O&O software

O&O FileBackup

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Introduction

O&O FileBackup backs up your files quickly and easily. You choose the folders to back up, or let the program find important data such as photos, videos, music and Office documents, and restore all or selected files later.

> **Archived Manual**
>
> This is the manual of O&O FileBackup. It is no longer updated.

Where to start

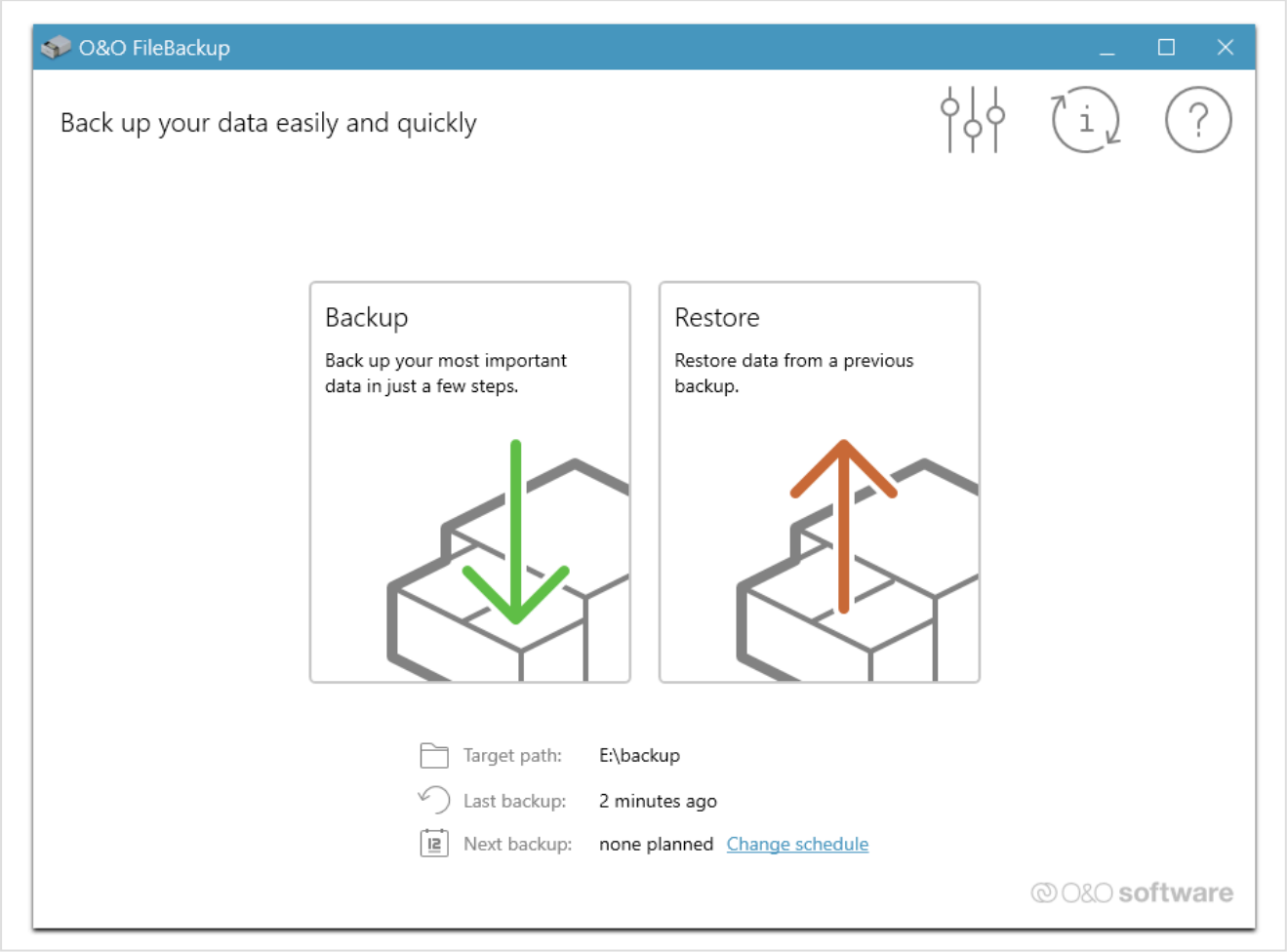
You want to	Start here
Get to know the program	About O&O FileBackup
Enter the license	Licensing and registration
Back up files and folders	Back up files and folders
Restore files from a backup	Restore files and folders
Adjust the program	Settings
Get help	Support and more from O&O

Licensing

O&O FileBackup is commercial software. Without a valid license key, it runs as a trial version.

About O&O FileBackup

Welcome to O&O Software. We are pleased that you have chosen O&O FileBackup.



O&O FileBackup enables you to backup your data quickly and easily. Choose the directories you want to back up yourself. Or let O&O FileBackup automatically search for important data. It also gives you the option of backing up just photos, videos, music, and Office documents, so you have a copy of your digital treasures - because no hard drive and no SSD lasts forever!

Using O&O FileBackup is extremely easy: you are guided step by step through the backup process. And the integrated assistant also helps you with the restoration of your backups.

Create backup files of your files and folders on a regular basis and you'll be fully protected against data loss!

We hope you enjoy our product and that it saves you valuable time, both at work and at home!

Yours O&O Software

Permissions You must belong to a local administrator group or possess comparable permissions in order to install, manage, or register O&O AutoBackup. If you are a domain administrator, you should normally already possess these permissions.

System requirements

O&O FileBackup does not specify specific requirements for the proper use of the program functions.

- The system requirement of each operating system have to be fulfilled
- No installation required, the application can be started directly
- Internet connection for product activation and update
- 10 MB free hard disk space
- Supports 64-bit operating systems
- Windows® 8.1, Windows® 10 or Windows® 11 (all editions)
- Windows® Server 2016, 2019 or 2022 (all editions)
- **Recommended**: External storage medium for data backup, e.g. USB stick or hard disk

Licensing and registration

Information about licensing

:::note

In order to activate the product after starting or to gain access to the Full Version at a later time, you must possess a valid license key. This license key is also called a registration code, serial number, or product ID.

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O&O FileBackup needs to be licensed per computer; in other words, you have to purchase a license for each computer where you want to employ O&O FileBackup.

If you do not enter a valid license key, you will only be able to use O&O FileBackup as a trial version.

Enter license

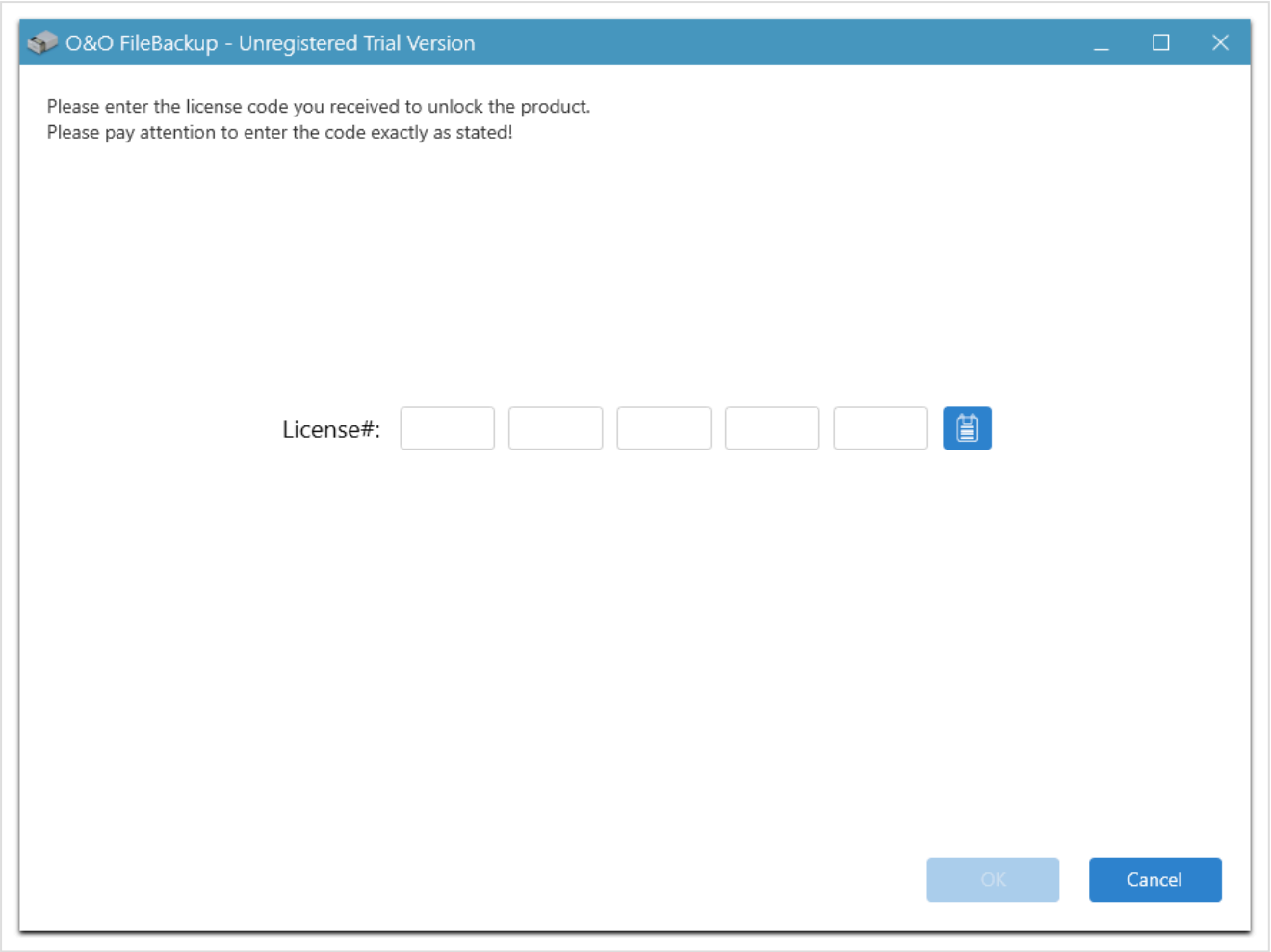
1. The registration wizard allows for a simple registration process.
2. When you select the option **Enter license code**, a dialog box will appear where you can enter the registration code you received when purchasing the software.
3. Please make sure that you do not confuse the digit “1” with “I” or enter any empty spaces where they don’t belong.
4. Press **Ok** to save the registration data or **Cancel** to leave the dialog window without saving the data.
5. When you have correctly entered the license code you will receive a confirmation in the dialog window.

