ashampoo

Manual

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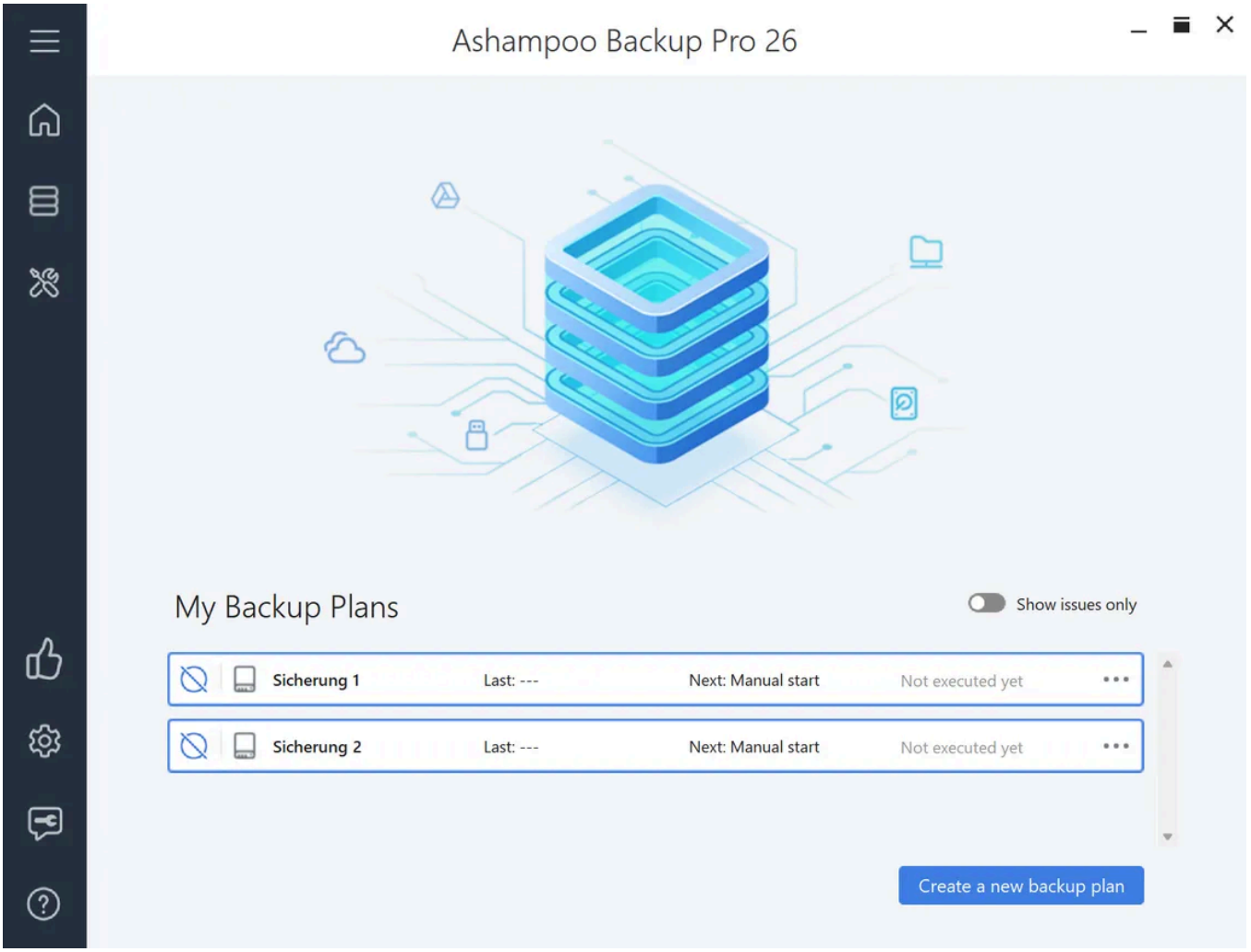
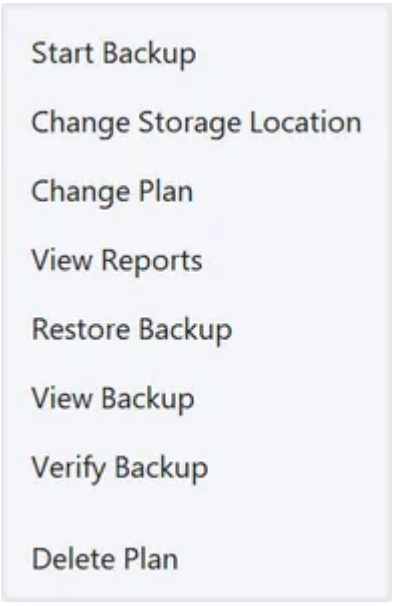
1. Overview



Once launched, the program will display an overview that summarizes the status of your backups in three categories. Click a category to jump to backup plan management or use the dedicated buttons.

Plan settings



Click the "..." button to access the context menu for a plan. The menu is mostly identical to Actions.

1.1 Navigation

Hover your mouse pointer over one of the symbols in the navigation pane to expand it. Use the top left button to permanently expand/collapse the pane. Click one of the entries to navigate to the respective program area. You may also use the navigation pane to jump back to the beginning, e.g. while you're creating a backup plan.

Overview

This is the start page with status information and quick access options for all of your

backup plans.

Backup Plans
Allows you to create and manage backup plans.

Restore
Restores data from a previous backup.

View Backup
Allows you to view individual files from a backup without restoring it first.

Reports
You will find detailed information on existing backups here.

Check Disks
Checks your drives for errors and fixes them automatically, if needed.

Rescue System
Use this feature to create a bootable disc or USB medium that you can use to restore a previous backup in the event of a total system failure.

Settings: Change Language
Allows you to change the program language.

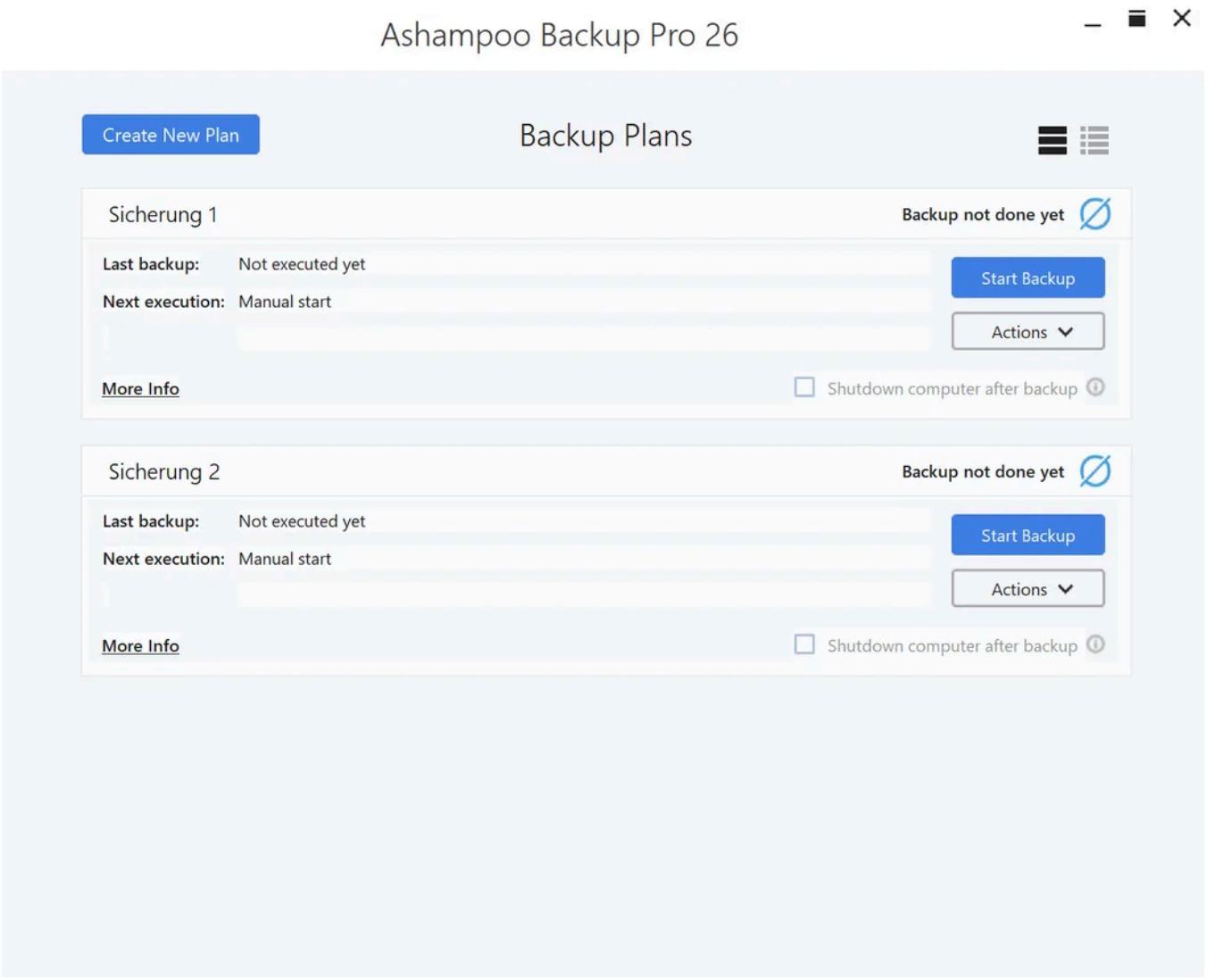
Settings: Online Sign-In Settings
Use this feature to log into your Ashampoo account and have reports sent to the email address you used to register.

Settings: Automatic Pausing
If enabled, the program will automatically pause backup operations whenever your PC requires its full resources for another task.

Settings: Service settings
You may change update and program notifications here.

Service
Check your license status, contact our support or see current Ashampoo deals here.

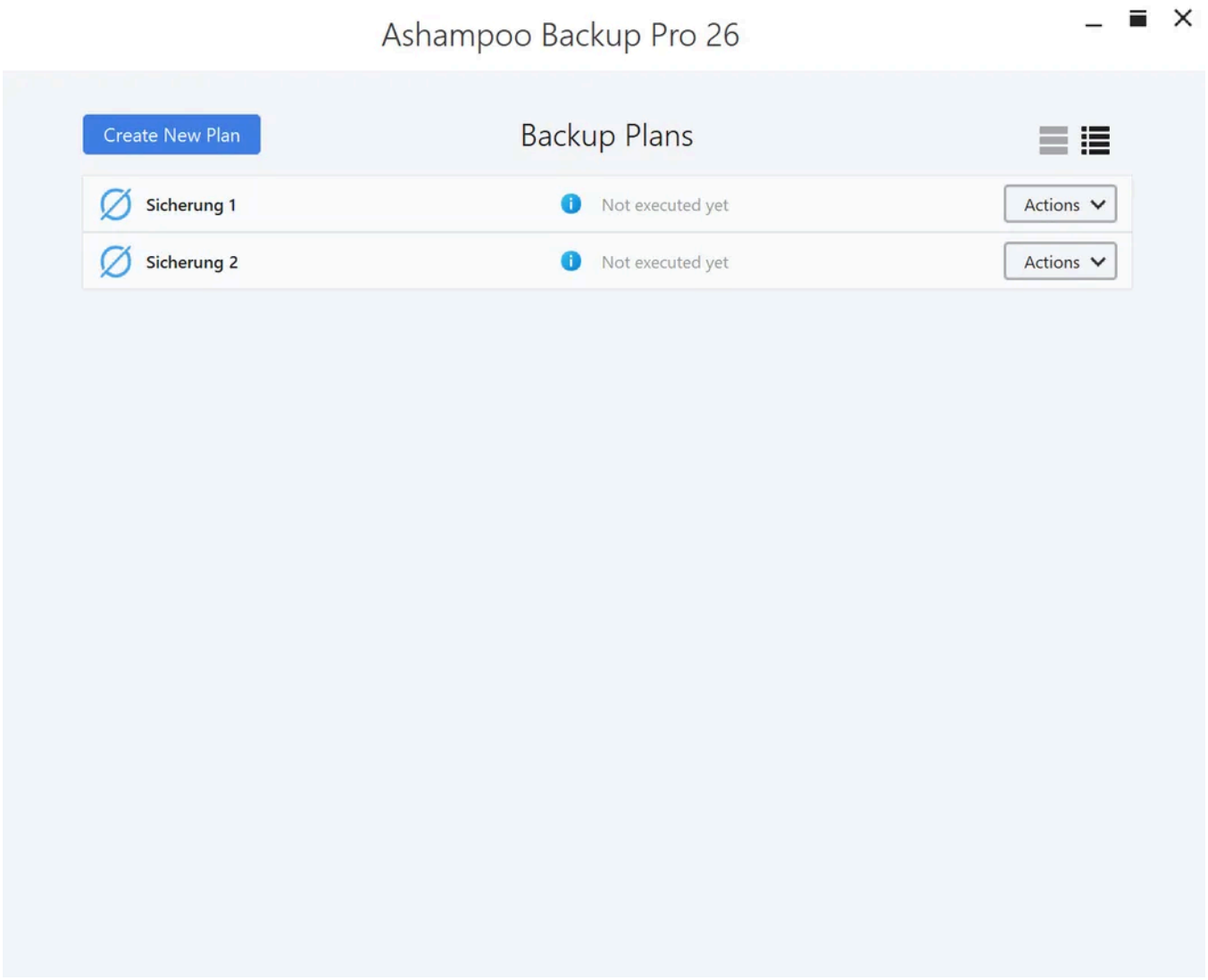
2. Backup Plans



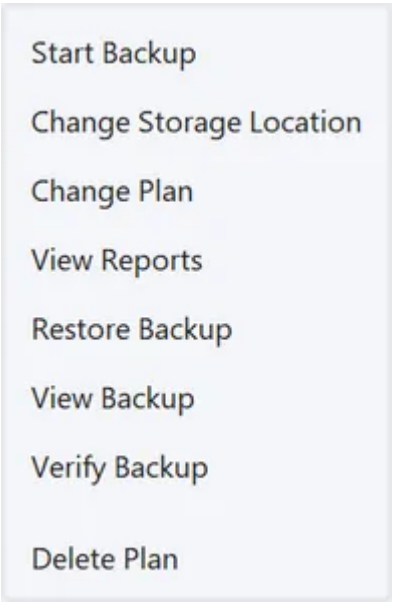
This section lists existing backup plans along with their statuses. Use to top right buttons to switch between normal and compact view.

> To rename an existing plan, hover the mouse pointer over its name and click the pen icon.

The compact view is ideal for a concise display of a larger number of plans.



2.1 Actions



Change Storage Location

Enables you to select a different output location for backups created with this plan. The new folder must either already contain backups or be empty.

Change Plan
Allows you to modify a backup plan. Once created, you cannot change the type (drive / partition or files /folders) of a backup plan.

View Reports
Displays an overview of all available reports for the current plan. Use the bottom controls to view or delete reports individually. More on that here.

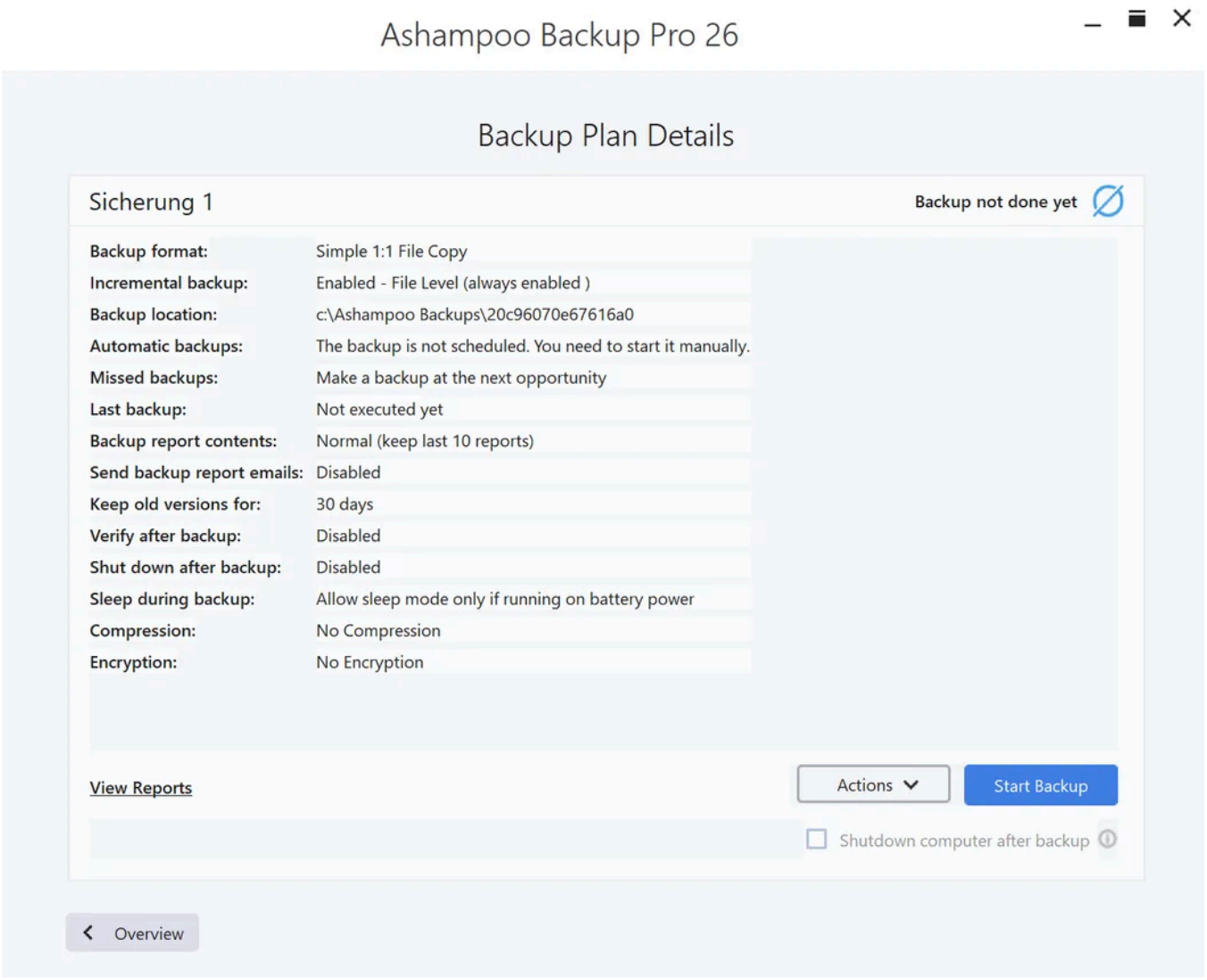
Restore Backup
Restores files from a backup. More on that here.

View Backup
Allows you to view individual files from a backup without restoring it first.

Verify Backup
Checks the backups associated with the current plan for errors and allows you to repair them.

Delete Plan
Deletes the selected backup plan.

2.2 Details view



Depending on the selected view style, click either "More Infos" or the information symbol to open the details view for the affected plan. Here, you can also access the available actions or instantly run the plan.

3. Creating backups

All backups are created based on backup plans that contain various settings needed for creation, e.g. which data to backup up how often. Backups can either be created at fixed intervals or manually at the click of a button. Automatic backups will even be created when the computer is running but no user or a different user is logged on without slowing down your PC as backups will be paused whenever the CPU load surpasses a specific threshold.

You may want to keep your personal files separate from your system drive and backup to an external drive that isn't permanently connected. This way, it's less likely for

ransomware to affect your backups. You may want to backup your personal documents at shorter intervals, e.g. once a week and backup your system drive only once a month or once every four months since this process may take a lot longer.

If you've just installed this program for the first time, this will be the perfect time to create a rescue system on an external medium, e.g. a USB drive. Click here for details.

3.1 Create new backup plan (Easy Backup)

This approach uses common default values for most options and streamlines the creation process into just two steps: source selection and target selection. The selection process is identical to the standard method.

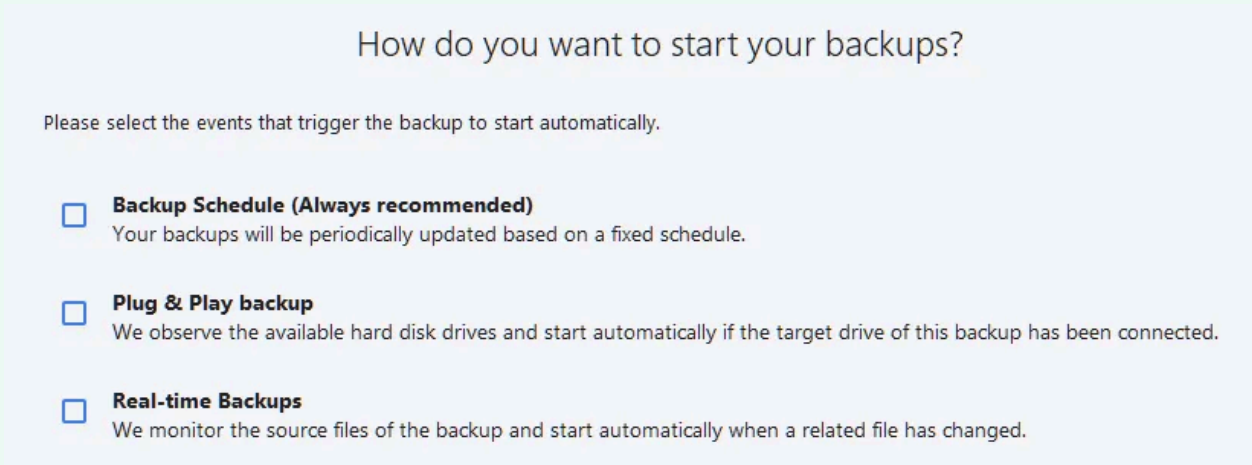
> You can adjust the default values used at any time after creation.

3.2 Create new backup plan (Default)

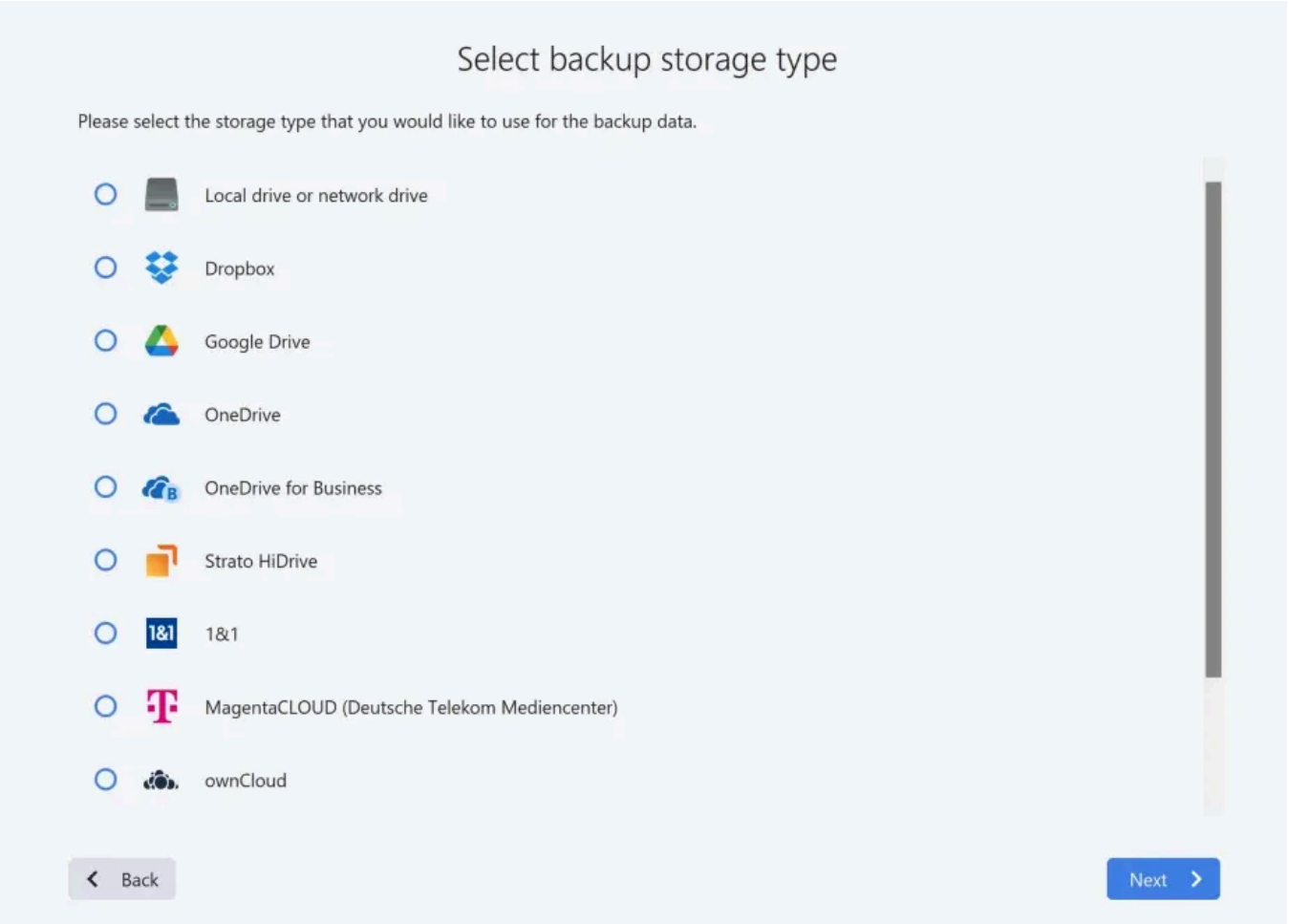
By default, backup archives are updated at fixed intervals, e.g. every day. You have the option to enable real-time updates, however, which will timely update archives whenever their associated files are modified.

Note that this is option is an add-on and still requires you to go through the regular steps of creating a fixed-interval backup plan.

Additionally, you can opt to auto-run plans associated with removable volumes after a short delay whenever the volumes are reconnected to your PC.

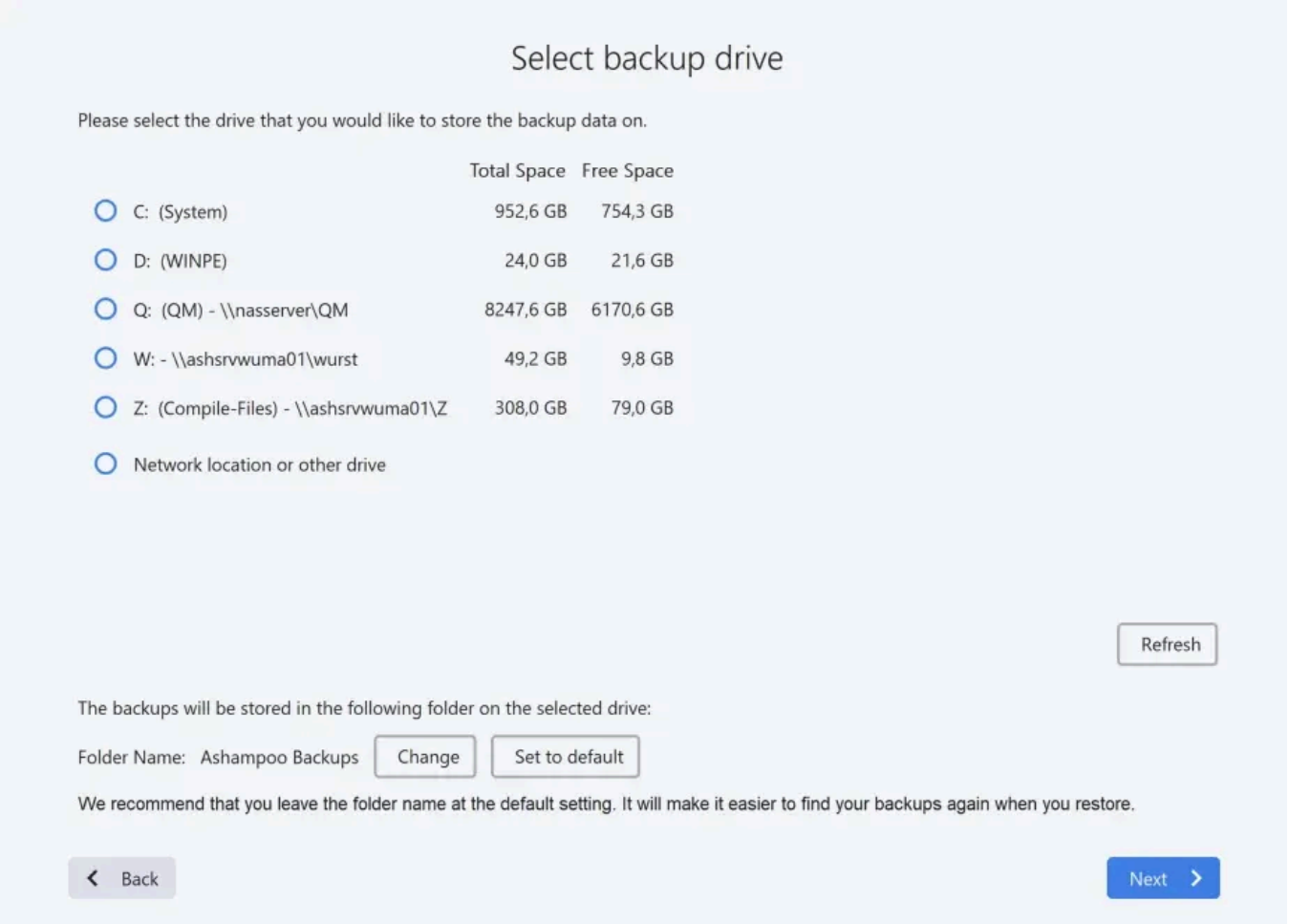


1. Select backup storage type



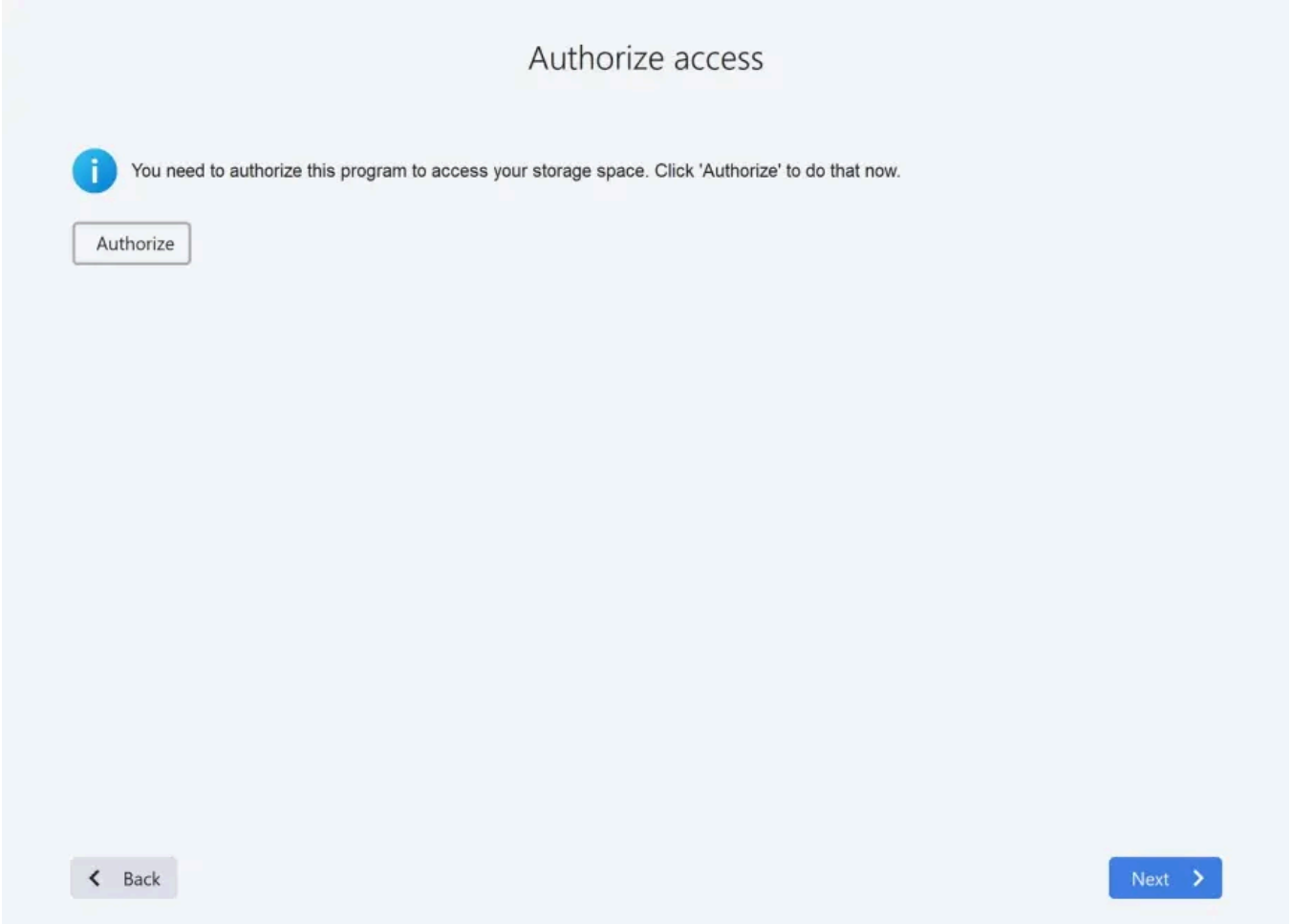
You can either backup your data to a local (network) drive or upload it to the cloud (online storage). Simply select an option from the list. If your cloud provider isn't listed you may still be able to use it through "WebDAV". In this case, you will have to fill in the server address you received from your cloud storage provider manually.

