

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 <u>backup plan management</u> or use the dedicated buttons.

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

Ξ	Ashampoo Backup Pro 16	📮 _ = ×
仚	Create New Plan Backup Plans	
EC	Test2	Backup successful
타	Last backup:Thursday, 25.07.2019 10:10Next execution:Manual start	Start Backup
E D	More Info	Actions 🗸
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This section lists existing backup plans along with their statuses. Use to top right buttons to switch between normal and compact view.

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

\equiv		Ashampoo Backup Pro 16	₽_ ≡ ×
命	Create New Plan	Backup Plans	≡ ≣
5 I C	Test2	(i) Last backup: Thursday, 25.07.2019 10:10	Actions 🗸
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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 <u>here</u>.

Restore Backup Restores files from a backup. More on that <u>here</u>.

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

≡		Ashampoo Backup Pro 16	<u>₽</u> _ =	×
仚		Backup Plan Details		
БG	Test2		Backup successful 🔗	
Ef	Backup format: Incremental backup: Backup location:	Standard Format Enabled - Block Level (always enabled) c:\Ashampoo Backups\Test2		
Ē	Schedule: Missed backups: Last backup:	The backup is not scheduled. You need to start it manually. Make a backup at the next opportunity Thursday, 25.07.2019 10:10		
= ¥	Backup report contents: Send backup report emails: Keep old versions for:	Normal (keep last 10 reports) Disabled 30 days		
<u> </u>	Verify after backup: Shut down after backup: Sleep during backup:	Disabled Disabled Allow sleep mode only if running on battery power		
\odot	Compression: Encryption:	ZLib AES-256		
ঞ্	View Reports		Actions 🗸 Start Backup	
	< Overview			

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 <u>actions</u> 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 <u>here</u> for details.

3.1 Create new backup plan

1. Select backup storage type

		Ashampoo Backup Pro 16	<u> </u>	- =	×
仚		Select backup storage type			
51 D	Please select	the storage type that you would like to use for the backup data.			
R	0	Local drive or network drive		Â	
	0 😵	Dropbox			
	0 🛆	Google Drive			
≡≍	0 6	OneDrive			
<u> </u>	0 6	OneDrive for Business			
ത്ര	0 🗗	Strato HiDrive			
С -	0 1&1	1&1			
ফ্য	O ∓ ··	MagentaCLOUD (Deutsche Telekom Mediencenter)			
	< Back		Next	>	

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

≡	Ashampoo Backup Pro 16 🦻 🗕 🔳 🗙
仚	Select backup drive
ПС	Please select the drive that you would like to store the backup data on.
	Total Space Free Space
E	O C: (System) 953,4 GB 866,5 GB
	O Network location or other drive
Ξ¥	
<u> </u>	
Ø	Refresh
	The backups will be stored in the following folder on the selected drive:
ល្វែ	Folder Name: Ashampoo Backups Change Set to default
	We recommend that you leave the folder name at the default setting. It will make it easier to find your backups again when you restore.
٢	K Back

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

Ξ	Ashampoo Backup Pro 16	ģ	-	-	×
仚	Authorize access				
U C	i You need to authorize this program to access your storage space. Click 'Authorize' to do that now.				
E	Authorize				
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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

\equiv	Ashampoo Backup Pro 16 🦻 🗕 🔳 🗙	
仚	Enter Server Address	
1 C	Please enter the address of the WebDAV server and the path of the container folder in which you want all your backups on the server to be stored.	
	Note that the software will automatically create a new sub folder for this new backup plan inside the specified container folder.	
Ŀ↑	Example: https://myserver.com/MyBackups	
	Server and folder:	
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	✓ Back	

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

2. Create or import?

Ξ	Ashampoo Backup Pro 16	₽ _	∎ ×
仚	Create or Import?		
CI C	Create	Import	
Et	Create a new backup plan with the following name: Import an existing	backup plan.	
Ę	Enter name here The following list s found in the select the one you would	shows the backup plans that were ted storage location. Please select d like to import.	
=×	Test Test2		
<u> </u>			
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٢	< Back	Next 🔰	

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.

