



BuddyBackup

User's Guide

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1 Introduction

BuddyBackup lets you to backup your data to your friends and colleagues' computers for free.

This means you get safe and secure off-site backups of your data without having to pay a third party company.

BuddyBackup works by monitoring your files for changes. When they occur, it creates encrypted backups and sends them securely over the internet to one or more of your buddies.

If your buddy isn't currently online, then BuddyBackup will just keep track of the changes and back them up later.

If you have a disaster, you can easily recover your files by simply running BuddyBackup from your new computer. You can even do this from a friend's computer using the "Guest mode". BuddyBackup will then get the files back from your buddies.

Setting up BuddyBackup is really easy – you just choose what to backup and who to backup to and that's it. There are no schedules to setup, and BuddyBackup will just silently sit in the background keeping your files backed up.

BuddyBackup fully integrates with Windows so you can tell at a glance whether you're fully backed up.

2 Features

- **Free Online Backup:** Create online and off-site backups of your data for free.
- **Continuous Backup:** no schedules to maintain. BuddyBackup will just backup as soon as possible. It smartly uses your bandwidth while you're using your PC so you shouldn't notice too much of a slowdown.
- **Historical Backups:** BuddyBackup keeps historical versions of your files. This means that you can go back to an older version at any time. This is really useful if you accidentally overwrite or delete a file.
- **Local backups:** BuddyBackup can keep an extra backup of your files stored locally on your machine. This means you can restore files instantly without having to download from your buddies. Again, this is useful if you just overwrote or deleted a file by mistake.
- **Backup to USB drives and other locations:** You can also backup a USB drive to add an extra level of protection. You can also backup securely to locations such as SAN and NAS.
- **Byte level incremental backup:** Only the byte-level changes of your files are transferred over the internet when your file changes. This means that your bandwidth and storage costs are minimised. For example, if you add a couple of paragraphs to a 20 MB Microsoft Word® document, only those new paragraphs are sent.
- **Multiple backup copies:** You can choose how many total backup copies to keep. This means you get extra redundancy in the event of failure, for your extra important documents.
- **Privacy assured:** BuddyBackup maintains the highest standards of encryption and privacy. Simply put, only you have access to your files. Not even the buddies storing your files can read them.
- **Advanced Peer-Peer technology:** BuddyBackup is able to connect to buddies even behind firewalls and routers.

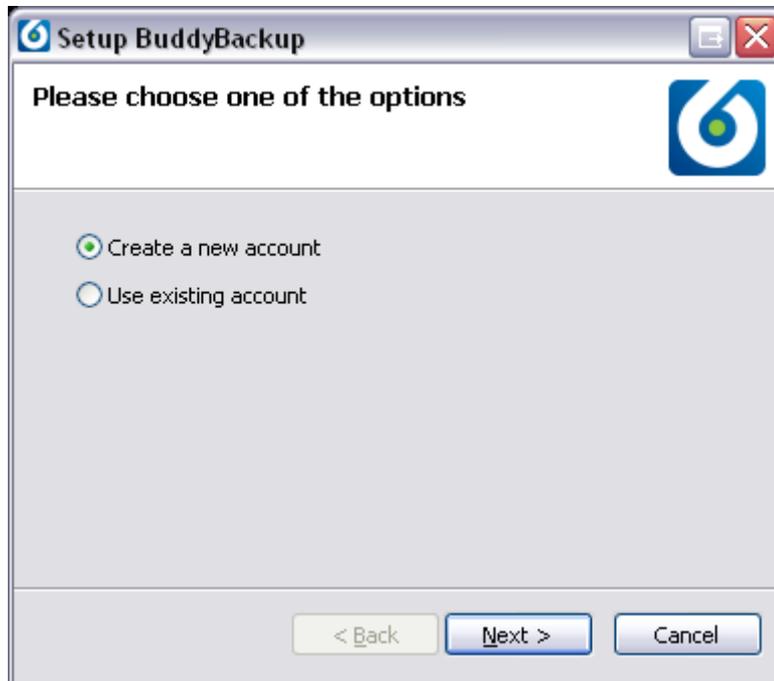
3 Installation

1. Visit www.buddybackup.com and click **Download Now**
2. When prompted click **Run** or **Open**
3. Click **Next**
4. Make sure you are happy with the Licence Agreement and if so, click **I Agree**
5. Choose where you want to install BuddyBackup. Or if you're not sure what to put, leave the suggested location unchanged.
6. Press **Install**.
7. You may need to restart your machine before you can start using BuddyBackup¹
8. BuddyBackup will start automatically when you log in.
9. Or, to manually start BuddyBackup:
 - a. Click the **Start** button
 - b. Click **All Programs, BuddyBackup, BuddyBackup**
10. See section 4 for instructions on setting up BuddyBackup.

