory Recovery Media" button **2** becomes enable. Click on it.

Note: If the "Check Factory Recovery Media" button stays disabled, it means that your USB Hard Drive is not detected. Please unplug it and re-plug it. If the issue still persists, please ensure that your USB Hard Drive is visible in Windows Explorer. If yes, close SoftThinks Backup and Recovery, relaunch it and follow the same steps. Else, restart your system and first ensure that your USB Hard Drive is correctly detected by Windows.

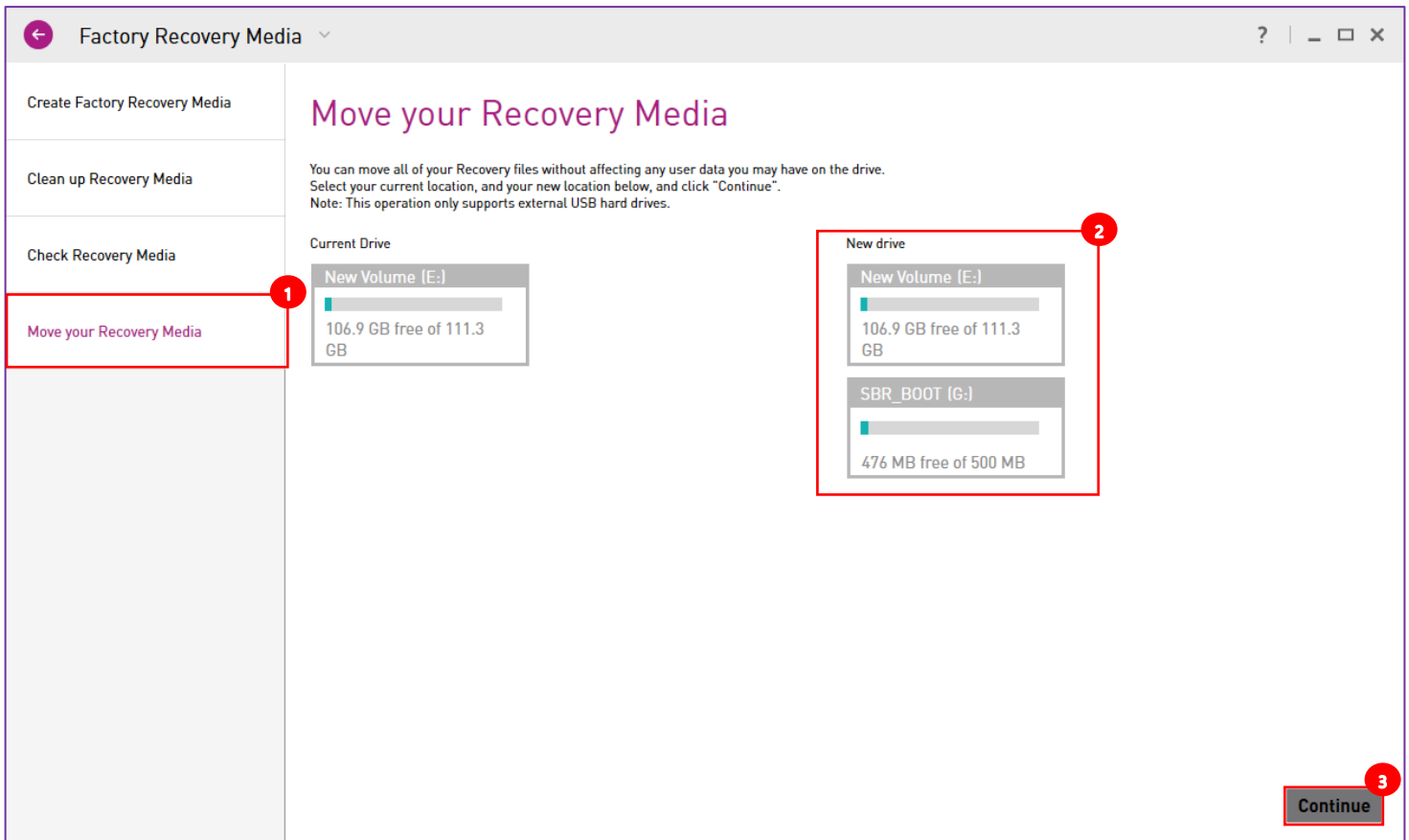
3. You will be notified when the operation will be complete:



Moving your USB Hard Drive Recovery Media contents to a new USB Hard Drive

This action will move all of your Recovery Media files from one USB hard drive to another one. The new drive will only show as an available target if there is enough space on it. You will need to connect both USB drives to perform this action. If you have multiple devices stored on your Recovery Media, all devices will be moved to the new drive and the original USB hard drive will be cleaned up.

1. From the "Factory Recovery Media" screen, click on the "Move your Recovery Media" tab **1** on the left and we will search for all the USB Hard Drives found:



2. Select the target disk in the "New drive" list
3. Click on the "Continue" button

Protecting your system

System Backups store snapshots of the User Partition at a certain point in time. The snapshots include the operating system, registry, drivers, software applications and data files, as well as system areas hidden from the user. You can exclude files by type and by size (see [Excluding files from your System Backups](#)).

By default, a complete backup of your system has been made with Softthinks Backup and Recovery when it has been installed. This so-called "Factory Image" which is unique to your device, creates a vital restore point for system recovery since it contains a complete copy of all software originally installed on your device. It is stored in a protected area of your system.

This allows you to reinstall all applications, drivers and the Windows operating system that came with your device.

When your system becomes unstable or even no more usable, you might want to restore it to a more recent state than the factory one. This is the purpose of the System Backups that can create at any time (on demand and on schedule) in order to restore later your system to this current state.

When you first set up your device or upon upgrading your system, you should immediately create a System Backup.

You can choose to store your System Backups on either your local drive in a protected folder, or on any attached USB drive. You will need to make sure to have a USB drive with enough available space to store your System Backups, or it will not be displayed.

Note: You should create regular System Backups so that you can undo any settings or return to a point in time if the device becomes unstable.

Scheduling a System Backup

1. Open SoftThinks Backup and Recovery and click on the "Backup" tile **1**:

SUPPORT_PC
Alienware X51 R2

System Backup: Every 1 of the month
Last Backup: Not performed yet
Next Backup: 2/1/2018 at 08:00 am

Data Backup: Every day at 12:00 am
Last Backup: Not performed yet
Next Backup: 1/12/2018 at 12:00 am

No recommendations at this time

Factory Recovery Media
Create your Factory Recovery Media

Backup
Backup your entire system and data

Recovery
Restore your system and recover your data

Notifications 1
Welcome
1/4/2018 at 05 : 40 : 17 pm
Getting Started! Welcome to SoftThinks Backup and Recovery! Protect your most precious digital assets by setting up your backup schedule. Your Pr...

[Terms and conditions](#) © 2016 SoftThinks SAS

2. In the “When” section **A**, click on the “Scheduled” tile **2**.

The screenshot shows the 'System Backup Creation' window. On the left, there is a sidebar with 'System Backup' and 'Data Backup' options. The main area is titled 'System Backup Creation' and contains a description: 'A System Backup is a snapshot of all the programs, system settings, and files on your main hard drive. The System Backup can be used if you need to restore your device.' Below this, there are two main sections: 'Where' and 'When'. In the 'Where' section, the 'External' tile is selected (marked with a checkmark and callout 3), and the 'Location' dropdown shows 'John Doe (G:)' with '100.33 GB free of 111.16 GB' (marked with callout 4). In the 'When' section, the 'Scheduled' tile is selected (marked with a checkmark and callout 2), and the 'Frequency' dropdown shows 'Monthly' selected (marked with a checkmark and callout 5). Below the frequency, there are dropdowns for 'Select day:' (set to 1), 'Select time:' (set to 08:00 am), and a 'Backup Now' button (marked with callout 6) and an 'Apply' button.

In our example we schedule it monthly, the 1st day of each month at 08:00 AM:

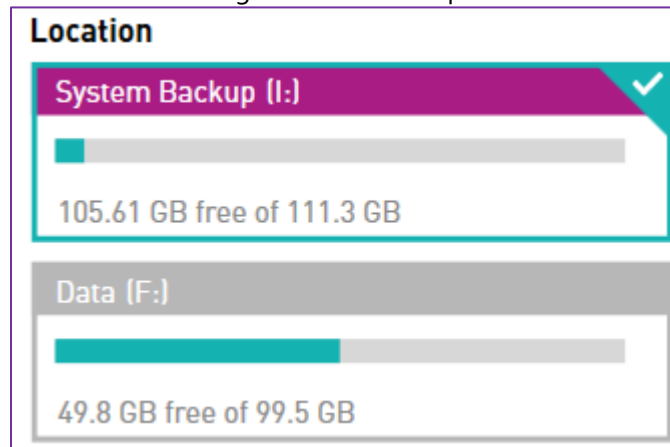
- a. Click on “Scheduled” tile **c**
- b. Click on “Monthly” tile **d**
- c. Select which day of the month **e**
- d. Select the time **f**

Note: If your system is not running at this time, the System Backup will be created the next time you will start your device. In order to make this process as transparent as possible without impacting the performances of your system, it is run with the lowest priority and this means that the capture could take several hours depending on the volume of data to back up.

3. Select where you want to store your System Backup in the “Where” section **B**. If you already created or scheduled a System Backup your last location will be pre-selected. You can choose to store your System Backup on either your local drive in a protected folder by clicking on the “Local” tile, or on any attached USB drive by clicking on the “External” tile **3** as in our example.

Note: We recommend you to use an external USB drive to prevent losing them in case of Hard Disk failure or replacement, and ideally the Factory Recovery Media you should have created if it was an USB Hard Drive.

4. For both cases the list of the available target drives will be displayed in the “Location” area **4**. Click on the local or USB drive you wish to target from the list presented. The green square around the box indicates the currently selected drive. Faded drives indicate that there is not enough available free space to house the backup and are not selectable:



Note: If you already created at least one System Backup and you change the target location, the existing System Backups will be moved to the new location (See [Moving your System Backups](#)).

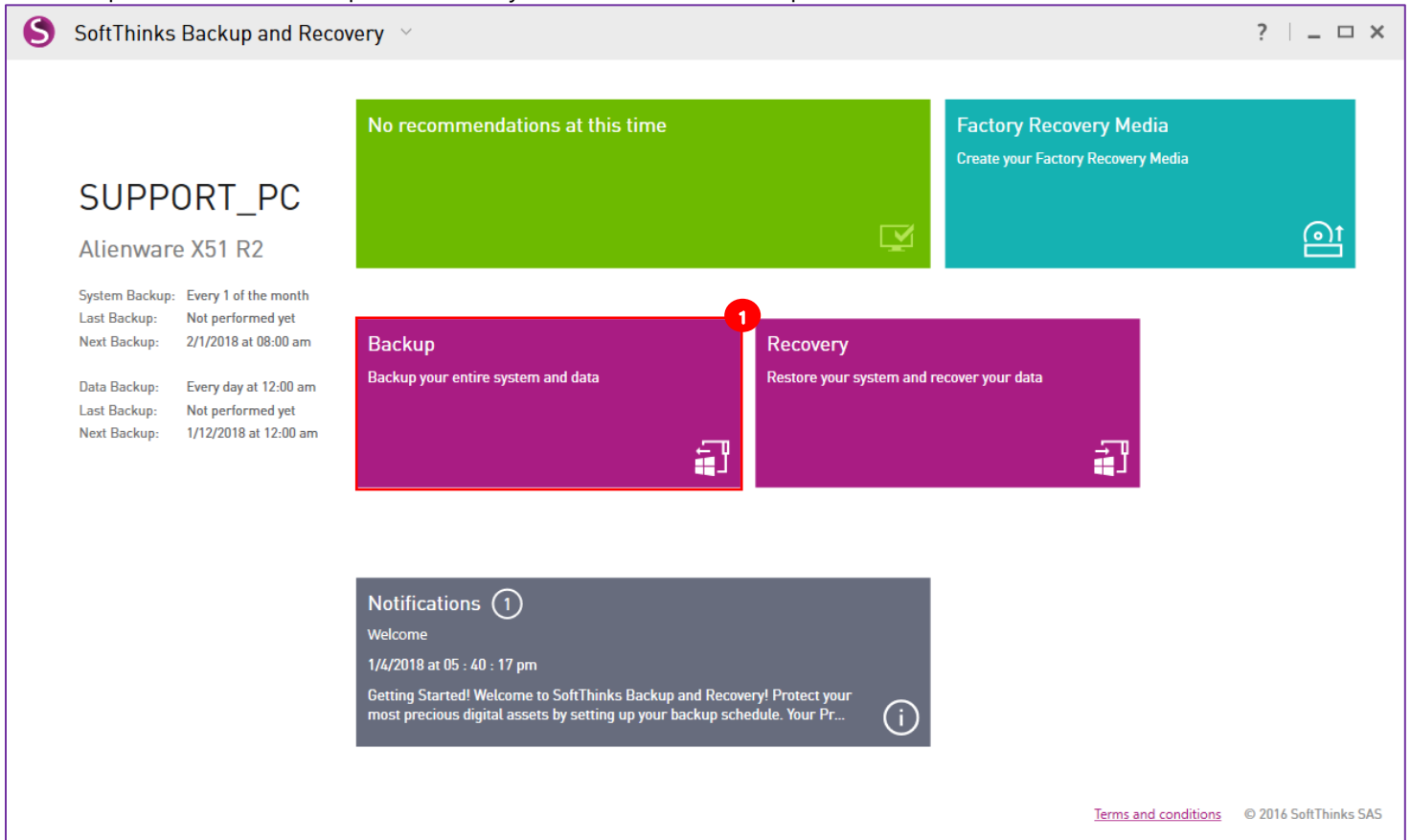
5. If you wish to exclude files from your System Backups to decrease the size of the backups and speed up their creation, click on “More options” **5** and follow the instructions described in [Excluding files from your System Backups](#).
6. Click on the “Apply” button **6**

Note: If the button is disabled (greyed out), please ensure that you selected a target drive (step 4).

Creating a System Backup on demand

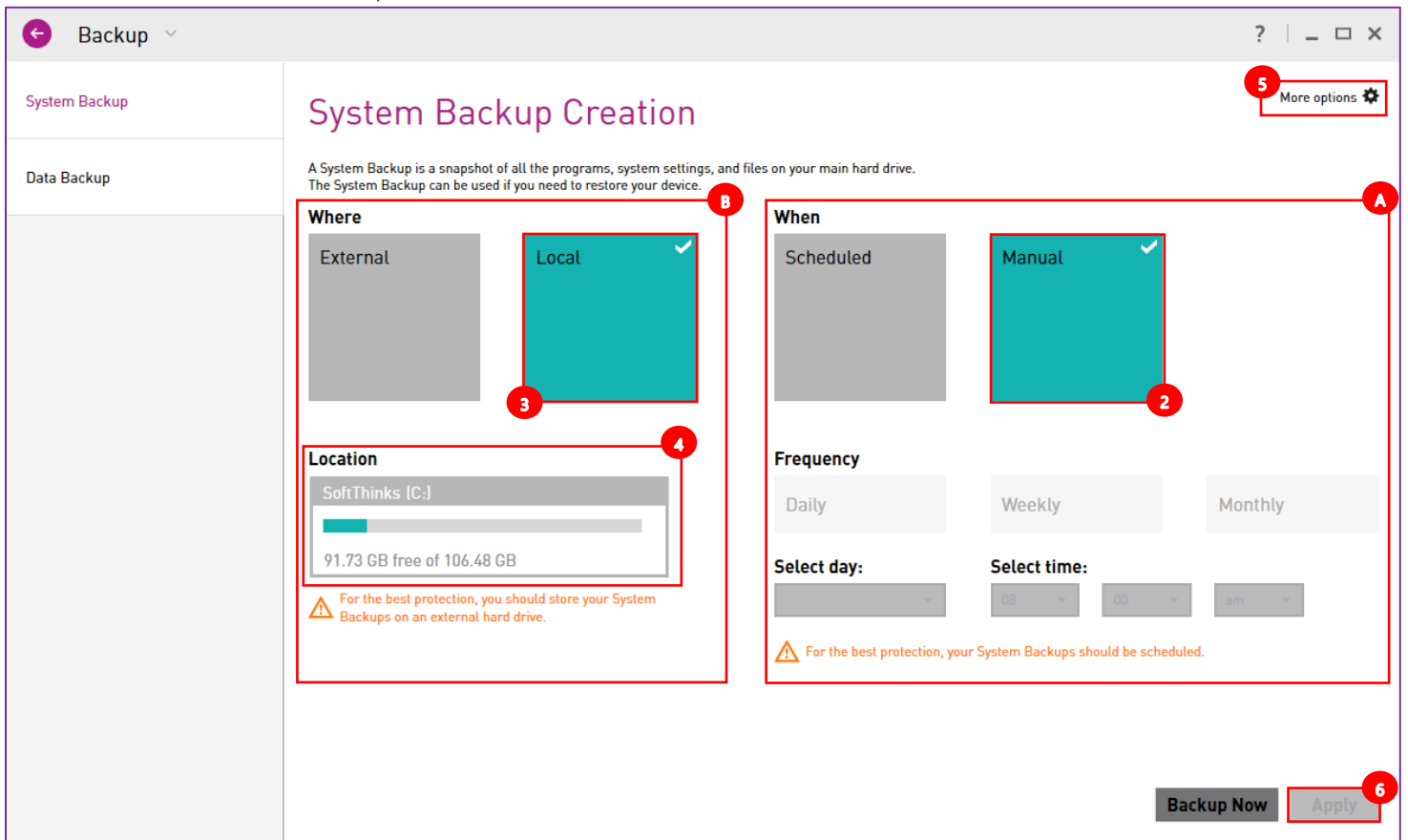
Even if you scheduled the backup of your system as recommended you might want to make a System Backup at a specific point in time, for example once you have installed applications or applied some important updates, in order to be able to go back to the current state. In such situation please follow the steps below:

1. Open SoftThinks Backup and Recovery and click on the "Backup" tile **1**:



If you already scheduled a System Backup and want to backup now your system to the location you already defined you can go directly to the [step 6](#).

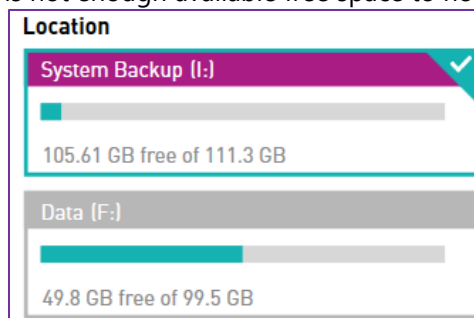
2. In the “When” section **A**, click on the “Manual” tile **2**:



3. Select where you want to store your System Backup in the “Where” section **B**: either on your local drive in a protected folder by clicking on the “Local” tile **3** as in our example, or on any attached USB drive by clicking on the “External” tile. If you already created or scheduled a System Backup your last location will be pre-selected.

Note: We recommend you to use an external USB drive to prevent losing them in case of Hard Disk failure or replacement, and ideally the Factory Recovery Media you should have created if it was an USB Hard Drive.

4. For both cases the list of the available target drives will be displayed in the “Location” area **4**. Click on the local or USB drive you wish to target from the list presented. The green square around the box indicates the currently selected drive. Faded drives indicate that there is not enough available free space to house the backup and are not selectable:



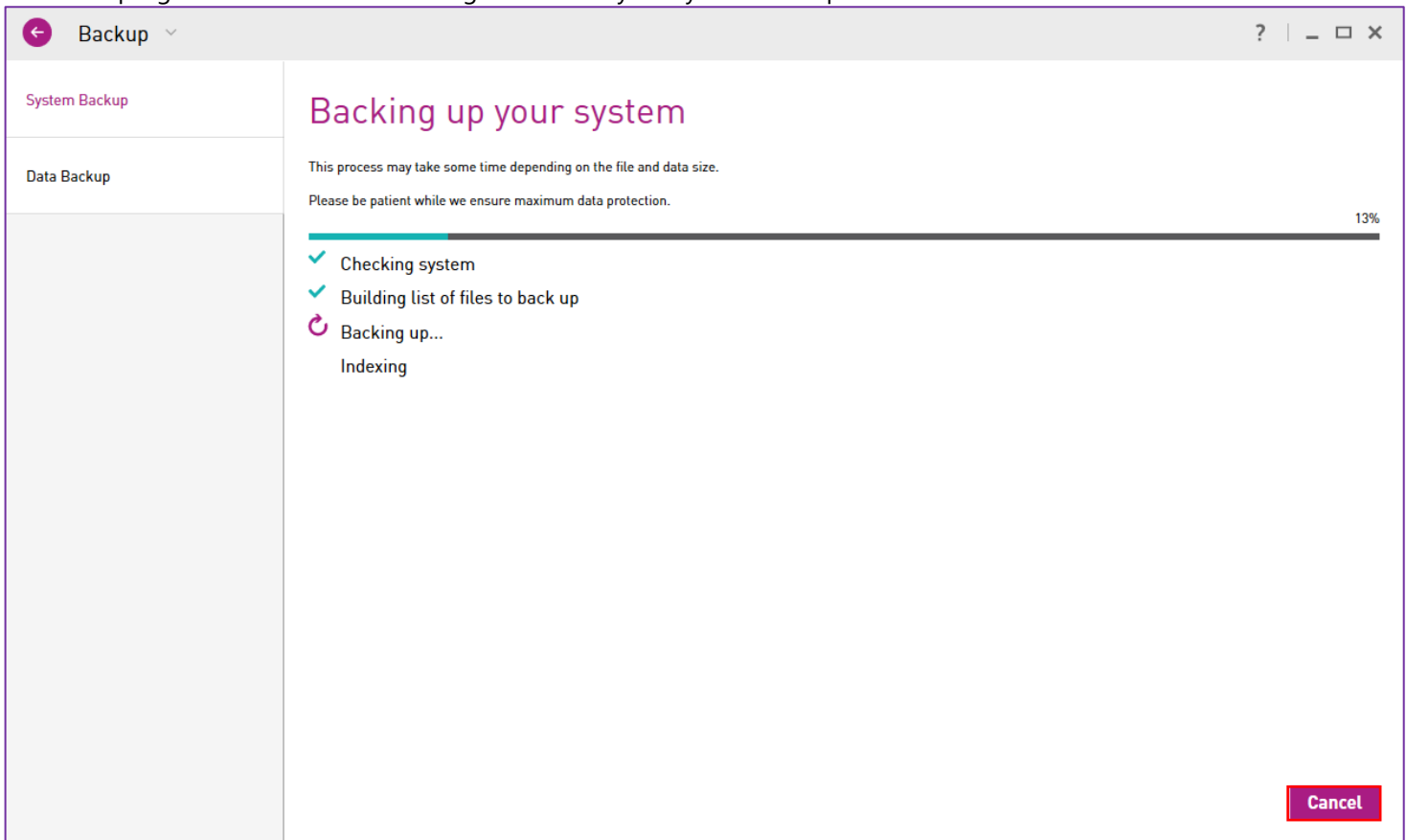
Note: If you already created at least one System Backup and you change the target location, the existing System Backups will be moved to the new location (See [Moving your System Backups](#)).

5. If you wish to exclude files from your System Backups to decrease the size of the backups and speed up their creation, click on "More options" **5** and follow the instructions described in [Excluding files from your System Backups](#).

6. Click on the "Backup now" button **6**

Note: If the button is disabled (greyed out), please ensure that you selected a target drive (step 4).

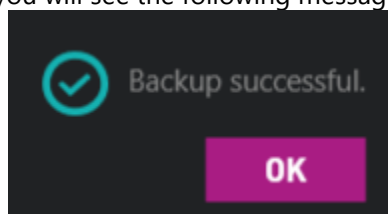
7. A progress bar indicates how long remains on your system backup:



Note: This process will take some time depending on the amount of data in your Factory Image.

Note: To cancel the backup process, click on the "Cancel" button at the bottom right corner:

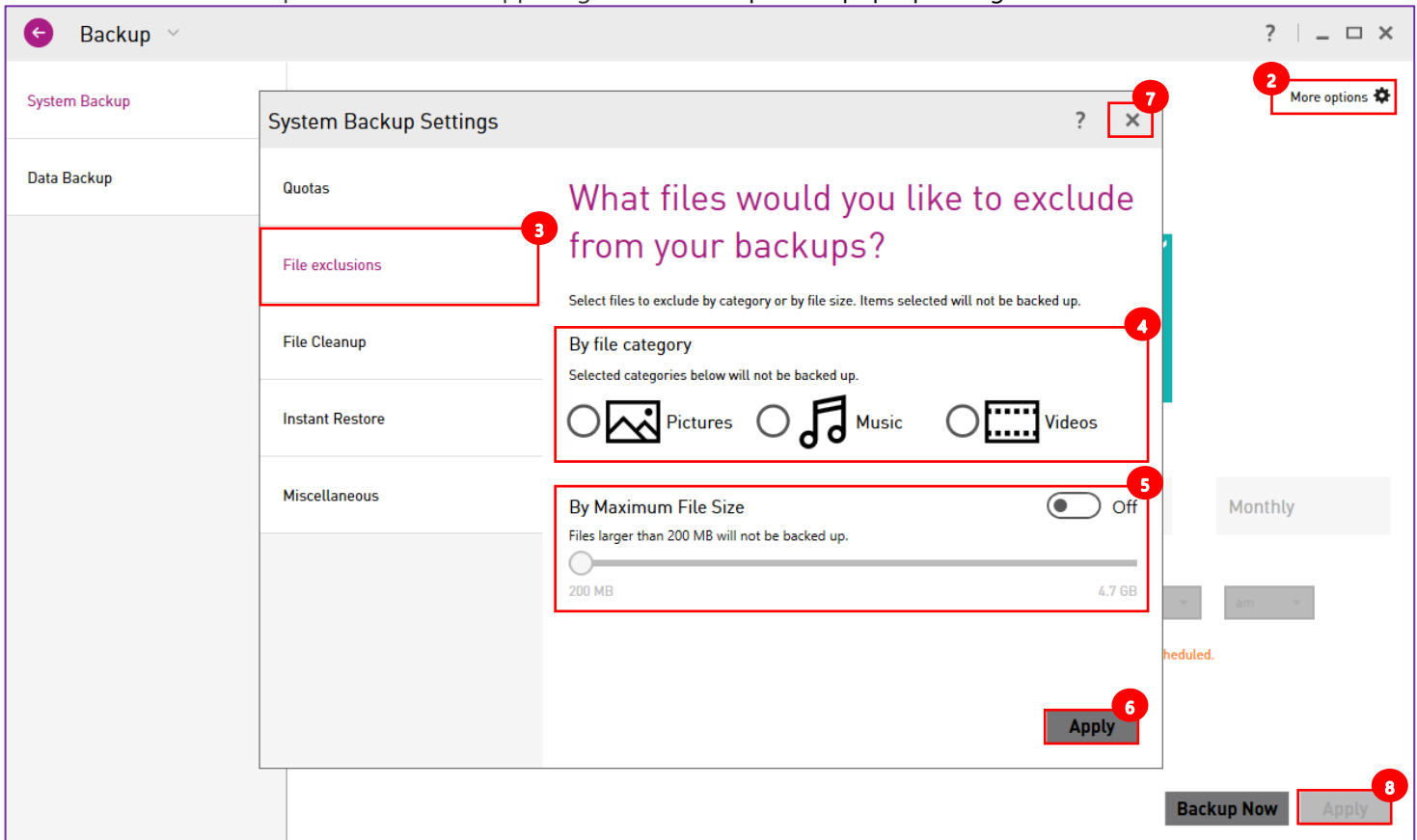
8. When the System Backup completes you will see the following message:



Excluding files from your System Backups

You may wish to exclude files from your System Backups to decrease the size of the backup or speed up their creation. Files can be excluded either by size, type or both:

1. Open SoftThinks Backup and Recovery and click on the "Backup" tile
2. Click on "More options" **2** in the upper right corner to open the pop-up dialog box below:



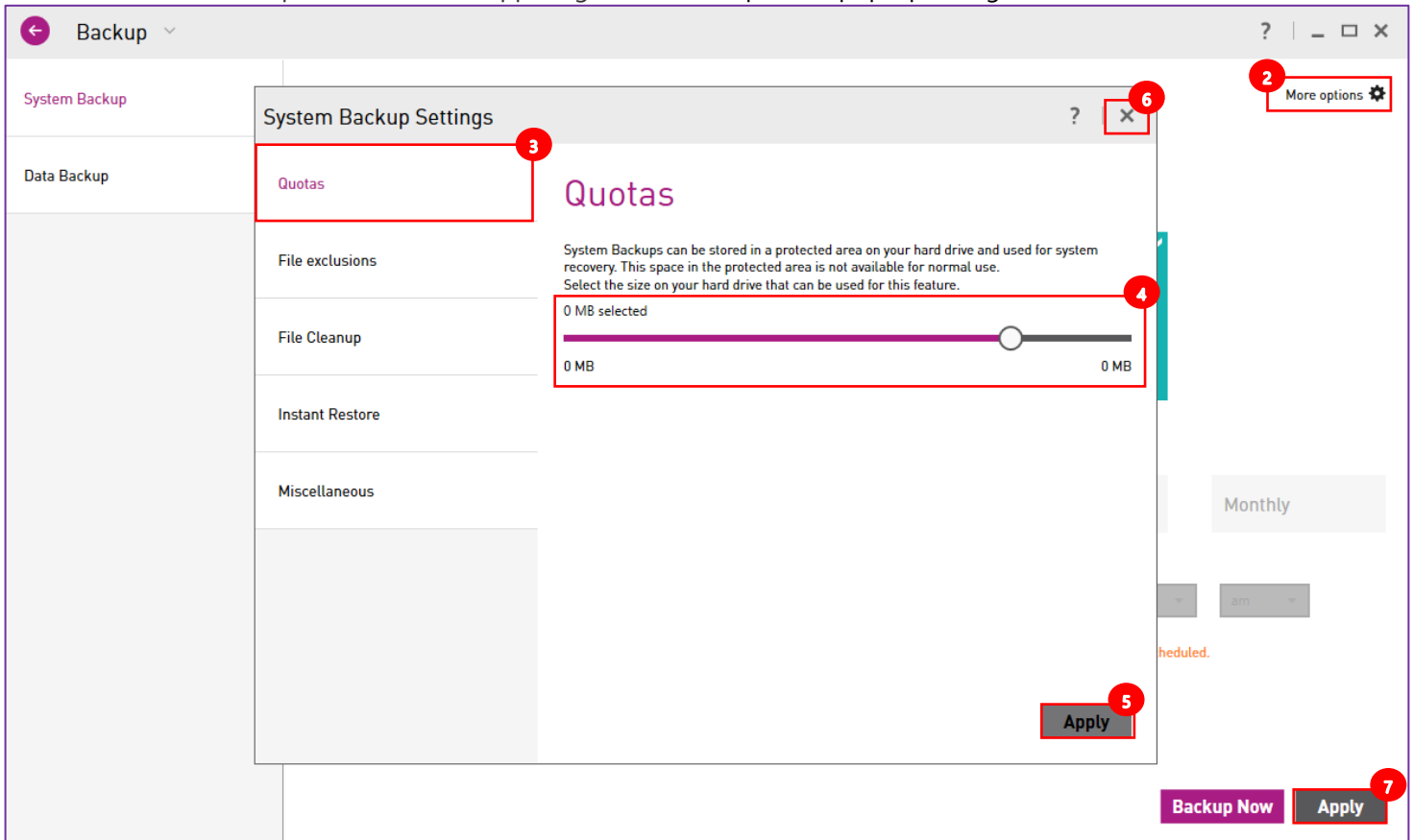
3. Click on the "File exclusions" tab **3** on the left of the pop-up dialog box
4. Select the file categories **4** you would like to exclude from your backup
5. To exclude files larger than a given size, first slide the "By Maximum File Size" switch from OFF to ON and then click and drag the slider to your desired maximum allowed file size **5**
6. When satisfied with your exclusion options, click on the "Apply" button of the pop-up dialog box **6**
7. Then close the window by clicking on the "X" **7** in the upper right corner of the dialog box
8. Click on the "Apply" button **8**

Note: Please choose carefully since any selection you choose will be excluded from your System Backup and will not be recovered in case of a System Recovery. Do not select any system file or application file.

Defining a quota for your System Backups storage location

If your System Backups are stored locally on your device you can limit the amount of space used for those backups. By default, System Backups may consume up to 25% of the C: drive. This allocation may be modified but the allocation may never exceed 30% of the drive.

1. Open SoftThinks Backup and Recovery and click on the "Backup" tile
2. Click on "More options" ² in the upper right corner to open the pop-up dialog box below:



3. Click on the "Quotas" tab ³ on the left of the pop-up dialog box
4. Move the slider ⁴ the size you want to dedicate to the System Backups storage
5. When satisfied with your exclusion options, click on the "Apply" button of the pop-up dialog box ⁵
6. Then close the window by clicking on the "X" ⁶ in the upper right corner of the dialog box
7. Click on the "Apply" button ⁷

Note: Once you are near the limit set, you will receive a warning. Once the space limit has been reached, you have a few options on how to manage your System Backups.

Moving your System Backups

We recommend you to store your System Backups on an USB Hard Drive but you might not have one available when configuring the product initially. In the meantime, you might run out of space locally or buy an USB Hard Drive for example. In such case you can change your target location and move all your existing System Backups to a new location.

1. Open SoftThinks Backup and Recovery and click on the "Backup" tile **1**:

The screenshot displays the SoftThinks Backup and Recovery application interface. The window title is "SoftThinks Backup and Recovery". On the left side, the system information for "SUPPORT_PC" (Alienware X51 R2) is shown, including backup schedules for System and Data. The main area contains four tiles: "No recommendations at this time" (green), "Factory Recovery Media" (teal), "Backup" (purple, highlighted with a red border and a red circle with "1"), and "Recovery" (purple). A "Notifications" panel at the bottom shows a welcome message with a red circle with "1" next to it. The bottom right corner has "Terms and conditions" and "© 2016 SoftThinks SAS".

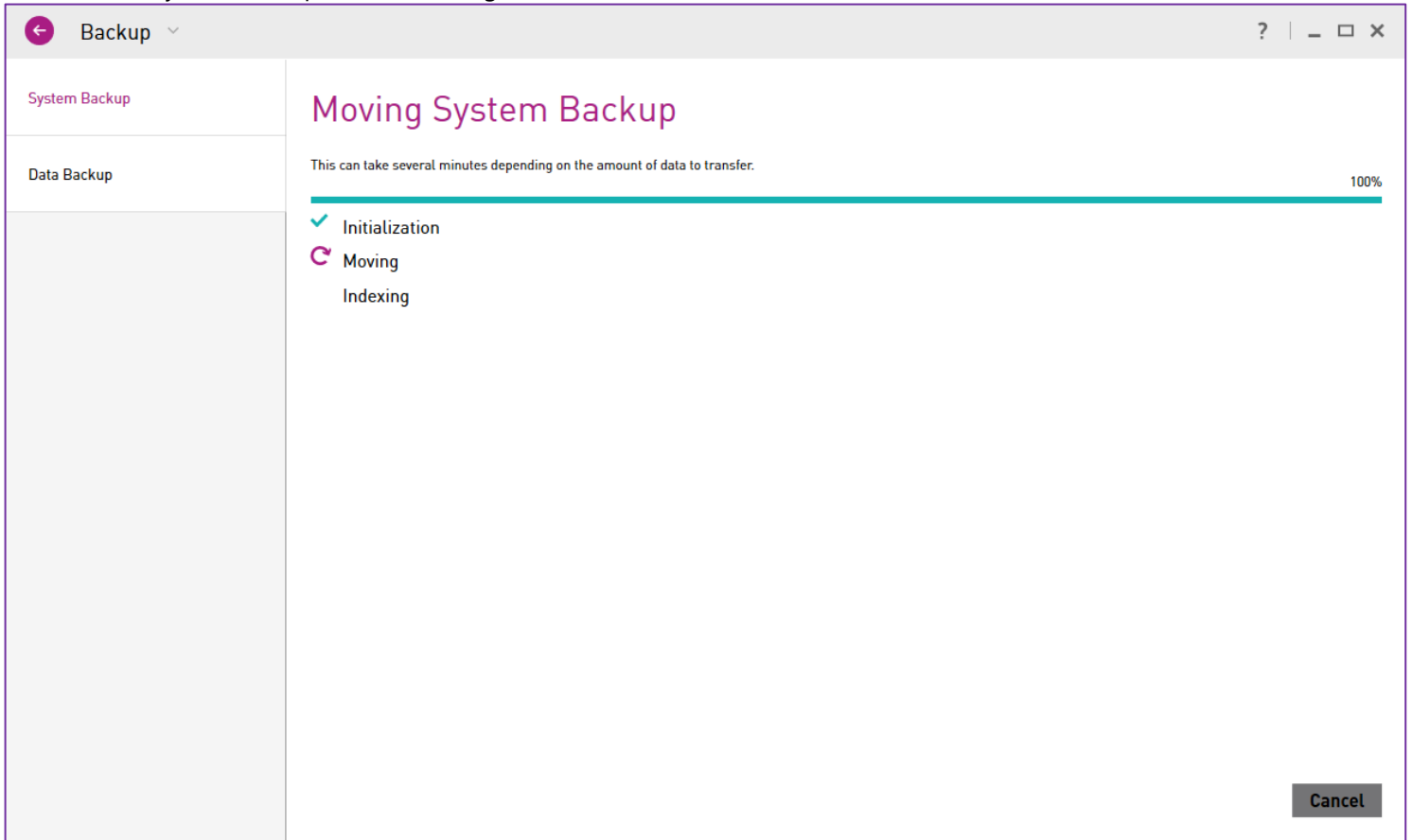
2. In the “Where” section **2**, switch to the new location type (“External” or “Local”) if needed:

The screenshot shows the 'System Backup Creation' window. On the left, there is a sidebar with 'System Backup' and 'Data Backup' options. The main content area is titled 'System Backup Creation' and includes a description: 'A System Backup is a snapshot of all the programs, system settings, and files on your main hard drive. The System Backup can be used if you need to restore your device.' Below this, there are several sections: 'Where' with 'External' and 'Local' (selected with a checkmark), 'When' with 'Scheduled' and 'Manual' (selected with a checkmark), 'Location' showing 'SoftThinks (C:)' with a progress bar and '91.73 GB free of 106.48 GB', 'Frequency' with 'Daily', 'Weekly', and 'Monthly' options, and 'Select day:' and 'Select time:' dropdowns. A warning icon and text state: 'For the best protection, you should store your System Backups on an external hard drive.' and 'For the best protection, your System Backups should be scheduled.' At the bottom right, there are 'Backup Now' and 'Apply' buttons. Red callout boxes with numbers 2, 3, and 4 highlight the 'Where' section, the 'Location' area, and the 'Apply' button respectively.

3. Then select the new target drive in the Location area **3**

4. Click on the “Apply” button **4** at the bottom right

5. Your System Backups are then being moved to the new location:

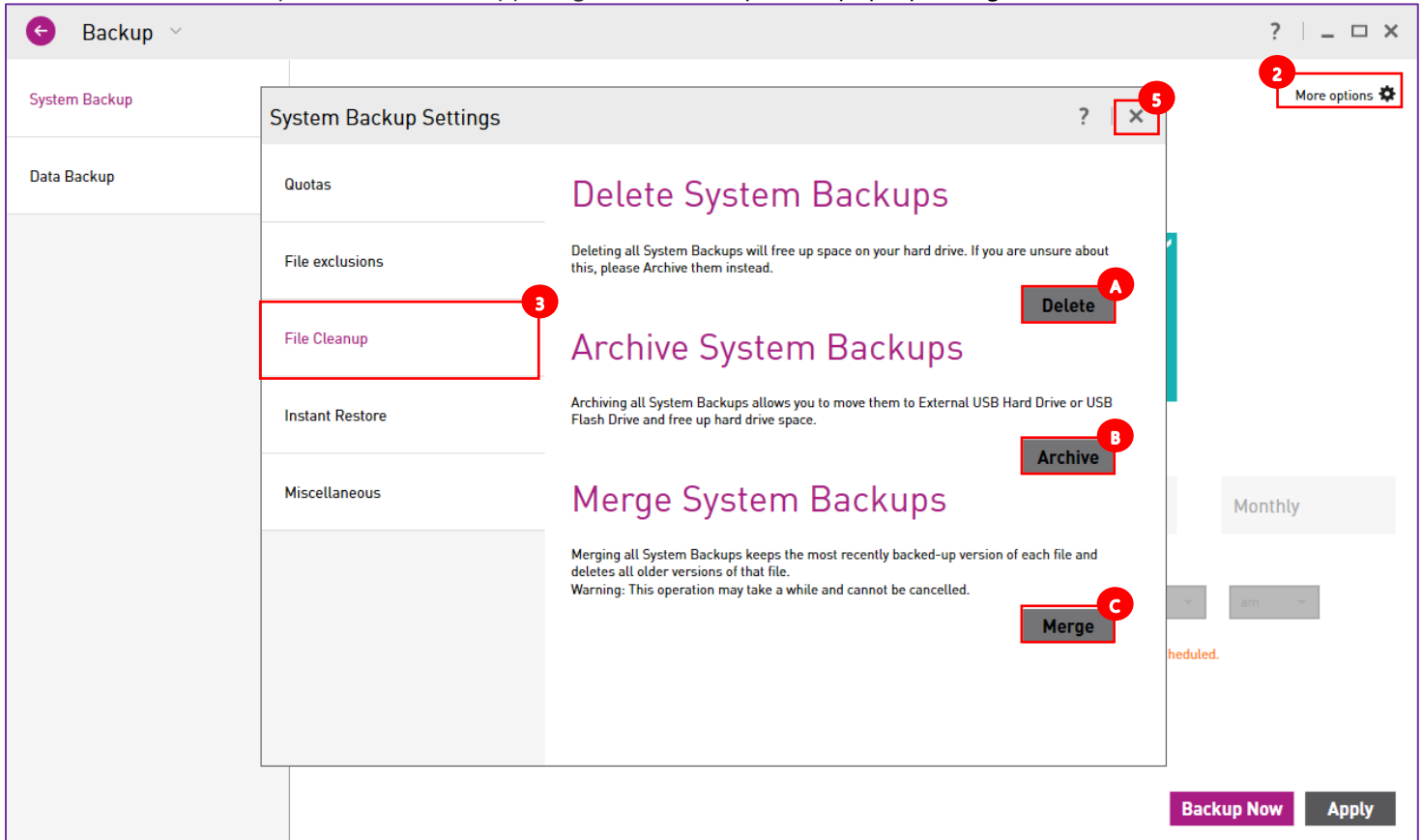


6. Once the process complete, you will be redirected automatically to the home page.

Managing your System Backups

If you are running out of space on your System Backups storage location or just want to make some free space, you can move them to another location as we just described, or delete, archive or even merge them:

1. Open SoftThinks Backup and Recovery and click on the "Backup" tile
2. Click on "More options" **2** in the upper right corner to open the pop-up dialog box below:



3. Click on the "File Cleanup" tab **3** on the left of the pop-up dialog box
4. Click on the operation ("Delete" / "Archive" / "Merge") you want to process
5. Then close the window by clicking on the "X" **5** in the upper right corner of the dialog box

Deleting System Backups

Deleting existing System Backups removes the selected System Backups, and will re-start your System Backup Chain.

Archiving System Backups

You could move all existing System Backups to external USB Hard Drive or USB Flash Drive. Old information will be stored in the USB Drive.