3.1.1 Backup drives / partitions

1. Select source drives

≡	Ashampoo Backup Pro 16 🛛 📮 🖬 🗙
仚	Select source drives
[] L	Please select the drives that that you would like to include in your backup.
	Drive Used Space Total Space
Ef	C: [System] 87,0 GB 953 GB
	✓ Hidden system partition (on disk 0) < unknown> 128 MB
≡≍	
0	Select All Select None
~~	Note for advanced users
Sol	
	Internal boot information and hidden boot partitions will automatically be included in the backup if at least one partition of the
\sim	corresponding hard disk is selected for backup.
	✓ Back

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

Ξ	Ashampoo Backup Pro 16	₽ _ =	×
仚	Password protection		
CII	Would you like your backup to be encrypted? It is recommended that you do NOT encrypt your backup unless you fear that		
Ef	someone might gain access to your backup medium. If you encrypt your backup and lose the password then the backup will become		
Ę	Do not encrypt the backup		
=*	O Encrypt the backup		
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	< Back	Next >	

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

Ξ	Ashampoo Backup Pro 16 🦻 🗕 🔳 🗙
仚	Compression settings
EC	Your backups will be stored in the standard VMDK file format that is understood by many other applications as well. Would you like to compress the backup files?
Ef	Compressed backups use less space and are also created faster. But some other applications can only read the uncompressed VMDK file format.
Ę	Unless you plan to open your backups in another software it is recommended to enable compression.
=*	 Compress backups (less space needed, faster backup) Do not compress backups (more compatible with other applications)
<u> </u>	
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٢	✓ Back

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

≡	Ashampoo Backup Pro 16 🧧 📮 🖬 🗙
仚	Version settings
1 1 1	Ashampoo Backup Pro 16 can keep old backups for a while before it automatically deletes them. Please select how many backups you want to keep.
Et	Please select how the backups should be made:
a S S S S S S S S S S S S S S S S S S S	Infinite Incremental Backup - Smaller and faster A full backup is made only once. All others backups are small incremental updates, storing only the data that has changed. This is done in a very smart way, so that the backup quality does not get worse over time and old backups can still be deleted if desired.
	O Make new full backups regularly - Slightly safer, but bigger
<u> </u>	A full backup is made, then (optionally) some incremental backups are made, then the next full backup follows. And so on. This is a little safer because you have multiple independent full copies.
-	Number of incremental backups between full backups:
Ø	Estimated space needed with these settings: 0 bytes - 0 bytes
	Free space on destination storage: 866,5 GB
ক্ষ	
6	✓ Back

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

Ξ	Ashampoo Backup Pro 16	9 _ = >	×
仚	Backup Schedule		
EC	Please select how frequently and when automatic backups should be done.		
Et	O No Automatic Backups		
Ę	 Daily Backup Start Time: 13:00 + 		
=*	O Weekly Backup		
×.	O Advanced		
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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

\equiv	Ashampoo Backup Pro 16	📮 _ = ×
仚	Missed Backups	
БG	If scheduled backups are missed (for example because the computer was switched off):	
E	Make a backup at the next opportunity ~	
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	K Back	Next >

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

Ξ	Ashampoo Backup Pro 16 🧧 📮 🖬 🗙
仚	Power Settings
51 D	If you do not know what to select below then you can simply leave the default selection.
_	Automatically shut down the computer after backup
E≁	The Come example like to schedule the badges to sup at the and of your work day and let the software turn the computer off
	after the backup is finished. The shutdown has a countdown and can be aborted.
ЕЮ	If the computer wants to go into sleep mode during backup:
	Allow sleep mode only if running on battery power
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a	
(;j)	/ Back
	Next /

