



# Insta Backup Gold

## Insta Backup Gold 3.0 **User Guide**



## Overview

Backup refers to keeping additional copies of data so that we can get back our data in the event of any accidental data loss. '**Insta Backup Gold**' is a complete solution to data backup. It is developed in such a way that it takes care of every possible aspect of data backup. It creates backup, restores backup, schedules backup, creates and manages a secure zone for safekeeping of backup image file, mounts / unmounts backup image and clones hard drives and volumes.

'**Insta Backup Gold**' creates backup of individual file, entire drive, and mails by creating an image file. All files included in a backup process are saved in this image file. This backup image can be mounted / unmounted. The process of mounting creates a virtual drive called 'Insta Drive' that can be opened and explored just like any other drive on the computer. 'Insta Drive' can be removed by unmounting the backup image.

'**Insta Backup Gold**' restores backup image to specified location on the computer.

'**Insta Backup Gold**' creates '**Stellar Secure Zone**' where backup files can be saved. Backup files saved in this zone are extra safe and virus free as this zone is accessible only by '**Insta Backup Gold**'. This zone is created by making a partition of hard disk using free space available or by trimming unused space from other drives on the computer. Just like any other partition on the computer, the size of this secure zone can be increased or decreased. This zone can also be formatted . The added advantages of this secure zone are - after the creation of '**Stellar Secure Zone**', F10 key can be used to boot computer in case of OS failure and the partition made during creation of secure zone remains even after secure zone is deleted.

'**Insta Backup Gold**' clones hard disk and disk volumes easily and quickly.

'**Insta Backup Gold**' creates '**Rescue Disk**' that can be used to boot computer to access backup files in case operating system (OS) is not working. This '**Rescue Disk**' can be a bootable 'Compact Disc' (CD) or 'Digital Versatile Disc' (DVD).

## Key Features

- Simple and user friendly software.
- Creates backup of files/folders, drives and mails at preferred location.
- Schedules backup process.
- Restores backup image files at preferred location.
- Creates and manages 'Stellar Secure zone'.
- Clones entire hard disk and volumes.

- Mounts backup image.
- Unmounts backup image.
- Creates 'Rescue Disk'.
- Option to boot computer using F10 key in case of OS failure.
- Displays and saves log report of process.

## What is New in This Version?

In addition to all the previous features mentioned below,

- Simple and user friendly software
- Backup
- Schedule Backup
- Restore Backup
- Stellar Secure zone
- Drive Cloning
- Mount Image
- Unmount Image
- Rescue Disk
- Log report

'**Insta Backup Gold**' has following new features:

- Enhanced GUI.
- Mail backup.
- ISO image burn ( No need for any third party disk burning tool).
- Option to boot computer using F10 key in case of OS failure.
- '**Search for Files**' option in mounted drive.
- '**Shutdown computer**' option on completion of process.

# Installation Procedure

Before installing the software, ensure that your computer meets the minimum system requirements.

## Minimum system requirements

- **RAM:** 1 GB
- **Hard Disk:** 100 MB of free space
- **Operating System:** Windows XP / Vista / Windows 7

## To install the software:

- Double-click '**InstaBackupGold.exe**' executable file to start installation. 'Welcome to Insta Backup Gold Setup Wizard' dialog box is displayed.
- Click '**Next**' button. 'License Agreement' dialog box is displayed.
- Choose '**I accept the agreement**' option. '**Next**' button will be enabled. Click it.
- 'Select Destination Location' dialog box is displayed.
- Click '**Browse**' button to select the destination path where the setup files will be stored.
- Click '**Next**' button. 'Select Start Menu Folder' dialog box is displayed. Choose appropriate options.
- Select '**Create a desktop icon**' in 'Select Additional Tasks' to create a desktop shortcut for the software.
- 'Ready to Install' dialog box is displayed. Review the entries. Click '**Back**' if you want to change them.
- Click '**Install**' to start installation. The Installing screen shows the installation process.
- After completing the process, 'Completing the Insta Backup Gold Setup Wizard' window is displayed. Click '**Finish**'.

To continue without restarting your computer, select '**No, I will restart the computer later**' option and click '**Finish**'.

- On successful installation, 'Insta Backup Gold' icon is automatically added to the Task bar on computer restart and you get the following window on the desktop.



- Click Create Rescue Media to create 'Rescue Disk'.
- Click Create Backup to take backup of files.
- Click '**Minimize**' to minimize the 'Insta Backup Gold' window.
- Click '**Exit**' to remove 'Insta Backup Gold' icon from Task bar.

# Starting Insta Backup Gold

To start 'Insta Backup Gold':

- Click **Start->All Programs -> 'Insta Backup Gold'** and select **'Insta Backup Gold'**.
- Double-click **'Insta Backup Gold'** icon on desktop to launch.

You can also click **'Insta Backup Gold'** icon at Taskbar to start creating rescue disk or start taking backup of files and drives.

## User Interface

'Insta Backup Gold' has a very simple and user friendly 'Graphical User Interface' (GUI). It has a single window where all the options have been provided to let you access its various features.

After launching the program, you will see the interface as shown below:



## Options on main user interface

Different options present on the main user interface are as described below:



**1. Rescue Disk:** This option lets you create 'Rescue Disk' that can be used to boot computer in case of OS failure.

**2. Schedule Backup:** Use this option to schedule your backup according to your preference.

**3. Log Report:** Use this option to view, save and clear log report of process.

**4. About:** Click this option to know help line for different countries, support / buy link, and product version.

**5. Help:** Use this option to access 'User Manual' if you face any issue while using the product.

### 6. Backup:



This option helps you create backup of individual file, entire drive, and mails on your computer.

### 7. Restore:



Use this option to restore backup image created by 'Insta Backup Gold' at specified location.

### 8. Secure Zone Manager:



This option lets you create and manage 'Stellar Secure Zone'.

## 9. Drive

### Cloning:



Use this one to clone your hard disk(s) and volumes.

## 10. Mount

### Image:



This option helps you mount backup image created by 'Insta Backup Gold'.

## 11. Unmount

### Image:




Using this option, you can unmount mounted backup image.

## How to Order?

'Insta Backup Gold' can be purchased online using a credit card. Please visit, <http://www.stellarinfo.com/data-safety-eraser/instabackup/buy-now.php> for more information and to place an order.

You can find various offers, available at the site to buy the software. For evaluation, you can also download the latest demo version of the software from the web site.

If you have demo version of the software installed, click 'About'  icon on the main user interface to open a dialog box as shown below.




Click 'Buy Now' link to go further with the purchasing process.

Once the payment is complete, an activation serial number along with activation details is sent via e-mail.

## How to Activate?

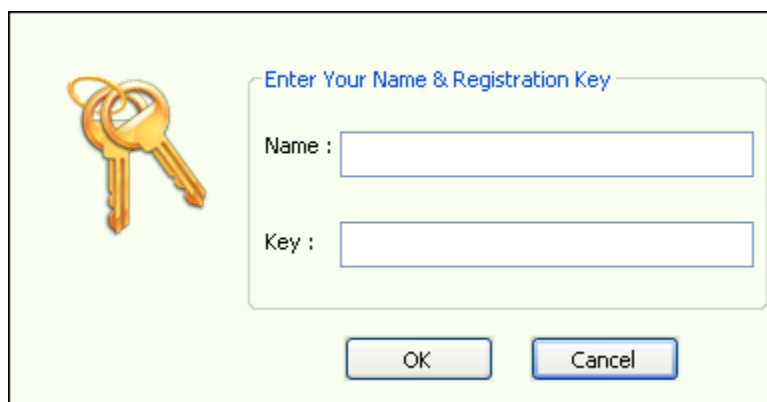
Once the software has been purchased and the 'Serial Key' is received, the software can be activated.

**To register the demo application, follow the steps given below:**

- Start the demo version of the application.
- Click 'About'  icon on the main user interface. A dialog box containing 'Register' button opens. Click on 'Register' button. You get a dialog box with two options. By default the second option is selected.



- Click 'OK' and enter 'User Name' and 'Activation Code' in the dialog box that opens as shown here:



- If the key entered is valid, confirmation message will appear, click '**OK**'. Now, the product is successfully activated.

Selecting 'I do not have the registration key' option will take you to 'Stellar' web site from where you can purchase the product.

## Features

'Insta Backup Gold' has a long list of useful features that makes creating and managing backup quite an easy task.

1. **Simple and user friendly software:** Its simple wizard based working style guides you through all the steps of backup and restore process.
2. **Comprehensive Backup:** It enables you to create backup of files, hard disk(s), and mails.
3. **Restores from Backup:** You can restore full backup, a volume, some files or folders, and mails at original location or at a location of your preference.
4. **Stellar Secure Zone:** To store backup image securely, you can create an isolated partition completely safe from virus attacks. This partition is known as 'Stellar Secure Zone' .
5. **F10 option:** The software gives you option to access your backup image file even if your computer refuses to boot after OS crash. Just press F10 key immediately after computer is started. This opens up a 'Restore wizard' through which you can access your backup image file stored in any hard drive on the computer.
6. **Drive Cloning:** This feature allows you to create an exact replica of the source disk or volume. All the data, formats, and file system in the source disk get copied to the destination disk.
7. **Rescue Disk:** The software lets you create bootable 'Rescue Disk' that can be used to boot system in the event of OS crash.
8. **Password Protection:** Backup image can be password protected to prevent unauthorized access.
9. **Mail Notification:** You can set 'Insta Backup Gold' to send an email notification to specific e-mail ids on completion of job.
10. **Image Consolidation and Validation:** You can set number of incremental/differential backup to be taken before taking a full backup by setting 'range' in 'Image Consolidation'. 'Image Validation' option is for checking correctness of backup image.
11. **Incremental / Differential / Full Backup:** You can choose type of backup as per your requirement.
12. **Saves data anywhere:** It enables you to backup your data on any location without any additional software. You can save backup image to local hard drive, to USB flash drive or can store backup image in remote computer using LAN.