Option: Local drive or network drive



Select the drive that will hold your backups. By default, a subfolder titled "Ashampoo Backups" will be created. Click "Change" to select a different backup folder.

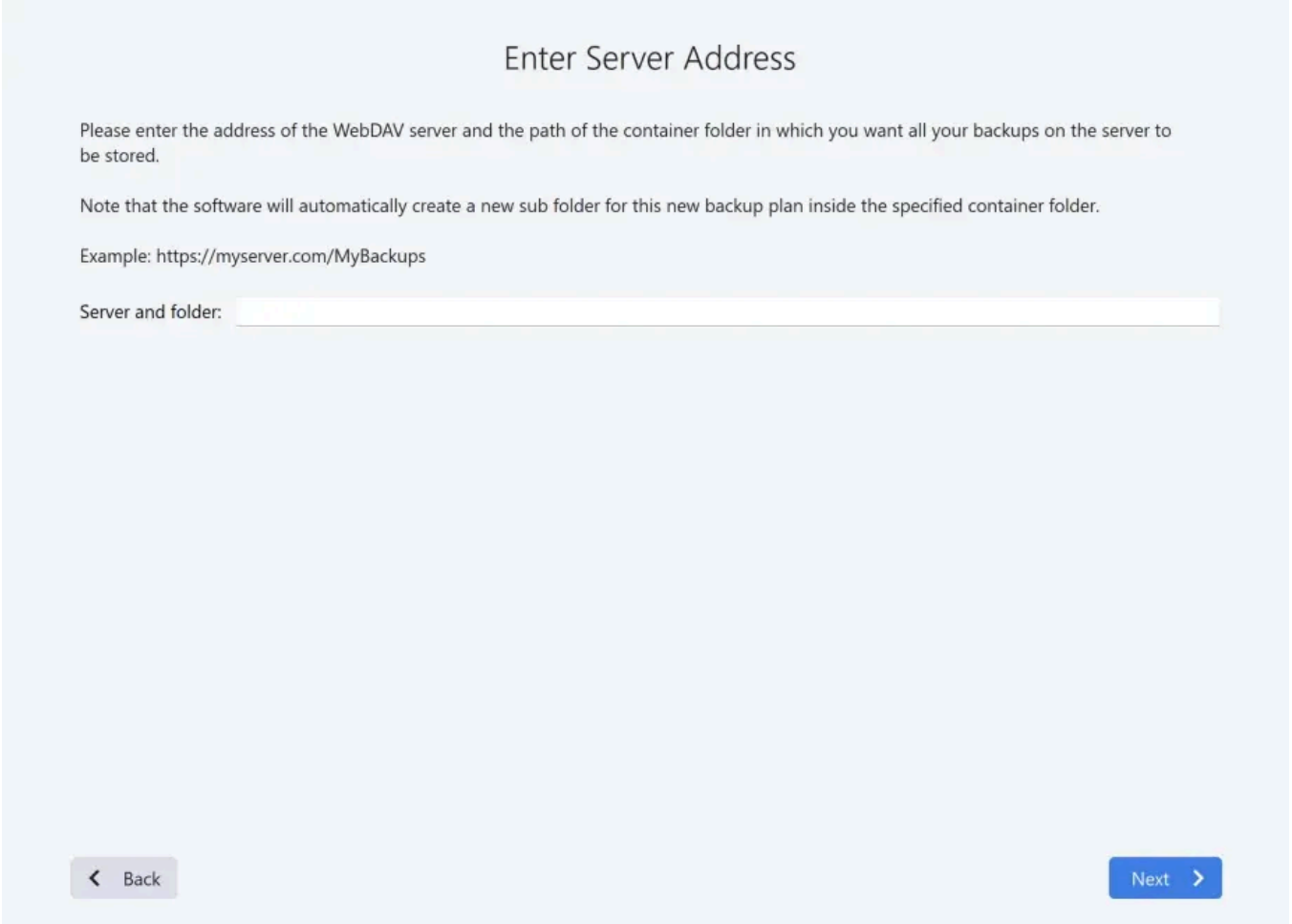
Option: Online storage



The program requires your login credentials to connect to online storage servers. Depending on your selection, a web browser window may come up for you to log in to your service.

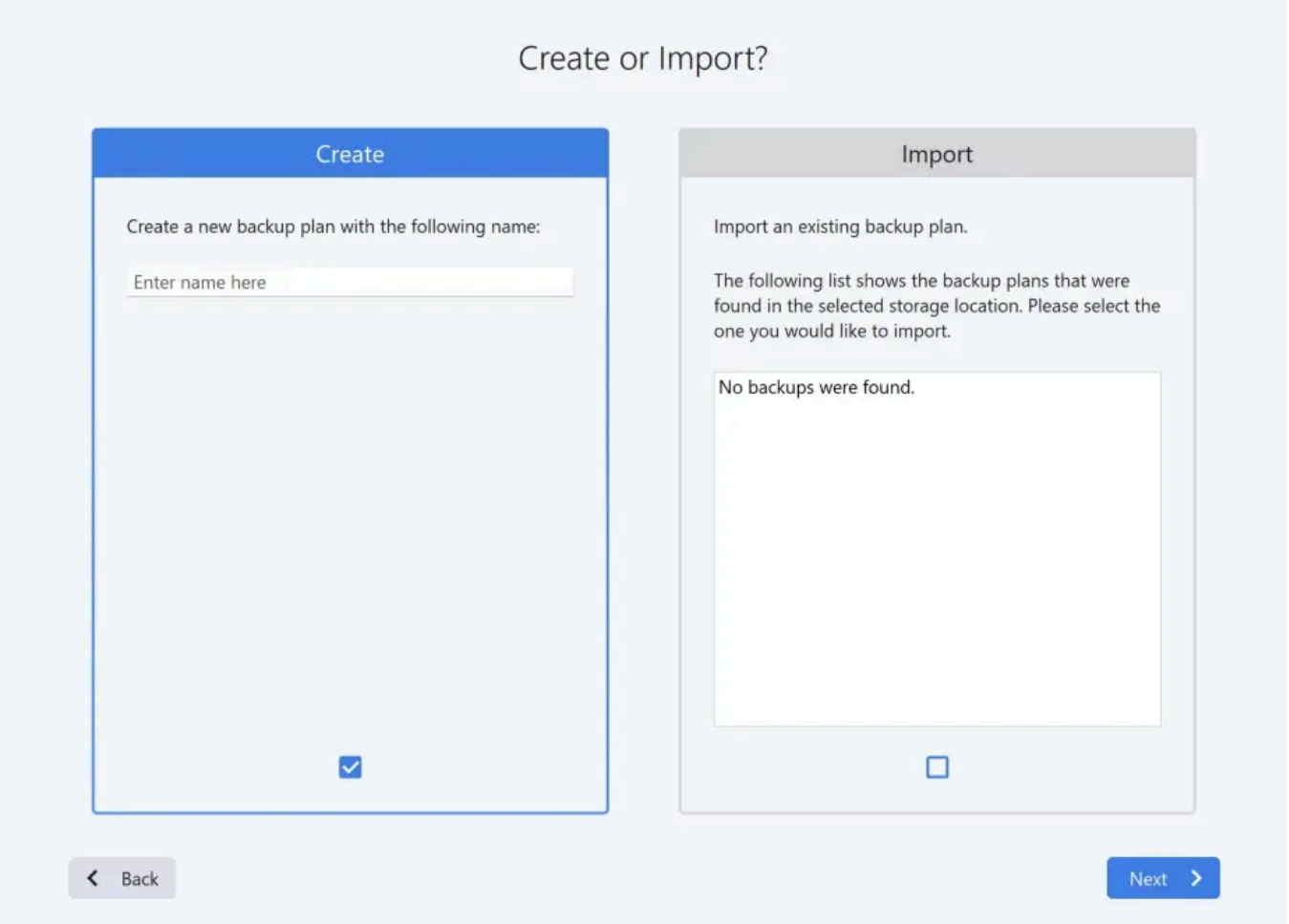
> Magenta Cloud is primarily geared towards German-speaking users, with online documentation being available in German only. Please follow the instructions at Wie richte ich mein Netzlaufwerk ein? up to the step where you copy the newly created password to the system clipboard and use this data to link Ashampoo® Backup Pro 26 to your Magenta Cloud. Please contact Telekom customer service for instructions in English.

Option: WebDAV



Simply type in the server address you received from your online storage provider.

2. Create or import?

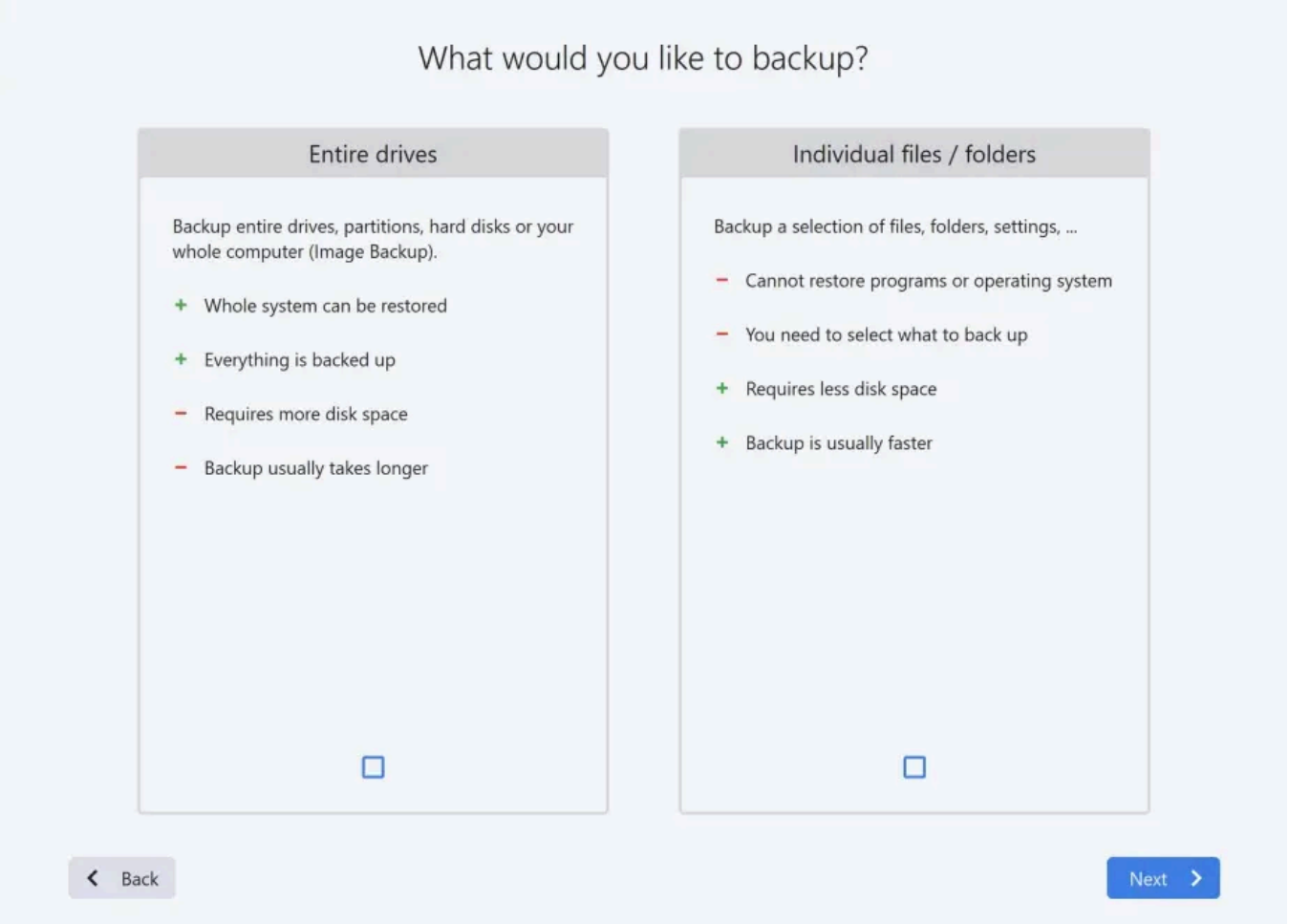


Either create a new backup plan by typing in a name or use the bottom option to import your settings from an existing backup archive.

2.1 Would you like to take a shortcut?

In case you're creating a new plan, you can now select a preset that already contains all required settings. The following steps will be skipped in this case.

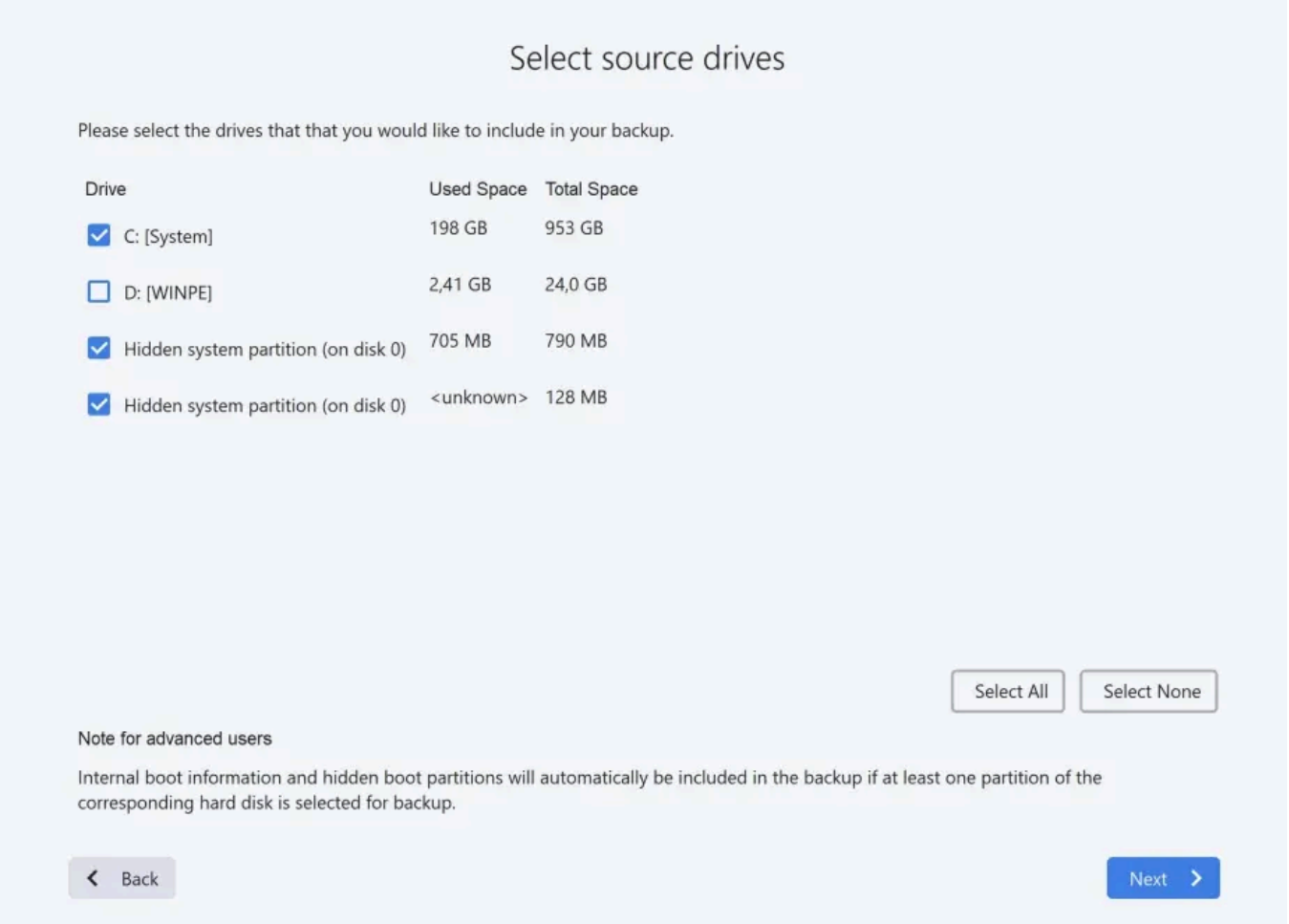
3. What would you like to backup?



You can either backup entire disk drives (image file) or individual files and folders. Full disk backups ensure that every file and application gets saved allowing you to restore your drive to a previous state, e.g. in the event of a hardware failure. However, this method requires a lot of time and space. If already know which folders / files need to be saved, e.g. business documents, you should use the second option.

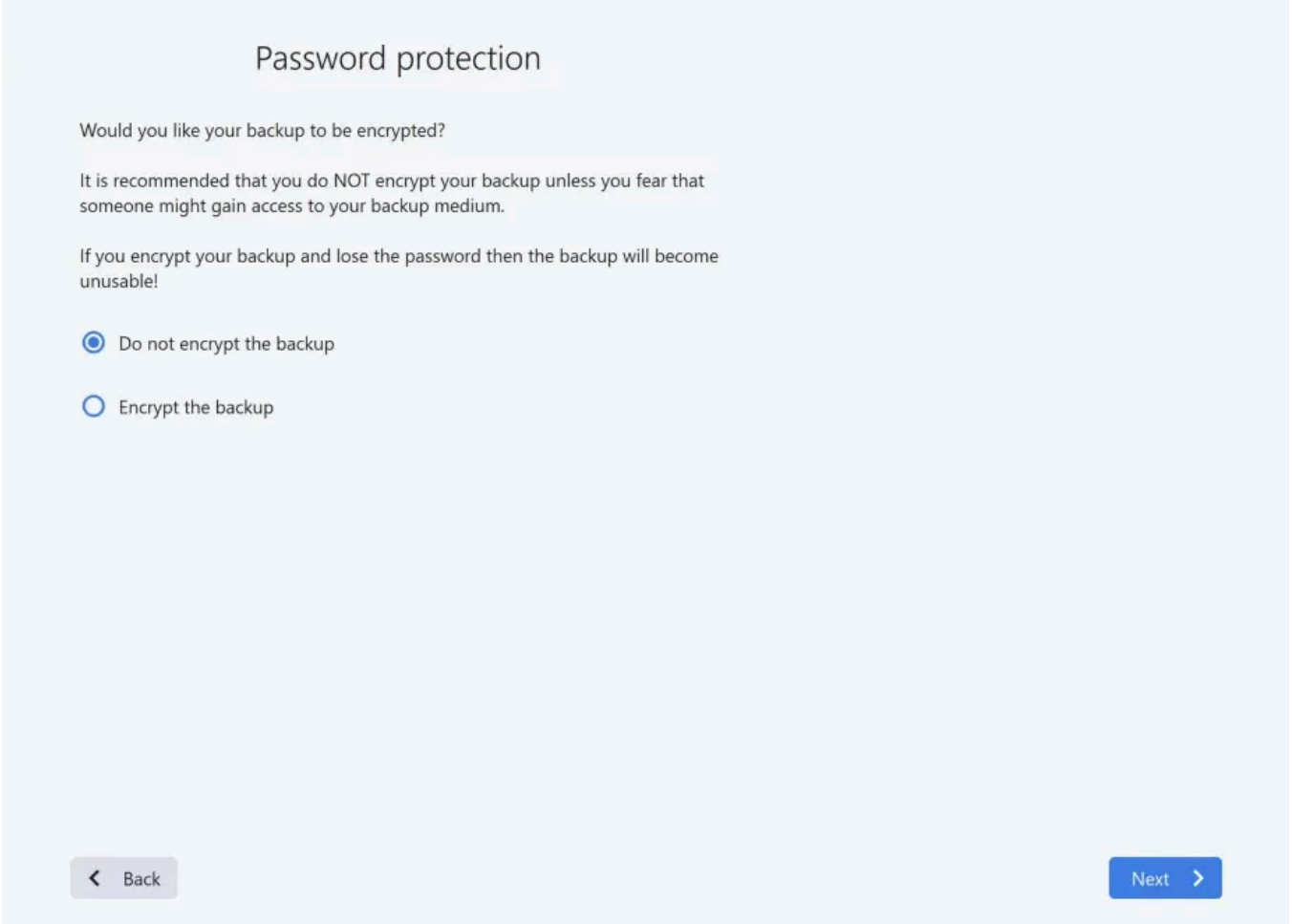
3.2.1 Backup drives / partitions

1. Select source drives



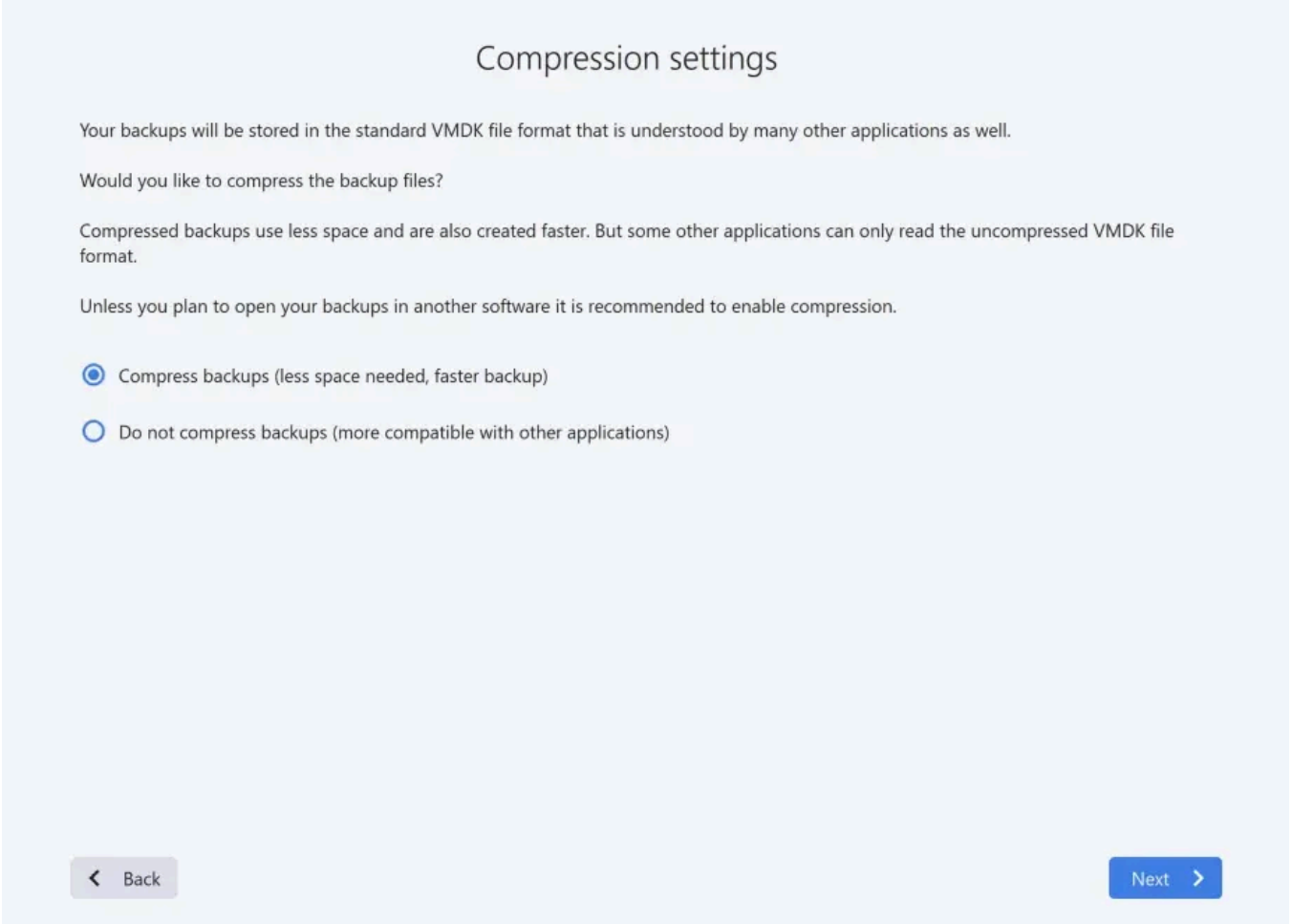
Select the drives you wish to backup. Note that you need at least two separate drives since you can only backup a drive to another drive.

2. Password protection



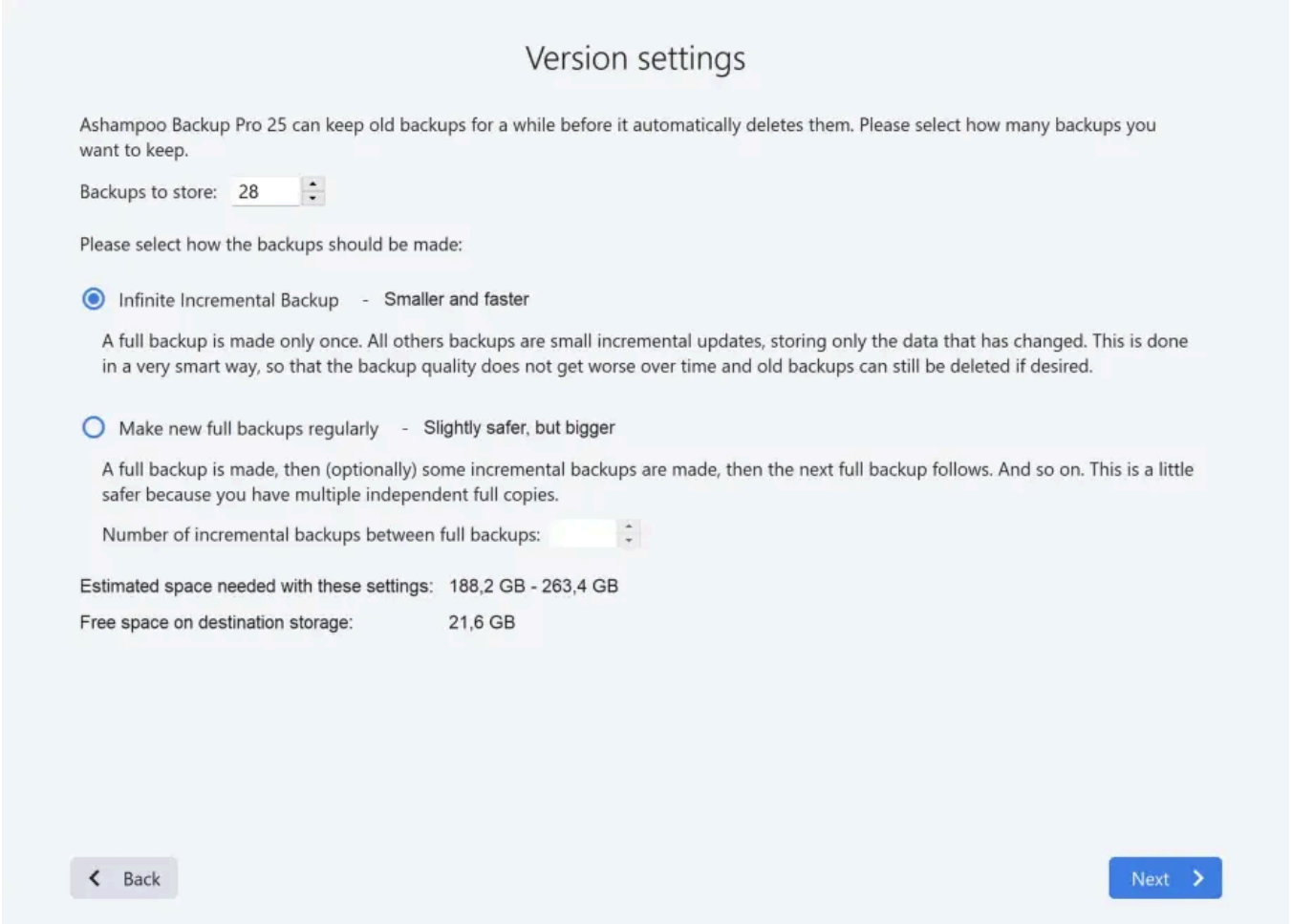
If needed, you can add password protection to your backups. Note that you will not be able to recover your data if you lose your password.

3. Compression settings



To save space and to accelerate the process, you should enable compression unless you're planning on opening the backup with a third-party application that does not offer compression support.

4. Version settings



Backups to store

The program can keep previous backups to revert the affected drive to a previous state in the event of disk errors. Use this setting to determine how many past backups should be kept.