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

Ξ	Ashampoo Backup Pro 16 🦻 🗕 🔳 🗙
仚	Backup Reports
1 C	This software creates a report each time the backup is updated. The reports describe the contents of the backup and also list problems and errors.
	Please select how many old reports you would like to keep archived for this backup plan.
Ef	Number of old reports to keep: 27
	Restore Default Settings
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\bigcirc	
Ū	✓ Back

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

Ξ	Ashampoo Backup Pro 16	9	-	-	×
仚	Backup Report Emails				
	The program can automatically send the backup reports to you via email. A free MyAshampoo account is required for this. If you don't have an account yet, you can create one in the next step.				
Ē₹	Automatically send reports via email				
EC LC					
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•	✓ Back	Ne	ext >		

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

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\equiv		Ashampoo Backup Pro 16	<u>ju</u>	_	X
仚		Summary			
1 C	You have selected the optio something.	ns listed below. Click on Finish to complete the process or on Back if you would like to change			
	Backup location:	c:\Ashampoo Backups\New Plan			
E↑	Backup format:	Image Backup			
	Incremental backup:	Infinite Incremental (Block Level, Reverse Incremental)			
	Send backup report emails:	Disabled			
L ,>>	Schedule:	The backup is scheduled to automatically start every day at 13:00.			
	Missed backups:	Make a backup at the next opportunity			
≡ž	Shut down after backup:	Disabled			
	Sleep during backup:	Allow sleep mode only if running on battery power			
\swarrow	Verify after backup:	Enabled			
	Keep old versions for:	28 backups			
6	Compression:	Enabled			
6	Encryption:	No Encryption			
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	K Back		Finis	h 🗡	

The summary displays all relevant settings for your backup plan.

3.1.2 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?

=	Ashampoo Backup Pro 16	🗭 _ 🖬 X	
仚	What would you like to back up ?		
51 C	Standard Folders (0) All files from these folders:		
Et	Internet, Email and Organizers (0)		
Ę	Files By Type (0)		
FÒ	Manual File and Folder Selection (1)		
=*	Exclusions (17)		
<u> </u>	L 🛓 🔲 "Downloads" folder		
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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

≡	Ashampoo Backup Pro 16	🗭 _ 🖬 X
仚	Network Logins	
БG	Some of the files and folders you have selected are located on network shares. The program needs the login information for these shares to be able to access them during the backup.	
Ef	Please enter it below.	
	Network Path User Name Passwork \\ashsrvdata01\userdata mve	rd Status
=*		
<u> </u>		
\odot	Please wait. Verifying login information. This might take a while.	
ঞ্চ	Cancel Verification	
(i)		Next

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

Ξ	Ashampoo Backup Pro 16	<u> in</u>	-	×
仚	Password protection			
<u>C</u>	Would you like your backup to be encrypted?			
	someone might gain access to your backup medium.			
E₹	If you approved your backup and lose the password then the backup will become			
	unusable!			
	O not encrypt the backup			
=:	O Encrypt the backup			
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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

Ξ	Ashampoo Backup Pro 16	📮 _ = ×
仚	Advanced Settings	
EC	Below are some advanced settings that most people will not need to change.	
E	Otherwise simply click on Next to continue.	
Ę	Compression:     ZLib     Change       Encryption:     No Encryption     Change	
≡≍	Restore Default Settings	
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(÷)	✓ Back	Next <b>&gt;</b>

You may select a different compression / encryption method here.