13. **Backup on a schedule:** With 'Insta Backup Gold' internal scheduler, you can schedule backup according to your preferences ( daily, weekly, or monthly ).
14. **Manage Tasks:** This feature enables you to change settings associated with a backup image according to your choice.
15. **Mount Image:** This lets you create a virtual drive on your computer.
16. **Log Report:** Log is generated during each process that helps users analyze the process in detail. You can also save this log report to analyze process at a later stage.

## How to Uninstall the Application?

If ever needed, you can uninstall '**Insta Backup Gold**' in two ways:

Click '**Start**' -> '**All Programs**' -> '**Insta Backup Gold**' -> '**Uninstall Insta Backup Gold**'. Follow on screen instructions to completely remove the software, including registry entries from your computer.

Click '**Start**' -> '**Control Panel**' -> '**Add Or Remove Program**'. Select '**Insta Backup Gold**' entry from the displayed list and click '**Change/Remove**'. Follow on screen instructions to completely remove the software, as well as registry entries from your computer.

- You will not be able to restore files, folders and drives from backup image files created by '**Insta Backup Gold**' after uninstalling the software from your computer.
- You cannot access '**Stellar Secure Zone**' after uninstallation of '**Insta Backup Gold**'.

## Stellar Secure Zone

One of the remarkable features of 'Insta Backup Gold' is its ability to create a secure and virus free zone called '**Stellar Secure Zone**' to store backup image files. This zone provides ultimate security to backup image files as this zone is normally invisible as a drive or folder and can be accessed only through '**Insta Backup Gold**'. However, it can be seen listed as a folder

- In the '**destination window**' when user creates backup of files  
and
- In the '**select source window**' when user restores files.

Only one '**Stellar secure zone**' can be created in a hard disk. There are two ways to create a '**Stellar Secure Zone**':

1. If unused space is available in hard disk then '**Stellar Secure Zone**' can be created using this space.
2. '**Stellar Secure Zone**' can be created using space trimmed from logical drives. However, user can trim space only from drives that have free space available.

This secure zone can be formatted and its size can be increased / decreased. You can also remove '**Stellar Secure Zone**' any time to free up space allocated to it. However, you should restore backup image files stored in '**Stellar Secure Zone**' to some other location as after deletion of this secure zone, files contained in it will no longer be available.

### Advantages of '**Stellar Secure Zone**':

- An isolated partition that is safe from virus attacks.
- Accessible to only '**Insta Backup Gold**'.
- Option to boot computer using F10 key in case of OS failure( F10 option is available only after '**Stellar Secure Zone**' has been created).

### Limitations of '**Stellar Secure Zone**':

- In Windows XP, space cannot be trimmed from a drive that has 'File Allocation Table (FAT)' file system.
- In Windows XP, space cannot be trimmed from a partition that is defined as an active partition.

## F10 Option

'**Insta Backup Gold**' lets you use **F10** key to boot computer in the event of OS crash. However, this is possible only after you have created 'Stellar Secure Zone'. **F10** option enables you to access your backup image file stored on your computer even if you are unable to access your computer. All you have to do is to press **F10** key immediately after starting the computer. This opens up a '**Restore wizard**', which helps you access your backup image file and restore it to any location on your computer.

This way, you can even bring your computer back to previous working state provided you have already created backup image file of drive having OS.

## Rescue Disk

'Insta Backup Gold' lets user create '**Rescue Disk**' that can be used to boot system to access backup image files in the event of OS( operating system )crash.

In case, your operating system (OS) is not working, simply boot your computer using 'Rescue Disk'. 'Rescue Disk' launches the 'Restore Wizard' through which you can restore backup image files. You can also restore your corrupted OS to previous working state if you have already created backup image file of drive containing OS.

To create a '**Rescue Disk**', ISO image file of '**Insta Backup Gold**' needs to be burned to a 'Compact Disc (CD)' or 'Digital Versatile Disc (DVD)'.

## Stellar Support

Our 'Technical Support' professionals will give solutions for all your queries related to 'Stellar' products.

You can either Call Us or Go Online to our support section at <http://stellarinfo.com/support/>.

For price details and to place the order, click <http://www.stellarinfo.com/data-safety-eraser/instabackup/buy-now.php>

Chat Live with an Online technician at <http://stellarinfo.com/support/>.

Search in our extensive 'Knowledge Base' at <http://www.stellarinfo.com/support/kb.php>.

Submit enquiry at <http://www.stellarinfo.com/support/enquiry.php>.

E-mail to 'Stellar Support' at [support@stellarinfo.com](mailto:support@stellarinfo.com).

### Support Helpline

#### Monday to Friday [ 24 Hrs. a day ]

<b>USA (Tollfree- Pre Sales Queries)USA</b>	+1-877-778-6087
<b>(Post Sales Queries)</b>	+1-732-584-2700
<b>UK (Europe)</b>	+44-203-026-5337
<b>Australia &amp; Asia Pacific</b>	+61-280149899
<b>Netherlands Pre &amp; Post Sales Support</b>	+31-208-111-188
<b>Worldwide</b>	+91-921-395-5509
<b>Skype Id</b>	stellarsupport
<b>Email Orders</b>	<a href="mailto:orders@stellarinfo.com">orders@stellarinfo.com</a>

## Create Backup

'Backup' option on the main user interface helps you create backup of entire drive, individual files, and mails. When you click this option, 'Backup wizard' opens and takes you towards completion of process in a series of steps.

The steps are:

- Opening of Wizard
- Selecting Backup Option
- Selecting destination
- Providing Backup 'Image/Task' name
- Providing Password, Mail Notification, Image Consolidation and validation
- Scheduling Backup
- Processing

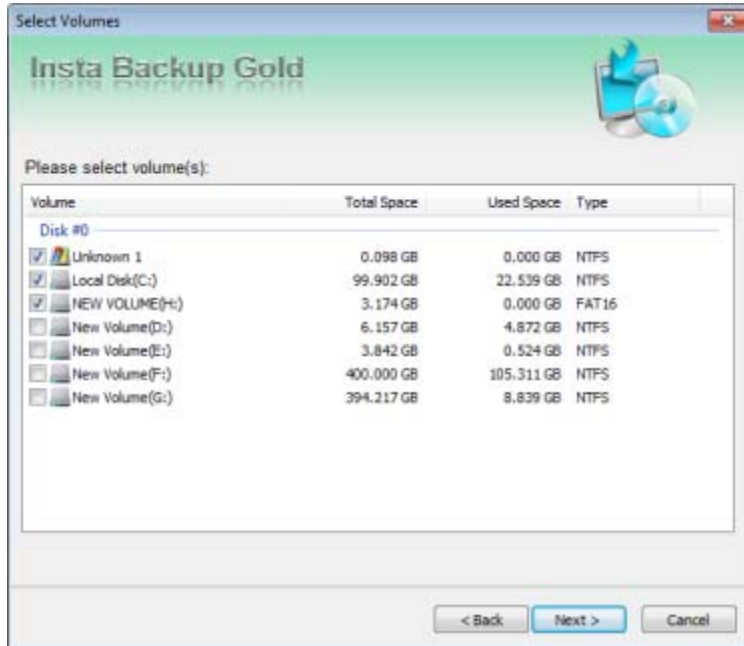
Click '**Backup**' option to open '**Welcome to create backup wizard!**'.



The wizard gives you the following options for selecting data for backup:

- **My Computer:** This option lets you create backup of entire drive.

This option displays list of volumes present on the computer as shown here:

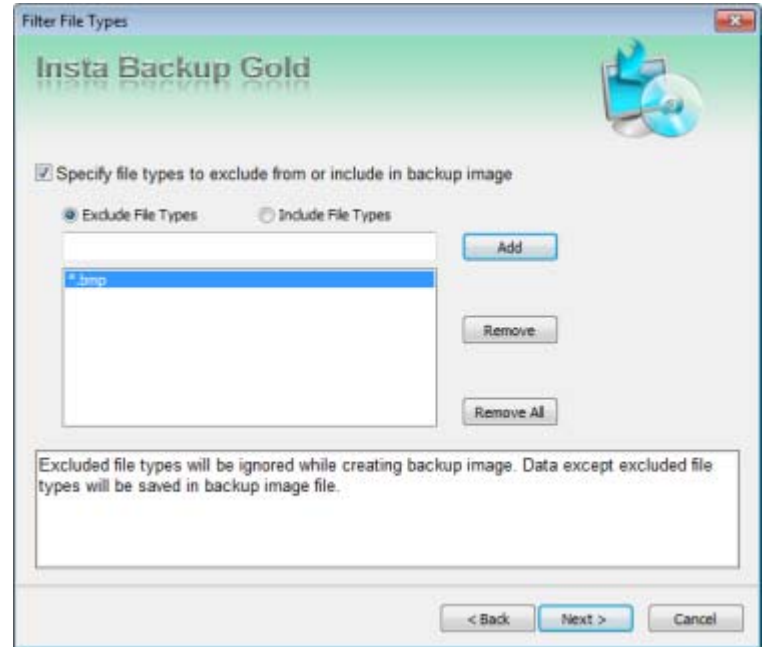
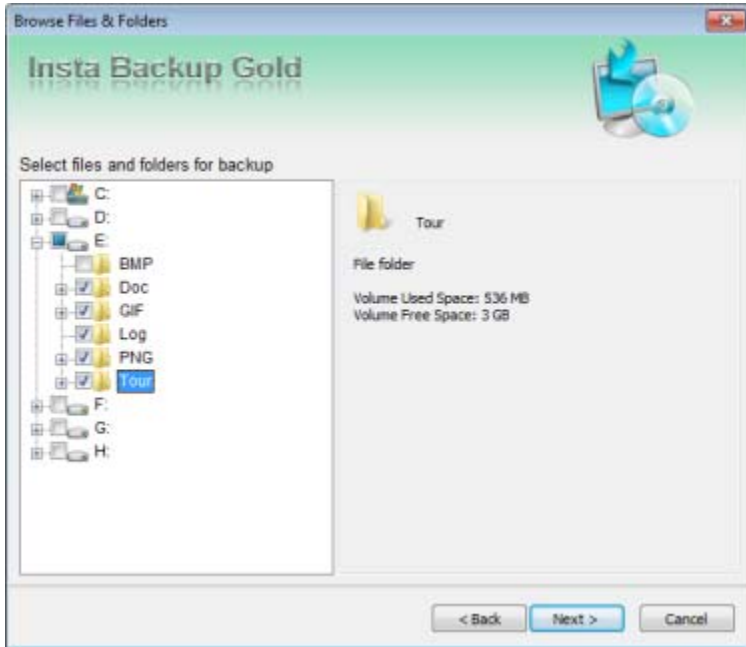


Select drives you want to create backup of and click '**Next**'.