Merging System Backups

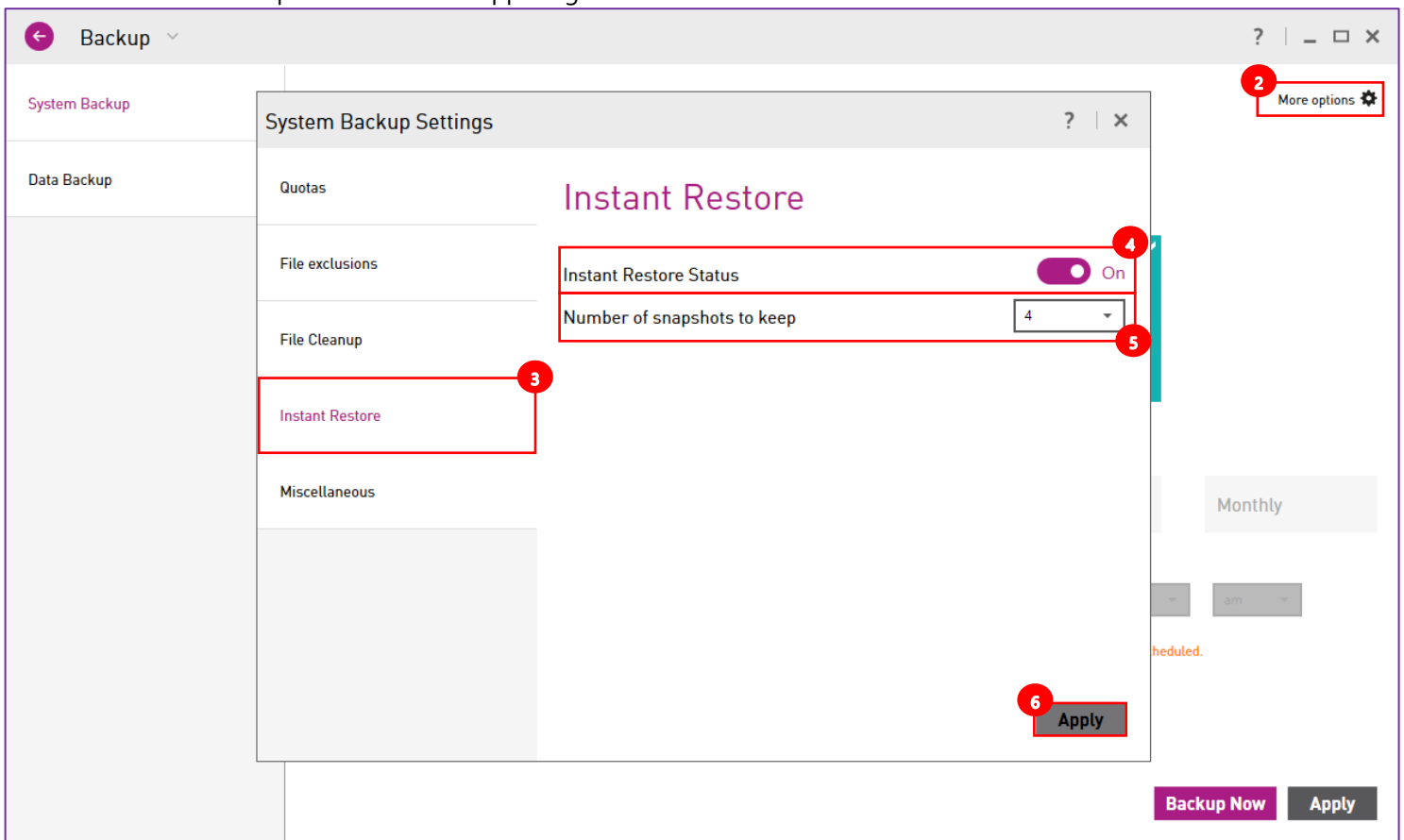
Merge System Backups to save space by removing the older versions of files and keeping only the latest version of each file contained in those System Backups.

Instant Restore snapshots

Instant Restore feature repairs certain software issues that might arise during the Windows lifecycle without the need to restore a System Backup, or Windows restore point. All your personal files and settings will remain untouched. In order to achieve those objectives, Instant Restore will define the most relevant software triggers and create “OS status snapshots” which consist of metadata & registry information (about 30 MB per snapshot, except after important Windows Updates) and are stored in an hidden and protected folder on your hard disk.

Instant Restore is enabled by default but you can disable this feature and you can also customize the number of snapshots to keep:

1. Open SoftThinks Backup and Recovery User Interface and click on the “Backup” tile
2. Click on “More options” **2** in the upper right corner



3. Select the “Instant Restore” tab **3** on the left
4. Switch the “Instant Restore Status” slider **4** to “Off” to disable Instant Restore feature
5. Select the number of snapshot that you want to keep **5**
6. Click on the “Apply” button **6** to save your settings

Note: You will not be able to disable Instant Restore feature if an Instant Restore snapshot is currently being created. In this case please retry later.

Protecting your Data

Even if all your data are backed up with your system files when System Backups are created, you might want to back up your data more regularly than your system, and especially the important data you are modifying or creating on a daily basis for example.

This is the purpose of the Scheduled Data Backups and the Continuous Data Protection technologies:

- A Data Backup is a backup archive of a file or a group of files containing a copy of selected file/folder contents. When you create a Data Backup, only the data, along with the folder tree, are compressed and stored.

You have certainly some documents, photos, music and video that you don't want to lose and you are modifying your documents over the time and you take photos and videos regularly. This is why you need to back those data regularly and the best way to ensure this is done is to schedule those data backups right now. Only the new files or the files modified will be saved and compressed in order to limit the size of the backup.

- Continuous Data Protection, also called **continuous backup** or **real-time backup**, refers to backup of computer data by automatically saving a copy of every change made to that data, essentially capturing every version of the data that the user saves. It allows you to restore data to any point in time.

As a professional user, you might work on important documents several times per day and you want to be sure that in the case your system freezes, crashes, shutdowns or reboots unexpectedly, or in the case of a manual error, you can retrieve the document in the latest state it was. You might also want to roll back some modifications and go back to any previous version you made. The Continuous Data Protection feature allows you to protect your working documents in real time and to roll back to any version saved some minutes or hours ago. For the files modified, only the blocks changed are saved.

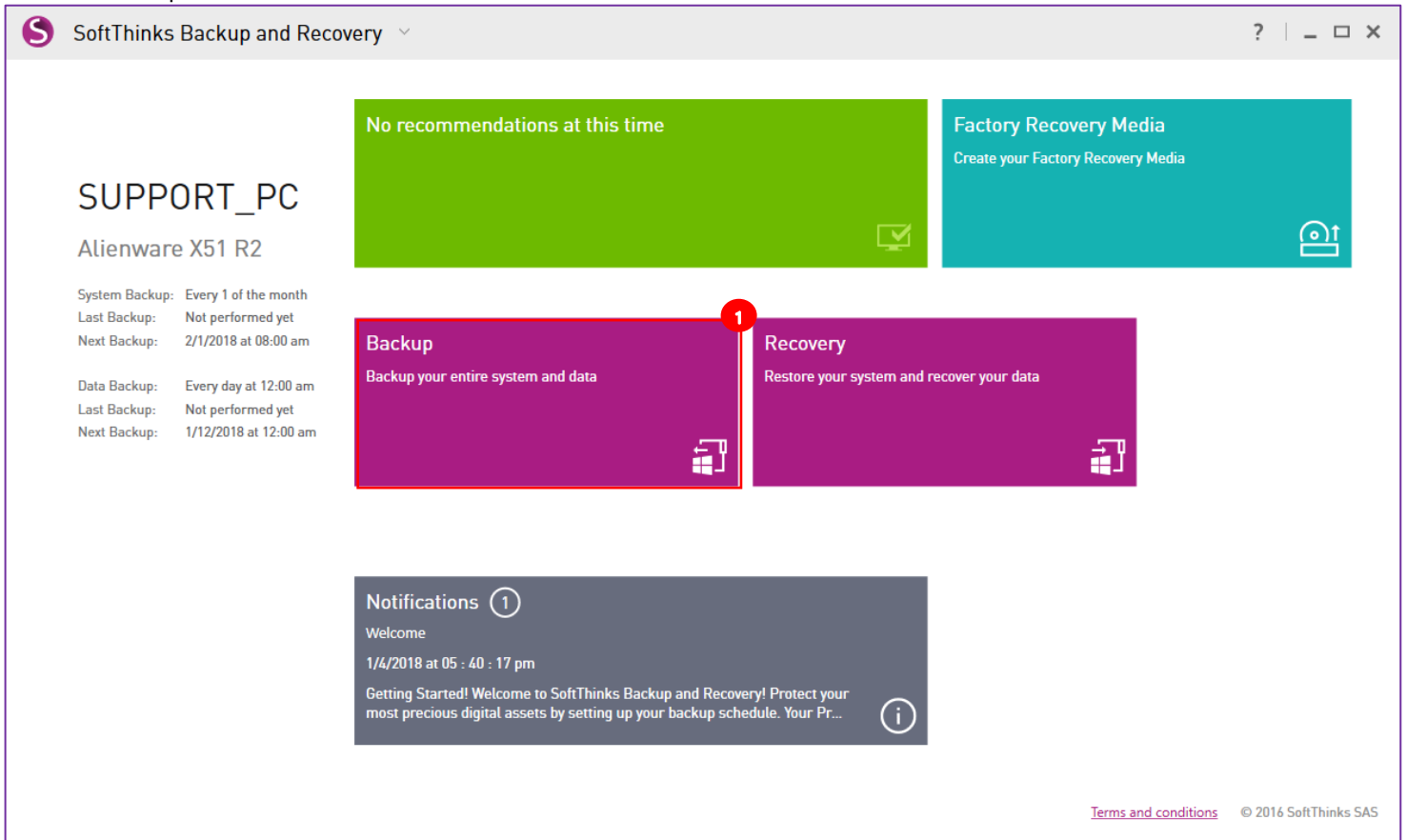
Our solution offers you those 2 technologies to fit perfectly your needs and you can even mix them, meaning regularly back up some data based on schedule (photos, video, music typically) and continuously protect some other critical data you are modifying several times per day.

You can save your Data to your local device, a second hard drive, a removable USB drive or a network. You can create Backup Profiles and select files based on categories, or choose specific folders to include. You can choose a different location for your Data Backups and your files saved by the Continuous Data Protection.

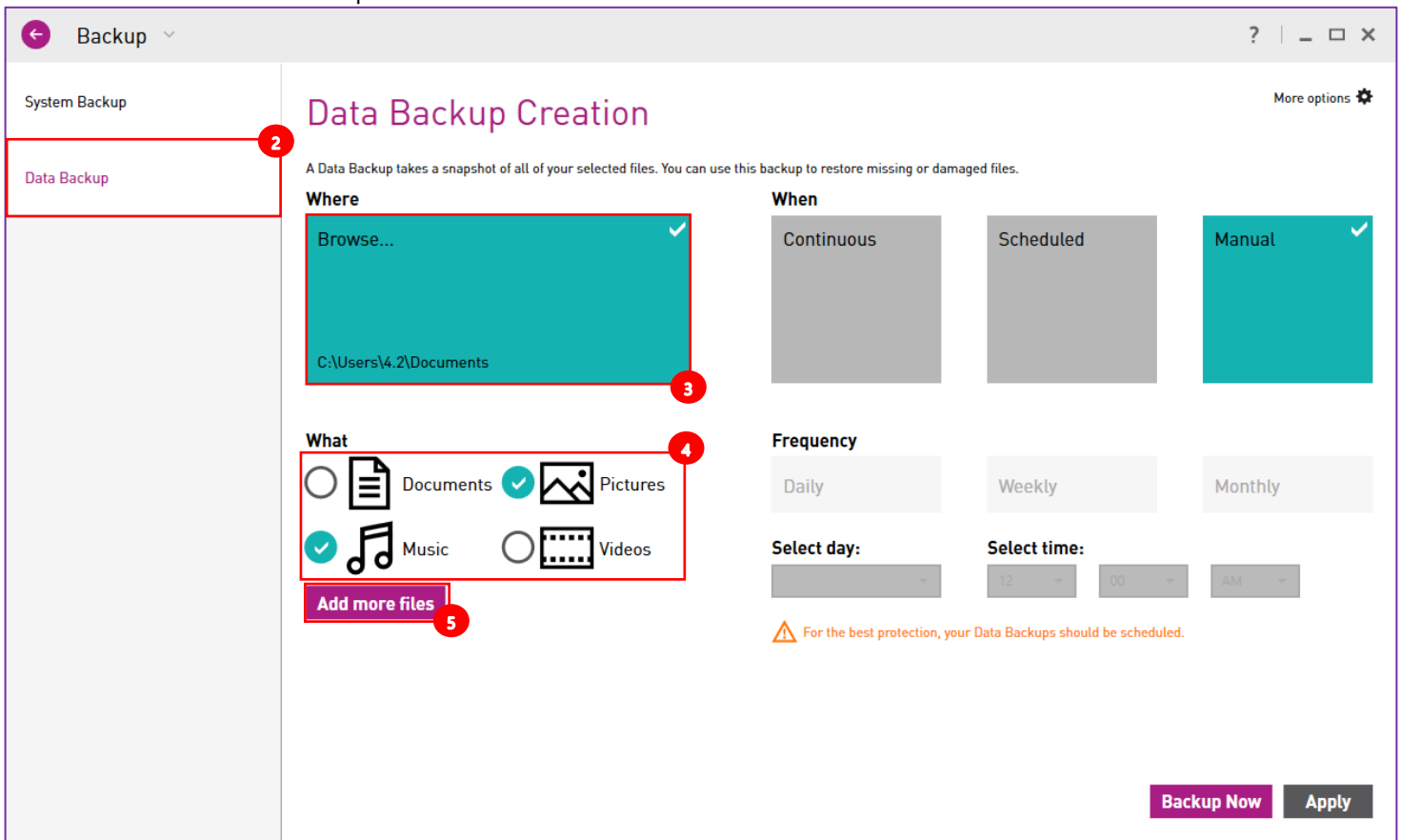
All the versions of the data backed up are indexed. This will allow you to view all the versions of all the files backed up even if the storage location is not reachable. For more details please refer to [Recovering your data](#).

To protect your data please follow those steps:

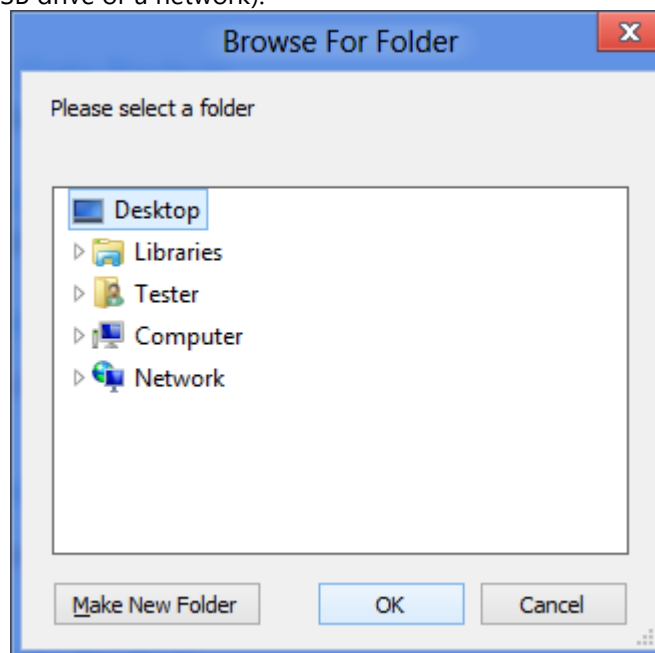
1. Open SoftThinks Backup and Recovery User Interface (See [Opening SoftThinks Backup and Recovery](#)) and click on the "Backup" tile **1**:



2. Select the « Data Backup » tab **2** on the left side:

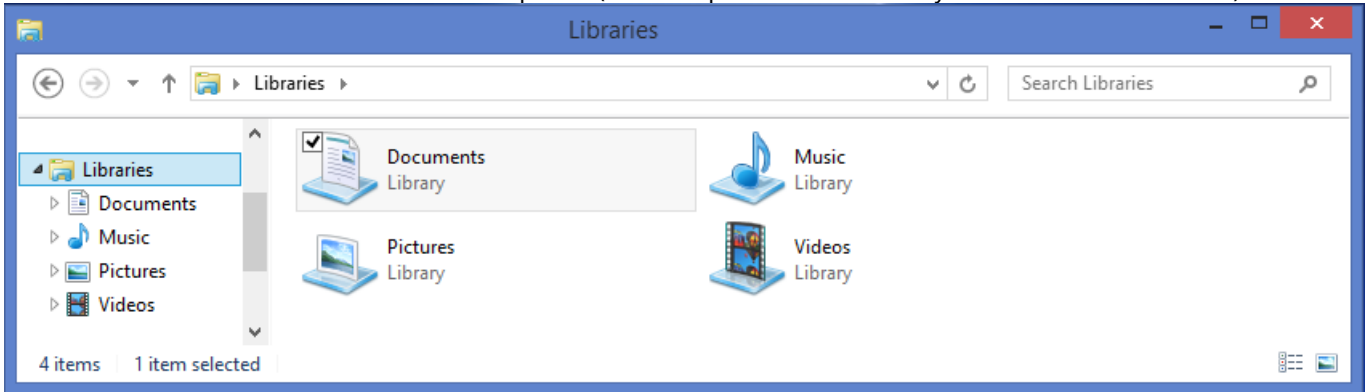


3. Select where you want to store the data backed up. Click on the "Browse..." tile **3** to open the "Browse for folder" dialog below to find (or make) a location for your files to be backed up to (this can be on your local device, a second hard drive, a removable USB drive or a network):

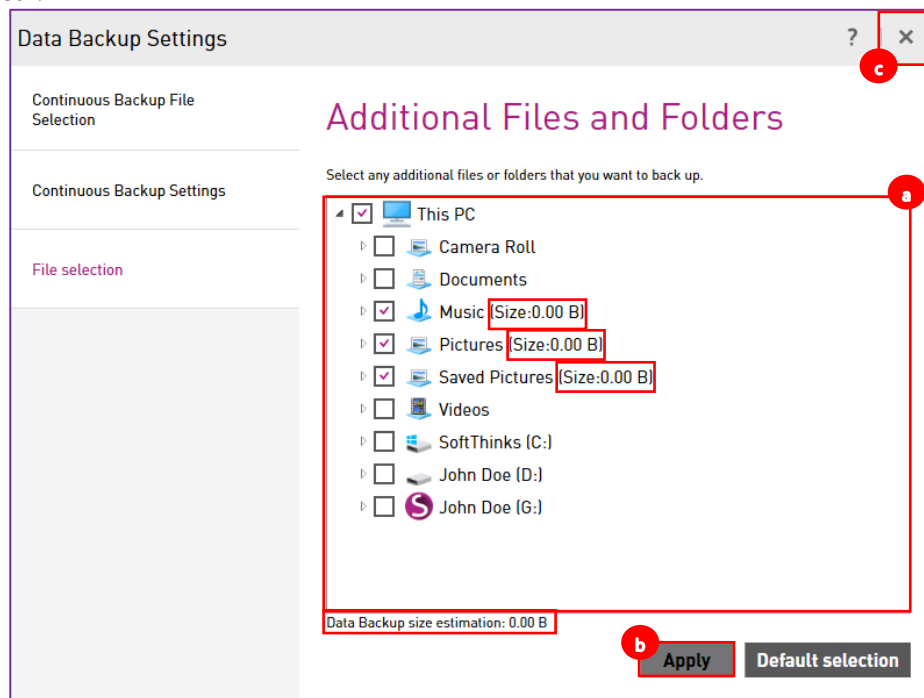


- Select the data libraries (Documents, Pictures, Music, Video) you want to back up under the section "What" **4**. Your Pictures and Music are selected by default to be backed up but you can change this selection.

Note: Libraries are user-defined collections of folders. By default, your applications store your data in those libraries. You can check their contents in Windows Explorer (for example the Music library in the screenshot below):



- To add specific files and/or directories in the backup, click on the "Add more files" button **5** and the pop-up dialog box below will appear:



- Browse to their location in the tree **a** and put a check mark next to their name
- When satisfied with your data selections, click on the "Apply" button **b**
- Then on the "X" **c** in the upper left corner

Note: Below the tree you have an estimation of the size of the backup. You can revert back the selection to the default by clicking on the "Default selection" button.

Note: Your selection for a manual / scheduled data backup is different than your selection for Continuous Data Protection so that you can apply the most appropriate protection depending on the type of data.

Scheduling a Data Backup

6. In the "When" section, click on the "Scheduled" tile **6**:

The screenshot shows the 'Data Backup Creation' window. On the left, there is a sidebar with 'System Backup' and 'Data Backup' options. The main area is titled 'Data Backup Creation' and includes a 'More options' gear icon. Below the title, a description states: 'A Data Backup takes a snapshot of all of your selected files. You can use this backup to restore missing or damaged files.'

The 'Where' section shows a 'Browse...' button and a selected path: 'C:\Users\4.2\Documents'. The 'When' section has three tiles: 'Continuous', 'Scheduled' (highlighted with a red box and a red circle containing the number 6), and 'Manual'. The 'Frequency' section (highlighted with a red box and a red circle containing the number 7) has three tiles: 'Daily' (selected), 'Weekly', and 'Monthly'. Below the frequency tiles, there are fields for 'Select day:', 'Select time:' (with dropdowns for '12', '00', and 'AM'), and a 'Backup Now' button.

7. Select the frequency you would like the backup to occur. In our example we decided to launch the Data Backup creation every day at 12:00 AM.

Note: If the PC or the software isn't running, the next time SoftThinks Backup and Recovery will be launched it will create the backup

Backing up your data on demand

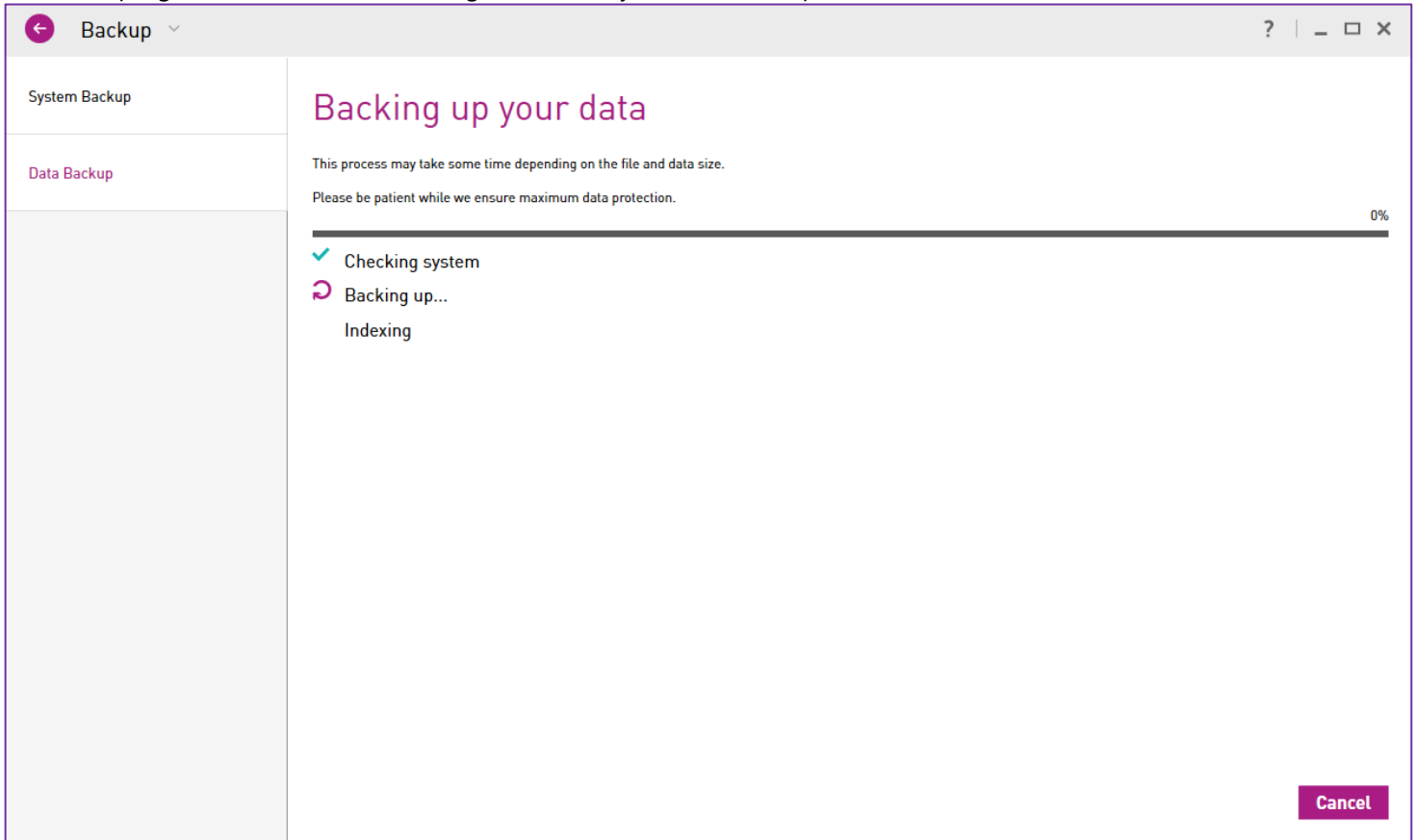
Even if you scheduled the creation of Data Backups you might need to force the backup of your data right now. Typically, this can be useful when you just imported photo from your camera whereas the next Data Backup is scheduled in several days or weeks.

6. Click on the "Manual" tile:

The screenshot displays the 'Data Backup Creation' window. On the left, there is a sidebar with 'System Backup' and 'Data Backup' options. The main area is titled 'Data Backup Creation' and includes a description: 'A Data Backup takes a snapshot of all of your selected files. You can use this backup to restore missing or damaged files.' Below this, there are several sections: 'Where' with a 'Browse...' button and a path 'C:\Users\4.2\Documents'; 'When' with three tiles: 'Continuous', 'Scheduled', and 'Manual' (highlighted with a red circle and the number 6); 'What' with checkboxes for 'Documents', 'Pictures', 'Music', and 'Videos'; 'Frequency' with 'Daily', 'Weekly', and 'Monthly' options; and 'Select day' and 'Select time' fields. A warning message states: 'For the best protection, your Data Backups should be scheduled.' At the bottom right, there are two buttons: 'Backup Now' (highlighted with a red circle and the number 7) and 'Apply'.

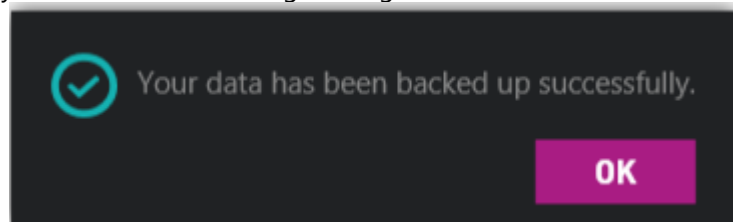
7. Click on the "Backup Now" button to save your data selected

8. A progress bar indicates how long remains on your data backup:



Note: To cancel the backup process, click on the "Cancel" button at the bottom right.

9. When the backup completes you will see the following message:



Protecting continuously your data

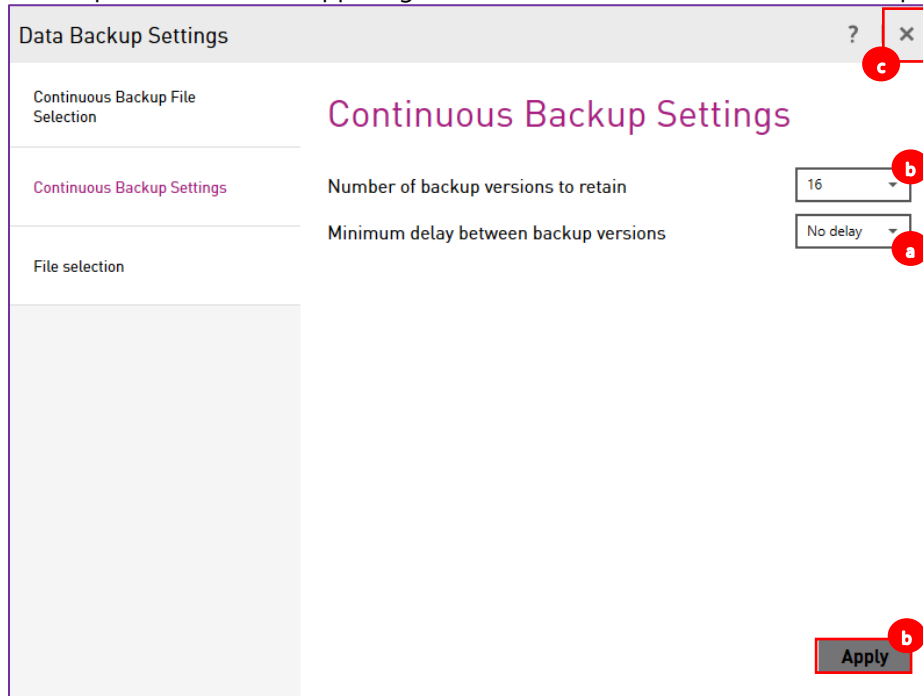
If you need to backup some specific files, typically your working documents you modify several times by day, as soon as they are saved, and to roll back to any recent version even some minutes ago, please follow the steps below to protect those critical data in real time:

6. In the "When" section, click on the "Continuous" tile **6**:

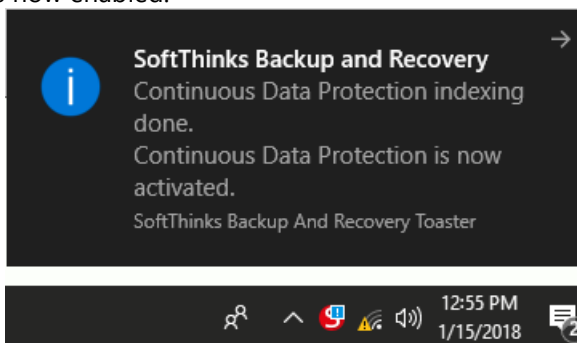
The screenshot shows the 'Data Backup Creation' window. On the left, there is a sidebar with 'System Backup' and 'Data Backup' (selected). The main area is titled 'Data Backup Creation' and includes a description: 'A Data Backup takes a snapshot of all of your selected files. You can use this backup to restore missing or damaged files.' Below this, there are four sections: 'Where', 'When', 'What', and 'Frequency'. In the 'Where' section, 'Browse...' is selected with a checkmark, and the path 'C:\ProgramData\Softthinks\CDP' is shown. In the 'When' section, 'Continuous' is selected with a checkmark and a red circle '6' around it. Other options in 'When' are 'Scheduled' and 'Manual'. In the 'What' section, 'Documents', 'Pictures', and 'Music' are selected with checkmarks, while 'Videos' is not. In the 'Frequency' section, 'Daily' is selected. At the bottom right, there are 'Backup Now' and 'Apply' buttons. A 'More options' gear icon is visible in the top right corner with a red circle '7' around it.

Note: Even if your data are monitored in real time, we cannot capture the modifications you are making on your open documents until you save them.

7. By default, your data selection is monitored in real time to capture any modification but you can change this setting by clicking on “More options” **7** in the upper right corner to access the Continuous Backup Settings:



- a. Specify the minimum delay between backup versions:
 - “No Delay”: we back up all versions
 - 2 / 4 / 6 / 8 / 12 / 24 hours: we don’t backup the intermediate versions modified during this interval
 - If you save a document at 8:00 AM, 8:45 AM, 10:05 AM, 10:20 AM, 1:50 PM, 2:35PM, 4:34 PM, 6:00PM
 - ⇒ With 2h delay, we back up 8:00 AM, 10:05 AM, 1:50 PM and 4:34 PM versions
 - ⇒ With 4h delay, we back up 8:00AM, 1:50 PM and 6:00 PM version
 - ⇒ With 6h delay, we back up 8:00AM and 2:35 PM versions
 - ⇒ With 8h delay, we back up 8:00AM and 4:34 PM versions
 - ⇒ With 12h delay and more, we backup only 8:00 AM version
- b. You can also change the number of versions of each file protected you want to keep. By default, we keep the 16 latest versions of each file but you can choose between 1, 3, 7, 16, 28 and 32 versions to keep.
- c. When satisfied with your settings, click on the “Apply” button **b** and you will be notified that the Continuous Data Protection is now enabled:



- d. Then on the “X” **c** in the upper left corner

Repairing & Restoring your system

SoftThinks Backup and Recover allows you to repair or restore your device.

It will automatically detect most common software issues and guide you through the steps below to fix them.

All of the steps below may not be required. Only the steps required to resolve the issue will be performed.

Don't worry, the software will give you the opportunity to back up your data, applications and operating system settings if needed.

Repair & restore features

1. Smart Repair

Prior to any operation, a diagnostic of your system drive is made to ensure that there is no hardware issue that could prevent your device to be repaired or restored. If a problem is detected you will be invited to replace your drive. Before exiting the application, you will be offered to back up as much of your data as possible. Some data may not be accessible.

Next, a scan of your device is made to detect the most common errors by checking sequentially the following items:

1. Partition table
2. Master Boot Record
3. Volumes
4. Boot Files

If at least 1 error is detected in any of those 4 areas, a second phase will consist in fixing those errors. If all of them are fixed we will offer the user to restart your device to check if everything is fine or continue with Instant Restore or System Recovery features.

2. Instant Restore

Instant Restore repairs certain software issues that might arise during the Windows lifecycle without the need to restore a Data Backup, a System Backup, or Windows restore point. By default, it is protecting system files, boot files, and registry entries and doesn't impact other files.

By default, Instant Restore will repair your Operating System with the most recent Instant Restore snapshot. Don't worry, your data will not be affected.

Once the snapshot applied, you can try to restart your device to check if everything is fine or continue with System Recovery.





This feature is available in the recovery environment if you didn't disable it and if at least one snapshot has been created and is still accessible.

3.



User Data Backup

Right before recovering your system, your personal settings and data will be backed up. The files types pre-selected to be saved are:

	Documents
	Photo, Audio/Music, and Video Files
	Emails, Calendars, Contacts and Favorites
	Financial Data

You will be able to view the summary and add any additional file that you would like to save by clicking on "Select more" button.

The SoftThinks Backup and Recovery application and settings will be saved as well (except if you reset completely your device).

You might need to connect a USB drive or a SD Card if the data you want to back up cannot be retained on the internal storage or if you completely reset your device.

If for any reason your data has not been restored during the recovery process, you will be invited to restore them from the SoftThinks Backup and Recovery application under Windows. You will also be able to restore them if you run another System Recovery. If your backup has been stored on a USB drive or SD Card during the previous process, you will have to connect it.

You can skip the data backup creation but all the data you have created since the last System Backup will be lost.

4.



System Recovery

The System Recovery will allow you to recover the entire disk contents including files, application settings and e-mail accounts to their state on when the latest System Backup was taken, or to its factory state if no System Backup has been made.

If your disk layout has changed and this prevents the system to be restored, we will offer you to completely reset your device and it will be exactly as it was when you first received it from the factory. This will require you to boot the device from an external recovery media.

You can manually select the System Backup you want to restore, or perform a Factory Refresh or a Reset of your device. Refresh will leave the disk layout, whereas Reset will completely recreate the disk layout as it was when it left the factory.

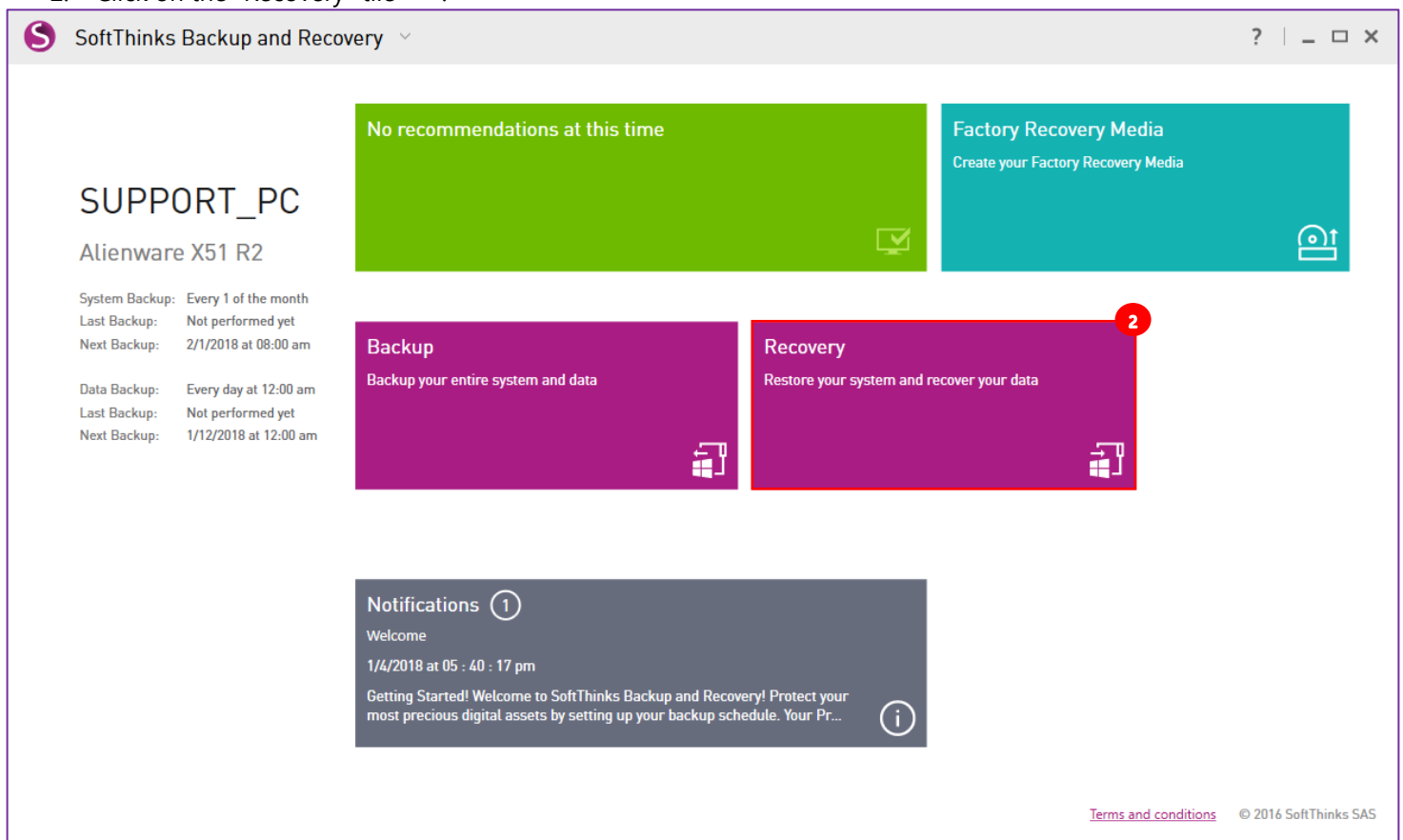
Accessing the Repair & Restore environment

You have several possibilities to initiate the reparation or restoration process:

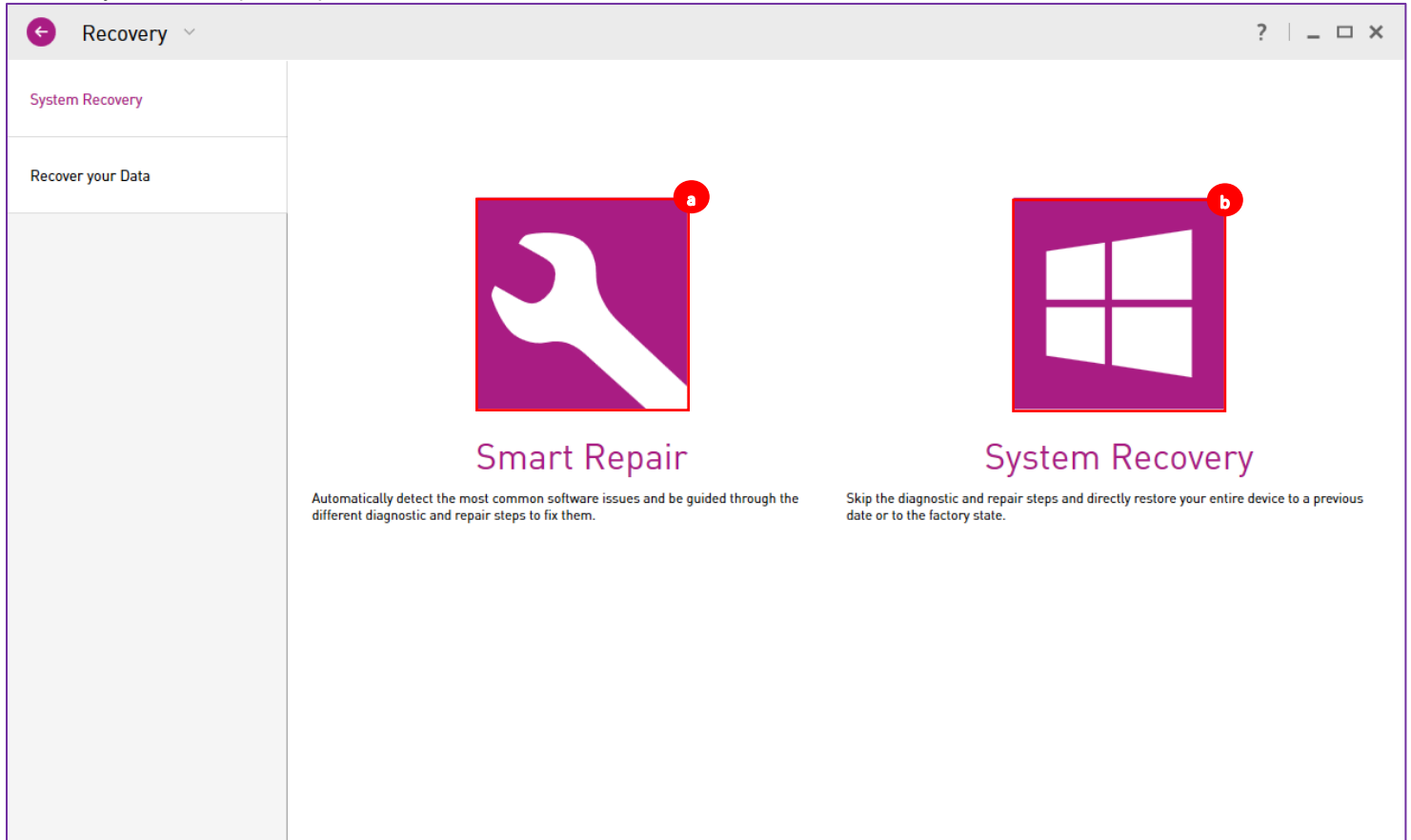
- From the SBAR User Interface in Windows if your Operating System is functional
- From the Microsoft troubleshoot menu and, if implemented by the manufacturer of your device, from a specific boot key (typically if your Operating System is unreachable or unstable but your local recovery environment is safe)
- From your Recovery Media (typically if your internal Hard Disk has been replaced or if your local recovery environment is missing or damaged)

Initiating the Repair & Recovery process from the SBAR User Interface in Windows

1. Open SoftThinks Backup and Recovery user interface (See [Opening SoftThinks Backup and Recovery](#))
2. Click on the "Recovery" tile **2**:

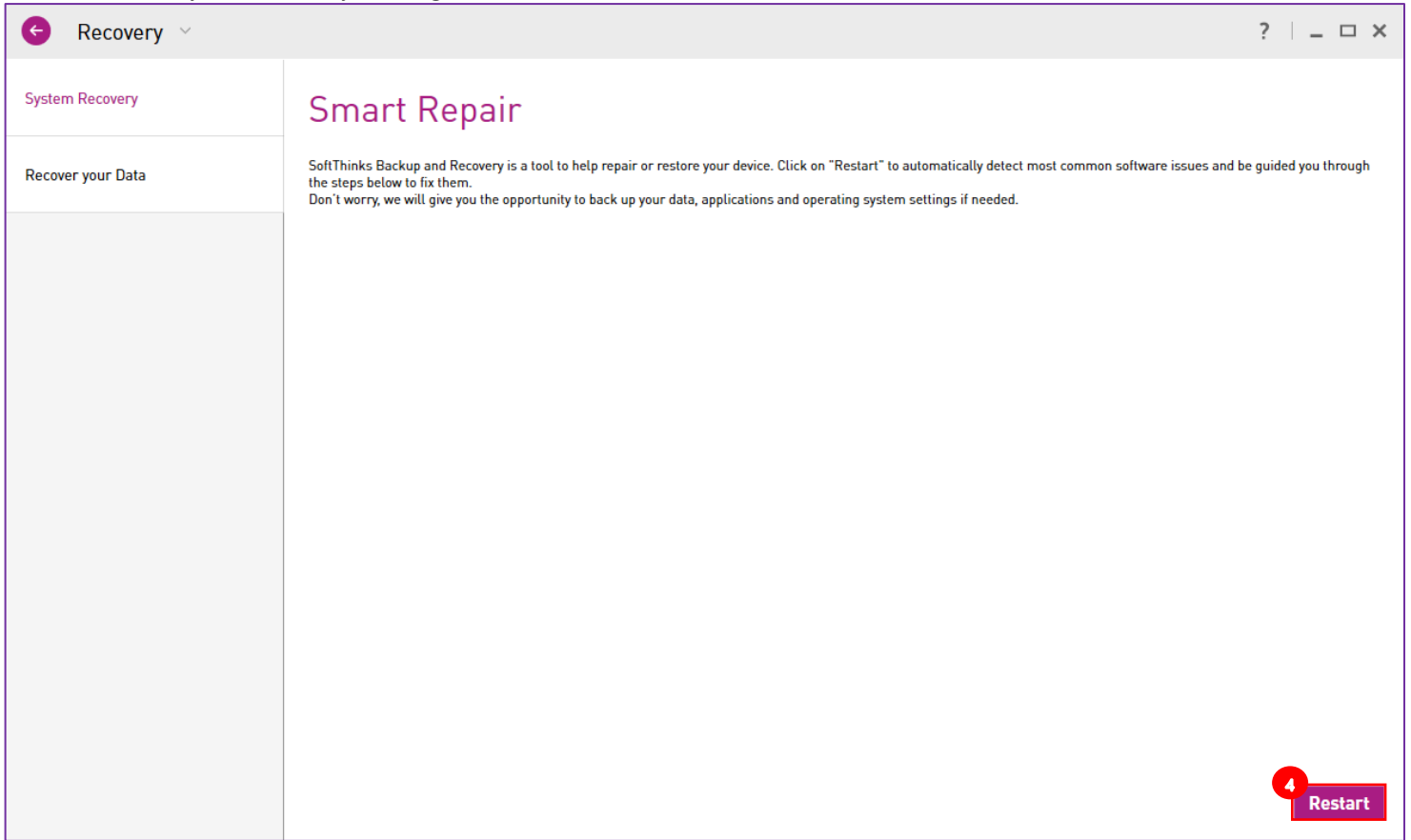


- On the next screen, click on the "Smart Repair" tile **a** to diagnostic your system and repair the issues detected in an automatic and guided way, or on the "System Recovery" tile **b** to skip the diagnostics and directly restore your system to a specific point in time:



Smart Repair

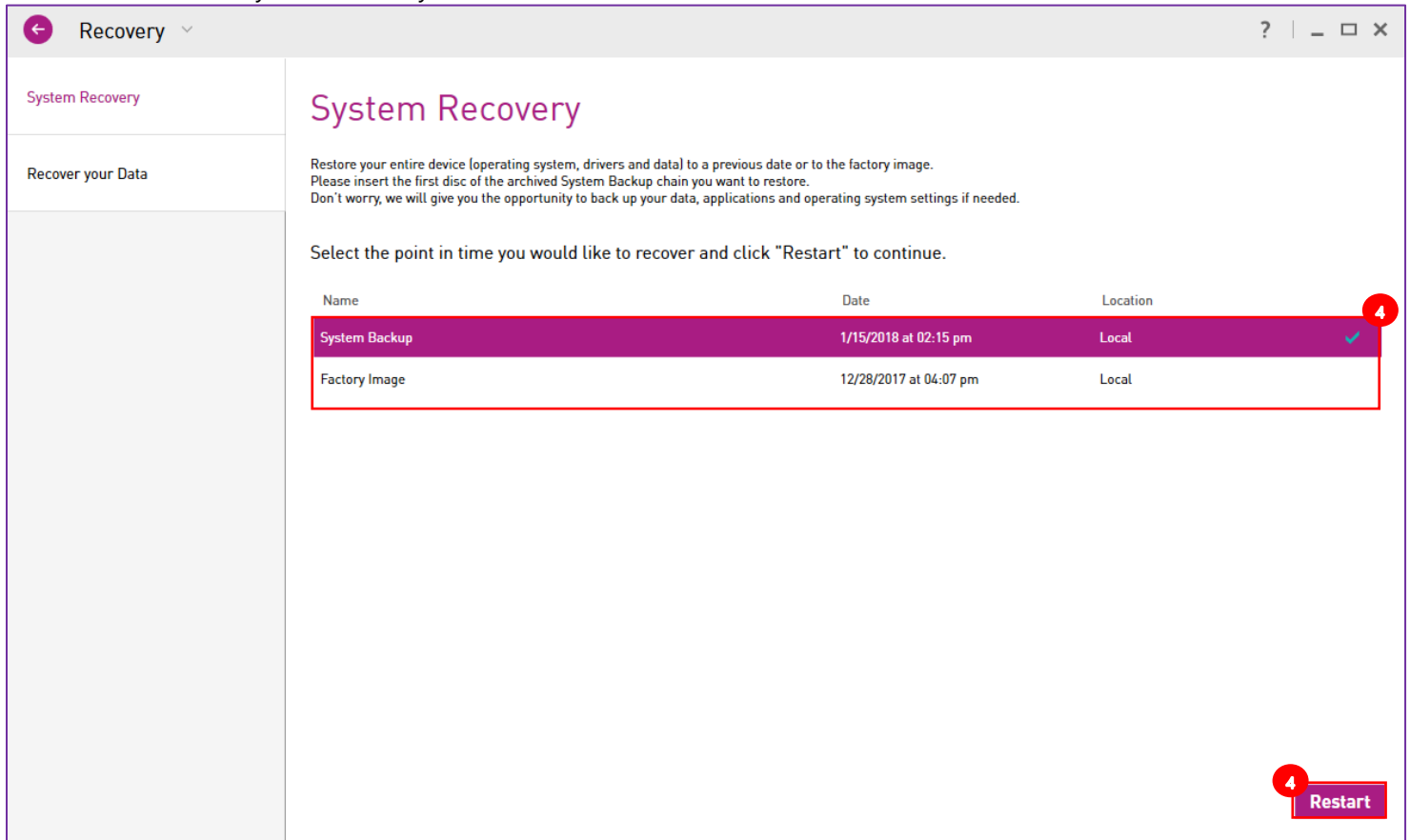
4. Confirm your choice by clicking on the "Restart" button:



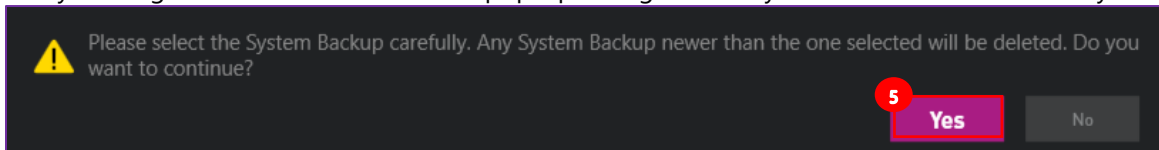
5. Your device will automatically restart and you will arrive to the screen described in step 6.

System Recovery

4. Select the Factory Image or any System Backup you want to restore and click on the "Restart" button to restart your device in the System Recovery environment:

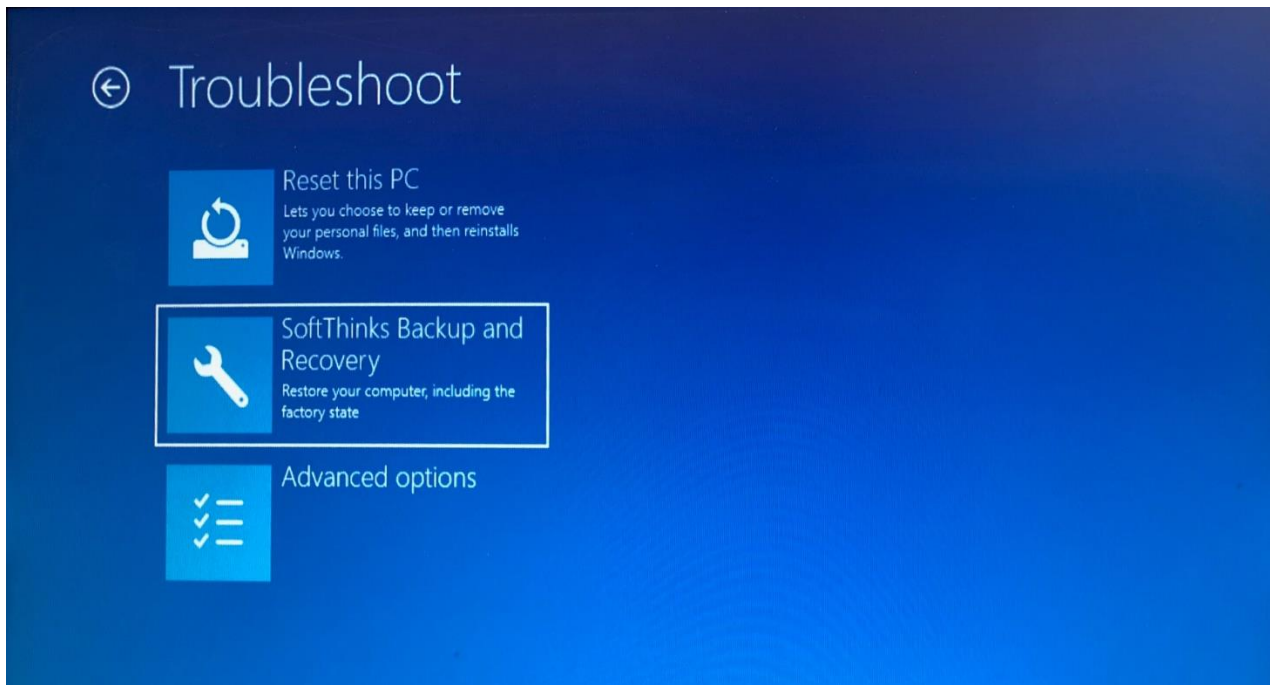
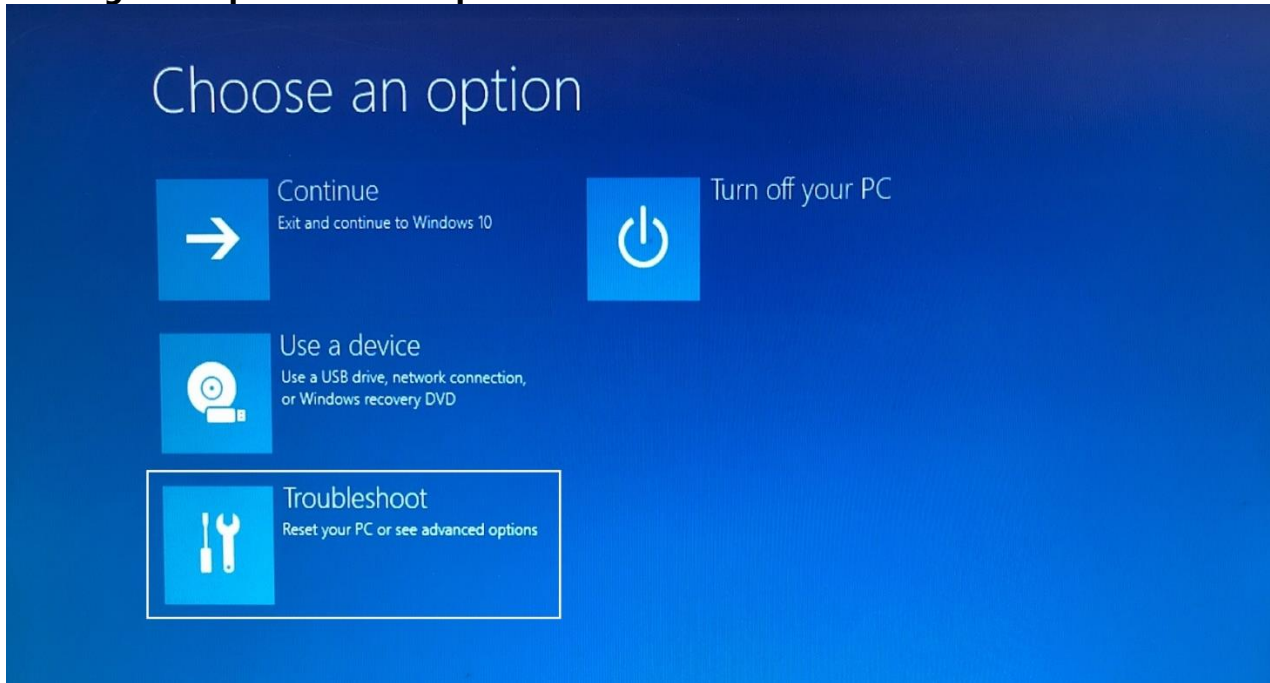


5. Confirm by clicking on the "Yes" button in the pop-up dialog box and your device will automatically restart:




Note: We delete System Backups more recent than the one you select in order to keep your system integrity in the case of future system recovery. The System Backup are incremental and consequently the more recent ones will no more correspond the state when they have been captured if you restore an older one and then make some modifications. Using them later could result on a non-functional system and to prevent this we remove them.

Initiating the Repair & Restore process from the Troubleshoot menu



Repairing & Restoring your system from the local Recovery Partition

1. After your system will have rebooted into the recovery environment, you will arrive to the welcome screen below. Click on the "Next >" button to be guided through the steps required to repair or recover your system (see [Repair & restore features](#)), or click on the "Advanced Options" button in the bottom left corner to directly choose which repair & restore feature you want to use:



Backup and Recovery

Welcome!


SoftThinks Backup and Recovery is a tool to help repair or restore your device. We will automatically detect most common software issues and guide you through the steps below to fix them.
All of the steps below may not be required. Only the steps required to resolve the issue will be performed. Don't worry, we will give you the opportunity to back up your data, applications and operating system settings if needed.

1.



Smart Repair
(Up to 5 minutes)

2.



Instant Restore
(Up to 10 minutes)

3.



User Data Backup
(Time depends on files size)

4.



System Recovery
(Up to 30 minutes or more depending on the System Backup chosen)

Note: Touch screen devices may require a mouse and keyboard.

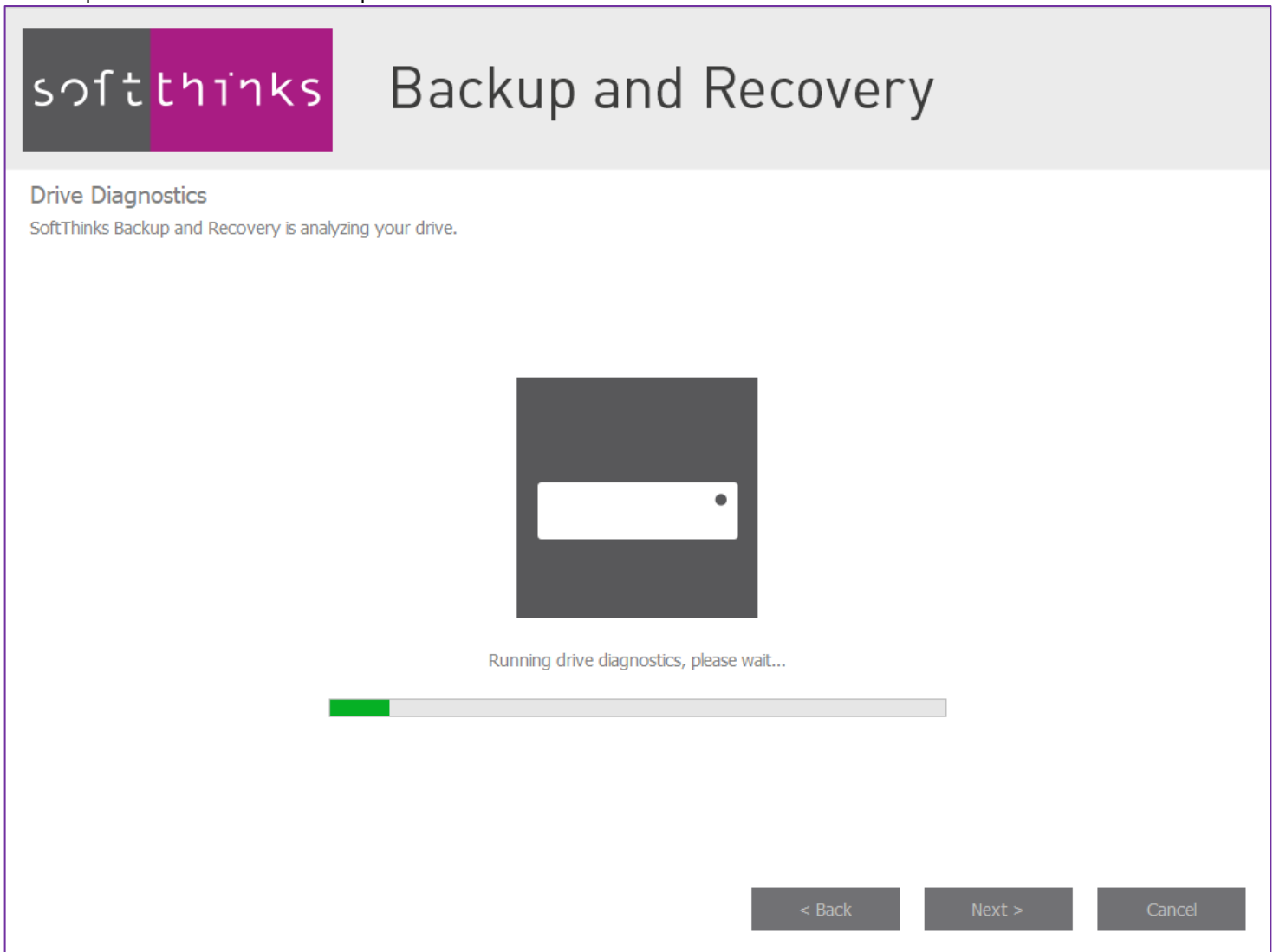
Advanced Options

Next > ->2

Quit

Note: If you are using a notebook or a tablet please ensure that it's plugged to the AC power or, for tablets without dedicated charging port, fully charged. Else you will be invited to plug your device to the AC power or charge it before continuing the process.

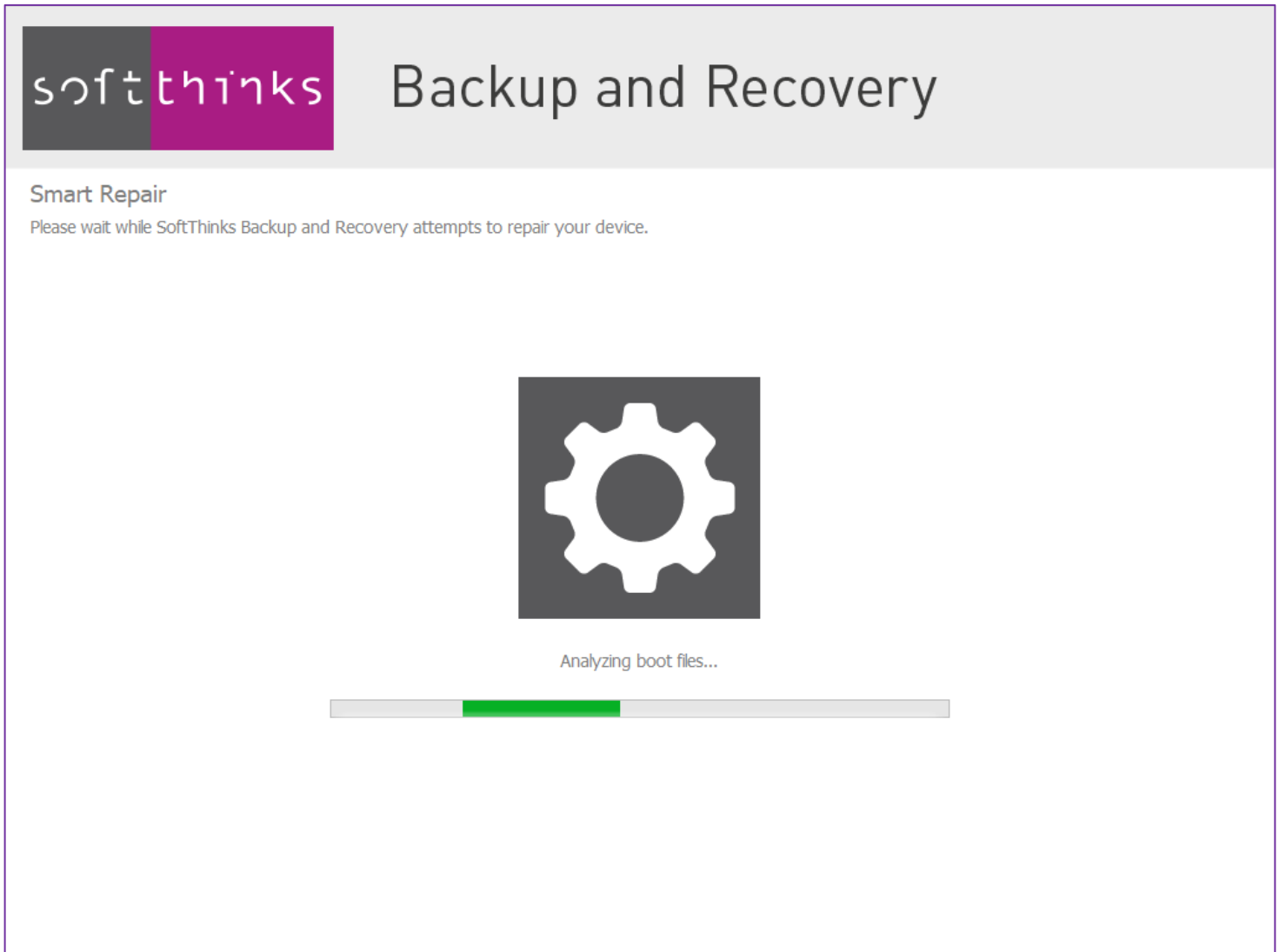
2. We first analyze the drive containing your operating system to ensure that there is no hardware issue that could prevent the device to be repaired or restored:



Note: If we already analyzed the drive during the last 24h we will skip this step.


If a problem is detected on our system disk you will be invited to replace it. Before exiting the application, you will be offered to back up as much of his data as possible. Some data may not be accessible.

3. Once we ensured that your system disk has no hardware issue, our Smart Repair technology will scan the device to detect the most common issues which prevent your device to start by checking sequentially the following items:
 - a. Partition table
 - b. Master Boot Record
 - c. Volumes
 - d. Boot Files



Note: If we already ran Smart Repair during the last 24h, we will make a 2nde pass because by experience some complex and interdependent issues can be solved with a 2nd pass, but contrary to the 1st pass, even if the fix errors we will continue automatically with the next step.


4. A. If Smart Repair found some issues (else go to [4.B.](#)), it will automatically try to fix them:




Backup and Recovery

Smart Repair

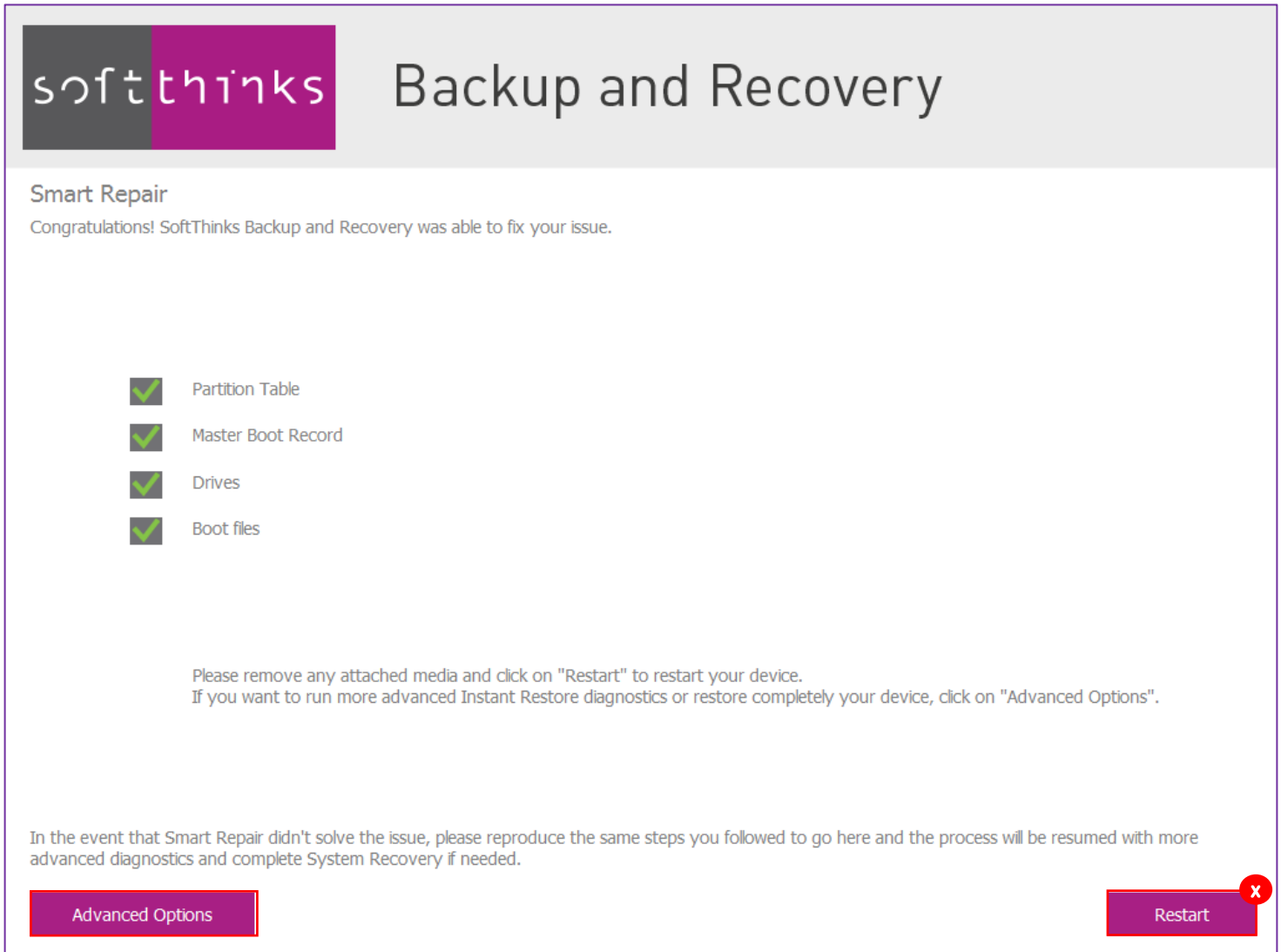
Please wait while SoftThinks Backup and Recovery attempts to repair your device.



Attempting to repair partition table... Please wait.



4. A. I. If Smart Repair was able to fix all the issues found, you will be invited to to restart your system to ensure that there are no more issues (you might have files corrupted or missing that would require to restore an Instant Restore snapshot or a complete System Backup):



softthinks Backup and Recovery

Smart Repair

Congratulations! SoftThinks Backup and Recovery was able to fix your issue.

- ✓ Partition Table
- ✓ Master Boot Record
- ✓ Drives
- ✓ Boot files

Please remove any attached media and click on "Restart" to restart your device.
If you want to run more advanced Instant Restore diagnostics or restore completely your device, click on "Advanced Options".

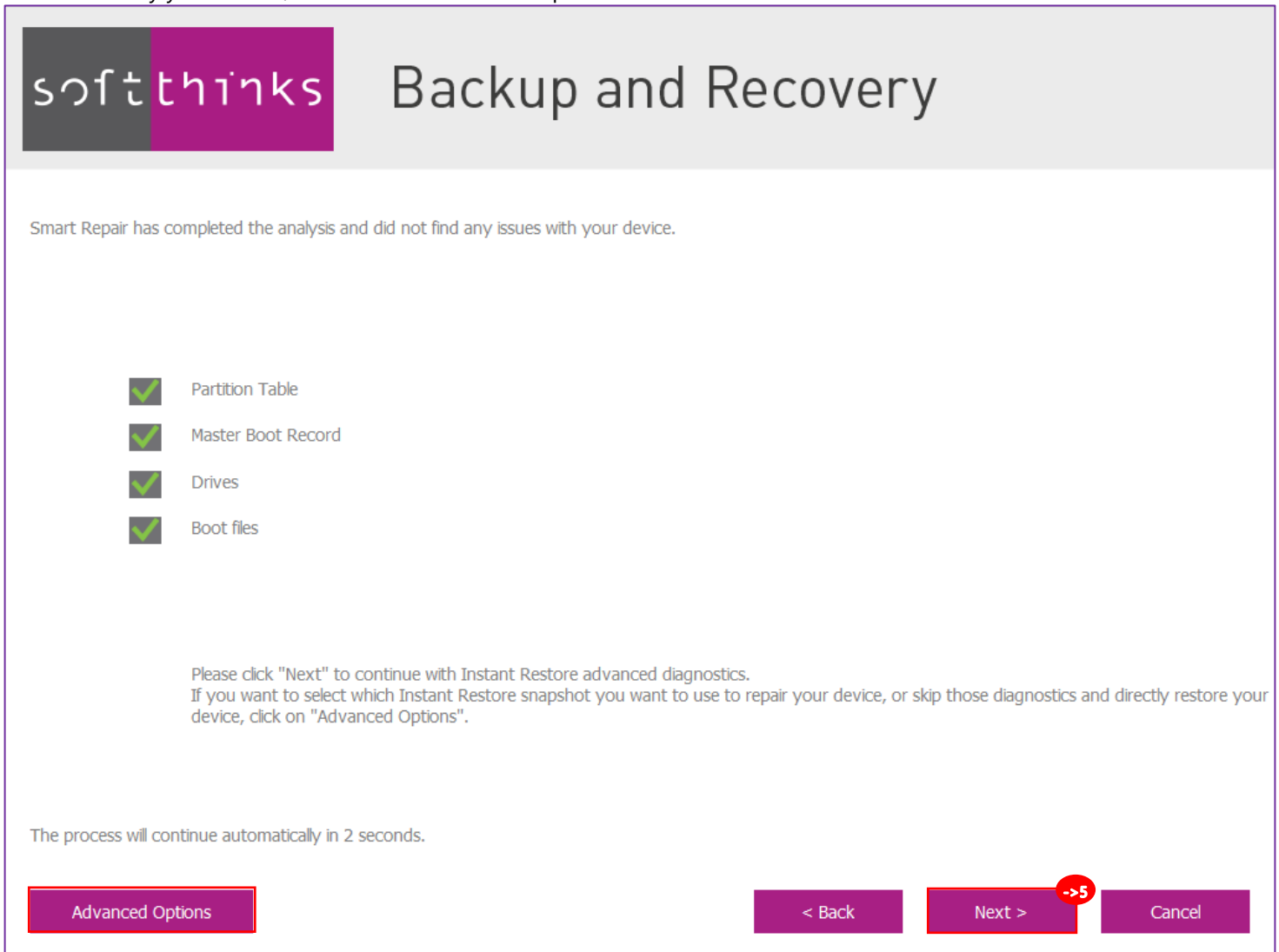
In the event that Smart Repair didn't solve the issue, please reproduce the same steps you followed to go here and the process will be resumed with more advanced diagnostics and complete System Recovery if needed.

[Advanced Options](#) [Restart](#)

4. A. II. If Smart Repair was not able to fix all the issues found, a red mark will indicate which element has not been fixed. Click on the "Next >" button to restore the latest Instant Restore snapshot (go to the [step 5](#)). If you want to select another Instant Restore snapshot or prefer skipping this step to restore directly your device, click on the "Advanced Options" button:

The screenshot shows the 'Smart Repair' section of the software. At the top left is the 'softthinks' logo. The main title is 'Backup and Recovery'. Below the title, it says 'Smart Repair' and 'Smart Repair cannot repair your device.' A list of failed components is shown, each with a red 'X' icon: Partition Table, Master Boot Record, Drives, and Boot files. Below this list is a warning icon (a yellow triangle with an exclamation mark) and the text: 'Please click "Next" to continue with Instant Restore advanced diagnostics. If you want to select which Instant Restore snapshot you want to use to repair your device, or skip those diagnostics and directly restore your device, click on "Advanced Options".' At the bottom, there are four buttons: 'Advanced Options', 'Skip', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red border and a red circle containing '->5'.

4. B. If Smart Repair didn't find any issue, click on the "Next >" button to restore the latest Instant Restore snapshot (See [Instant Restore](#)). If you want to select another Instant Restore snapshot or prefer skipping this step to restore directly your device, click on the "Advanced Options" button:



The screenshot shows the 'Backup and Recovery' window. At the top left is the 'softthinks' logo. The main title is 'Backup and Recovery'. Below the title, a message states: 'Smart Repair has completed the analysis and did not find any issues with your device.' A list of checked items follows: 'Partition Table', 'Master Boot Record', 'Drives', and 'Boot files'. Below this list, a message reads: 'Please click "Next" to continue with Instant Restore advanced diagnostics. If you want to select which Instant Restore snapshot you want to use to repair your device, or skip those diagnostics and directly restore your device, click on "Advanced Options".' At the bottom, a timer indicates 'The process will continue automatically in 2 seconds.' There are four buttons: 'Advanced Options', '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red border and a red circle containing '->5' above it.

softthinks Backup and Recovery

Smart Repair has completed the analysis and did not find any issues with your device.

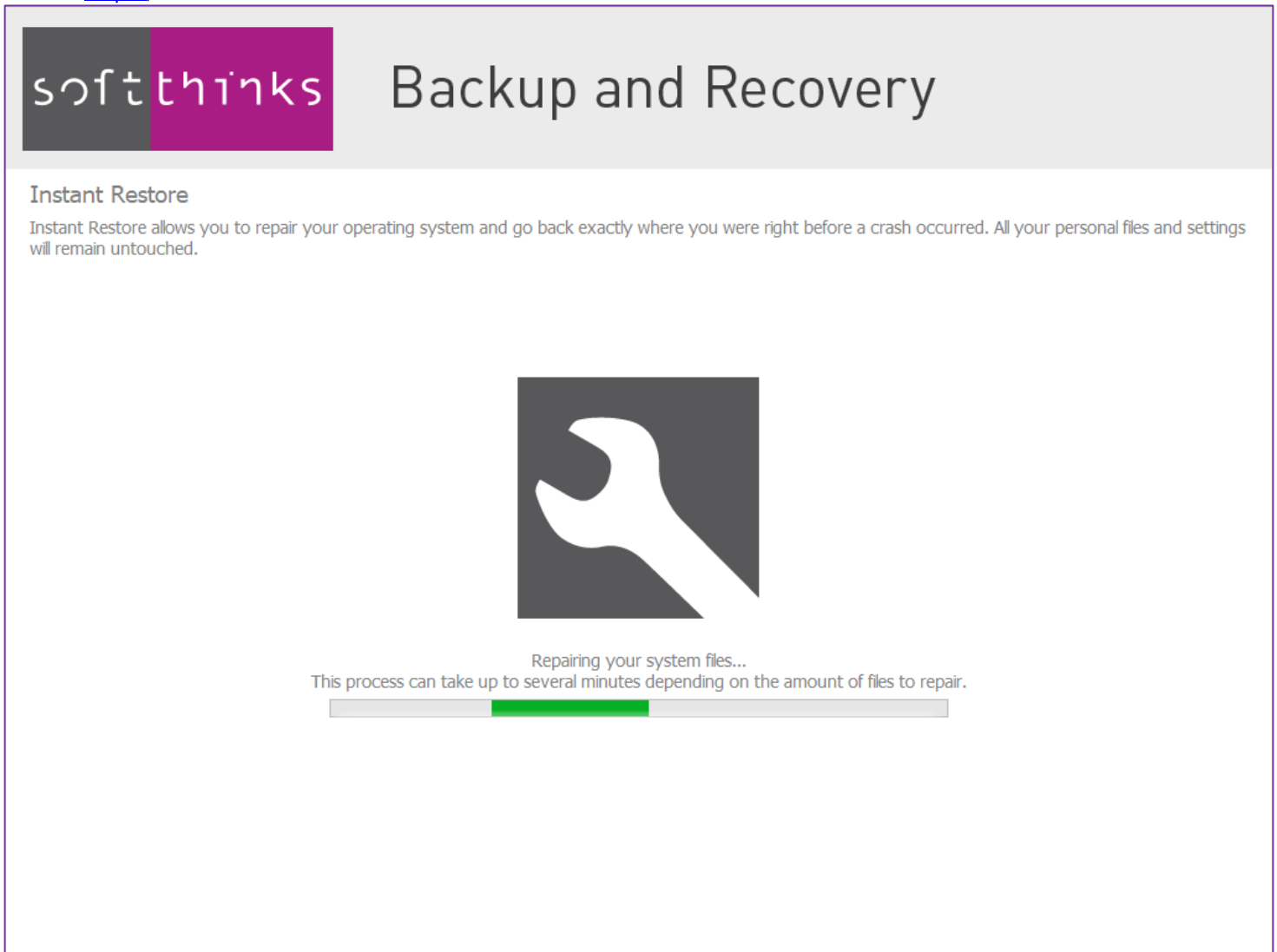
- ✓ Partition Table
- ✓ Master Boot Record
- ✓ Drives
- ✓ Boot files

Please click "Next" to continue with Instant Restore advanced diagnostics.
If you want to select which Instant Restore snapshot you want to use to repair your device, or skip those diagnostics and directly restore your device, click on "Advanced Options".

The process will continue automatically in 2 seconds.

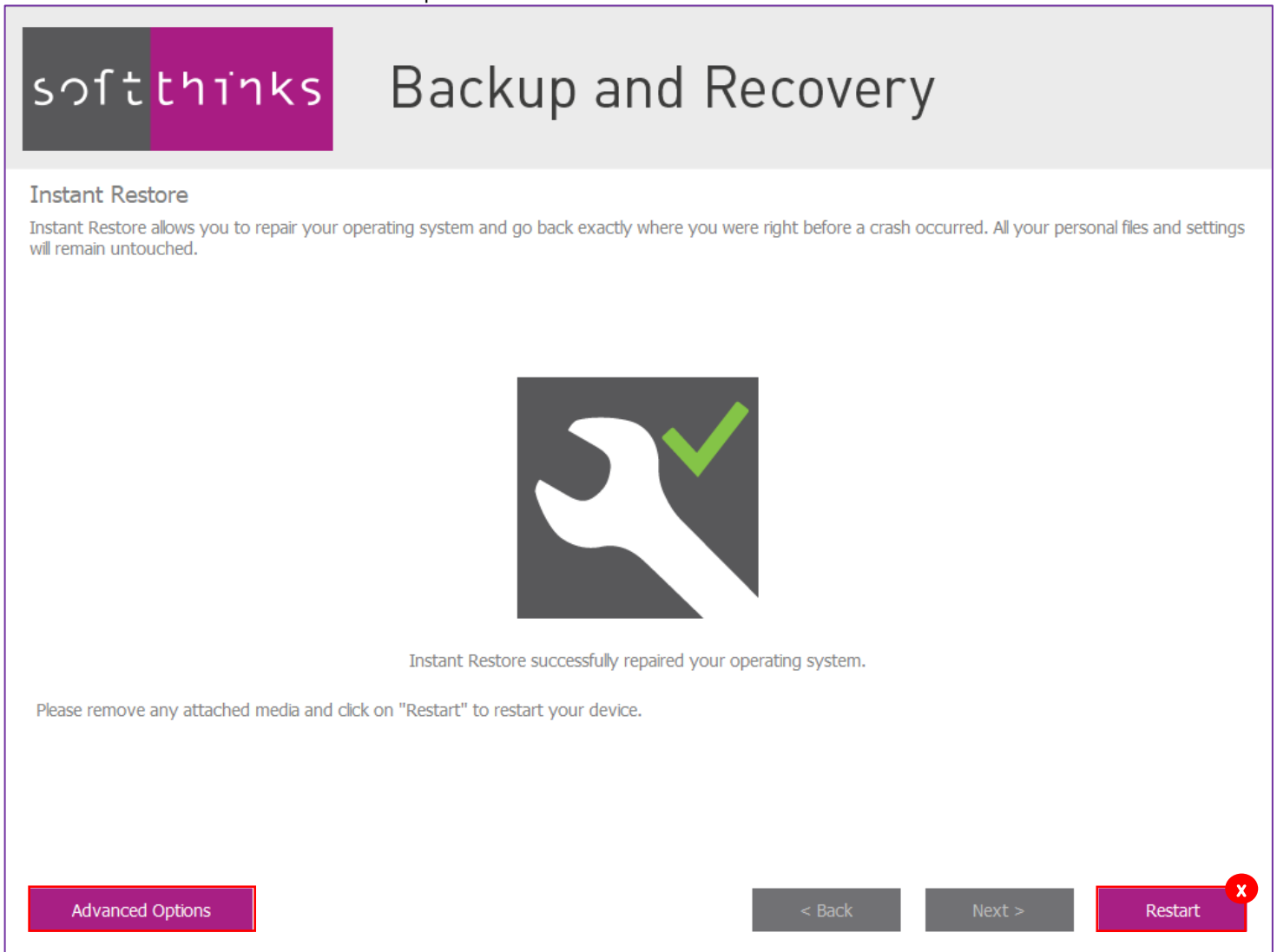
Advanced Options < Back Next > Cancel

5. If we can find Instant Restore snapshots, we will restore automatically the latest one after having ensured that it is not damaged (See [Instant Restore](#)) as shown below, else, we will continue directly with the system restoration (go to the [step 7](#)):



Note: If we already restored the latest Instant Restore snapshot during the last 24h, we will use the previous one.

6. You will be notified once the Instant Restore snapshot has been successfully applied, and you will be invited to restart your system. If you prefer restoring your system with the Factory Image or any other System Backup you might have created click on the "Advanced Options" button:



The screenshot shows the 'Backup and Recovery' application window. At the top left is the 'softthinks' logo. The main title is 'Backup and Recovery'. Below this, the section is titled 'Instant Restore'. A descriptive paragraph states: 'Instant Restore allows you to repair your operating system and go back exactly where you were right before a crash occurred. All your personal files and settings will remain untouched.' In the center, there is a square icon with a white wrench and a green checkmark. Below the icon, the text reads: 'Instant Restore successfully repaired your operating system.' A further instruction says: 'Please remove any attached media and click on "Restart" to restart your device.' At the bottom, there are four buttons: 'Advanced Options' (highlighted in purple), '< Back' (grey), 'Next >' (grey), and 'Restart' (purple with a red 'x' icon in the top right corner).