# 5. Backup schedule

Ξ	Ashampoo Backup Pro 16 🦻 🗕 🖬 🗡	:
仚	Backup Schedule	
1 C	Please select how frequently and when automatic backups should be done.	
E	O No Automatic Backups	
	Oaily Backup       Start Time:     13:00	
≡≍	O Weekly Backup	
	O Advanced	
$^{(0)}$		
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Ô	✓ Back	

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

Backups 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

Ξ	Ashampoo Backup Pro 16	📮 _ 🖬 🗙
仚	Missed Backups	
EC	If scheduled backups are missed (for example because the computer was switched off):	
Ef	Make a backup at the next opportunity ~	
Ξ¥		
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Ô	<b>≺</b> Back	Next 义

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

≡	Ashampoo Backup Pro 16 🛛 📮 🔳 🗙
仚	Power Settings
СП С	If you do not know what to select below then you can simply leave the default selection.
_	Automatically shut down the computer after backup
E₹	
	after the backup is finished. The shutdown has a countdown and can be aborted.
ΕD	If the computer wants to go into sleep mode during backup:
	Allow sleep mode only if running on battery nower x
Ξ×	Allow sleep mode only in running on bartery power
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Second Second	
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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



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

Ξ	Ashampoo Backup Pro 16	₩ _ ≡ ×
仚	Backup Reports	
<u>1</u> C	This software can archive reports about the created backups. Please select what kind of reports you would like.	
E	Report Contents O No reports	
Ē	 Short: just some statistical information Normal: summary and errors 	
=*	O Detailed: information about each file (large!)	
<u> </u>	Report Archive Size Number of old reports to keep: 9	
\bigcirc	Restore Default Settings	
ŝ		
٢	K Back	Next 🗲

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

Ξ	Ashampoo Backup Pro 16	🗭 _ = ×
仚	Backup Report Emails	
	The program can automatically send the backup reports to you via email. A free MyAshampoo account is required for this. If you don't have an account yet, you can create one in the next step.	
ĒŦ	Automatically send reports via email	
= ¥		
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	✓ Back	Next 📏

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

≡	Ashampoo Backup Pro 16	₩ _ =	×
仚	Version settings		
51 D	The program can keep older versions of files that are part of the backup.		
Et	 Only keep the current version of a file. Delete old ones. Keep older versions for at least: 30 days 		
5 TD			
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3	K Back	Next >	

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

12. Summary

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俞		Summary			
		Sammary			
С	You have selected the option something.	ns listed below. Click on Finish to complete the process or on Back if you would like to change			
	Backup location:	c:\Ashampoo Backups\New Plan			
E↑	Backup format:	Standard Format			
	Incremental backup:	Enabled - Block Level (always enabled)			
	Backup report contents:	Normal (keep last 10 reports)			
L)	Send backup report emails:	Disabled			
	Schedule:	The backup is scheduled to automatically start every day at 13:00.			
≡≈	Missed backups:	Make a backup at the next opportunity			
	Shut down after backup:	Disabled			
\swarrow	Sleep during backup:	Allow sleep mode only if running on battery power			
	Verify after backup:	Enabled			
6	Keep old versions for:	30 days			
S	Compression:	ZLib			
-	Encryption:	No Encryption			
হিট্য					
A					
5	< Back		Finis	h 🔉	

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

3.2 Create backup

Once you have created a <u>backup plan</u> 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 <u>overview</u> page.

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

Pause / Continue

Pauses / Continues the current process.

Abort

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



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.

	Ashampoo Backup Pro 16 🧧 -	- =	×
仚	Select Backup to Restore		
ЦС	Restore a backup from an installed backup plan		
Ef	Please select the backup that you would like to restore. Name Location		
ս	Drive Backup c:\Ashampoo Backups Files Backup c:\Ashampoo Backups Partition Backup c:\Ashampoo Backups Test2 c:\Ashampoo Backups		
= *			
<u> </u>			
\odot	O Restore a backup from some other location		
කු			
;	✓ Back	>	

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

	Ashampoo Backup Pro 16	9	-	=	×
仚	Select backup storage type				
51 D	Please select the type of the storage where the backup data is stored.				
F	O Local drive or network drive				
	O 😵 Dropbox				
회	O 🖉 Google Drive				
=*	O 🙆 OneDrive				
<u> </u>	O ConeDrive for Business				
ඟ	O e Strato HiDrive				
<u>ح</u>	O 181 1&1				
ফ্র	O T·· MagentaCLOUD (Deutsche Telekom Mediencenter)				
3	✓ Back	Ne	ext 义		