- **My Files & Folders:** This option lets you create backup of files and folders.

This option gives you two choices:

1. You can select desired files / folder to be backed up.
2. You can specify file types to be included in or excluded from backup image file.

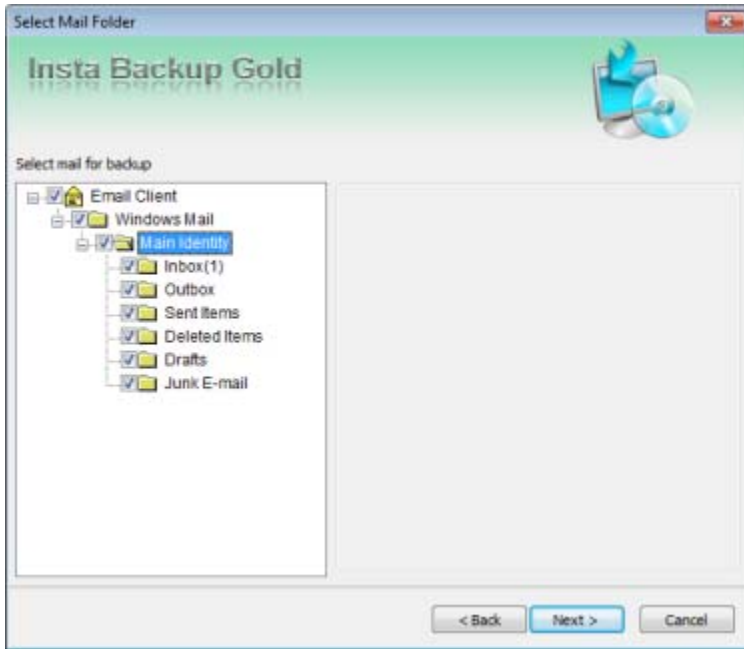


When you include a file type, backup image file contains only that file type and not other file type.

When you exclude a file type, backup image file does not contain that file type.

- **My Mails:** This option lets you create backup of mails.

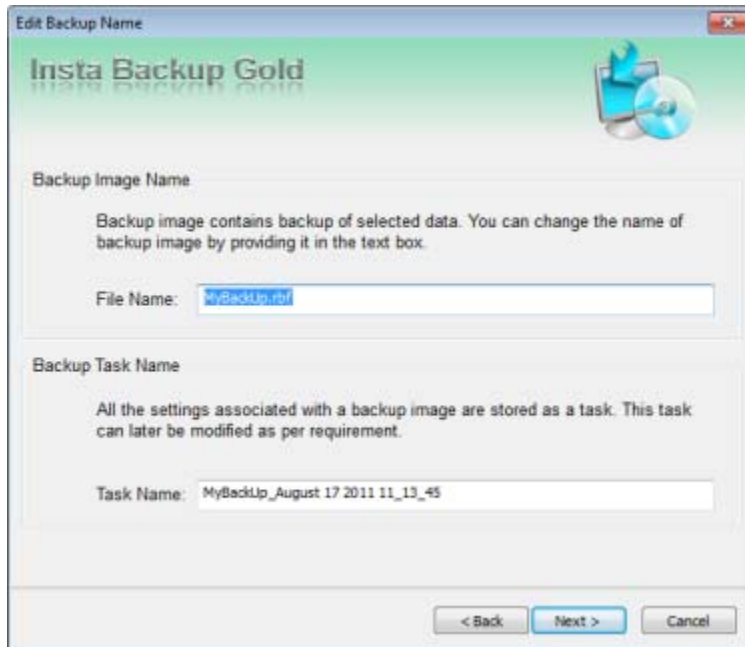
When you select this option, the wizard starts searching for the mail items and after finishing the search, displays list of mail clients, accounts, mailboxes and folders in a tree like structure.



Select desired items and click '**Next**' to proceed further.



Now choose the destination for saving backup image file and click '**Next**'.



Now you need to give 'Backup Image' and 'Task' name and click 'Next'.

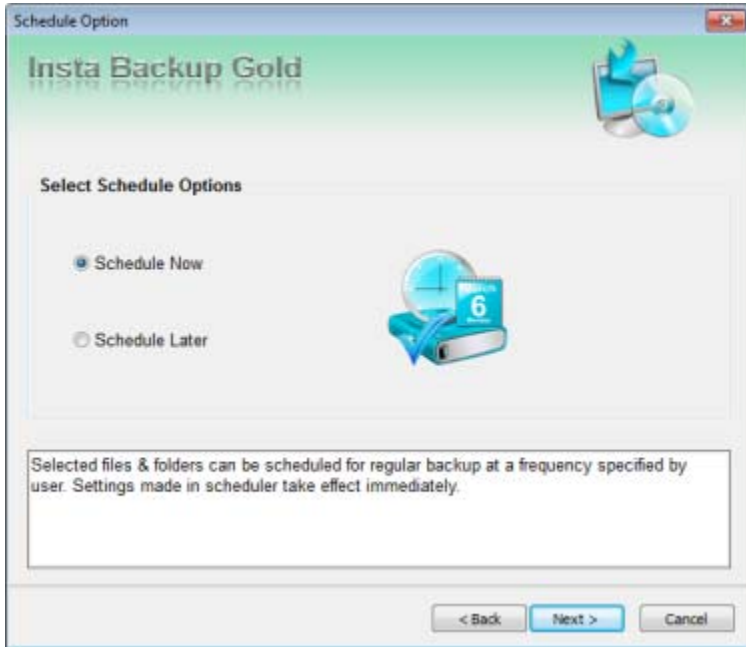
Next, you have the following options:

1. You can set a password to the backup file to prevent unauthorized access to the file through '**Set Password**' option.
2. You can direct application to send notification mails to specific e-mail ids on successful completion of the backup process.
3. You can direct application to play a sound after completion of process.
4. You can set number of incremental / differential backup to be taken before a full backup is taken using '**Select Range**' option.
5. You can check correctness of backup image using '**Image**



## Validation'.

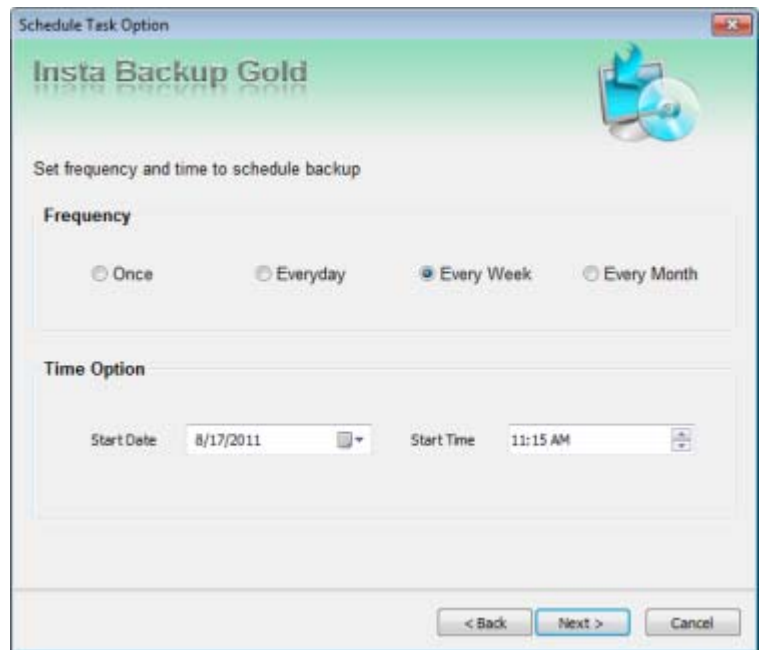
After filling in the required information, click '**Next**'.



Next window gives you options to schedule backup '**Now**' or '**Later**'.

### Schedule Now:

This option lets you decide whether to take backup '**Once**', '**Everyday**', '**Every Week**' or '**Every Month**'. Also set start date and time for the process to start.



Click '**Next**' to go to next window where you can select whether you need **Full / Incremental / differential** backup. Also select **level of compression** you require.

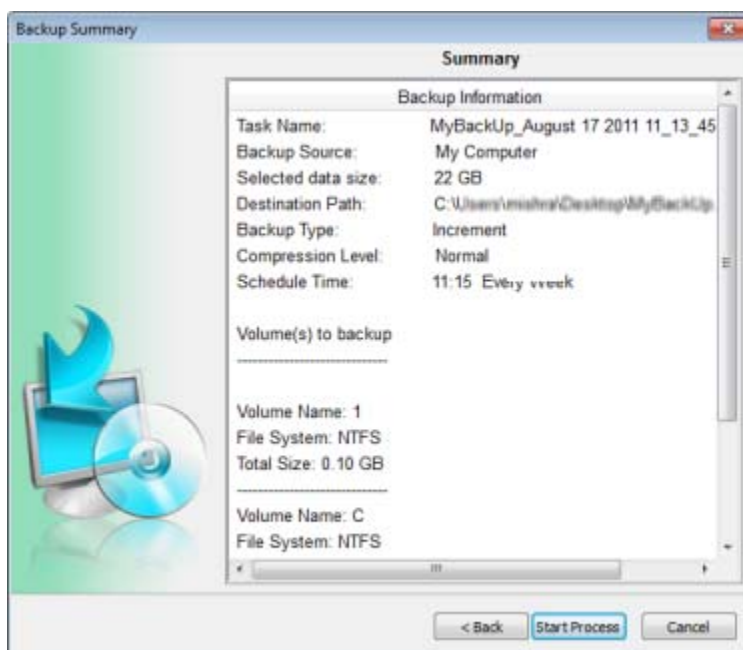


### Schedule Later:

If you choose '**Schedule Backup Later**', you need to select '**Compression level**' only.