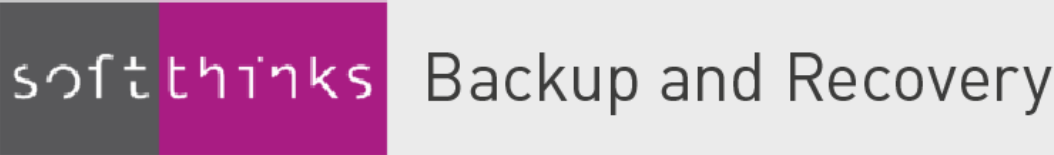
Note: You will be notified if we were not able to restore the Instant Restore snapshot and invited to continue with the restoration of your system with the most recent System Backup.

7. If Smart Repair and Instant Restore were not usable or were not able to detect and fix issues, we will automatically restore the most recent System Backup. Before you will be invited to back up your data if you want:

By default, all your photo, music, video, documents, e-mails, calendars, contacts, favorites and financial data will be pre-selected to be saved (we will backup files with an extension matching those type of data). Depending on the current version of Windows and the version you will restore we will keep some of your system settings, as well as SoftThinks Backup and recovery files and settings.

- You can review and adapt this selection (removing or adding files and folders) by clicking on the “Select More” button in the bottom left corner (go to the [step 8](#)).
- You can backup the default data selected by clicking on the button “Next >” (go to the [step 9](#)).
- If you don’t want to backup any data, click on the “Skip” button (go directly to the [step 10](#)) but all the data you have created since the last System Backup will be lost.

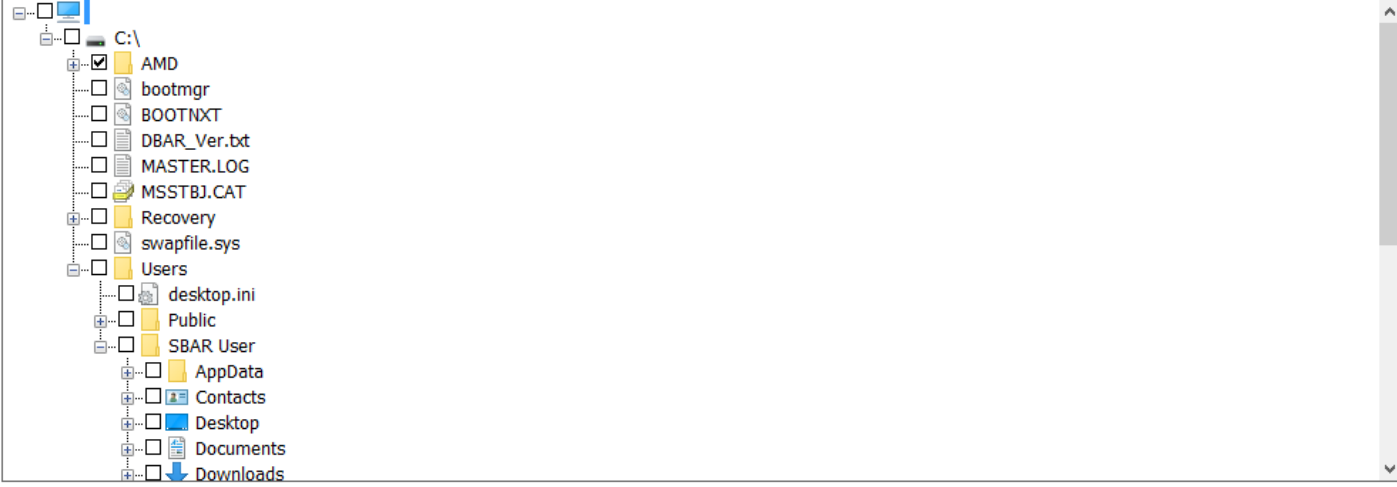
8. Select the files and folders you want to back up and click on the "Next >" button:



Backup and Recovery

Data Backup

Please select any additional files and folders you would like to back up and click "Next" to continue.



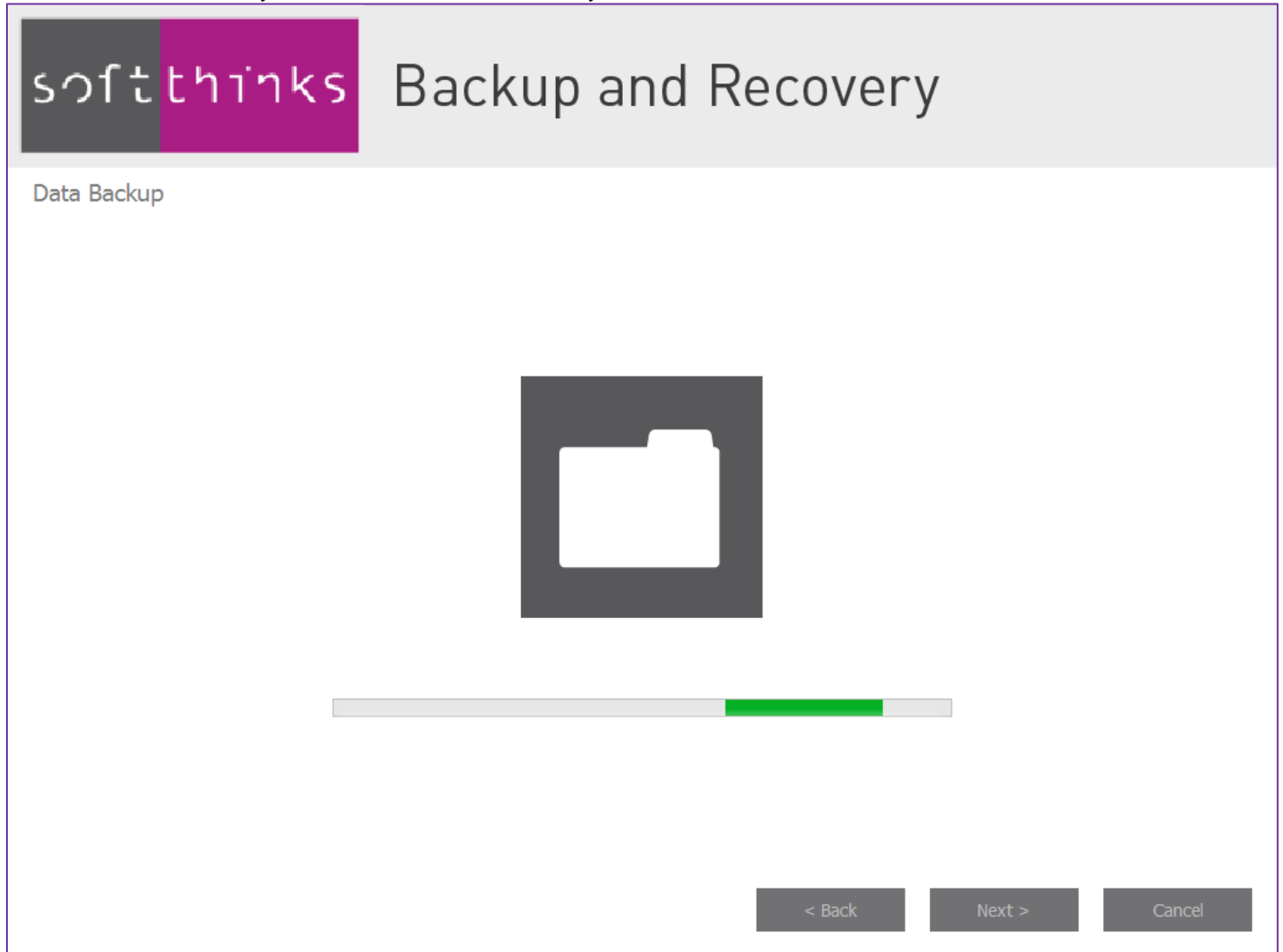
< Back

Next > ->9

Cancel


Note: System files are filtered out to prevent the corruption of the system restored.

9. Please wait while your hard disk is scanned to list your data:



You might need to connect a USB drive or a SD Card if the data you want to back up cannot be retained on the internal storage or if you completely reset your device.


10. The files and folder your selected and SoftThinks Backup and Recovery settings are now being backed up (only SoftThinks Backup and Recovery settings if you skipped Data Backup):




Backup and Recovery

System Recovery

SoftThinks Backup and Recovery is now restoring your device.

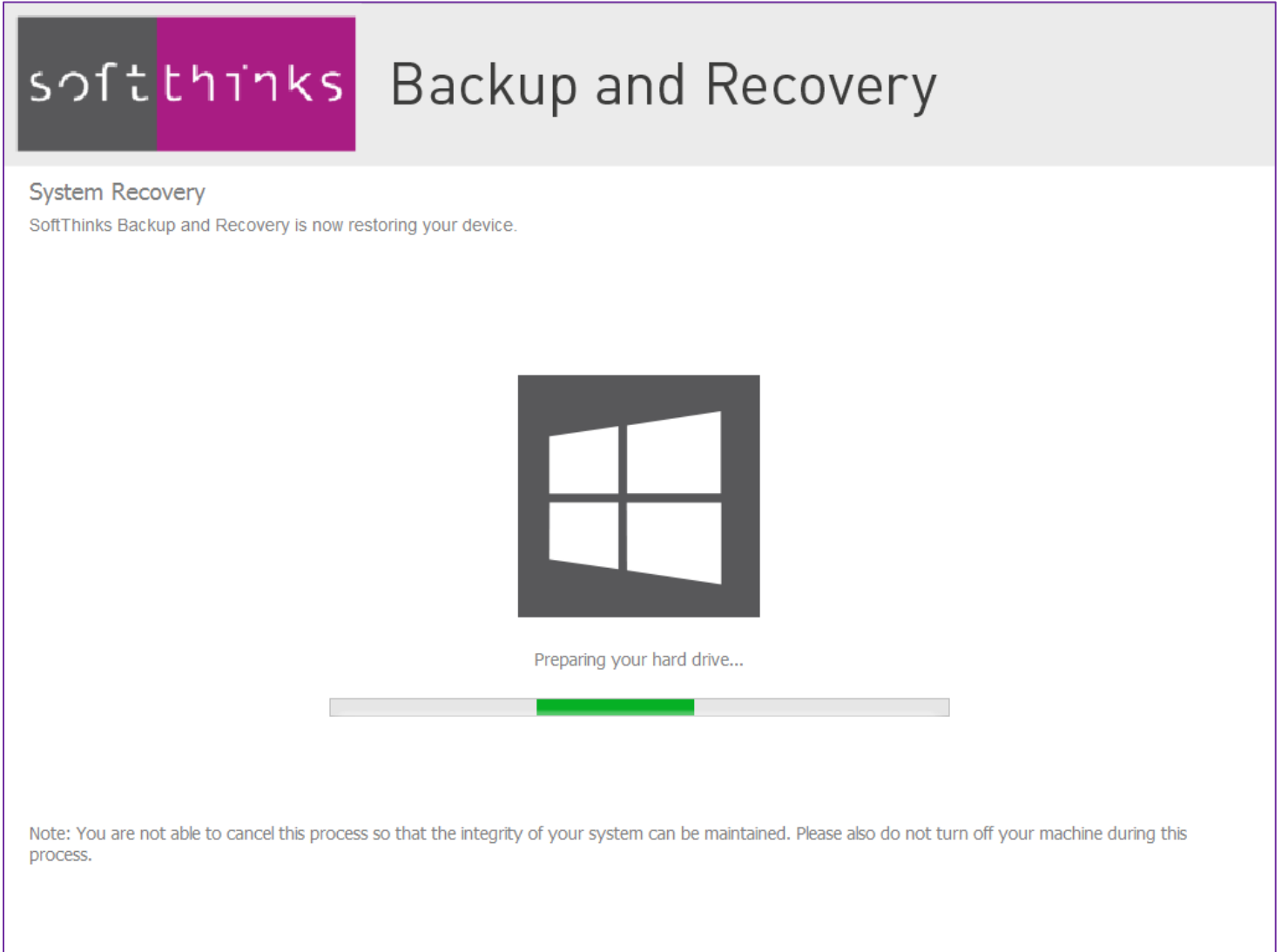


Backing up your data and SoftThinks Backup and Recovery settings...



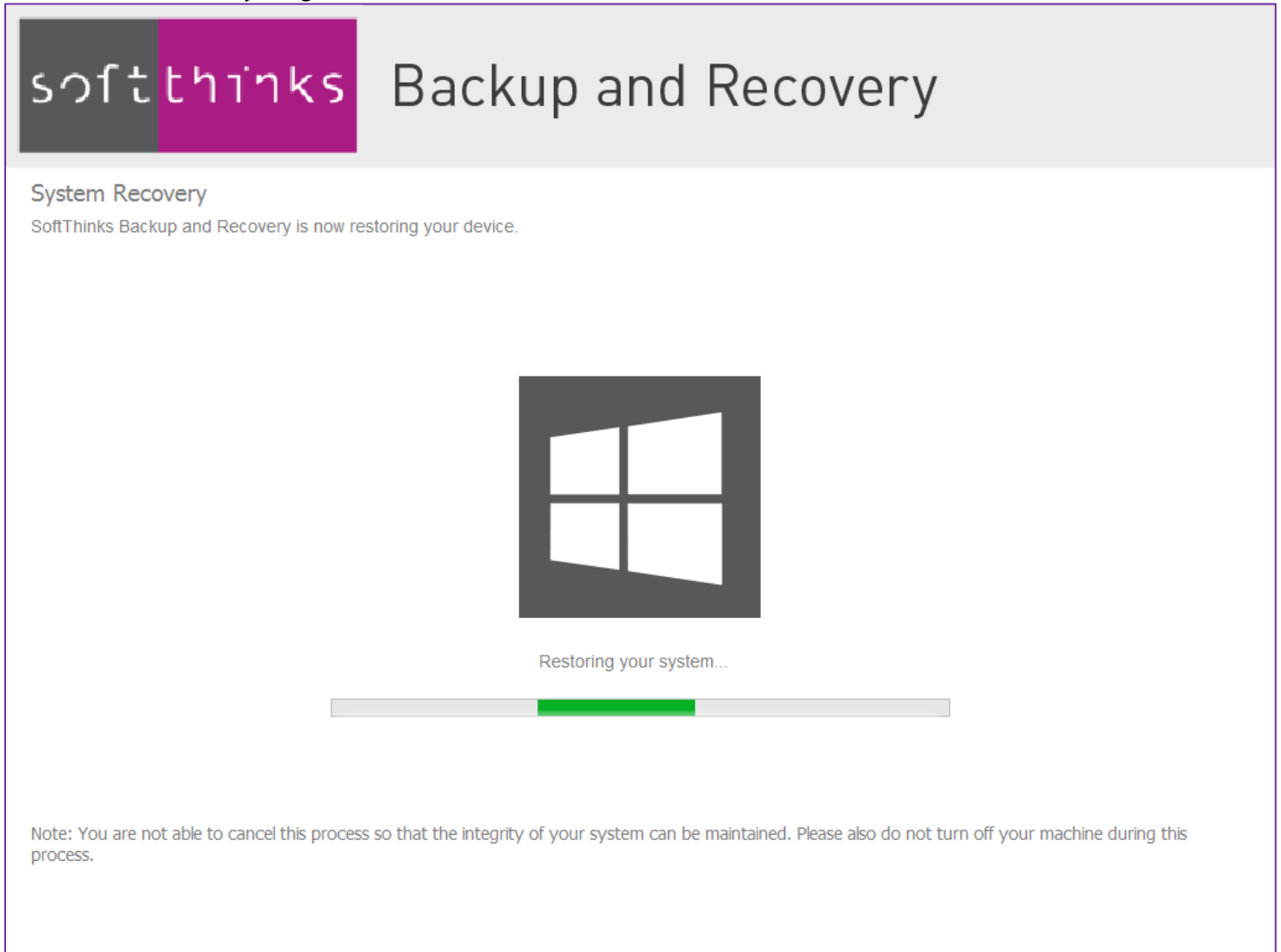
Note: You are not able to cancel this process so that the integrity of your system can be maintained. Please also do not turn off your machine during this process.

11. The hard drive is now prepared for the recovery:

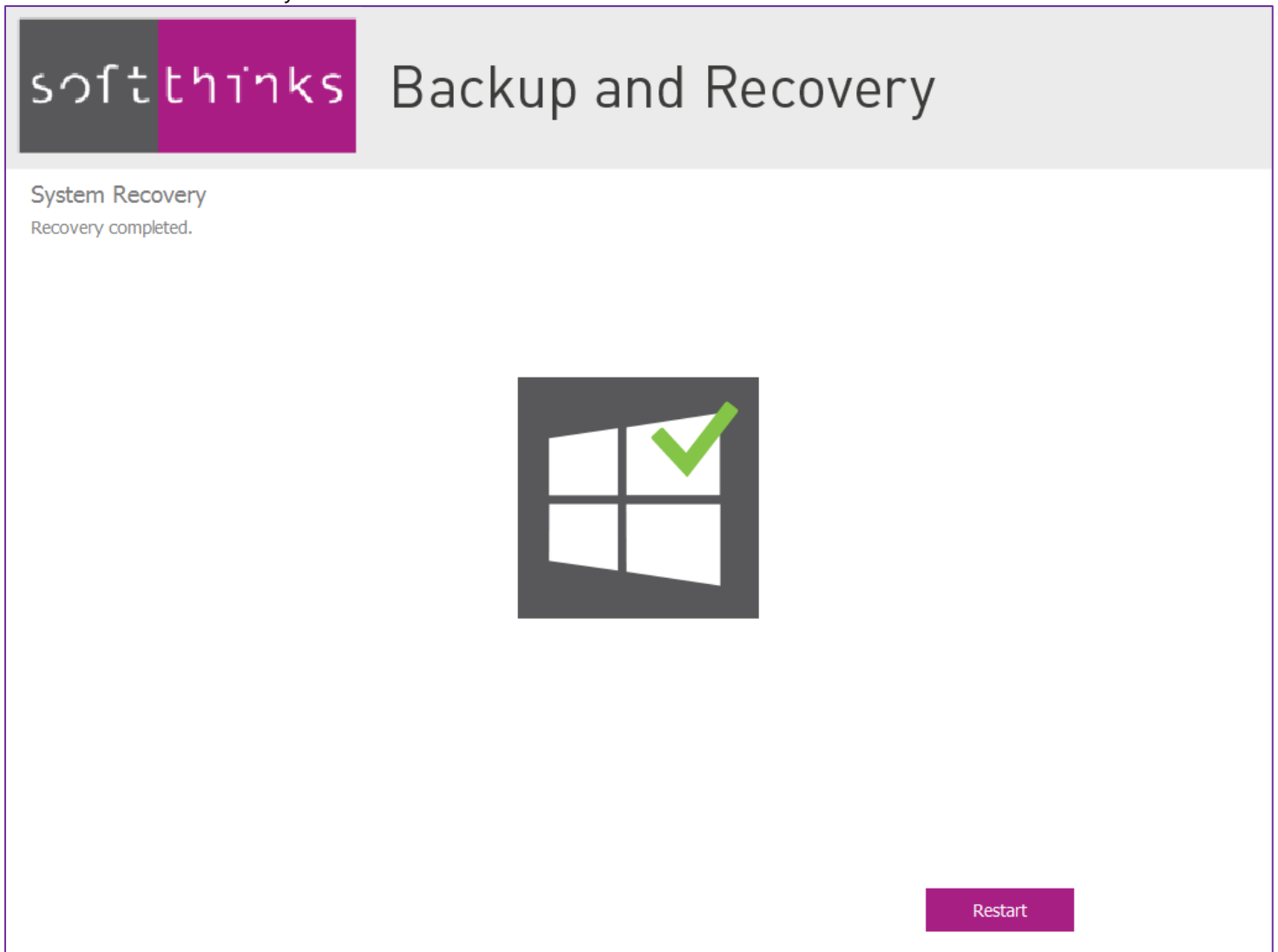


The screenshot shows the 'softthinks Backup and Recovery' application window. The title bar reads 'softthinks Backup and Recovery'. Below the title bar, the text 'System Recovery' is displayed, followed by the message 'SoftThinks Backup and Recovery is now restoring your device.' In the center of the window, there is a large Windows logo icon. Below the icon, the text 'Preparing your hard drive...' is shown. A progress bar is located at the bottom of the window, with a green segment indicating the current progress of the hard drive preparation. A note at the bottom of the window states: 'Note: You are not able to cancel this process so that the integrity of your system can be maintained. Please also do not turn off your machine during this process.'

12. Then, the Factory Image is extracted:

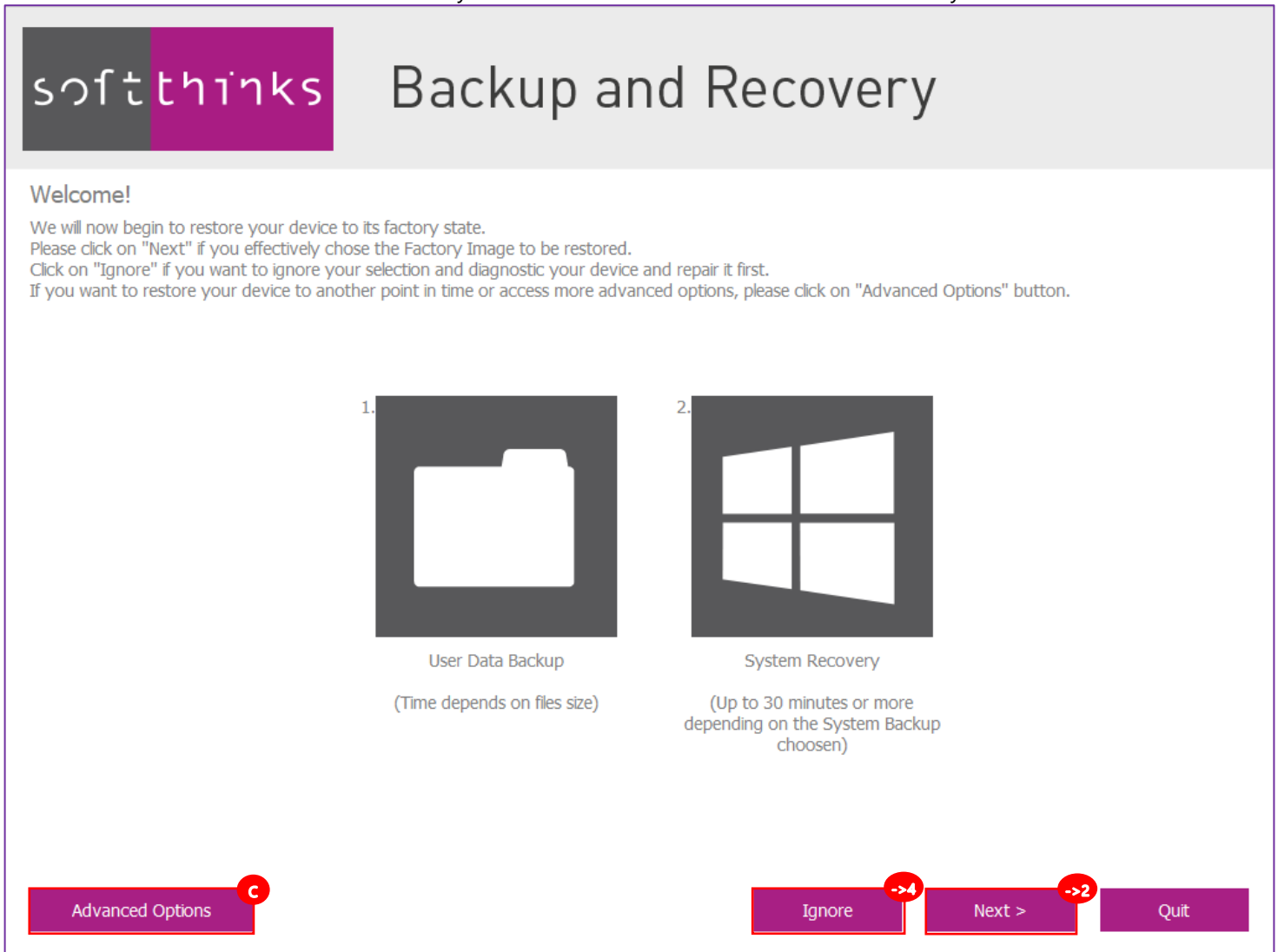


13. Once the Factory Image has been restored to your hard drive and is complete you will see the below screen. Just click on Restart and the system will reboot and start windows:




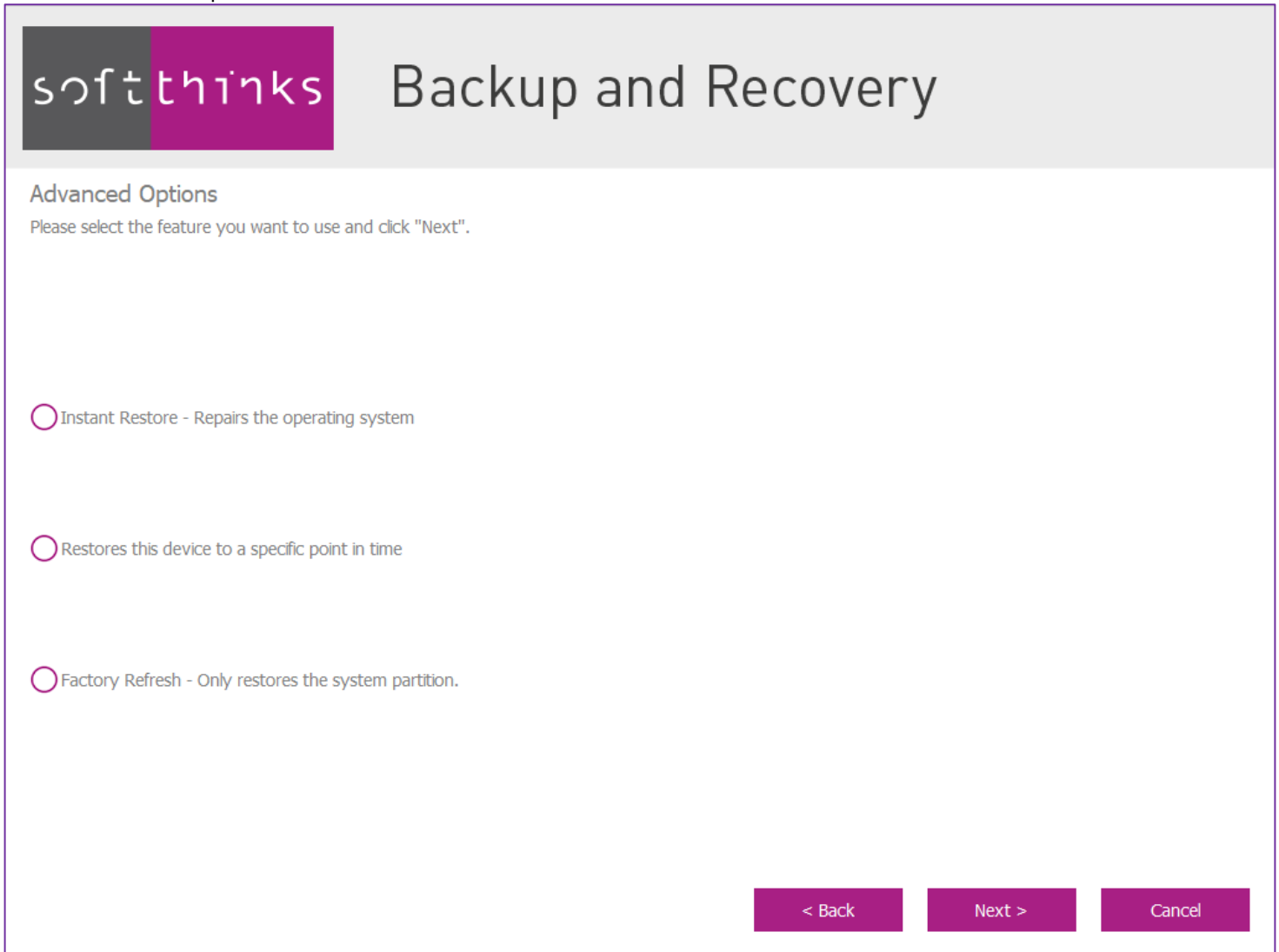
Restoring your system with a pre-selected System Backup

1. If you pre-selected the Factory Image as in this example, or any other System Backup, in Windows User Interface you will arrive to the screen below when you will have booted into the SoftThinks recovery environment:



- If you want to back up your data and then recover your device with the System Backup you pre-selected, click on the "Next >" button and go to [step 2](#).
- If you don't want to back up your data and recover directly your device with the System Backup you pre-selected, click on the "Ignore" button and go directly to [step 4](#).

- To ignore your preselection and restore your system to another point in time, or use repair functions, click on the Advanced Options button :



softthinks Backup and Recovery

Advanced Options
Please select the feature you want to use and click "Next".

Instant Restore - Repairs the operating system

Restores this device to a specific point in time

Factory Refresh - Only restores the system partition.





< Back Next > Cancel

2. Before restoring your system with the System Backup you pre-selected, you will be invited to back up your data if you want:

softthinks Backup and Recovery

Data Backup

We will now back up your data and personal settings before we restore your device.
Below are the files types we have pre-selected to be saved.
Press "Next" to process or press "Select more" to view the summary or add any additional file that you would like to save.

-  Photo, Audio/Music, and Video Files
-  Documents
-  E-mail, Calendars, Contacts and Favorites
-  Financial Data

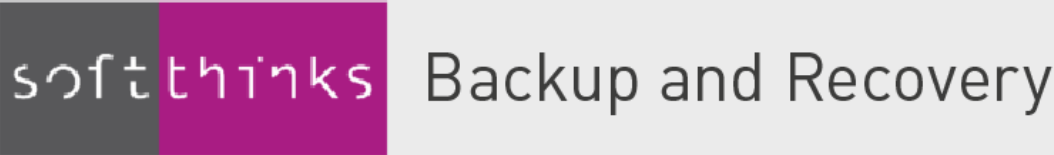
You might need to plug a USB drive or a SD Card if the data you want to back up cannot be retained on the internal storage.

Select more **< Back** **Next >** **Skip**

By default, all your photo, music, video, documents, e-mails, calendars, contacts, favorites and financial data will be pre-selected to be saved (we will backup files with an extension matching those type of data). Depending on the current version of Windows and the version you will restore we will keep some of your system settings, as well as SoftThinks Backup and recovery files and settings.

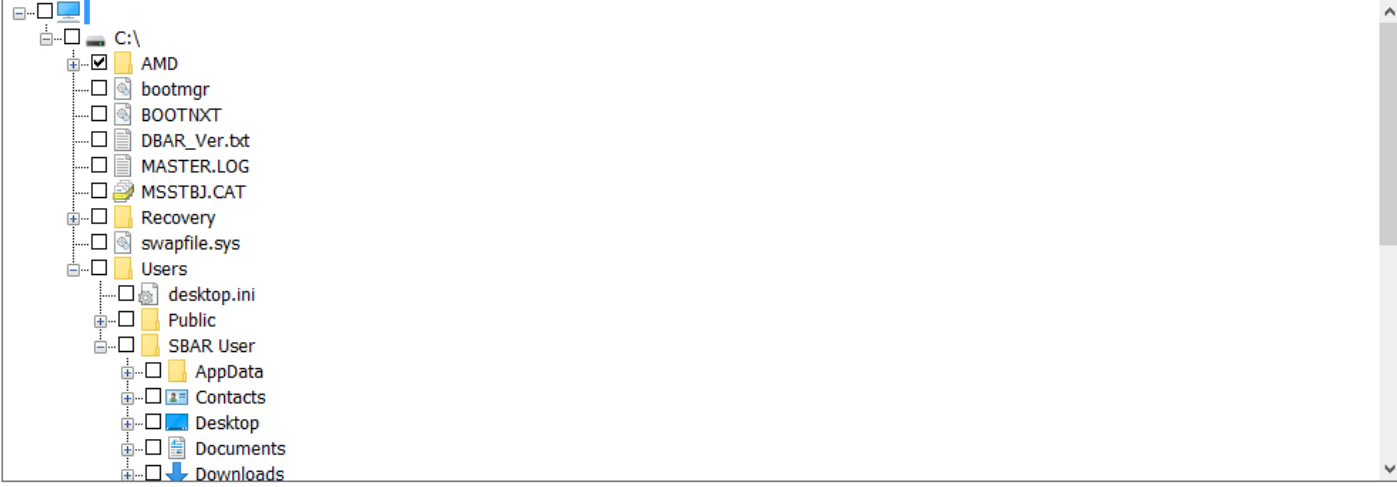
- You can review and adapt this selection (removing or adding files and folders) by clicking on the "Select More" button in the bottom left corner (go to the step 3).
- You can back up the default data selected by clicking on the button "Next >" (go to the step 4).
- If you don't want to backup any data, click on the "Skip" button (go directly to the step 5) but all the data you have created since the last System Backup will be lost.

3. Select the files and folders you want to back up and click on the "Next >" button:



Data Backup

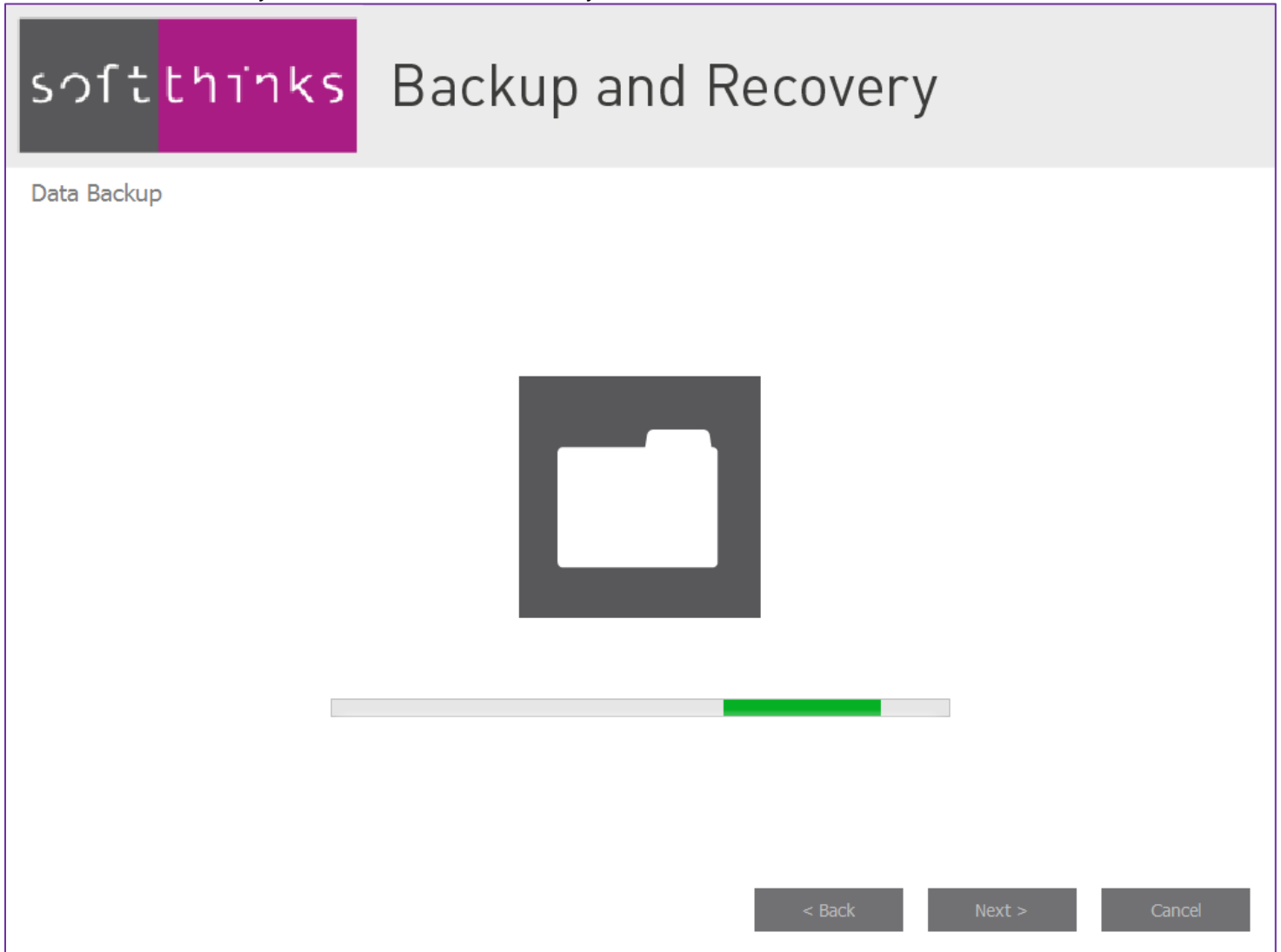
Please select any additional files and folders you would like to back up and click "Next" to continue.




< Back
Next > ->5
Cancel

Note: System files are filtered out to prevent the corruption of the system restored.

4. Please wait while your hard disk is scanned to list your data:




5. The files and folder your selected and SoftThinks Backup and Recovery settings are now being backed up (only SoftThinks Backup and Recovery settings if you skipped Data Backup):




Backup and Recovery

System Recovery

SoftThinks Backup and Recovery is now restoring your device.

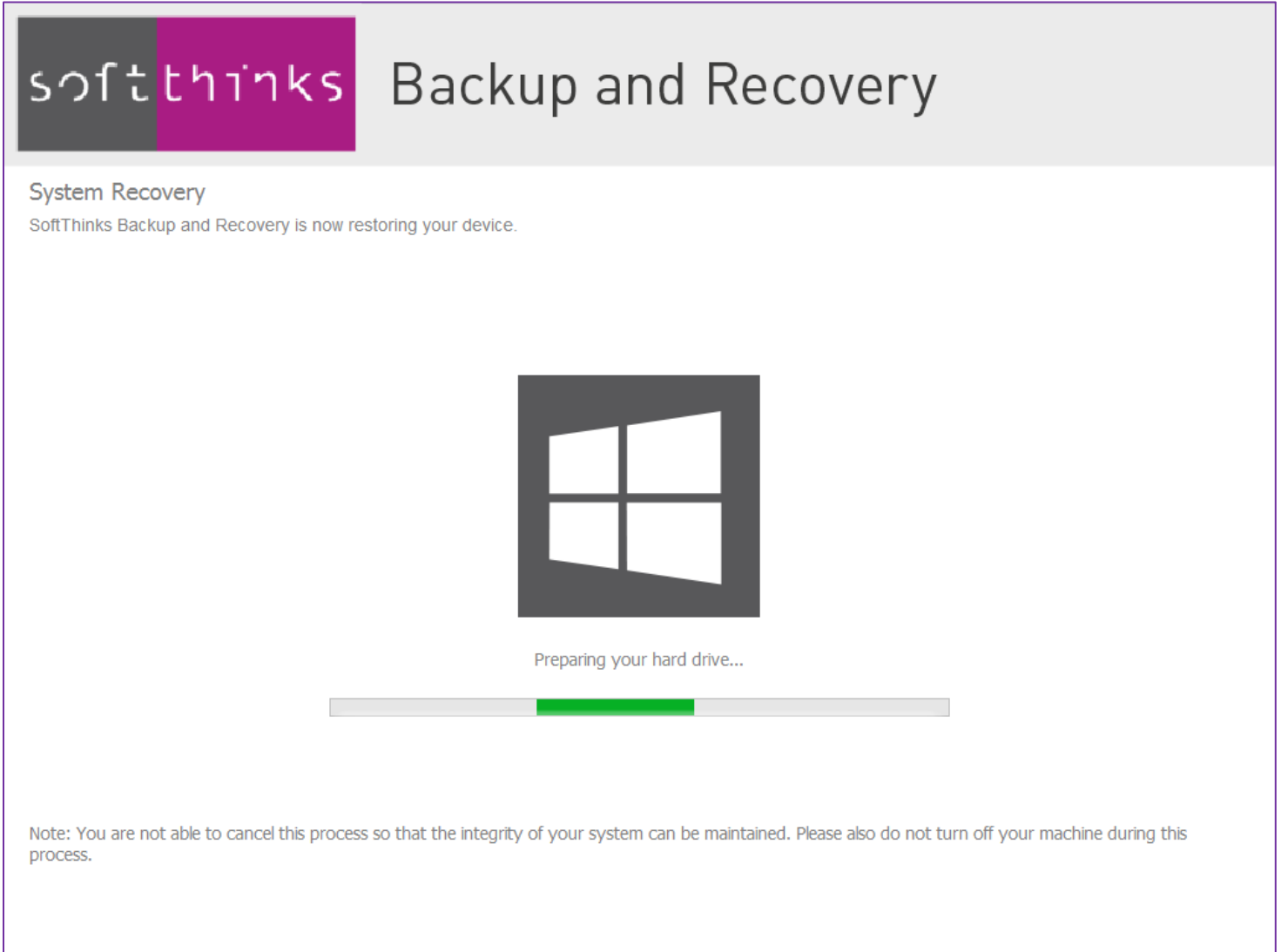


Backing up your data and SoftThinks Backup and Recovery settings...



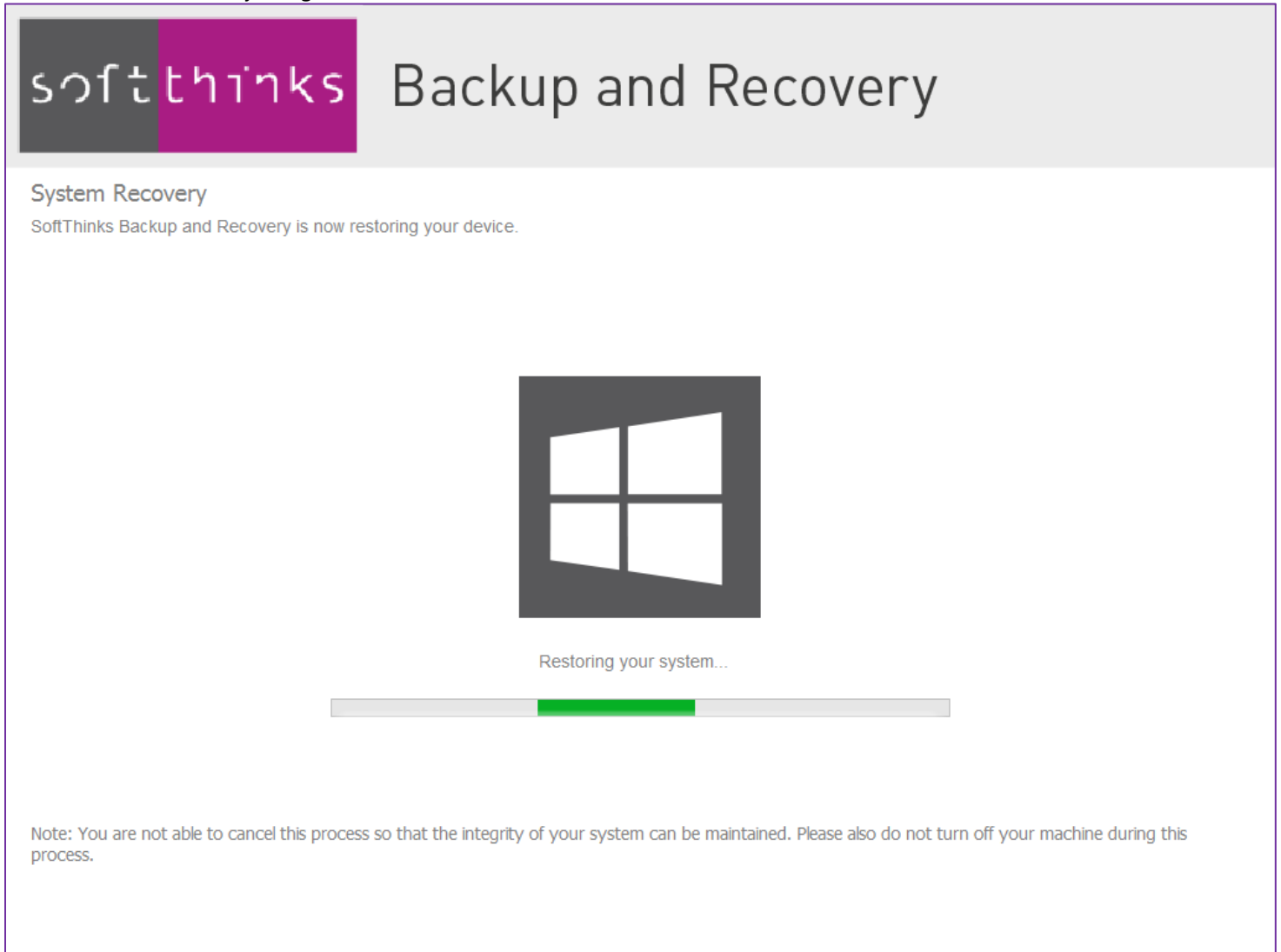
Note: You are not able to cancel this process so that the integrity of your system can be maintained. Please also do not turn off your machine during this process.