¹ A reboot is required to turn on the Windows Explorer integration. See section 9.

4 Setting up

1. The first time you run BuddyBackup you will be presented with the following screen.



2. If you want to set up a new machine for the first time, click **Create a new account**.
OR
If you want to restore your backups for a replacement machine click **Use existing account** (see below)

Use Existing Account option

The Use existing account option is for situations where you have had a disaster and you are restoring your old machine. This allows you to start using BuddyBackup again on the new machine, and get your files back.

You must make sure, however, that your BuddyBackup account is no longer being used on the old machine.

If by accident, your BuddyBackup account exists on both machines, you may have problems such as buddies not being able to backup, or not being able to restore your data.

If you're not sure whether your old account is still being used, do the following:

1. Recover all of your files using Guest Mode (see 10.3)
2. Create a new BuddyBackup account for this new machine by choosing the **Create new account** option (see above image) and start using that one instead.

3. Click **Next**
4. Choose a username. This can contain any letters (a-z), number (0-9) or the underscore character (“_”), but no spaces. For example:

bill123

santiago_castel

neala72

5. Enter a password in the **Choose a password** box.
6. To the right of the password box, it will show how secure this password is. If it says the password is *Weak* you might want to choose a more secure password²
7. Retype your password in **Retype password**
8. Enter your e-mail. Please ensure this e-mail is correct. If you make a mistake in the e-mail, the BuddyBackup team won't be able to send you important information such as password reminders.

We will never sell or give away your personal details.

9. If you don't want your password saved on the BuddyBackup server, then un-tick **Save my password on the BuddyBackup server** (see **Error! Reference source not found.**).
10. Click **Next**
11. You can now choose which files you want to backup. To do this click in the little square boxes to “tick” the folders/files you want to backup. As you do this, you will be shown the size of the files you have chosen. You can always change the items chosen for backup later on (see 7.3). Click **Next**

If you choose to backup a folder (such as “My Documents”) then BuddyBackup will backup *all* of the files and folders inside that folder.

It will also backup *new files* which are added anywhere in that folder.

Backing up “My Documents” is a therefore good way of backing up all of your important documents.

12. Click **Finish**
13. You should now see the main BuddyBackup control panel open – see section 7.
14. Choose what you want to backup (if you haven't already) – see section 7.3.
15. Choose which buddies you want to back up to – see section 5.

² See http://en.wikipedia.org/wiki/Password_strength#Guidelines_for_strong_passwords for an example of choosing strong passwords.

5 Managing Buddies

5.1 Backing up to a friend's computer

The most common way of using BuddyBackup, is to get it to backup to your friends' computers securely over the internet. You do this by adding "buddies": these are people you know who are also running BuddyBackup.

To add a new buddy:

1. Open the BuddyBackup control panel (see 7.1)
2. In the **Buddies** panel, near the bottom, click **Add Buddy**
3. Click **Backup to a Buddy**
4. Enter either the BuddyBackup *username* of your friend, or their *email address*.

The "username" is what your friend chose when he/she set up BuddyBackup. They can find this at the top of the BuddyBackup control panel, in the Window title bar:



If in doubt, you could just enter their e-mail address instead.

5. Press **Next**
6. If the e-mail address can't be found, then BuddyBackup will offer to send an e-mail invite explaining how to get started.
7. If there are several matches for an e-mail address, then BuddyBackup will show you the matches. You can then select which ones you want to add.
8. BuddyBackup will then add the buddy.

Your newly added buddy(s) should appear in the **Buddies** panel at the bottom of the window.

Your friend will now be given the option of allowing you to backup to them. Once they have done this, BuddyBackup will attempt to connect and will start backing up your files.

NOTE

Adding a buddy also gives them permission to backup to you. See 5.2.

5.2 Backup Permissions

You have control over who backs up to you.