After you have scheduled your backup, click **'Next'**. It brings a window with summary of information you have filled in till now.



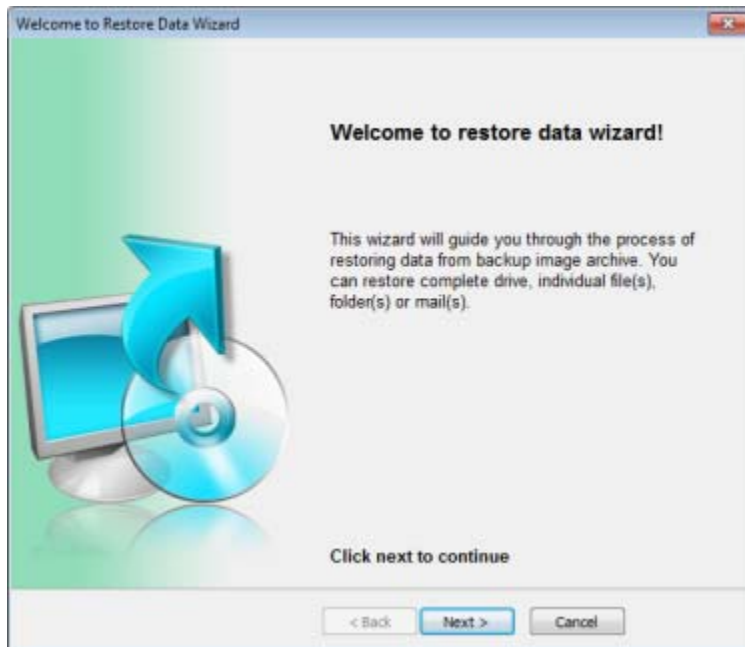
Click **'Start Process'** to start the process. A windows displays the progress of process. You can direct application to shut down the computer after completion of task by checking the corresponding option.

After successful completion of the process, 'Backup successfully completed' message is displayed. Click **'OK'**.

## Restore Data

'Restore' option on the main user interface helps you restore backup image files(.rbf ) created by 'Insta Backup Gold' at preferred location.

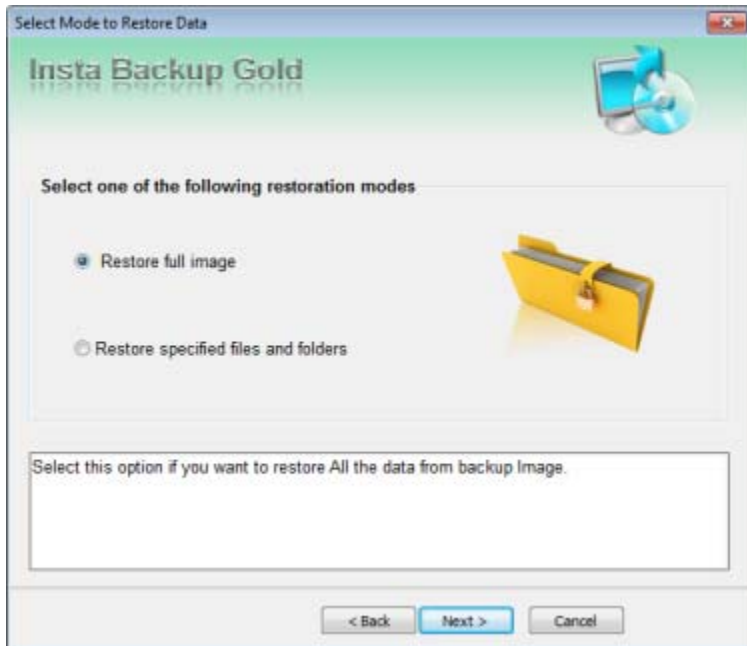
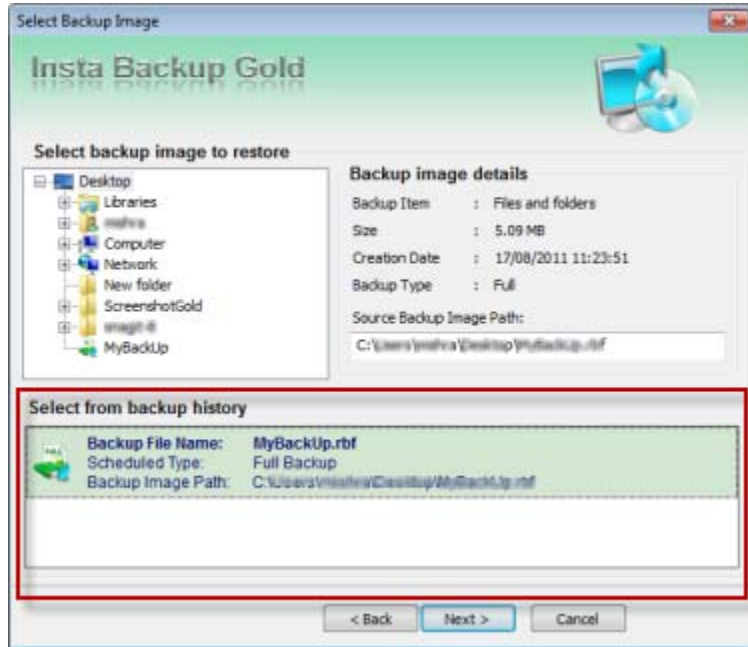
When you click 'Restore' option, 'Welcome to restore data wizard!' opens.



When you click 'Next' to continue, the wizard starts analyzing volumes and 'Select Backup Image' window opens.

You can select backup image file either from the tree of drive and folders or directly from the list of backup history.

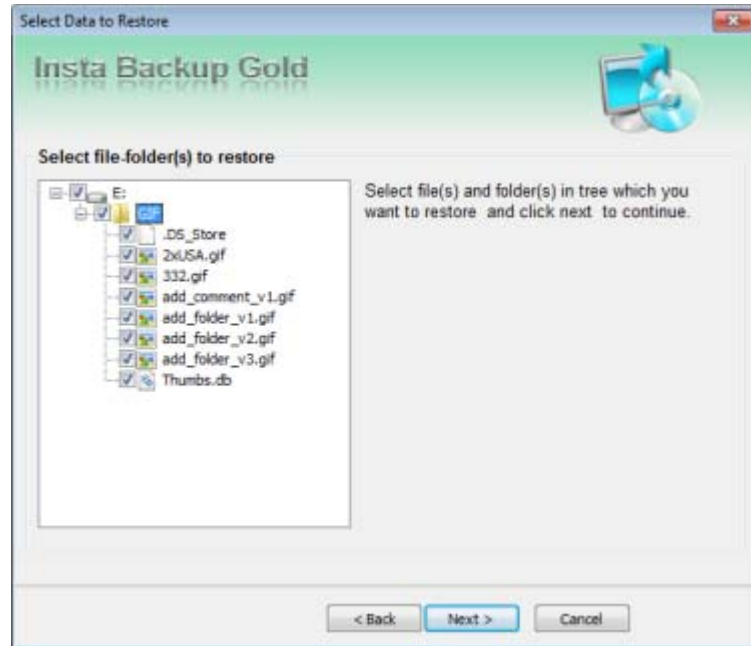
Select backup image to be restored and click 'Next'.



Now, select whether to restore Full image

### Specified file and folders

This option lets you select files / folders of your choice to restore. You can select items from the tree view in left pane of the window.



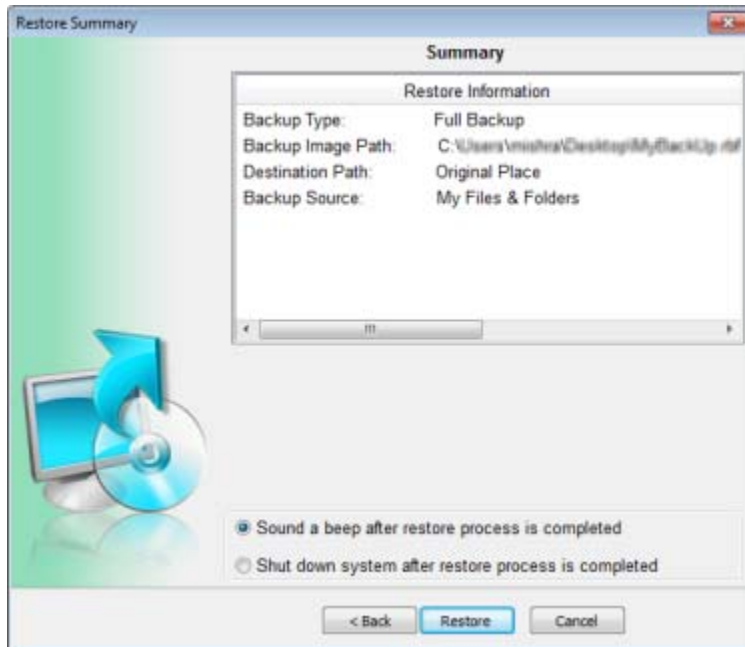
After you made up your choice, you will be prompted to select restore location.

**'Original Place'** option lets you restore backup image to its source location.

**'New Place'** option lets you specify destination for saving backup image.

Click **'Next'**, after choosing the location.





A window with summary of information you have filled in till now, opens. Click **'Restore'** to start the restoration process.

Here you can

direct application to sound a beep on completion of restore process

or

to shut down computer on completion of restore process.

After successful restoration, a message to this effect will be displayed. Click **'OK'** to return to main user interface.

You can also restore backup image using following shortcut method:

Navigate to the location of saved backup image, right click backup image icon. Choose **'Restore'** from the drop down menu.