6. The hard drive is now prepared for the recovery:

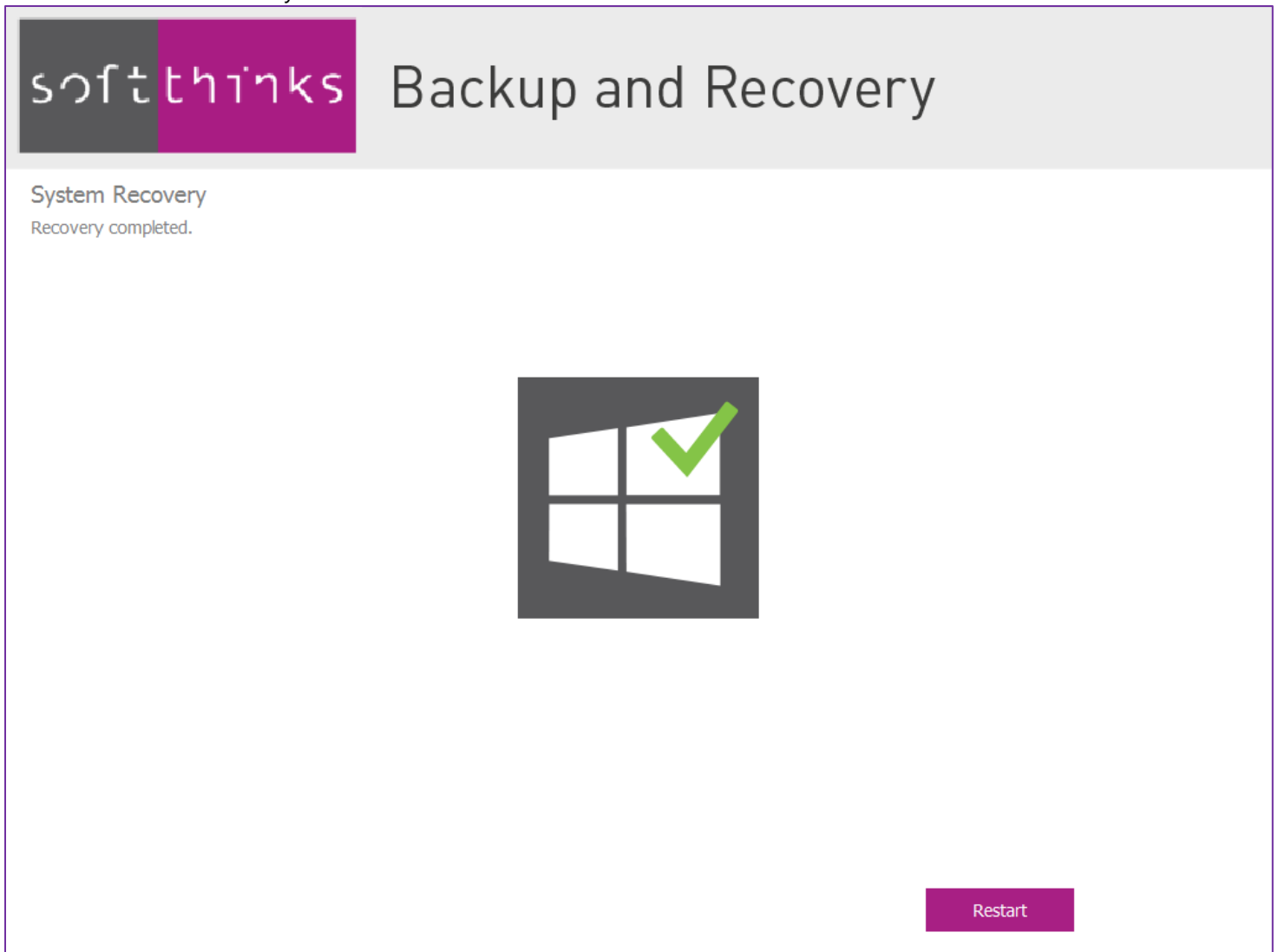


The screenshot shows the 'System Recovery' screen of the SoftThinks Backup and Recovery software. At the top left is the 'softthinks' logo, and to its right is the title 'Backup and Recovery'. Below the logo, the text reads 'System Recovery' and 'SoftThinks Backup and Recovery is now restoring your device.' In the center of the screen is a large Windows logo icon. Below the icon, the text says 'Preparing your hard drive...'. Underneath this text is a horizontal progress bar with a green segment on the left side, indicating the progress of the hard drive preparation. At the bottom of the screen, a note states: 'Note: You are not able to cancel this process so that the integrity of your system can be maintained. Please also do not turn off your machine during this process.'

7. Then, the Factory Image is extracted:



8. Once the Factory Image has been restored to your hard drive and is complete you will see the below screen. Just click on Restart and the system will reboot and start windows:




Restoring your system from your Recovery Media

To Restore your system hard drive back to the Factory Image from your Recovery Media please follow those instructions:

1. Boot to the Recovery Media drive you created
2. Reboot your system to the BIOS boot screen, check your user's manual to find the proper key to press during boot
3. Select to boot to the drive your Factory Recovery Media was created on

System Recovery on non-blank disk

4. Once the drive has booted to the Factory Recovery Media, you will see the below screen:




Backup and Recovery

Welcome!


SoftThinks Backup and Recovery is a tool to help repair or restore your device. We will automatically detect most common software issues and guide you through the steps below to fix them.
All of the steps below may not be required. Only the steps required to resolve the issue will be performed. Don't worry, we will give you the opportunity to back up your data, applications and operating system settings if needed.

1.




Smart Repair
(Up to 5 minutes)

2.




Instant Restore
(Up to 10 minutes)

3.



User Data Backup
(Time depends on files size)

4.



System Recovery
(Up to 30 minutes or more depending on the System Backup chosen)

Note: Touch screen devices may require a mouse and keyboard.

Advanced Options ->5

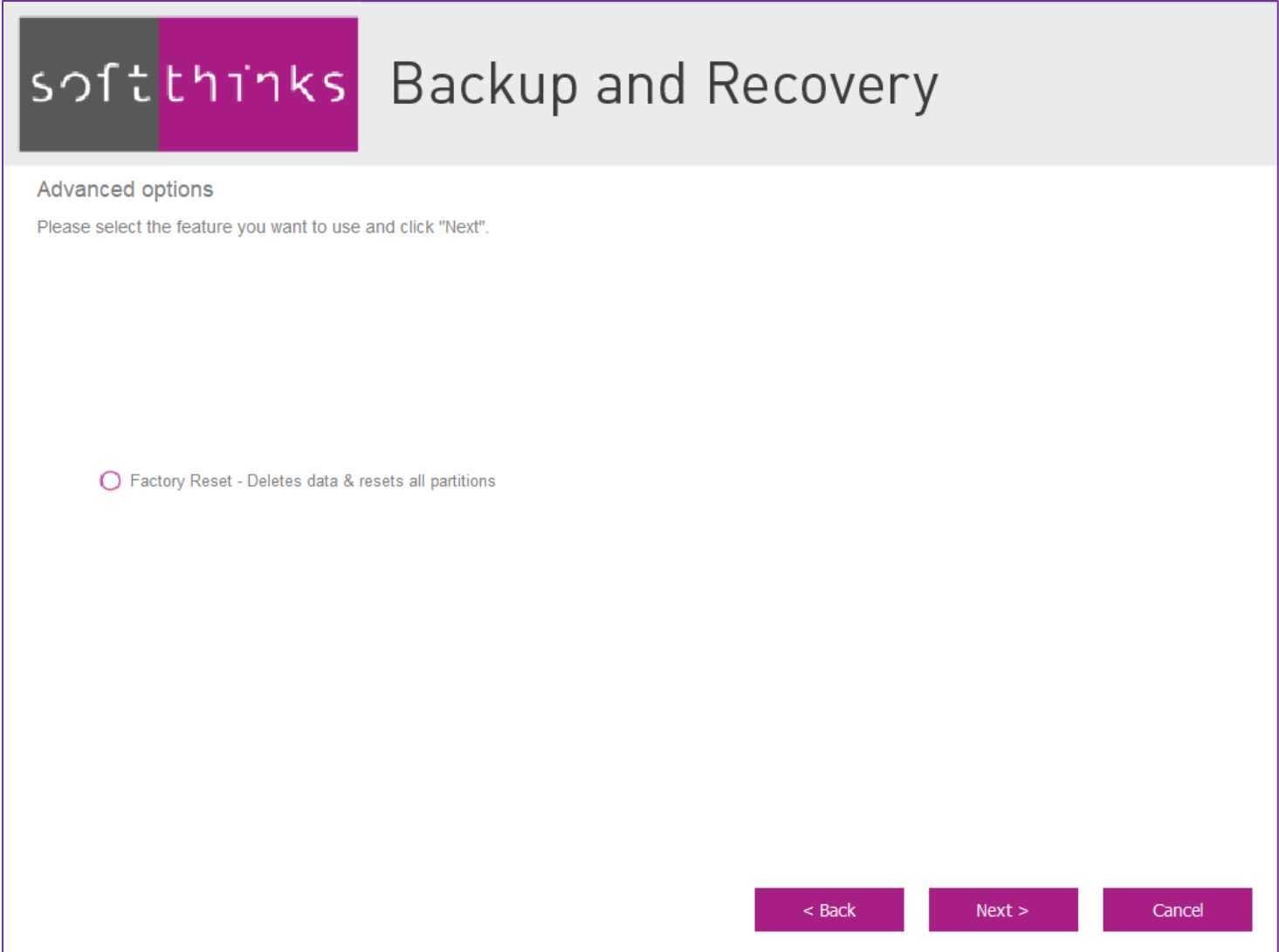
Next >

Quit

Note: The flow is similar to the one observed when you boot locally (See [Repairing & Restoring your system from the local Recovery Partition](#)) except for a new option called "Factory Reset" which is reachable through the "Advanced Options" button on the bottom left and we that we will now describe.

Factory Reset

5. After having clicked on the "Advanced Options" button you arrive on the screen below which allows you to delete data and reset all partitions as they were in Factory. Select the option "Factory Reset" and click on the "Next >" button:



softthinks Backup and Recovery

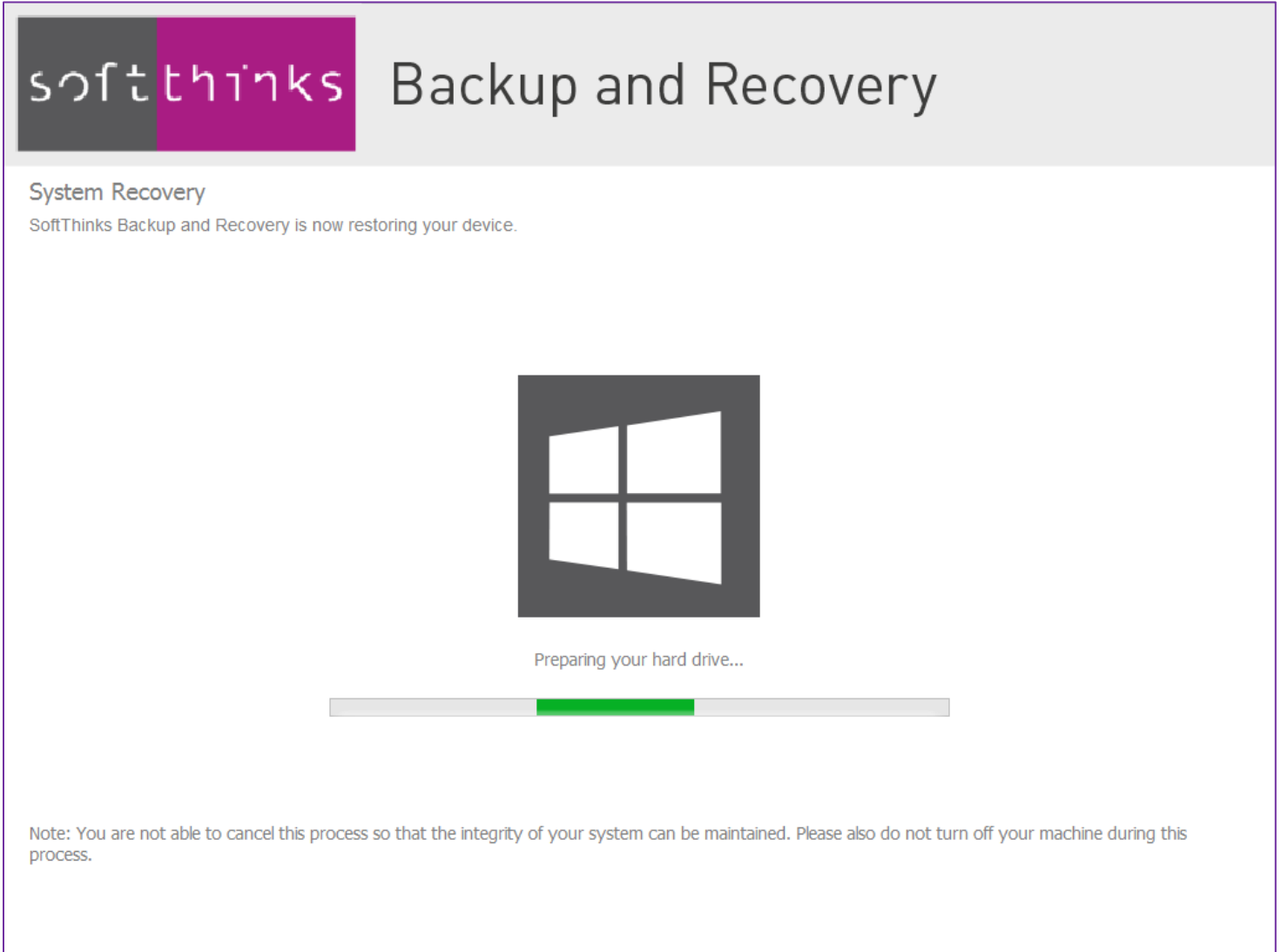
Advanced options

Please select the feature you want to use and click "Next".

Factory Reset - Deletes data & resets all partitions

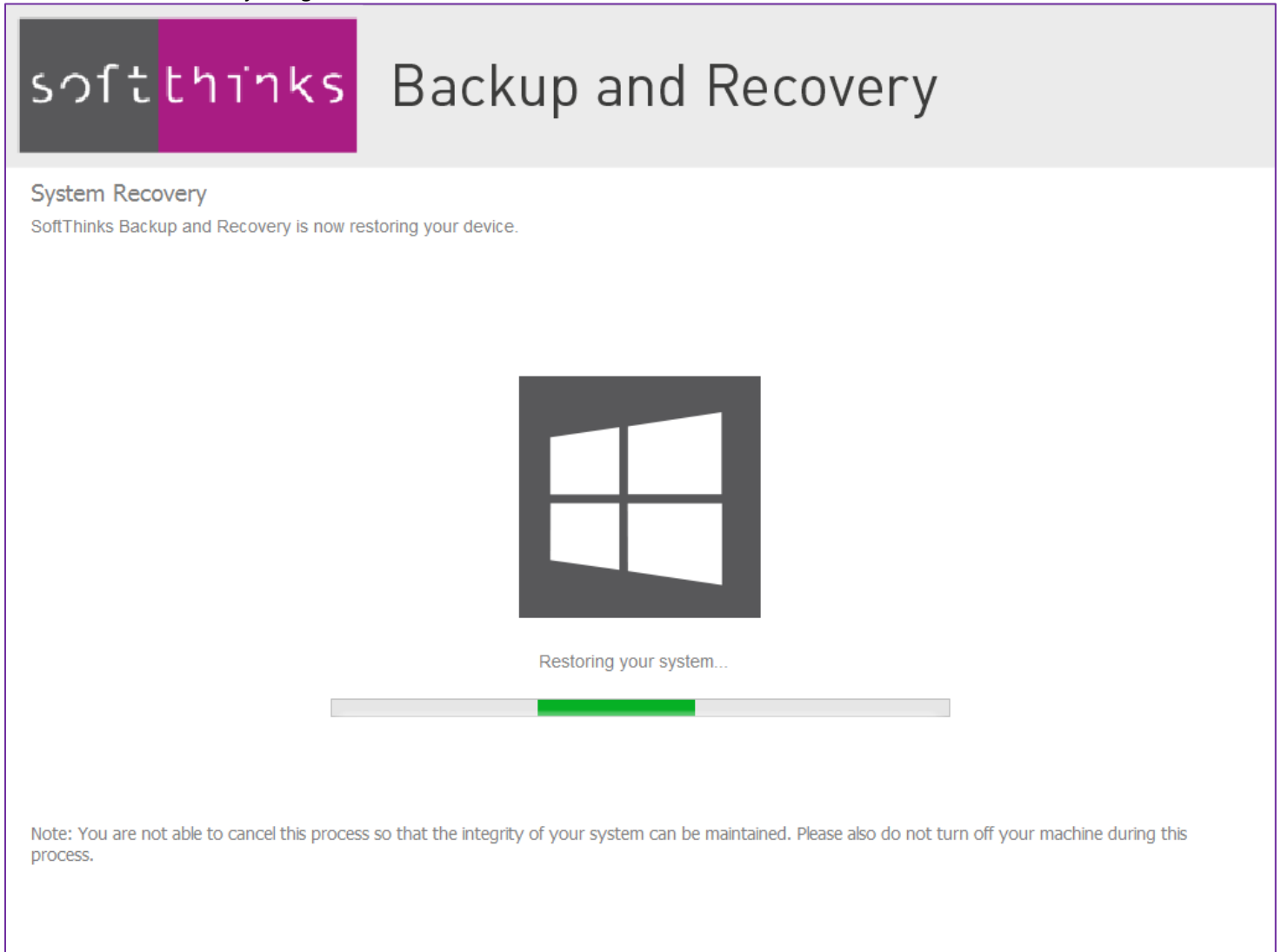
< Back Next > Cancel

6. After confirmation, the disk contents are now erased and the partitions are re-created as they were in factory:

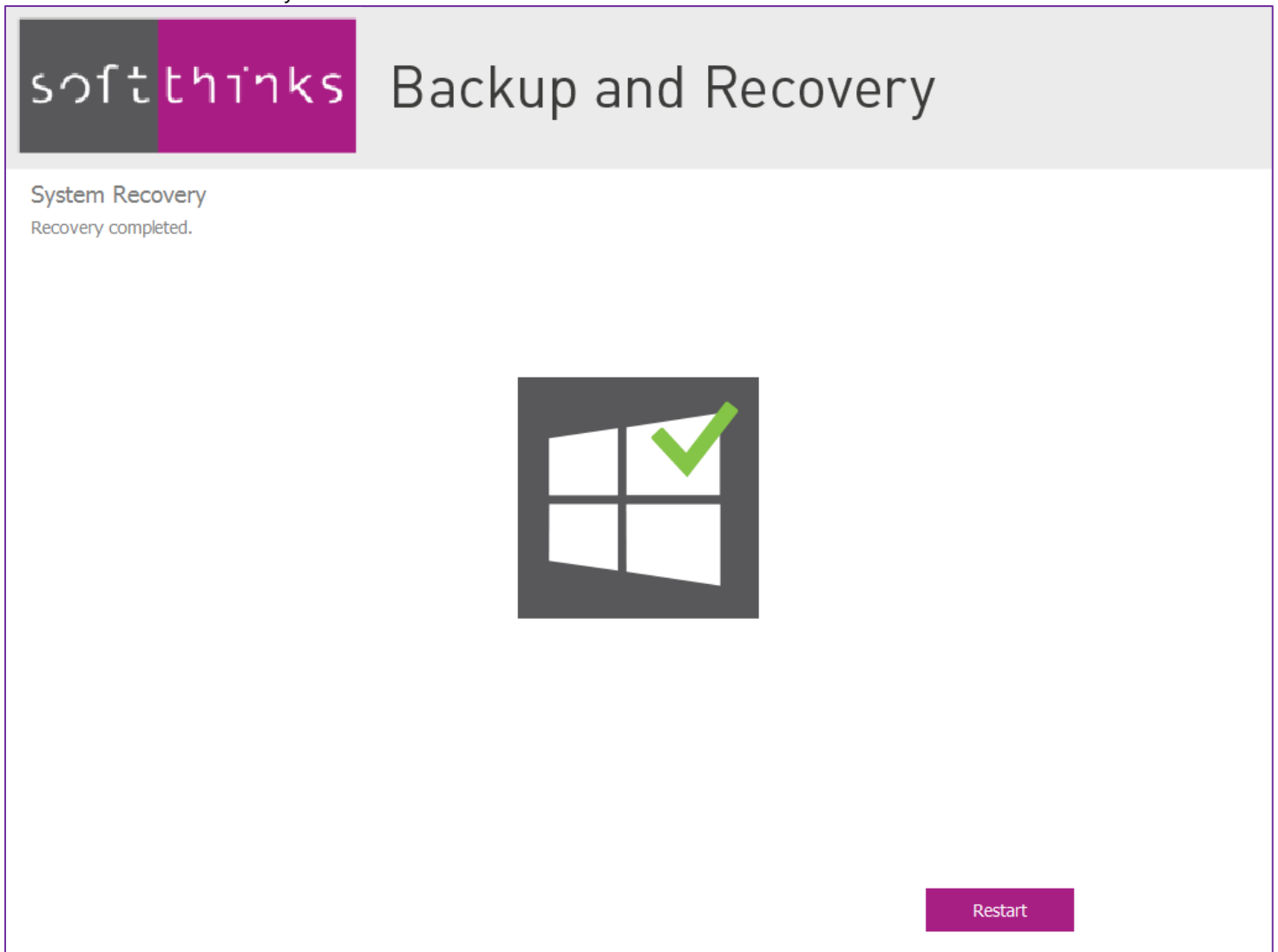


The screenshot shows the 'softthinks Backup and Recovery' application window. The title bar reads 'softthinks Backup and Recovery'. Below the title bar, the text 'System Recovery' is displayed, followed by the message 'SoftThinks Backup and Recovery is now restoring your device.' In the center of the window, there is a large Windows logo icon. Below the icon, the text 'Preparing your hard drive...' is shown. A progress bar is located below the text, with a green segment indicating the current progress of the operation. At the bottom of the window, a note states: 'Note: You are not able to cancel this process so that the integrity of your system can be maintained. Please also do not turn off your machine during this process.'

7. Then, the Factory Image is extracted:



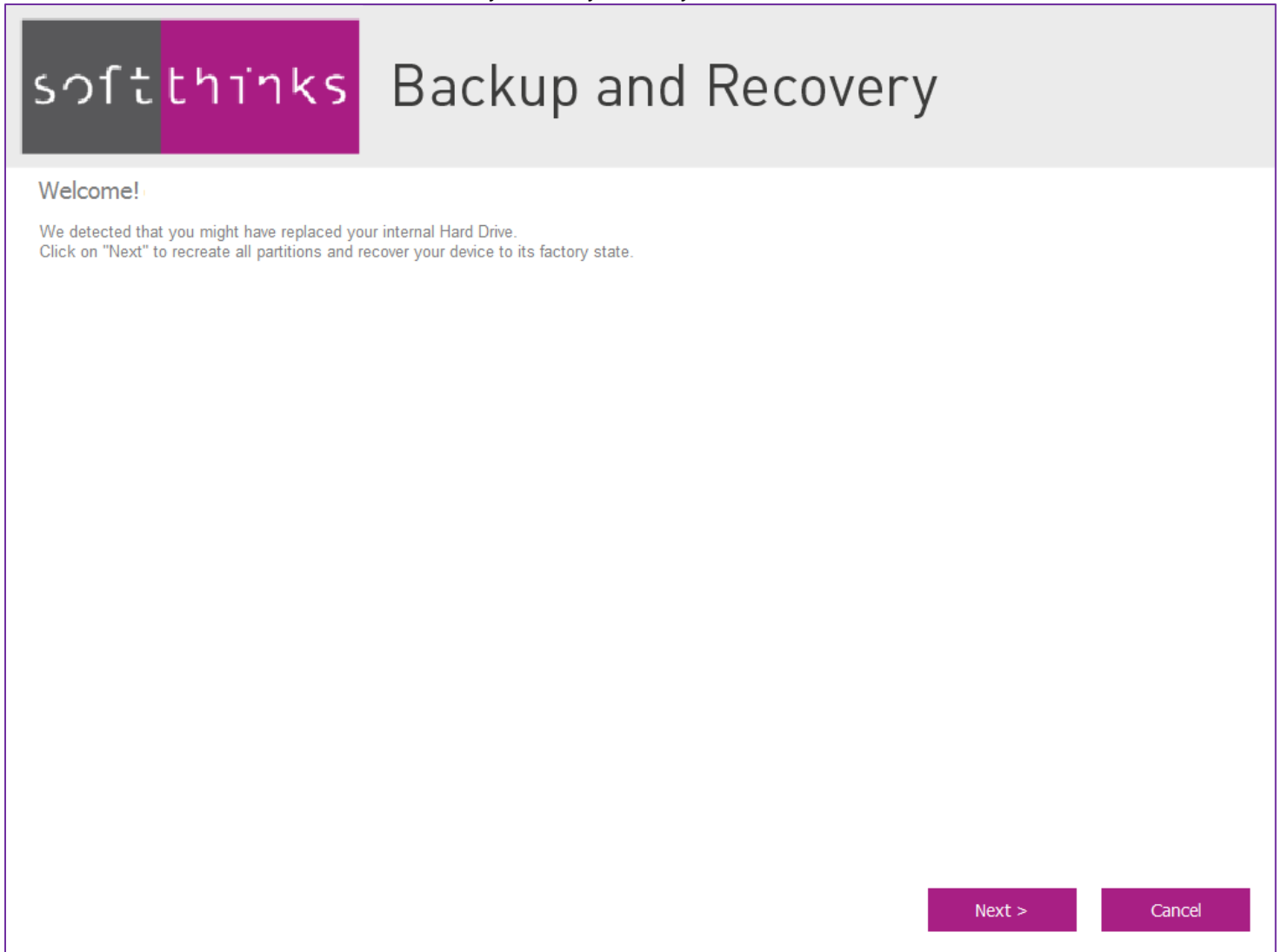
8. Once the Factory Image has been restored to your hard drive and is complete you will see the below screen. Just click on Restart and the system will reboot and start windows:



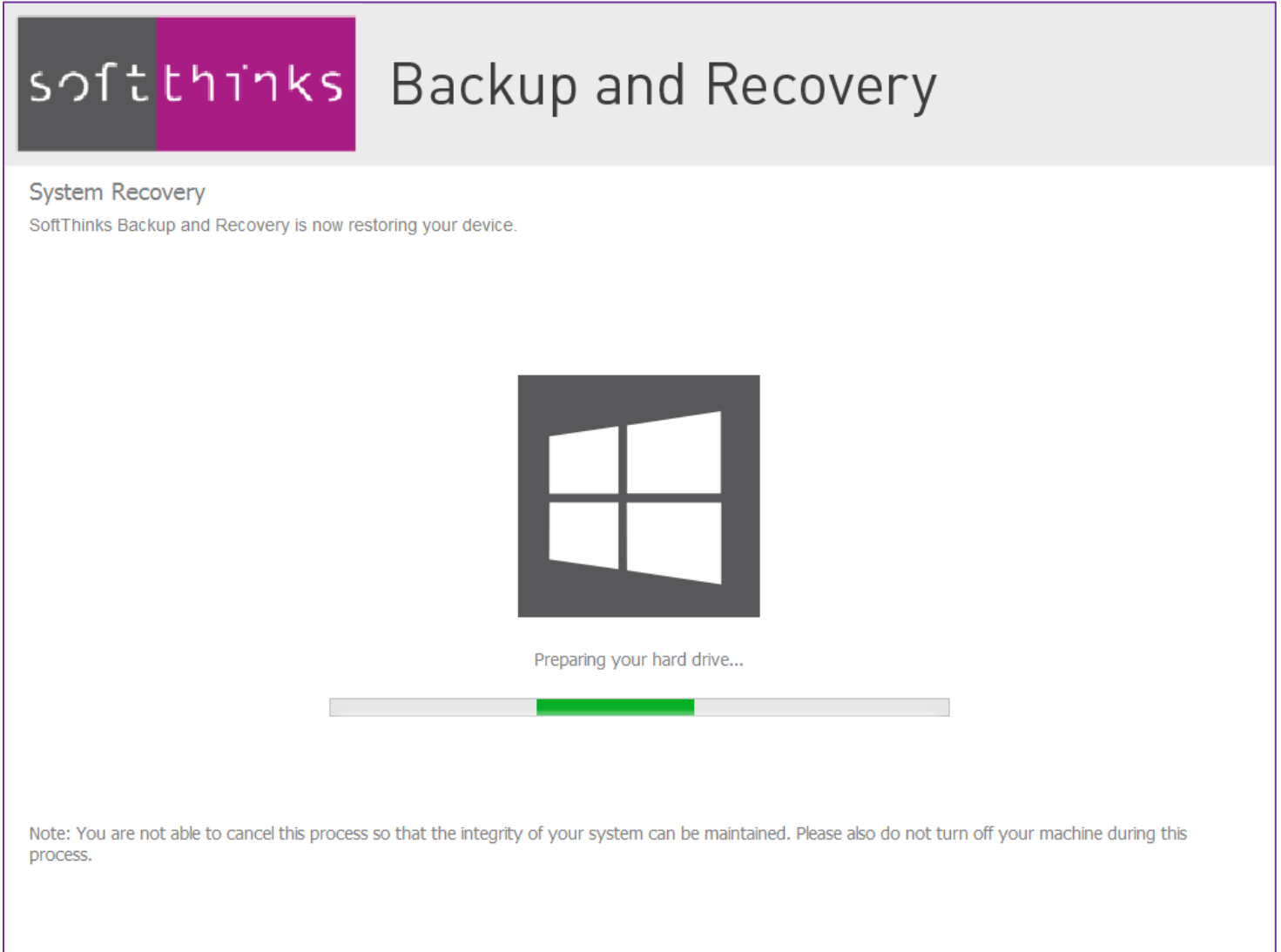
System Recovery on blank disk (typically replacement HDD)

Note: If the drive size is different than the original disk size the partitions will be resized accordingly to use all the space available.

4. Once the drive has booted to the Factory Recovery Media, you will see the below screen:

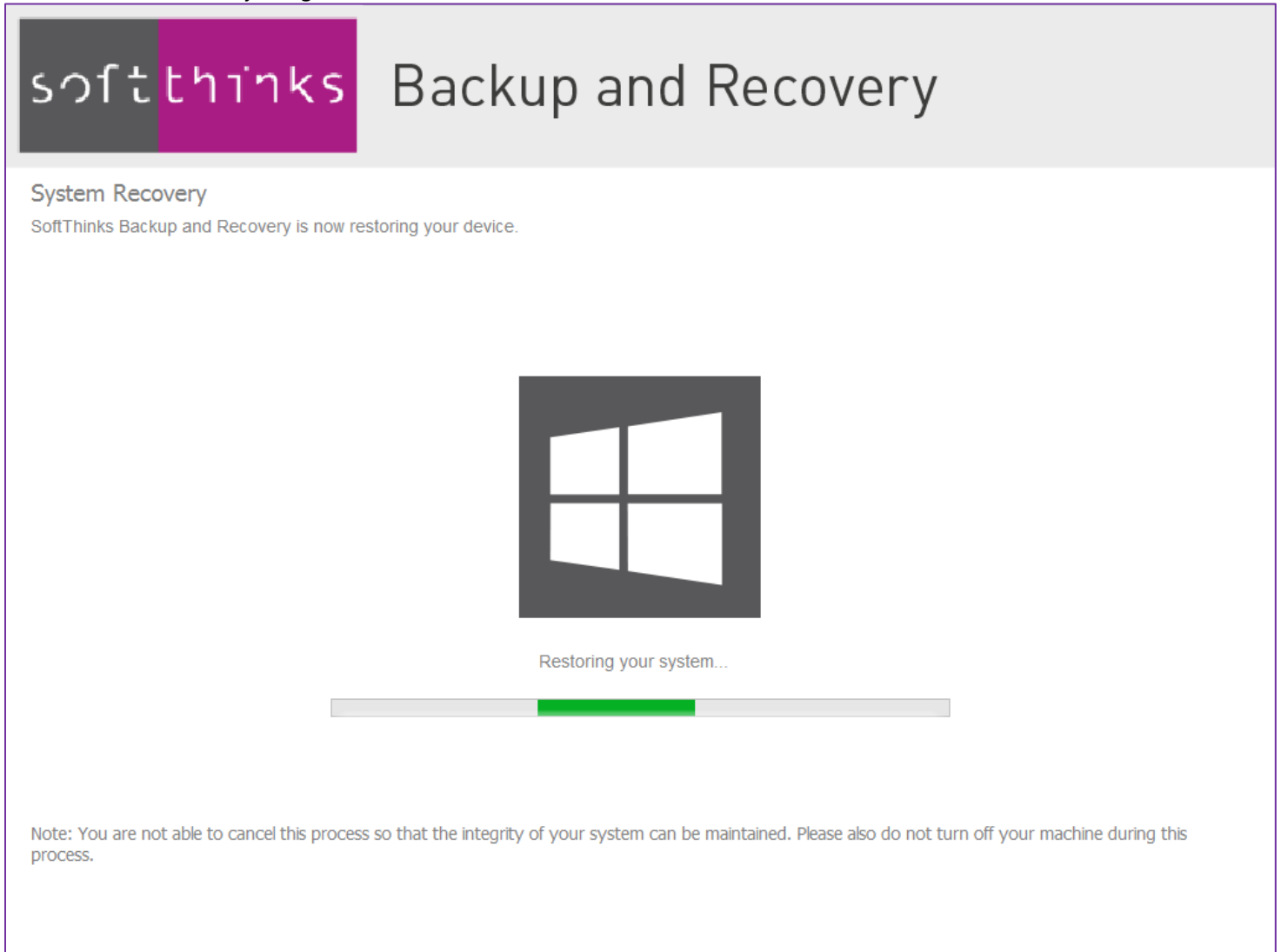


5. After having clicked on the "Next >" button, the partitions are created as they were in factory:

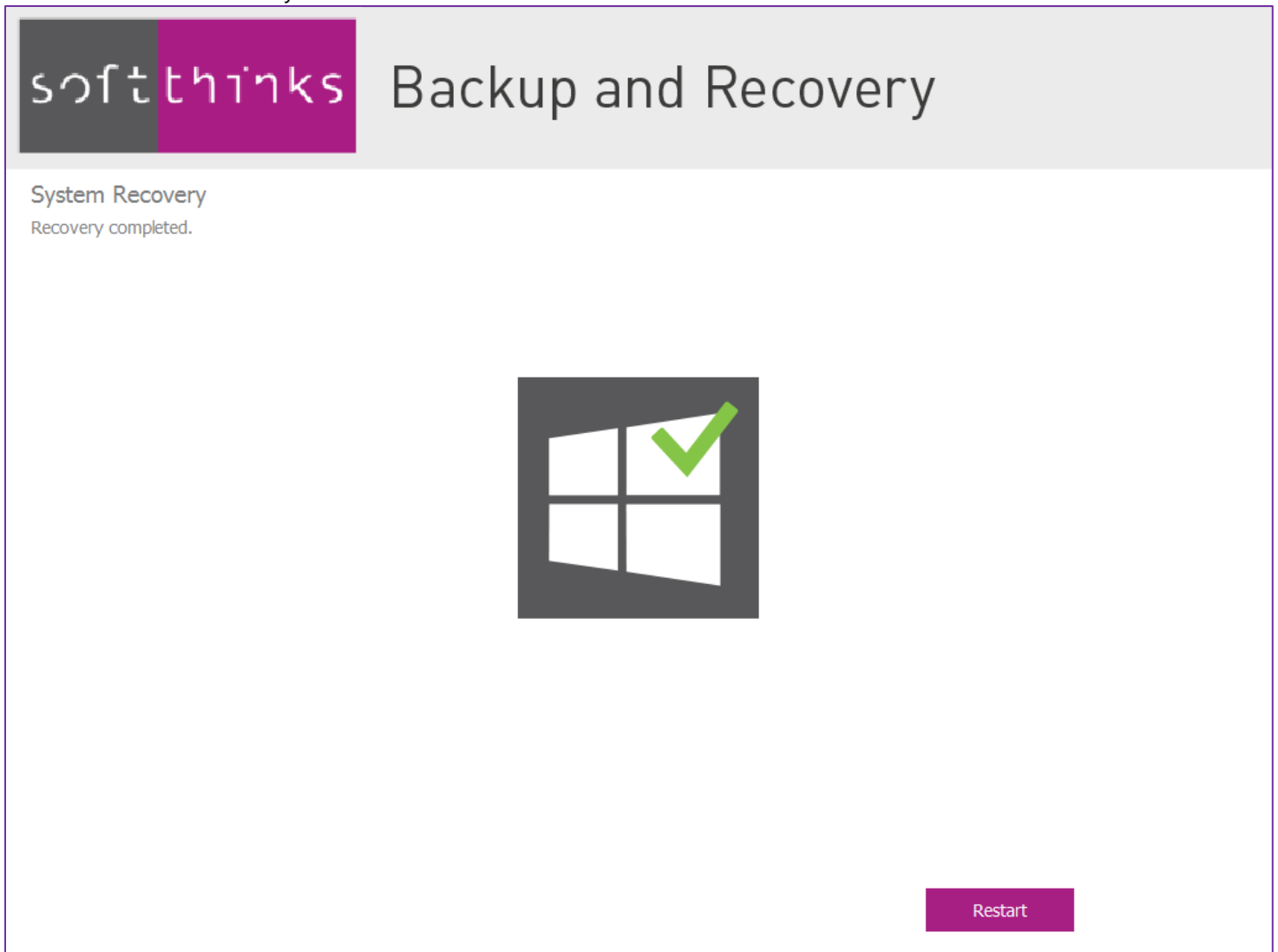


The screenshot shows the 'System Recovery' screen of the SoftThinks Backup and Recovery software. At the top left is the 'softthinks' logo, and to its right is the title 'Backup and Recovery'. Below the logo, the text reads 'System Recovery' and 'SoftThinks Backup and Recovery is now restoring your device.' In the center, there is a large Windows logo icon. Below the icon, the text says 'Preparing your hard drive...'. Underneath this text is a progress bar with a green segment indicating the current progress. At the bottom, a note states: 'Note: You are not able to cancel this process so that the integrity of your system can be maintained. Please also do not turn off your machine during this process.'

6. Then, the Factory Image is extracted:



7. Once the Factory Image has been restored to your hard drive and is complete you will see the below screen. Just click on Restart and the system will reboot and start windows:



Recovering your data

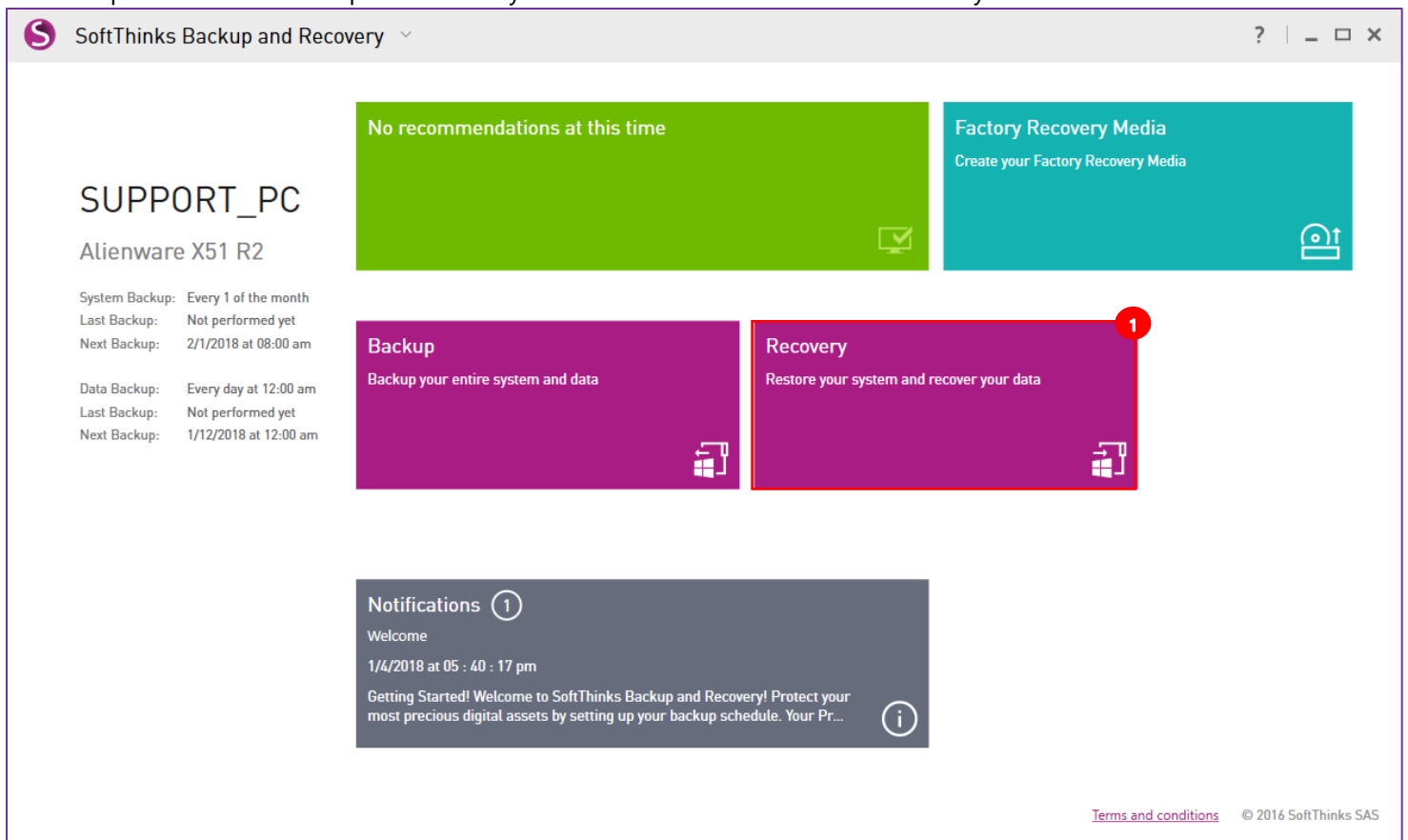
Lost files can be easily recovered from either System Backups or Data Backups. You can also rollback to a previous version with the versioning feature of the Premium Edition.

