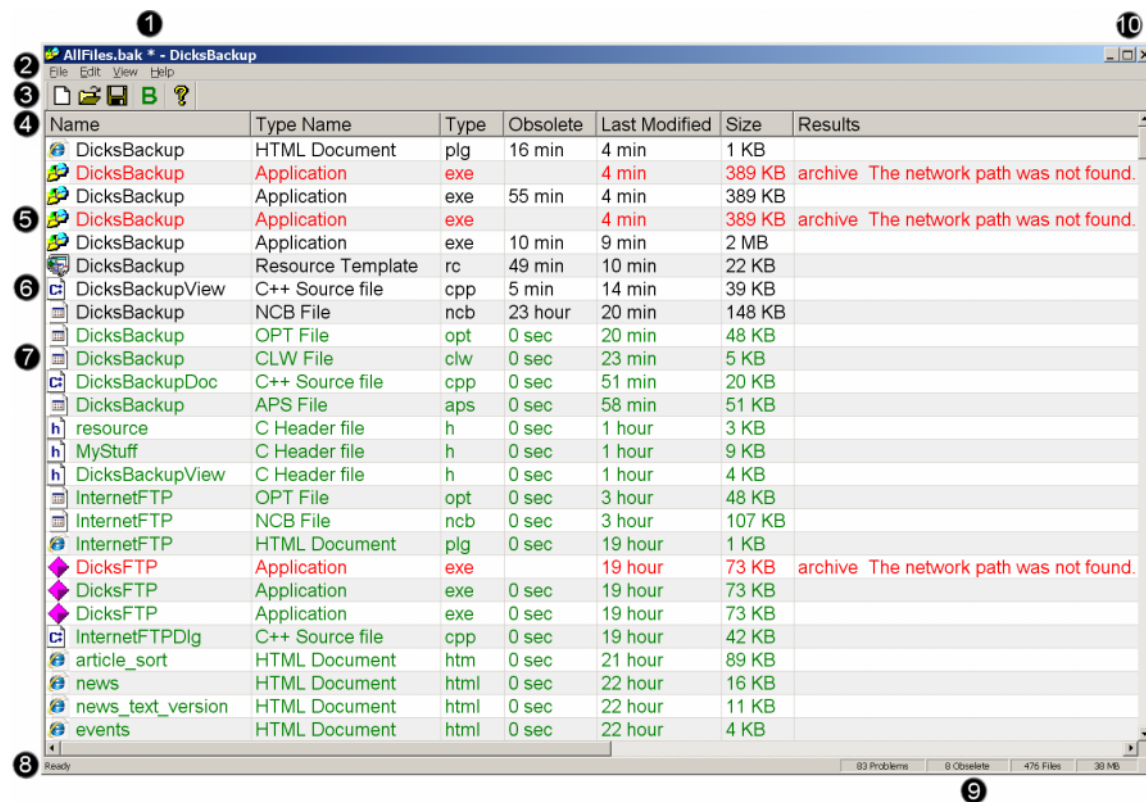## Installing and Removing DicksBackup

DicksBackup is a Microsoft Windows based archive and distribution file manager. It copies a source file to an archive file when the archive is out of date. The source and archive files can be located in arbitrary network folders. Multiple archives files in various folders can be distributed from a single source file. The source file can be recovered from its archive.

The entire program exists in one program file, **DicksBackup.exe,** which may be placed anywhere in your computer. To view this documentation, as Help from within DicksBackup, you must have access to the Internet. Alternatively, the latest documentation is posted on the web at http://www.dickinsonian.com/.

Remove DicksBackup from your computer by deleting **DicksBackup.exe**.

Comments and suggestions may be sent to dick@dickinsonian.com

Main Window Features

1. Title bar shows backup manager's file name. Asterisk indicates it has been modified.
2. Main menu bar of program commands. An additional popup or context menu has the most frequently used main menu commands
3. Toolbar provides easy access to often used commands.
4. Each column can be moved, resized, or hidden. Clicking on a column header sorts all rows according to that column's values. Click again and to reverse sorted. The columns are: File Name, File Type, File Size, Last Modified Date, Source Path, Archive Path,

Backup Results, Obsolete Time, User Notes, File's Folder, File's Drive, and File Type Name.

