

VERITAS NetBackup™ 5.1

Backup, Archive, and Restore Getting Started Guide

for UNIX and Windows

Disclaimer

The information contained in this publication is subject to change without notice. VERITAS Software Corporation makes no warranty of any kind with regard to this manual, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. VERITAS Software Corporation shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this manual.

VERITAS Legal Notice

Copyright © 1993–2004 VERITAS Software Corporation. All rights reserved. VERITAS, the VERITAS logo, and all other VERITAS product names and slogans are trademarks or registered trademarks of VERITAS Software Corporation. VERITAS, NetBackup, the VERITAS logo, Reg. U.S. Pat. & Tm. Off. Other product names and/or slogans mentioned herein may be trademarks or registered trademarks of their respective companies.

Portions of this software are derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm. Copyright 1991-92, RSA Data Security, Inc. Created 1991. All rights reserved.

VERITAS Software Corporation 350 Ellis Street Mountain View, CA 94043 USA Phone 650–527–8000 Fax 650–527–2908 www.veritas.com

Third-Party Copyrights

ACE 5.2A: ACE(TM) is copyrighted by Douglas C.Schmidt and his research group at Washington University and University of California, Irvine, Copyright (c) 1993-2002, all rights reserved.

IBM XML for C++ (XML4C) 3.5.1: Copyright (c) 1999,2000,2001 Compaq Computer Corporation; Copyright (c) 1999,2000,2001 Hewlett-Packard Company; Copyright (c) 1999,2000,2001 IBM Corporation; Copyright (c) 1999,2000,2001 Hummingbird Communications Ltd.; Copyright (c) 1999,2000,2001 Silicon Graphics, Inc.; Copyright (c) 1999,2000,2001 Sun Microsystems, Inc.; Copyright (c) 1999,2000,2001 The Open Group; All rights reserved.

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, provided that the above copyright notice(s) and this permission notice appear in all copies of the Software and that both the above copyright notice(s) and this permission notice appear in supporting documentation.

This product includes software developed by the Apache Software Foundation (http://www.apache.org/).

JacORB 1.4.1: The licensed software is covered by the GNU Library General Public License, Version 2, June 1991.

Open SSL 0.9.6: This product includes software developed by the OpenSSL Project * for use in the OpenSSL Toolkit. (http://www.openssl.org/)

TAO (ACE ORB) 1.2a: TAO(TM) is copyrighted by Douglas C. Schmidt and his research group at Washington University and University of California, Irvine, Copyright (c) 1993-2002, all rights reserved.



Contents

Preface
What Is In This Guide?
Getting Help
NetBackup Manualsvi
Glossary vii
Accessibility Featuresiv
Conventions ix
Chapter 1. Introduction1
Overview
Installing and Configuring
More Information in Online Help
Chapter 2. Getting Started with UNIX
Setting Up Your Window Manager
Common Desktop Environment (CDE)
Motif
Starting Backup, Archive, and Restore
Backing Up or Archiving Files, Directories, and Partitions
Restoring Files, Directories, and Partitions
Starting from a Windows System
Other UNIX Interfaces
Chapter 3. Getting Started with Windows

Starting Backup, Archive, and Restore	11
Backing Up or Archiving Using Backup, Archive, and Restore	11
Backing Up Using Windows Explorer	14
Backing Up Using NetBackup Bin	14
Restoring Files, Folders, and Volumes	15

Preface

This guide for new users of NetBackup describes how to use the NetBackup Backup, Archive, and Restore interface to back up and restore files and folders on:

- ◆ UNIX, Linux, and Macintosh OS X systems
- Microsoft Windows NT, Windows 2000, Windows XP, and Windows Server 2003 systems

What Is In This Guide?

This guide contains the following sections:

- ◆ Chapter 1, "Introduction," introduces Backup, Archive, and Restore.
- ◆ Chapter 2, "Getting Started with UNIX," explains basic backup, archive, and restore procedures on UNIX, Linux, and Macintosh OS X systems.
- ◆ Chapter 3, "Getting Started with Windows," explains basic backup, archive, and restore procedures on Microsoft Windows systems.