You have 2 ways to recover your data:

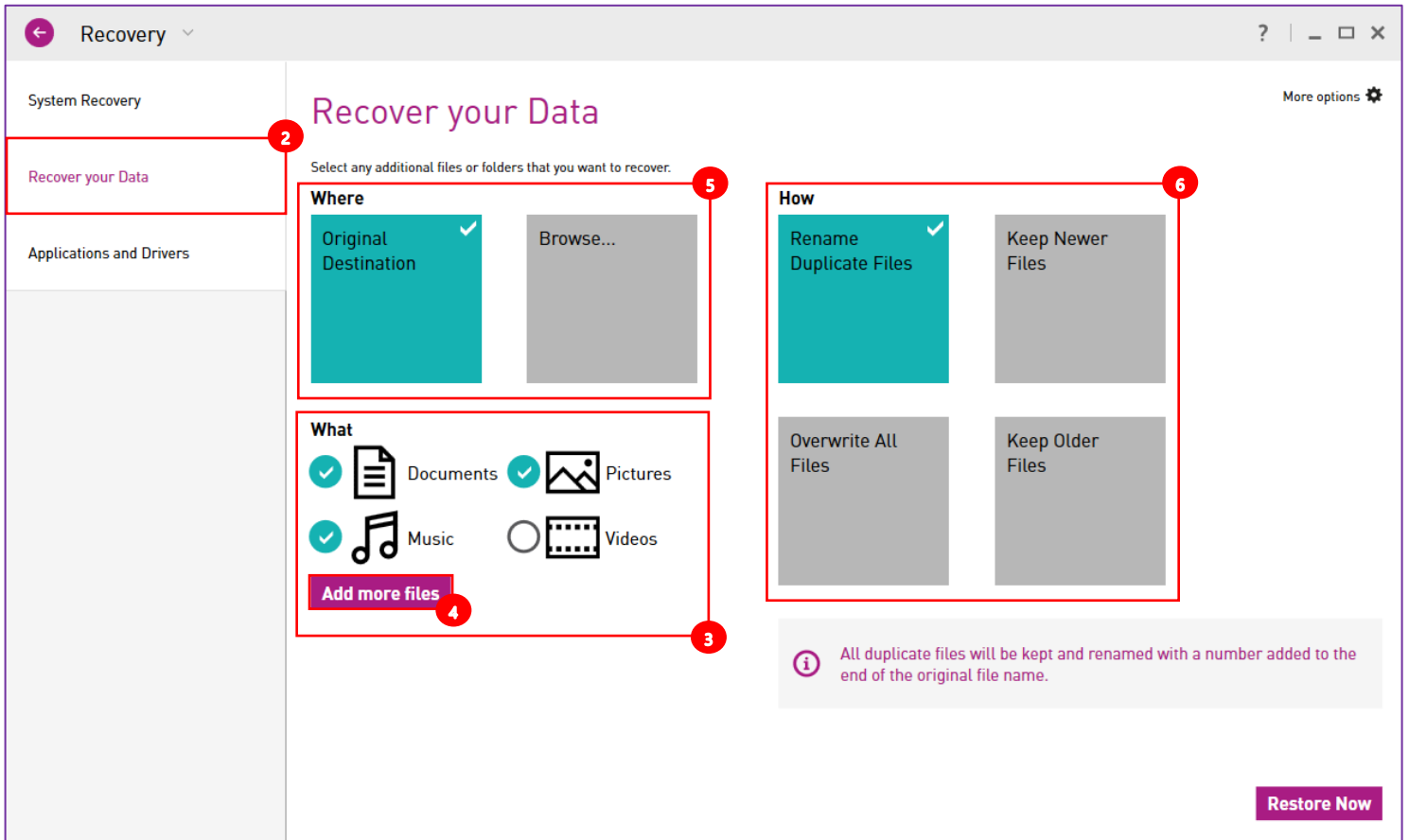
- From SoftThinks Backup and Recovery User Interface
- From Windows Explorer

Recovering your data from the main application

1. Open SoftThinks Backup and Recovery User Interface and click on the "Recovery" tile **1**:

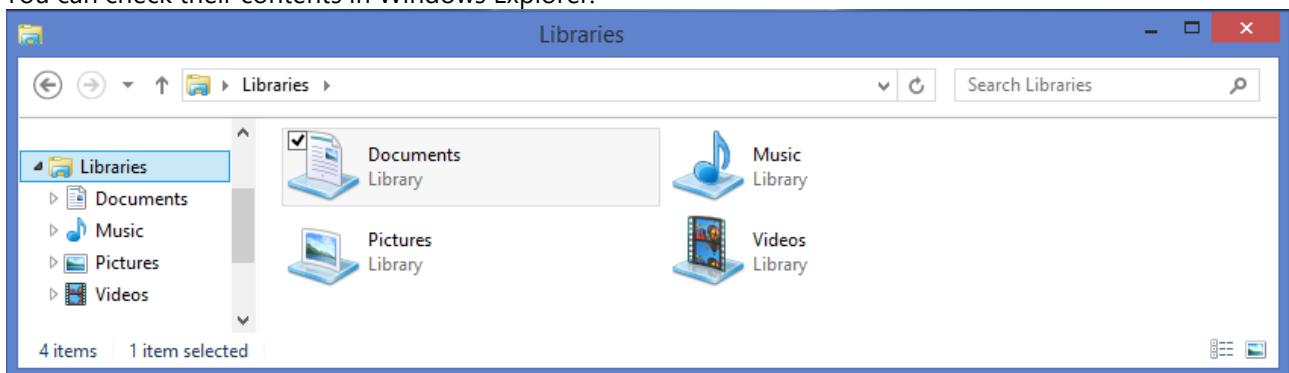


2. Select "Recover your data" tab ² in the left menu:

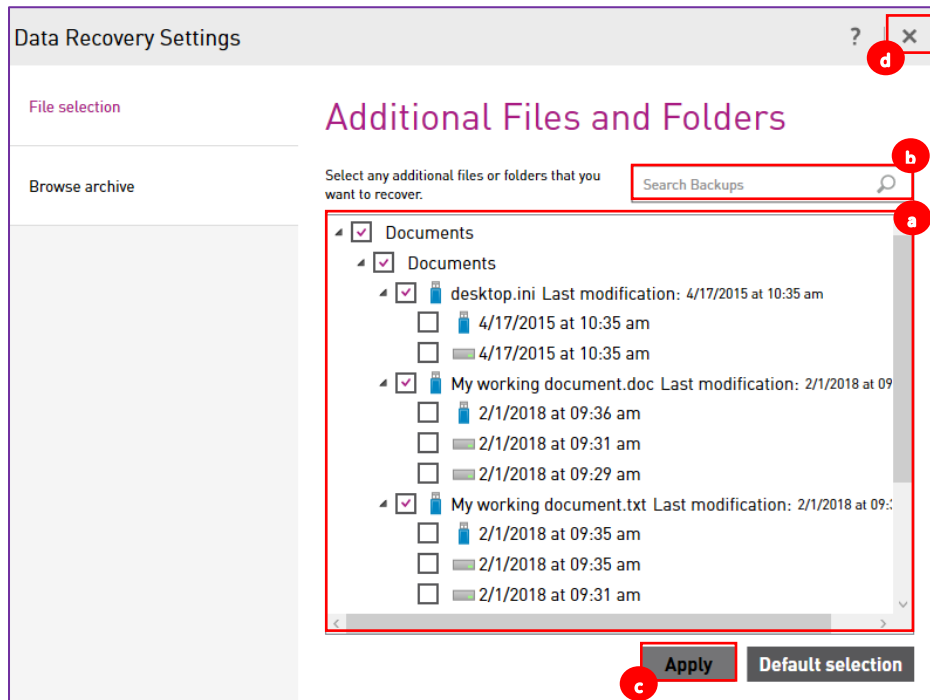


3. Select the data you want to recover ³: you can select data libraries as Documents, Pictures, Music and Video but also specific files and folders as described in the next step

Note: Libraries are user-defined collections of folders. By default, your applications store your data in those libraries. You can check their contents in Windows Explorer:



4. Click on the "Add more files" button **a** to review and complete your selection, and to specify which version of your data you want to recover (by default we will recover the last version of each file matching your selection):



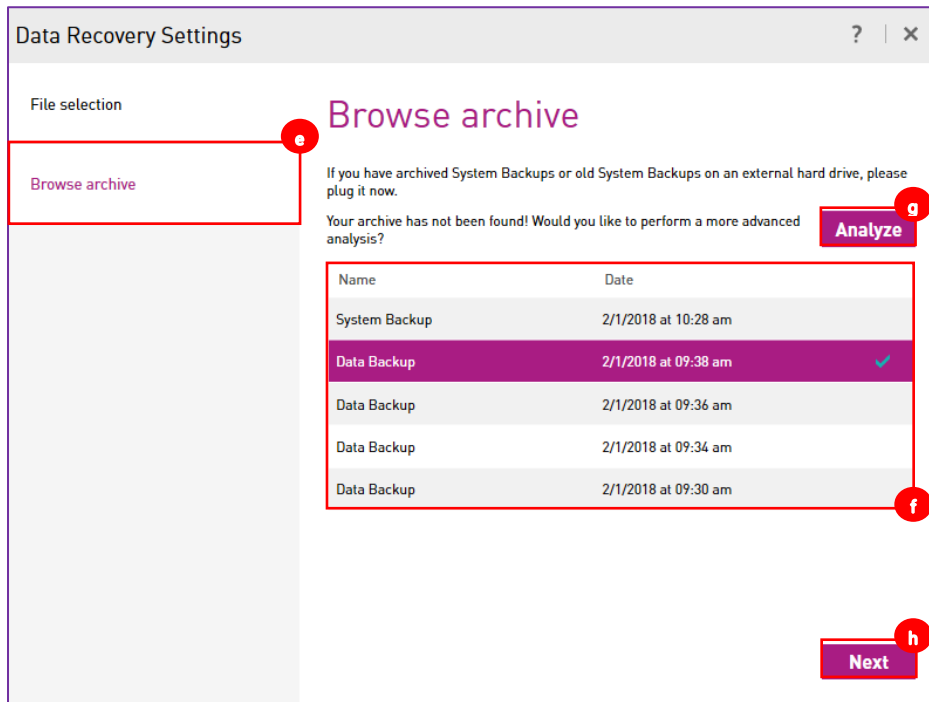
- a. You will see in the treeview **a** all the versions of all the files backed up whatever is the method used (System Backup, Manual / Scheduled / Continuous Data Backup) and wherever they are stored (locally, on external drive, on network), even if the storage is not reachable at this time. All versions of the files will be displayed and you can choose which file or files to restore.

In our example above the "Documents" library was selected and so the files in Documents as "My working document.txt" and "My working documents.doc" are pre-selected. As show in the screenshot, if you click on the arrow on the front of each file you will see all the versions backed up for this file and a pictogram indicates you if the file version is stored locally or on USB drive: the versions of "My working document.doc" saved at 9:29 and 9:32 have been backed up on the local drive (through a Data Backup or Continuous Data Protection) and the version saved at 9:36 has been backed up on external drive (through a System Backup).

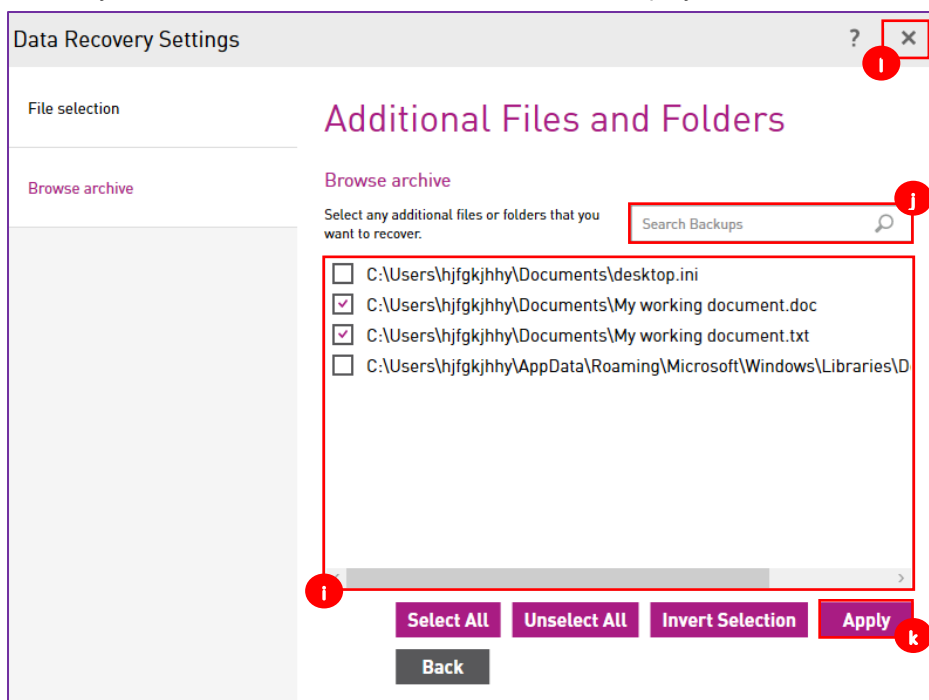
Note: The dates displayed are the dates when the files have been saved, meaning the file version date, and not the date when the backup has been made.

- b. You have also the ability to search for a specific file or folder thanks to the field **b** above the treeview: enter the file name and click on the magnifying glass
- c. If you found the files you want to recover, click on the "Apply" button **c**, else go directly to the [step e](#)
- d. Close the window by clicking on the "X" **d** in the upper right corner of the dialog box

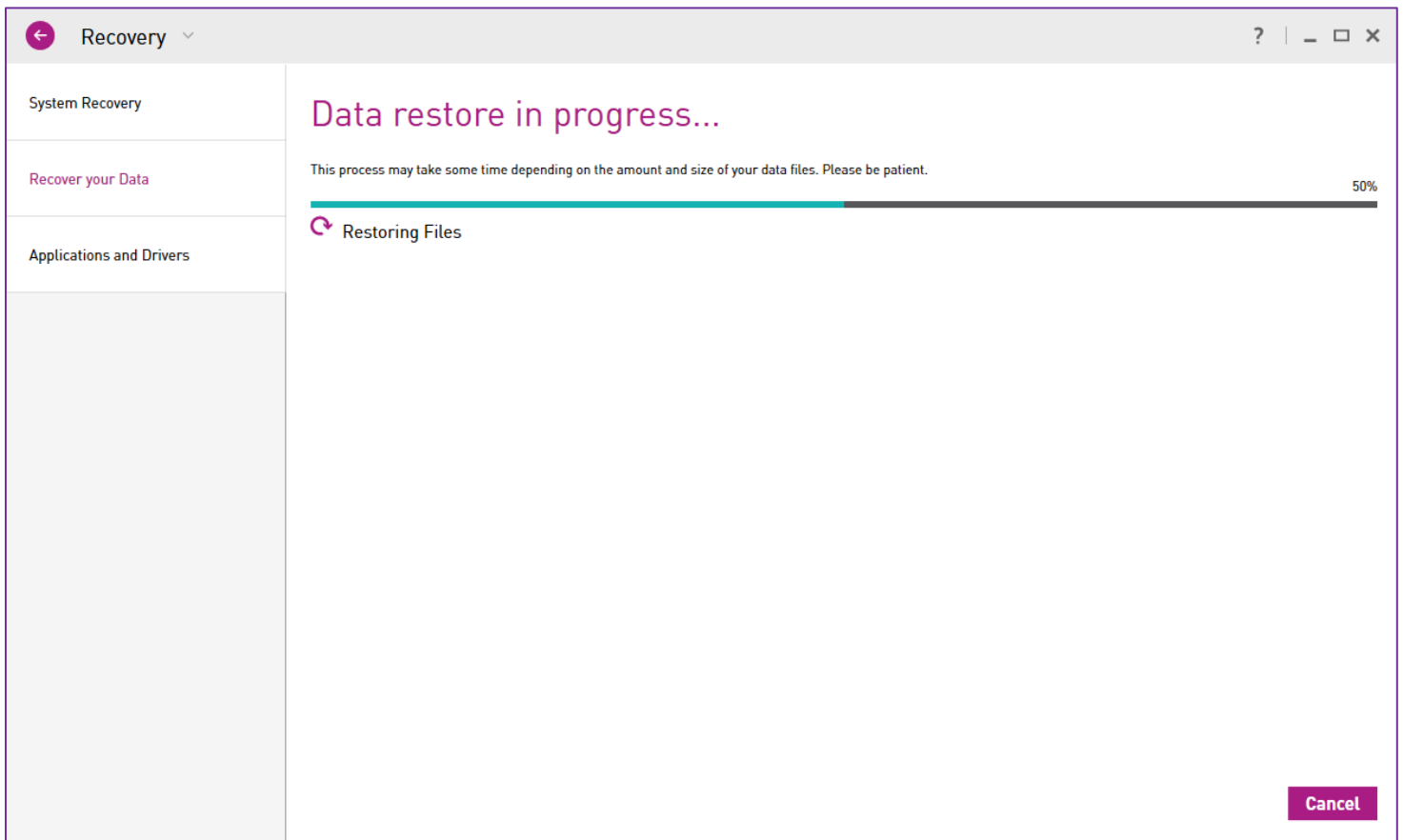
- e. If you don't find what you are looking for, you can also browse for a specific archive and display its contents and restore the files you want from this archive by clicking on the "Browse archive" tab **e** on the left side:



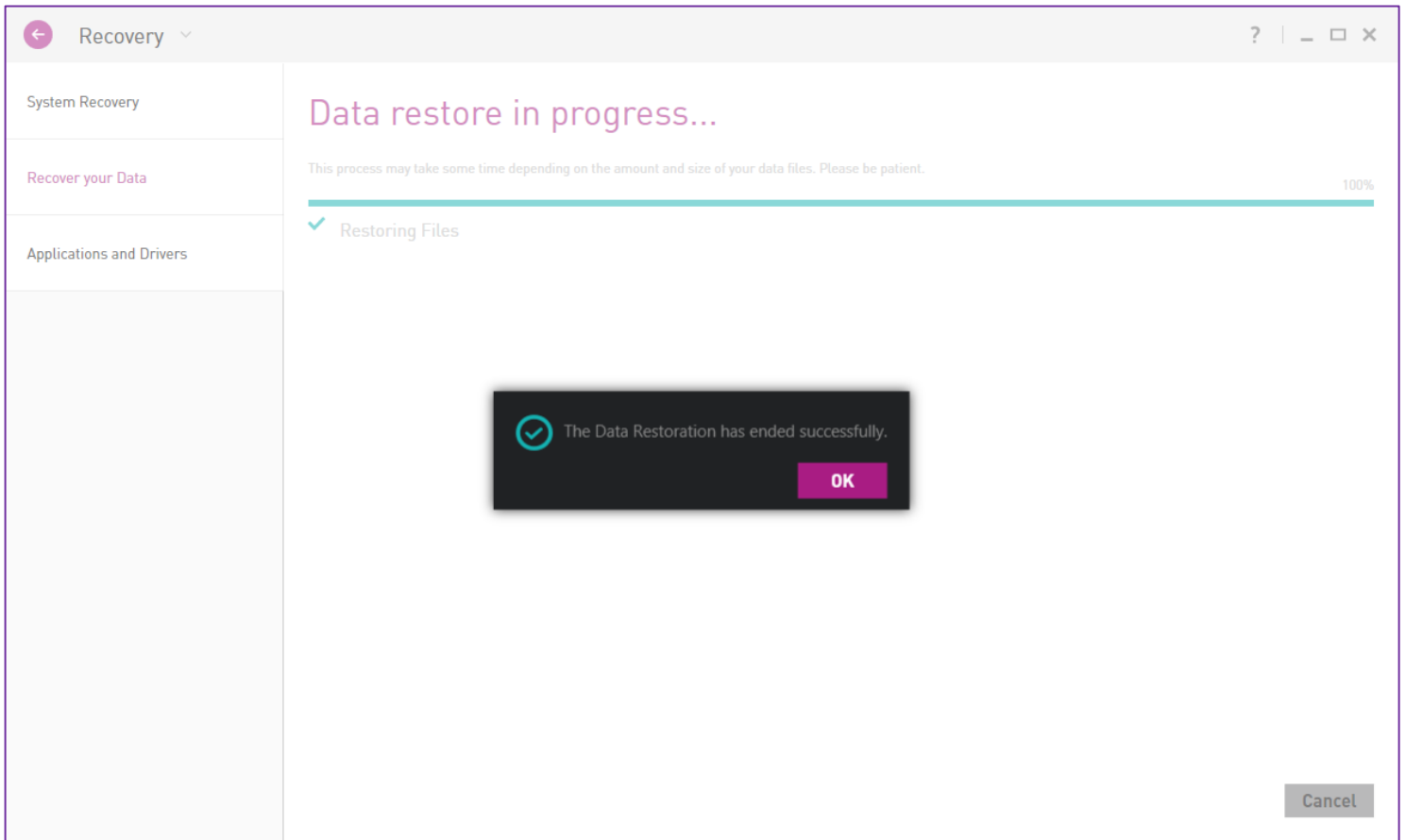
- f. Select the archive you want to explore in the list **f** of the Data Backups and System Backups captured.
- g. If you don't find it, please plug the media where it is stored and click on the "Analyze" button **g**
- h. Once the archive selected click on the "Next" button **h**
- i. Select the files you want to recover in the archive contents displayed in the list **i**:



- j. Since the archive contents can be important you can directly search for specific files and folders for the dedicated field **j** above the list
 - k. Once all the files selected click on the "Apply" button **k**
 - l. Close the window by clicking on the "X" **l** in the upper right corner of the dialog box
5. In the "Where" section **5**, choose where you want your data to be recovered. By default, they will be restored to their original location but you can click on the "Browse..." tile to browse for another location.
 6. Decide what to do if the files you want to recover already exist on the target location (typically when you restore them to their original location) in the "How" section **6**:
 - Keep Newer Files (default option): Keep the most recent files
 - Rename Duplicated Files: Existing files will be renamed with a number added to the end of the original file name (Example: "My Working Document (1).doc")
 - Overwrite All Files: Overwrite systematically existing files by the ones being restored
 - Keep older files: Keep the oldest files
 7. Click on "Restore Now" button **7** to restore the files you selected:

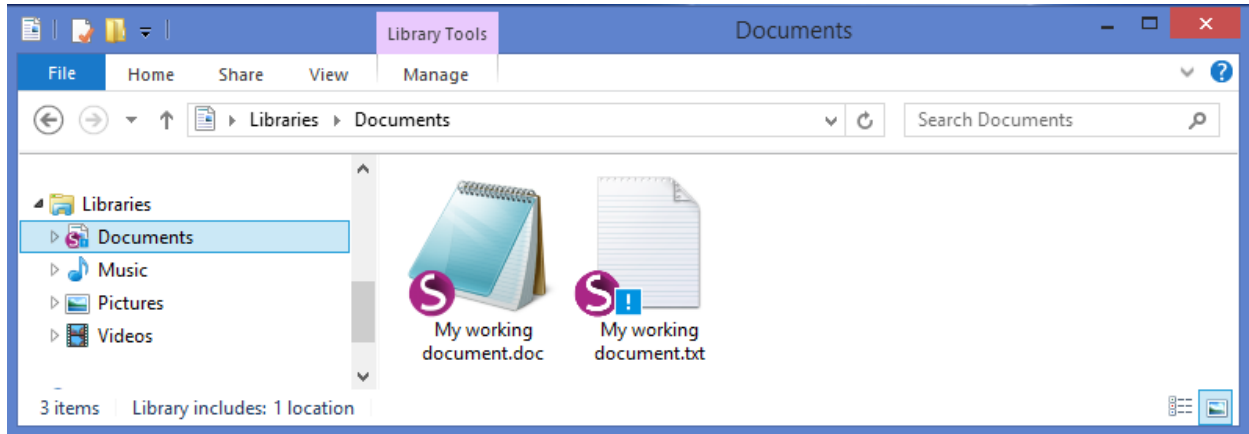


8. You will be notified when all your data will have been restored:

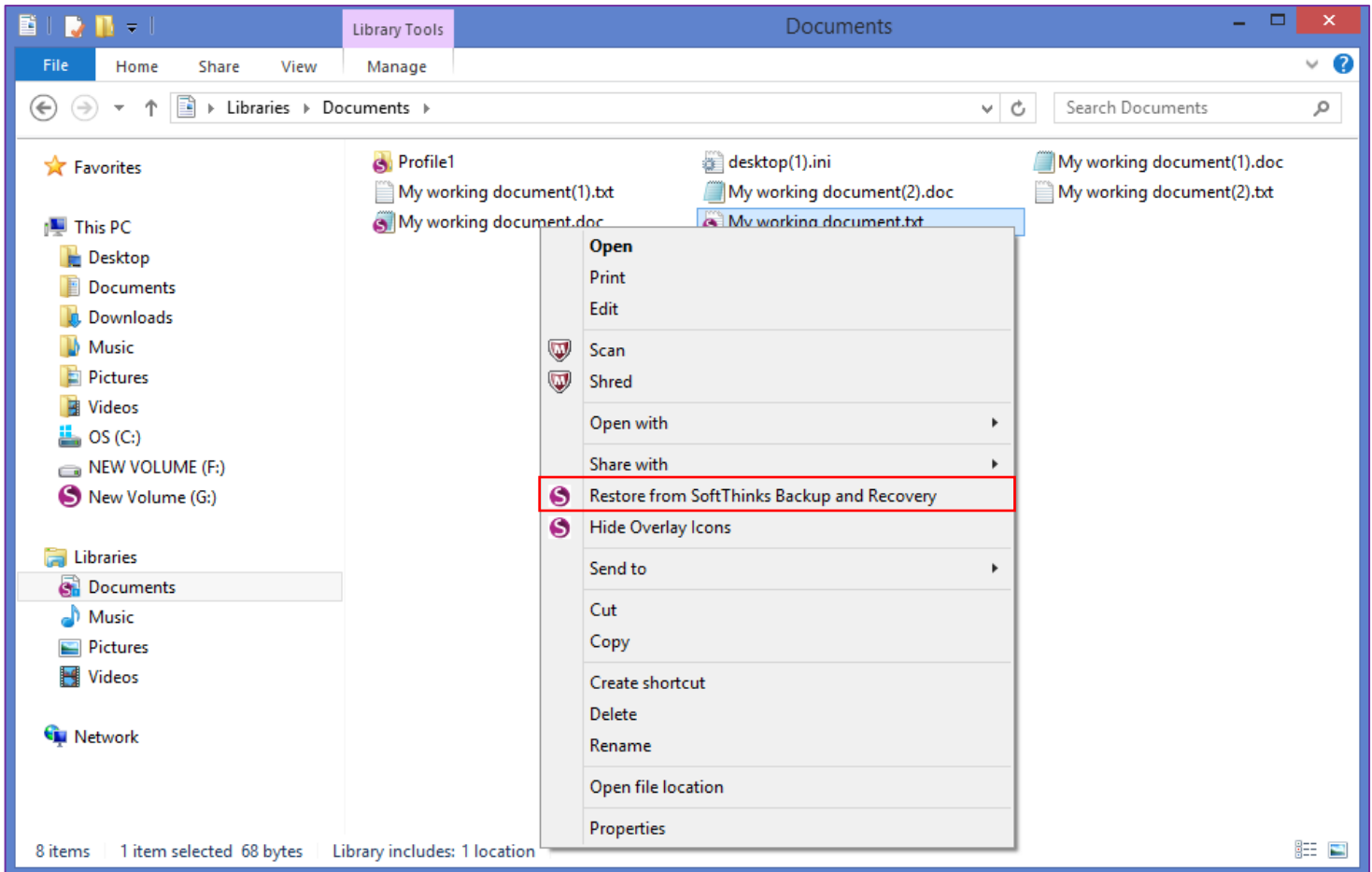


Recovering your data from Windows Explorer

Thanks to the Windows Explorer integration you can easily see which files are protected, whatever is the technology to protect them (Scheduled/Manual Data Backup, Continuous Data Protection, System Backup): if a folder contains some files that are backed up by any backup method, an overlay icon with SoftThinks Backup and Recovery logo appears on folder icon. In the same way, the icons of the files backed up have also the overlay, into which an exclamation mark is added for the files modified since the latest backup:



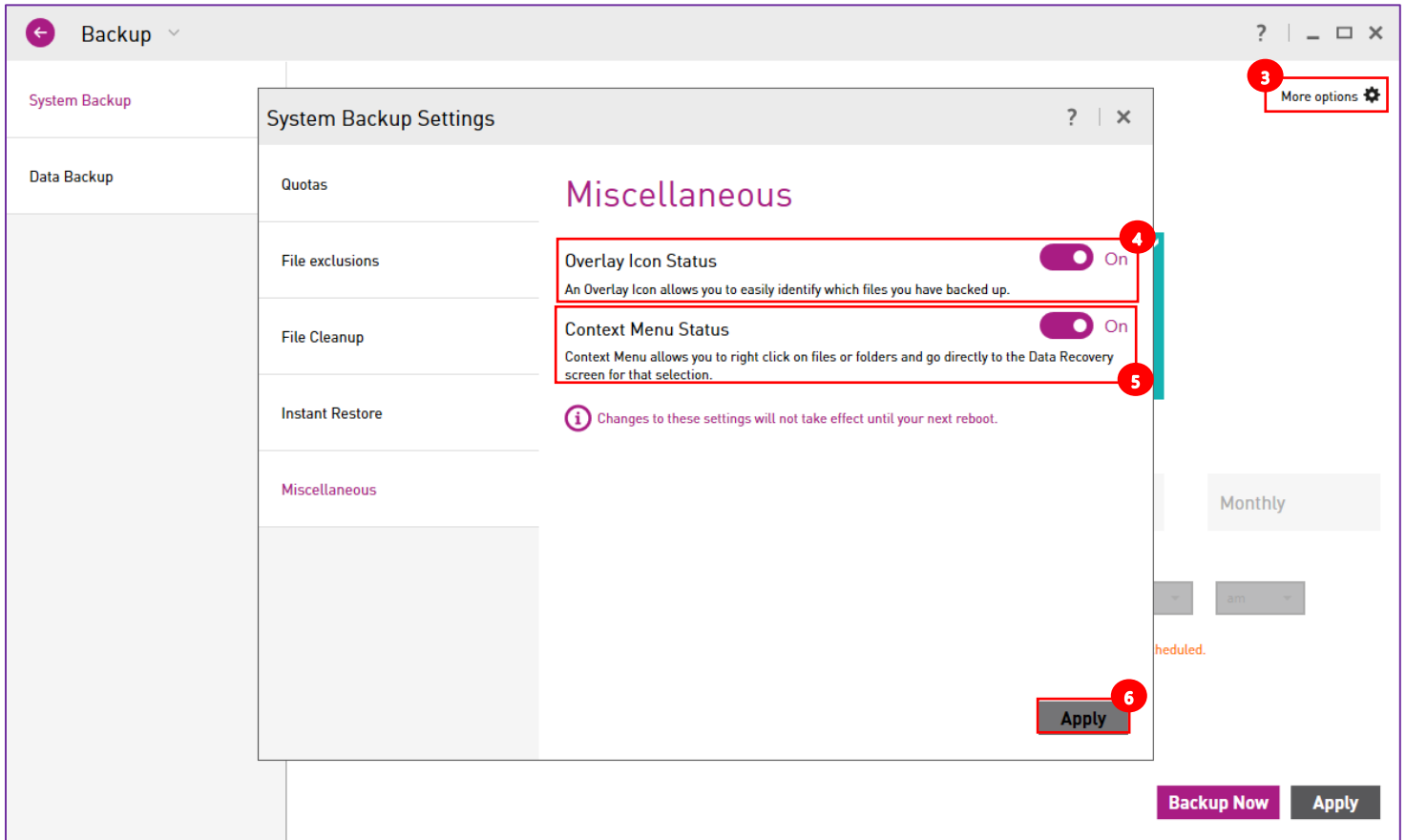
If you right click on files or folders with SoftThinks Backup and Recovery logo, an item "Restore from SoftThinks Backup and Recovery" is added in the context menu and it will open the application directly into Recovery screen:



To achieve that operation, SoftThinks Backup and Recovery user interface will be opened in the Recovery screen (See [Recovering your data from the main application](#)).

You will notice in the context menu a switch to hide / show overlay icons. This setting can also be modified from SoftThinks Backup and Recovery User Interface, as well as the context menu behavior as described below:

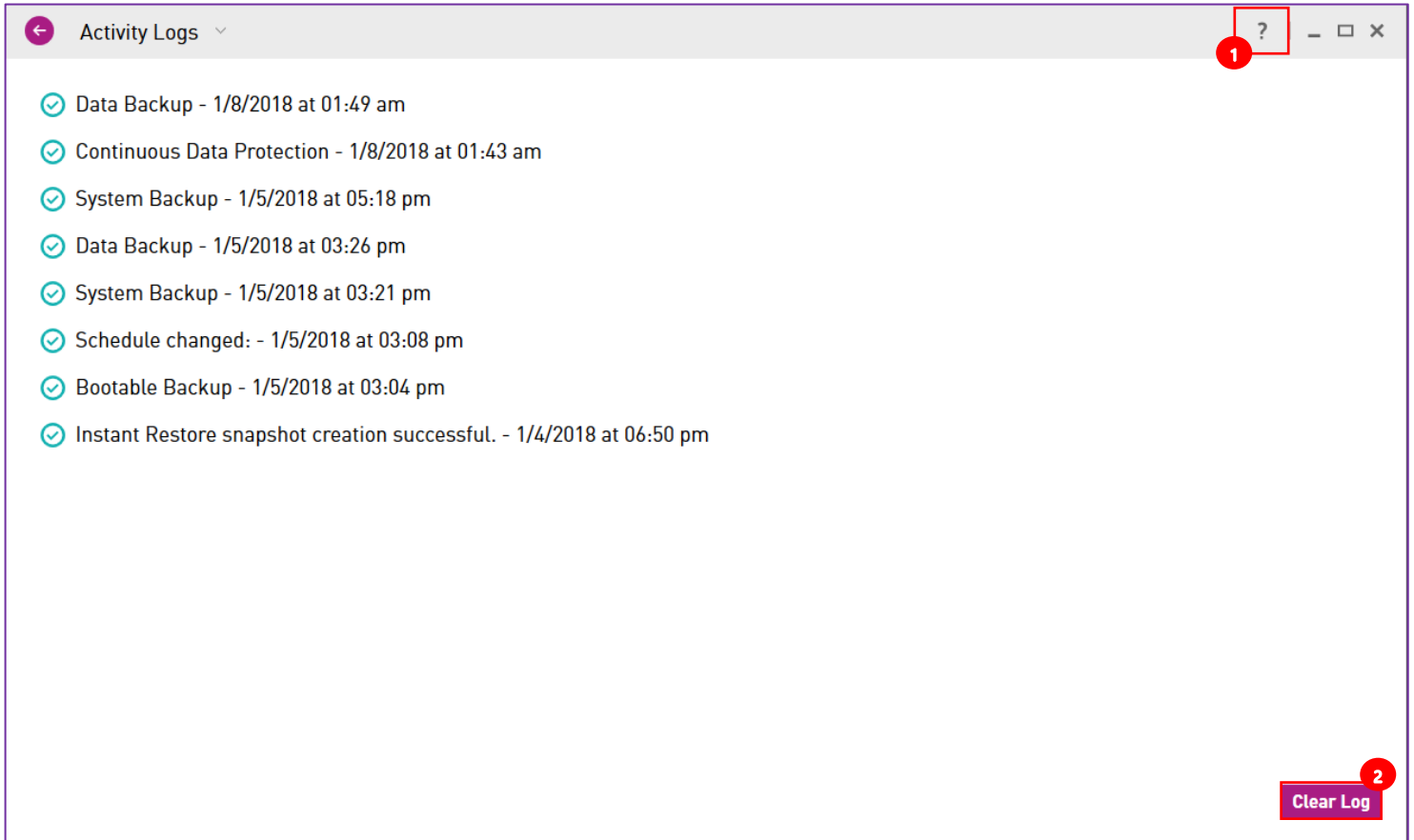
1. Open SoftThinks Backup and Recovery User Interface
2. Click on the "Backup" tile



3. Click on "More options" **3**
4. Switch the "Overlay Icon Status" slider **4** to "Off" to remove the overlay icon within the Windows Explorer
5. Switch the "Context Menu Status" slider **5** to "Off" to remove the option to restore files backed up from the Windows Explorer context menu
6. Click on the "Apply" button **6** to save your modifications
7. Your modifications will take effect once you will have restarted your device

Checking the activity of your product

You can check your activity logs for actions that have been completed or that were missed in SoftThinks Backup and Recovery. This feature is located in the Help Menu displayed when clicking on the "?" icon at the top of the application **1**.



You can also clear the activity log **2**.
Once the activity log has been cleared, the change cannot be undone.

Click on any item to expand it and obtain more details:

← Activity Logs ? | - □ ×

- ✔ Data Backup - 1/8/2018 at 01:49 am
 Scheduled Backup No
 Multiple files Yes
- ✔ Continuous Data Protection - 1/8/2018 at 01:43 am
 Continuous Data Protection indexing done.
 Continuous Data Protection is now activated.
- ✔ System Backup - 1/5/2018 at 05:18 pm
 Scheduled Backup No
 Exclude:
 Photos No
 Audio
 Videos No
- ✔ Data Backup - 1/5/2018 at 03:26 pm
 Scheduled Backup No
 Multiple files Yes
- ✔ System Backup - 1/5/2018 at 03:21 pm
 Scheduled Backup No
 Exclude:
 Photos No
 Audio
 Videos No
- ✔ Schedule changed - 1/5/2018 at 03:08 pm

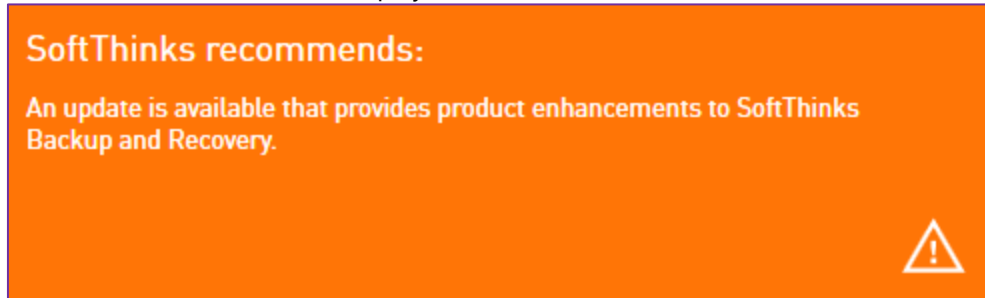
Clear Log

Updating your product

SoftThinks Backup and Recovery can be updated via the Internet.

Automatic check for Updates on application start up

1. If your device is connected to the Internet, on application start up, SoftThinks Backup and Recovery will automatically check for available updates.
2. If an update is available, a notification will be displayed in "SoftThinks recommends:".

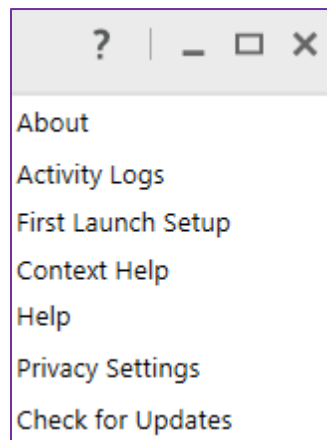


3. To perform the update, click on the tile and a screen will be displayed discussing the changes provided in the update.
4. At the bottom of the screen the "Install Update" button is provided to allow you to start the update process.



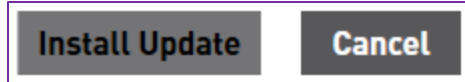
Manual check for updates

1. Make sure your device is connected to the Internet.
2. Open SoftThinks Backup and Recovery and click on the blue "?" located in the upper right-hand corner of the screen:



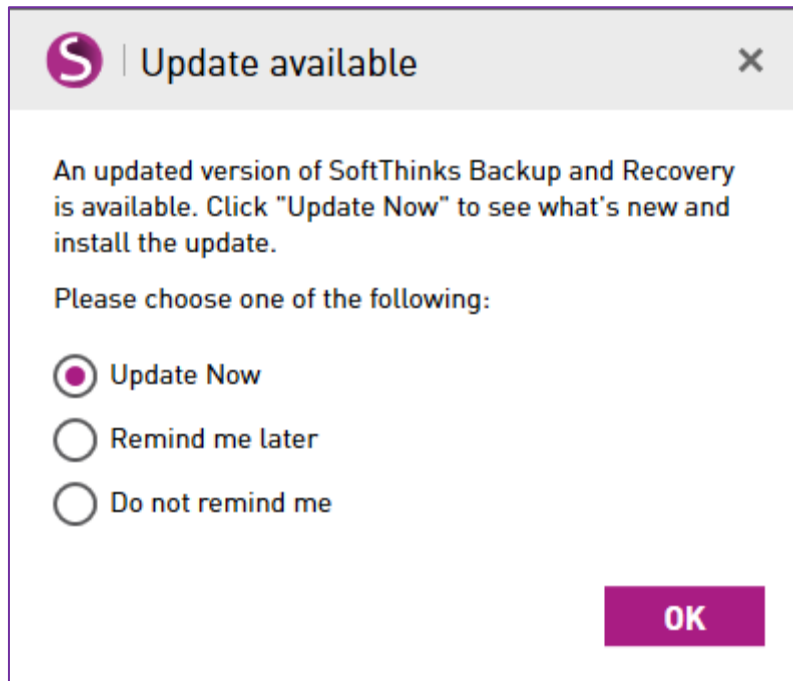
3. Click on "Check for Updates" shown in the above image.

4. If an update is available for your version of SoftThinks Backup and Recovery, a screen will be displayed showing what is new in this update and provide an "Install Update" button at the bottom of the screen.