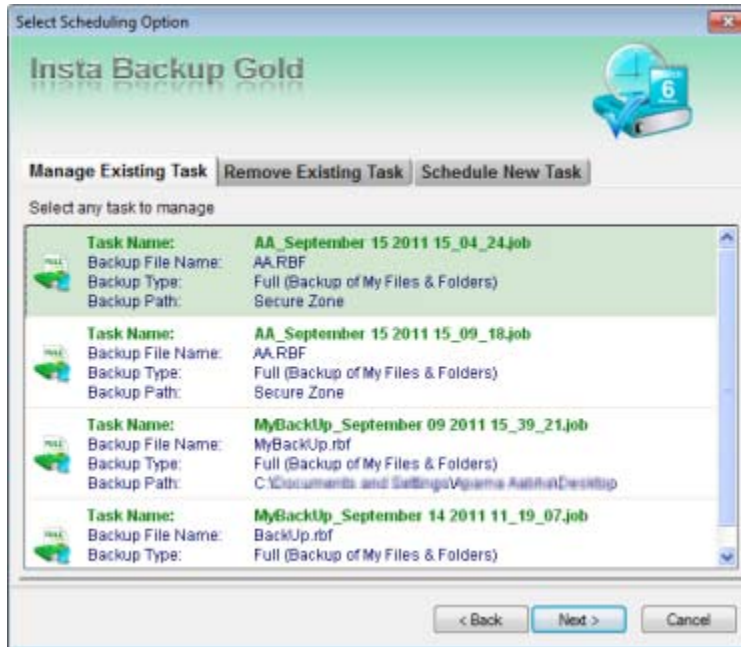
## Schedule Task

'Schedule Backup' option on the user interface lets you schedule your backup tasks according to your preferences. You can set type of backup ( full, incremental, differential), specify frequency ( daily, weekly, monthly ), set time to start backup, modify or delete existing backup tasks.

When you click 'Schedule Backup' option on the main user interface, '**Welcome to schedule task wizard!**' window opens.



Click '**Next**'. Next window has three options:



## 1. Manage Existing Task

This option lets you change settings associated with a particular backup task.

- To change settings of a backup task, select it from the list displayed under '**Manage ExistingTask**' tab. Click '**Next**'.
- In the next window, you can add to or remove files / folders from existing backup task as per your requirements. Click '**Next**'.
- Next, you can specify file types to be included in or excluded from backup image file.
- Select location to save backup image.
- If you desire, '**Set password**', '**Mail notification**', '**Image consolidation**' and '**Validation**'. Click '**Next**'.
- Select backup type and compression level. Click '**Next**'.
- Set frequency and time for the process and click '**Process**' button.
- You will get a message - 'Task modified successfully'. Click '**OK**' to close '**Schedule Task**' window and to return to main user interface.

## 2. Remove Existing Task

- To remove an existing task, click '**Remove Existing Task**' tab and select the task you need to remove from the list displayed. Click '**Next**'.

- This brings up a **'Summary'** window. Click **'Remove Task'**.
- You will be asked whether you really want to delete the task.
- Click **'Yes'** to delete task.
- After successful deletion, a message 'Task (task name)deleted successfully' appears.
- Click **'OK'** to close **'Schedule task'** window and to return to main user interface.

### 3. **Schedule New Task**

This option lets you create new backup task.

Give new task name in the space provided and click **'Next'**. The wizard takes you through a series of steps exactly in the same way as Create Backup.

## Manage Stellar Secure Zone

'**Stellar Secure Zone**' is used for safekeeping of backup image files. To manage '**Stellar Secure Zone**', let us know how to

- Create Stellar Secure Zone
- Increase Size of Stellar Secure Zone
- Decrease Size of Stellar Secure Zone
- Format Secure Zone

## Create Stellar Secure Zone

To create '**Stellar Secure Zone**', click '**Secure Zone Manager**' option on the main user interface. '**Welcome to secure zone manager wizard!**' opens.

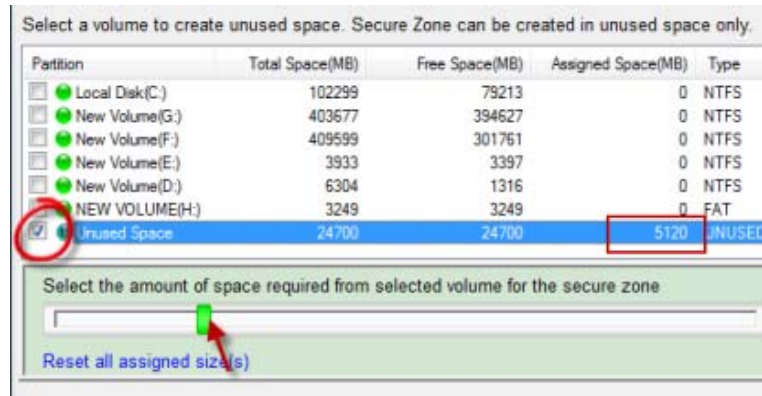
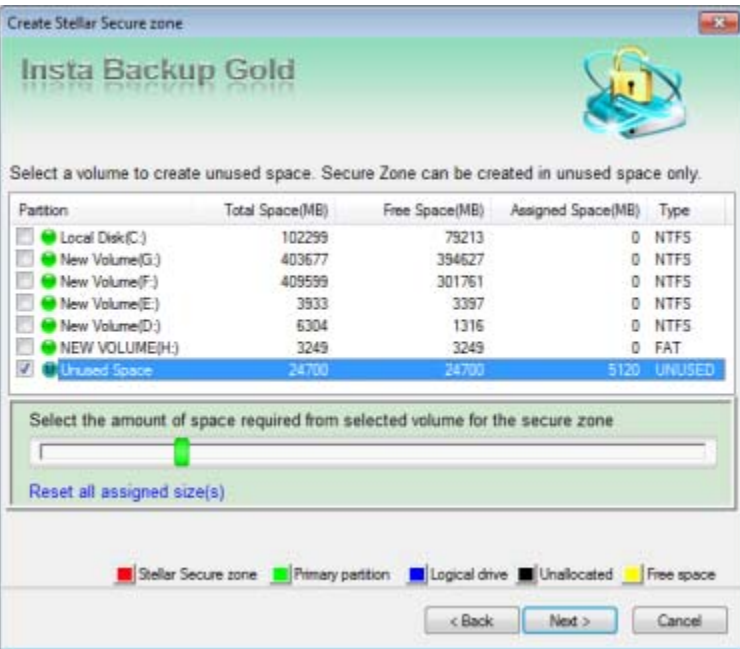


Click '**Next**' and select '**Add Secure Zone**' option in the next window as shown here:



**'Manage Secure Zone'** option will be enabled only after you create '**Stellar Secure Zone**'. After that, '**Add Secure Zone**' option will be changed to '**Remove Secure Zone**'.

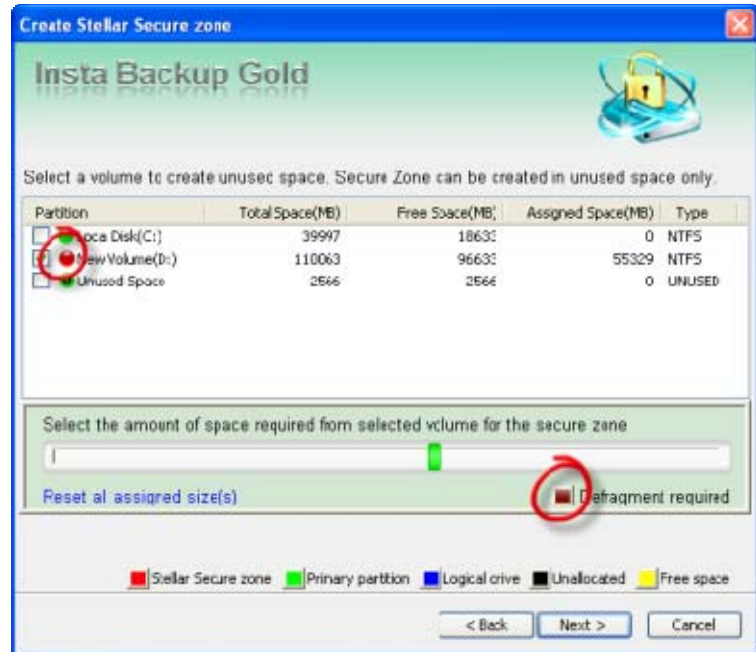
Next window lists all the partitions as well as unused space existing on the computer.



- You can trim spaces from existing partitions.**

If unused space is unavailable in your hard disk or has not enough space, you can trim free space available from other drives to create 'Stellar Secure Zone'.

For this, check the drive check box and specify the size of the zone by dragging the slider or by typing it under 'Assigned Space' heading. Repeat this process for multiple drives if you need. If the size specified by you exceeds the free space available in a drive, its icon turns to red and 'Defragment Required' message appears as shown in figure:



It is not advisable to trim space from drive containing the 'Operating System'.

After specifying the size, click '**Next**'.

View the details in the '**Summary**' dialog box that opens.

Click '**Start Process**' to create '**Stellar Secure Zone**'. You can direct application either to shutdown or restart computer on completion of process by selecting appropriate option in '**Summary**' dialog box.

After the '**Stellar Secure Zone**' is created successfully, you can see it listed as 'INSTASZONE' along with other partitions in 'Computer Management' Window.

