

# **SOHO Back-up**

## **Recovering data from a back-up**

### **Introduction**

This document guides you through the process of recovering files from a previously made back-up. The document assumes that you are reading this document when you need it the most - you've lost some files and are turning to a back-up to recover your valuable data. In this situation a simple set of instructions on how you get your files back from the back-up disk is required.

The SOHO Back-up recovery program is written in such a way as to take you through the recovery process step by step. This document follows the recovery program screen by screen, describing how you use each screen to control the recovery of your data.

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## What does the recovery program do?

The recovery program allows you to select a previously taken back-up set from what was the destination disk. This disk is now the source disk, as it contains the files that you wish to recover to your hard disk. Once you have selected the back-up set, you can define how much of the back-up you want to recover back to the hard disk. Then the recovery program copies the files off the source disk onto your hard disk.

This version of the recovery program is fairly simple. It recovers all of the selected files into a sub-directory of your system's temporary directory. Typically your temporary directory will be a directory such as "C:\Windows\Temp." The recovery program copies the files into a sub-directory called "sohoRecovery". The original directory structure is maintained so that your files remain organized.

An additional directory is created under the "sohoRecovery" directory for each drive in the back-up. For example, if your files were originally on the "C:" drive then the back-up recovery is made to the "sohoRecovery\c\_drive" directory. In this way if there are several drives in the original back-up then the files and directories are kept separate.

The recovery program checks to see if the recovery destination directory already exists. If it does then the program stops and displays an error message. You'll need to remove or rename the directory before re-starting the recovery. In data recovery situations, the last thing you need is a program overlaying surviving data. The SOHO Back-up recovery program does not destroy or overlay any existing data.

## Starting the recovery program

The recovery program can be started in a number of ways. The most common way will be to use the Start Menu choice. Alternatively you can use Windows's Explorer program to find the back-up database files in the 'database' directory on your destination disk, and then double click on the file.

The welcome screen is displayed when the recovery program starts. This screen introduces the program and displays your registration information, if any.

The recovery program has a series of pages that are displayed in order. You can use the buttons at the bottom to move to the previous or next screens. The "quit" button allows you to exit the program at any time.

The "recover" button is enabled when you have made sufficient choices to allow the program to recover your files from the back-up without any further involvement on your part. The recovery program will not do any actions if you quit the program before clicking the "recover" button. As soon as this button is clicked then the recovery actions are completed.

## Selection of the back-up set to recover from

The next screen requires you to identify the disk and directory containing the database of back-ups. At the top of the screen you select the disk that contains your back-up source data. Typically you will change the selection to your removable disk drive that contains the disk with the back-up source data.

Next you need to select the back-up source directory on the disk. This is the name of the directory that contains the database and data sub-directories. It will be the root directory of the source disk unless you have stored your back-ups away in a sub-directory on the disk.

When you have selected the back-up source directory, the bottom pane on the screen will be populated with the list of back-up sets. This list is sorted with the most recent back-up set at the top and the oldest back-up set at the bottom. On most occasions you'll want to select the most recent back-up set.

Remember a back-up set is defined as a full back-up containing all of your files plus zero or more incremental back-ups that contain just the files that have changed since the previous back-up. Therefore the most recent back-up set has the most recent complete copy of all your files.

The list of back-up sets in the source directory records the date and time that the full back-up was taken, the number of files that were included in the full back-up, and the number of subsequent incremental back-ups that have been made, if any.

When you have selected the source back-up set, use the "next" button to move to the next screen.

## Selection of the specific incremental back-ups to recover from

Every back-up recovery will contain at least the initial full back-up that started the chosen back-up set. You can optionally recover the files from the subsequent incremental back-ups. Most often you will want to recover the latest copy of every file from the back-up, but occasionally you might want to only recover to the initial full back-up.

Details about the full back-up and any subsequent incremental back-ups is listed on this next screen. For each back-up the date and time of the back-up is listed, along with the number of files that are included in the back-up. The full back-up is displayed at the top of the list and each subsequent incremental back-up is listed in chronological order below this first line.

Any line that has a checkbox to its left represents an incremental back-up that you can optionally choose to include in the recovery. The full back-up will never have a checkbox associated with it because it must always be recovered.

Most incremental back-ups can be optionally recovered. An incremental back-up is included in the recovery if its associated checkbox is checked. In order to recover from a chosen incremental back-up, the previous incrementals must also be selected. The recovery program will check that each previous check box has been checked, and will check them for you if you have not yet already done so.

The automatic checking of previous incremental back-ups speeds up the recovery process. Simply check the last incremental back-up and every intermediate incremental back-up will become automatically checked for you. Likewise, if you uncheck an incremental back-up then every following incremental back-up will also be unchecked.

Occasionally you will find an incremental back-up that does not have an optional checkbox next to it. This will occur with back-up sets that had superseded files removed while reclaiming disk space during the original back-up. Most often the superseded file will have been removed from the full back-up, with the latest copy being included in the incremental back-up. This means that the full set of files can only be recovered by using both the full back-up and the incremental back-up. In this case the incremental back-up is no longer optional and thus you will not be presented with a choice to include or exclude it from your data recovery.

When you have selected the incremental back-up to recover from you can click the “recover” button to start the recovery of the files from the back-up source disk to your hard disk.

## **Displaying the progress of recovering your data**

While the recovery is taking place the screen will display a progress bar as your files are being copied from the back-up source disk to your hard disk. During the recovery all of the buttons are removed from the screen with the exception of the quit button which is disabled.

When the recovery has completed then a summary of the number of files that were recovered is displayed on the screen, along with the name of the directory to where they were recovered. The “quit” button is once again enabled allowing you to quit the program now that the recovery has been completed.

## **Next steps once the data has been recovered**

The SOHO Back-up recovery program deliberately does not overwrite any existing files on your disk. You have to manually move or copy the files to their final destination. If you are confident that the recovered files can all be copied to the original directory then you can use the Explorer program to copy the complete directory structure over the original directory structure. If any file already exists then Explorer will prompt you before overwriting the existing file with that recovered from the back-up.

It is advisable to make a full back-up of the hard disk directories that you are recovering to before copying in any file from the back-up. This is in case you make a mistake during your data recovery. You can use SOHO back-up to make this extra back-up, or simply use Explorer to copy the files to another temporary part of your hard disk.

Once you have copied the necessary recovered files to the hard disk, you should use Explorer to completely remove the temporary directory. You can always recreate this directory by going back to the original back-up set and making the same incremental back-up recovery choices.