If you encounter problems while entering your license key, please contact our Support: support@oo-software.com

:::note

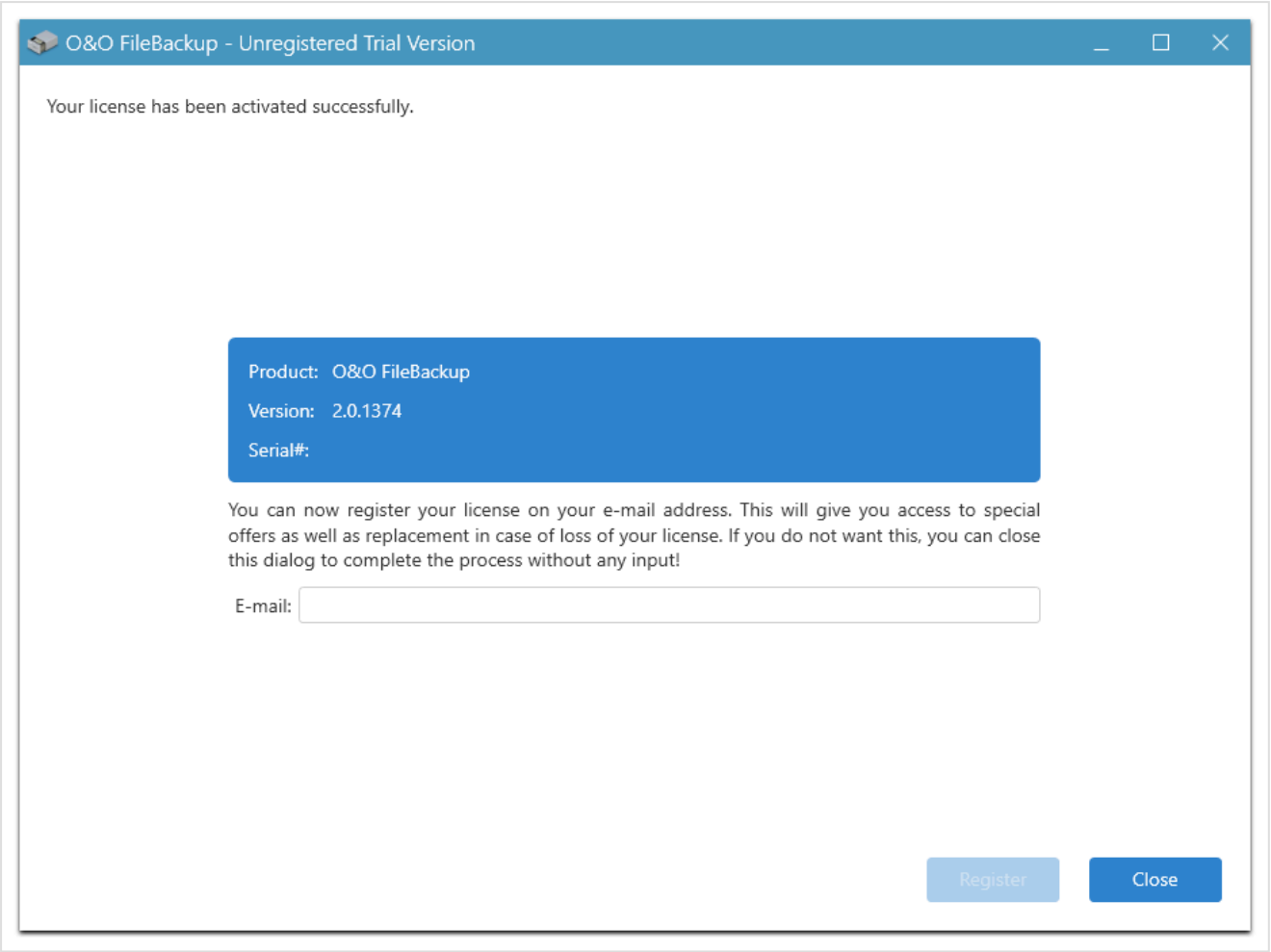
If you do not enter a valid license key, you will only be able to use O&O FileBackup 30 days as a trial version.

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Online registration

Once a license is successfully entered, a prompt will appear regarding online registration if your license has not already been registered online.



What are the advantages of online registration? Online registration gives you the benefit of having your customer data kept safely in our files, which means we can provide you with even better service. If, for example, you accidentally lose your license key, we can quickly resend it to you without any problem. The license key is needed for using the full version of a program, getting updates, and for reinstalling the program when you make a new setup of your computer.

Further advantages will let you:

- Be supplied with the latest information about our products
- Make free updates on new versions of purchased items (minor updates)
- Upgrade to a new version at a special discount price (major update)
- Obtain support from our customer service

How do I register online? If O&O FileBackup was purchased on our Online Shop, you've automatically registered with us. If O&O FileBackup purchased at a retailer, you will be asked if you want to register while entering the license information. You then have the option of either registering immediately or at another time. All you'll need is a functioning Internet connection and a valid license key.

You may also complete the registration form right here: http://www.oo-software.com/register Just return the completed online form by clicking "Send" and you'll be eligible to take full advantage of our O&O Customer

Service.

Updates

:::tip



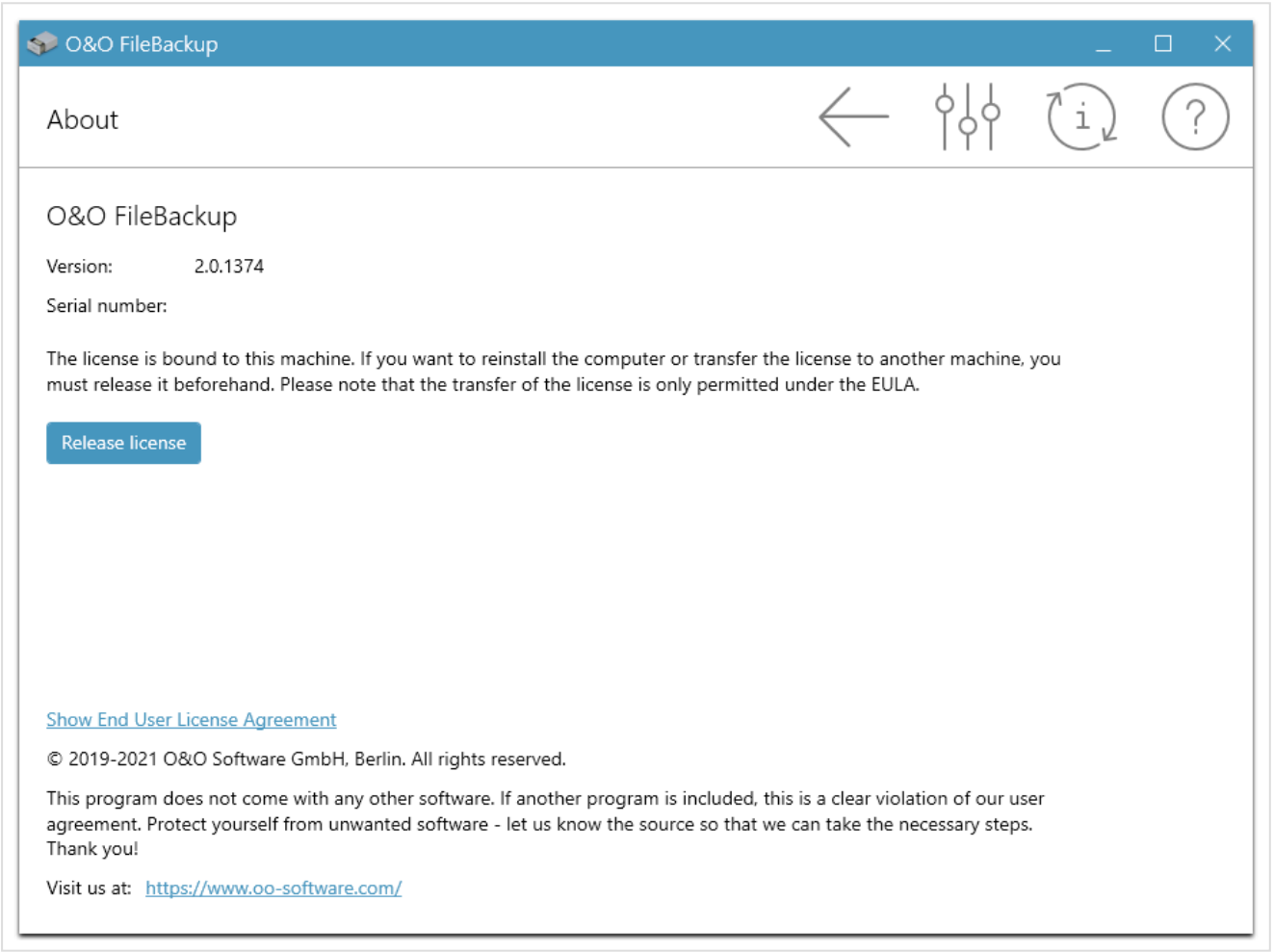
Information about your installed program version and the license data (if you have it) can be found under **Update & Info**..

:::

Update & Info

About Under  you'll find information about the program version, the licensing status, and updates. If you haven't yet entered a license, click **Register now** and you'll be able to do so.

In the lower section you'll find information about available updates and have the option of installing them. You'll also be informed if an upgrade is available. Based on the license used for registration, using the upgrade beyond the 30 day trial period might require an additional payment.



:::note

So-called "Minor Updates" (Version 14.0 to 14.1, 14.5,etc.), where smaller changes in the program have been made, are free. "Major-Updates", such as from version 14 to 15, must generally be purchased.

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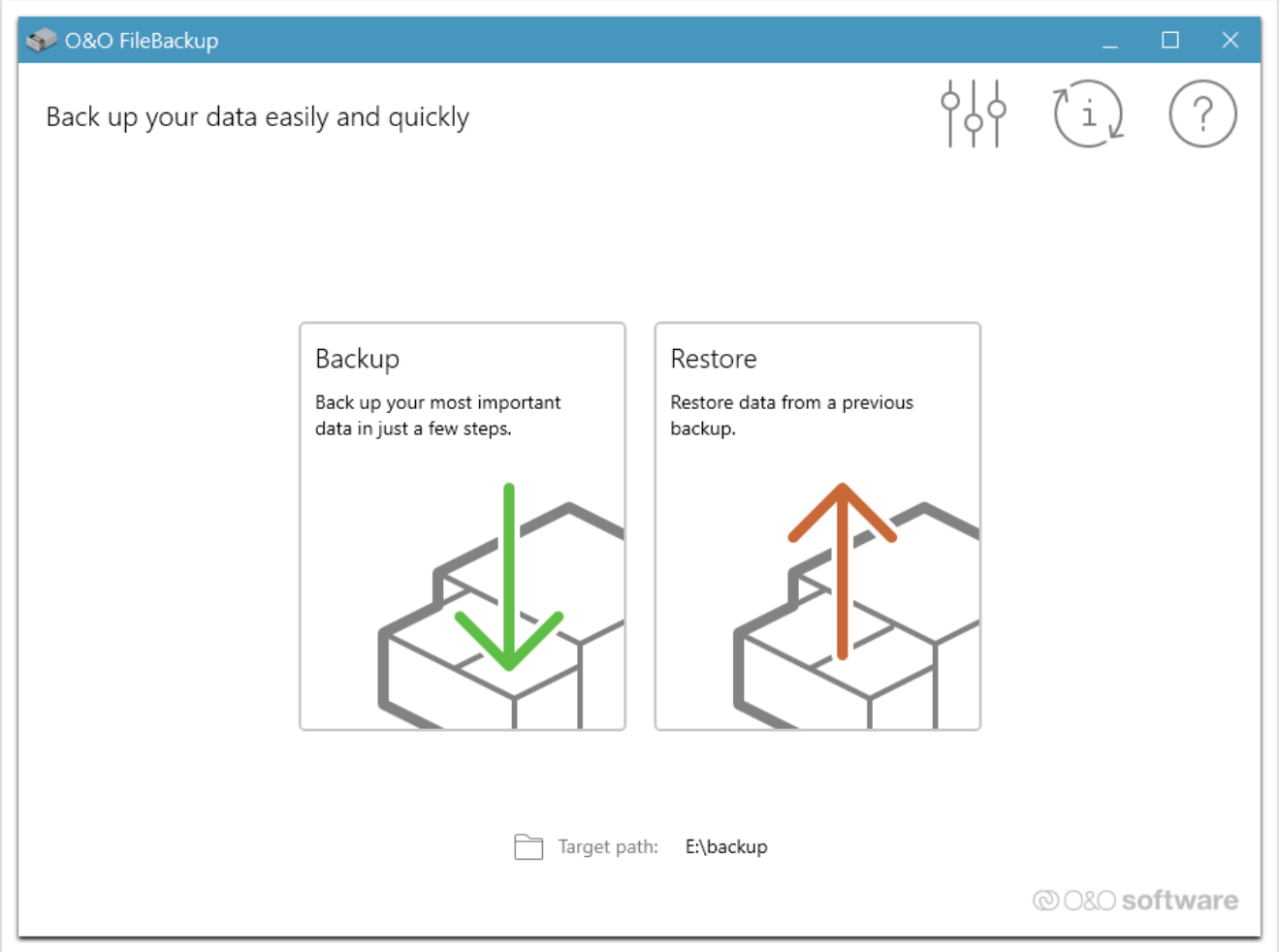
- If you decide to upgrade, download the current program version from our website under (Downloads) and save the installation file on your computer.