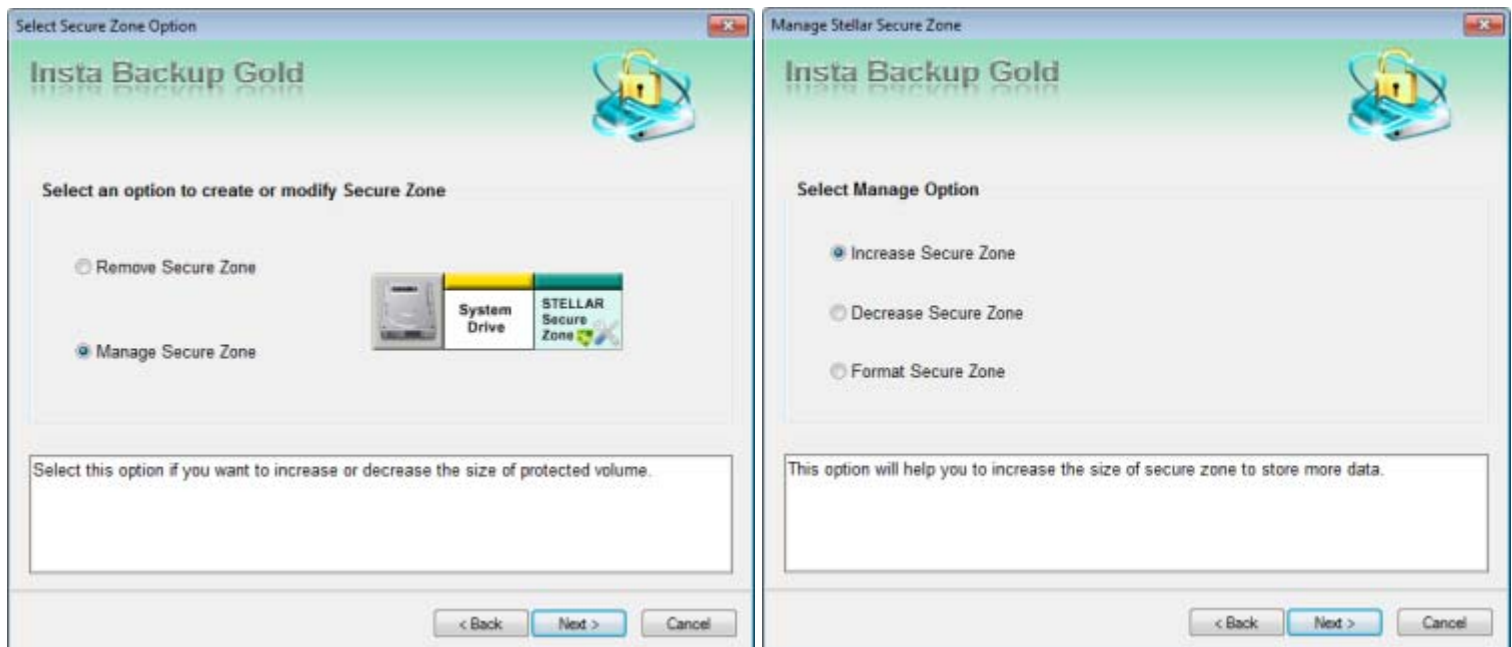


After creation of 'Stellar Secure Zone', 'F10' option is seen enabled on computer restart.

## Increase Size of Stellar Secure Zone

To increase size of 'Stellar Secure Zone':

1. Click '**Secure Zone Manager**' icon. '**Welcome to Stellar Secure Zone Manager Wizard!**' opens. Click '**Next**'.
2. Select '**Manage Secure Zone**' option. Click '**Next**' and select '**Increase Secure Zone**' option in the next window.



3. The window containing list of all the partitions as well as unused space existing on the computer appears. View the free space available in unused space. If space available in '**Unused Space**' meets your requirement then check '**Unused Space**' check box and drag the slider to define the size that should be added to '**Stellar Secure Zone**'. If '**Unused Space**' does not have sufficient space, then you can trim space from other drives too.
4. Click '**Next**'. '**Summary**' window appears. Click '**Start Process**' to add space to '**Stellar Secure Zone**'.

## Decrease Size of Stellar Secure Zone

To decrease size of 'Stellar Secure Zone':

1. Click '**Secure Zone Manager**' icon. '**Welcome to Stellar Secure Zone Manager Wizard!**' opens. Click '**Next**'.
2. Select '**Manage Secure Zone**' option. Click '**Next**' and select '**Decrease Secure Zone**' option in the next window.
4. View the space available in '**Stellar Secure Zone**'. Select the drive to which space trimmed from the '**Stellar Secure Zone**' will be added.
5. Select the amount of space to be decreased in '**Stellar Secure Zone**' by dragging the slider.



6. Click '**Next**'. 'Summary' window appears. Set the '**Restart computer**' or '**Shutdown computer**' option to be performed once trimming is completed. Click '**Start Process**'.

## Format Secure Zone

To format '**Stellar Secure Zone**':

1. Click '**Secure Zone Manager**' icon. '**Welcome to Stellar Secure Zone Manager Wizard!**' opens. Click '**Next**'.
2. Select '**Manage Secure Zone**' option. Click '**Next**' and select '**Format Secure Zone**' option in the next window.
3. Click '**Next**'. '**Summary**' window appears. Click '**Start Process**' button to format '**Stellar Secure Zone**'.

All data in '**Stellar Secure Zone**' will be erased.

# Clone Hard Drive / Volume(s)

'Drive Cloning' feature of 'Insta Backup Gold' lets you create an exact copy of hard disk or volume(s).

## To clone

Click 'Drive Cloning' icon on the main user interface to open drive cloning wizard. Click 'Next'.



You will be given options to

1. Clone Hard Drive
2. Clone Volume(s)

First option is enabled when more than one hard disk is attached to your computer.

Some points should be remembered before cloning a hard disk:

- Hard disk that is used as destination drive should have size equal to or greater than the size of source hard disk.
- Hard disk that contains operating system cannot be specified as destination drive.

## 1. Clone Hard Drive

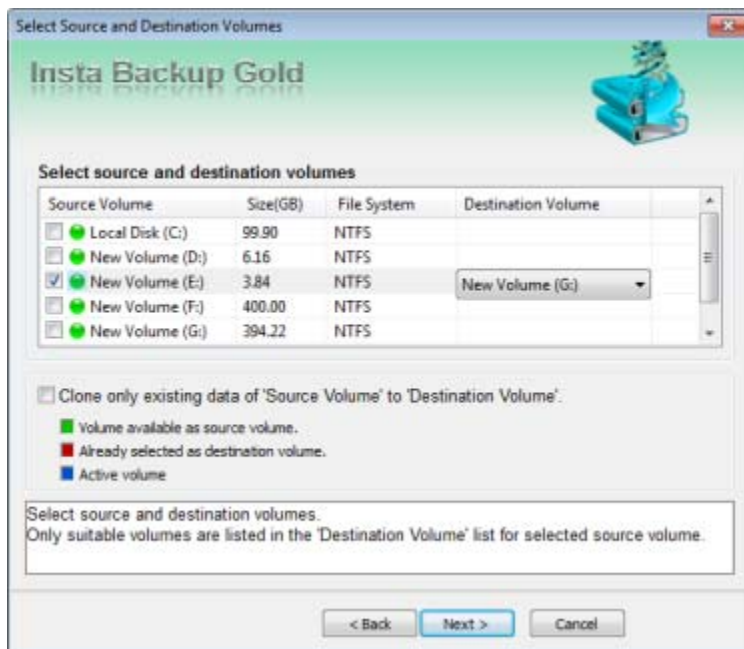
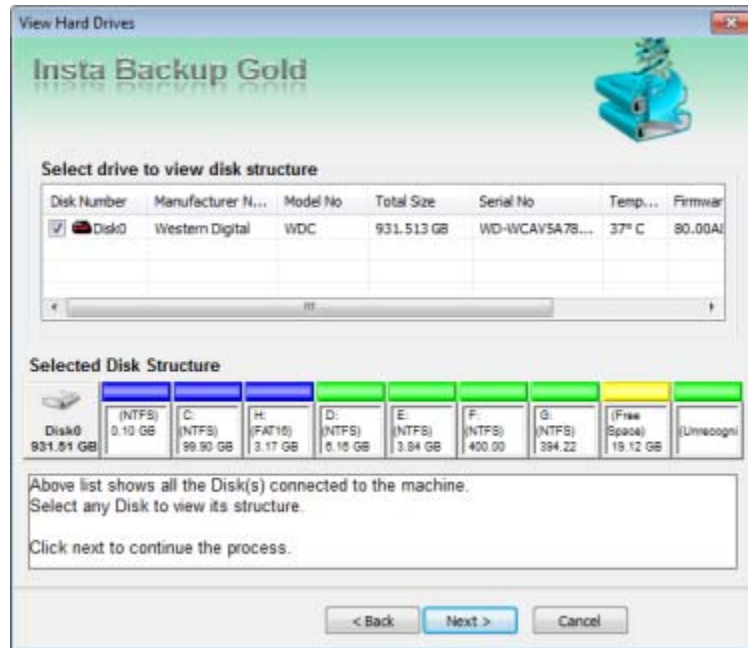
- Select '**Clone Hard Drive**' option and click '**Next**'. A window appears that contains the list of hard disk attached to the computer.
- Select source and destination hard drives. Click '**Next**'.
- Click '**StartProcess**' in 'Summary' dialog box.
- On successful completion of the process, a message to this effect is appeared. Click '**OK**'.
- The message 'System needs to be restarted now' appears.

- Click 'OK' to restart the system.

## 2. Clone Volume(s)

Select '**Clone Volumes**' option in the window that opens and click '**Next**'.

A window containing list of volumes on the computer appears. To see the structure of a disk in the same window, check its check box. Click '**Next**' to proceed.