Getting Help

VERITAS offers you a variety of support options.

Accessing the VERITAS Technical Support Web Site

The VERITAS Support Web site allows you to:

- obtain updated information about NetBackup, including system requirements, supported platforms, and supported peripherals
- contact the VERITAS Technical Support staff and post questions to them
- get the latest patches, upgrades, and utilities
- view the NetBackup Frequently Asked Questions (FAQ) page

- search the knowledge base for answers to technical support questions
- receive automatic notice of product updates
- find out about NetBackup training
- read current white papers related to NetBackup

The address for the VERITAS Technical Support Web site follows:

♦ http://support.veritas.com

Subscribing to VERITAS Email Notification Service

Subscribe to the VERITAS Email notification service to be informed of software alerts, newly published documentation, Beta programs, and other services.

Go to http://support.veritas.com. Select a product and click "E-mail Notifications" on the right side of the page. Your customer profile ensures you receive the latest VERITAS technical information pertaining to your specific interests.

Accessing VERITAS Telephone Support

Telephone support for NetBackup is only available with a valid support contract. To contact VERITAS for technical support, dial the appropriate phone number listed on the Technical Support Guide included in the product box and have your product license information ready for quick navigation to the proper support group.

▼ To locate the telephone support directory on the VERITAS web site

- **1.** Open http://support.veritas.com in your web browser.
- **2.** Click the **Phone Support** icon. A page that contains VERITAS support numbers from around the world appears.

Accessing VERITAS E-mail Support

▼ To contact support using E-mail on the VERITAS web site

- **1.** Open http://support.veritas.com in your web browser.
- **2.** Click the **E-mail Support** icon. A brief electronic form will appear and prompt you to:
 - ◆ Select a language of your preference
 - ◆ Select a product and a platform
 - Associate your message to an existing technical support case



- Provide additional contact and product information, and your message
- 3. Click Send Message.

Contacting VERITAS Licensing

For license information call 1-800-634-4747 option 3, fax 1-650-527-0952, or e-mail amercustomercare@veritas.com.

NetBackup Manuals

The following documents provided related information:

- ◆ VERITAS NetBackup Release Notes for UNIX and Windows
 - Provides important information about NetBackup on UNIX- and Windows-based servers, such as the platforms and operating systems that are supported and operating notes that may not be in the NetBackup manuals or the online help.
- VERITAS NetBackup Installation Guide for UNIX
 Explains how to install NetBackup software on UNIX-based platforms.
- ◆ VERITAS NetBackup Installation Guide for Windows
 - Explains how to install NetBackup software on Windows-based platforms. Also explains how to install PC client software, which includes UNIX systems and Mac OS 10.

If you have a UNIX server, refer to these documents:

- VERITAS NetBackup System Administrator's Guide for UNIX, Volume I
 Explains how to configure and manage NetBackup on a UNIX server, including managing storage units, backup policies, catalogs and host properties.
- VERITAS NetBackup System Administrator's Guide for UNIX, Volume II
 Explains additional NetBackup features such as notify scripts, enhanced authorization and authentication, and role-based security. The guide also discusses using NetBackup with AFS, Intelligent Disaster Recovery (IDR), and the BE Tape Reader.
- VERITAS NetBackup Media Manager System Administrator's Guide for UNIX
 Explains how to configure and manage the storage devices and media on UNIX servers running NetBackup. Media Manager is part of NetBackup.

Preface vii



◆ VERITAS NetBackup Troubleshooting Guide for UNIX and Windows

Provides troubleshooting information for UNIX- and Windows-based NetBackup products, including Media Manager.

VERITAS NetBackup Commands for UNIX

Describes NetBackup and Media Manager commands and processes that can be run from a UNIX command line.

If you have a Windows server, refer to these documents:

♦ VERITAS NetBackup System Administrator's Guide for Windows, Volume I

Explains how to configure and manage NetBackup on a Windows server, including managing storage units, backup policies, catalogs and host properties.