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

<u> </u>	Ashampoo Backup Pro 16	-	=	×
命	Select backup drive			
	Please select the drive that the backup data is stored on.			
٢C	Total Space Free Space			
P	O C: (System) 953,4 GB 863,5 GB			
LT	O D: (Data) 232,9 GB 230,2 GB			
E	O E: 0,0 GB 0,0 GB			
ĘŲ	O F: 4,9 GB 4,9 GB			
≡≍	O Network location or other drive			
\odot		Refre	sh	
ক্ষ	If the backup was stored in a custom folder on the backup drive then please select it here. Otherwise leave this setting at its default.			
	Folder Name: Ashampoo Backups Change Set to default			
(C)	✓ Back	Next	>	

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

	Ashampoo Backup Pro 16	ģ	-	•	×
俞	Authorize access				
С	i You need to authorize this program to access your storage space. Click 'Authorize' to do that now.				
E	Authorize				
=*					
කු					
	≺ Back	Ne	ext 🕽		

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

	Ashampoo Backup Pro 16 🧧 💻 🗖	×
仚	Enter Server Address	
5 1	Please enter the address of the WebDAV server and the path of the container folder in which your backups on the server are stored.	
	Example: https://myserver.com/MyBackups	
Ŀ↑	Server and folder:	
B		
Ξ¥		
<u> </u>		
0		
ঞ্		
6	≺ Back	

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

2. Select backup

	Ashampoo Backup Pro 16 🧧 📮 🖬 🗙
仚	Select Backup
EC	Please select the backup you would like to restore. Location: c:\Ashampoo Backups
Ef	If the backup you are looking for is not in the list then it is probably stored in a different location. In that case, click 'Back' to change the location.
1 1	Backup Name Drive Backup Files Backup Partition Backup
Ξ¥	Test2
<u> </u>	
Ø	
ক্ষ	Refresh
6	✓ Back

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

3. Password

=	Ashampoo Backup Pro 16	😐 _ 🖬 X
仚	Password	
5 I C	The backup you are trying to restore is protected with a password. Please enter that password below. You chose this password yourself when you created the corresponding backup plan.	
E	Password:	
=*		
Ø		
礅		
3	✓ Back	Next 🗲

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 16 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.

	Ashampoo Backup Pro 16	<u>ju</u>	-	=	×
仚	Browse Backup Contents				
51 C	Please select the backup that you would like to open. Backup date: 01.10.2021 13:00 ~				
Ef	Below you see a list with the source drives that were backed up in the selected backup. Click on 'Open' to open the backup that was made from the corresponding drive.				
Ę	Data (D:) Open				
=*					
\odot					
ঞ্	Remove All Created Virtual Drives Back to Main Menu				
	✓ Back				

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

							_
=	Ashamp	oo Backup Pro 16		,	-	= ×	<
仚	Res	store disk contents					
EC	Please select which disks you would like to restore. Simp onto the desired destination disk on your computer (rig click on Next.	oly drag one or more disks from the backup (ht side). The restore process will not begin u	(left side) ntil you				
E	Show backup from: 01.10.2021 13:00 ~						
	Backup Contents	Your Computer					
	Data (D:) 01.10.2021 13:00 233 GB	Drop a backup here to select it for copying to this drive.	C: (System) 953 GB			•	
=*		Drop a backup here to select it for copying to this drive.	D: (Data) 233 GB				
<u> </u>		Drop a backup here to select it for copying to this drive.	E: 3,91 MB				
0		Drop a backup here to select it for copying to this drive.	F: 4,94 GB				
ঞ্		Drop a backup here to select it	(BOOT)				
()	✓ Back	Open Partition Manager Refresh		Ne	xt 🔉		