- Your license data will normally be saved during Minor Updates so you won't have to enter them again after a successful installation. To be on the safe side, we do recommend keeping your license key for the current version within easy reach - just in case you run into trouble.
- "Major Updates" will require the new license that you receive upon purchasing the software.

Back up files and folders

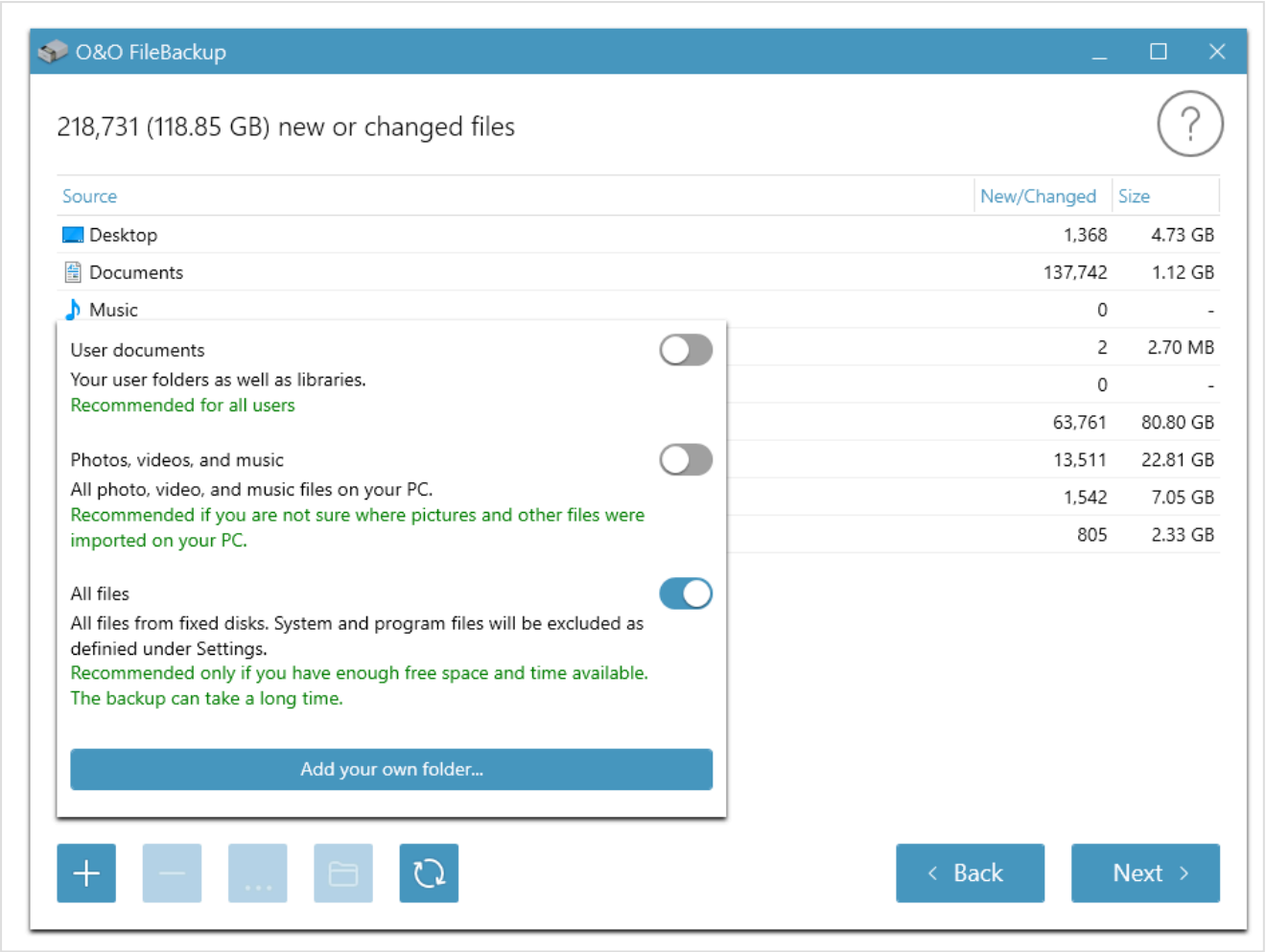
This is how O&O FileBackup works

There are just a few settings that you have to take care of.

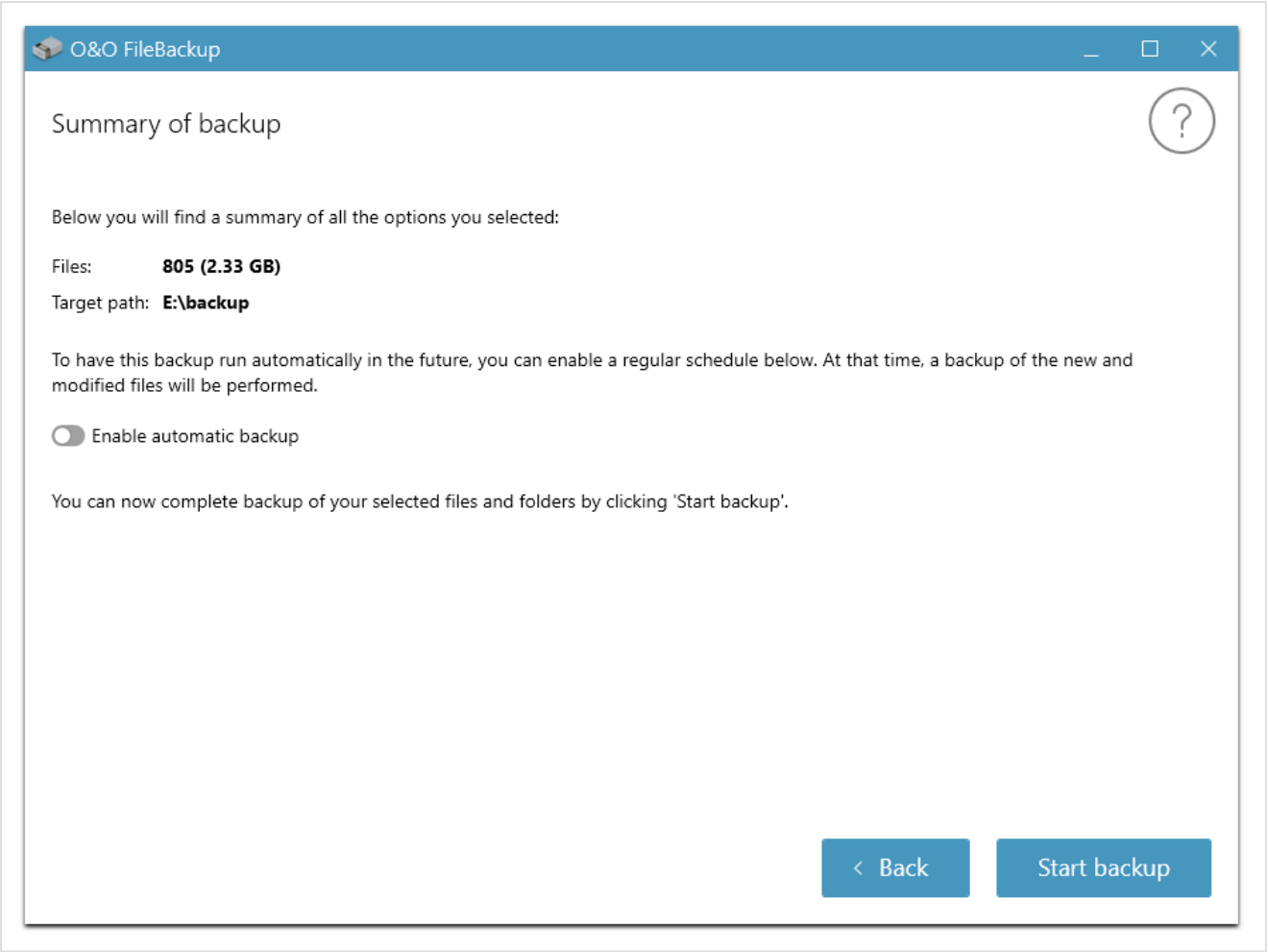


1. Step: Start O&O FileBackup. In the program's start window, click **Select target folder** to select the disk where you want to save your data. We recommend using an external disk. O&O FileBackup will display all the disks it recognizes in the window's lower section. You can also find your target folder by using **Search...**.