♦ VERITAS NetBackup System Administrator's Guide for Windows, Volume II

Explains additional NetBackup features such as notify scripts, enhanced authorization and authentication, and role-based security. The guide also discusses using NetBackup with AFS, Intelligent Disaster Recovery (IDR), and the BE Tape Reader.

♦ VERITAS NetBackup Media Manager System Administrator's Guide for Windows

Explains how to configure and manage the storage devices and media on Windows servers running NetBackup. Media Manager is part of NetBackup.

◆ VERITAS NetBackup Troubleshooting Guide for UNIX and Windows

Provides troubleshooting information for UNIX- and Windows-based NetBackup, including Media Manager.

♦ VERITAS NetBackup Commands for Windows

Describes NetBackup commands and processes that can be executed from a Windows command prompt.

Glossary

If you encounter unfamiliar terminology, consult the NetBackup online glossary. The glossary contains terms and definitions for NetBackup and all additional NetBackup options and agents.

The NetBackup online glossary is included in the NetBackup help file.

▼ To access the NetBackup online glossary

- **1.** In the NetBackup Administration Console, click **Help > Help Topics**.
- **2.** Click the **Contents** tab.
- **3.** Click Glossary of NetBackup Terms.

Use the scroll function to navigate through the glossary.

Accessibility Features

NetBackup contains features that make the user interface easier to use by people who are visually impaired and by people who have limited dexterity. Accessibility features include:

- Support for assistive technologies such as screen readers and voice input (Windows servers only)
- Support for keyboard (mouseless) navigation using accelerator keys and mnemonic keys

For more information, see the *NetBackup System Administrator's Guide for Windows, Volume I* or the *NetBackup System Administrator's Guide for UNIX, Volume I*.

Conventions

The following conventions apply throughout the documentation set.

Product-Specific Conventions

The following term is used in the NetBackup 5.1 documentation to increase readability while maintaining technical accuracy.

Microsoft Windows, Windows

Terms used to describe a specific product or operating system developed by Microsoft, Inc. Some examples you may encounter in NetBackup documentation are, Windows servers, Windows 2000, Windows Server 2003, Windows clients, Windows platforms, or Windows GUI.

Preface ix



When Windows or Windows servers is used in the documentation, it refers to all of the currently supported Windows operating systems. When a specific Windows product is identified in the documentation, only that particular product is valid in that instance.

For a complete list of Windows operating systems and platforms that NetBackup supports, refer to the *NetBackup Release Notes for UNIX and Windows* or go to the VERITAS support web site at http://www.support.veritas.com.

Typographical Conventions

Here are the typographical conventions used throughout the manuals:

Conventions

Convention	Description
GUI Font	Used to depict graphical user interface (GUI) objects, such as fields, listboxes, menu commands, and so on. For example: Enter your password in the Password field.
Italics	Used for placeholder text, book titles, new terms, or emphasis. Replace placeholder text with your specific text. For example: Replace <i>filename</i> with the name of your file. Do <i>not</i> use file names that contain spaces.
	This font is also used to highlight NetBackup server-specific or operating system-specific differences. For example: <i>This step is only applicable for NetBackup Enterprise Server</i> .
Code	Used to show what commands you need to type, to identify pathnames where files are located, and to distinguish system or application text that is displayed to you or that is part of a code example.
Key+Key	Used to show that you must hold down the first key while pressing the second key. For example: Ctrl+S means hold down the Ctrl key while you press S.

You should use the appropriate conventions for your platform. For example, when specifying a path, use backslashes on Microsoft Windows and slashes on UNIX. Significant differences between the platforms are noted in the text.

Tips, notes, and cautions are used to emphasize information. The following samples describe when each is used.

Tip Used for nice-to-know information, like a shortcut.



Note Used for important information that you should know, but that shouldn't cause any damage to your data or your system if you choose to ignore it.

Caution Used for information that will prevent a problem. Ignore a caution at your own risk.