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

\equiv	Ashampoo Backup Pro 16 🧧 – i	×
仚	File selection	
ЦС	Please select which files and folders you would like to restore. Double click on a folder to open it.	
E	You can also go back in time and browse through old versions of your files by selecting a date below. Show backup contents from: 01.10.2021	
ц.		
≡₹	C:\Users\mve\Downloads\inconsolata-v17-la Folder	
Ø		
කු	Select All Deselect All	
٩	✓ Back	1

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

\equiv	Ashampoo Backup Pro 16	<u> </u>	• ×
仚	Restore destination		
EC	Choose the location where the restored files and folders should be stored.		_
E	c:\Wiederhergestellt	Browse	
=*			
<u> </u>			
\otimes			
ক্ষ			
(c)	✓ Back	Next	>

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

		Ashampoo Backup Pro 16	œ	-	=	×
仚		Summary				
БС	You have selected the options or on Back if you would like to	listed below. Click on Restore to complete the process change something.				
	Backup Location:	c:\Ashampoo Backups\Files Backup				
	Restore to Folder:	c:\Wiederhergestellt\Restored on 2021-10-01				
	Files and Folders to Restore:	All files and folders				
	Backup State from:	Now				
Ę	Access Permissions:	Use default access permissions				
=×						
<u> </u>						
\odot						
ক্ষ						
3	K Back		 Resto	re 🕽		

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 <u>restore your backup</u>. 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

	Ashampoo Backup Pro 16	🗭 _ = ×
仚	View Backup	
EC IC	Browse a backup from an installed backup plan	
Et	Please select the backup that you would like to open. Name Location Drive Backup c:\Ashampoo Backups	
E D	Files Backup c:\Ashampoo Backups Partition Backup c:\Ashampoo Backups Test2 c:\Ashampoo Backups	
= ¥		
<u> </u>		
0	O Browse a backup from another location	
क्ष		
6	≺ Back	Next 🗲

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

	Ashampoo Backup Pro 16	ģ	-		×
仚	Select backup storage type				
5 I C	Please select the type of the storage where the backup data is stored.				
F	O Local drive or network drive				
	O 😵 Dropbox				
QI	O 🖉 Google Drive				
=*	O 🙆 OneDrive				
<u> </u>	O C OneDrive for Business				
Ø	O 🖪 Strato HiDrive			ł	
~	0 181 181				
হিয়	O T · · · MagentaCLOUD (Deutsche Telekom Mediencenter)			~	
6	✓ Back	N	ext (>	

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

<u> </u>	Ashampoo Backup Pro 16	-	- 1	×
命	Select backup drive			
	Please select the drive that the backup data is stored on.			
ŧС	Total Space Free Space			
	O C: (System) 953,4 GB 863,5 GB			
LT	O D: (Data) 232,9 GB 230,2 GB			
E	O E: 0,0 GB 0,0 GB			
ЕŅ	O F: 4,9 GB 4,9 GB			
≡₹	O Network location or other drive			
\odot		Re	fresh	
क्षि	If the backup was stored in a custom folder on the backup drive then please select it here. Otherwise leave this setting at its default.			
	Folder Name: Ashampoo Backups Change Set to default			
(i)	✓ Back	Next	• >	

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

	Ashampoo Backup Pro 16	ģ	-	•	×
仚	Authorize access				
С	i You need to authorize this program to access your storage space. Click 'Authorize' to do that now.				
Ef	Authorize				
Ξ¥					
0					
ŝ					
	✓ Back	N	ext 🕽	>	

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

	Ashampoo Backup Pro 16 🧧 💻 🗖	×
仚	Enter Server Address	
EC	Please enter the address of the WebDAV server and the path of the container folder in which your backups on the server are stored.	
	Example: https://myserver.com/MyBackups	
ЕŤ	Server and folder:	
Ę		
=*		
<u> </u>		
Q		
ক্ষ		
æ		
G	✓ Back	