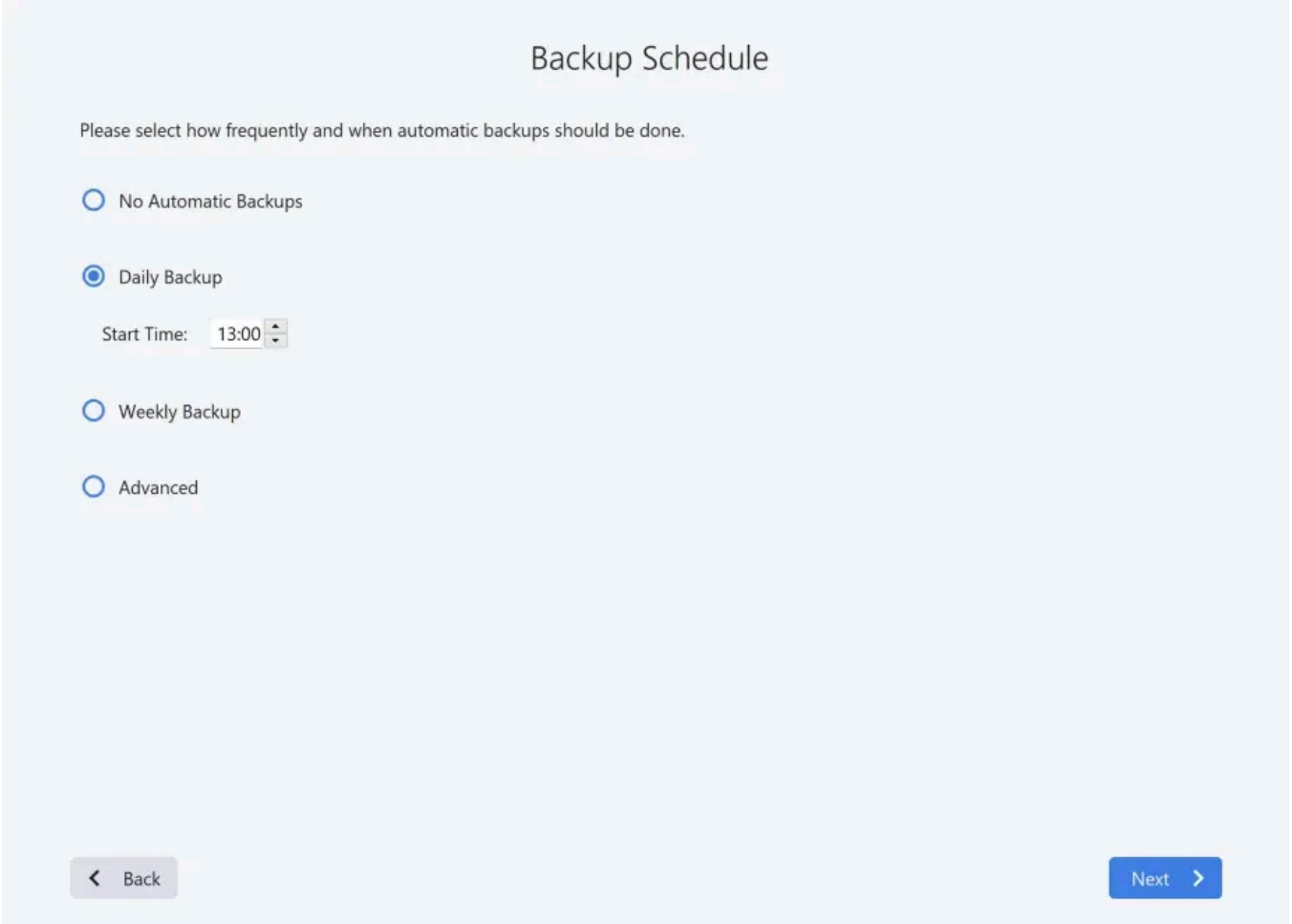
Infinite incremental backup

Once all data has been stored only modified files will be added on a regular basis. This saves space and accelerates the backup process significantly but there will be dependencies between your backups since they build on one another. This may increase their error vulnerability.

Make new full backups regularly

The program will always create full backups with partial backups in between to save space. This decreases file dependencies but requires more time and space.

5. Backup schedule



Backups can be created one time only/on demand or automatically at regular intervals. If you select an interval-based scheme you will need to set a start time.

No automatic backups
You will have to trigger each backup manually.

Daily backups
Backups are created every day at the time specified.

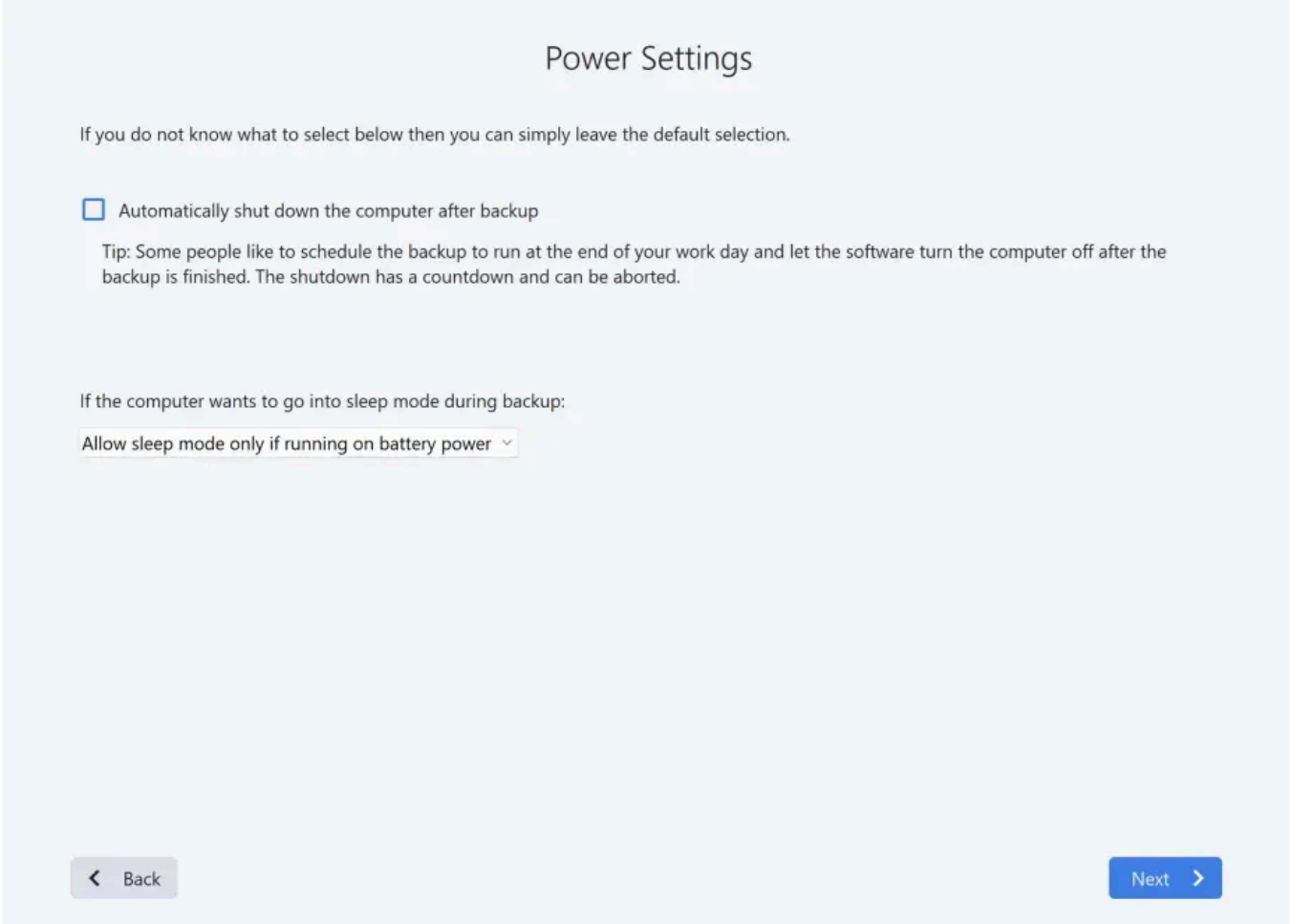
Weekly backups
ackups are created once a week at the time specified.

Advanced
This option allows you to freely combine daily, weekly and monthly schedules.

6. Missed backups

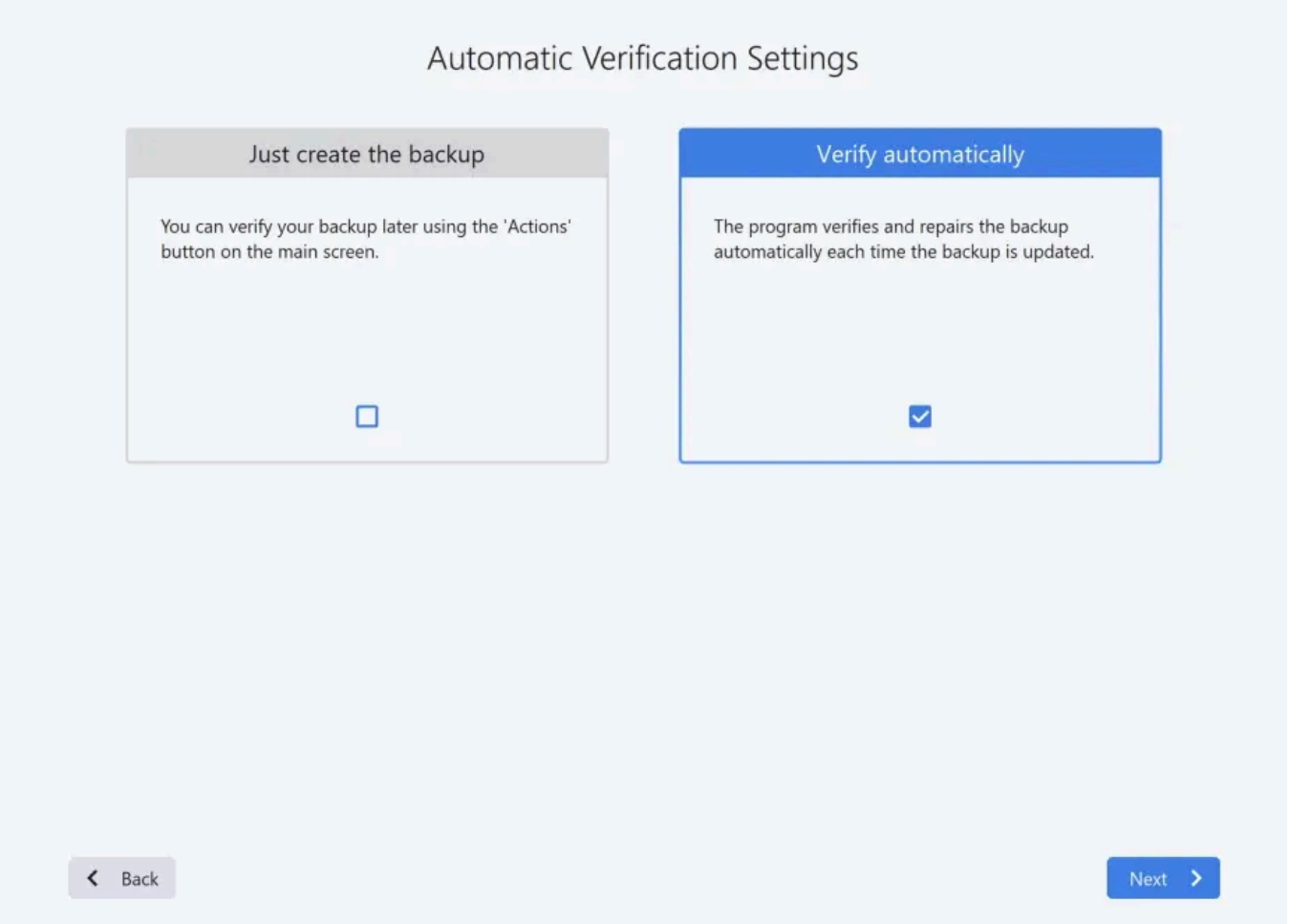
Use this setting to determine how the program will proceed If the computer is turned off or a scheduled backup could not be created for other reasons.

7. Power settings



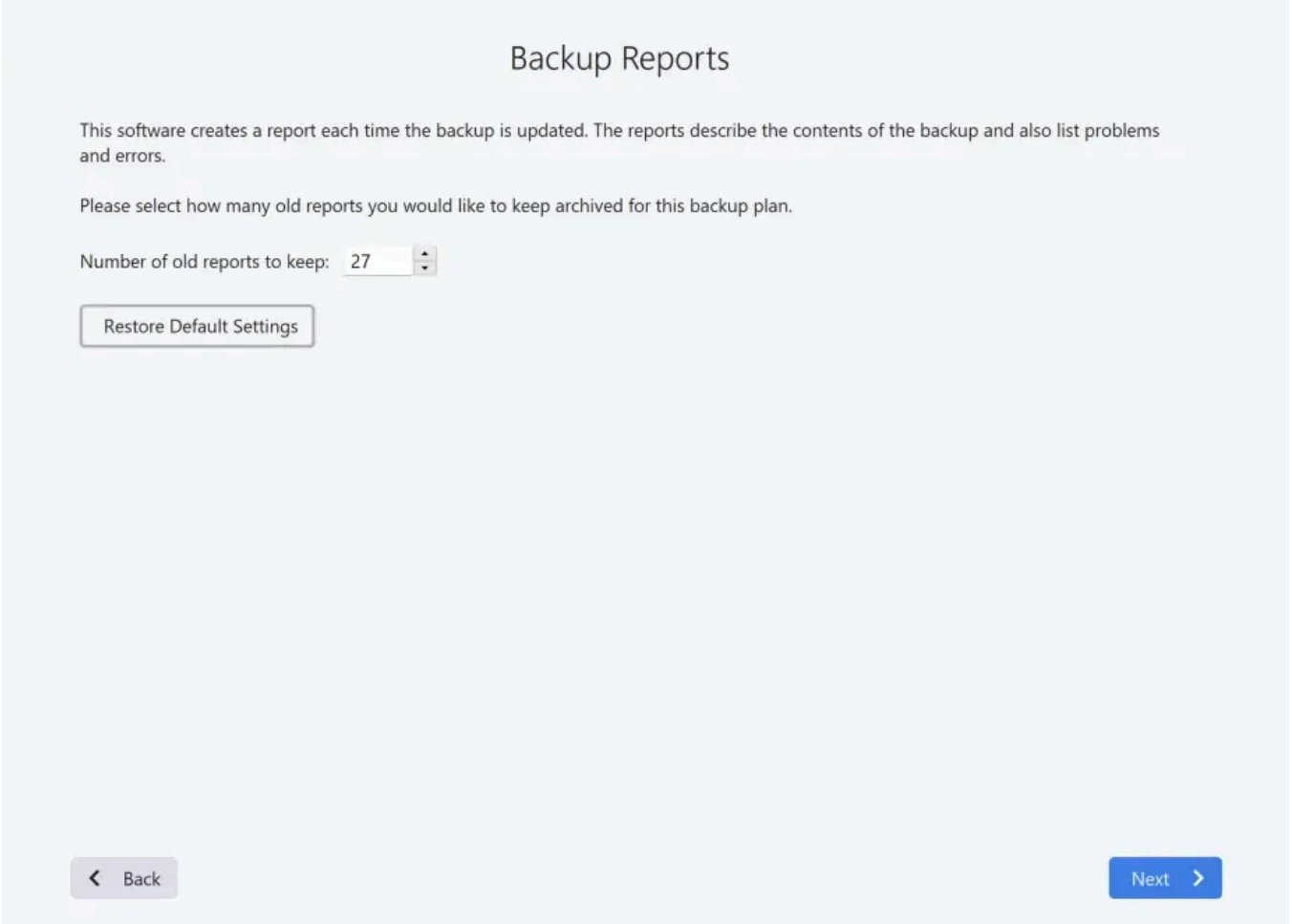
The program can automatically shut down your PC upon completion of a backup. For example, this allows you to have your PC shut down every day at 10 pm so you can go to bed without worrying about your running computer. You may also set whether your PC may go into sleep mode during backups. This may the case for notebooks when their battery is very low.

8. Verify automatically



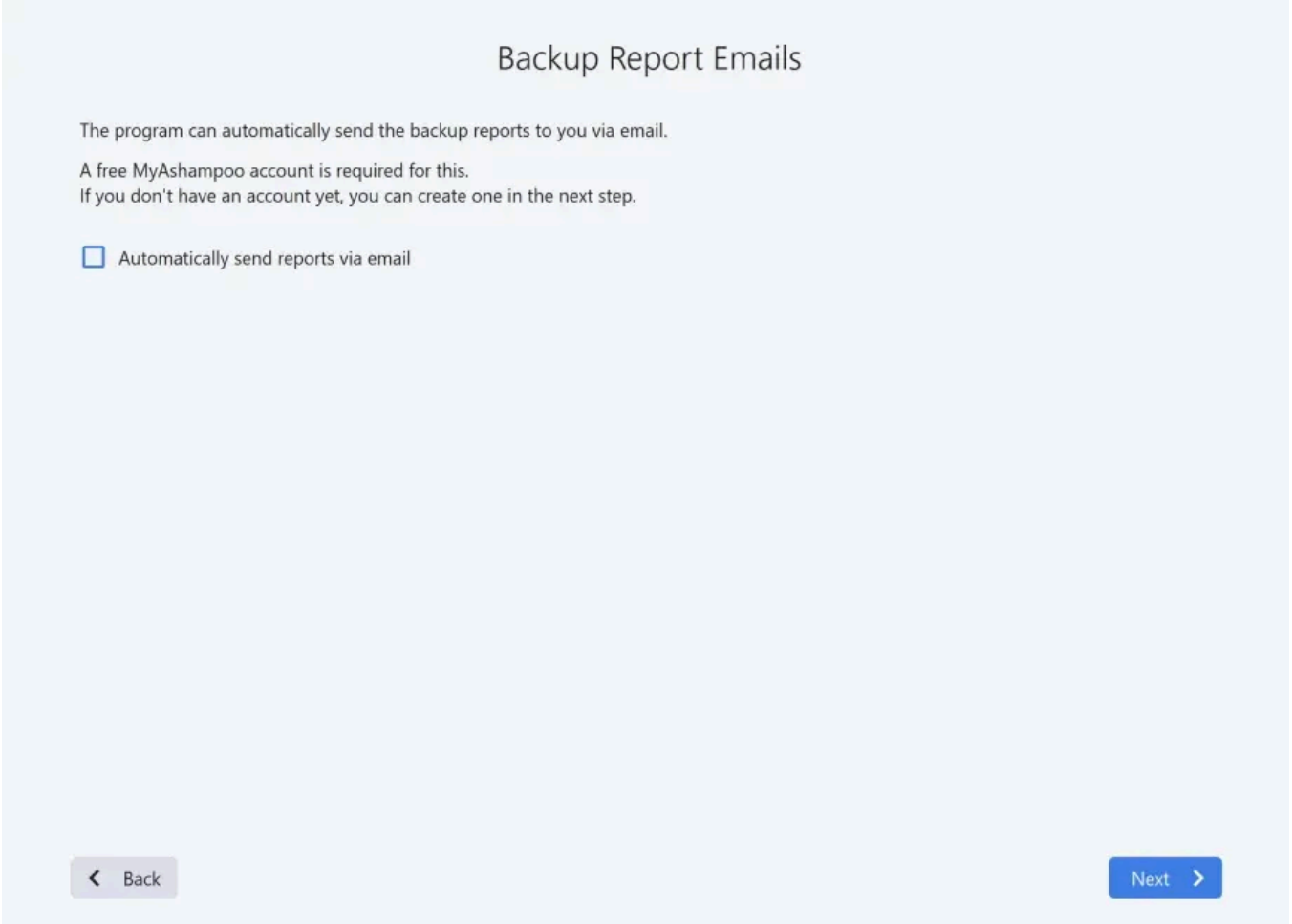
If needed, the program can verify, and repair, your files after each backup. Note thjat the backup process may take longer if this setting is selected.

9. Backup reports



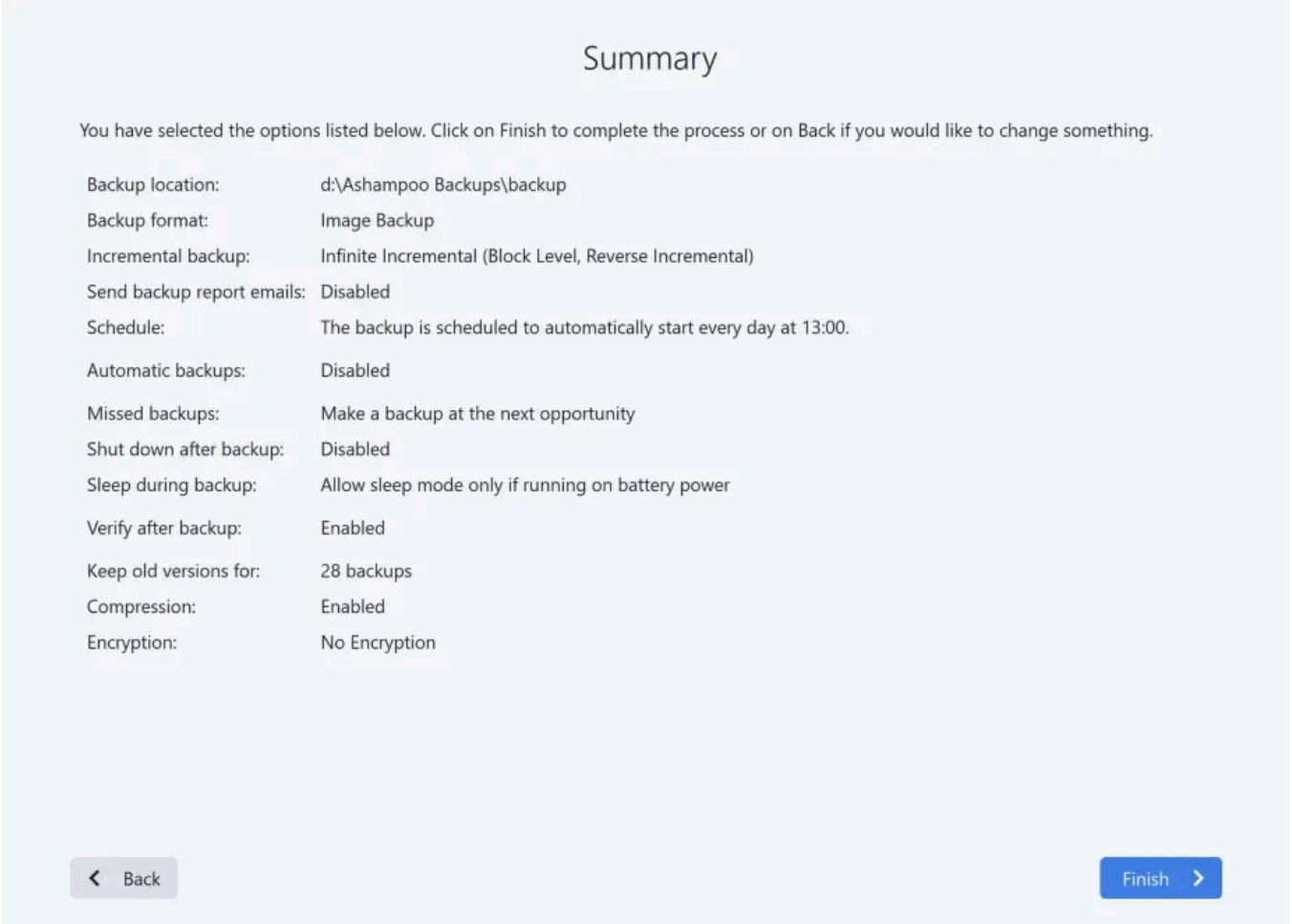
A report that contains any errors, warnings etc. is created for every backup. Use this setting to determine how many past reports will be kept.

10. Backup Report Emails



You may have each report emailed to you. This is useful when you're frequently on the road and need to know the status of your backups at home. The program uses the email address that is linked to your Ashampoo account. You may therefore have to provide your Ashampoo login credentials.

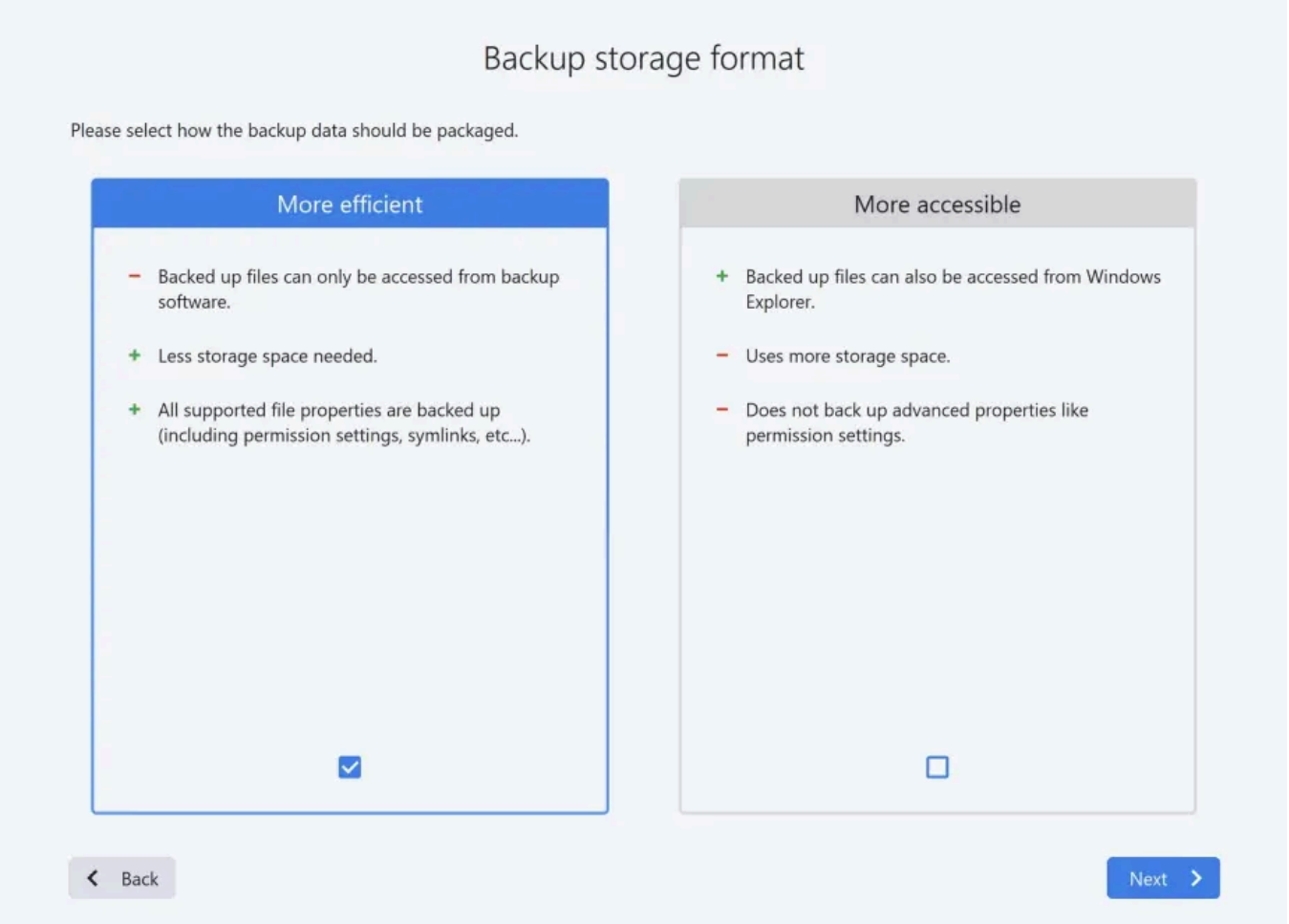
11. Summary



The summary displays all relevant settings for your backup plan.

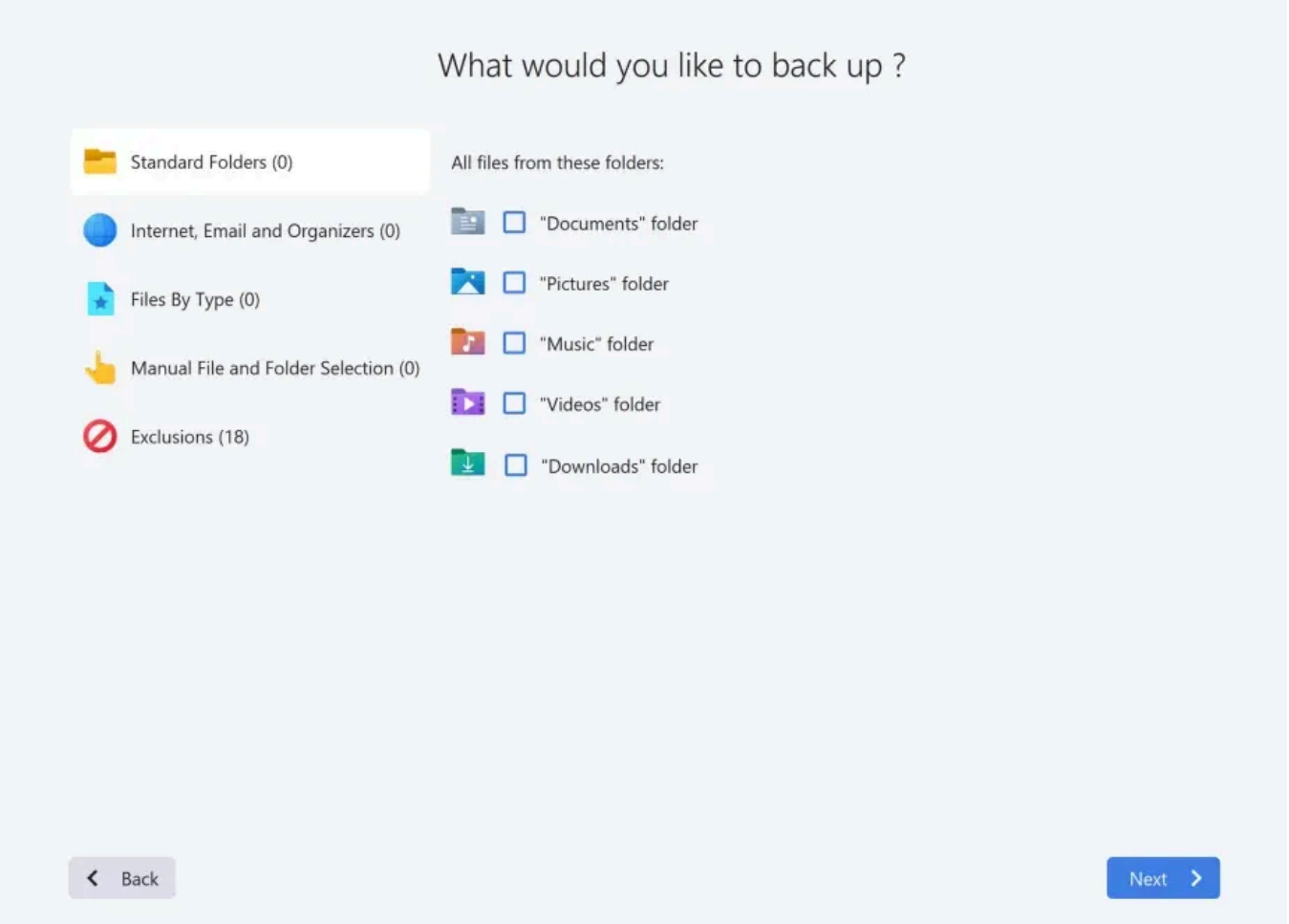
3.2.2 Backup files / folders

1. Please choose a backup format



The program can either store your data in a proprietary format that only this program can read or create 1:1 file copies at the backup destination, or ZIP archives if you opt to encrypt and/or compress your data.

2. What would you like to back up?



Select, which files and file types you would like to back up. You can make multiple selections across all available categories.

Standard folders

This category contains all Windows standard folders for documents, images, music, videos and downloads.

Internet, email and organizers

This category includes files created by common browser and email applications. These features cover all common browsers and email applications and will back up the data created by them.

Files by file type

If you need to backup files based on file type you can select those here. Note that your selection will only apply to file on your system drive (C:).

Manual file and folder selection

This category offers the most flexibility.

Manual file and folder selection: Add folder

Adds a directory including all files and subfolders to the selection.

Manual file and folder selection: Add folder with filter

Adds a directory including all files and subfolders to the selection. You may specify a filter

to include particular folders or files.

Manual file and folder selection: Add file
Adds one or more files to the selection.

Manual file and folder selection: Edit
Edits the settings for the selected entry.

Manual file and folder selection: Remove
Removes the selected entry from the selection.

Exclusions
Use these options to exclude files / folders from the backup.

Exclusions: Exclude folder
Excludes a single folder + subfolders from the backup.

Exclusions: Exclude folder with filter
Excludes a single folder + subfolders from the backup. You may specify a filter to exclude particular folders or files.