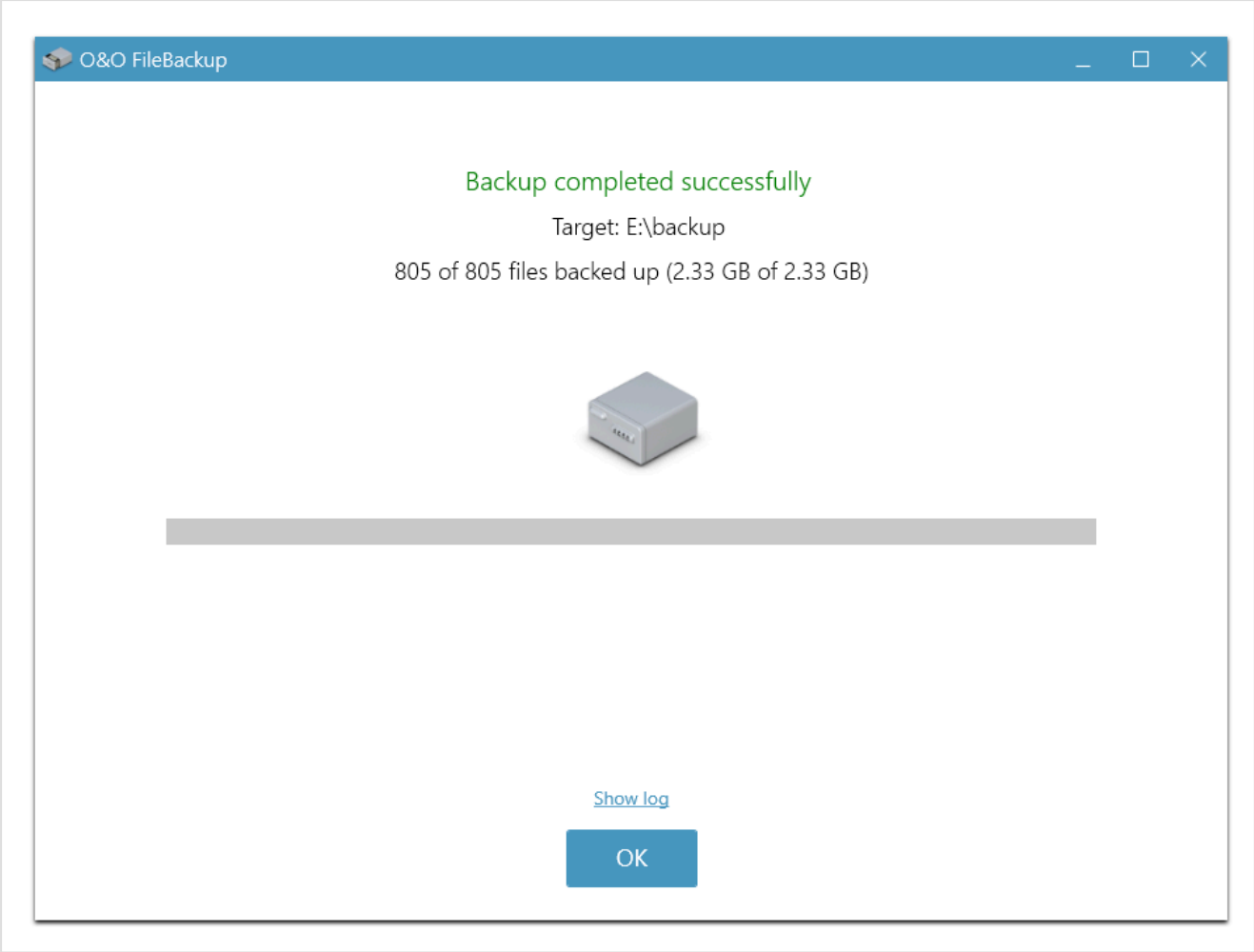
2. Step: You can now select the folders that should be backed up. Click **Backup** and then click the +-symbol to select which files should be backed up here, for example, your **User documents**, **Photos, videos & music** or also **All files**. The search can take some time, depending on the size and number of your existing files. As soon as you've selected all the folders for your backup, click **Continue**. You can decide whether to backup all files or just the ones selected.



3. Step: Start the backup after you've selected all the files you want included. Backup can take a while, depending on the size of all the files involved.



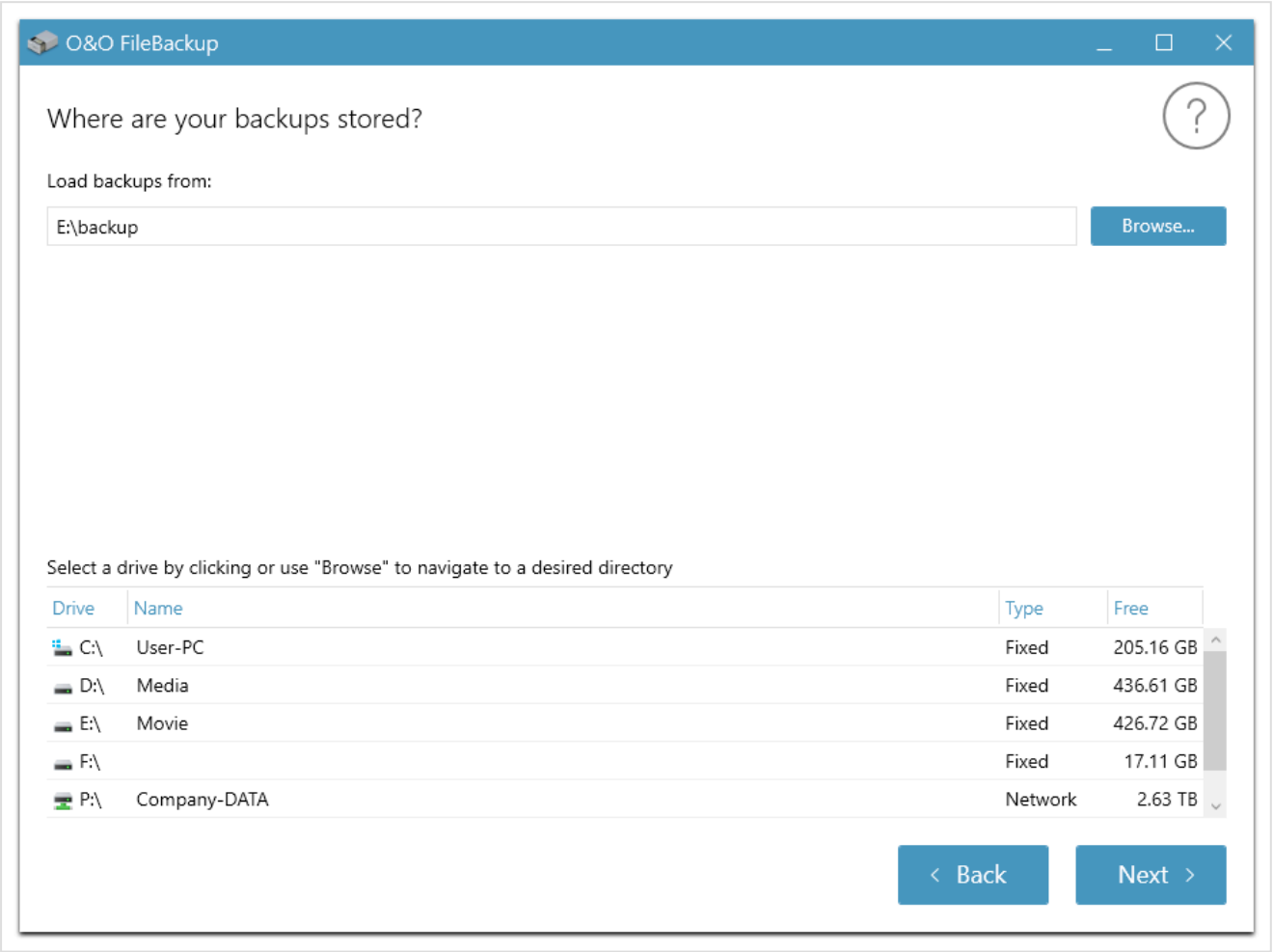
Your backup was successfully completed.



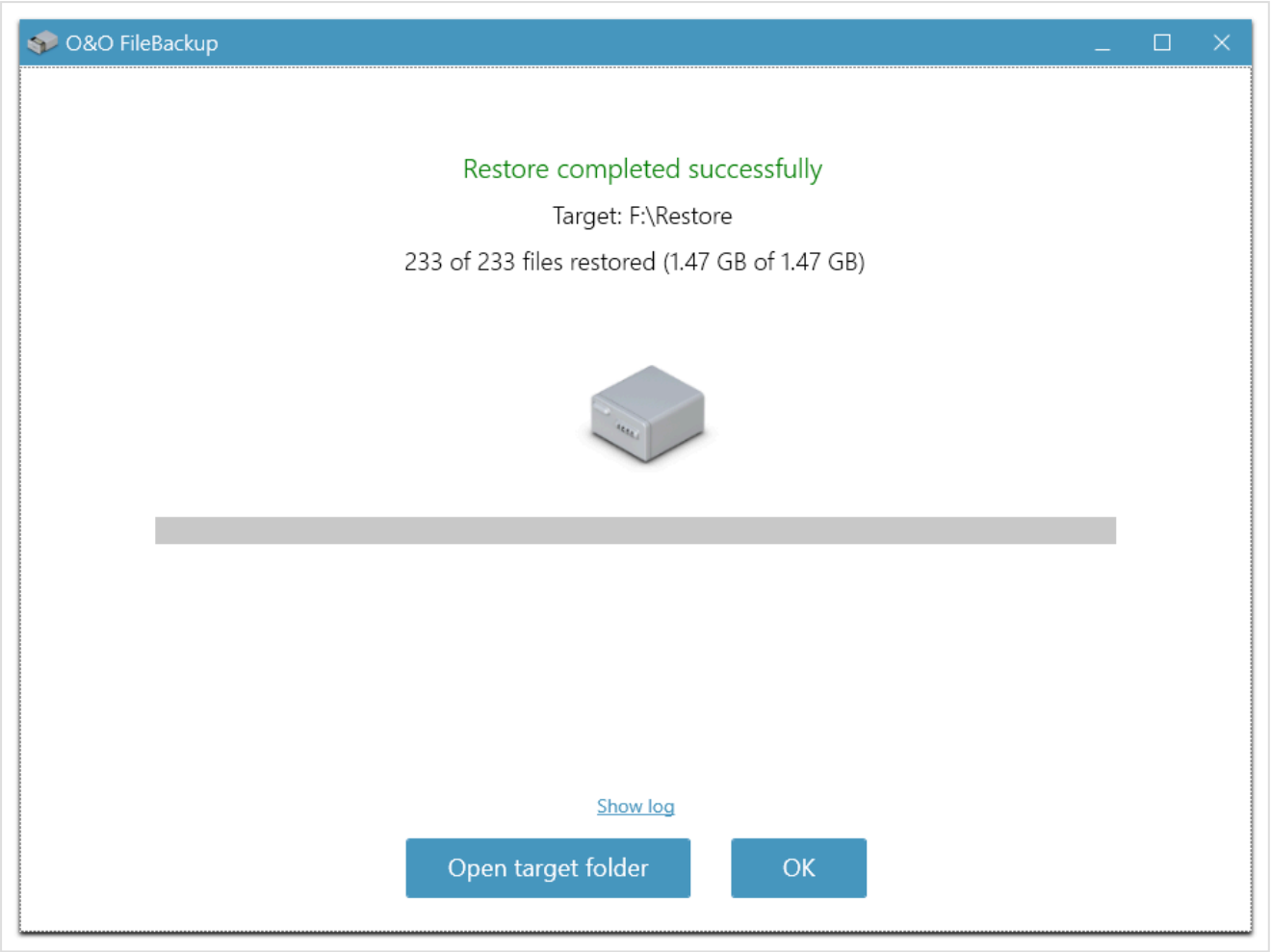
Once the copying process is completed, please don't forget to use your operating system's "Safely remove hardware" method before disconnecting the external disk.

Restore files and folders

To restore files and folders from an existing backup, proceed as follows. First make sure you'll be able to access the backup, such as from your external disk.