Command Usage

The following conventions are frequently used in the synopsis of command usage.

brackets []

The enclosed command line component is optional.

Vertical bar or pipe (|)

Separates optional arguments from which the user can choose. For example, when a command has the following format:

```
command arg1 arg2
```

In this example, the user can use either the *arg1* or *arg2* variable.

Navigating Multiple Menu Levels

When navigating multiple menu levels, a greater-than sign (>) is used to indicate a continued action.

The following example shows how the > is used to condense a series of menu selections into one step:

Select Start > Programs > VERITAS NetBackup > NetBackup Administration Console.

The corresponding actions could be described in more steps as follows:

- 1. Click **Start** in the task bar.
- **2.** Move your cursor to **Programs**.
- **3.** Move your cursor to the right and highlight **VERITAS NetBackup**.
- **4.** Move your cursor to the right. First highlight and then click **NetBackup Administration Console**.

Preface x





Introduction

This guide provides information about basic user-directed back up and restore procedures for new users of NetBackup.

Overview

NetBackup lets you back up, archive, and restore files, folders/directories, and volumes/partitions that reside on your computer. The computer that needs the backup or restore is the *client*; the computer that manages the backup and retrieval of the data is the *server*.

Backup, Archive, and Restore is your interface to the NetBackup client software on your computer. When you start a backup or archive operation, the client software on your computer sends the data to be backed up to the NetBackup server, which writes it to a storage device. When you start a restore operation, the client software on your computer requests the data from the NetBackup server, and the server sends the data to the client so it can be restored.

The NetBackup administrator configures *policies* that define the rules that NetBackup follows when backing up clients. The policies include schedules for automatic, unattended backups of the NetBackup clients (*server-directed backups*). Polices also define when you can back up and restore files manually (*user-directed operations*). For example, if the time range in which you can perform user-directed operations (your *user window*) is from 8 am to 6 pm, you will not be able to back up or archive at other times (although you can restore at any time).

All of the files, folders/directories, and volumes/partitions from a backup job (either server- or user-directed) are stored in a *backup image*. When you restore files, you select the items to restore from a backup image or from multiple backup images.

Installing and Configuring

The NetBackup administrator installs and configures NetBackup, which includes the following:

- Installing and configuring the client software and the Backup, Archive, and Restore interface on the computers that will be backed up in your computing environment.
- Configuring the client software to work with the NetBackup servers in your environment.

If user-directed operations are allowed in your NetBackup environment, you should not have to configure Backup, Archive, and Restore so it functions properly.

Normally, Backup, Archive, and Restore configuration changes are performed by the NetBackup administrator. If you have to change the configuration, consult your NetBackup administrator.

More Information in Online Help

This guide provides basic backup, archive, and restore procedures; for more information, see the online help. The online help includes the following:

- Information about restore destinations, restore options, and restoring from specific dates
- Procedures for other restore operations:
 - Restoring from raw partition (UNIX) and disk image (Windows) backups
 - Restoring from true image backups
 - Restoring from VERITAS Backup Exec backups
 - Restoring by proxy (Windows)
 - Redirecting restores to different clients (administrators only)
- Procedures for finding the items you want to restore
- Procedures for specifying other backup servers (if allowed in your environment)
- A reference that describes windows, menus, and dialogs.

You can invoke online help from the Help menu or from Help buttons in dialogs on Windows systems.



Getting Started with UNIX

This section provides information about starting Backup, Archive, and Restore and performing basic backup and restore procedures on UNIX, Linux, and Macintosh OS X systems. On UNIX, Linux, and Macintosh OS X systems, Backup, Archive, and Restore is a Java-based, graphical user interface.

Setting Up Your Window Manager

Set your window manager so windows become active only when you click inside the windows. Do not enable auto focus, which is when windows become active when you move the mouse pointer over them. The NetBackup Java interface does not run properly with auto focus enabled.

Common Desktop Environment (CDE)

The following explains how to set up a CDE window manager, which is the preferred window manager for NetBackup Java applications.