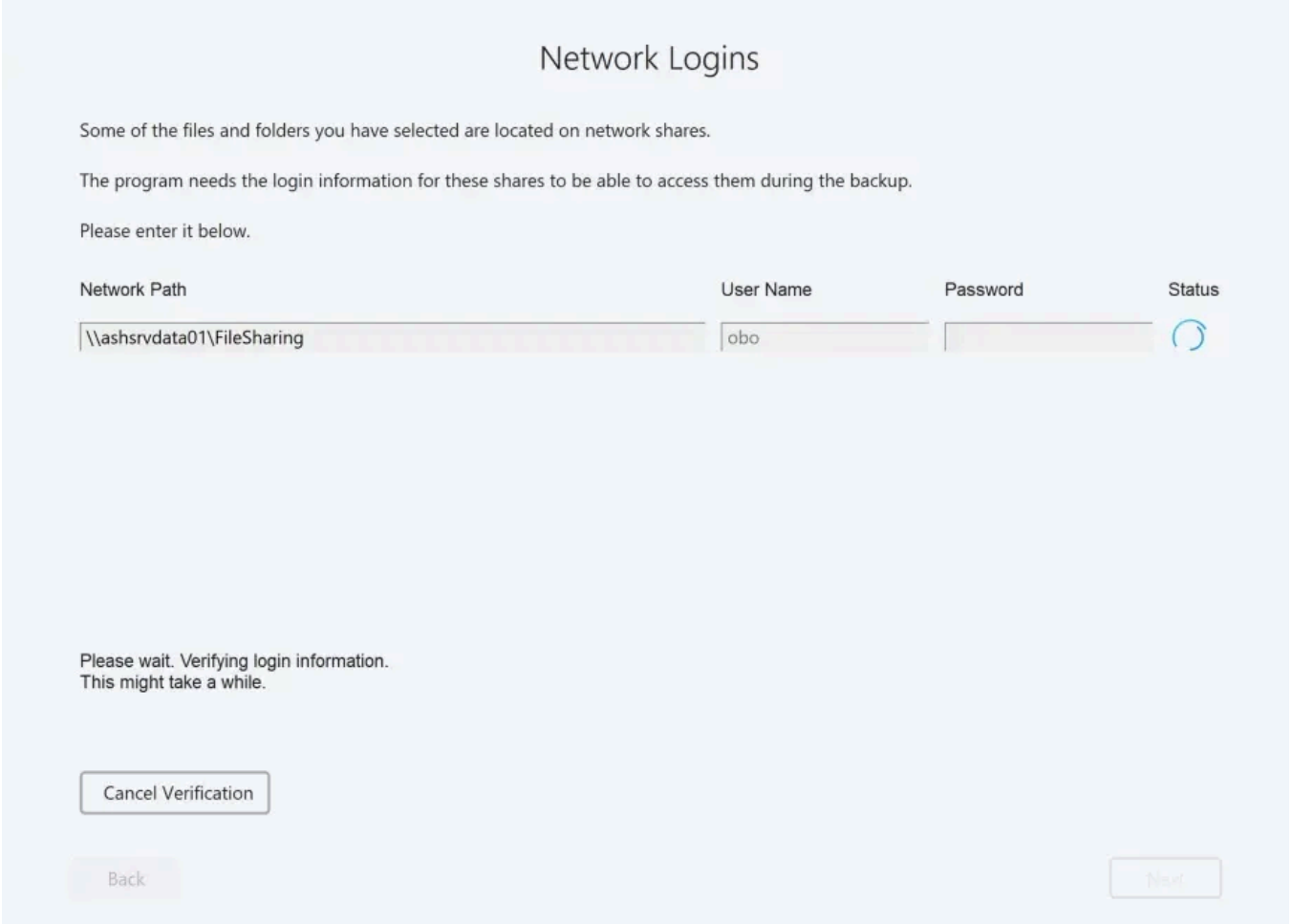
Exclusions: Exclude file
Excludes one or more files from the backup.

Exclusions: Exclude file extension
Allows you to exclude files based in their file extension, e.g. ".txt" to exclude all text documents from the backup.

Exclusions: Edit
Edits the selected entry.

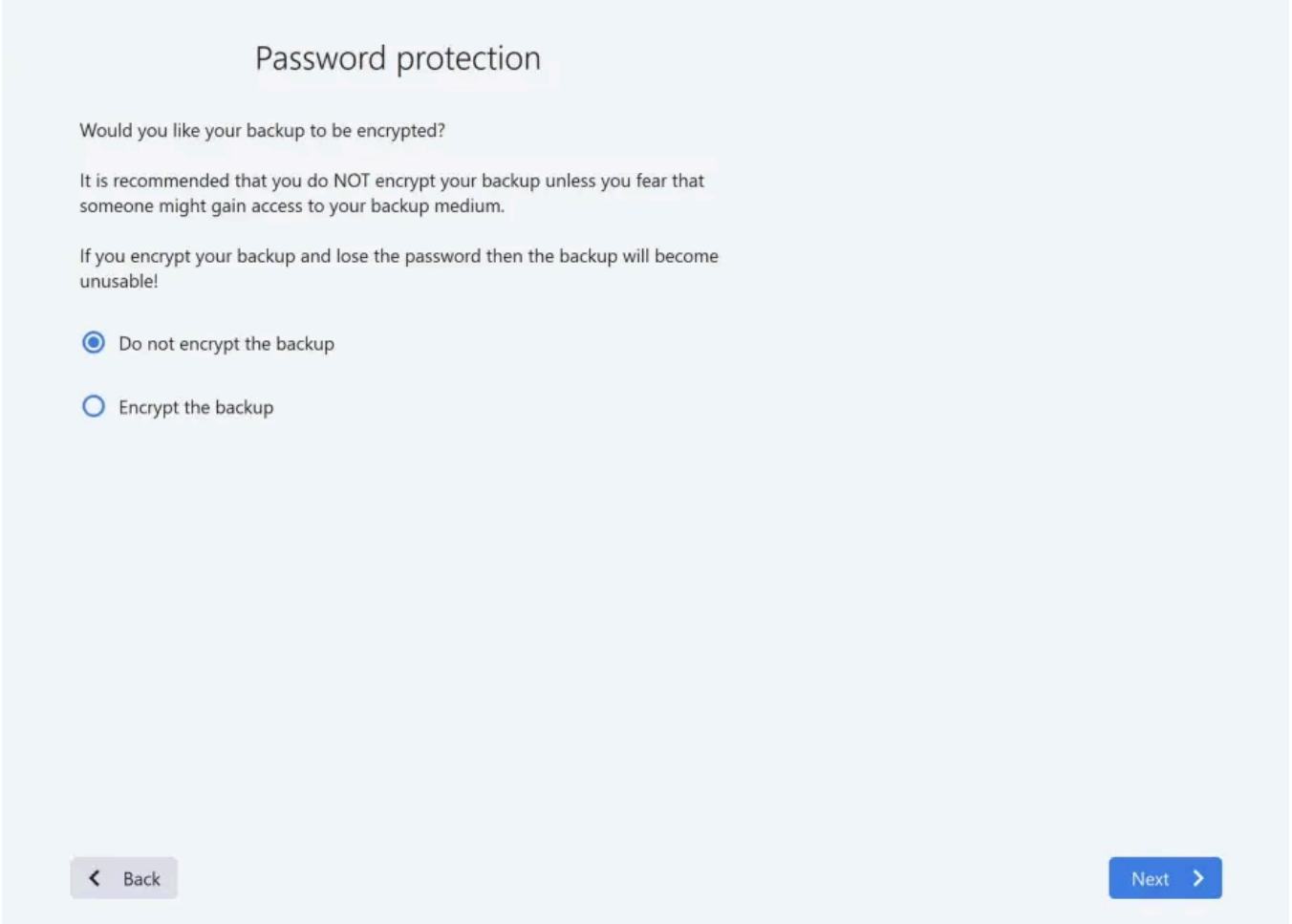
Exclusions: Remove
Removes the selected entry.

Network Logins



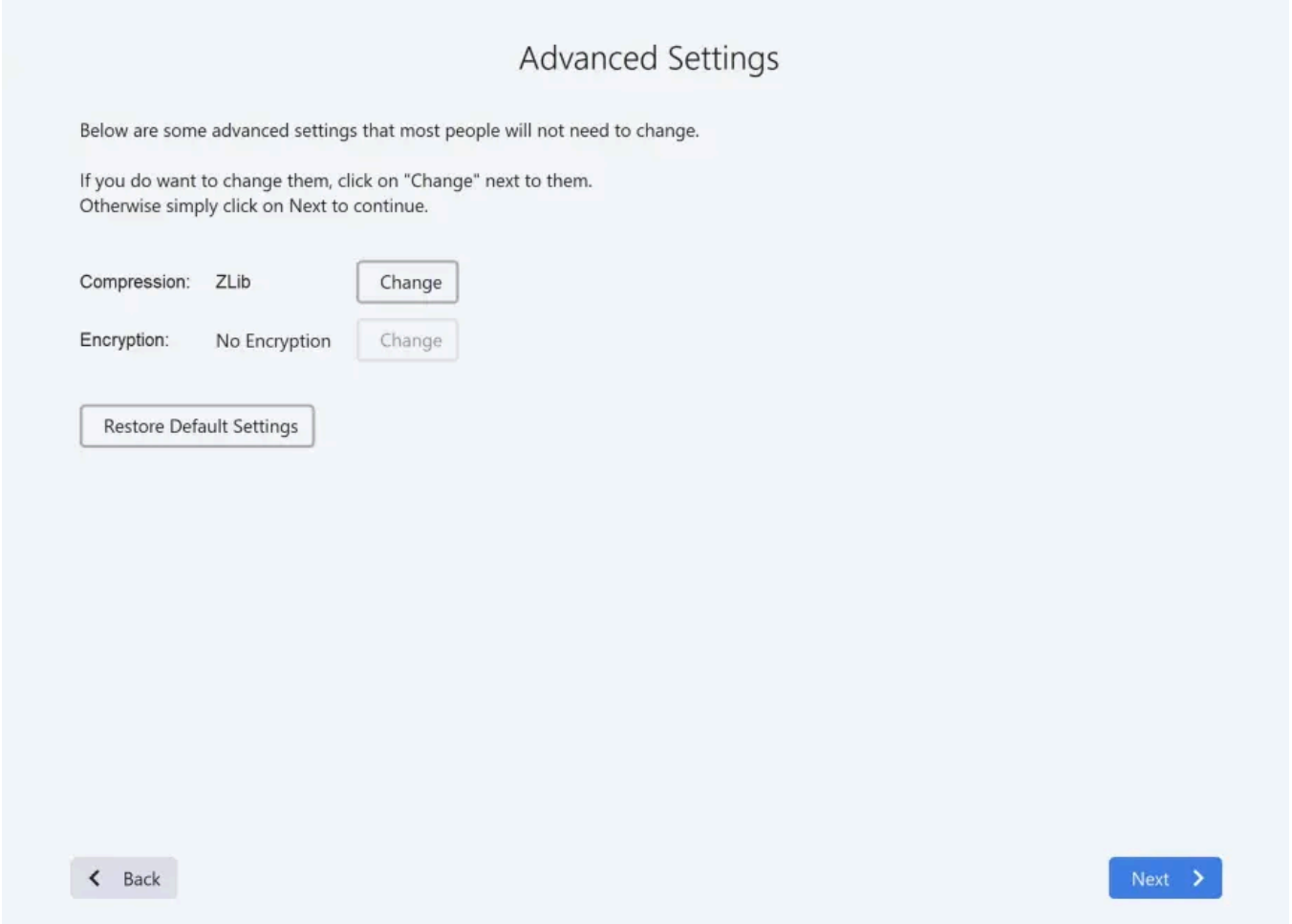
If one of your selected files is located on a network drive, you will now be prompted to enter your user name and password for that drive.

3. Password protection



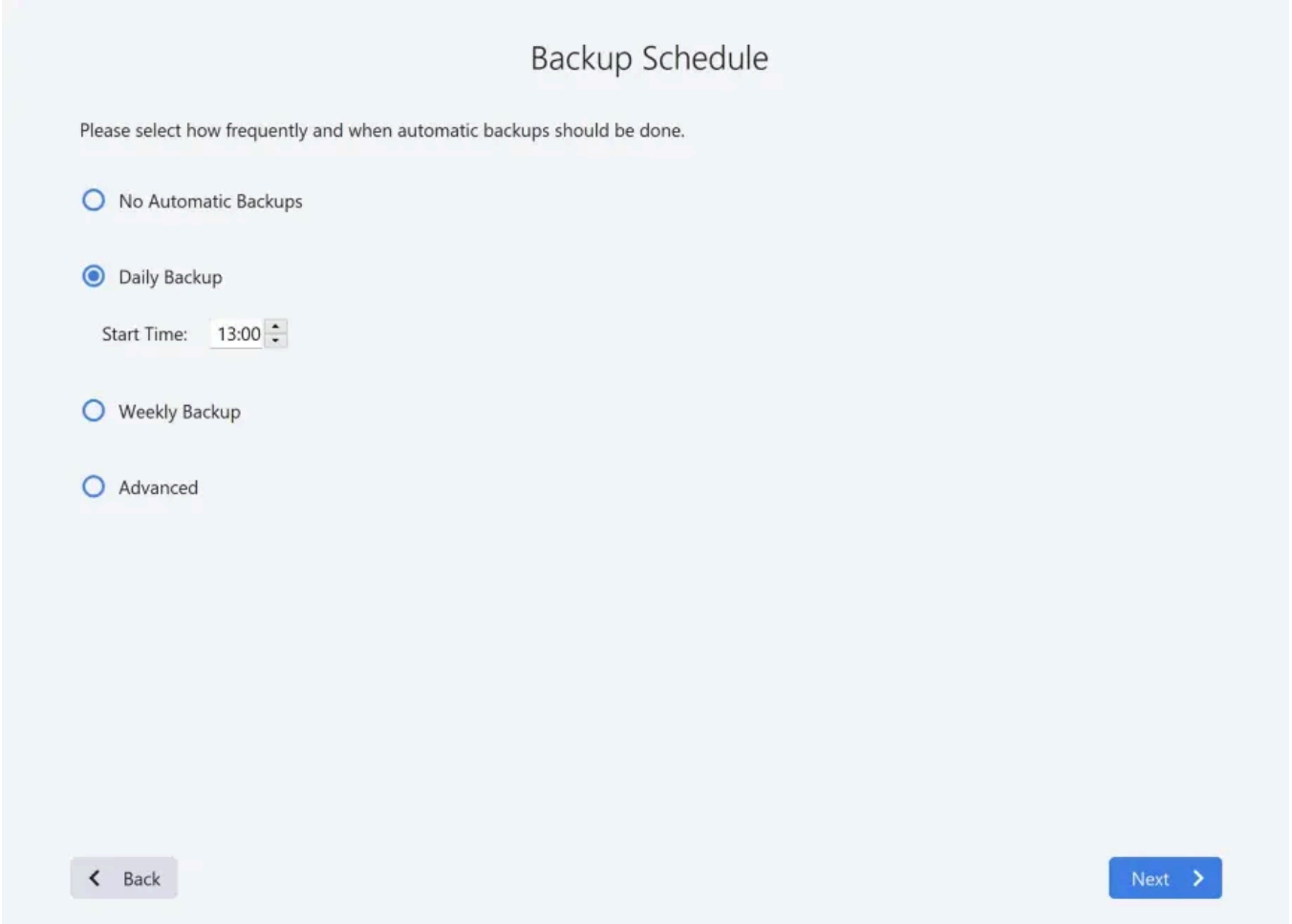
If needed, you can encrypt your backup with password. Note that you will no longer be able to access your files should you lose the password.

4. Advanced settings



You may select a different compression / encryption method here.

5. Backup schedule



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Daily backups
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This option allows you to freely combine daily, weekly and monthly schedules.

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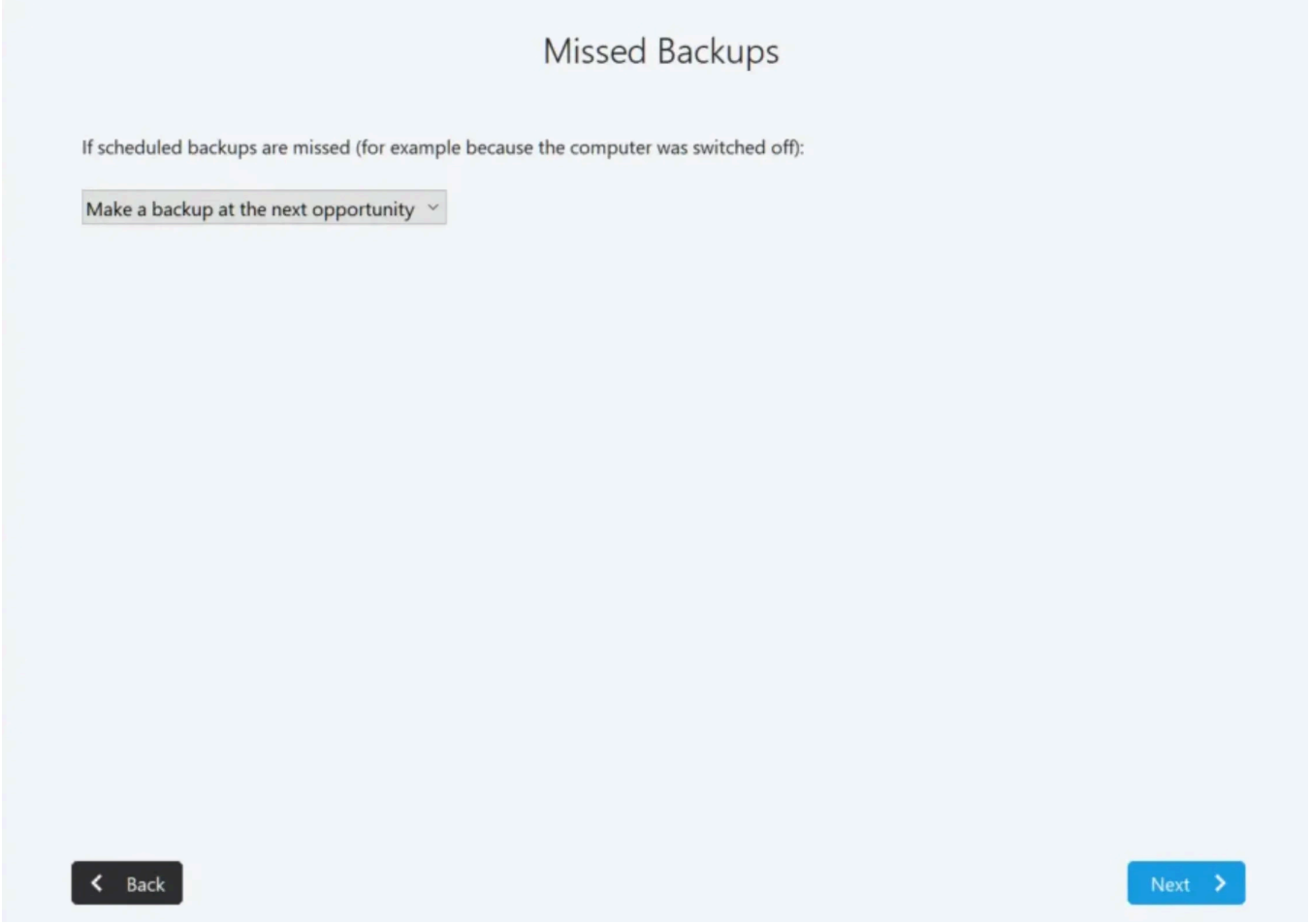

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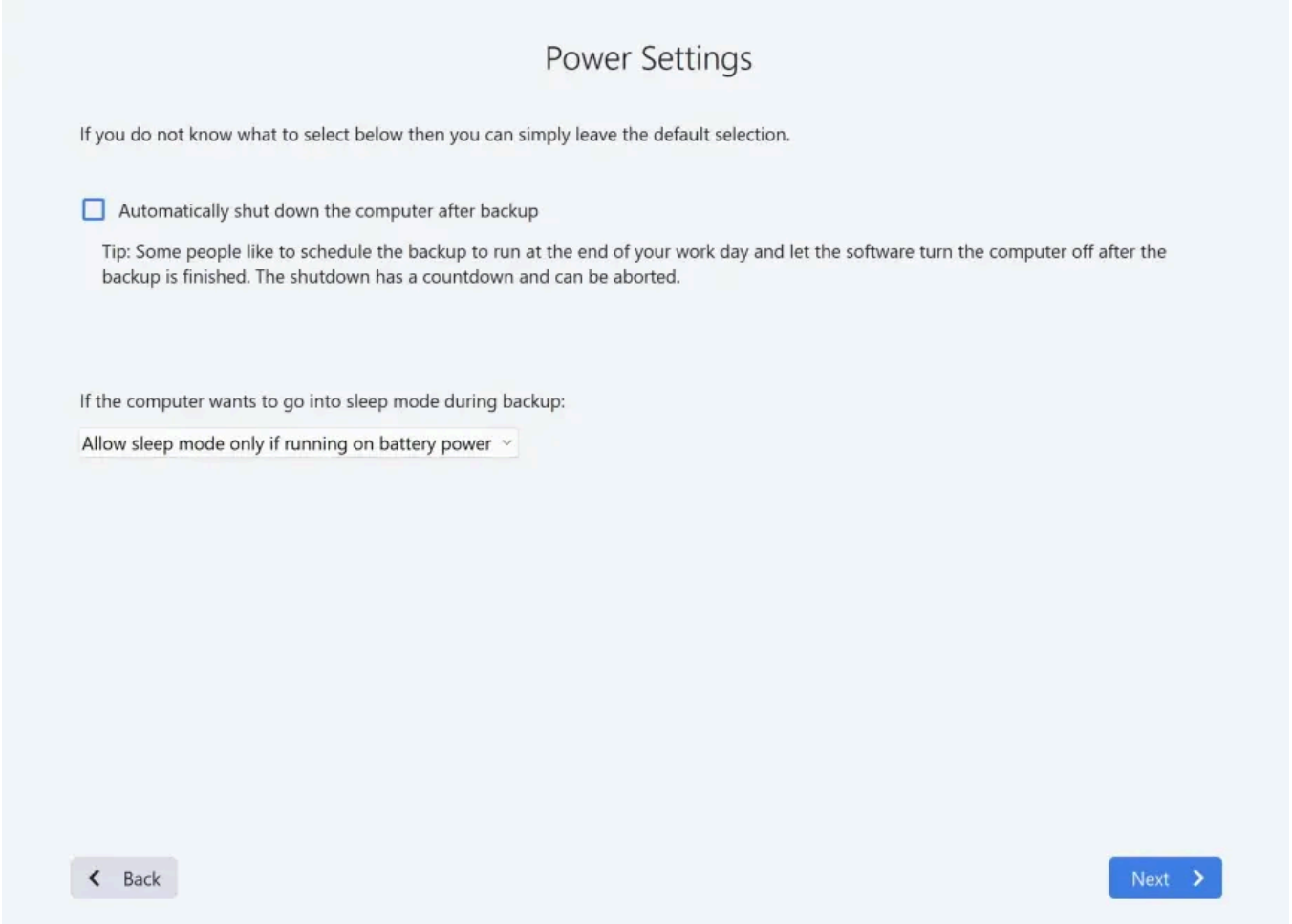
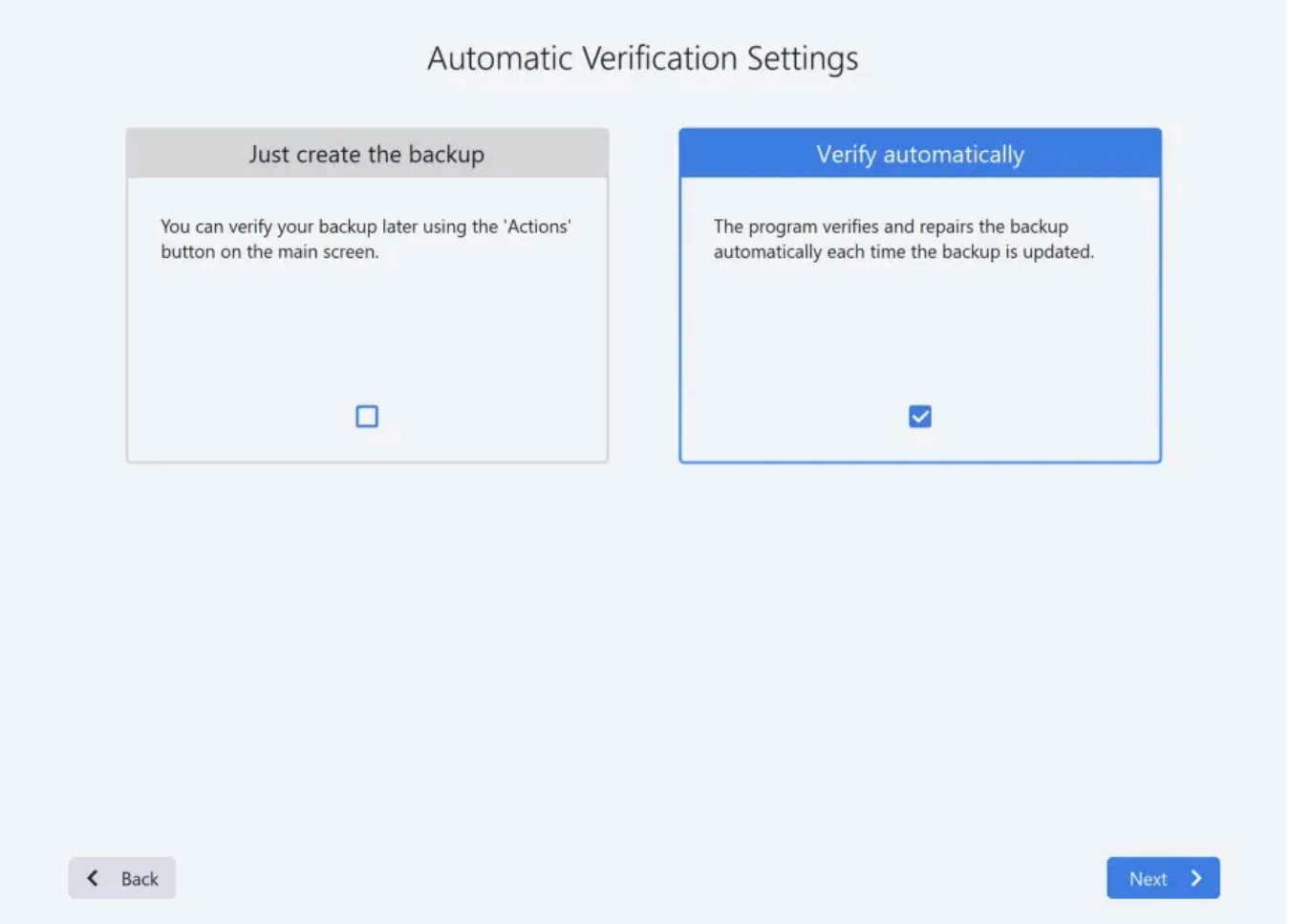


The program can automatically shut down your PC once a backup is complete. For example, this allows you to have your PC shut down every day at 10 pm so you can go to bed without worrying about your running computer. You may also set whether your PC may go into sleep mode during backups. This may the case for notebooks when their battery is very low.