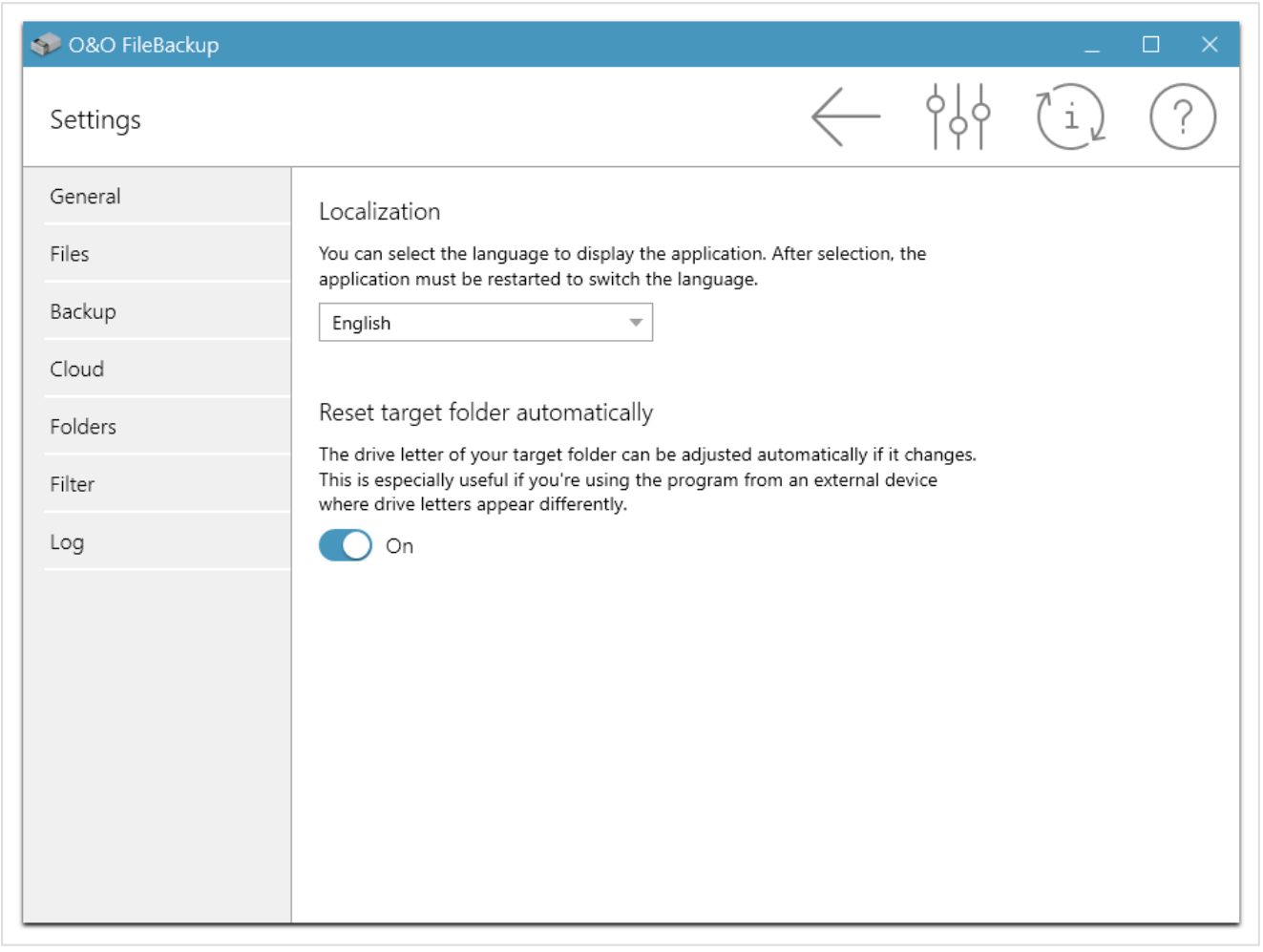
- Start O&O FileBackup and then select **Restore**.
- Select the backup you want to restore. If you don't see the one you're looking for in the list of suggested backups, search your drives and enter the path to that backup.
- Now click **Continue**.
- You now have the option of selecting either all files or only those selected for restoration. After you've done this click **Continue**.
- Now select the target folder where the files should be restored. Once you've done that click **Continue**.
- Before you start restoration you'll receive a summary of the restoration. You'll see the date when the backup was made, the target folder along with the size of the files that are going to be restored. .
- By clicking **Start restore** restoration will begin.


O&O FileBackup
Restore completed successfully
Target: F:\Restore
233 of 233 files restored (1.47 GB of 1.47 GB)
Show log
Open target folder
OK

Settings



You can adapt O&O FileBackup to your needs in the start menu via . Here it’s possible to determine, for example, whether created settings should be saved and applied as preferred settings when you start the program the next time.



General Change language You can change the display language of O&O FileBackup. This will automatically restart the program.

Reset target folder automatically The drive letter of your target folder can be adjusted automatically if it changes. This is especially useful if you`re using the program from an external device where drive letters appear differently.

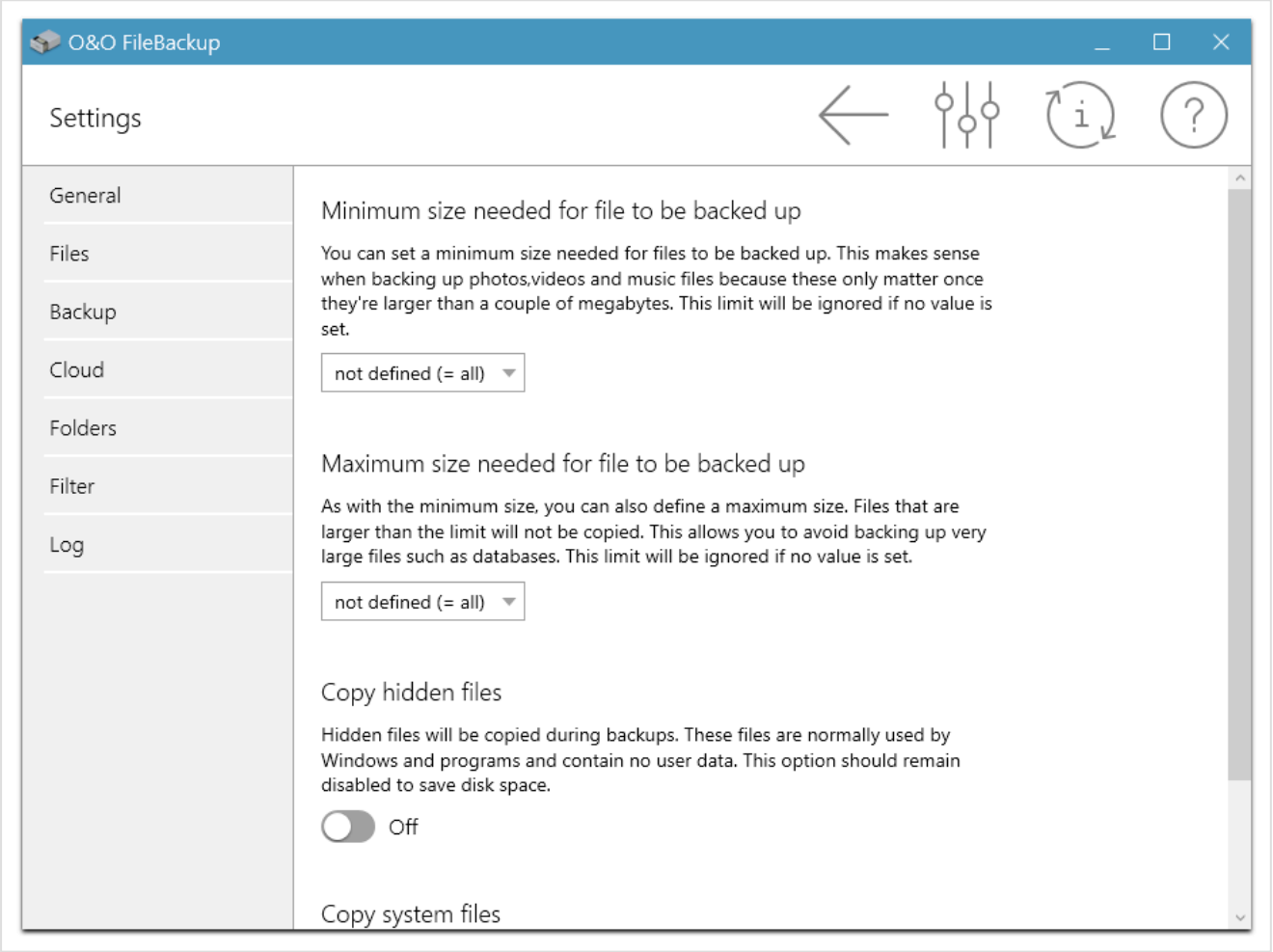
Files Minimum size needed for file to be backed up You can set a minimum size needed for files to be backed up. This makes sense when backing up photos, videos and music files because these only matter once they're

larger than a couple of MBytes. This limit will be ignored if no value is set.

Maximum size needed for file to be backed up As with the minimum size, you can also define a maximum size. Files that are larger than the limit will not be copied. This allows you to avoid backing up very large files such as databases. This limit will be ignored if no value is set.

Copy hidden files Hidden files will be copied during backups. These files a renormally used by Windows and programs. This option should stay disabled to save disk space.

Copy system files System files will be copied during backups. These files a renormally used by Windows and programs and contain no user data. This option should stay disabled to save disk space.