▼ To configure CDE for Backup, Archive, and Restore

- On the front panel in the CDE window, click the Style Manager control icon.
 The Style Manager toolbar appears.
- **2.** On the Style Manager toolbar, click the Window control icon. The Style Manager Window dialog appears.
- In the Style Manager Window dialog , click the Click In Window To Make Active button.
- 4. Click OK.
- 5. Click **OK** when asked to Restart the Workspace Manager.

Motif

When using the Motif window manager, set the Mwm*keyboardFocusPolicy X resource as follows:

Mwm*keyboardFocusPolicy:explicit

Starting Backup, Archive, and Restore

You can use Backup, Archive, and Restore to log in to a NetBackup client on a UNIX system on which have a user account and then perform back ups, archives, and restores on that client.

▼ To start Backup, Archive, and Restore

- 1. Log in to the computer where you are going to start Backup, Archive, and Restore.
- **2.** Start Backup, Archive, and Restore by entering the following:

/usr/openv/netbackup/bin/jbpSA &

The Login dialog appears.

3. Enter the name of the client where you want to perform the backup, archive, or restore.

You must have a valid user account on that client and have access to that client.

- **4.** Enter your user name.
- **5.** Enter your password.
- 6. Click Login.

For a description of the Backup, Archive, and Restore interface and directions about how to use it, see the on-line help.

Backing Up or Archiving Files, Directories, and Partitions

Use the following procedure to back up or archive files, directories, and partitions.

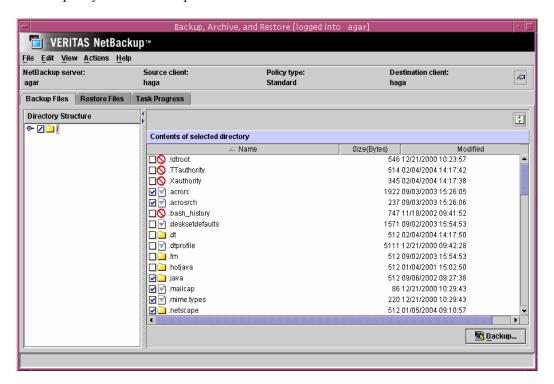
Backing up copies the selected items; archiving copies the selected items and then deletes the items after they are backed up.

For more information about using Backup, Archive, and Restore, see the online help.

▼ To back up using Backup, Archive, and Restore

1. Click the **Backup Files** tab.

The title bar of the tab displays the names of the server, source and destination clients, and policy used for the operation.



- **2.** Select the items that you want to back up. To select an item, click in the check box to the left of the item. A check mark indicates an item is selected; a diagonal slash mark indicates that only some items within a directory are selected. You can select items in the Directory Structure pane or the Contents pane.
- **3.** Click **Backup**.





The Backup Files dialog appears.

- **4.** Select or specify any of the following options:
 - NetBackup Server. To change the NetBackup server that will perform the backup operation, select a different server from the drop-down list. Normally, you will not have to specify a different master server; however, if you can send your backups to more than one master server, ensure that you specify the correct one.
 - ◆ Archive files (delete files after successful backup). To delete the items after they are backed up successfully, select this option.
 - ◆ **Keyword phrase to associate with the backup (optional)**. To link a keyword phrase to the backup, enter a keyword phrase. When restoring files, you can search by keyword for items that were backed up.
 - ◆ Use default progress log filename. To write the backup progress messages to a log file other than the default, deselect Use default progress log filename and then enter the name of the alternative progress log in the Progress log filename field.

5. Click **Start Backup**.

A dialog appears, indicating that the backup was started successfully and asking if you want to view the progress of the operation.

6. Click **Yes** to open the Task Progress tab, from which you can view the progress of the backup or archive operation.



The operation may take a few minutes to complete. You can close Backup, Archive, and Restore after starting a backup operation. NetBackup continues the backup operation in the background.