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

2. Select backup

<u> </u>	Ashampoo Backup Pro 16 🧧 💻 🛎
命	Select Backup
<u>1</u> C	Please select the backup you would like to restore. Location: c:\Ashampoo Backups
Ef	If the backup you are looking for is not in the list then it is probably stored in a different location. In that case, click 'Back' to change the location.
3	Backup Name Drive Backup Files Backup Partition Backup
Ξ×	Test2
Ø	
ঠ্য	Refresh
(c)	✓ Back

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

3. Password

=	Ashampoo Backup Pro 16	<u>p</u>	_ i	×
仚	Password			
СП	The backup you are trying to restore is protected with a password. Please enter that password below.			
E	Password:			
=*				
Ø				
ŝ				
3	✓ Back	Ne	xt 🔉	R

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

5.1 View files

1. Select files

=	Ashampoo Backup Pro 16 🧧 💻 🗧							×	
仚	File selection								
EC	Please double click the file you would like to view. Double click on a folder to open it.								
Ef	Show backup contents from: 01.10.2021								
Ę	Name	Туре	Size	Modified Date				7	
=*	C:\Users\mve\Downloads\inconsolata-v17-latin	Folder							
<u> </u>									
$^{(0)}$									
ঞ্য									
6	✓ Back								

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?

	Ashampoo Backup Pro 16 🧧 🗕 🖬 🗌						
	File selection						
	Please double click the file you would like to view. Double click on a folder to open it. You can also go bac Show backup conter C:\Users\m Name inconsolata-v1 Open with default application Cancel Open Cancel Open						
\$\$ ©	✓ Back						

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

		A _ I_	De las De 16	2	_ = ×
		Asr	атроо васкир Рго 16		
仚	This is a list of all avai	lable backup reports. Dou	uble click on a report to open it.		
0 1 1	Finished 01.10.2021 13:02 01.10.2021 12:52	Started 01.10.2021 13:00 01.10.2021 12:52 01 10 2021 12:28	Name Drive Backup Partition Backup Files Packup		
E	25.07.2019 10:11	25.07.2019 10:10	Test2		
=×					
Ø					
- 2 2 3	Open Report			Delete F	Report
Ø	K Back				

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. Check disks

=	Ashampoo Backup Pro 16	-	-	×
仚	Check Hard Disks			
CII C				
E				
Ξ¥				
<u> </u>	All disk drives			
Ø	Check and Repair Check only			
කු	Show disk drives			
•				

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

	,	Ashampoo B	ackup Pro 16		9	- •	i X
仚			•				
БG		H	ae aisk arives				
E	NVMe KXG50ZNV1T02 NVM 954 GB	ASMT 2115 USB Device	USB Flash Disk USB Device				
B	C: System (C:)	Health:	Size	:	Check and Repair	î	
Ξ¥	File system: NTFS		863 (GB free of 953 GB	Check only	j	
	D: Data (D:)		Size	:	Check and Repair		
\otimes	File system: NTFS		230 (GB free of 233 GB	Check only		
ক্ষ	E: Unnamed Drive		Size		Check and Repair	•	
•				Shore Shore	w nidden and system par	utions	

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.

8. 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

	Ashampoo Backu	up Pro 16 📮 💻 🗙						
仚	Rescue Medium							
EC IC	The rescue system allows you to restore a backup even in cases when your computer does not start anymore.							
₽	USB Stick	CD / DVD						
Ę	Create a rescue USB stick.	Create a rescue CD or DVD.						
=*	Please connect your USB stick to your computer and select it below.	Please select the drive you would like to use to burn the CD/DVD.						
<u> </u>	E: 4,1 MB Your drive is not shown in the list?	No compatible drive found ~						
\odot	Show all drives							
ŝ								
٢	C Back Next >							

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-deploymentkit

Users of Windows versions other than Windows 10 need to download the ADK for Windows 8.1 .

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 <u>drive or partition backup</u>.

9. 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.