8. Verify automatically



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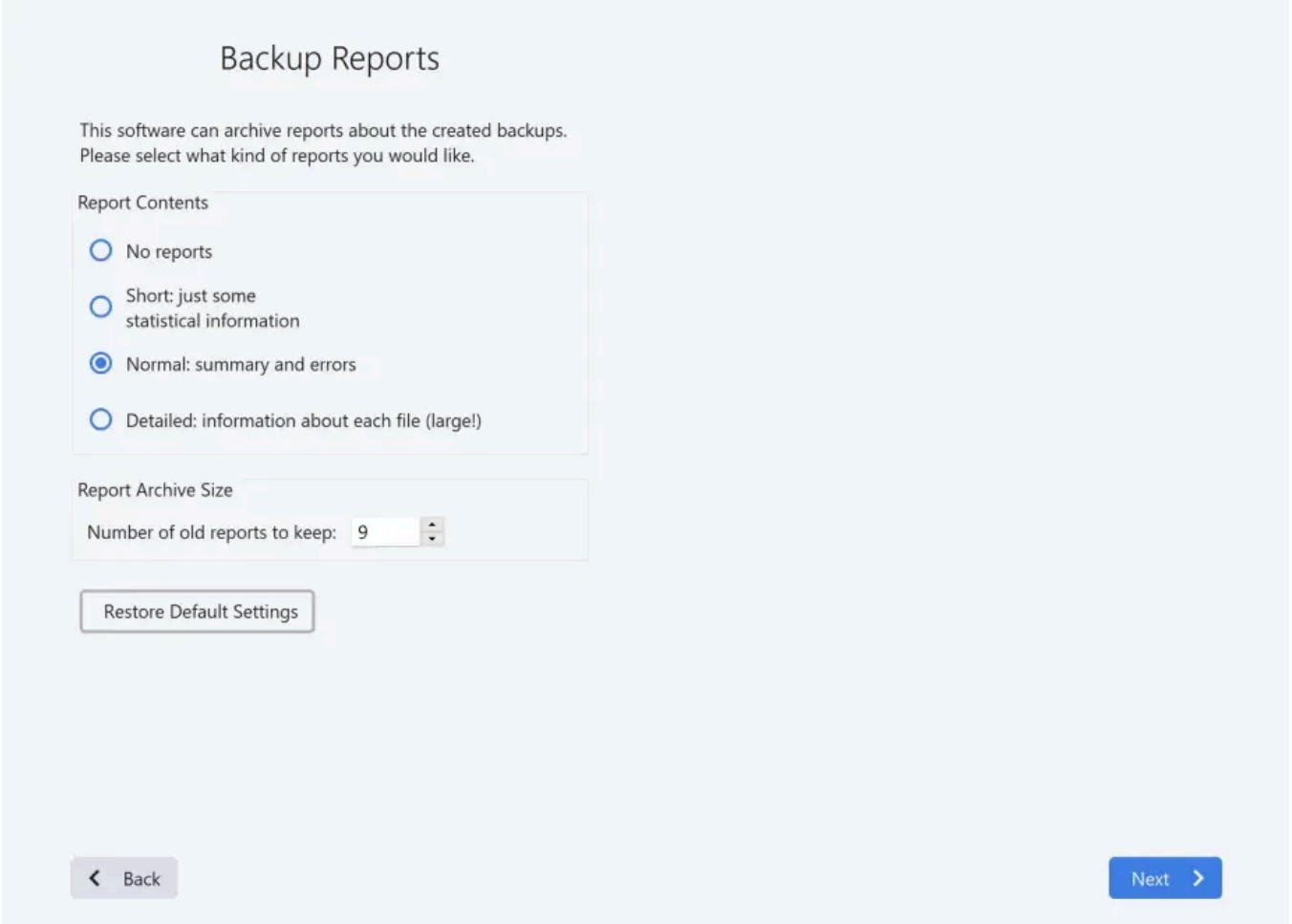
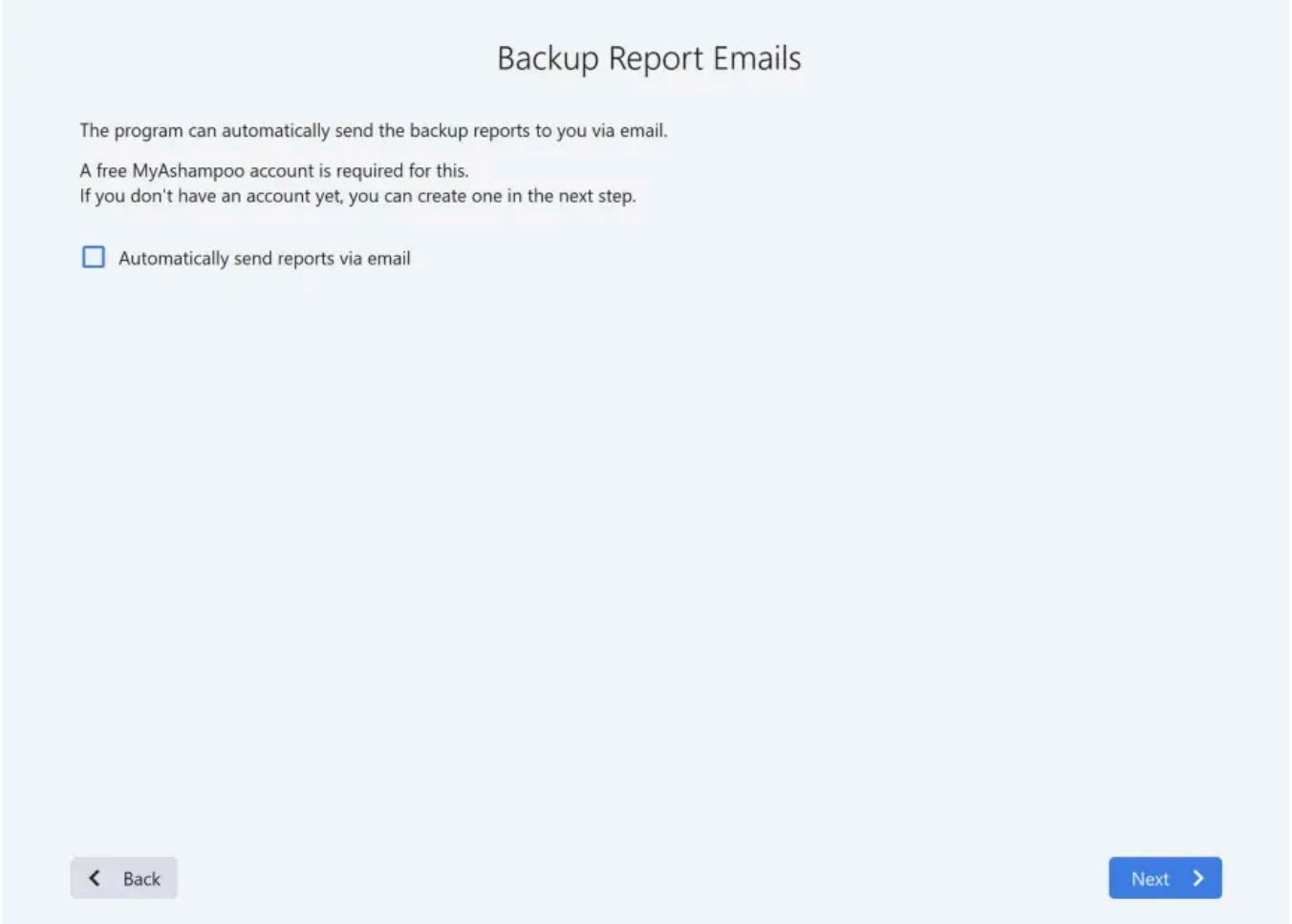
9. Backup reports



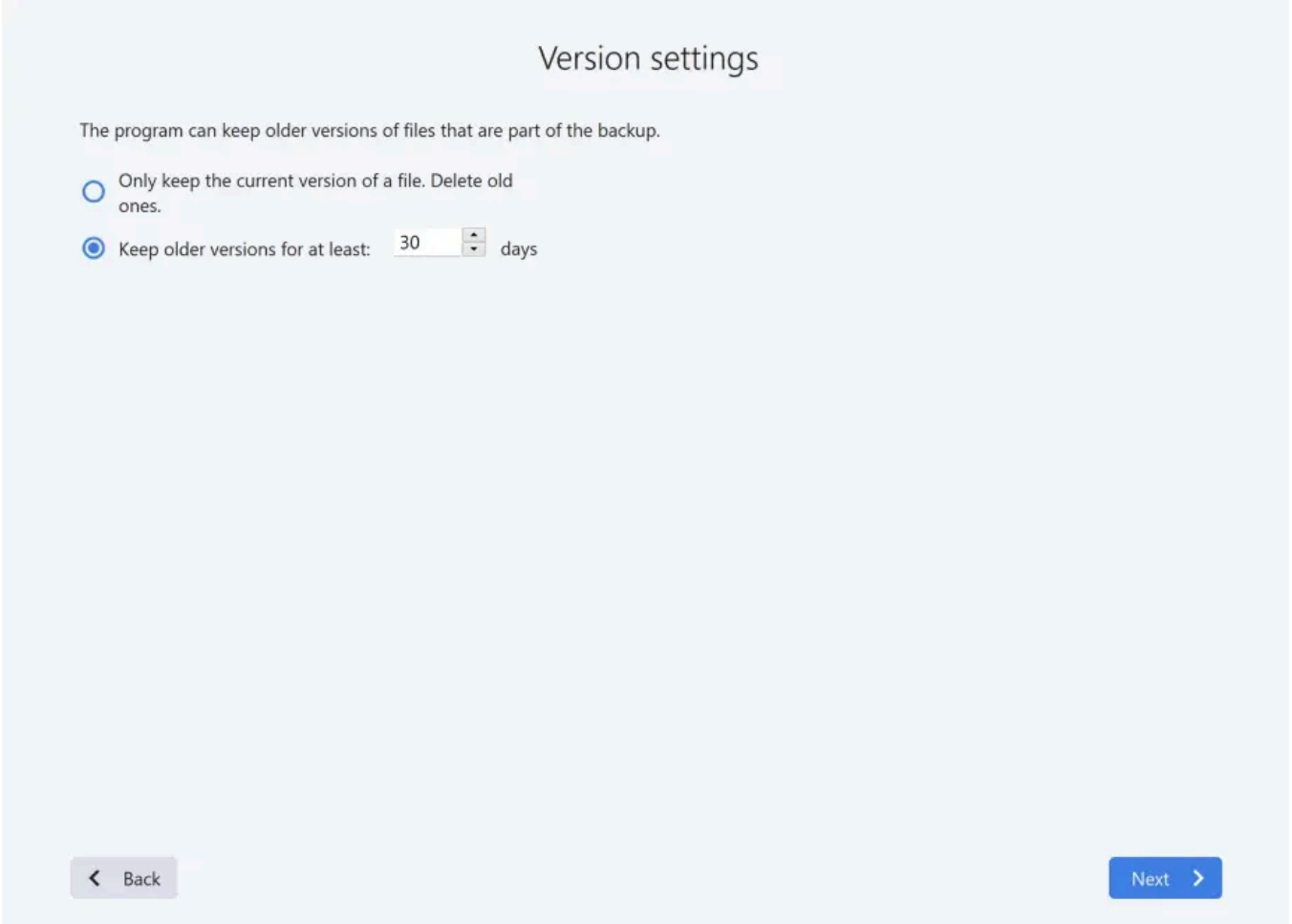
A report that contains any errors, warnings etc. is created for every backup. Use these setting to determine how many past reports will be kept as well as their level of detail.

10. Backup report emails



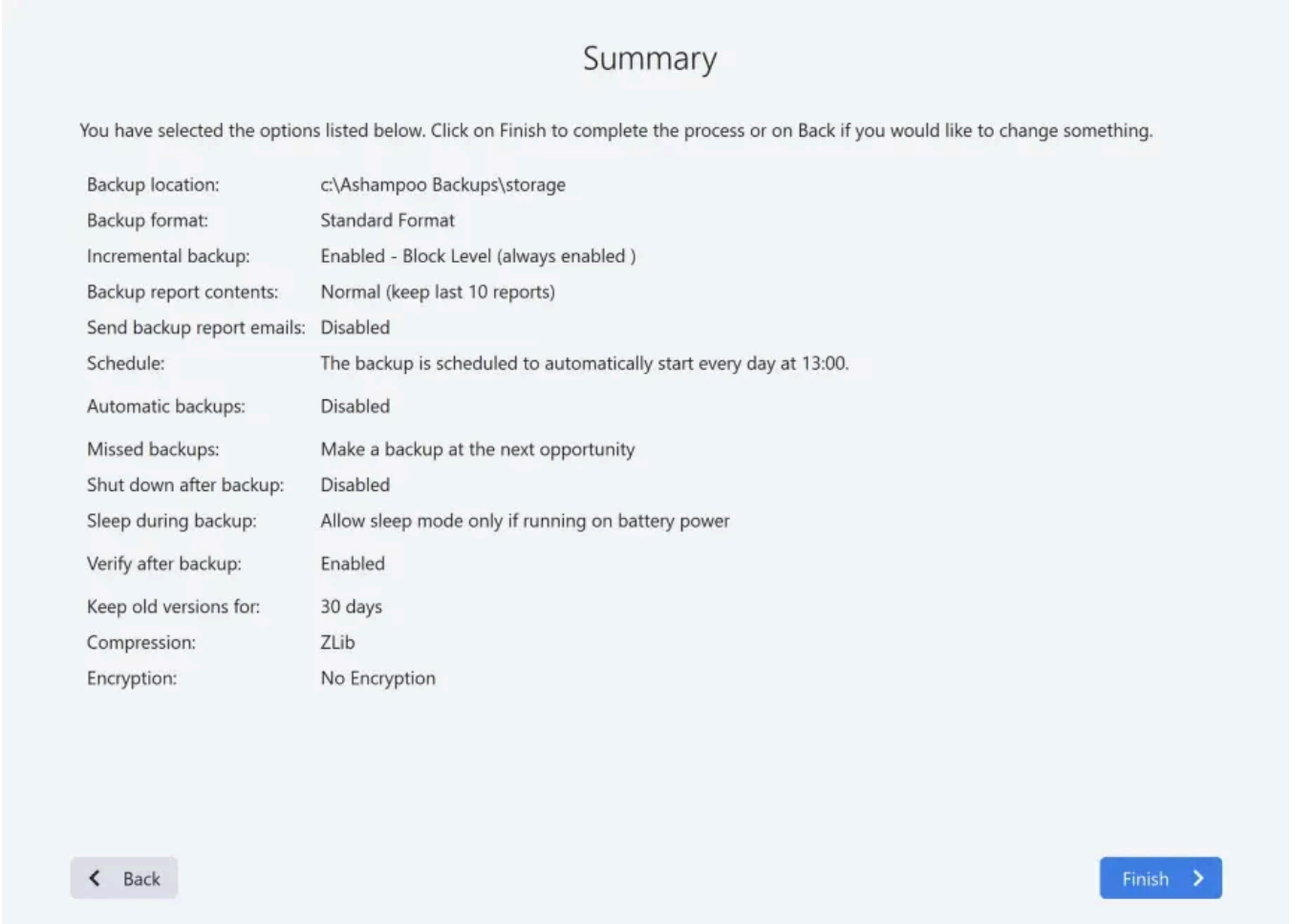
You may have each report emailed to you. This is useful when you're frequently on the road and need to know the status of your backups at home. The program uses the email address that is linked to your Ashampoo account. You may therefore have to provide your Ashampoo login credentials.

11. Version Settings



If you like, the program can keep older copies of modified files. You can specify the storage period here.

12. Summary



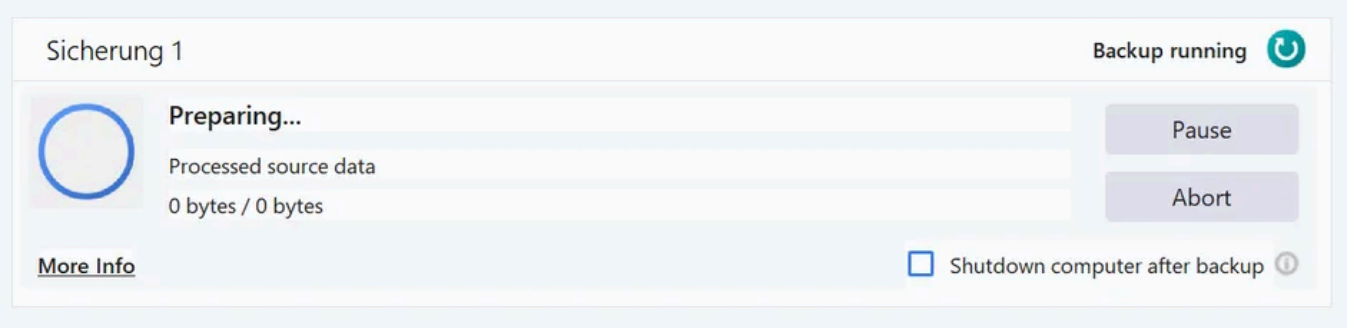
Finally, you will be presented with a summary of your backup plan settings.

3.3 Create backup

Once you have created a backup plan you can start creating backups. Even if you selected to have the program create them automatically you can still manually trigger each backup plan through the "Actions" menu on the overview page.

While a backup is being created you may minimize or even close the application window without interrupting the backup process.

Shutdown PC automatically on completion



You can opt to shut down your PC once a backup process has completed using the checkbox provided. This option is only available while a backup process is running.

Pause / Continue

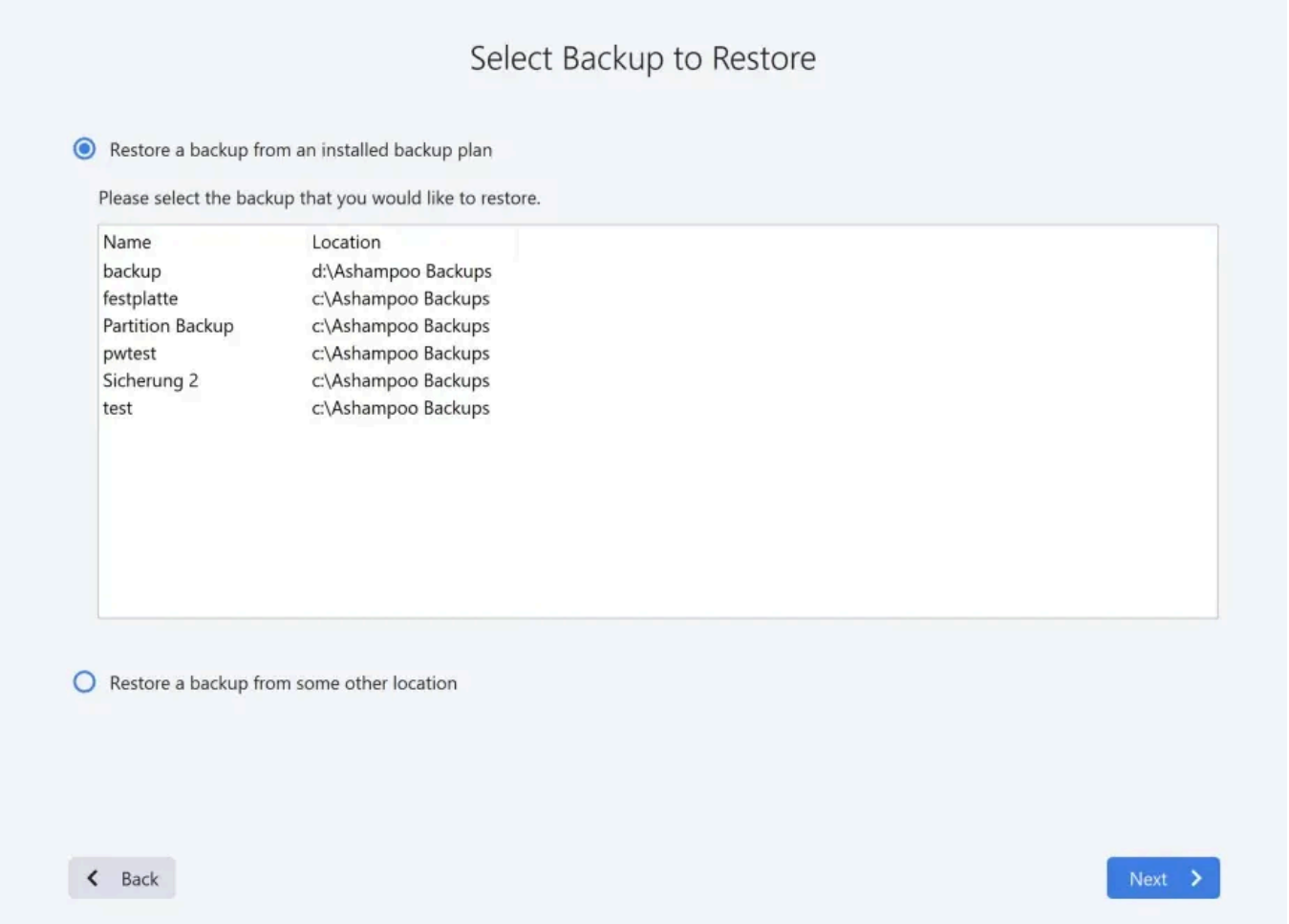
Pauses / Continues the current process.

Abort

Cancels the current process. Currently only available for drive/partition backups.

4. Restore backup

Unless you have already selected a backup plan through the actions menu on the Backup Plans page, you will now have to select whether you wish to restore data based on an existing backup plan or based on an output location that contains a backup archive. The latter option is particularly useful when you have moved backup archives to an external drive.

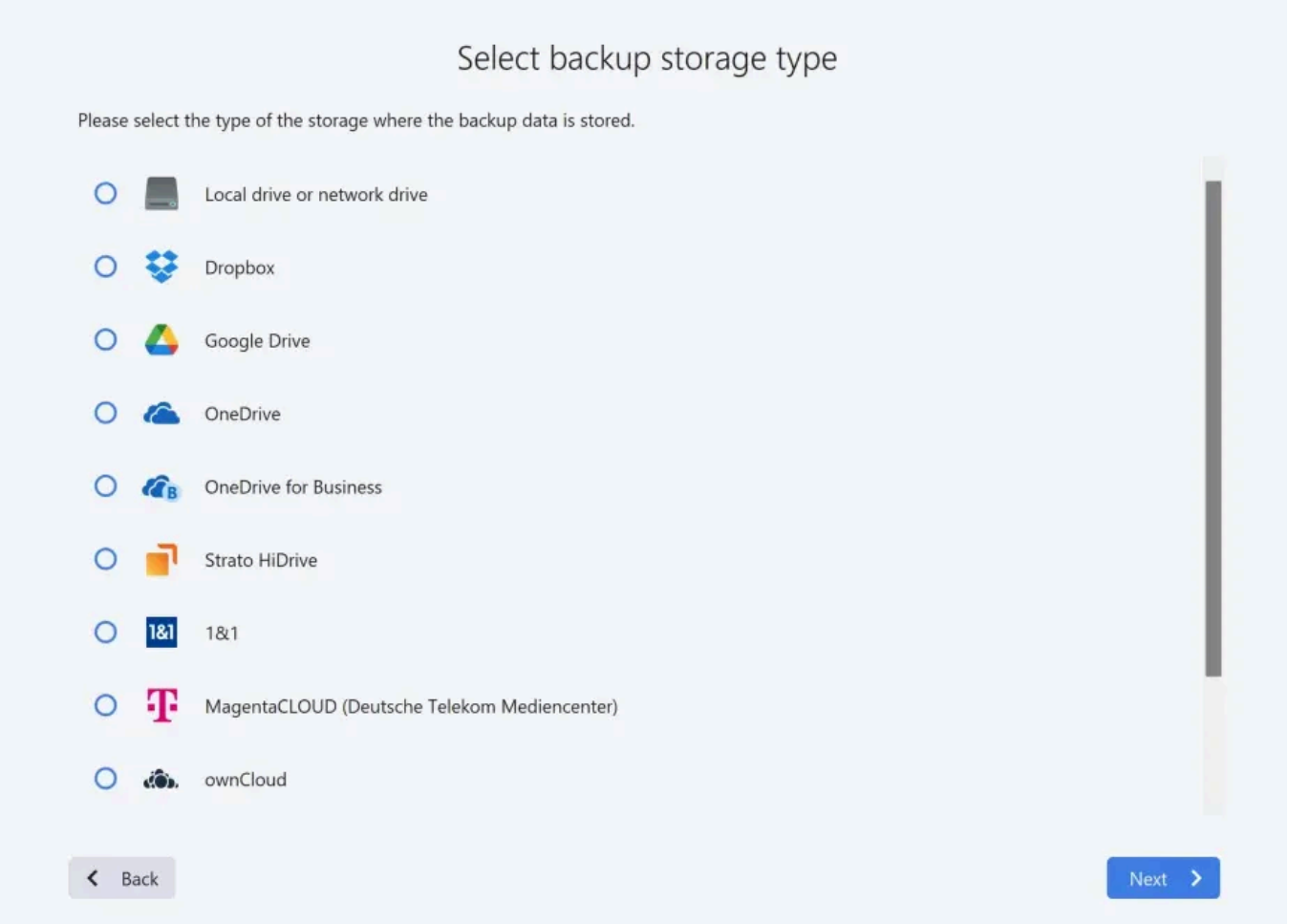


Restore a backup from an installed backup plan

Simply select the desired backup plan from the list.

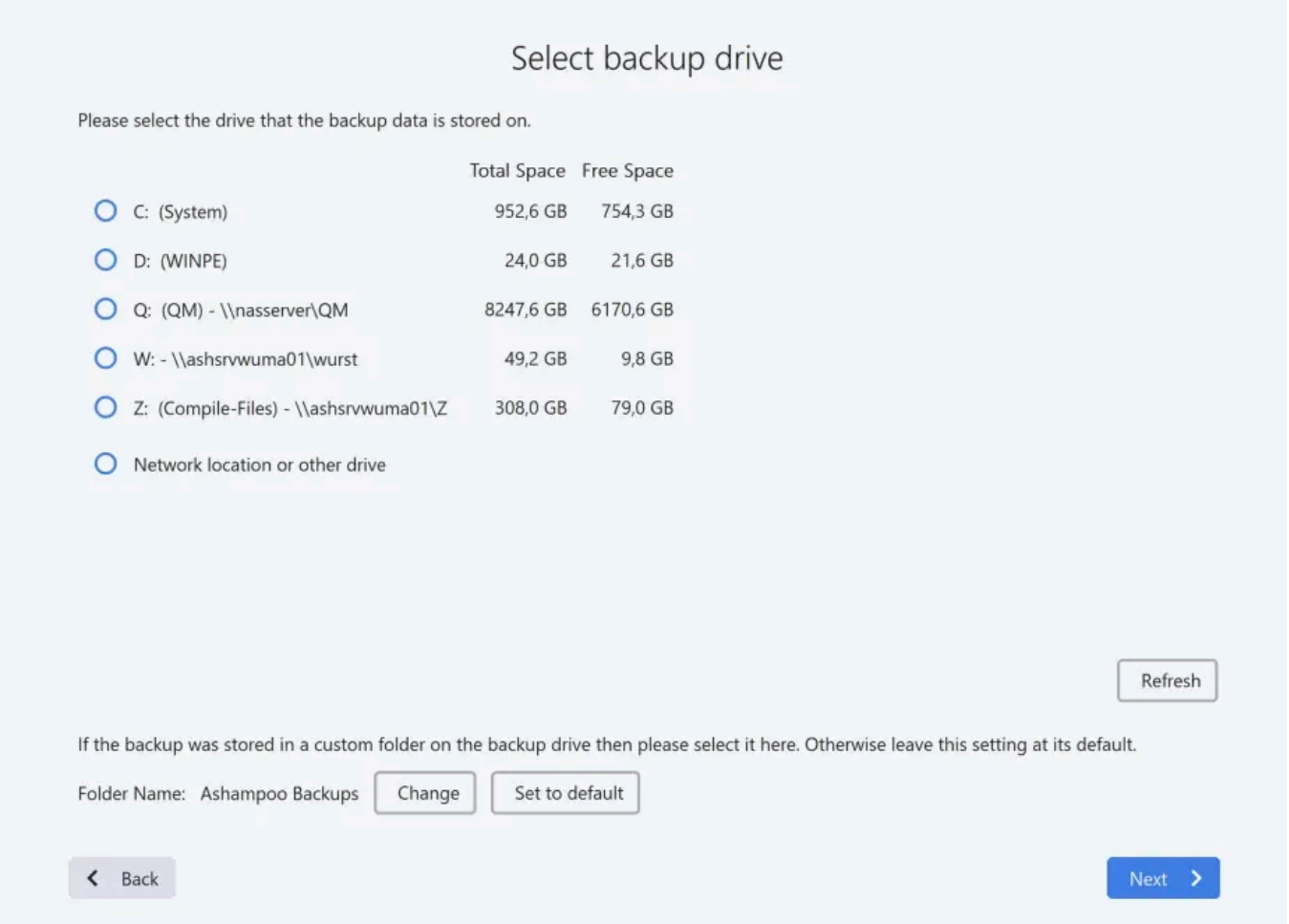
Restore a backup from some other location

1. Select backup storage type



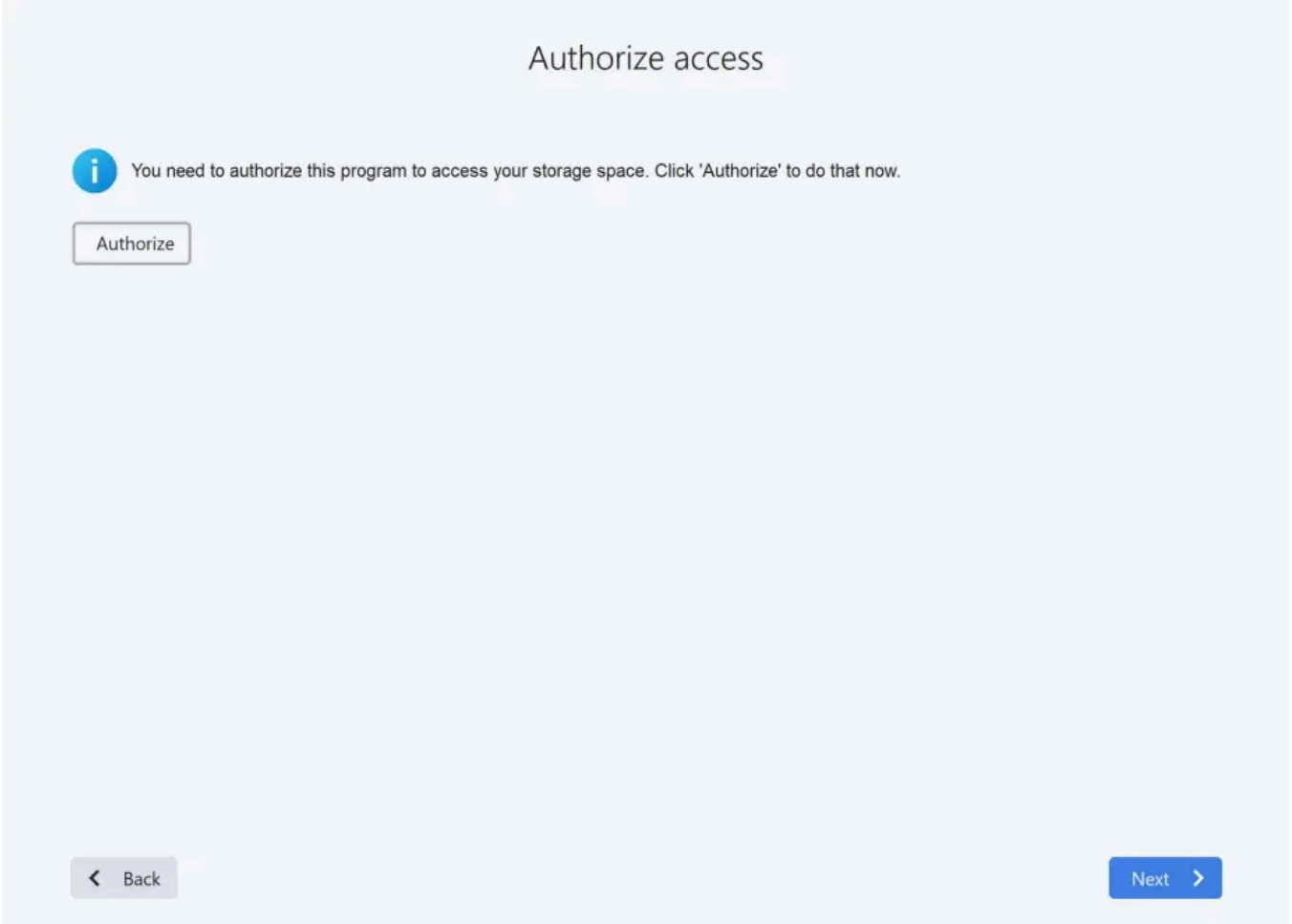
You can either restore your data from a local (network) drive or through the cloud (online storage). Simply select an option from the list. If your cloud provider isn't listed you may still be able to use it through "WebDAV". In this case, you will have to fill in the server address you received from your cloud storage provider manually.

Option: Local drive or network drive



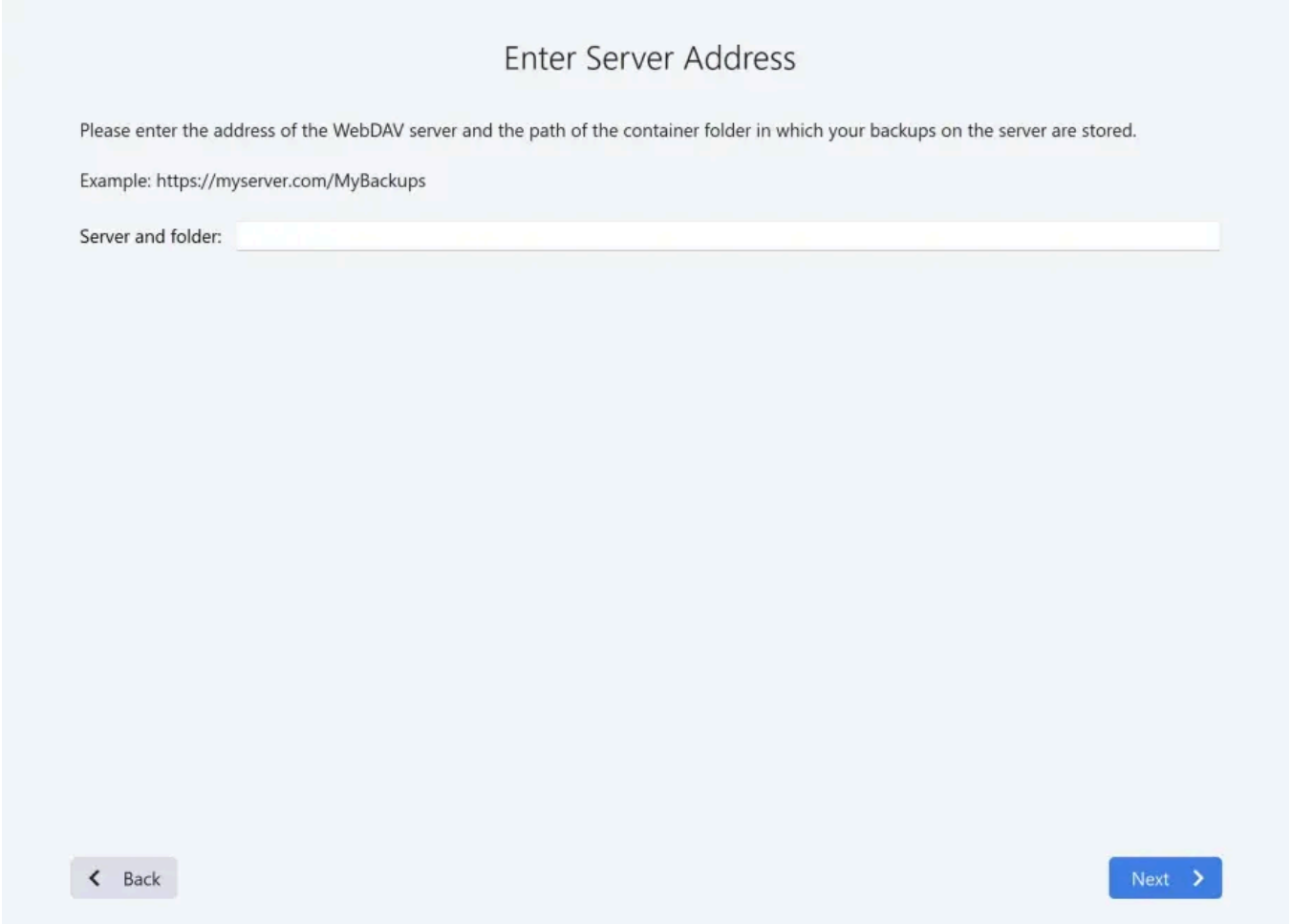
Select the drive that will hold your backups. By default, a subfolder titled "Ashampoo Backups" will be created. Click "Change" to select a different backup folder.