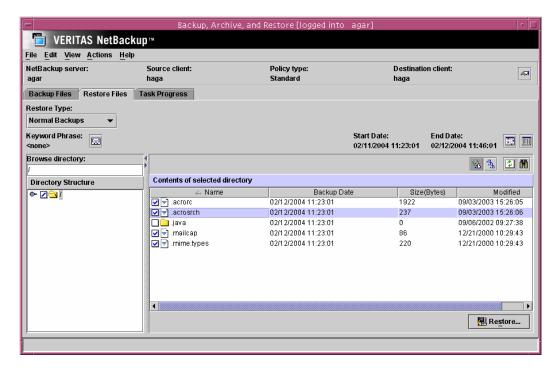
Restoring Files, Directories, and Partitions

Use the following procedure to restore from a normal or archived backup. For other types of restores, see the instructions for that restore type in the online help.

▼ To restore using Backup, Archive, and Restore

1. Click the **Restore Files** tab.

The title bar of the window tab displays the names of the server, source and destination clients, and policy used for the operation.



- **2.** Select **Normal Backups** or **Archived Backups** from the **Restore Type** list box (depending on whether you are restoring from a normal backup or an archive).
- **3.** Click View > Refresh.



The items you can restore are displayed in the Contents pane.

4. Select items to restore. To select an item, click in the check box to the left of the item. A check mark indicates an item is selected; a diagonal slash mark indicates that only some items within a directory are selected. You can select items in the Directory Structure pane or the Contents pane.

5. Click **Restore**.

The Restore Files dialog appears. The items you marked for restore are listed in the dialog window.



- **6.** Select a restore destination:
 - Restore everything to its original location
 - Restore everything to a different location
 - Restore individual directories and files to different locations

By default, **Restore everything to its original location** is selected.



7. Select restore options:

- ♦ Overwrite the existing file
- ♦ Restore directories without crossing mount points
- ♦ Restore without access control attributes
- Rename hard links
- ♦ Rename soft links
- **8.** To write the progress messages to a log file other than the default, deselect **Use default progress log filename** and then enter the name of the alternative progress log.
- 9. Click Start Restore.

A dialog appears, indicating that the restore began successfully and asking if you want to view the progress of the operation.

10. To view the status of the restore, click **Yes** in the dialog.

The Task Progress tab appears, from which you can view the progress of the restore.

The restore may take a few minutes to complete. After starting a restore operation, you can close Backup, Archive, and Restore and perform other tasks on your computer. NetBackup will continue the restore operation in the background.

Starting from a Windows System

If the Java Windows Administration Console is installed, you can run the Backup, Archive, and Restore Java interface on a Windows system and log into a NetBackup UNIX client to perform user-directed operations on that client. You must log into a UNIX system using the Java Windows Administration Console; you cannot log into a Windows system.

▼ To start the Windows Administration Console

- On the Windows Start menu, click Programs > VERITAS NetBackup > NetBackup Java on host (host is the NetBackup client where you perform user operations).
 The Login dialog appears.
- **2.** Enter the name of the client where you want to perform the backup, archive, or restore.

You must have a valid user account on that client and have access to that client.

3. Enter your user name.



- **4.** Enter your password.
- 5. Click Login.

Other UNIX Interfaces

NetBackup provides several other interfaces to the client software on UNIX systems:

- ◆ X Window System graphical interface. You can use the X Window System interface on X terminals or workstations that have an X server program compatible with X11.R4 or later. The xbp command starts this interface. For information about using the X Window System interface, see the xbp man page and the online help in the interface.
- Menu user interface. You can use the menu interface on terminals that can connect to a client system. The bp command starts the menu interface program. For information about using the menu user interface, see the bp man page and the online help in the interface.
- ◆ Commands. Commands let you perform backup, archive, restore operations from a shell prompt. For command information, see the *NetBackup Commands for UNIX* guide.

Although you can perform user-directed operations through any of these interfaces, VERITAS recommends that you use the Backup, Archive, and Restore interface for user-directed operations.



Getting Started with Windows

This section provides information about starting Backup, Archive, and Restore and performing basic backup and restore procedures on Microsoft Windows systems.