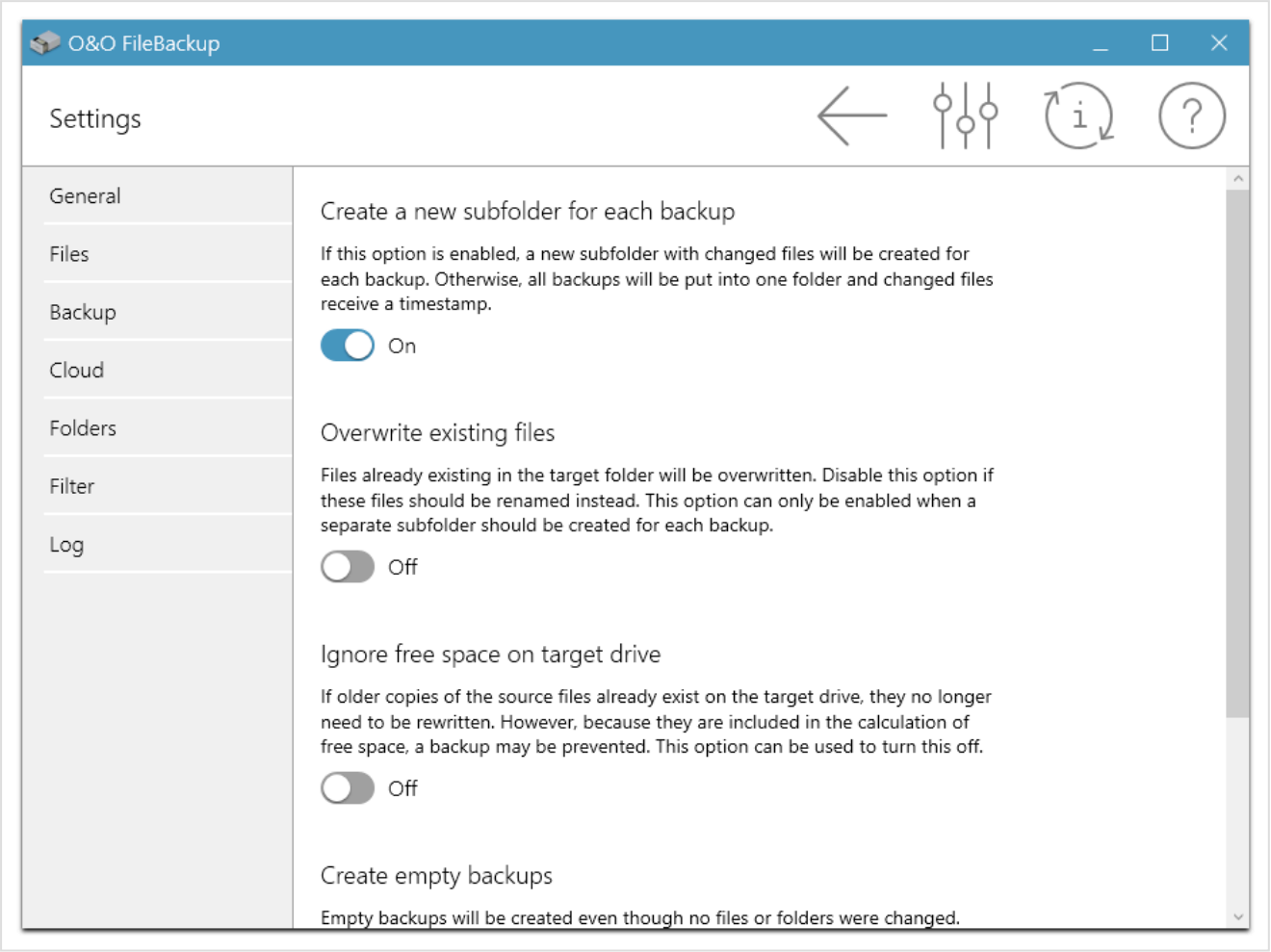


Backup Create a new subfolder for each backup If this option is enabled, a new subfolder with changed files will be created for each backup. Otherwise, all backups will be put into one folder and changed files receive a timestamp.

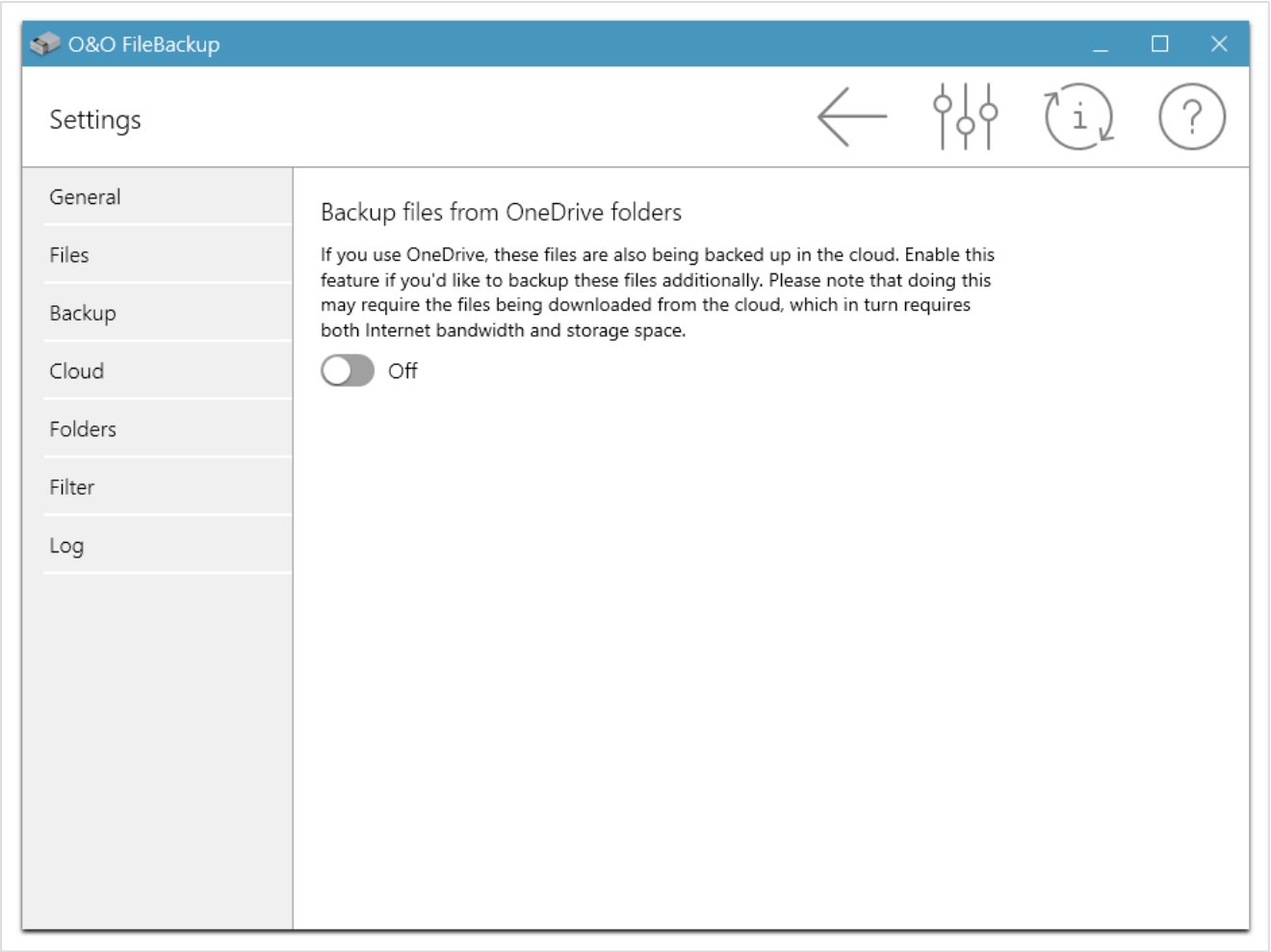
Overwrite existing files Files already existing in the target folder will be overwritten. Disable this option if these files should be renamed instead. This option can only be enabled, if each backupshall be written to its own subfolder.

Create empty backups Empty backups will be created even though no files or folde rs were changed .

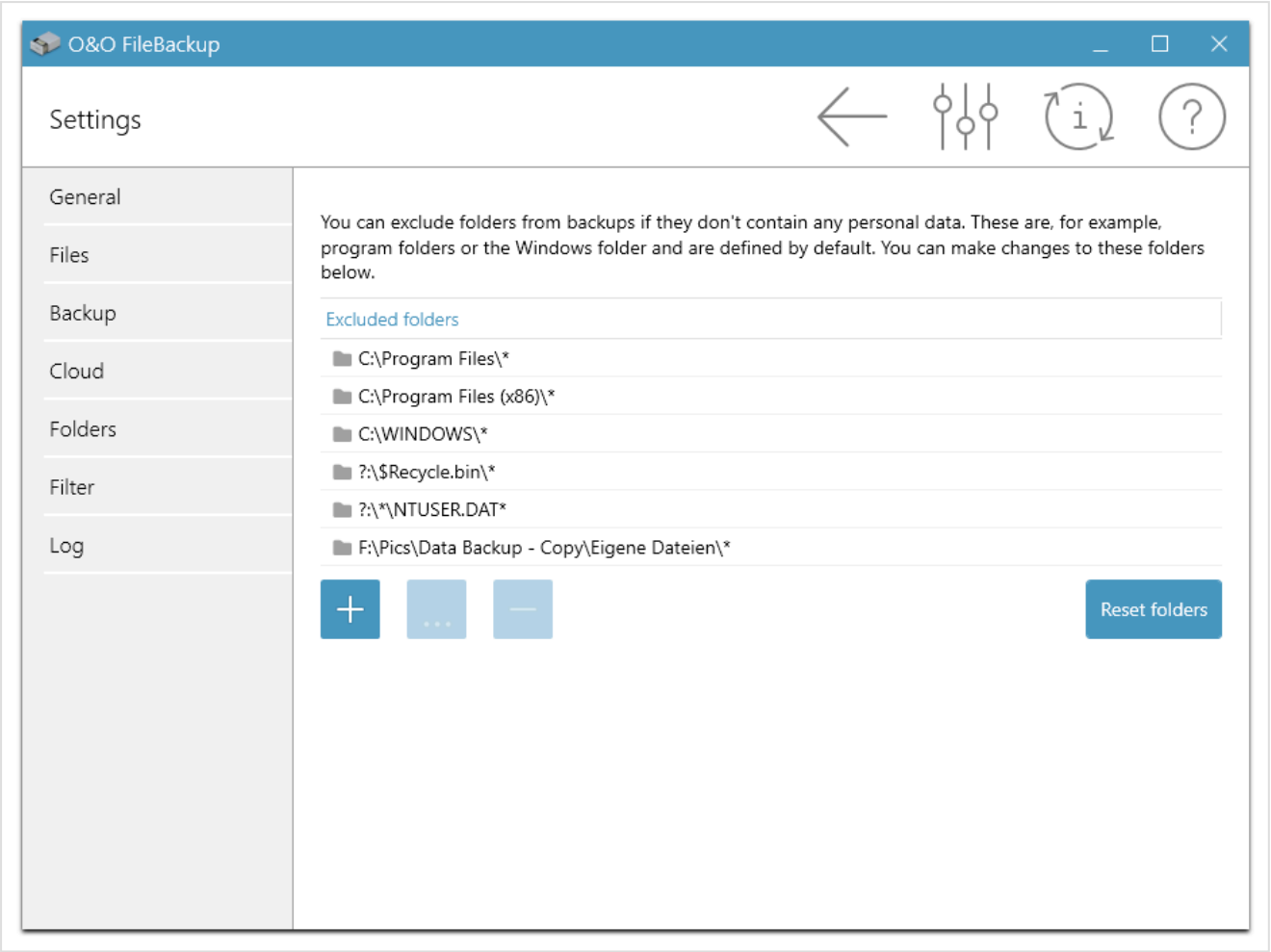
Create empty folders Allows empty folders from the source to be created in the backup. This option should be disabled to make navigation in the backup easier.