5. File icons can be toggled on and off. Red colored text indicateds a problem backing up the source file.
6. Alternating gray background color can be toggled on / off. Black text indicates the archive file is out of date.
7. Green text indicates the source file is current and has been backed up.
8. Status bar displays a command's description during mouseover of menu items.
9. Indicators display the number of problem files, number of out of date files, total number of files, and total source file size in bytes.
10. Buttons minimize, maximize and exit the program

How DicksBackup Backs Up and Distributes Files.

For backup, the program compares the last modified date of the source (original) with that of the archive (backup) file. If they differ, the source is copied over the archive file. A source file can be located in any folder on any computer with an assigned network drive letter. The archived files are usually placed in a single folder on a removable disk such as a USB portable or thumb drive along with the backup manager file.

For distribution, the program copies a source file to all out of date archive files. A single source file can be distributed to many archive files each located on a different network computer. This is useful if you obtain a new program version or an updated data file that must be distributed to users on multiple computers at the same time.

Both backup and distribution can be preformed with one backup manager file. Any source file can be recovered from its archive file. Before recovery, a copy of the source can be created with a modified name. This allows reversal of the recovery process.

Menu, Hot Key, and Toolbar Commands

Note: Menu commands, such as |File|New|, are colored blue and hot keys, like Ctrl+N, are in red.

|File|New| Ctrl+N Allows you to create a new, empty, backup manager. You will be prompted to select a manager file name and an archive folder. Normally, both the backup manager and archive files reside in the same folder. You'll be prompted to save any current open backup manager if it has been modified.

|File|Open…| Ctrl+O Opens a backup manager file with .bak file extension. If DicksBackup didn't originally create the file, it will be rejected.

|File|Save…| Ctrl+S Saves the current modified backup manager file.

|File|Close| Closes the current backup manager and prompts to save it when modified.

|File|Start with MRU| Toggles on / off the option to load the Most Recently Used backup manager upon program startup.

|File|xxxxx.bak| A selectable list of up to 6 MRU, Most Recently Used, backup manager files.

|File|Exit| Alt+F4 ☒   Exits the program. You'll be prompted to save the current modified backup manager file. When the operating system is shutting down and DicksBackup is still running, a modified manager file will be saved automatically.

The following main menu Edit commands are also available with a right mouse button click that brings up a context menu.

|Edit|AddFiles…| Displays a file selection dialog where multiple source files can be selected for addition to the backup manager's list. The archive folder is the same as that for the backup manager's file. Source files may also be added by drag and drop into the backup manager's main window. Source and archive files normally have the same name. If a file with the source name already exists in the archive folder, [x] is appended to the archive's file name. For example some.txt will be archived as some[2],txt assuming that some.txt and some[1].txt already exist in the archive folder.

|Edit|Import Backup…| Displays an import file dialog where another file manager's source and archive files can be included into the current manager. Source files are appended to the current file manager and their archive folders remain the same after import. Hence, the same source files can be backed up from different managers.

|Edit|Change Archive|Rename Drive…| Displays a Change Archive Drive Letter dialog where a new drive letter can be specified for the selected (highlighted) files. The archive files are not moved. This operation allows the backup manager to subsequently locate archive files after the system assigned drive letter has changed for a removable drive.

|Edit|Change Archive|Move Path…| Displays a Move Archive dialog for a single file selection (highlighted row). The archive's folder and / or filename can be changed. The archive disk file is actually moved.

|Edit|Change Archive|Additional Path…| Displays an Additional Archive dialog for a single file selection (highlighted row). An additional archive folder and / or filename can be selected for the same source file. This is useful for distributing the same source file to several computers.

|Edit|Backup All| First checks on the ability to find all source and archive file paths. Then, copies source files to out of data archive files. If either the source or archive file is not reachable over the network, the reason is reported in the Result column of the backup manager.

|Edit|Backup Selected| Preforms the same operation as |Edit|Backup All| but for the selected (highlighted) files.

|Edit|Select All| Ctrl+A Selects (highlights) all rows in the backup manager.

|Edit|Select None| [esc]   Removes the highlighting from all selected rows in the backup manager.