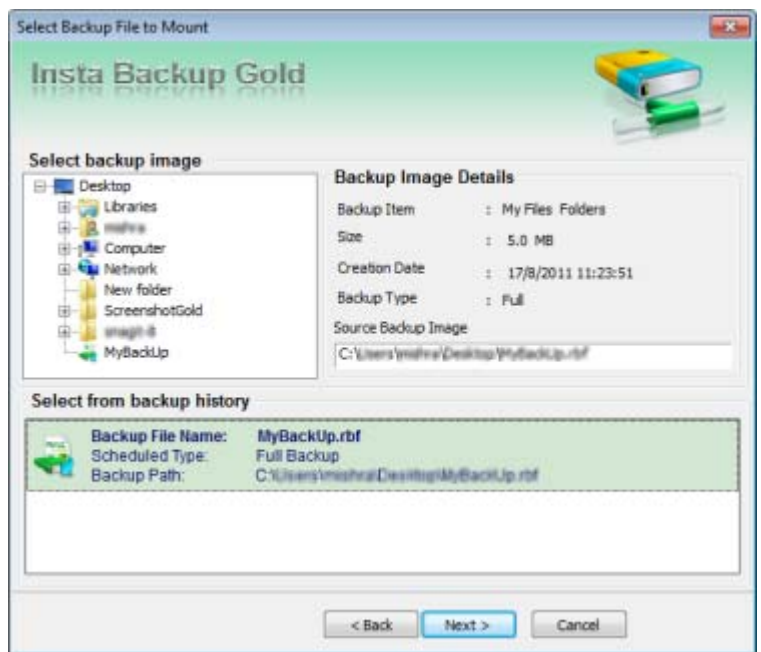
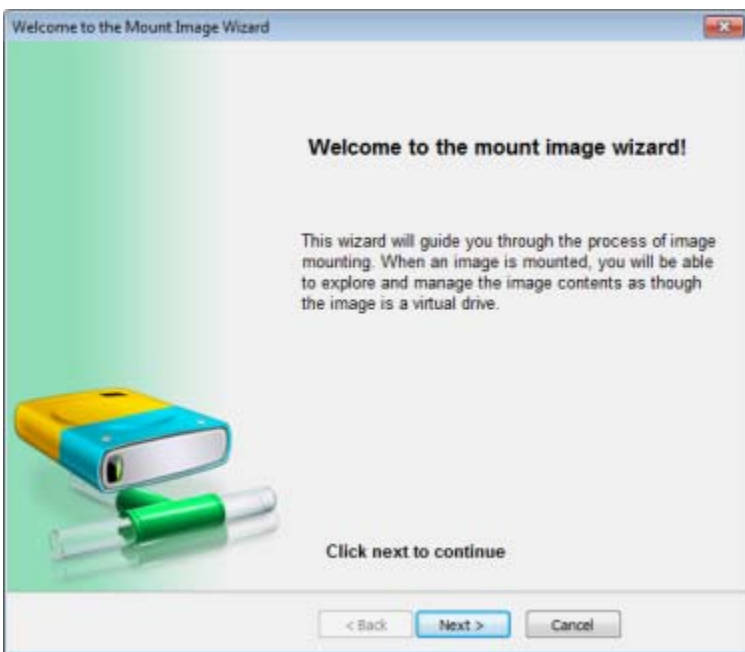
Select volumes that are to be cloned under the '**Source Volume**'. You can specify location where the volume is to be copied under '**Destination Volume**' option. Only volume that has enough free space available and can accommodate another volumes, are listed as '**Destination Volume**'. Click '**Next**'. At this stage, you can review and change the selected destination drive volumes by choosing '**Reset**' option in the window that opens. Click '**Continue**' to proceed.

'Summary' dialog box opens. Click **'Start Process'**. On successful completion of process, message- 'Volume cloning is successfully completed' appears. Click **'OK'**.

# Mount Image

'Mount Image' option on the main user interface helps you create a virtual drive that can be 'Opened' and 'Explored' just like any other drive on the computer. Click 'Mount Image' option on main user interface to open 'Welcome to the mount image Wizard!'

When you click 'Next', the wizard starts analyzing partitions and 'Select Backup Image' window opens up.



Select backup image you wish to mount and click 'Next'. 'Summary' window opens. Click 'Process' button in this window. After the process is finished, 'My Computer' window pops up with newly created 'Insta Drive' listed in it along with other drives.



- User cannot mount images that are stored in 'Stellar Secure Zone'.
- Files included in 'Insta Drive' cannot be deleted.
- Files cannot be pasted or saved in 'Insta Drive'.

You can also mount virtual drive using these two shortcut methods:

1.) Navigate to the location of saved backup image.

Right click backup image icon. Choose '**Mount Stellar Backup Image**' from the drop down menu.

2.) Navigate to the location of saved backup image.

Double click backup image icon. The application starts exploring image. After that, it creates and launches the virtual drive.

## Unmount Image

Use '**Unmount**' option to remove '**Insta Drive**' from your computer. Click '**Unmount Image**' option on main user interface to open '**Welcome to unmount image wizard!**'.

Click '**Next**'. After Wizard finishes analyzing virtual drive, 'Summary' window opens.

Click '**Process Now**' button. Unmounting process starts and after the virtual drive is removed, 'Virtual drive unmounted successfully' message is displayed.

Click '**OK**' to return to main user interface.


You can also unmount virtual drive using the following shortcut method:

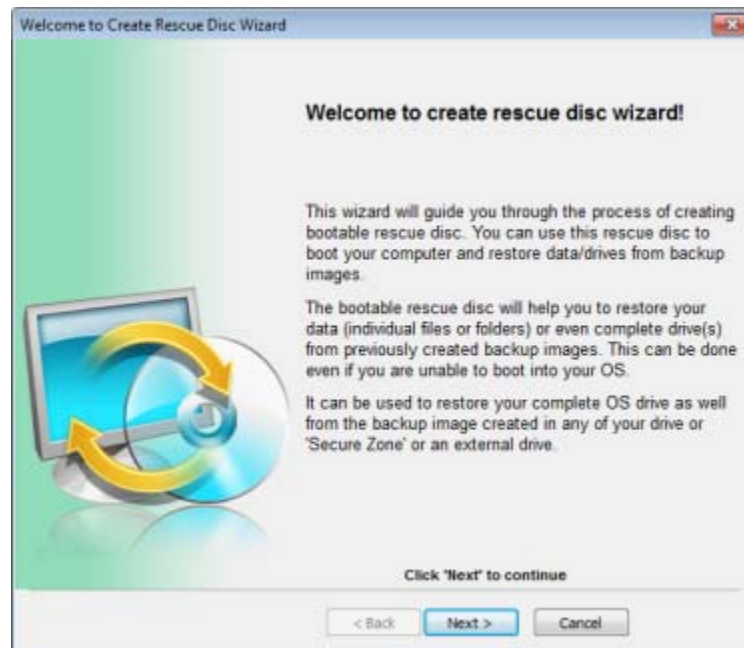
Right click '**Insta Drive**'.

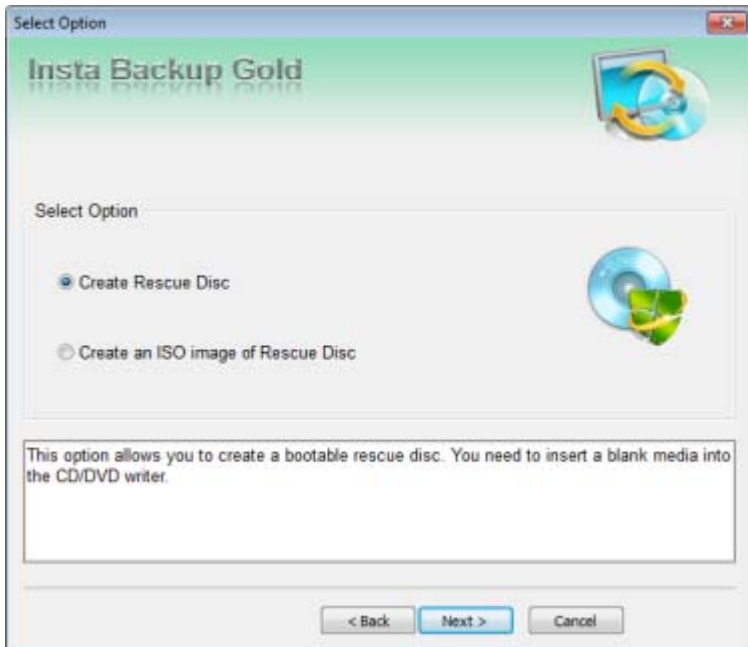
Select '**Unmount Drive**'.

## Create Rescue Disk

To create 'Rescue Disk':

1. Click 'Rescue Disk'  icon on the main user interface of 'Insta Backup Gold'.
2. 'Welcome to create rescue disk wizard!' dialog box is displayed. Click 'Next'.



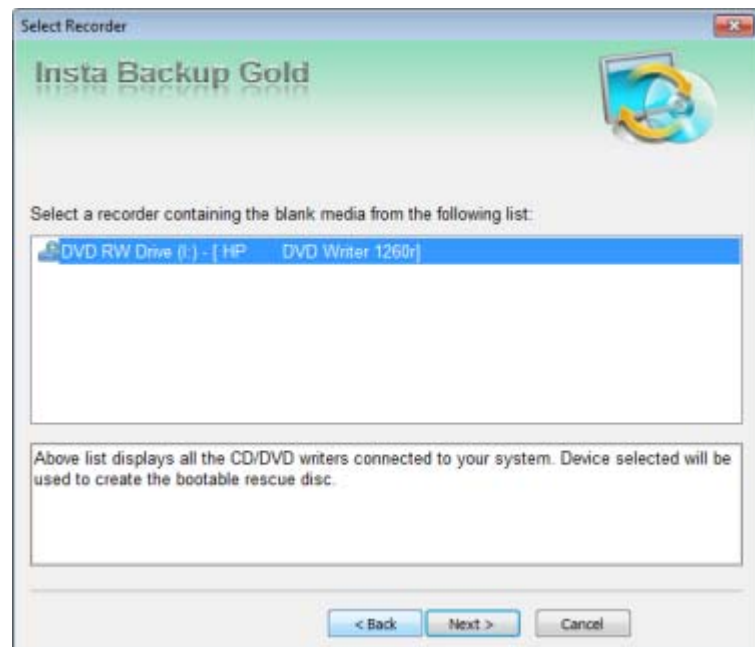


You can either

1. **Create 'Rescue Disk'.**

Or

This option displays a window containing list of CD/DVD recorder attached to the computer.



Insert a CD/DVD into the drive of your choice and select it from the list. Click '**Next**' to proceed. If media is not blank, you will be asked whether to erase data or not. Click '**Yes**' and press '**Start Process**' button in 'Summary' dialog box. ISO image file will be burned to the disk and it will be ejected automatically after the process finishes.