Option: Online storage



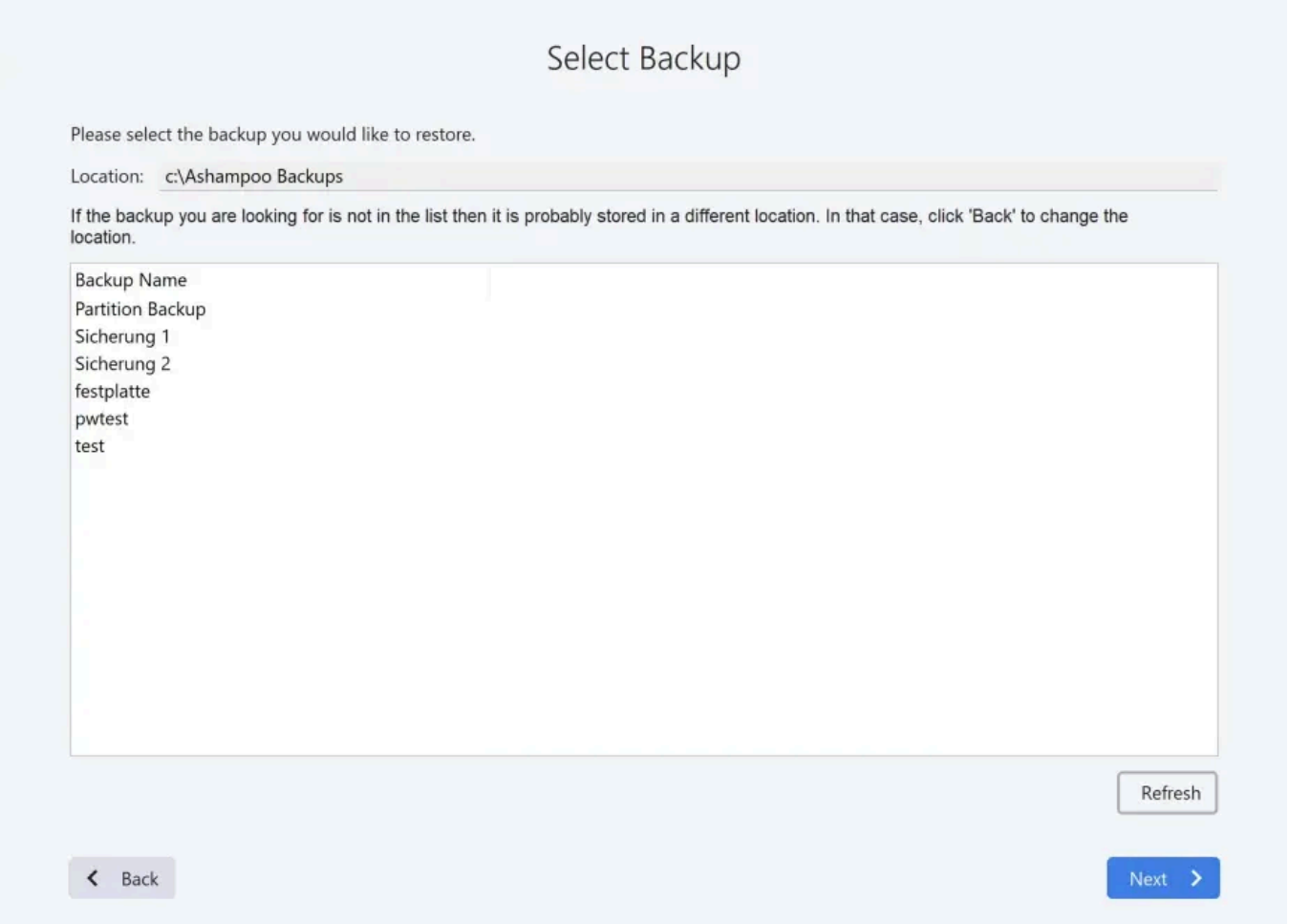
The program requires your login credentials to connect to online storage servers. Depending on your selection, a web browser window may come up for you to log in to your service.

Option: WebDAV



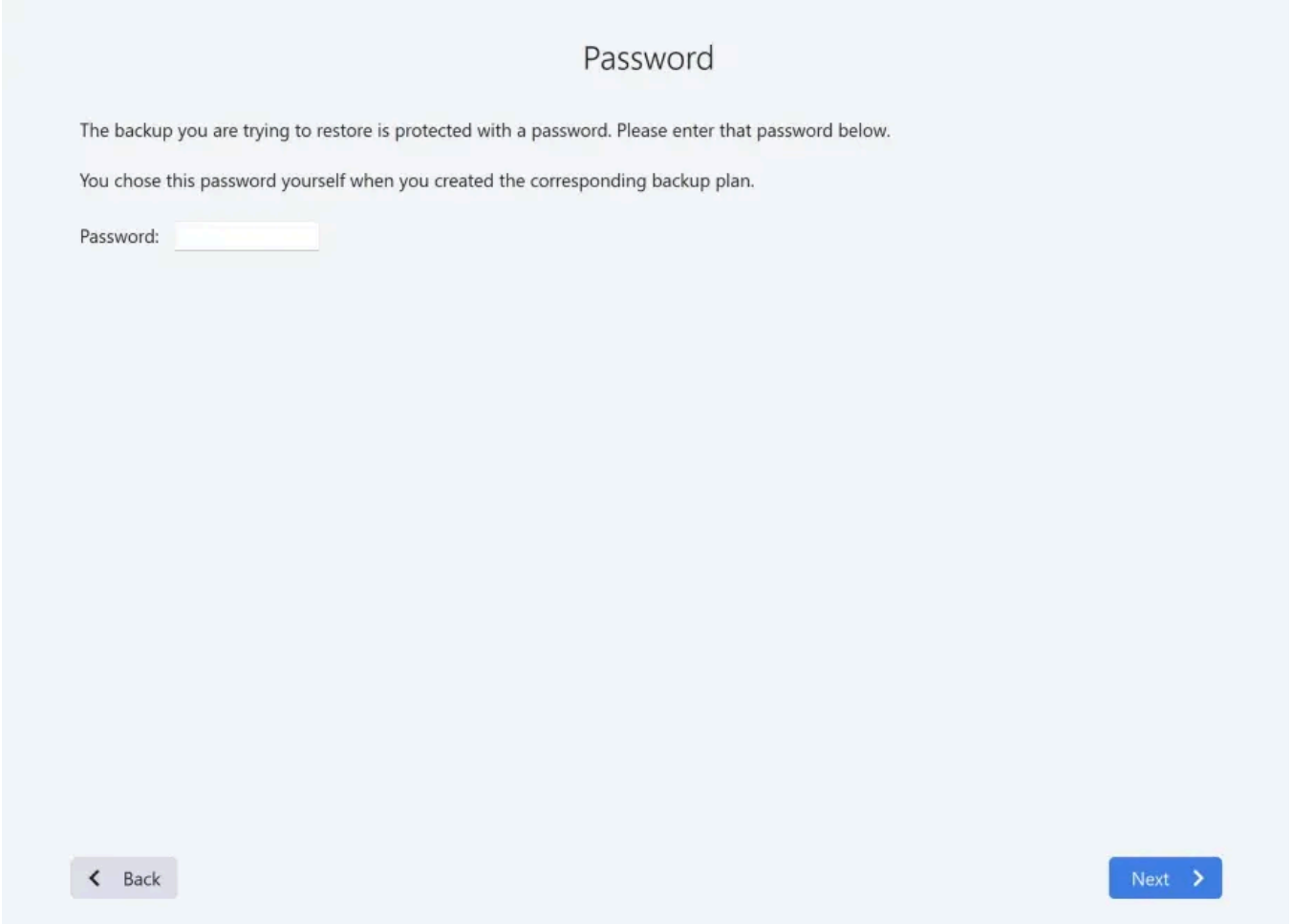
Simply type in the server address you received from your online storage provider.

2. Select backup



Select the backup you would like to restore from the list.

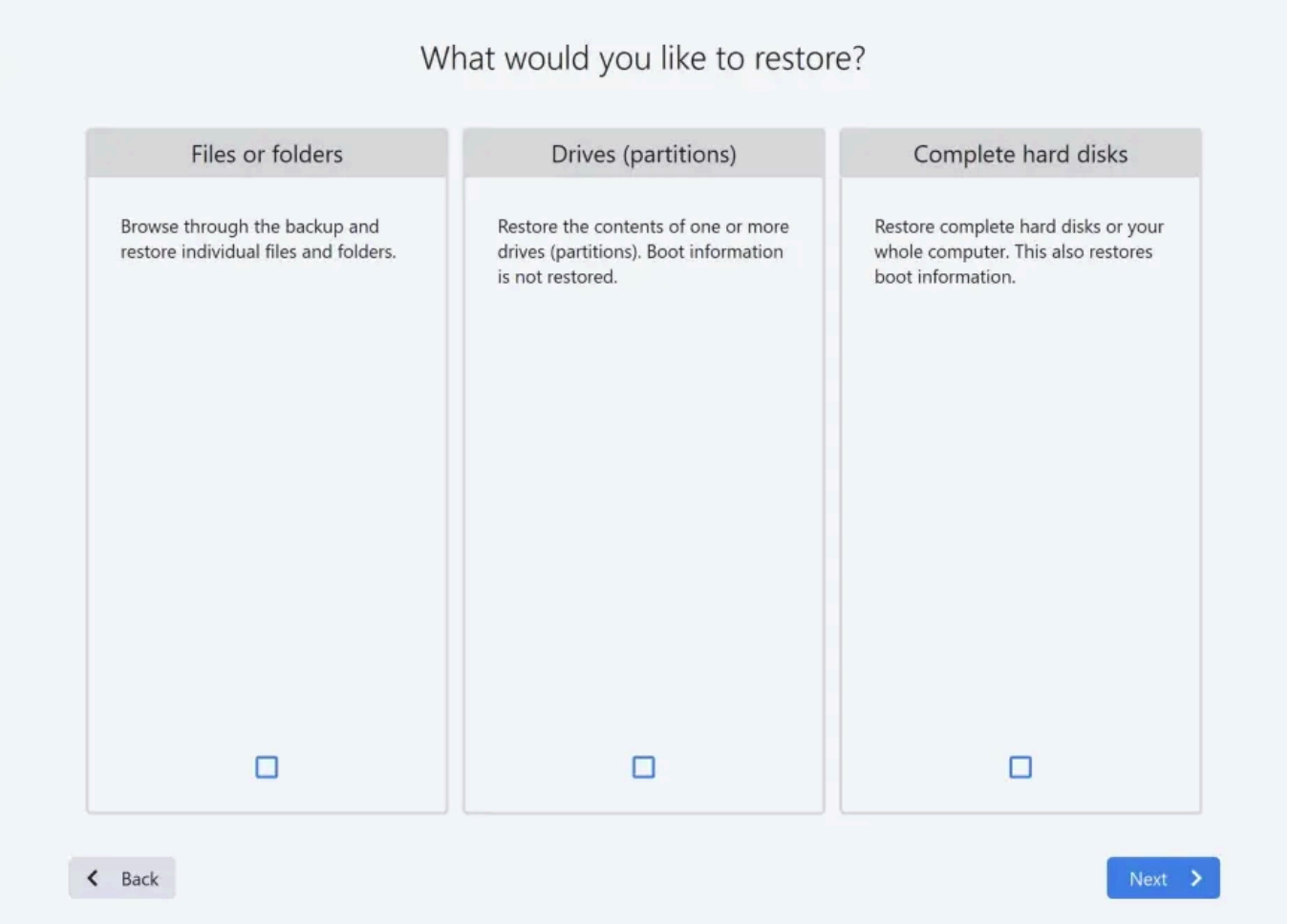
3. Password



If you protected your backup with a password you will now be prompted to enter it.

The remaining steps depend on the backup type.

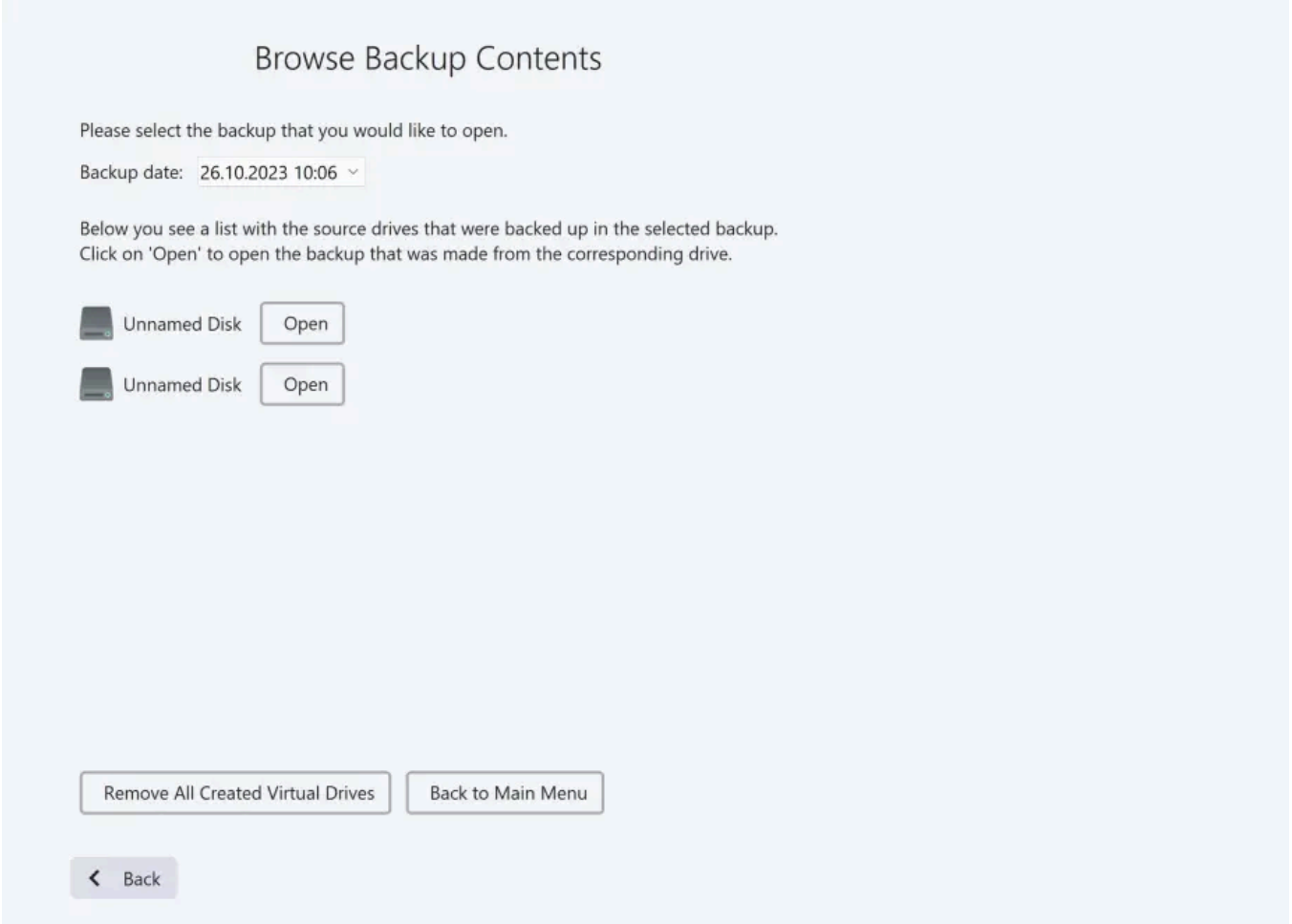
4.1 Restore drives / partitions



Select a date and time and click "Open" to display the contents of the selected backup image in Windows Explorer. Use drag & drop or copy / paste to restore individual files. You may repeat this procedure for as many drives as are available for the selected time and date. The virtual drives will automatically be unmounted once you leave the program or use the respective button.

Browse through backups / Restore individual files and folders

Ashampoo® Backup Pro 26 allows you to restore single files / folders from your disk image using Windows Explorer. The disk image will be displayed as a virtual read-only drive.

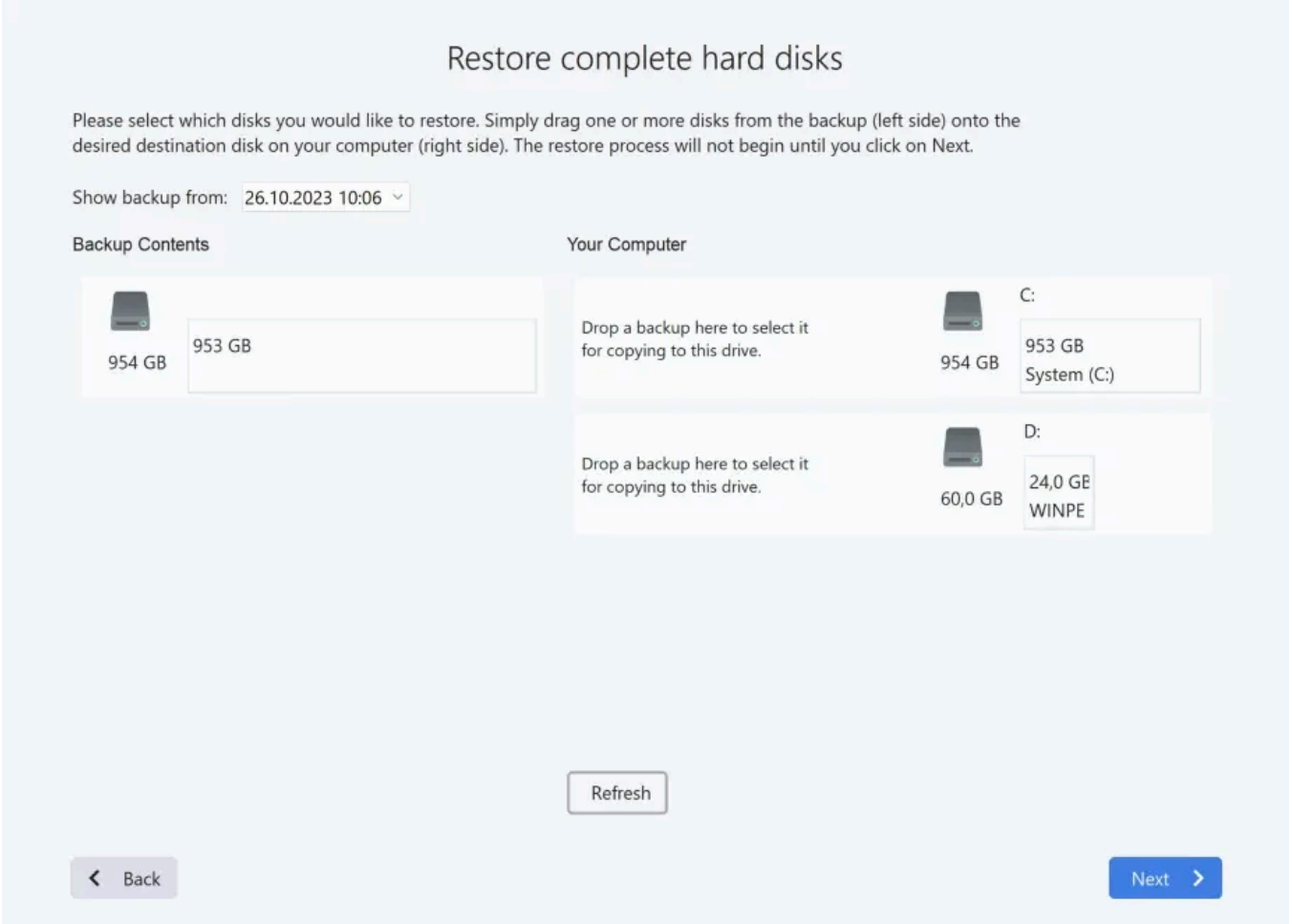


Select a date and time and click "Open" to display the contents of the selected backup image in Windows Explorer. Use drag & drop or copy / paste to restore individual files. You may repeat this procedure for as many drives as are available for the selected time and date. The virtual drives will automatically be unmounted once you leave the program or use the respective button.

Restore the complete contents of a drive (partition)

This procedure will overwrite the file contents of an existing drive / partition with data from a backup without overwriting existing boot data. This data is used to determine the drive the computer will load the operating system from when you switch it on among other things.

Restore disk contents



First, select the date of the backup you would like to restore.

Backup Contents

This section displays the drives for which your currently selected backup contains images. To restore a drive, simply drag it from the left to a target on the right. You may repeat this process for different drives.

Your Computer

This section display the drives currently available in your system. If a drive has been scheduled to be overwritten, the new content will be displayed before the drive letter followed by a blue arrow. To cancel the process, simply drag the new content out of the section.

Once you click "Next", the program will restore the selected disk images. This process may take some time depending on the size of your drives. Note that should you cancel the process, the affected drives may become unreadable and will have to be formatted before

being usable again.

Restore a complete hard disk or your whole computer

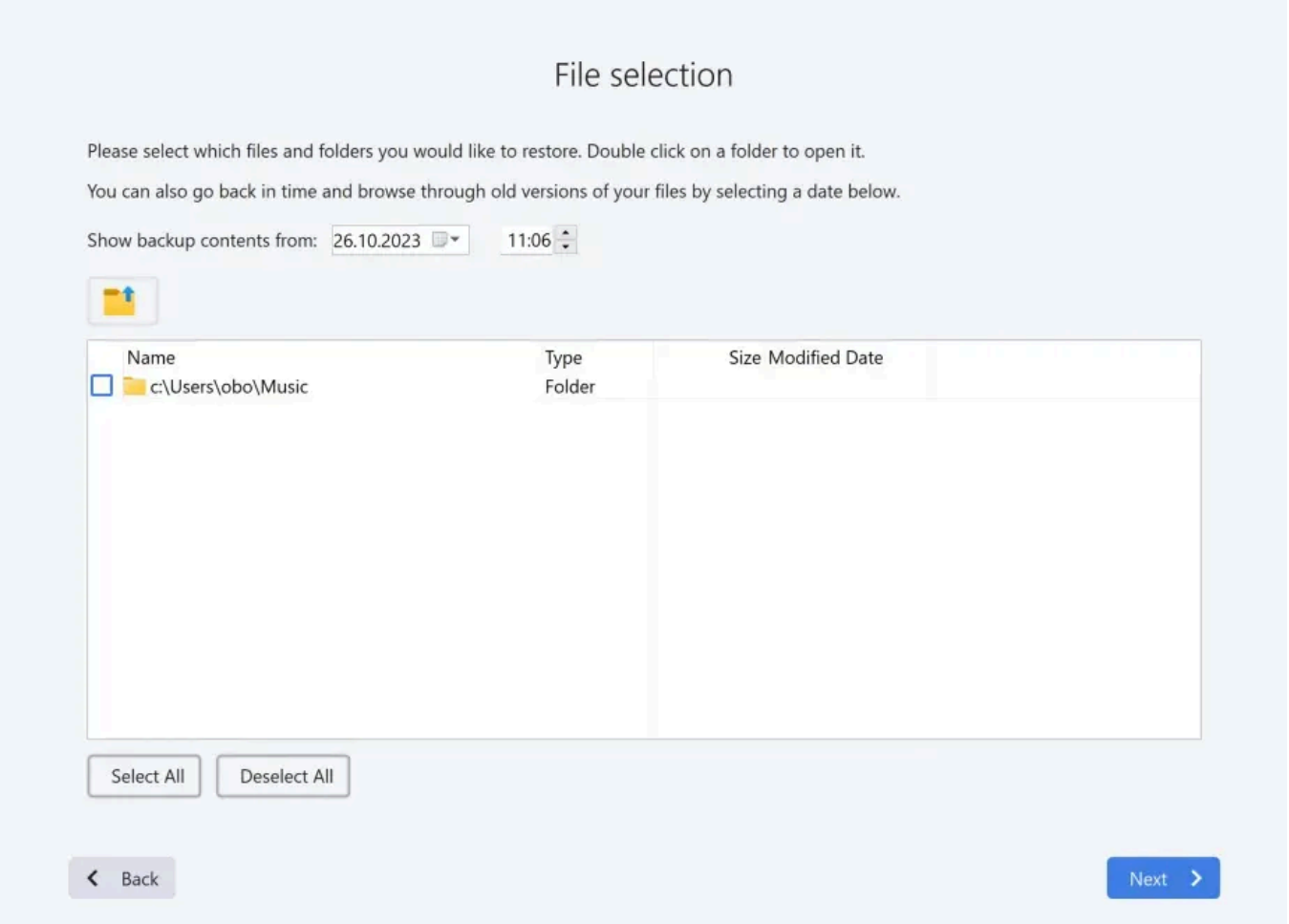
This procedure will not only overwrite any existing data but also replace the current boot information of the selected drives. This way, you can easily restore an entire Windows installation.

Restore complete hard disks

This procedure is identical to restoring the complete contents of a drive.

4.2 Restore files / folders

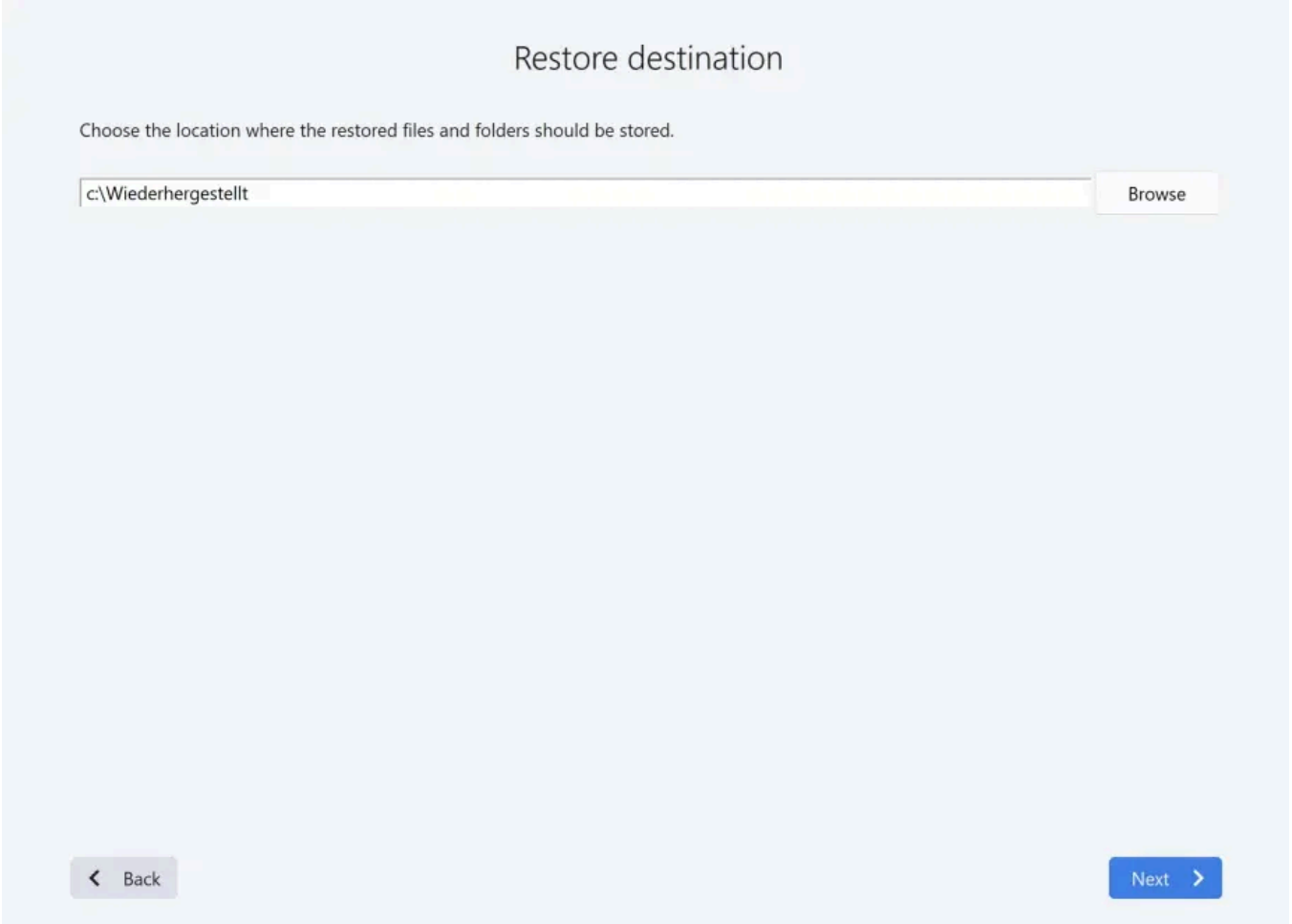
1. Select files / folders



Use the controls under "Show backup contents from" to select the date and time of the files you want to restore. Any files / folders related to the selected time will be shown in the center list. Use the checkboxes to (de)select individual files / folders. Double-click a folder to display its file contents to refine your selection.