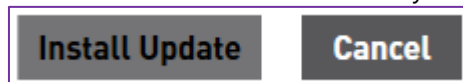


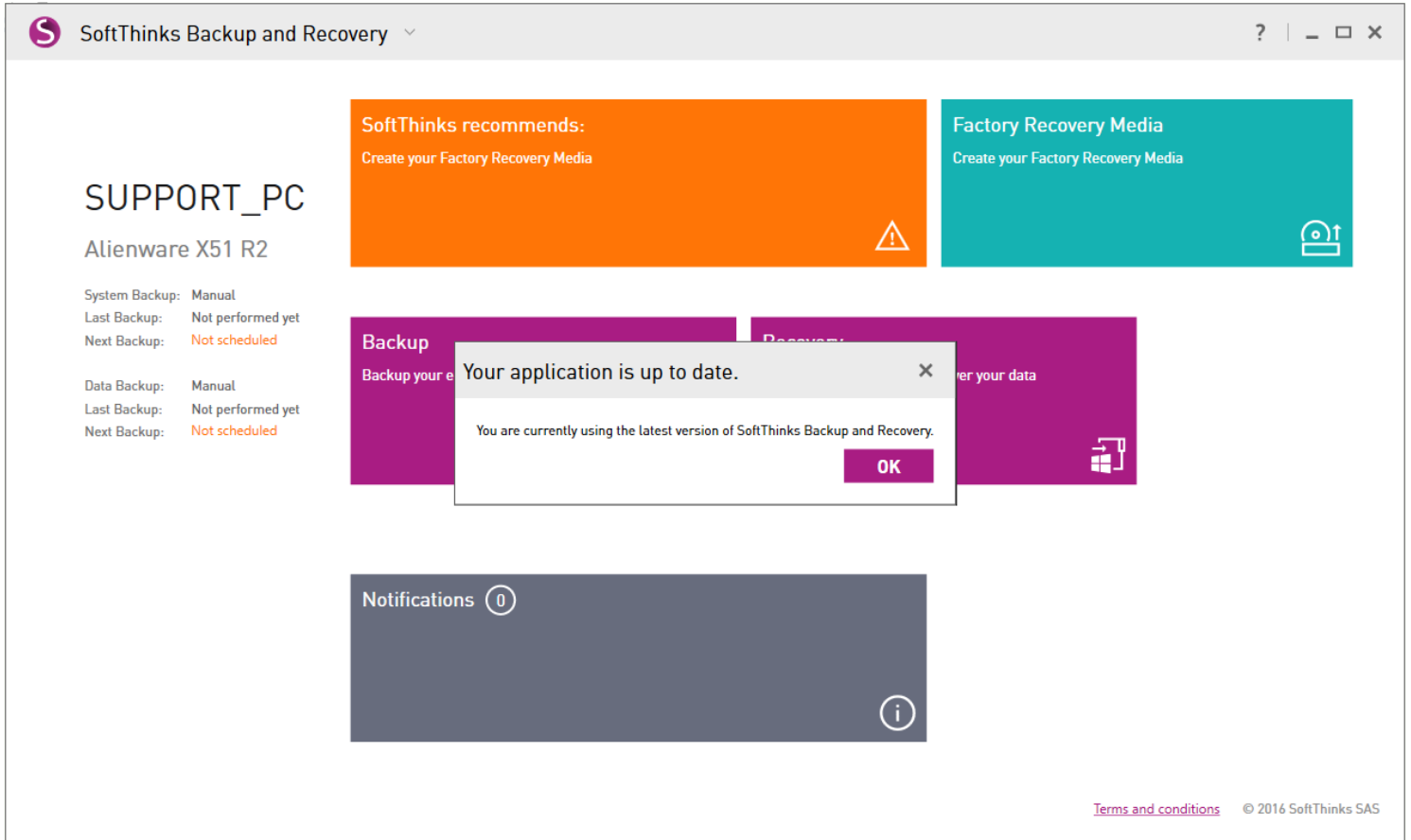
Update availability notification through the Toaster

If you do not have SoftThinks Backup and Recovery open and an update becomes available, a notification will be displayed in the lower right hand of the screen:

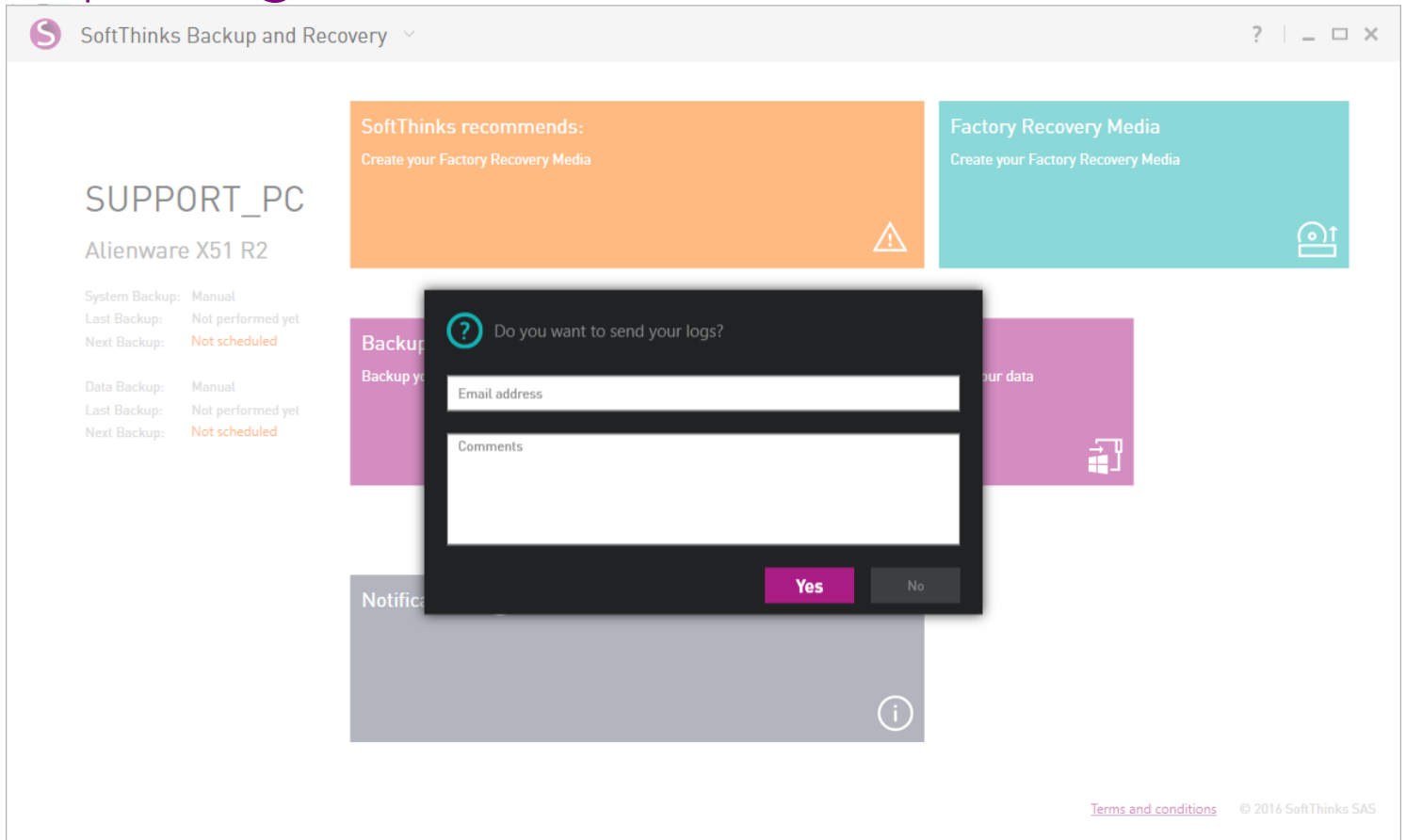


1. Select the option you would like to perform and click on "OK".
2. If you selected "Install Update", a screen will be displayed to discuss the changes provided in this web update.
3. An "Install Update" button will be provided at the bottom of the screen if you would like to perform the update.





Reporting an issue



HowTos

How to ensure that my USB Hard Drive can be used as Recovery Media

Any USB Hard Drive up to 2TB can be used directly except if:

- it is using GPT partition style (See [How to know if my USB Drive is using GPT or MBR partition style](#))
- AND your computer is using BIOS / Legacy (See [How to know if my computer is using UEFI or BIOS \(legacy\)](#)).
 - a. In this specific situation you will have to convert your USB Hard Drive to MBR partition style. Please follow step by step the instructions detailed in [How to convert a GPT disk to MBR](#).

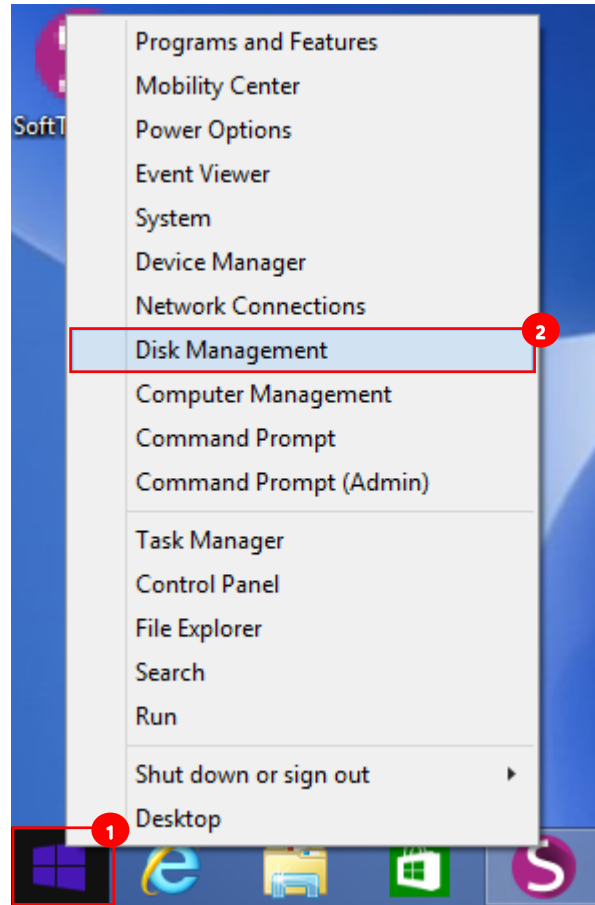
We don't recommend using 3TB and more USB Hard Drives because of technical limitations but some scenario can be managed if you make some manual operations depending if your computer is using BIOS / legacy or UEFI (See [How to know if my computer is using UEFI or BIOS \(legacy\)](#)):

- If your computer is using BIOS / legacy, it's not possible to make your USB Hard Drives of 3TB or more bootable and so they cannot be used as Recovery Media.
- If your computer is using UEFI, your USB Hard Drive required to use GPT partition style in order to ensure it will be usable as Recovery Media (See [How to know if my USB Drive is using GPT or MBR partition style](#)).
 - If your drive is using MBR partition style please follow the step by step instructions detailed in [How to convert a MBR disk to GPT](#)
 - If your drive is already using GPT partition style, you have to ensure it is not formatted with exFAT file system. Please follow steps 1 to 3 from [How to convert a drive from exFAT to NTFS file system](#). At the step 3 you will know if your drive is formatted with exFAT file system and if it's the case you can continue with the next steps.

Note: All the methods to make your drive usable as Recovery Media will erase its contents so please ensure that you have no data to keep or else please back up them before.

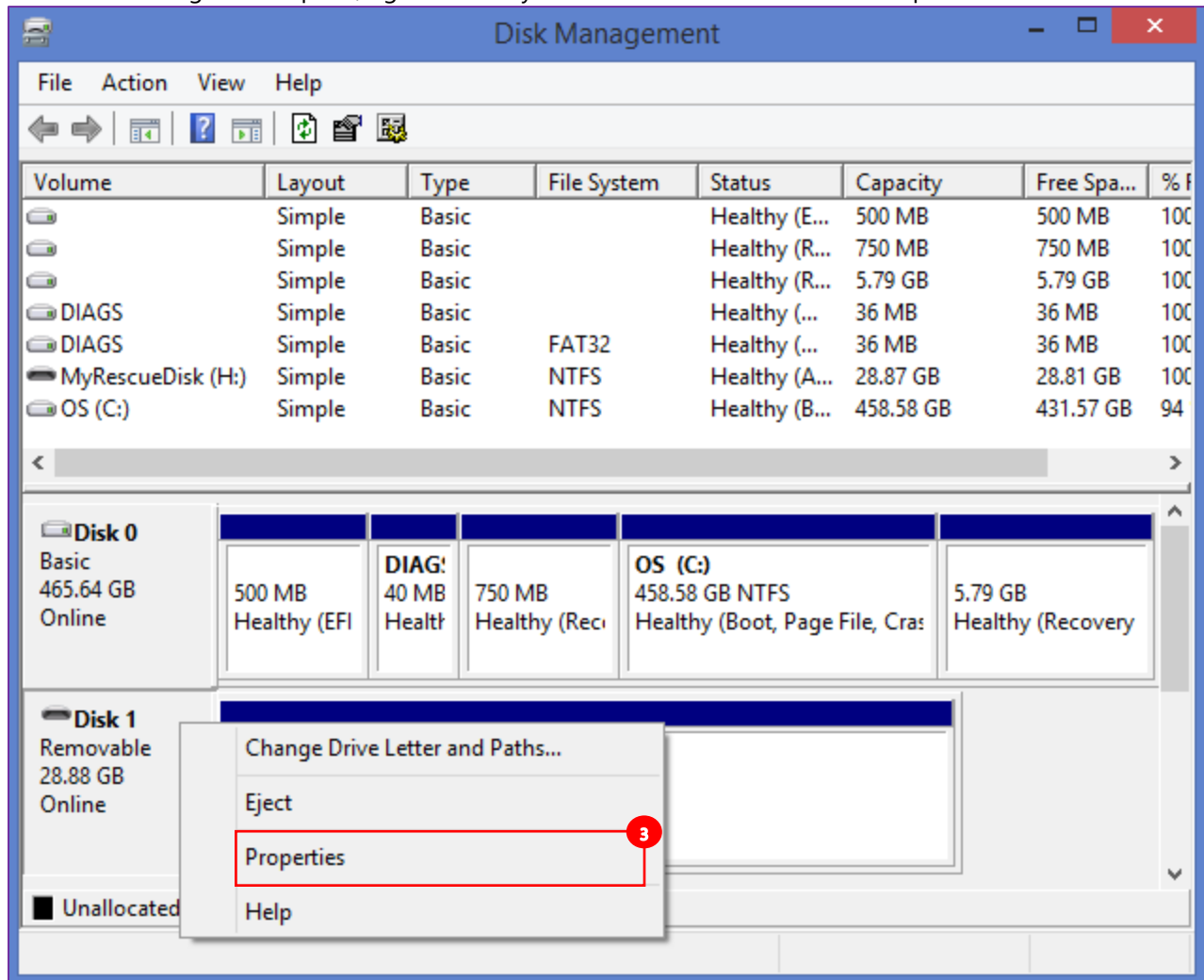
How to know if my USB Drive is using GPT or MBR partition style

1. Right-click on **Start** ¹, the Windows logo on the bottom-left of the screen, or press the Windows key on your keyboard, to display the menu below:

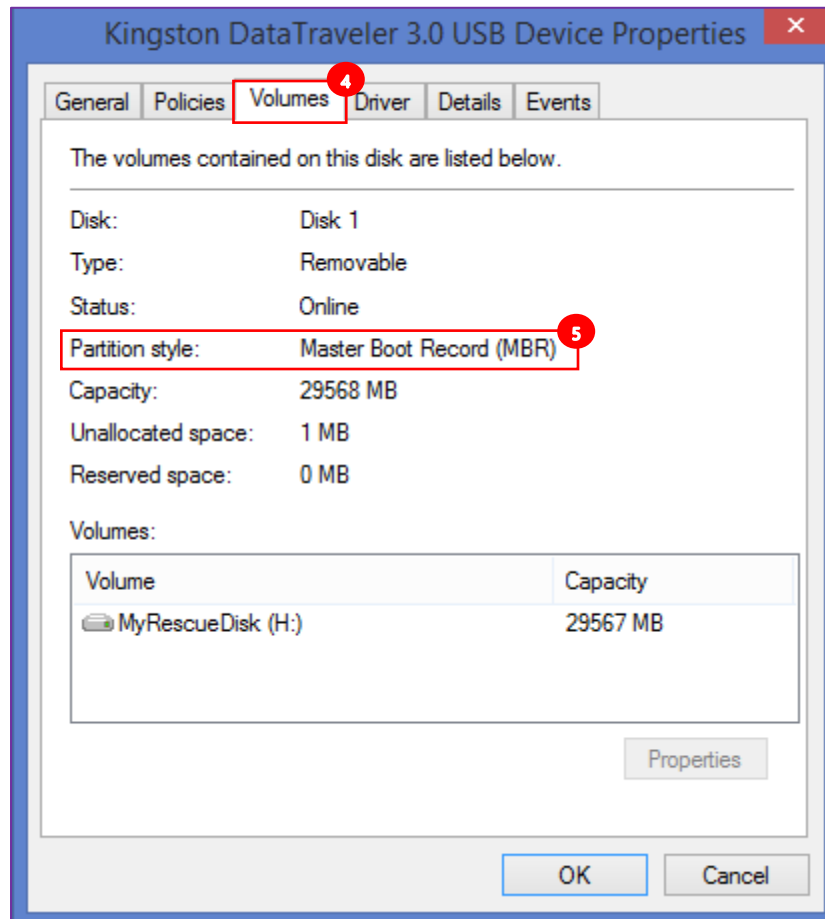


2. Click on **Disk Management** ²

- On the left of the right lower pane, right-click on you USB Hard Drive and select "Properties" ³:



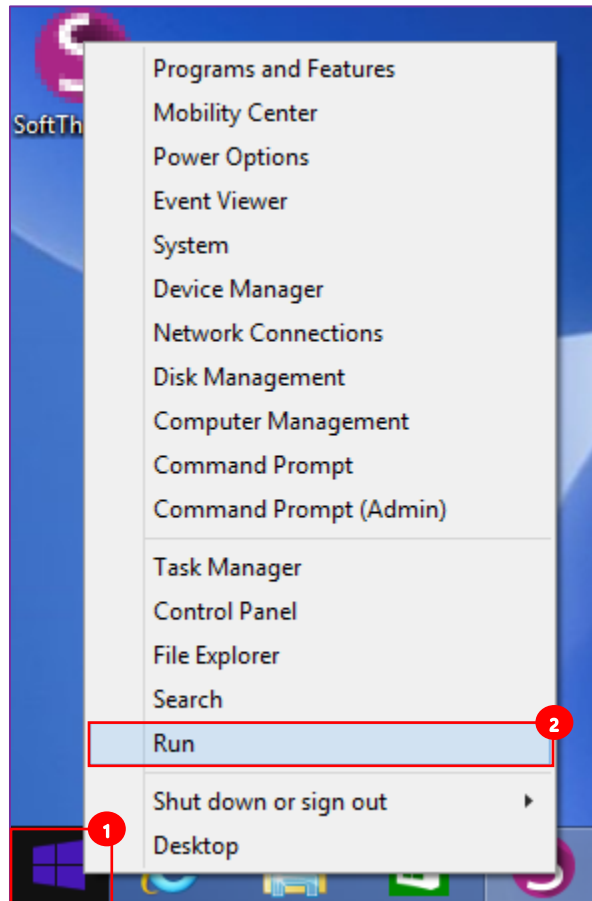
4. Select the "Volumes" tab **4**:



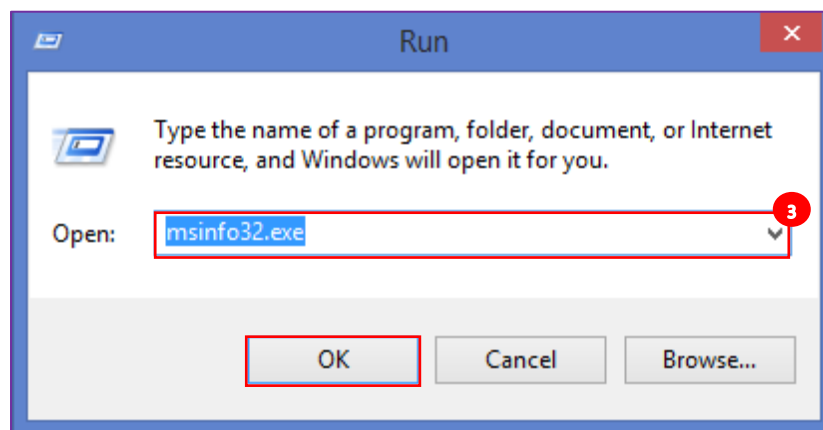
5. Check the "Partition Style" value **5** which is either Master Boot Record (**MBR**), as in our example above, or GUID Partition Table (**GPT**).

How to know if my computer is using UEFI or BIOS (legacy)

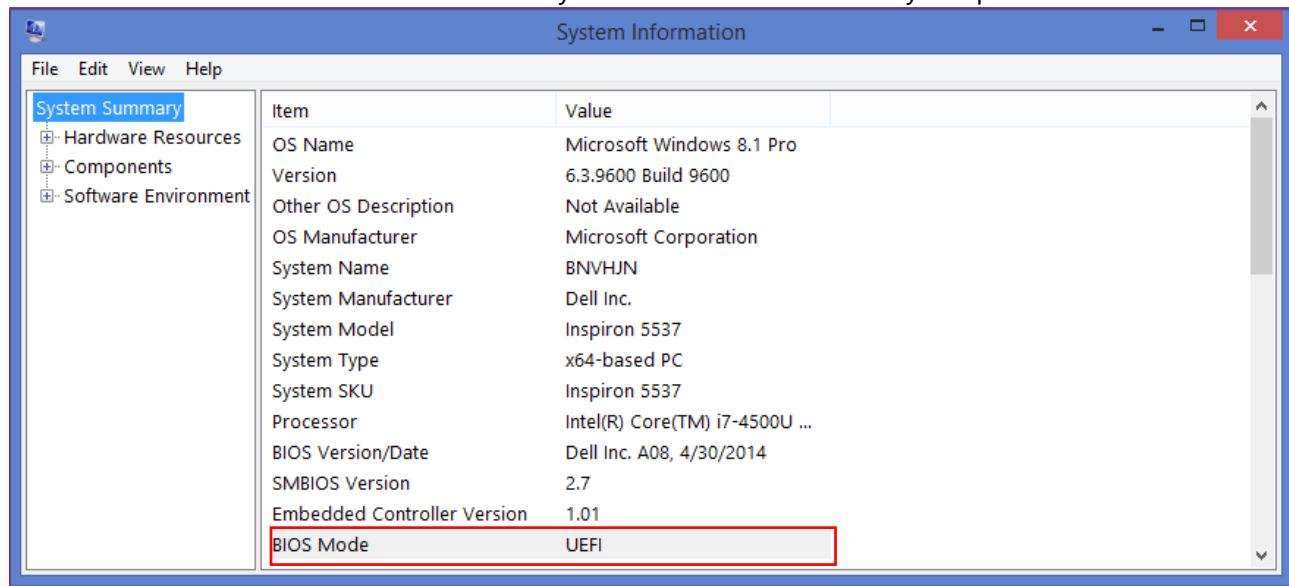
1. Right-click on **Start** ¹, the Windows logo on the bottom-left of the screen, or press the Windows key on your keyboard, to display the menu below:



2. Click on "Run" ²
3. In the "Run" dialog box which appears, type "MSInfo32.exe" in the "Open" text field ³ and click on the "OK" button:



4. Search for the item "BIOS Mode" **4** in the System Information tool that you opened:



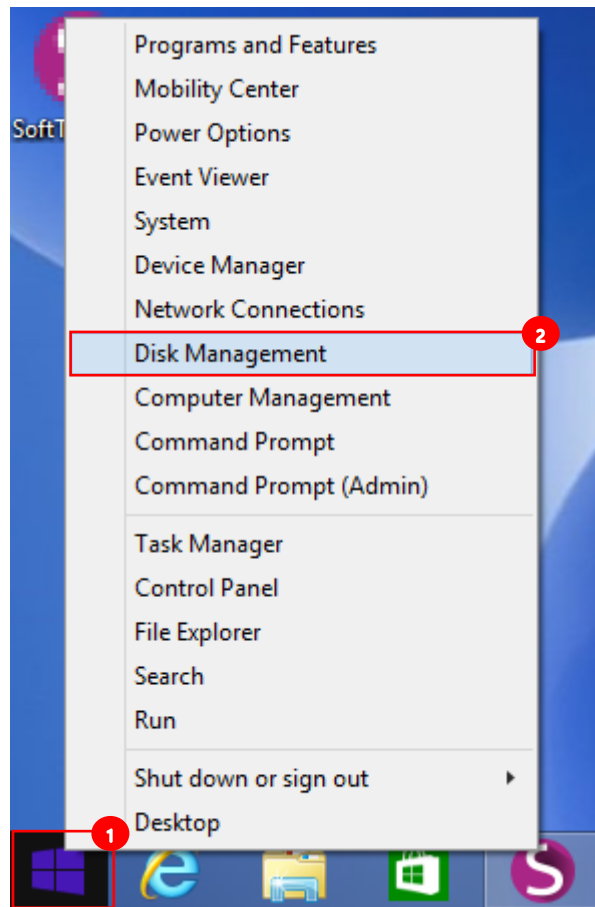
5. If your PC uses UEFI the value "BIOS Mode" is set to "UEFI". If it is using BIOS, this value is set to "Legacy".

How to convert a MBR disk to GPT

Converting a MBR disk to GPT partition schema will remove all its contents. Please back up the data you would like to keep before.

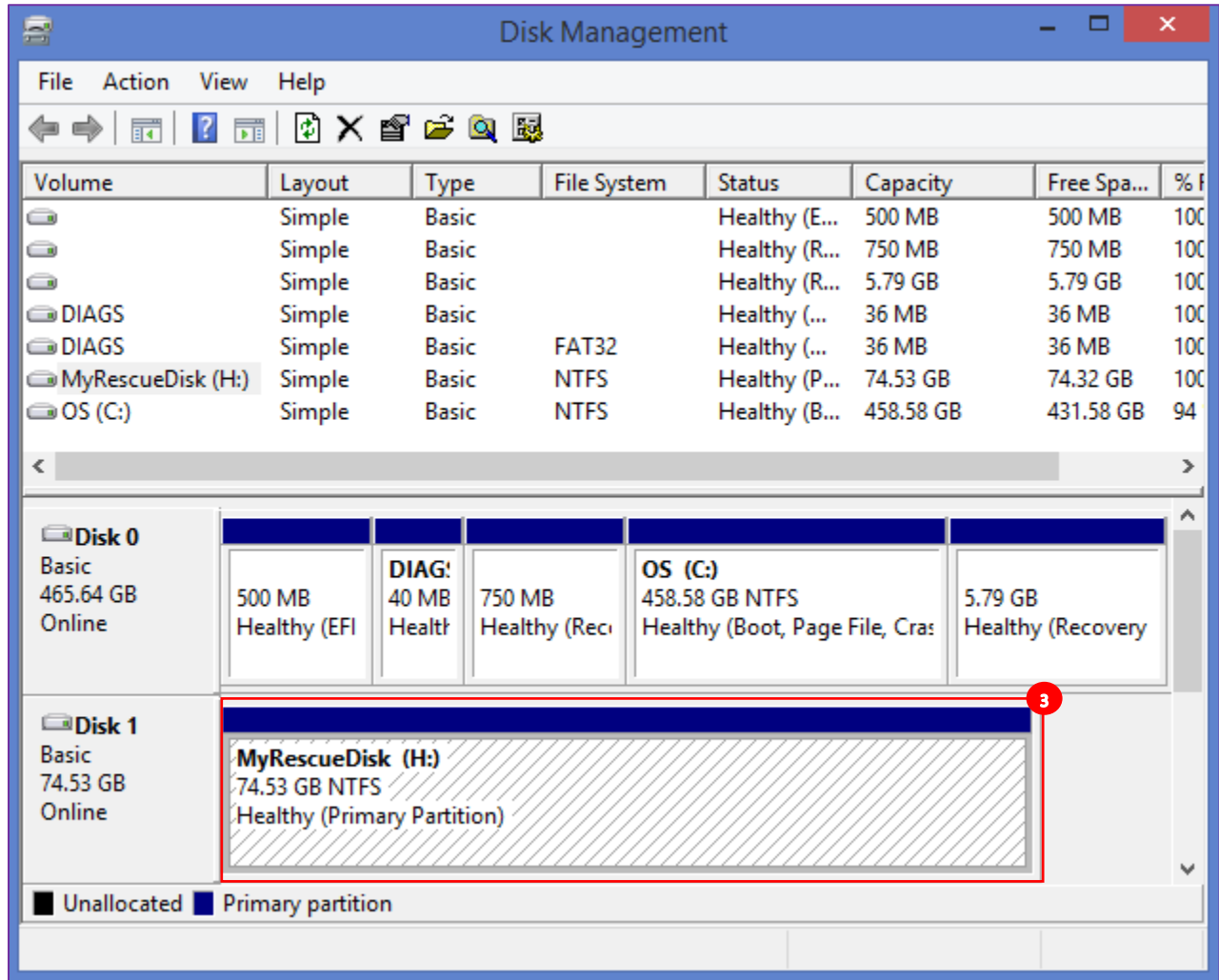
Here below the steps to convert a MBR USB Hard Drive before launching the Recovery Media Creation process:

1. Right-click on **Start** ¹, the Windows logo on the bottom-left of the screen, or press the Windows key on your keyboard, to display the menu below:

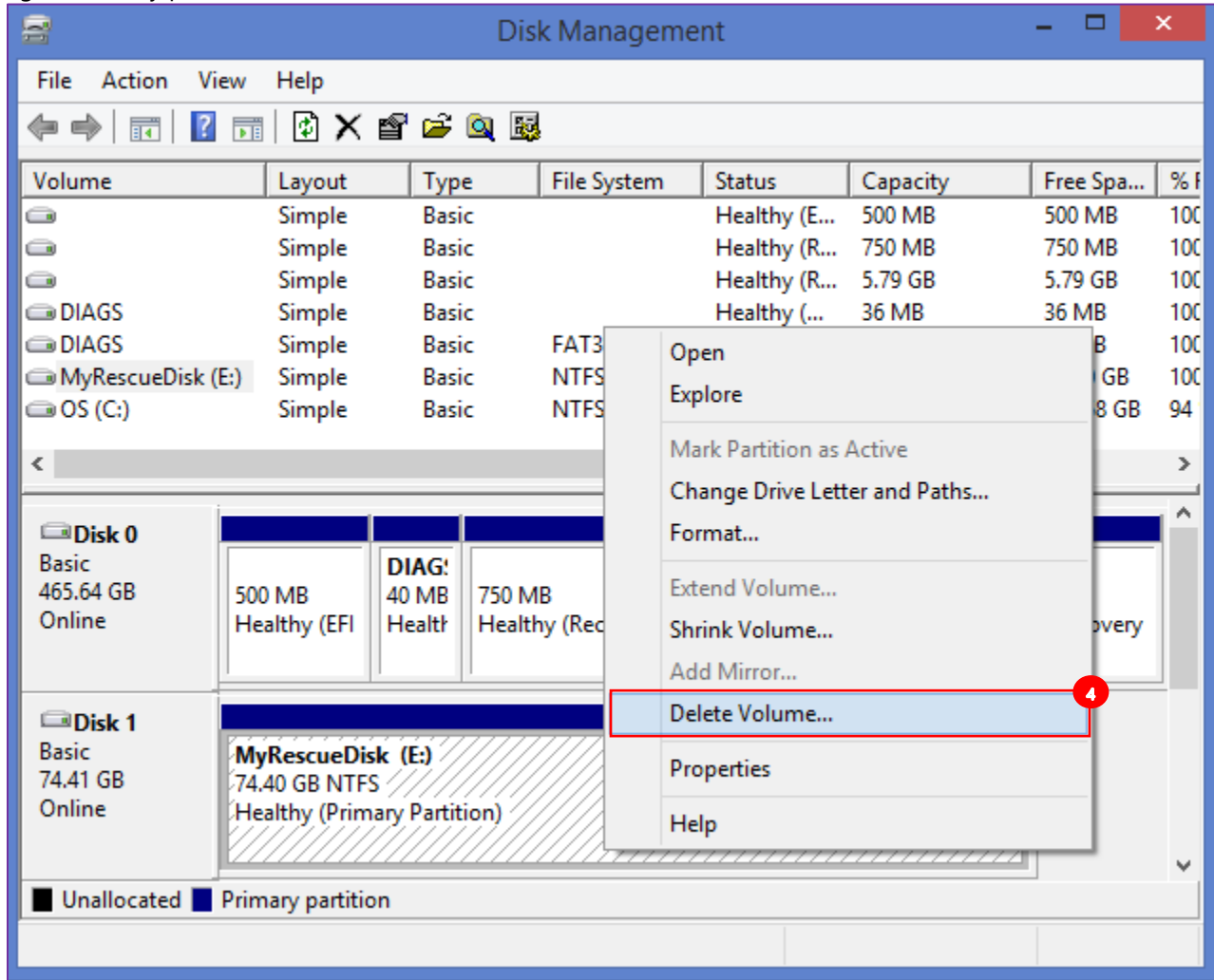


2. Click on **Disk Management** ²

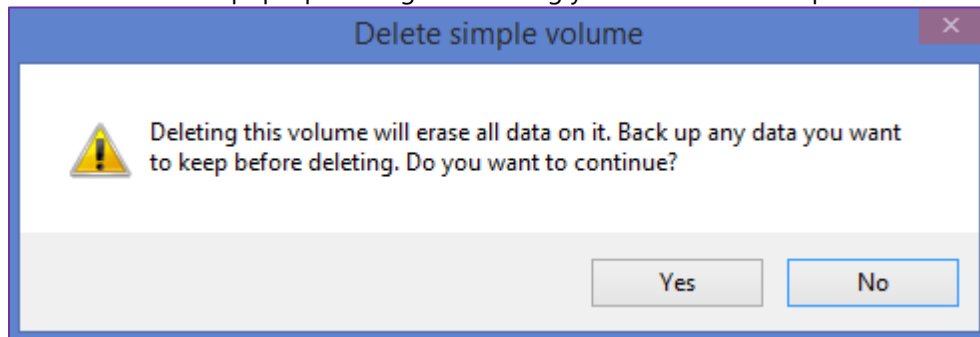
- In the **Disk Management** window, the lower pane will display a list of available drives. Identify your USB Hard Drive **3**:



- Right-click any partitions on the drive and select "Delete Volume" or "Delete Partition":

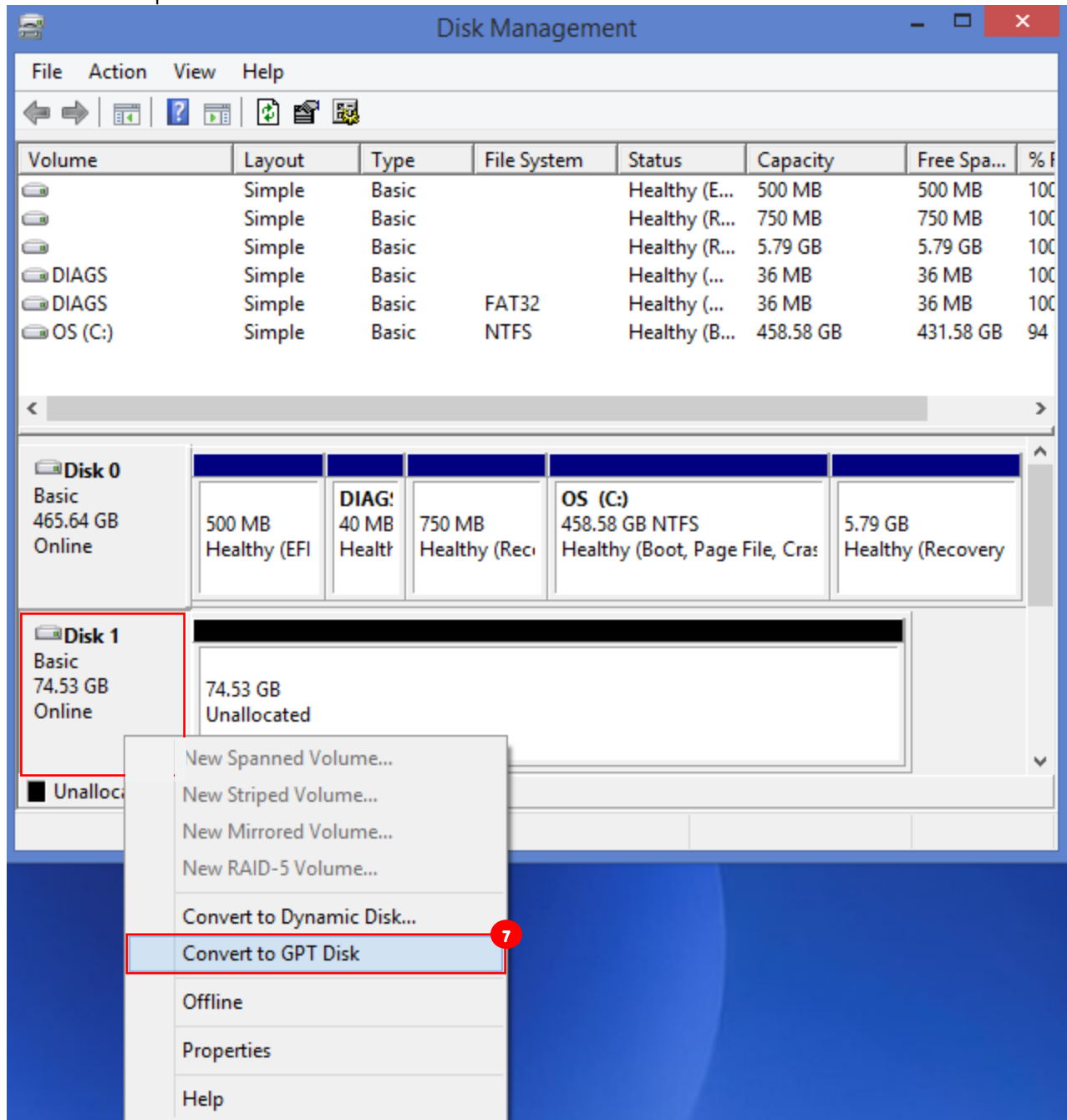


- Click on the "Yes" button in the pop-up message box asking you to confirm the operation:

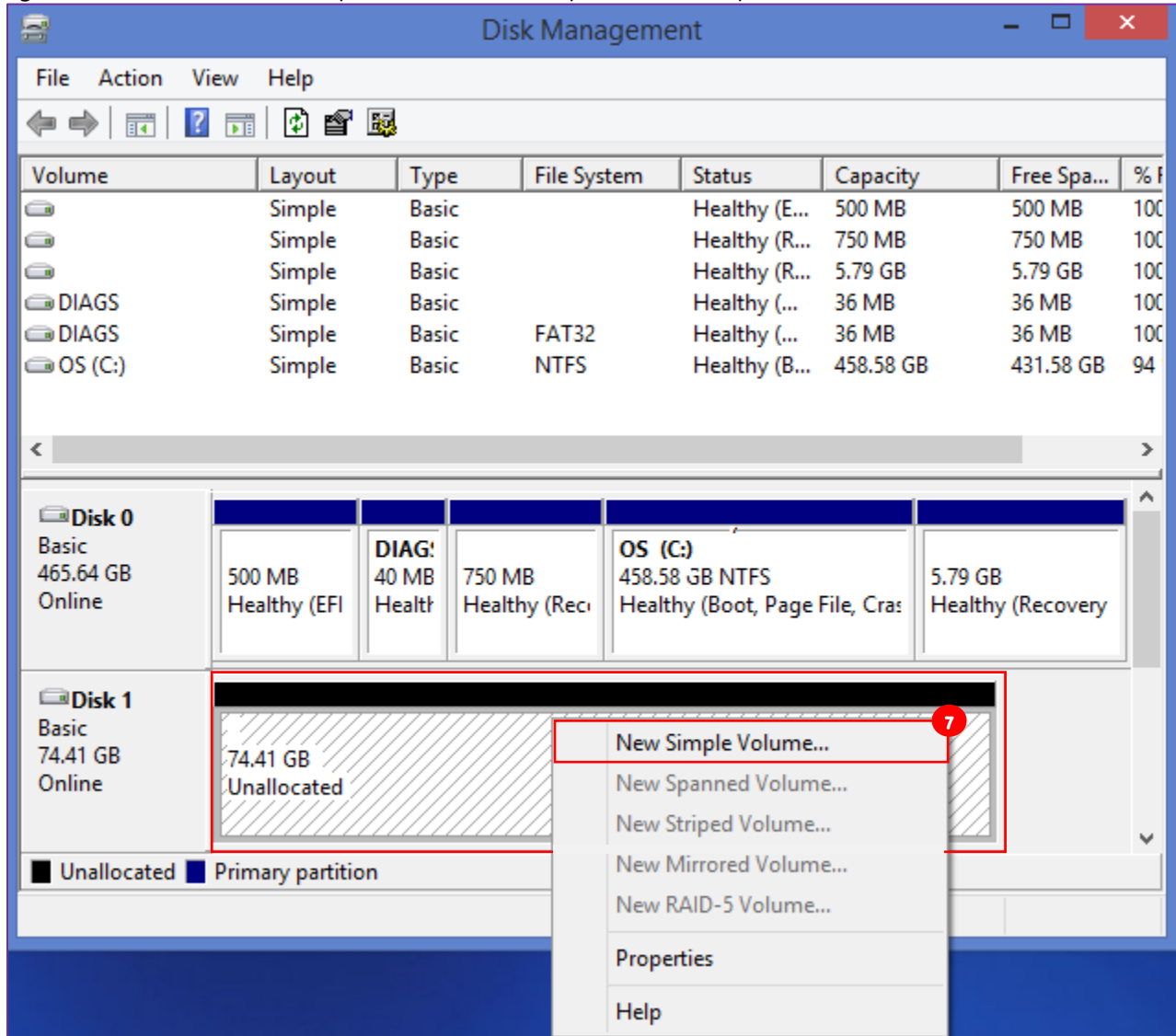


- Repeat steps 4 and 5 for each volume on that disk

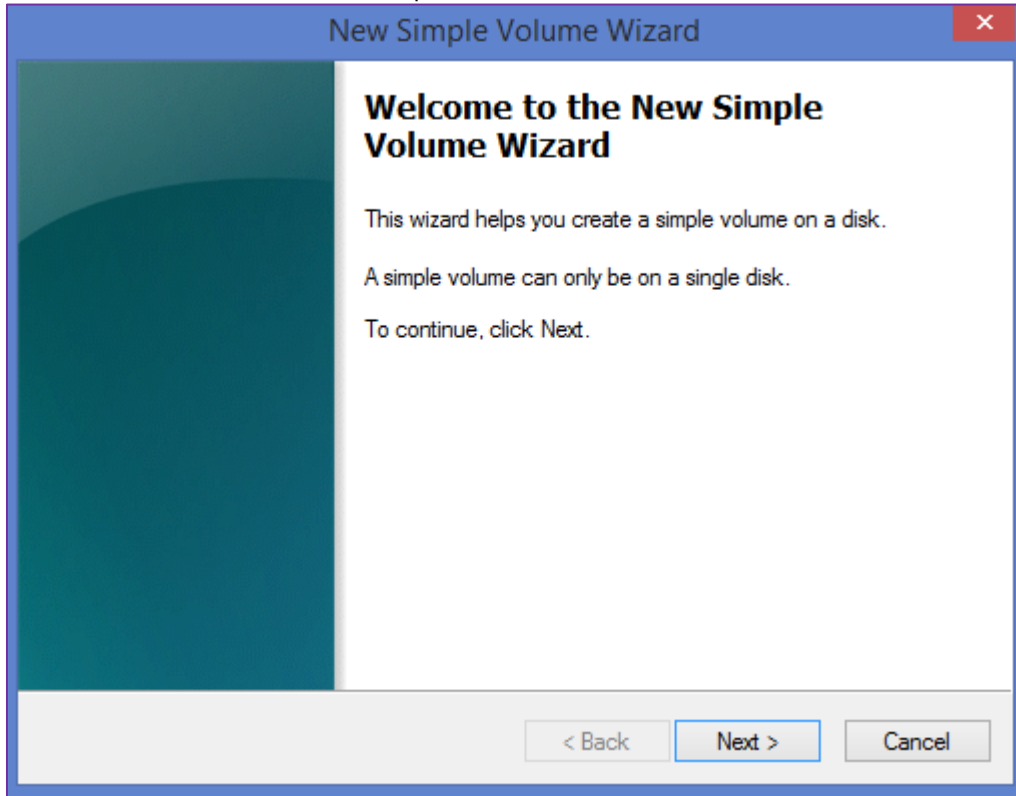
- Once all the volumes will have been removed, the disk will appear as "Unallocated". Right-click on the disk at the left and select the option "Convert to GPT Disk" in the contextual menu:



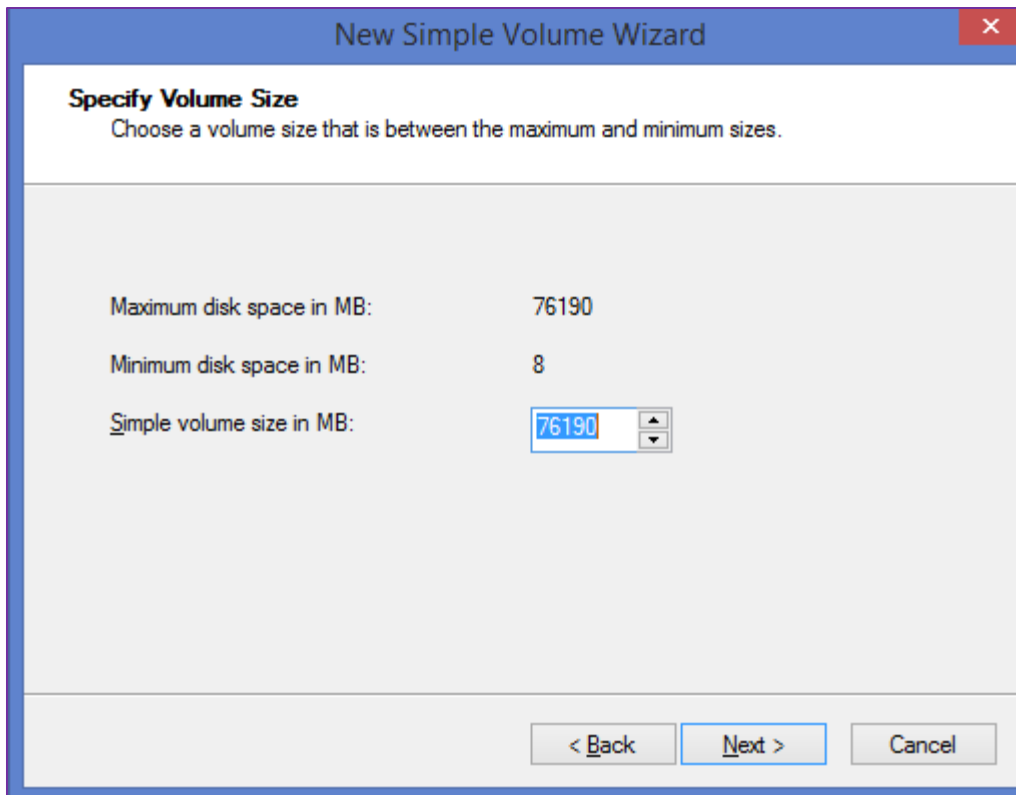
8. Right-click on the unallocated space and select the option "New Simple Volume..." in the contextual menu:



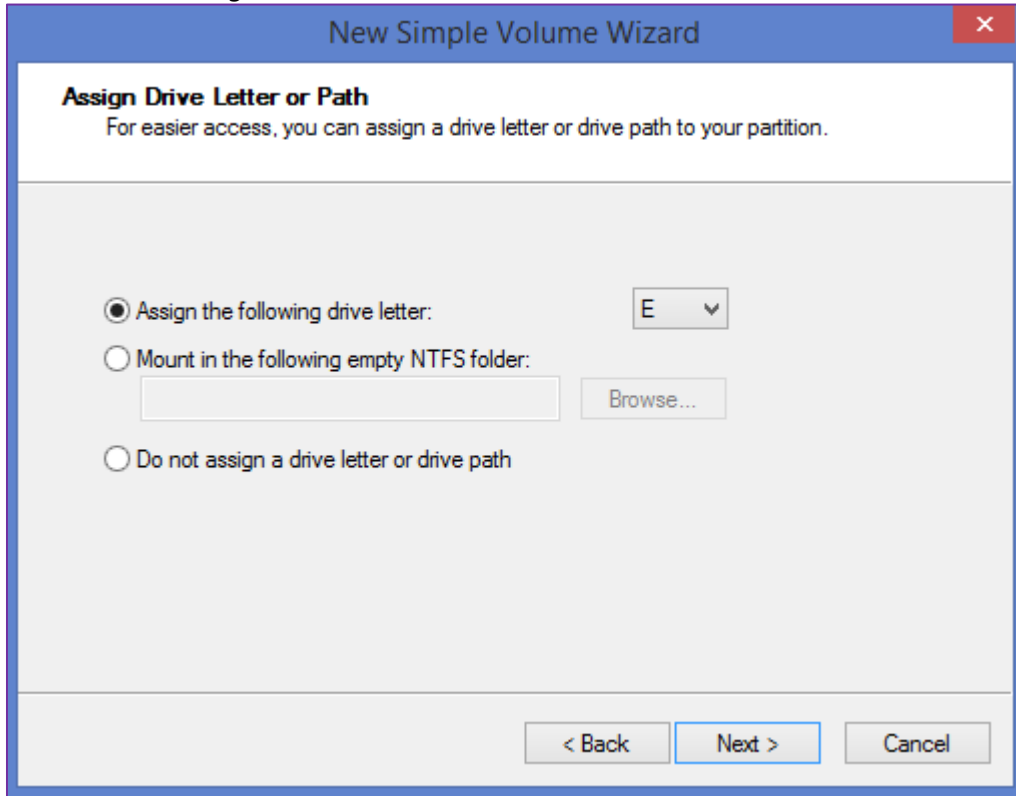
- Click on the « Next > » button in the New Simple Volume Wizard:



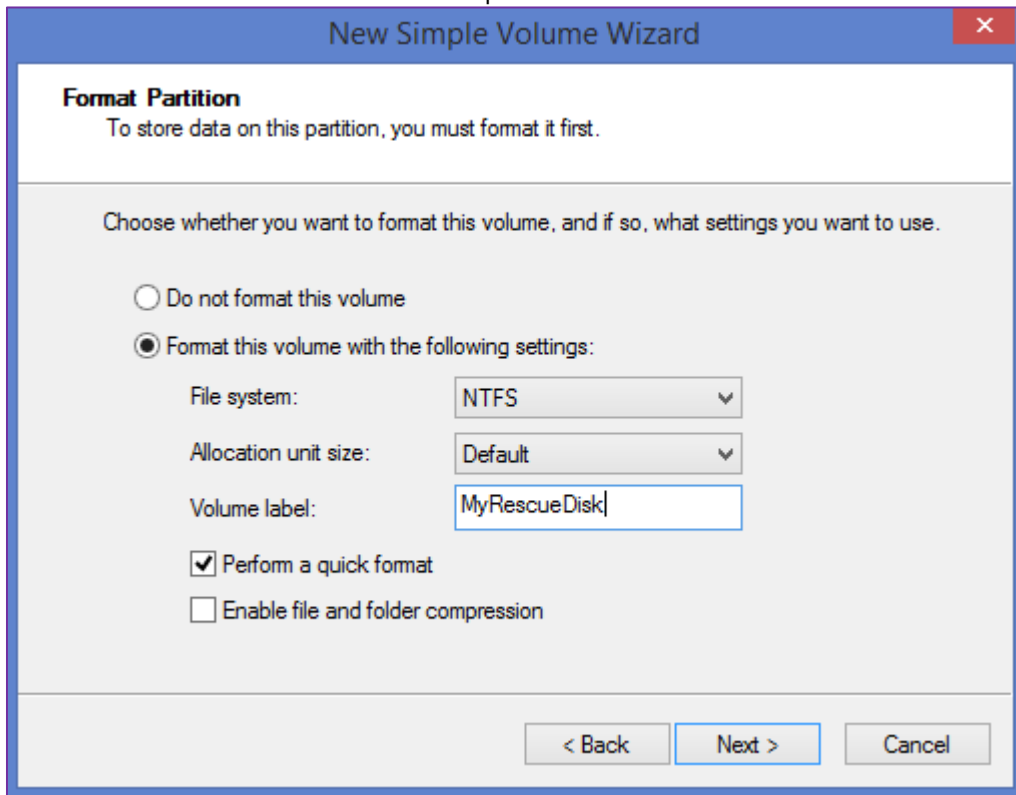
- Let the default volume size and click on the "Next >" button:



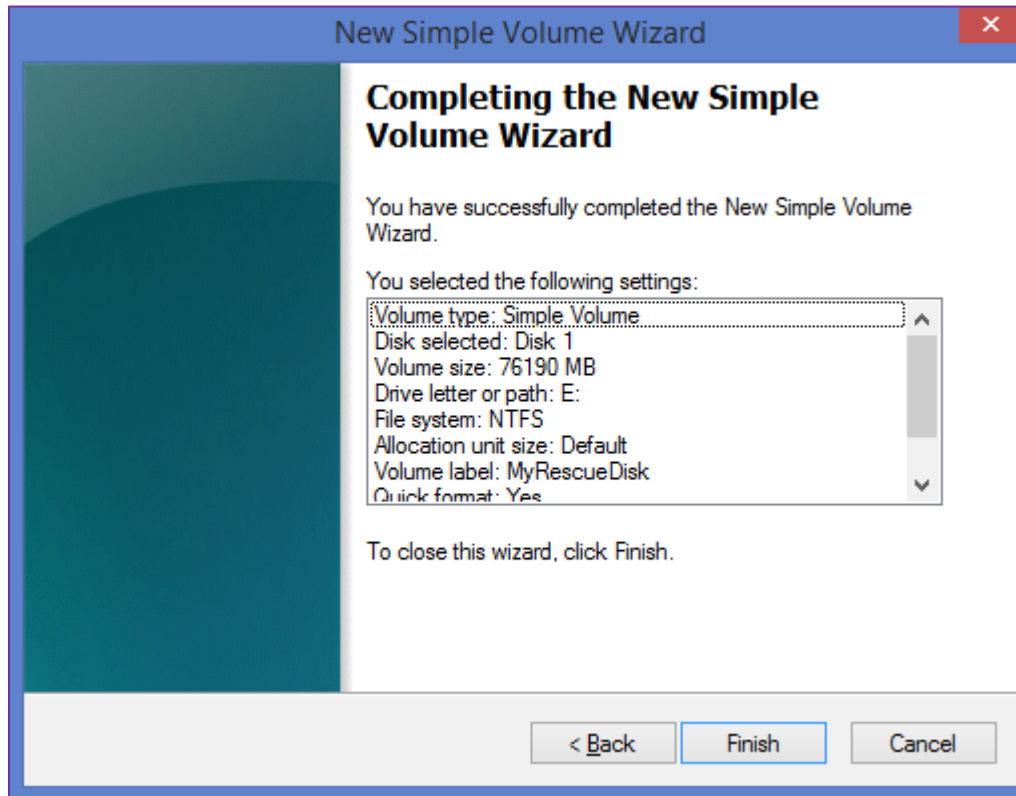
11. Let the default drive letter assigned and click on the "Next >" button:



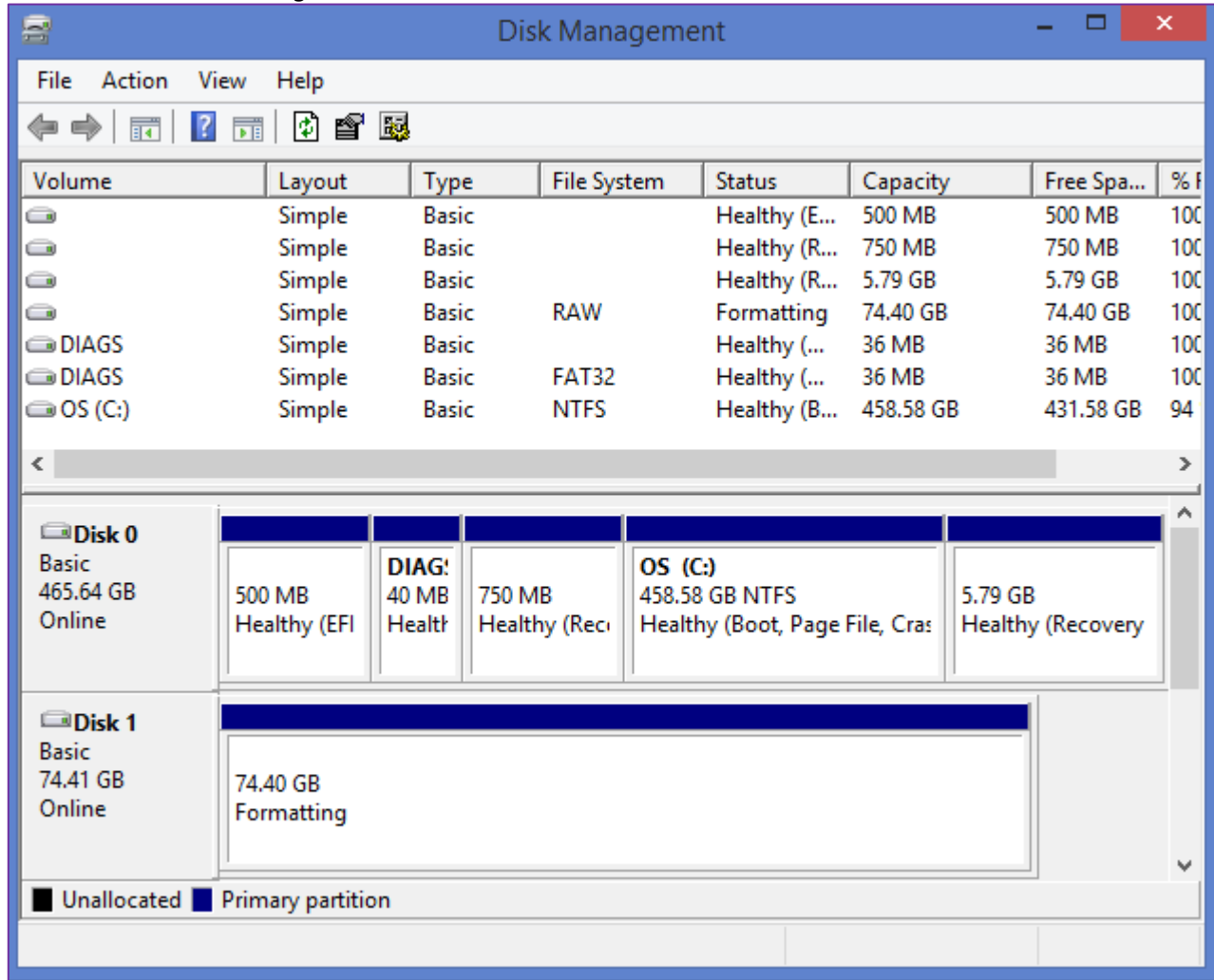
12. Set the file system to NTFS and leave the Allocation unit size to Default. Enter a volume label, such as "MyRescueDisk". Check the box labeled "Perform a quick format" and then click on the "Next >" button:



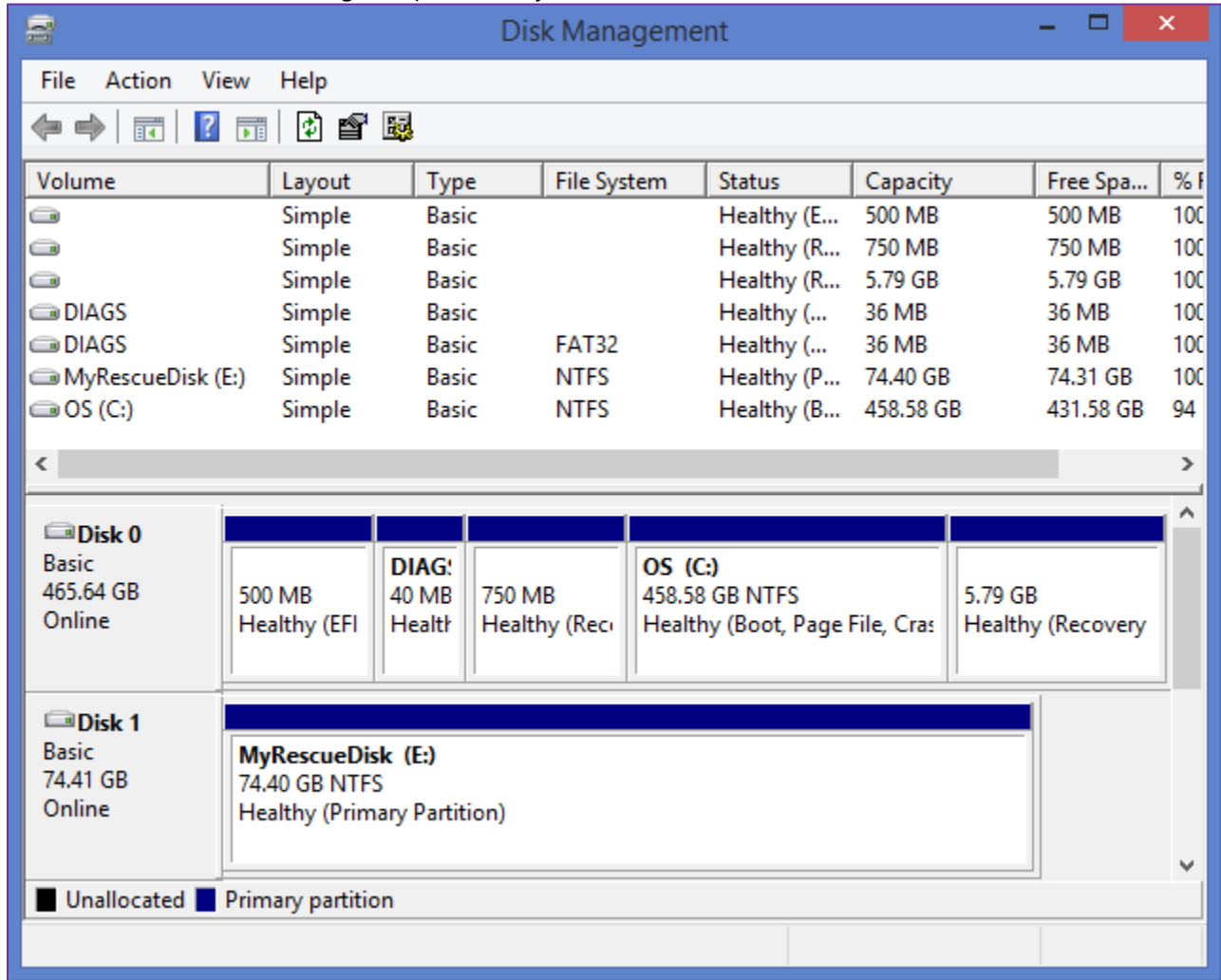
13. Click on the "Finish" button:



14. The new volume is now being formatted:



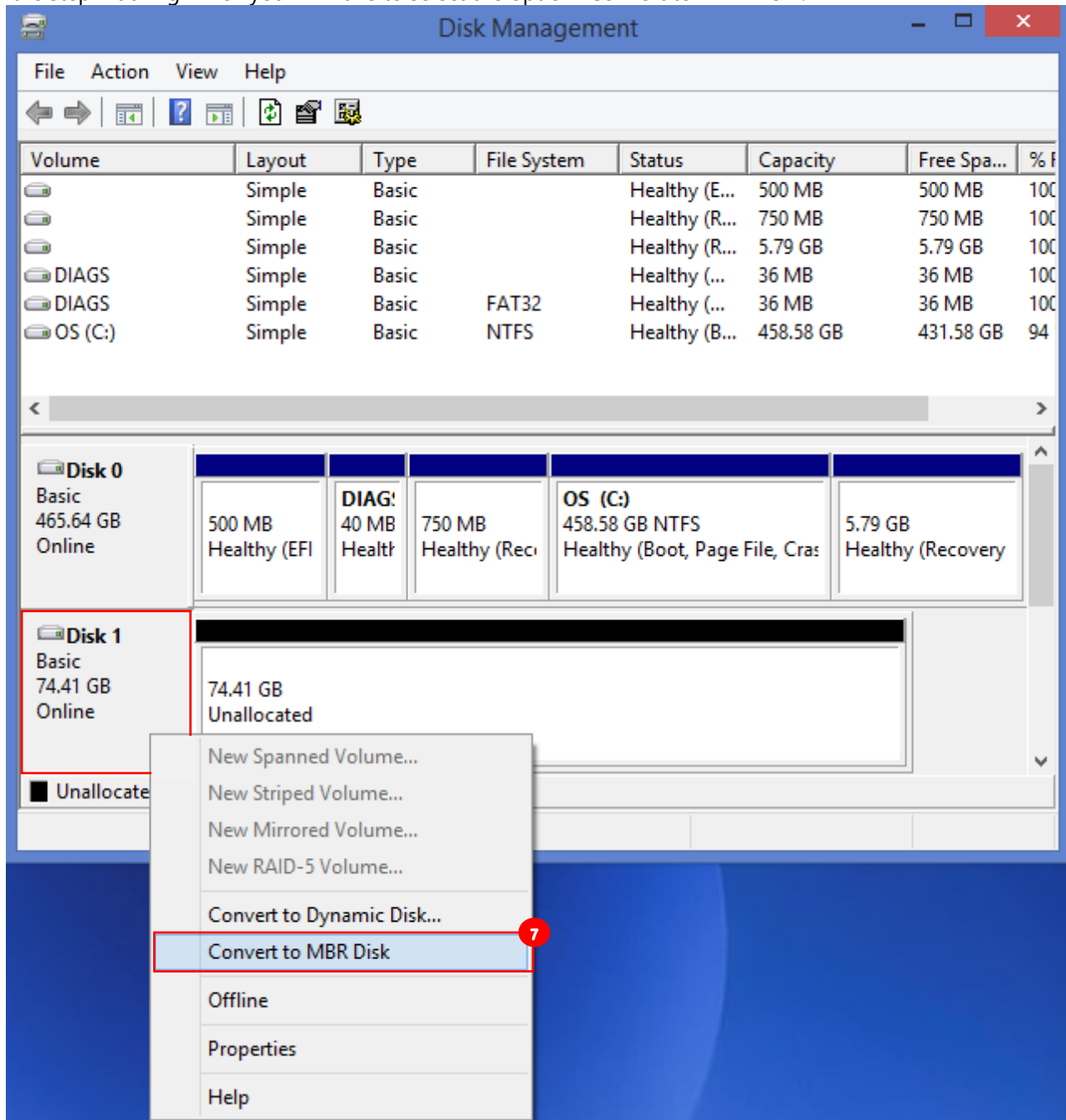
15. Your USB Hard Drive is now using GPT partition style:



How to convert a GPT disk to MBR

Converting a GPT disk to MBR will remove all its contents. Please back up the data you would like to keep before.

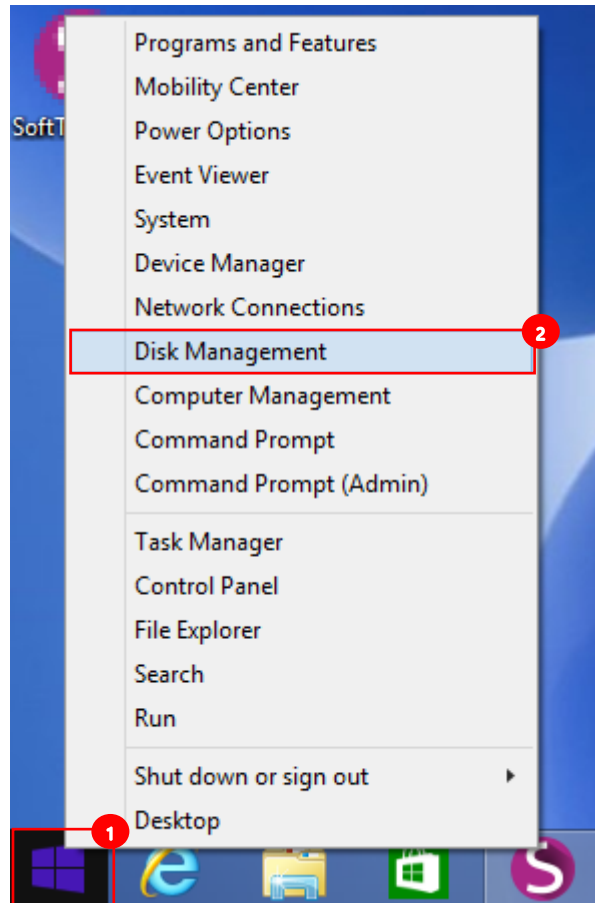
- Please follow the same steps than to convert a MBR disk to GPT disk (See [How to convert a MBR disk to GPT](#)) except for the step 7 during which you will have to select the option "Convert to MBR Disk":



How to convert a drive from exFAT to NTFS file system

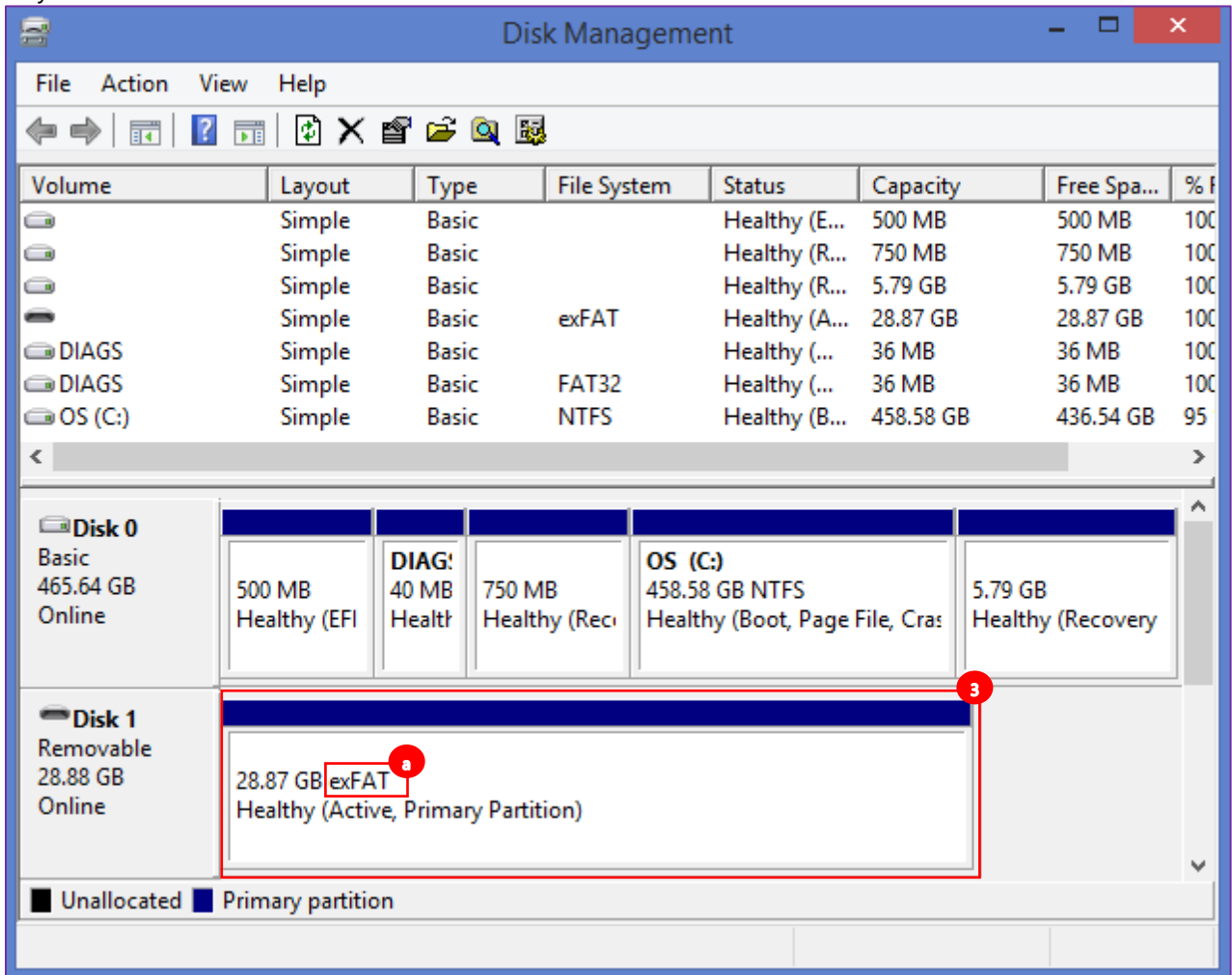
Converting a drive from exFAT to NTFS will remove all its contents. Please back up the data you would like to keep before.

16. Right-click on **Start** ¹, the Windows logo on the bottom-left of the screen, or press the Windows key on your keyboard, to display the menu below:

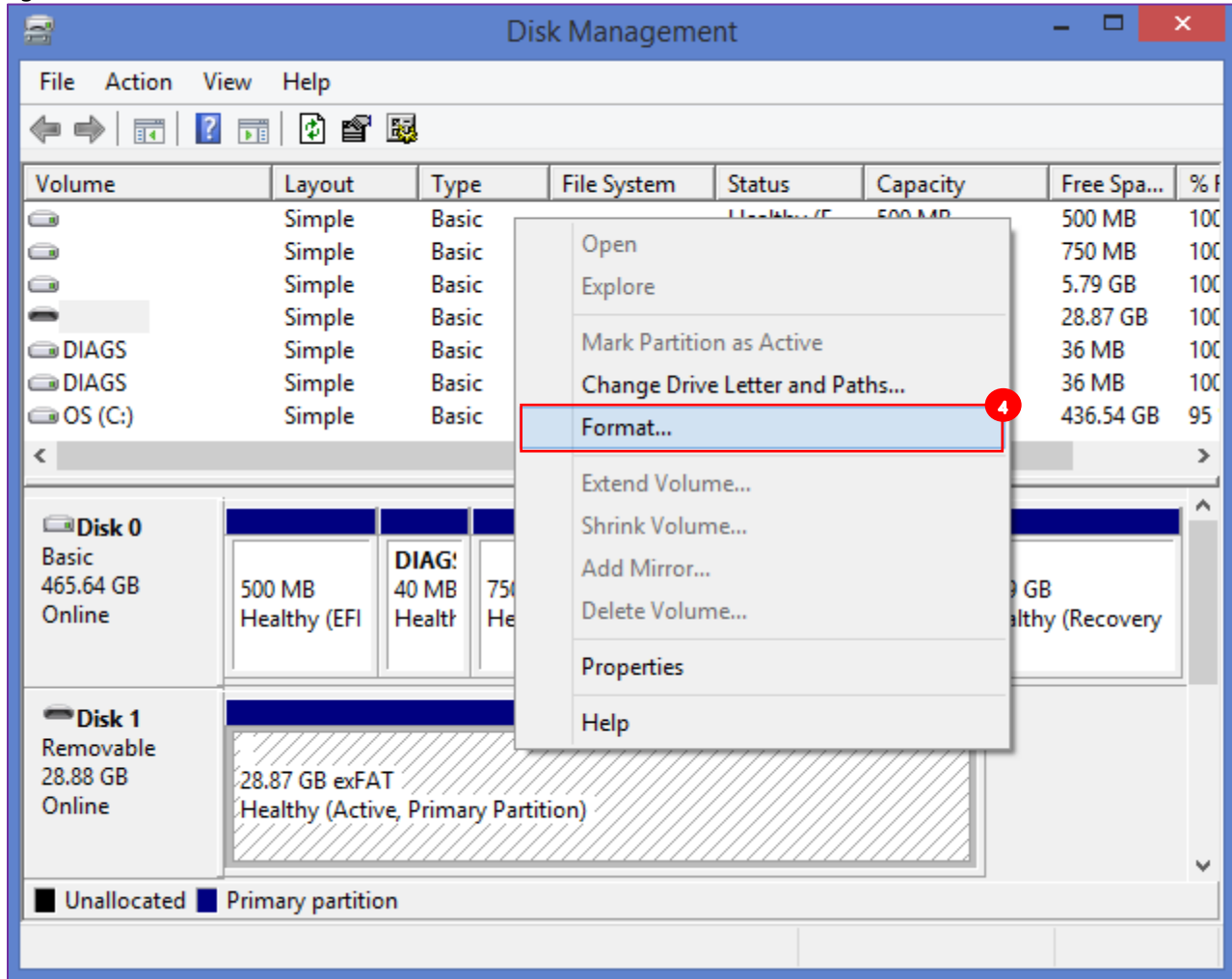


17. Click on **Disk Management** ²

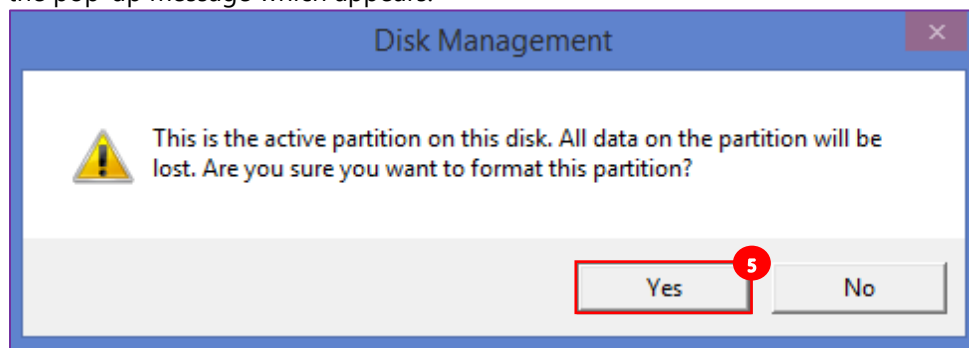
18. In the **Disk Management** window, the lower pane will display a list of available drives. Identify your USB drive ³ currently formatted in exFAT ^a:



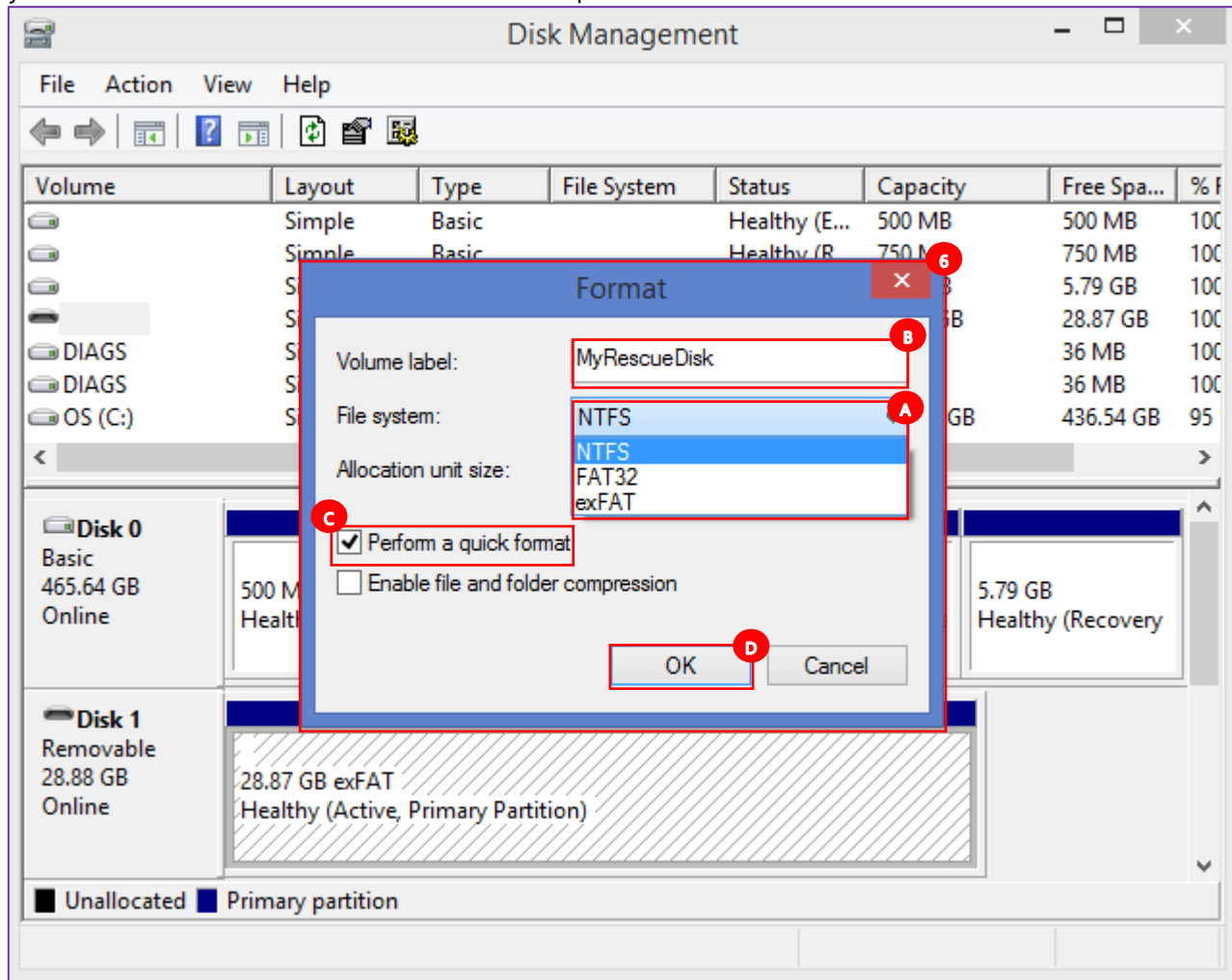
19. Right click on it and select "Format":



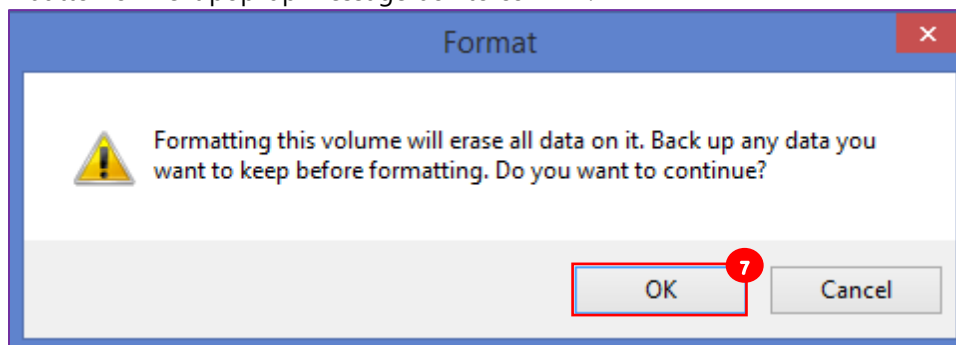
20. Click on "Yes" on the pop-up message which appears:



21. In the pop-up dialog box which appears ⁶, set the file system to NTFS ^A and leave the Allocation unit size to Default. The Volume Label field ^B can be customized in order to give the volume a desired name, such as "MyRescueDisk ». Check the box labeled "Perform a quick format" ^C and click on the "OK" button ^D:



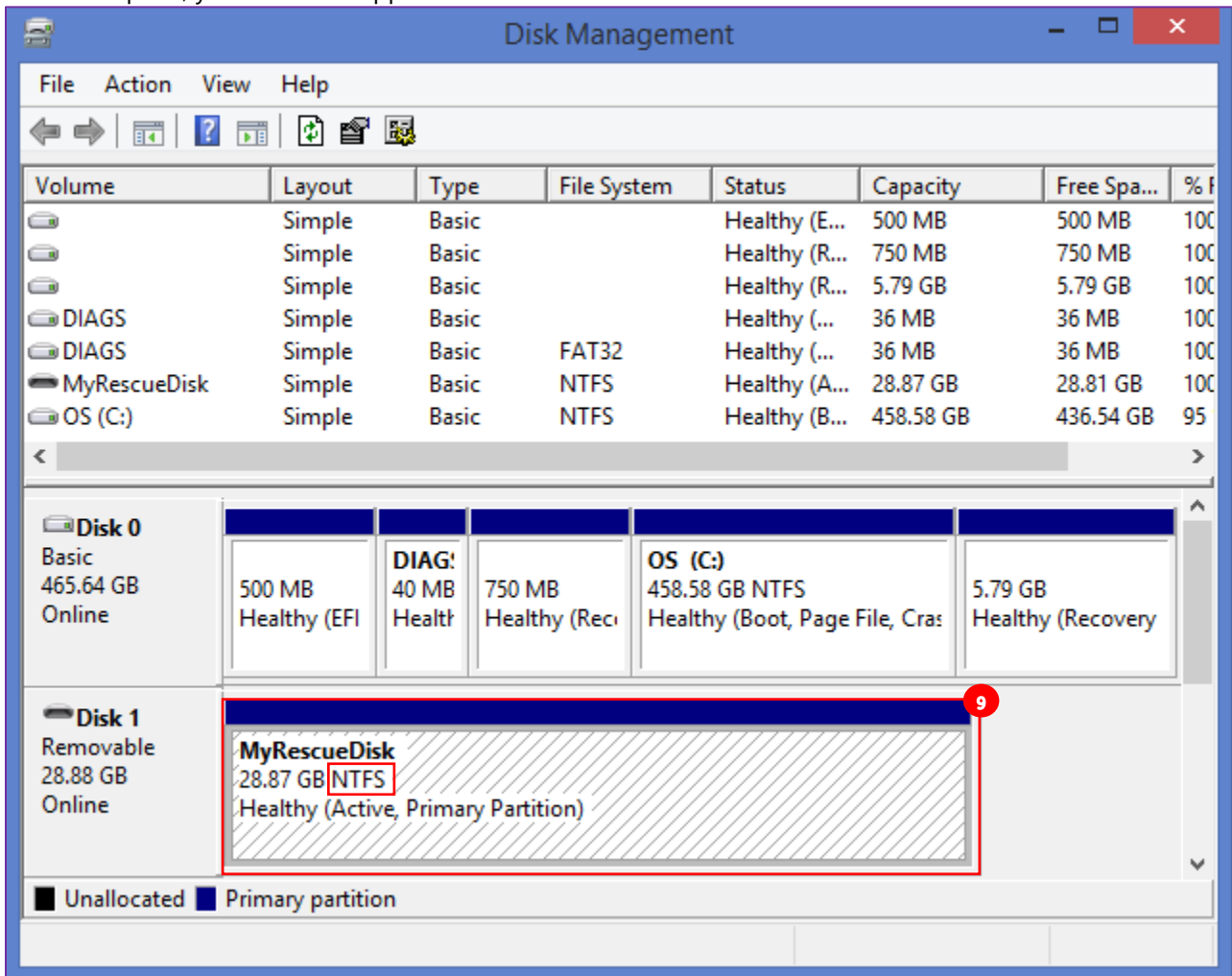
22. Click on the "OK" button on next pop-up message box to confirm:



23. Please wait some few seconds while your disk in being formatted to NTFS file system:



24. When complete, your drive will appear as NTFS:



How to revert back a USB Hard Disk partially converted to a Recovery Media

1. Delete the FAT 32 partition
2. Delete the ST_BACKUP_FOLDER folder from NTFS partition
3. Untag the NTFS partition

Troubleshooting guide

Your system disk is running out of space

If you store your System Backups on your system disk you can:

- Move them to another location to another internal drive or, preferably, to a USB Hard Drive (see [Moving your System Backups](#))
- Delete / Archive or merge them (see [Managing your System Backups](#))

In the same way, if you store your Data Backups locally you can also move them to another location.

To prevent your backups to take too many space, please review your data selection for Data backups (see [Protecting your Data](#)) and exclude files from your System Backup (see [Excluding files from your System Backups](#)), and adjust the scheduled backup frequency.

Making a System Backup or a Data Backup takes several hours

In order to avoid impacting your system performances, our backup process is set to run with the lowest priority and so if you are running other applications at the same time our process is waiting that those applications no more use system resources to continue its task.

The antivirus real time analysis can considerably slow down our process since it might scan all the files we are backing up. We are working with the main antivirus providers to exclude our process from their real time scan but depending on the solution you are using and its version you might have to either exclude our processes (processes beginning with "SoftThinks Backup And Recovery") in the antivirus real time settings. Please refer to your antivirus help to know how to exclude processes from real time scan and ensure that you have the latest version.

You might also waste time backing up files that you don't need to keep. Please review your data backup selection (see [Protecting your Data](#) and click on the "Add more" button in the What section to uncheck files you don't need to keep) and exclude files you don't need to back up from your System Backup (see [Excluding files from your System Backups](#)).

You are not able to create your Factory Recovery Media

1. Unplug and re-plug the media and retry
2. Reboot the system
3. Try with other media

END OF DOCUMENT