2. **Create an ISO image of 'Rescue Disk'.**

This option will require you to provide destination to save ISO image. By default, the destination is 'computer desktop'. Use '**Browse**' button to save ISO image at a location of your

preference.

'Summary' dialog box will open. Click '**Start Process**' button to create ISO image file at the preferred location. On successful completion of the process, a message to this effect is displayed.

The first option creates an ISO image file and automatically burns it to a disk. Second option lets you create an ISO image that can be burned to a disk with the help of third party disk burning tool.

# Restore Operating System using Rescue Disk

The '**Rescue Disk**' can be used to restore a corrupted OS provided you have already taken backup of drive containing the OS. After restoration, your computer will work same as before.

## To restore OS using '**Rescue Disk**' disk:

1. Insert '**Rescue Disk**' in your computer's CD or DVD drive.
2. Restart your computer. Disk runs automatically.
3. '**Rescue Disk**' launches restore wizard. Browse for backup image files (.rbf) of the drive containing the OS.
4. Restore the backup image file to its original location.
5. Restart your computer.

- When you restore a drive to its original location using '**Rescue Disk**', ensure that the drive shown by OS is same drive of which you have taken backup. Since, if drive letter is changed then you need to identify the required drive. OS assigns drive letters in consecutive order. You can change drive letter according to your preference. However, on booting from '**Rescue Disk**', OS shows drive letter consecutively and ignores assigned letter.
- If OS is installed on an extended partition then the OS cannot be restored to previous state using '**Rescue Disk**'. However, you can restore data of that drive.

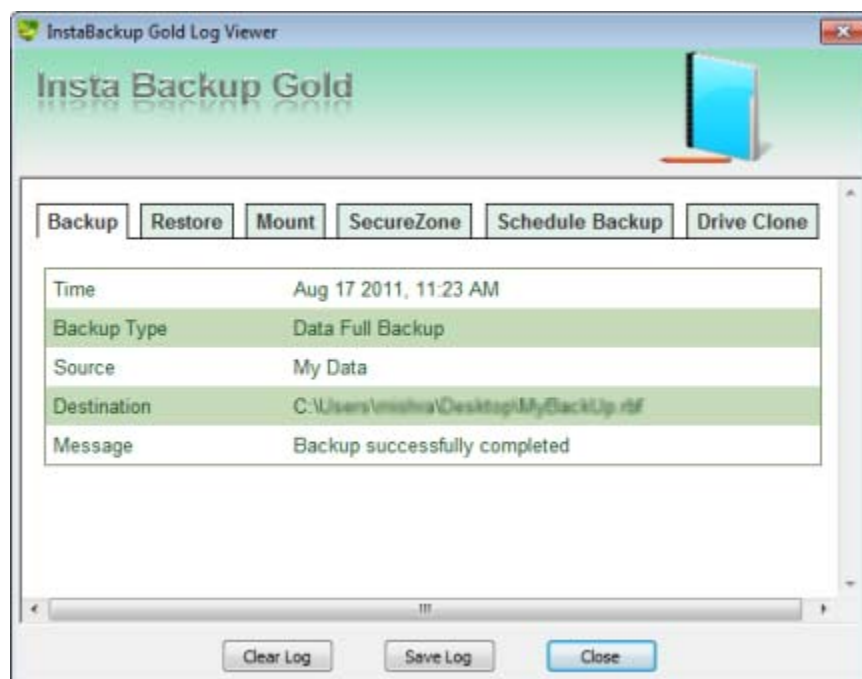
Similarly, you can restore your data using rescue disk.

## Log Report

'Insta Backup Gold' generates a log report for each process automatically. It contains details about the processes such as time of the process, type of the process, source, destination, message, etc. You can view, save, and clear log report of the processes. Log reports are saved as .html files.

**To view log report:**

Click 'Log Report'  icon on the main user interface. 'InstaBackup Gold Log Viewer' window opens.



This window contains 'Backup', 'Restore', 'Mount', 'Secure Zone', 'Schedule Backup', and 'Drive Clone' tabs. Click a tab to see details of a particular process.

To save log report, click '**Save Log**' button and select destination to save it.

To delete log file, click '**Clear Log**' button. You will be asked to confirm deletion. Click '**Yes**'. Log file will be erased and log window will become blank. Click '**OK**' to close the window.

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## FAQs

### 1. What is Backup task?

While creating backup, a lot of things are taken into consideration, such as assigning a password, setting email notification, deciding whether to take incremental/differential or full backup, scheduling frequency, setting compression level etc. When combined, these settings associated with a particular backup make a backup task.

### 2. How is backup task helpful?

You can use the concept of backup task to differentiate between most important and not so important data. As you know, loss of OS or some important files can put you into serious trouble while loss of some general files is irksome but not troublesome. You can associate a backup task with OS / important files in such a way that '**Insta Backup Gold**' backs up OS and important files everyday at a particular time while for less important files, you can associate a backup task with a backup frequency of every week or every month.

### 3. What are advance backup options provided in 'Insta Backup Gold'?

The software gives you a number of options that can be set while taking backup of drive, files/folders or mails. These are:

1. Backup type (full, incremental, differential) and Compression level( none, normal, best)
2. Password Protection of Backup File
3. Mail Notification on Completion of Backup Process
4. Image Validation
5. Image Consolidation

### 4. What is incremental backup?

Incremental backup creates multiple backup files. When a backup is taken, it contains all the changes made since previous backup. When you create a backup task, by default, full backup is performed when the process runs for the first time. The new backup image files have same name with number starting from 2,3,4.... specifying the new images. This backup is fast as only the latest changes are backed up. In incremental backup, all files must be available when you restore files from image file. Also, all files should be in the same directory.

### 5. What is differential backup?

Differential backup is almost same as incremental backup but it takes backup of all the changes made since last full backup. First backup is always a full backup. This backup is faster than full backup but slower than incremental backup and it takes less storage space than full backup but

more than incremental backup. This backup requires full backup image files to perform restoration of files.

**6. What is image consolidation?**

Image consolidation option is used to fix the number of backups stored in incremental or differential backup. When the number of backups reaches the set limit, all the backups are made into one full backup and the backup process continues to take place as if one full backup is taken.

**7. What is image validation?**

Image validation option matches 'Backup' with the original data to ensure that all the data have been backed up. Choosing this option will increase backup time but will ensure correctness of backup.

**8. How can I be sure that my backup image is not accessible to anyone else?**

For this, use 'Password Protection' feature of 'Insta Backup Gold' while creating backup of important files.

**9. What is difference between 'Restore data' and 'Mount image'?**

'Restore data' is performed in order to return data to its original condition if source files have become damaged. Mount image process creates a virtual drive that can be used to view data of a backup image file.

**10. I wish to add some more data to existing backup task. Can I do it?**

Yes, 'Schedule backup' option of 'Insta Backup Gold' will help you do this. Just click this option on the main user interface and go through the series of steps required to modify existing backup task. To view details, please refer Schedule Task topic of this help manual.

**11. When I add some new volumes or files to a task, whether a new backup is created or changes are made in the old backup?**

Whenever a new task is created, a new backup replaces the old backup.

**12. Can I change an incremental backup to a differential backup?**

Yes. Click 'Schedule Backup' -> 'Manage Existing Task'. Proceed as required by the wizard.

**13. How can I create a new backup task?**

Click 'Schedule Backup' -> 'Schedule New Task'. Proceed as required by the wizard.

**14. My computer is not booting. Is there any way I can restore my backup image file?**

Yes, in case, your operating system (OS) is not working, you can use the Rescue Disk or F10 option to boot your computer to recover all your data from hard disk. You can also restore your corrupted OS to previous working state using 'Rescue Disk' provided you have already created backup image of drive containing OS.

**15. How to use F10 option to access my backup image saved on the computer in case my OS has been corrupted?**

To access your backup image, simply press F10 key quickly after starting the computer. You will be

welcomed by 'Restore Data Wizard' through which you can restore backup image file stored at any location on the computer.

**16. What are the advantages of 'Stellar Secure Zone'?**

There are many advantages of 'Stellar Secure Zone'. First of all, you get a reliable and virus free zone to save your important backup image files. Second, you can use F10 key to access your backup image if, for any reason, your computer refuses to boot and third, the partition created by 'Stellar Secure Zone' remains even if you remove the zone. The space used by 'Stellar Secure Zone' is shown as free unallocated space on hard disk of computer.

**17. What is 'Insta Drive'?**

This is a virtual drive created when you mount a backup image on your computer. You can 'Open' and 'Explore' this drive just like any other drive on the computer. You can search for and copy files in 'Insta Drive'.

**18. I wish to make sure whether some specific files are present in a particular backup image or not. How can I do it?**

It is very easy. Simply mount that backup image and make use of 'Search for Files' option in 'Insta Drive'. Open 'Insta Drive', type file extension in the space provided for and press 'Search' button. If files are present, a list containing those files will be displayed.

**19. Can I restore some files or folders only from a backup image?**

Yes, Restore specified files and folder option in 'Restore wizard' will help you do this.

## About Stellar

Stellar Information Systems Ltd. is a trusted name in the field of Data Recovery and Data Protection Software for more than a decade.

We provide the widest range of Data Recovery Products. Our range includes Data Recovery Software for almost all Operating Systems and File Systems.

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A widest range of data recovery software that helps you recover your valued data lost after accidental format, virus problems, software malfunction, file/directory deletion, or even sabotage!. [More Info >>](#)

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#### Email Recovery

A wide range of mail recovery, mail repair and mail conversion applications for MS Outlook, MS Outlook Express and MS Exchange useful in instances of data loss due to damages and corruption of Email. [More Info >>](#)

#### Data Protection

A wide range of Prevent Data Loss, Data backup and Hard Drive Monitoring Applications to ensure complete data protection against hard drive crash. [More Info >>](#)

#### Data Sanitization

Data cleanup and file eraser utility can delete selected folders, groups of files, entire logical drives, System Traces & Internet traces. Once the data have been removed using Stellar Wipe - Data File eraser utility, it is beyond recovery limits of any Data Recovery Software or utility. [More Info >>](#)

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