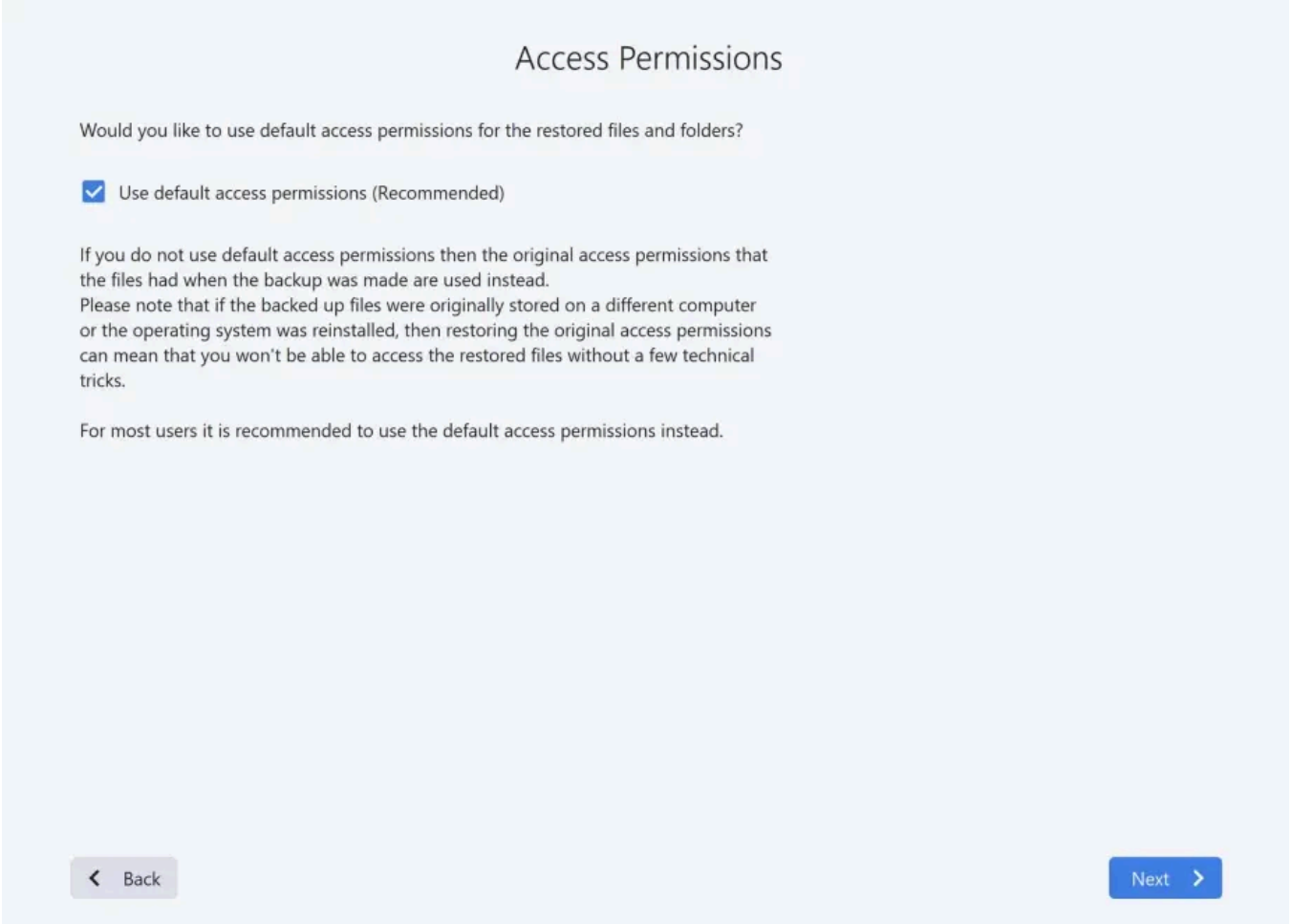
Use the button above the list to navigate back to a previous folder.

2. Destination



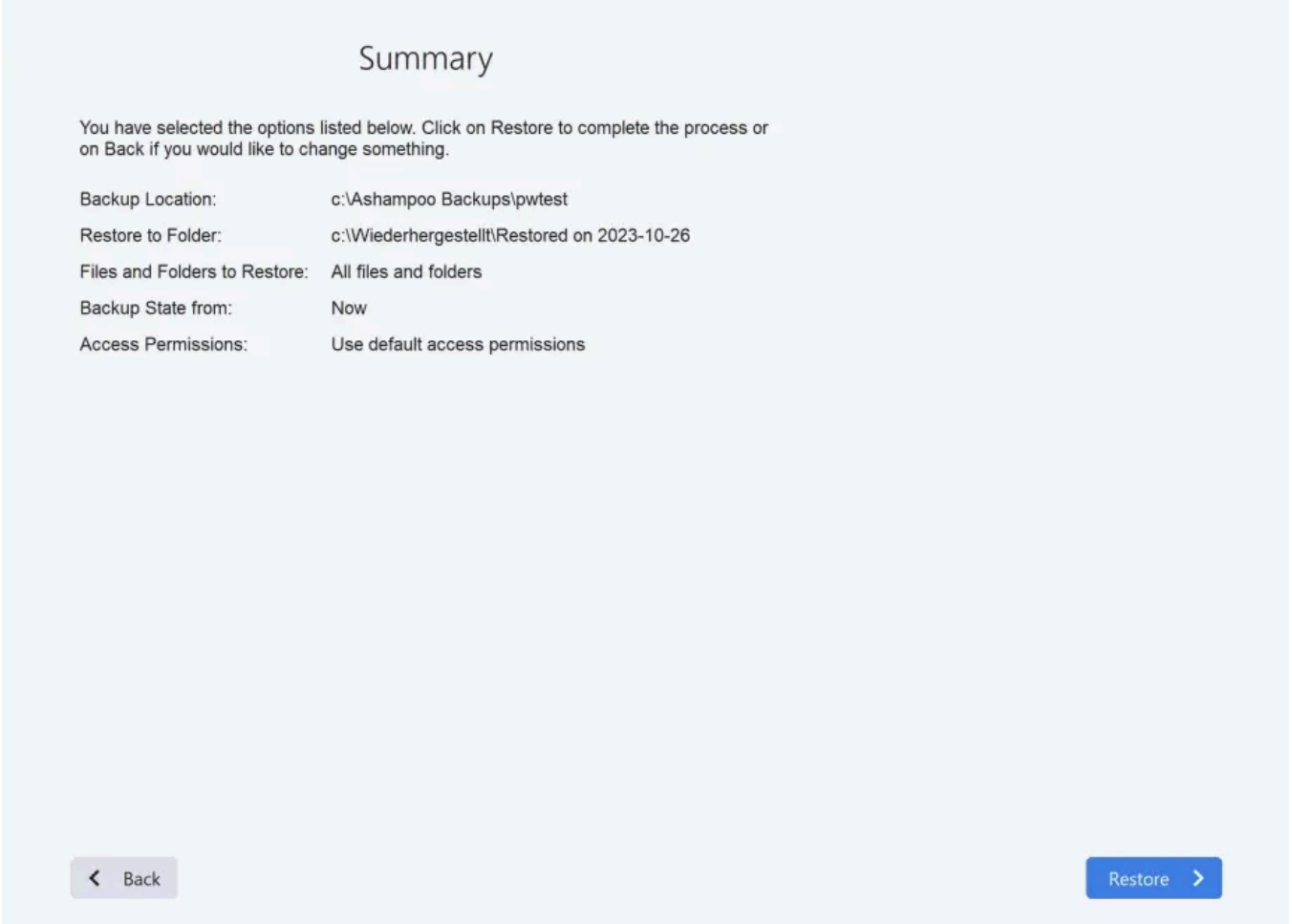
Select the folder that will contain the restored files / folders.

3. Access permissions



If available, you may select to restore the original file / folder permissions. Note that if you have created the backup on a different machine or recently reinstalled your Windows system, you may not be able to access the restored files if you restore their original permissions.

4. Summary

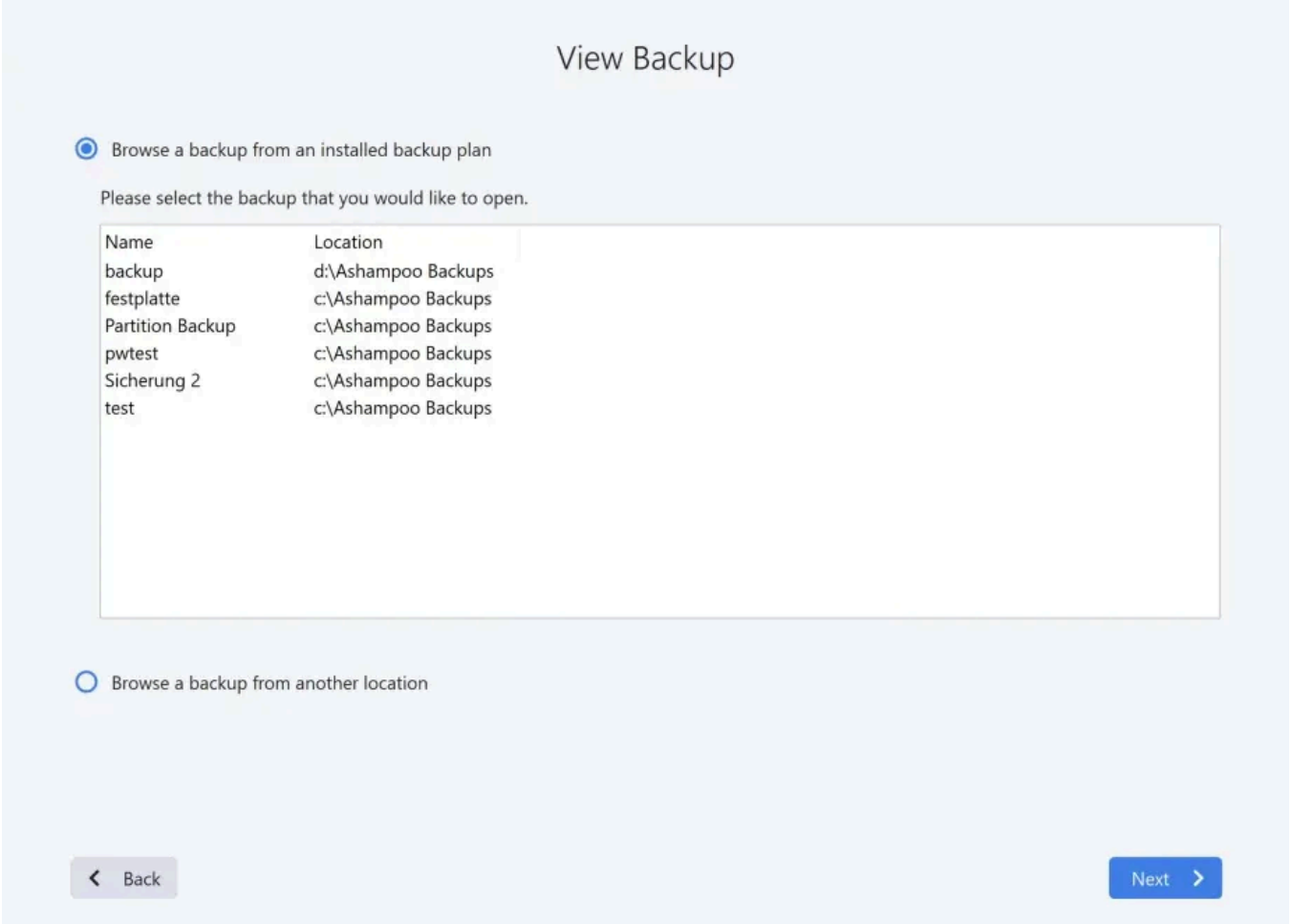


You will then be presented with a summary of your settings.

4.3 Restore application data

If your backup contains application data such as Microsoft Outlook contacts, you'll first need to restore your backup. You will then have to import the restored data into the affected application. The exact import procedure will vary from application to application. In the case of Microsoft Outlook, your restored files will contain a folder "__outlook__" that contains PST files. You will find instructions on how to import data into your applications in their respective manuals.

5. View backup

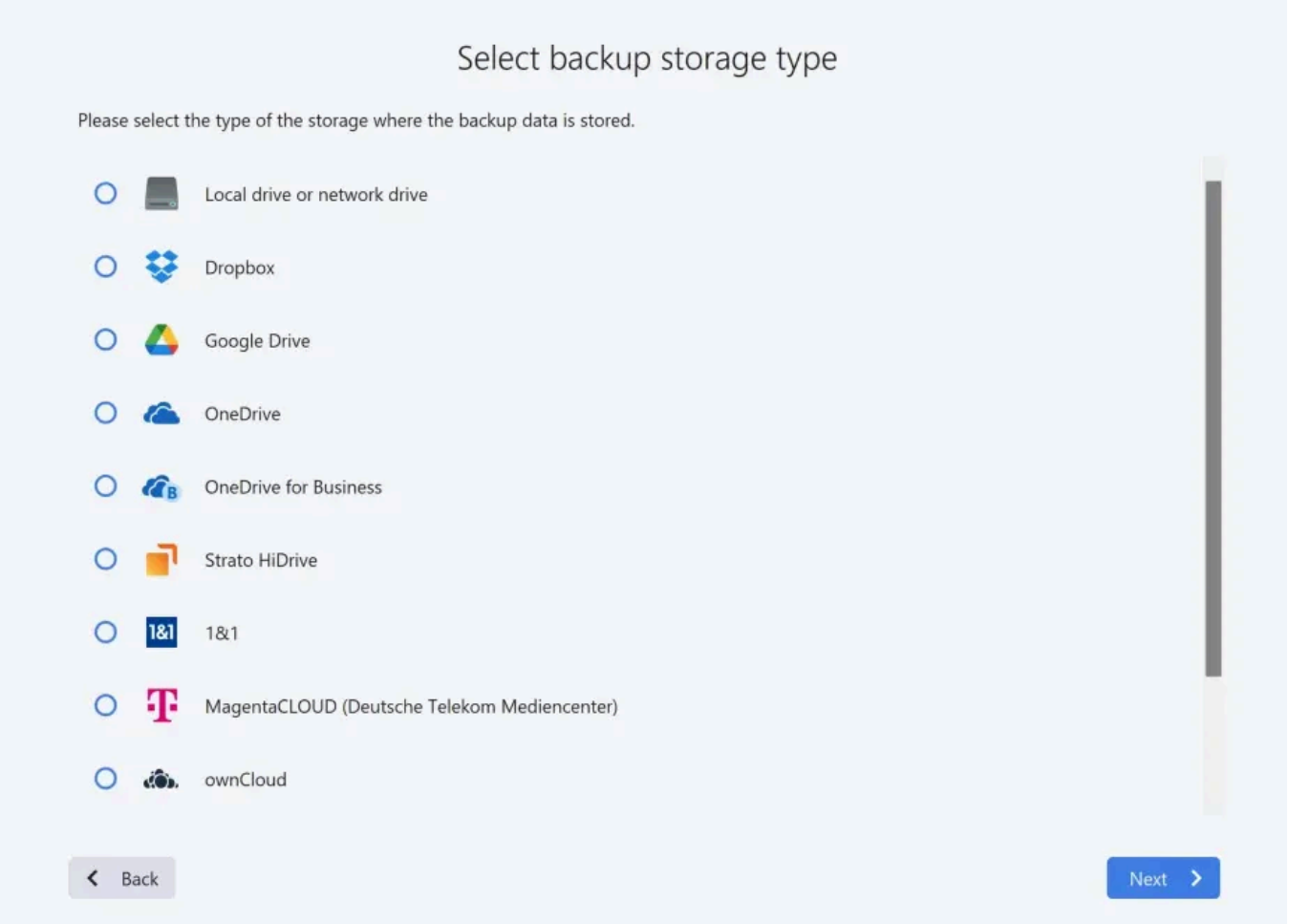


View a backup from an installed backup plan

Simply select the desired backup plan from the list.

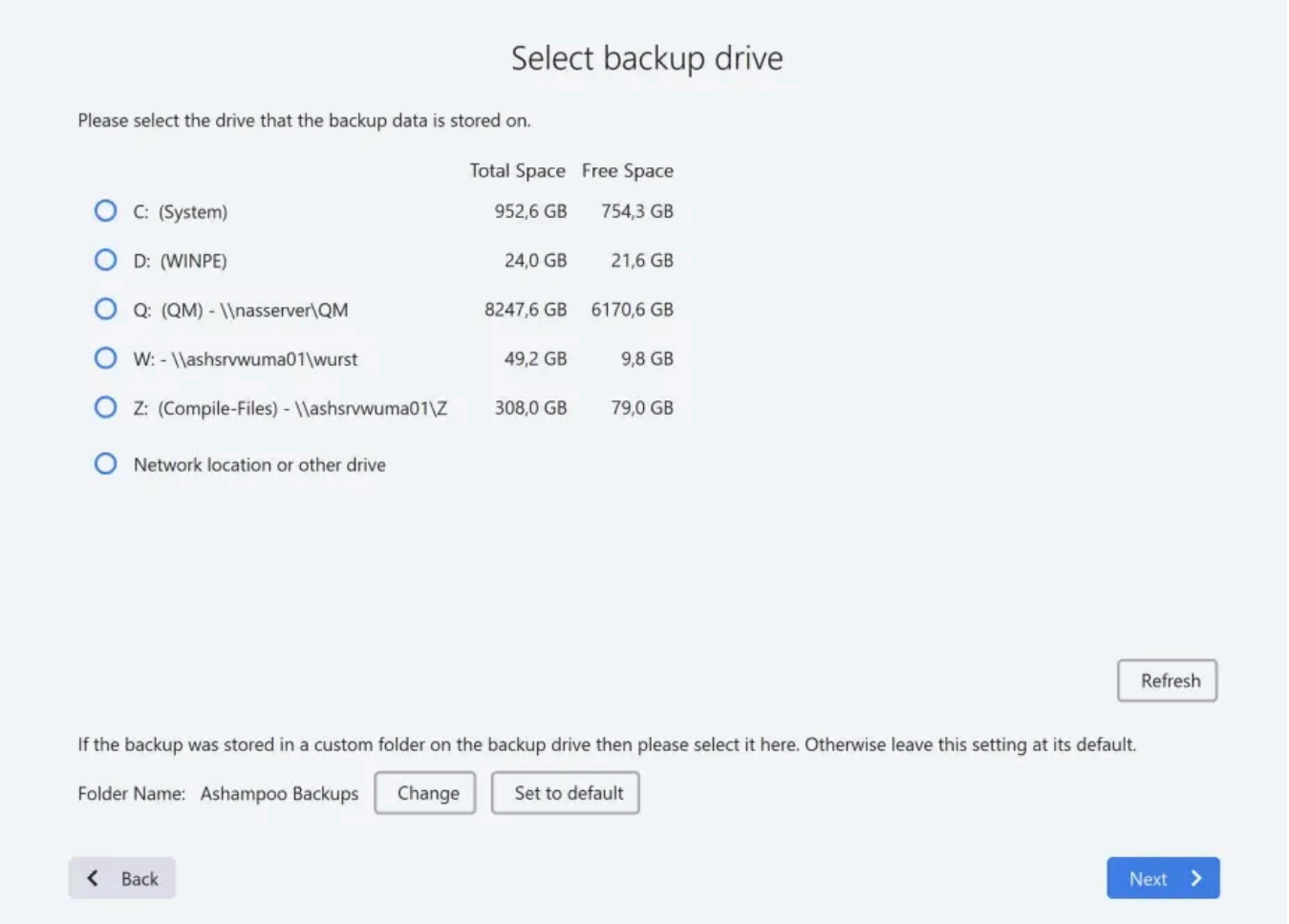
View a backup from some other location

1. Select backup storage type



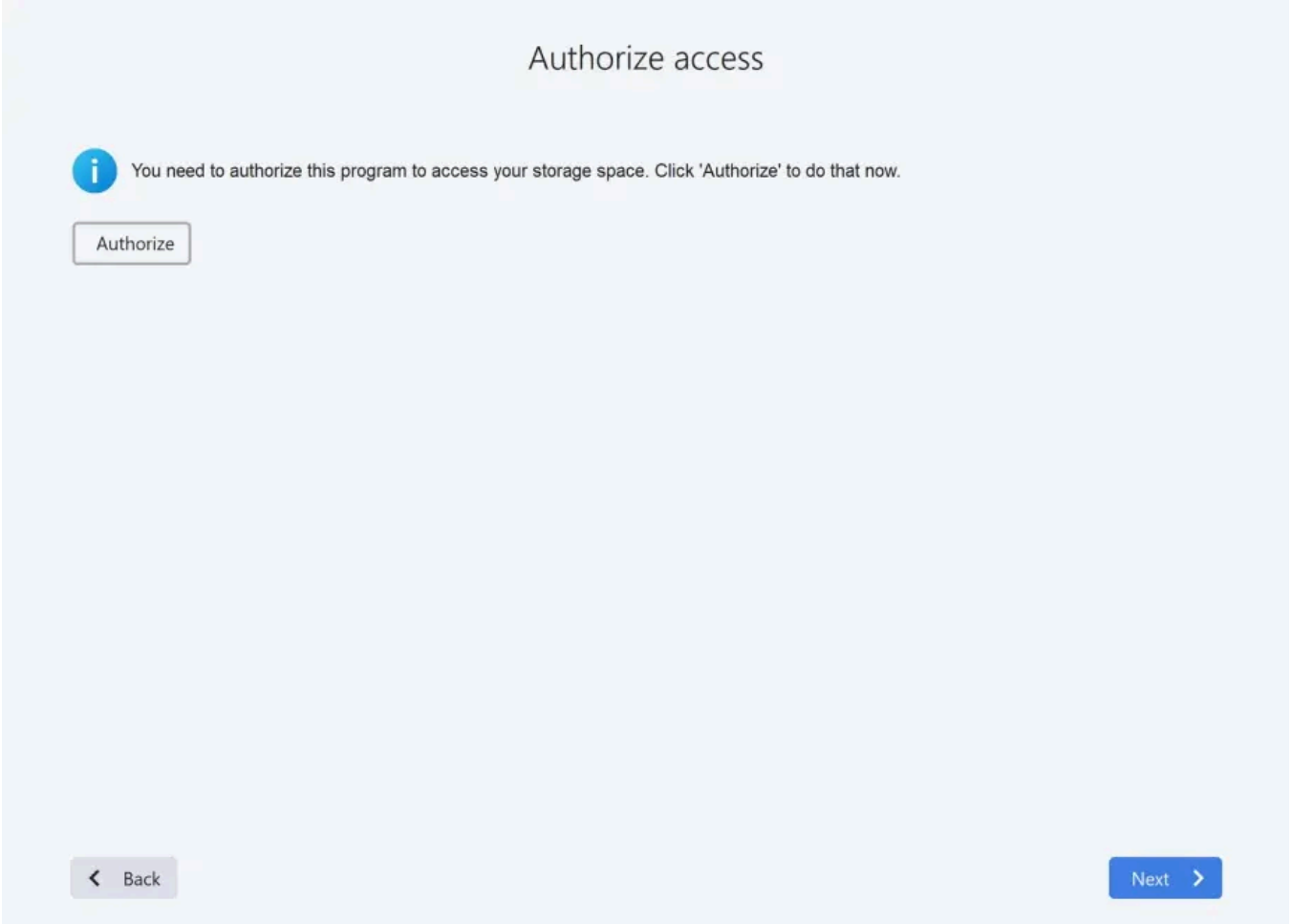
You can either restore your data from a local (network) drive or through the cloud (online storage). Simply select an option from the list. If your cloud provider isn't listed you may still be able to use it through "WebDAV". In this case, you will have to fill in the server address you received from your cloud storage provider manually.

Option: Local drive or network drive



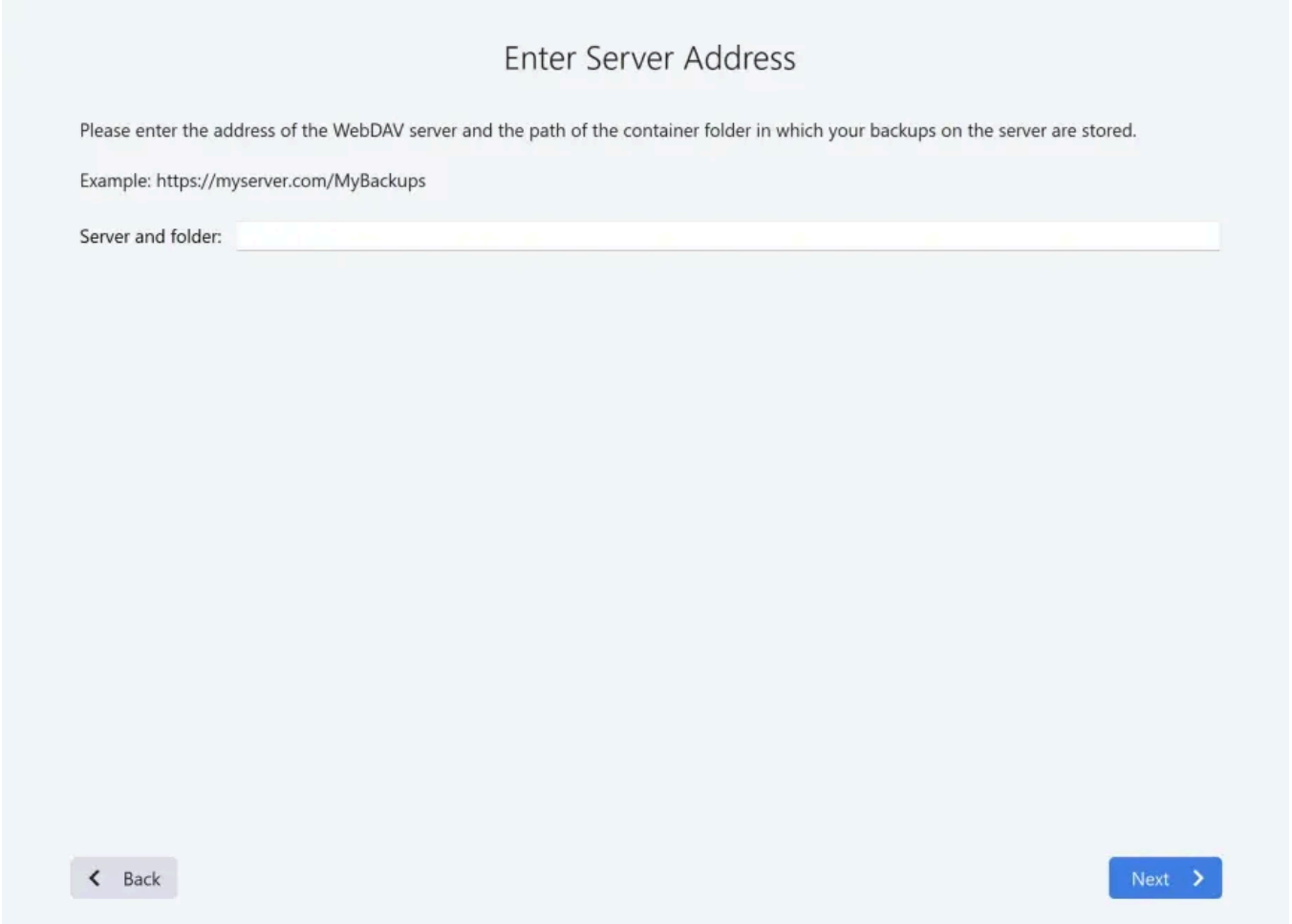
Select the drive that will hold your backups. By default, a subfolder titled "Ashampoo Backups" will be created. Click "Change" to select a different backup folder.

Option: Online storage



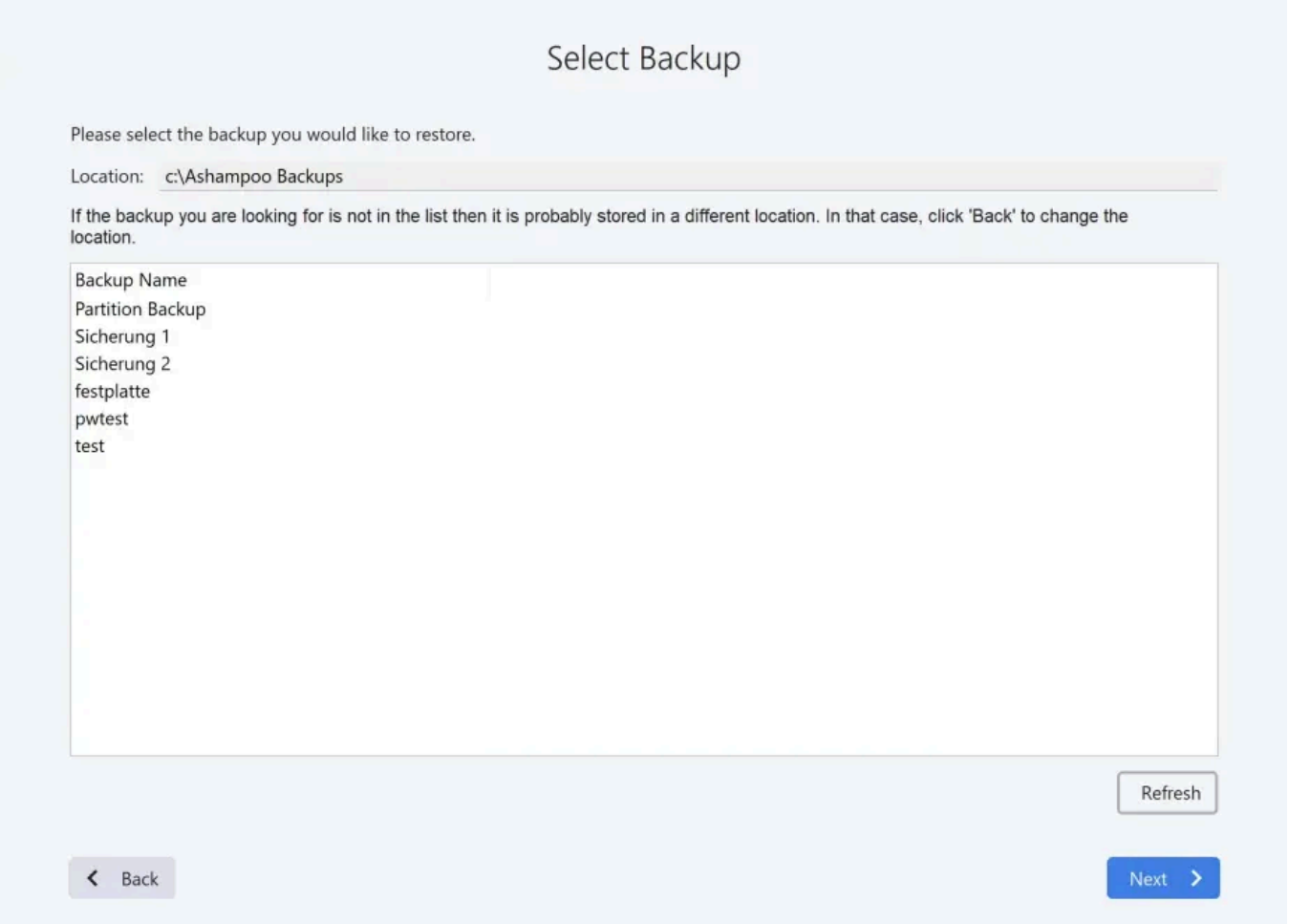
The program requires your login credentials to connect to online storage servers. Depending on your selection, a web browser window may come up for you to log in to your service.