Starting Backup, Archive, and Restore

On the Windows Start menu, click Programs > VERITAS NetBackup > Backup, Archive, and Restore.

If NetBackup Access Management is used to control access to your NetBackup environment, you may be required to enter a user name, password, and domain information.

For a description of the Backup, Archive, and Restore interface and directions about how to use it, see the on-line help.

Backing Up or Archiving Using Backup, Archive, and Restore

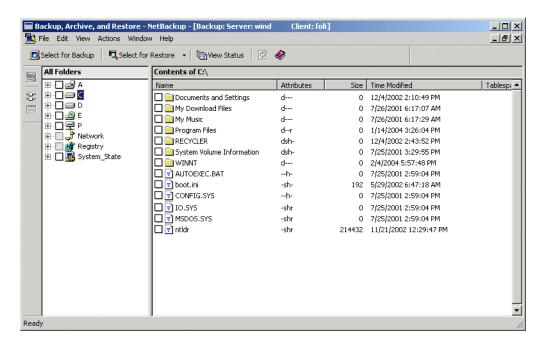
Use the following procedure to back up or archive files, folders, volumes, registry keys, Windows system state, Windows system service, and Windows shadow copy components.

Backing up copies the selected items; archiving copies the selected items and then deletes the items after they are backed up.

For more information about using Backup, Archive, and Restore, see the online help.

▼ To back up using Backup, Archive, and Restore

1. Open a Backup window (on the **File** menu, click **Select Files and Folders to Backup**). The title bar of the window displays the names of the server and client used for the operation. For users with administrator privileges on a NetBackup master server, the title bar shows the server, source client, and destination client.



- **2.** Select the items that you want to back up. To select an item, click in the check box to the left of the item. A check mark indicates an item is selected; a diagonal slash mark indicates that only some items within a folder are selected. You can select items in the All Folders pane or the Contents pane.
- **3.** On the **Actions** menu, click **Start Backup of Marked Files**.



The Specify Backup Options dialog appears.

- **4.** Select or specify any of the following options:
 - Back up to NetBackup Server. To change the NetBackup server that will perform the backup operation, select a different server from the drop-down list. Normally, you will not have to specify a different master server; however, if you can send your backups to more than one master server, ensure that you specify the correct one.
 - ◆ Archive files (delete files after successful backup). To delete the items after they are backed up successfully, select this option.
 - ◆ **Keyword phrase to associate with the backup (optional)**. To link a keyword phrase to the backup, enter a keyword phrase. When restoring files, you can search by keyword for items that were backed up.

5. Click Start Backup.

A dialog appears, indicating that the backup was started successfully and asking if you want to view the progress of the operation.

6. Click **Yes** to open the View Status dialog , from which you can view the progress of the backup or archive operation.

The operation may take a few minutes to complete. You can close Backup, Archive, and Restore after starting a backup operation. NetBackup continues the backup operation in the background.



Backing Up Using Windows Explorer

If your system is configured to use NetBackup Explorer Extensions, you can use Windows Explorer to back up files, folders, or volumes.

Note To back up files using Windows Explorer, NetBackup Explorer Extensions must be installed in your NetBackup environment and must be enabled. To enable this feature, select **NetBackup Explorer Extensions** from the Backup, Archive, and Restore **File** menu.

▼ To back up using Windows Explorer

- Open Windows Explorer. (On the Windows Start menu, click Programs > Accessories
 Windows Explorer.)
- 2. Find and select the file or folder you want to back up and right-click on it.
- 3. Click Backup Now.

A dialog prompts you to continue or cancel the backup operation.

4. To begin the backup operation, click **Yes**.

To show the progress of the backup operation, select **Automatically Show Progress Log** before you begin the backup operation.