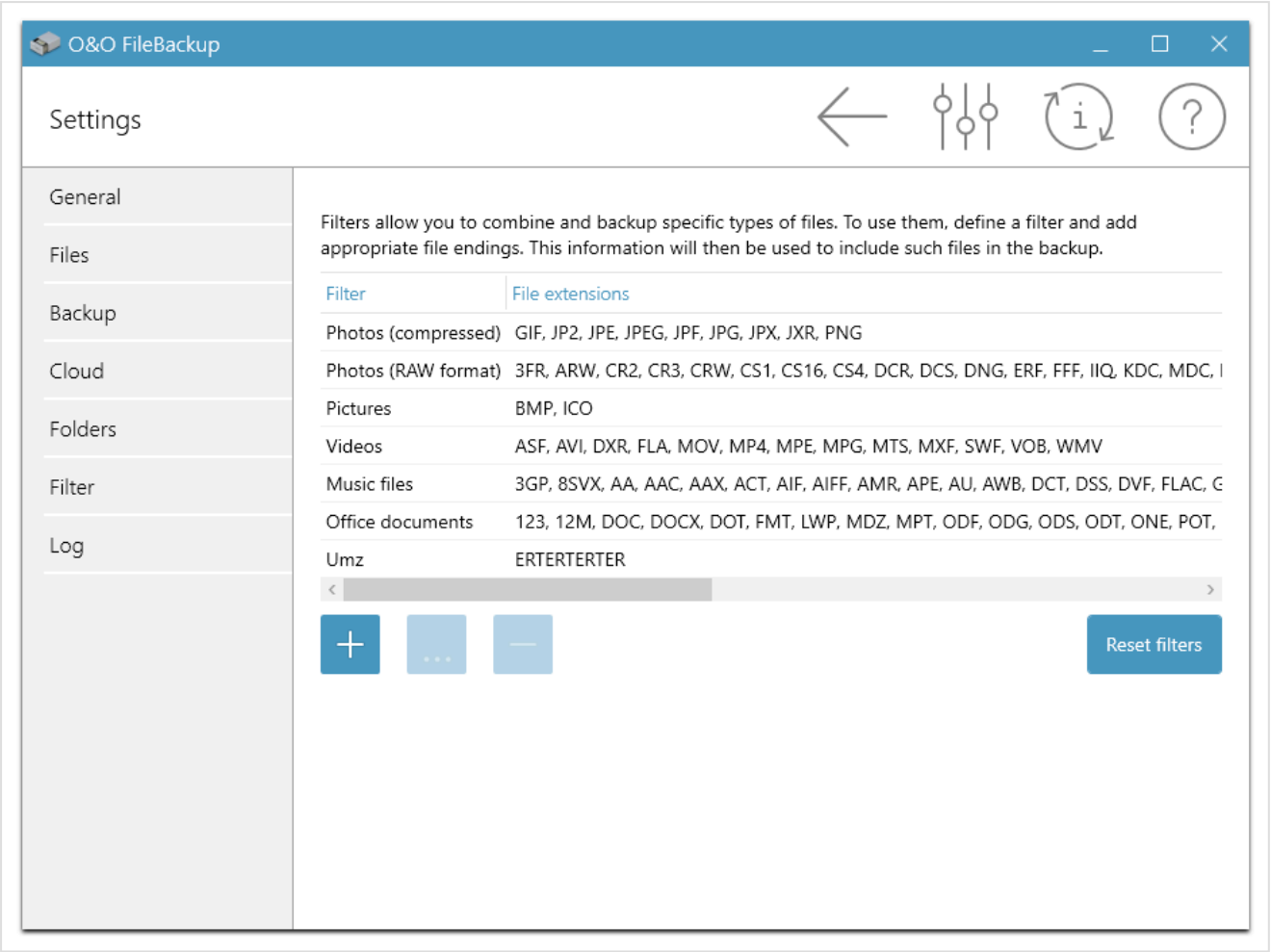
Cloud Backup files from OneDrive folders If you use OneDrive, these files are also backed up to the cloud. If you would like to have these files backed up additionally, please activate this function. Note that this may require the files to be downloaded from the cloud, which requires both Internet bandwidth and storage space.



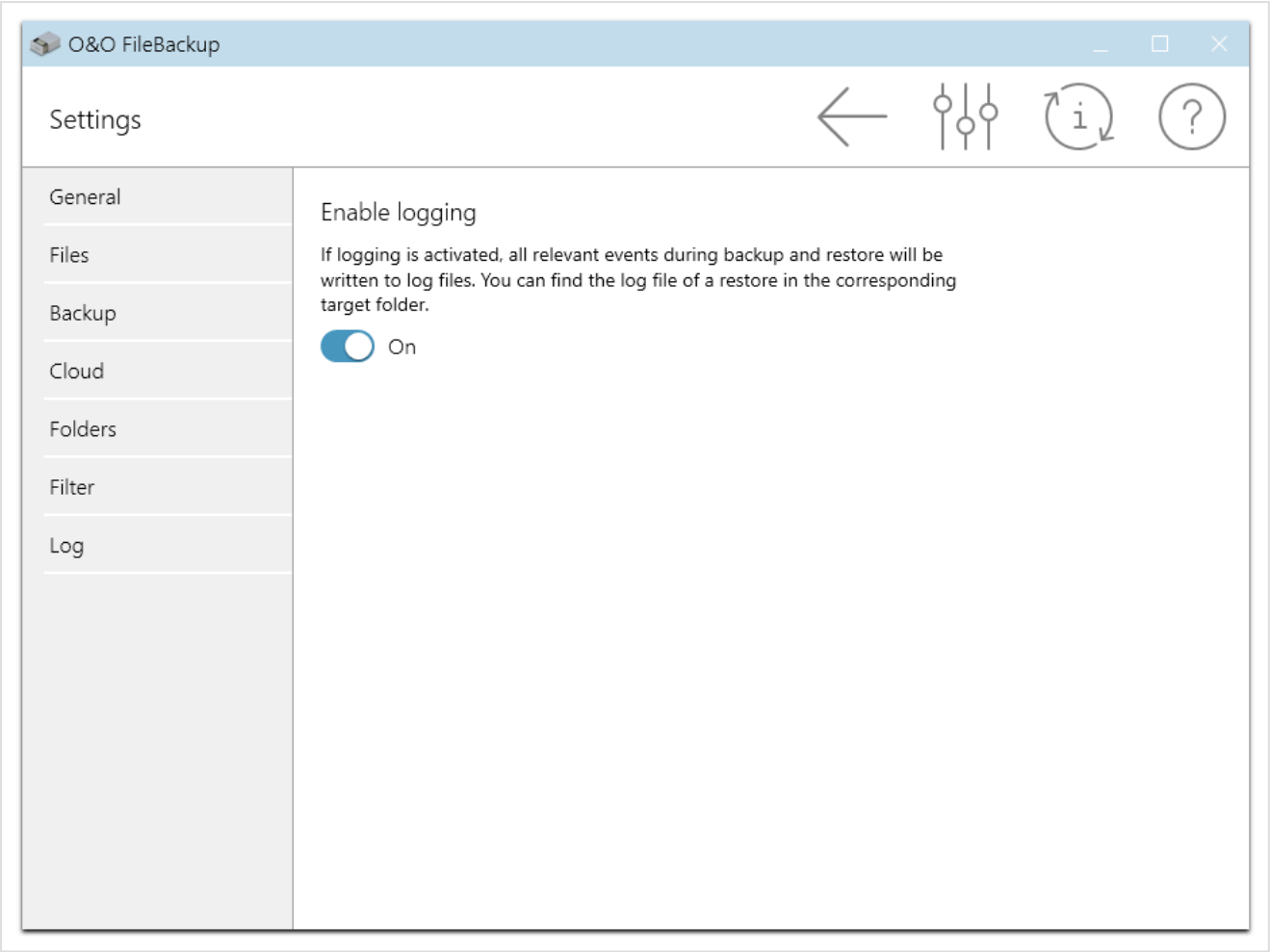
Folders You can exclude folders from backups if they don't contain any personal data. These are, for example, program folders or the Windows folder, and are defined by default. You can make changes to these folders below.



Filter Filters allow you to summarize and back up specific types of files. To do this, define a filter and add appropriate file endings. This is then used to include the files in the backup.



Log Enable logging If logging is activated, all relevant events du ring backup and restore will be written to log files. You can find the log file of a restore in the corresponding target folder.

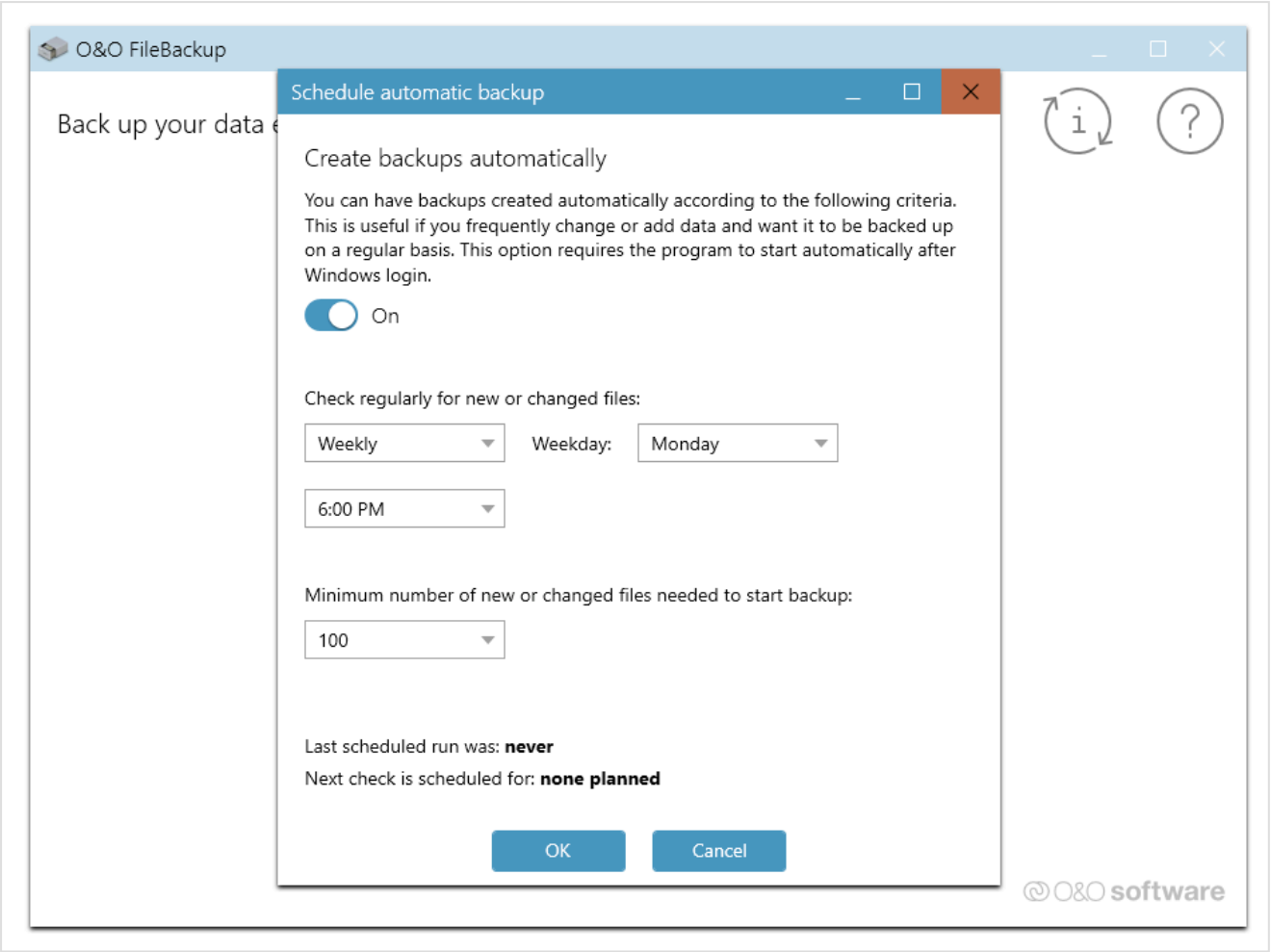


Scheduling Create backups automatically You can create backups automatically defined by the following criteria. This is useful if you change or add data frequently and want it to be backed up on a regular basis. This option requires the program to start automaticalty after Windows login.

:::note

In order to execute jobs on a regular basis, the starting conditions (e.g., source drive, images, or target drives) have to be the same. If you make changes to a drive's name, the storage location of the image, or on the layout of a target drive, the job may no longer be executed successfully.