Option: WebDAV



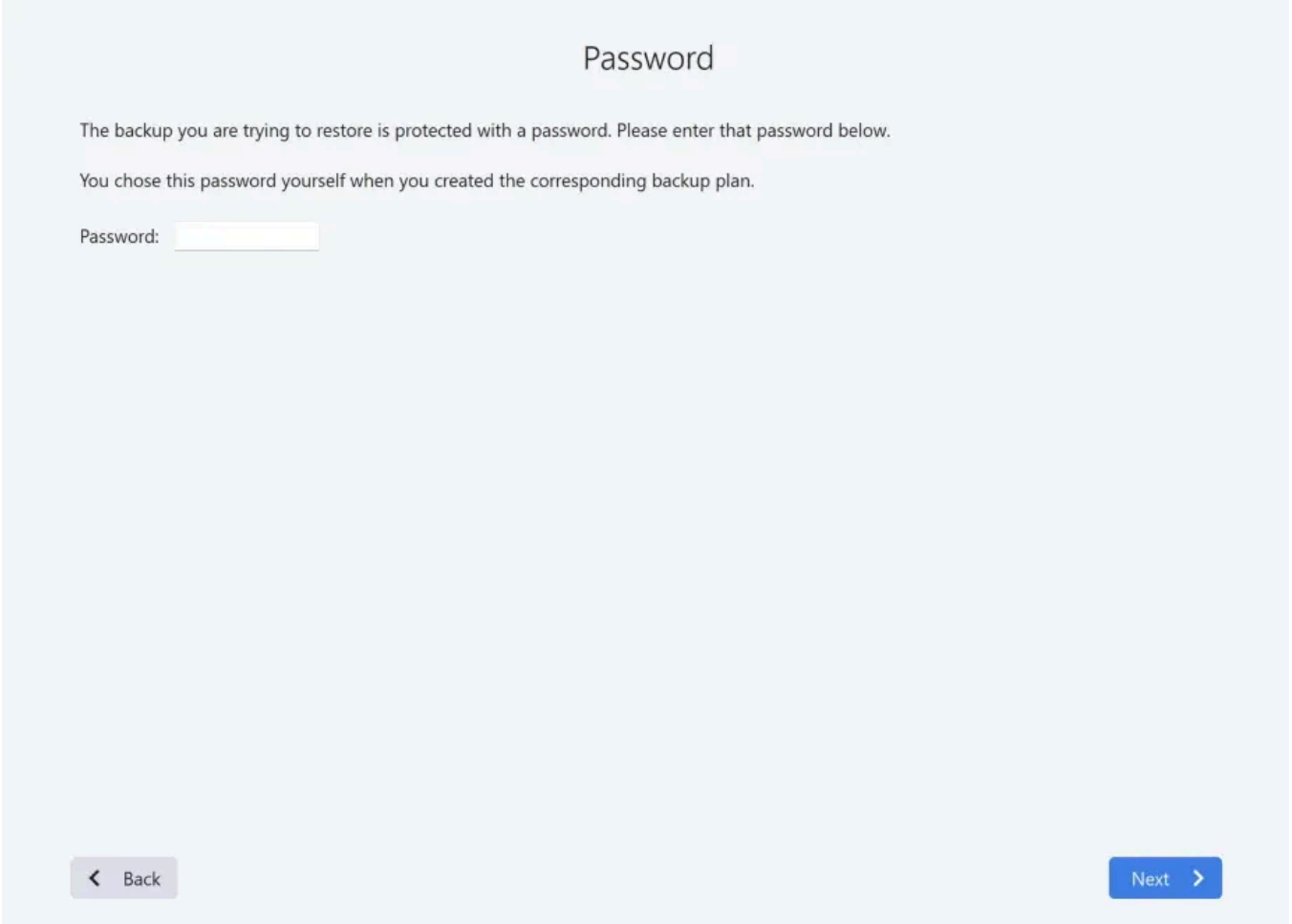
Simply type in the server address you received from your online storage provider.

2. Select backup



Select the backup you would like to restore from the list.

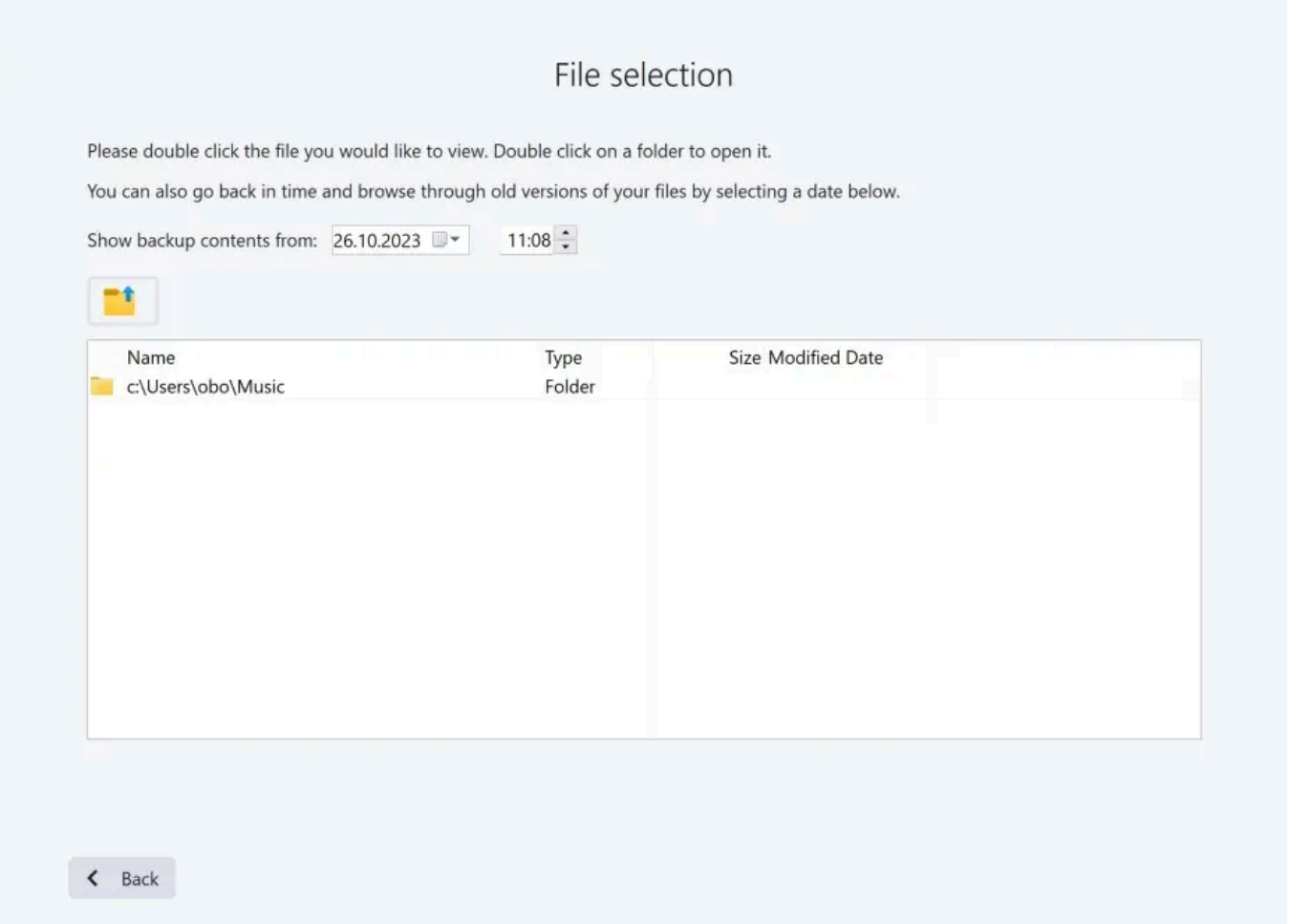
3. Password



If you protected your backup with a password you will now be prompted to enter it.

5.1 View files

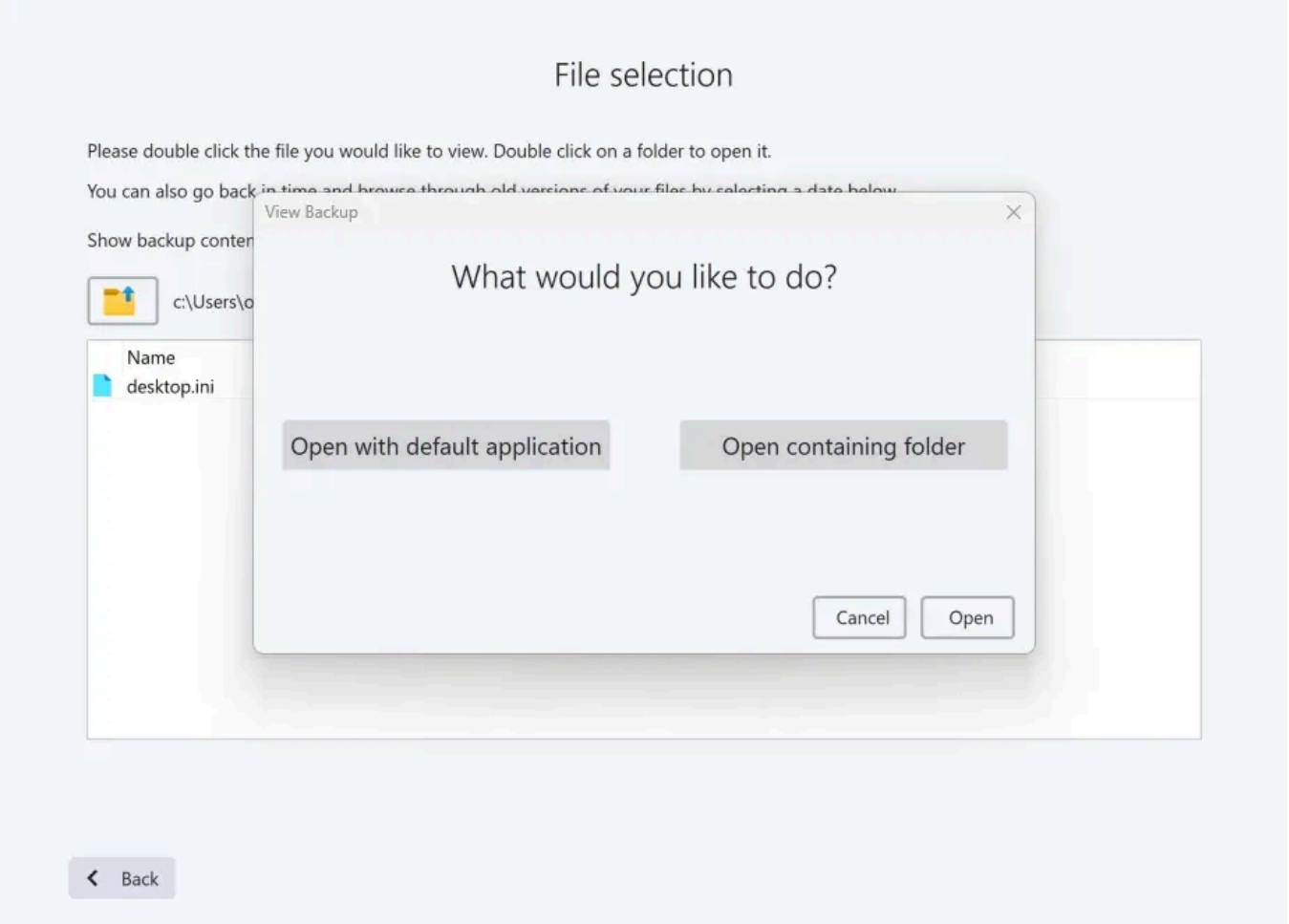
1. Select files



Use the controls under "Show backup contents from" to select the date and time of the files you want to view. Any files / folders related to the selected time will be shown in the center list. Double-click a folder to display its file contents, double click a file to open it.

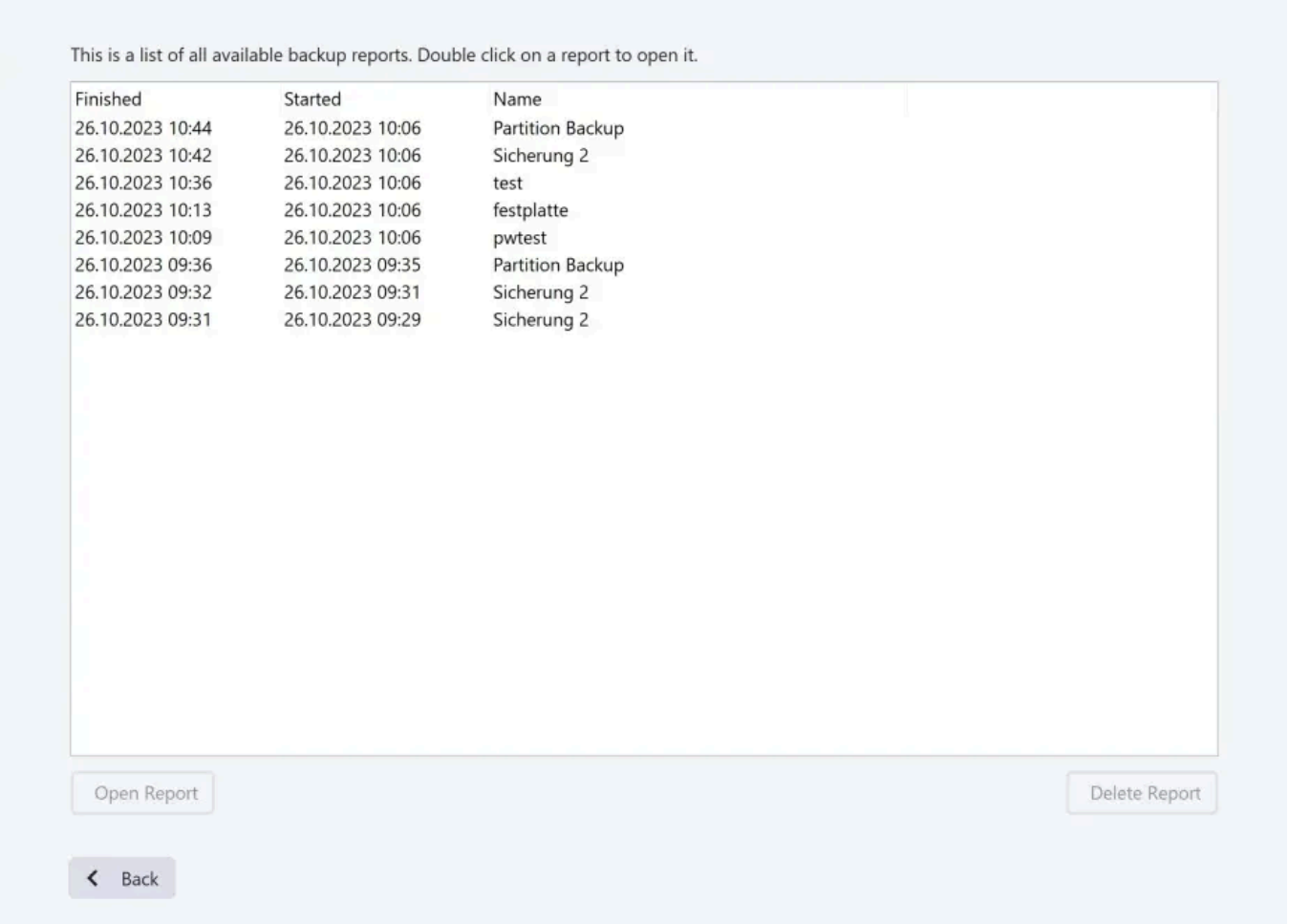
Use the button above the list to navigate back to a previous folder.

2. What would you like to do?



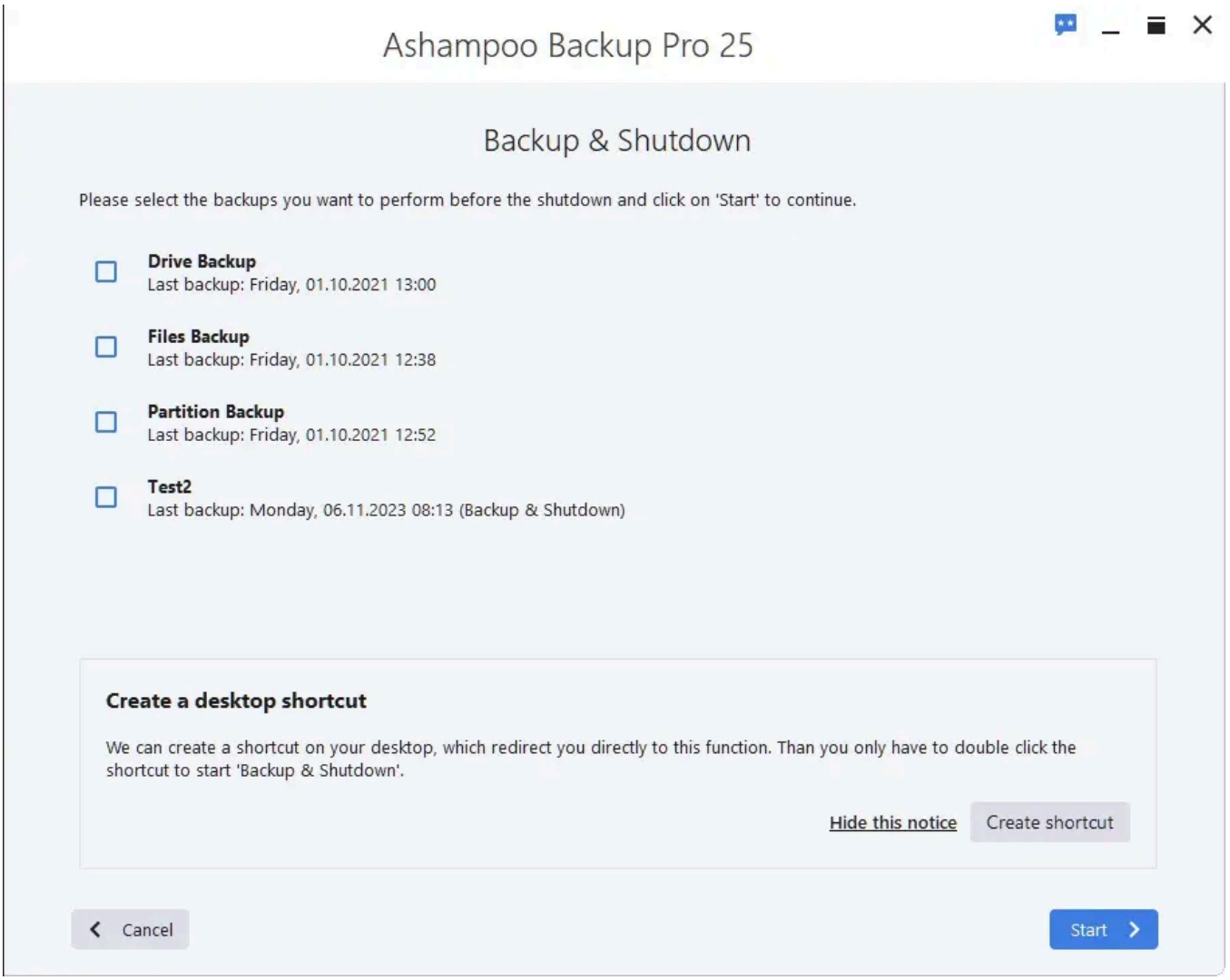
You can either view the file in the current Windows default application or open the affected folder in Windows Explorer. Note that the file will be copied to a temporary location and that any changes you make won't affect the associated backup.

6. Reports



Here, you will either find a list of all existing reports or reports for the selected backup plan on the overview page. Select a report and use the bottom controls to view or delete it.

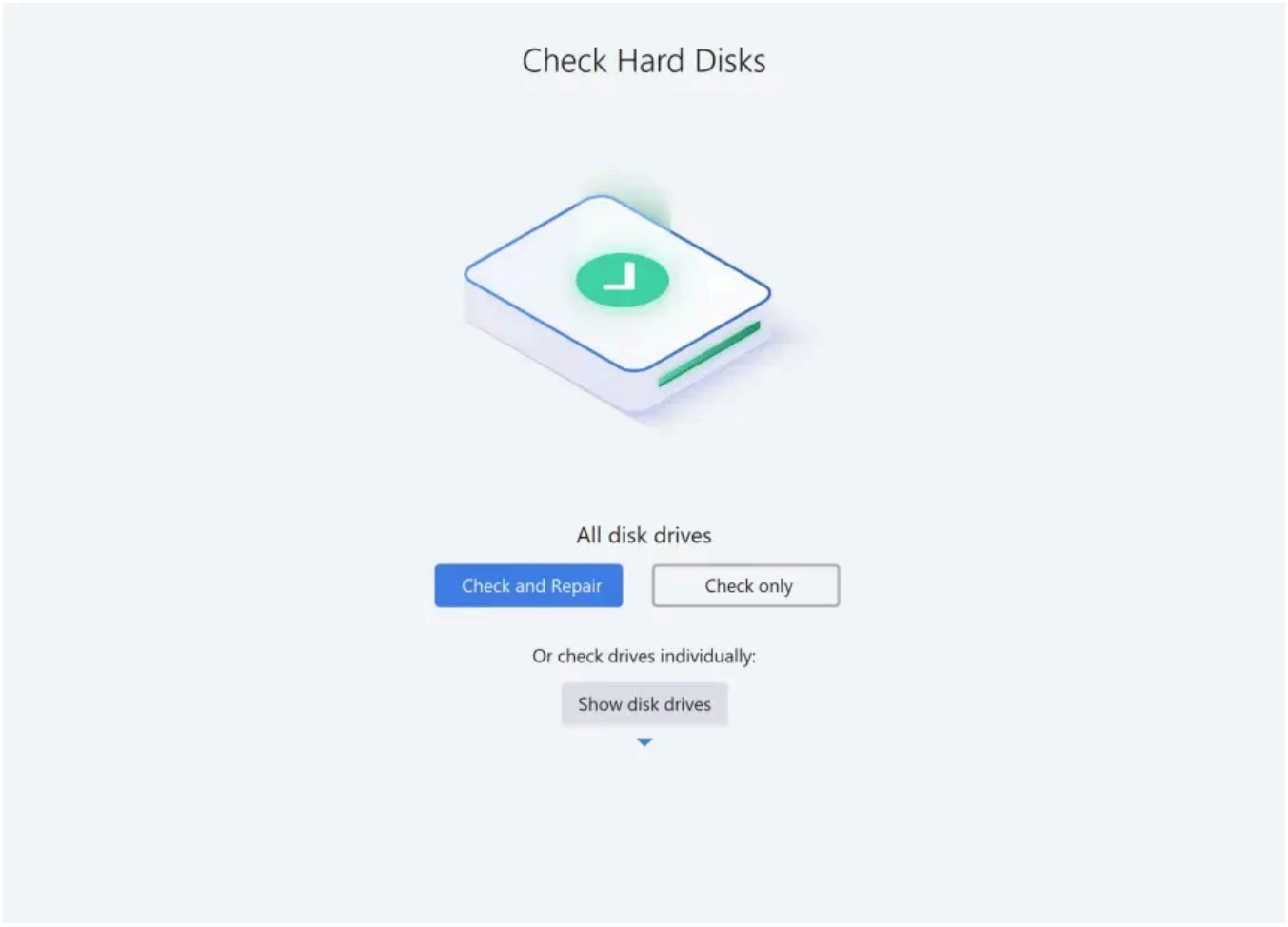
7. Backup & Shutdown



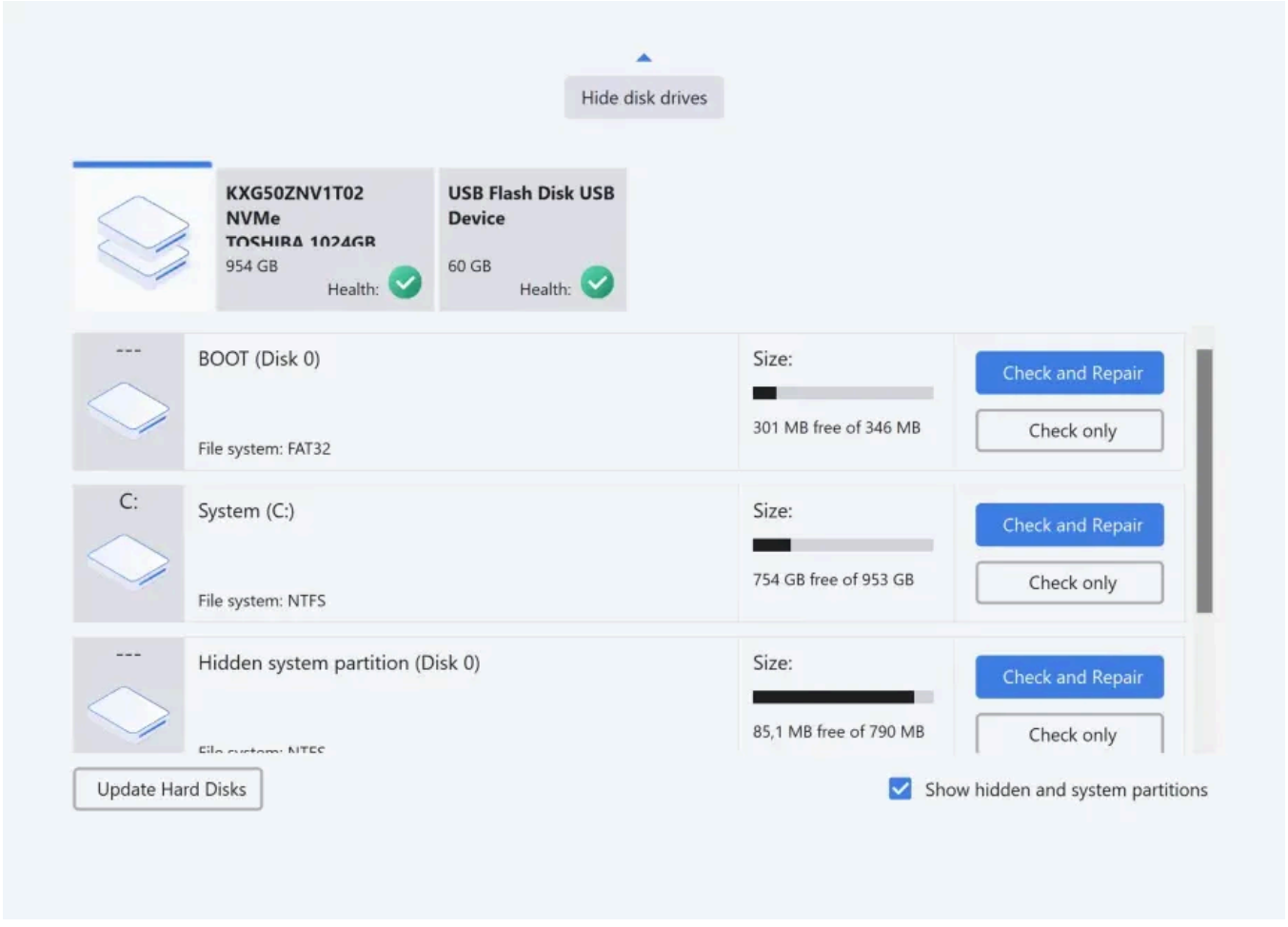
This section allows you to run multiple backup plans consecutively and shut down your PC upon completion. Simply pick the desired plans and hit "Start" to begin.

> Use "Create shortcut" to place a shortcut on your desktop that will always run the selected plans and shut down your PC afterwards without you having to launch the program first.

8. Check disks



This module helps check/repair all of your drives or individual drives (Show disk drives):



Check only
Checks the drive for errors but doesn't fix them automatically.

Check and Repair
Checks the drive for errors and fixes them automatically.

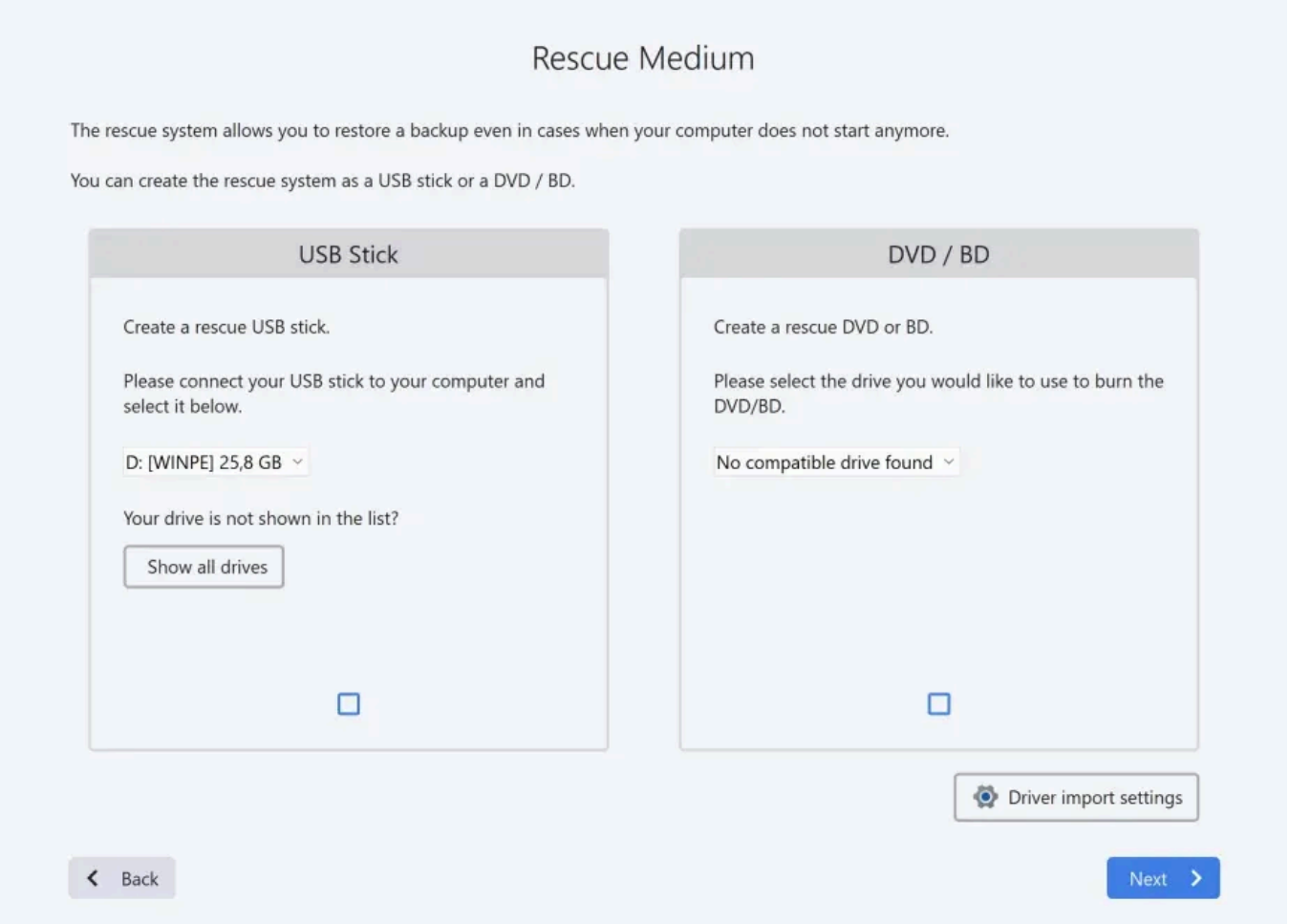
Update Hard Disks
Refreshes the list of available hard disks.

9. Rescue system

The rescue system allows you to create a bootable USB stick or disc with which you can start your computer. This is useful e.g. when your Windows doesn't boot properly any more or in the event of serious malware infections. Although the rescue medium will be tailored to the needs of your system, it should work with most other computers.

If you use a flash drive that is bigger than 32 GB, the program will shrink the primary partition down to 32 GB. The drive will then appear as a 32 GB drive in your Windows environment.

1. Select rescue medium type



Next, you need to specify whether you'd like to create a bootable USB stick or a CD/DVD along with the affected drive.

2. Creating the rescue medium

The program will then begin creating the rescue medium with the help of the Windows Assessment Deployment Kit (ADK) which will automatically be downloaded and installed in case it's not already installed on your machine.

For the installation of the ADK, you may keep the pre-selected settings. Once the ADK is installed, creation of the rescue medium will continue. If you already have the ADK, the program will simply skip this step.

If your Internet connection is slow, you may also download the ADK manually on another machine with a faster connection. You will find the setup here:

https://developer.microsoft.com/en-us/windows/hardware/windows-assessment-deployment-kit

Using the rescue system

Simply boot the affected machine with the medium you created. The user interface and procedure is highly similar to the one described under "Restore backup". Aside from the rescue medium, you will also need a previous backup created with this program that will be used to restore your system to that previous state. This will ideally be a full drive or partition backup.

10. Settings

Change Language
Allows you to change the program language.

Online Sign-In Settings
An Ashampoo account is required to have the program forward reports to you via email. You can link the program to your account here. If you don't have an account yet, feel free to create one. It's completely free!

Automatic Pausing
If enabled, the program will pause automatically whenever the processor load exceeds a specific threshold.

Notifications
The program can rely on the Windows-default notification system (Windows messaging) or use its own to display notifications. If you disable notifications in Windows' system settings, the program will always use its own notification system.

Service settings
Allows you to customize news notifications.