Backing Up Using NetBackup Bin

If your system is configured to use NetBackup Explorer Extensions, you can use NetBackup Bin to back up files. NetBackup Bin is a folder into which you can place files that you wanted backed up. The folder is represented by a NetBackup Bin icon on your desktop:



Note To use NetBackup Bin, NetBackup Explorer Extensions must be installed in your NetBackup environment and must be enabled. To enable this feature, select **NetBackup Explorer Extensions** from the Backup, Archive, and Restore **File** menu.

▼ To back up a file using NetBackup Bin

- Open Windows Explorer. (On the Windows Start menu, click Programs > Accessories
 Windows Explorer.)
- **2.** Find and select the file or folder you want to back up.
- **3.** Drag the file to the NetBackup Bin icon on your desktop or to the NetBackup Bin folder in Windows Explorer.
- **4.** Right-click on the NetBackup Bin icon on your desktop or the NetBackup Bin folder in Windows Explorer and click **Backup Now**.
 - A dialog prompts you to continue or cancel the backup operation.
- **5.** To begin the backup operation, click **Yes**.

To show the progress of the backup operation, select **Automatically Show Progress Log** before you begin the backup operation.

To view the files in the NetBackup Bin folder, double-click on the NetBackup Bin icon on your desktop or right-click on the NetBackup Bin folder in Windows Explorer and then click **Open**.

Restoring Files, Folders, and Volumes

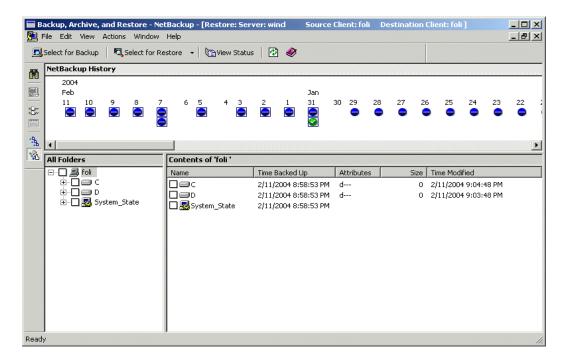
Use the following procedure to restore from a normal or archived backup. For other types of restores, see the instructions for that restore type in the online help.

▼ To restore using Backup, Archive, and Restore

1. On the **File** menu, click **Select Files and Folders to Restore** then click either **from Normal Backup** or **from Archived Backup** (depending on whether you are restoring from a normal backup or an archive).

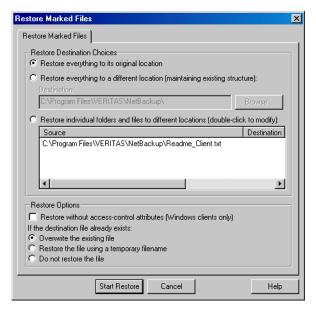
There may be a delay while NetBackup reads information about the backups and builds the list of files you can restore.

The title bar of the window displays the names of the server and client used for the operation. For users with administrator privileges on a NetBackup master server, the title bar shows the server, source client, and destination client.



- **2.** Select items to restore. To select an item, click in the check box to the left of the item. A check mark indicates an item is selected; a diagonal slash mark indicates that only some items within a folder are selected. You can select items in the All Folders pane or the Contents pane.
- 3. On the Actions menu, click Start Restore of Marked Files.

The Restore Marked Files dialog appears. The items you marked for restore are listed in the dialog window.



4. Select a restore destination:

- ♦ Restore everything to its original location
- Restore everything to a different location
- ♦ Restore individual folders and files to different locations

By default, **Restore everything to its original location** is selected.

5. Select restore options:

- ♦ Restore without access control attributes
- ♦ Overwrite the existing file
- ♦ Restore the file using a temporary filename
- Do no restore the file

By default, **Do not restore the file** is selected.

6. Click Start Restore.

A dialog appears, indicating that the restore began successfully and asking if you want to view the progress of the operation.

7. To view the status of the restore, click **Yes** in the dialog.

The View Status dialog appears, from which you can view the progress of the restore.

The restore may take a few minutes to complete. After starting a restore operation, you can close Backup, Archive, and Restore and perform other tasks on your computer. NetBackup will continue the restore operation in the background.