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O&O FileBackup
Back up your data
Schedule automatic backup
Create backups automatically
You can have backups created automatically according to the following criteria. This is useful if you frequently change or add data and want it to be backed up on a regular basis. This option requires the program to start automatically after Windows login.
On
Check regularly for new or changed files:
Weekly
Weekday:
Monday
6:00 PM
Minimum number of new or changed files needed to start backup:
100
Last scheduled run was: never
Next check is scheduled for: none planned
OK
Cancel
O&O software

End user license agreement (EULA)

Once accepted, these license terms will become part of your contract with O&O Software GmbH, Germany.

1. Object and form of delivery (1) You receive the software covered by the contract in executable for (Binary code) together with the relevant documentation released by O&O according to Section (6). (2) The software provides the range of functions described in the given documentation. The documentation regarding functionality may be consulted prior to concluding the contract in the internet presentation on the following site www.oo-software.com. (3) Delivery will be made according to the way in which you have purchased the software, either by having a disk directly handed over, or sent by mail to an address you have supplied, or through the forwarding of a license as well as any required download information to a given E-mail address. (4) If you are currently receiving updates as part of a maintenance agreement, these will be made available electronically to you for downloading. (5) Changes to the delivery or E-mail address can only be considered, if they are supplied in writing or by E-mail to the address or E-mail address indicated on www.oo-software.com at least two weeks before delivery of the update. (6) A printed copy of the documentation will not be included in the delivery. The documentation consists primarily of electronic aids.

2. Requirements for application (system requirements) (1) Installation of the software is not part of the agreement. (2) The software requires Windows 8.1 (all Editions), Windows 10 (all Editions) or Windows 11 (all Editions) operating systems. Application within the terms of this contract is not achieved without the use of one of these operating systems. Control of the program through a network management is not possible. (3) For the use of the software an Internet connection is necessary to take an appropriate activation. In this case, anonymized data is transmitted to O&O, which are required exclusively for the fulfillment of the contractual service, such as testing and activation of a trial version or license. A transfer to unauthorized third parties does not take place!

3. Rights of use, including test versions, unauthorized transfer, and application (1) O&O grants you, upon payment of the agreed fee, a spatially unlimited and non-exclusive right to use the software. (2) Test versions - if you have installed a test version of one of our products taken from the O&O Website www.oo-software.com, the right of use will be, according to the program, for a limited time only and/or technically restricted. (3) One copy of the software is entitled to be used on a maximum of one (1) output device /workstation simultaneously. (4) If you want to use the software on more than one output device/workstation, the rights of use must be extended accordingly. To find out which O&O products are also available as volume licenses, please consult www.oo-software.com. The separate price list concerning O&O Volume Licenses will apply to extending the rights of use without redelivery. A subsequent extension of the rights of use without redelivery does not result in further warranty. (5) Any use beyond that agreed upon in the contract is one in violation of the contract. In such a case, you are required to report this use that exceeds the rights of use to the supplier without any delay. The parties will then try to bring about an agreement for extending the rights of use. For the duration of the excessive usage, i.e., until the conclusion of such an agreement or the cessation of the excessive usage, you are required to pay compensation for this excessive usage according to the amount indicated in our price lists. The amount of compensation will be calculated on the basis of a four year, straight-line depreciation. If we are not informed of the excessive usage, a contract penalty in the amount three times the price of the usage indicated in the price list will be due to O&O. (6) You are entitled to create a backup copy of the software and to conduct ordinary data backups. The creation of more copies than the amount needed for the backing up of any future usage (including the backup copies and data backups) is not allowed. (7) Copyrights and other trademarks within the software may not be altered or removed. They must be transferred onto every copy of the software. (8) Unauthorized transfer - only when you have purchased the software with an accompanying disk are you permitted to transfer it and then, only

under the following conditions: a resale of the software is only permitted when it involves an entire software copy, i.e., by surrendering your own usage of the purchased copy, you are entitled to transfer these rights of use of the disk onto a third party according to the terms of the agreement existing between you and O&O. When making such a transfer, you are required to hand over to the third party all materials related to the software that are covered in the contract and to delete the software from any storage volumes (e.g., hard disks) remaining in your possession. (9) Unauthorized rental and service - The purchase of this contract does not entitle you to any public transfer or rental of the software. You are also not entitled to include the software as part of your providing services for and in the presence of any third parties. You may purchase an appropriate license from O&O for doing this. (10) Prohibition on Reverse Engineering, Decompilation, and Disassembly. You may not reverse engineer, decompile, or disassemble this software except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation. (11) Compliance with Applicable Laws. You must comply with all applicable laws regarding use of software.

4. Payment (1) The prices are given with the corresponding sales taxes included, unless otherwise indicated. (2) Test versions - Downloads of test versions offered by O&O are provided free of charge, unless otherwise indicated. (3) If you receive updates of your programs as part of a Maintenance Agreement, the terms of payment in these contracts will apply to these Maintenance Agreements. (4) O&O is entitled to forward any data it has received onto third parties requiring it for purposes of collection. (5) Until payment is made in full, O&O retains possession of all rights, particularly those concerning copyrighted rights of use, on the materials included in this contract. O&O is specifically entitled to cancel a contract, for example, when your payment is delayed, it prohibits the further using of the software and demands the surrendering of all copies or this being impossible, to demand their deletion. Should a third party have access to the object of purchase before payment is completed for the contractual software, you are required to inform this third party about the object being the property of O&O and to inform O&O, in writing, about the third party’s access.

5. Material defect and defect of title (1) The software package or download you receive is free of any material defect or defect of title. (2) A material defect exists when the software is unable to be used as described in the documentation appearing on the website www.oo-software.com and included in delivery or available for downloading. O&O is constantly checking to make sure that other sources are not misrepresenting the functions and properties of the software as described in the documentation. You can therefore assume that any descriptions beyond those found in the software documentation have not originated with O&O and are also unknown to it. Please inform O&O if you learn of any software descriptions that include functions and properties not mentioned in the documentation. (3) A defect of title exists when, after delivery of the software, the rights needed for using it as stipulated in the contract have not been effectively granted. (4) Any claims concerning defects of material and/or title related to the software have a limitation period of two years subsequent to delivery of the program or transmission of the serial number needed for downloading. If you are not a private individual, the warranty period is shortened to one year. If O&O has fraudulently concealed a material defect, a three year limitation period will cover claims related to this defect. Payment for compensation that you might have been entitled to as a result of cancellation or an abatement can be refused upon expiration of the limitation period. (5) You are required to inform O&O, in writing if possible, of any defects that arise immediately upon their discovery. While doing so you should also describe, as well as possible, how the defect is communicated, the effect it has on the program, and under which circumstances it occurs. (6) Should defects be reported to O&O within the limitation period, it will undertake a cure free of charge. (7) As part of the cure, the corrected software will be redelivered as agreed. An on-site analysis and correction of the error on your system will not take place. O&O assumes the ensuing expenses for the cure, in particular the costs for transport, labor, and material. You are personally responsible for installation. O&O specifically does not assume on-site installation as part of its obligation with regard to defects of material or title. Should a change of the program be required as part of the cure, O&O will make the necessary changes in the

documentation without any charges. (8) After the unsuccessful expiration of a deadline you set for cure, you can cancel the contract or reduce the purchase price and demand compensation instead of service or the replacement of any futile expenditures. (9) A deadline is not required when a) O&O refuses both kinds of cure, even if it is entitled to do so as a result of the arising expenses, or b) the cure is impossible, or c) the cure is unacceptable to you, or d) the cure is unsuccessful. A subsequent improvement is considered a failure after the second unsuccessful attempt, unless there is something particular about the type of software or the defect itself or the surrounding circumstances that would indicate otherwise. (10) You are not entitled to cancel the contract if the defect is negligible, nor may you, in this event, demand compensation instead of full service. (11) In the event of cancellation, compensation is due for any uses made. The compensation for use will be based on a four year, straight-line depreciation of the purchase price. (12) As a result of the abatement, the purchase price will be reduced by the amount which is calculated for deducting the defect from the value of the software. The standard used will be its value at the time the contract was concluded. The amount, when necessary, is to be calculated by estimation. As a result of this reduction, any amount larger than that paid for the reduced purchase price will be refunded. (13) If it turns out that a reported problem did not arise as a result of a defect in the software, O&O is entitled to invoice you, according to the amount charged in its price lists for such services, the expenses for analysis and correction of the problem if you can be accused of malice or gross negligence. (14) The seller’s warranty is canceled, when changes are made on the software without expressed written consent or when the software is not used as intended or used in an improper software environment, unless you can prove that these facts had nothing to do with the problems that occurred.

6. Limitation of compensation (1) O&O is liable for compensation for every legal ground to the extent described in the following provisions. (2) The extent of liability of O&O for damages caused by malice or gross negligence arising from O&O itself or one of its vicarious or legal agents is unlimited. (3) There is no limit to the extent of liability of O&O or any of its legal or vicarious agents for damages involving injury to life, physical well-being or health, or for simple breach of duty. (4) There is unlimited liability for damages caused by serious organizational fault on the part of O&O as well as for damages arising from a missing guaranteed characteristic. (5) For the breach of an essential contractual duty, O&O is liable for damages normally foreseen in a contract when none of the instances in provisions (2) - (4) applies. (6) Any further liability for compensation is excluded, specifically excluded is liability without fault. (7) Liability as defined by the product liability law remains untouched. (8) If damage can be traced to have arisen through a fault on the part of O&O as well as on the part of yourself, you must have your share of the fault evaluated. You are responsible for making a standard backup of your data at least once a day. For data loss caused by O&O, O&O is only liable for the expense of duplicating the data on your backup copies that need to be created and for the restoration of data, which would have also been lost during a standard backup procedure.

7. Final provisions (1) You may only balance claims from O&O with indisputable or legally valid claims. (2) Changes and amendments to this contract must be made in writing. This also applies to changes to this provision. (3) The contract is subject to German law. The uniform UN purchasing law (CISG) as well as the UNIDROIT Factoring Agreement of Ottawa do not apply. (4) Any general terms and conditions on your part will not be applied. (5) This license agreement is subject to the laws of the Federal Republic of Germany. In the event you are not a private individual or a resident of the Federal Republic of Germany, we agree that the district court in Berlin will be the competent court for litigation arising from this contract.

8. Contact If you have any questions concerning the O&O Software License Agreement or wish to speak with O&O, please get in touch with us. O&O Software GmbH, Bülowstraße 66, 10783 Berlin, Germany E-Mail: info@oo-software.com, Web: www.oo-software.com

Support and more from O&O

O&O Software support helps with questions and problems concerning O&O FileBackup.

Contact support

Open O&O Software support. Include:

- The version of O&O FileBackup.
- The Windows version of your computer.
- The target drive of the backup and the step at which the problem occurs.
- The complete error message, if any.

Never send passwords or license keys. O&O support does not need them.

Licensing

O&O FileBackup is commercial software. Without a valid license key, it runs as a trial version.

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Product	Purpose
O&O DiskImage	Backup and recovery of drives and complete systems
O&O SafeErase	Secure deletion of files, drives and entire computers
O&O Defrag	Storage optimization for PCs and servers
O&O DiskRecovery	Recovery of deleted files

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