|Edit|Edit Selected Notes…| Displays a text entry dialog where you can enter or edit the notes for the selected (highlighted) source files. All selected files will have the same note text. To enter individual notes for each file, select each file in turn and edit its note.

|Edit|Remove Selected| Removes the selected entries from the current backup manager. The source file remains in place while you are asked if you want to delete the archive file or leave it in place.

|Edit|Restore Selected| Copies the archive file over the source file. Optionally you are asked if you want to make a copy of the source file before restoration. The copy has the same name as the source with [copy] appended to its name. For example: source.txt becomes source[copy].txt.

|Edit|Show File in Explorer|Source…| Left Dbl Click Shows the location of the selected (highlighted) source file in the directory listing provided by Windows Explorer.

|Edit|Show File in Explorer|Archive…| Shows the location of the selected (highlighted) archive file in the directory listing provided by Windows Explorer.

|Edit|Show File in Explorer|Manager…| Shows the location of the backup manager file in the directory listing provided by Windows Explorer.

|Edit|Open Source| Open the source file with the system assigned default application.

|Edit|Refresh All| First tries to locate all of the backup manager's source and archive files and reports any abnormalities in the Report column. The text color of each row indicates the file status as follows: **Red**: a problem with the source and / or archive file. **Black**: the archive differs from the source file and should be backed up. **Green**: the archive matches the source file and is current. A progress bar at the bottom of the main window shows the number of files located. When a network path is unavailable, there may be a 5 – 10 second delay while the program waits for a response from the disconnected computer. Subsequent files on that same affected network path incur no further delay.

Out-of-date files are then backed up. A status report shows the number of files up-to-date, out-of-date, skipped, and having problems.

|Edit|Auto Backup| Automatically executes the |Edit|Backup All| command. The auto feature is off when the menu item appears as |Auto Backup (off)|. Selecting this command displays a dialog where you can enter the interval in hours between periodic auto backups. The menu item will then appear as |Auto Backup (x hour)|, where x is the repeat time interval. Selecting the menu item again turns off auto backup. This feature is canceled when exiting the program.

|View|Toolbar| Toggles the toolbar's visibility.

|View|Status Bar| Toggles the status bar's visibility.

|View|Gray Bar| Toggles on / off the gray background color alternating between adjacent rows in the listing.

|View|Icons| Show or hides the source file icons in the Name column.

|View|Columns|xxxxx| Hides or shows the column labeled xxxxx, describrd as follows:

- Name The source file's name without extension.
- Type The source file's extension.
- Last Modified The amount of time since the source file was last modified.
- Source Path The full source file path including drive and directory.
- Archive Path The full archive file path including drive and directory.
- Results Explanation of the problem in locating a source or archive file.
- Obsolete The amount of time by which the source outdates the archive file.
- Notes User notes peculiar to the source and / of archive file.
- Folder: The source file's folder.
- Drive The source file's drive letter.
- Type Name The OS name for the source file, e.g. "Text Document".

Each of these columns can be resized by dragging the vertical line that separates columns. Reposition a column by holding the left mouse button down and dragging its header to a new location. Column width, position, and visibility are reset when the program starts. The rows are sorted according to a column's contents by clicking the column header. Click again to reverse the sort. The last order of rows is reestablished the next time backup manager file is loaded.

|View| Columns |Set Defaults| Resets the column width, position, and visibility to the program's default setting. The width, position, and visibility are restored the next time the program starts.

|View|Date – Time|xxxxx| Where xxxxx is the date – time displayed in the Last Modified column and has one of the following formats:
- DD/MM/YYYY/HH/MM/SS 24-hour format.
- MM/DD/YYYY/HH/MM/SS AM-PM 12-hour format:
- YYYY/MM/DD/HH/MM/SS 24-hour format.
- Age The duration displayed in sec, min, hour, days, weeks, months, or years.

|View|Font Size|xxxxx| Selects the font size displayed in the file manager listing where xxxxx is the following:
- Large 20 point font with 32x32 pixel file and toolbar icons.
- Medium 15 point font with 24x24 pixel file and toolbar icons.
- Small 10 point font with 16x16 pixel file and toolbar icons.

|Help|About DicksBackup| Displays a window showing the program version number, copyright date, a brief program description, and author contact information.

|Help|Documentation| F1 Displays this documentation in Acrobat Reader.