When someone adds you as a buddy, you will be prompted to decide whether to allow the person to back up to you. If you refuse they will not be able to back up to you.

If you add someone as a buddy then it means you automatically give them permission to backup to you.

The only way to prevent a buddy from backing up to you is by deleting the buddy and then blocking them (see 5.4).

This table explains how backup permissions work, with a buddy called **joe123**

Situation	I will backup to joe123	joe123 can backup to me
I have added joe123 as a buddy	Yes	Yes
I have given joe123 permission to backup but I haven't added him as a buddy	No	Yes
I have blocked joe123 from backing up to me	No	No

5.2.1 Manually Giving Backup Permissions

Normally, giving someone permission to backup to you happens automatically either when you add them as a buddy, or you get prompted when they add you.

You can also manually give buddies permission to backup, even before they've added you as a buddy.

To manually permit a buddy:

1. Open the BuddyBackup control panel (see 7.1)
2. In the menu at the top, click **Tools, Options**
3. Click **Buddies**
4. Click the **Add** button on the right hand side (underneath **Permitted Users**)
5. Enter the ID of the buddy you want to permit
6. Press **OK**

5.3 Removing Buddies

You can remove a backup buddy at any time.

If you do this:

- All of your backups will be removed from the buddy
- Your original files won't be affected
- Backups on other buddies won't be affected

- BuddyBackup will automatically backup your files again to different buddies if needed (see 11.1)

It doesn't matter if a buddy is offline when you delete them – BuddyBackup will pass a special offline message to the buddy to make sure they remove your files next time they're online.

To remove a buddy:

1. Open the BuddyBackup control panel (see 7.1)
2. In the **Buddies** panel right-click on the buddy you want to remove
3. Choose **Remove Buddy**

NOTE

Removing a buddy does **not** stop them from backing up to you. It just means BuddyBackup won't backup *your* files to them.

If you want to actually **block** a buddy from backing up to you, then please see section 5.4.

5.4 Blocking Buddies

You can prevent a buddy from backing up to you.

You can't do this if you have them as a buddy so you will need to remove them first (see 5.3).

Blocking a buddy will remove all of their backups which are stored on your computer.

To block a buddy:

1. Open the BuddyBackup control panel (see 7.1)
2. In the menu at the top, click **Tools, Options**
3. Click **Buddies**
4. In the box labelled **Permitted Users**, find the buddy you want to block and select it (click on it)
5. Press **Block**

6 Backing up to USB and other locations

6.1 Backing up to a USB drive

You can also backup your data to USB (or FireWire) drives. This works just like adding a new buddy except that it only backs up when the USB drive is connected. This is called a USB Buddy.

To add a new USB Buddy:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Add Buddy** (Near the **Buddies** panel at the bottom)
3. Click **Backup to a USB drive**
4. Click **Next**
5. Select the chosen drive
6. Press **Next**
7. Choose a name for the new “buddy”
8. Decide whether to tick **Full sync mode** (see 6.3)
9. Click **Next**
10. Click **Finish**

NOTE

If you use a USB Buddy, it is strongly recommended that you set the **Backup Safety** setting to two copies or more (see 11.1).

Otherwise, if you have a disaster such as flood, fire or theft and lost your PC as well as your USB drive, you would have no remote backups (since the files on the USB Buddy count as one copy).

6.2 Backing up to a folder (Advanced)

Similar to backing up to USB drives, you can also backup to any folder including network folders and other drives.

This allows you to backup to SAN, NAS, SMB (“Samba”) and other network locations. Basically, if it’s a folder you can see in Windows then you can backup to it.

Examples of locations you could backup to:

- A mounted network drive at `s:\`
- A network file system at `\\myserver\somepath`

This is called a Folder Buddy.

To add a new Folder Buddy:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Add Buddy** (Near the **Buddies** panel at the bottom)
3. Click **Backup to a USB drive**

4. Select **To a folder (Advanced)**
5. Click **Next**
6. Either click **Browse** to find the location or type it manually³
7. Press **Next**
8. Choose a name for the new “buddy”
9. Decide whether to tick **Full sync mode** (see 6.3)
10. Click **Next**
11. Click **Finish**

NOTE

It is not advised to keep backups on the same drive as your main drive, or on another drive on the same computer. If you suffer hardware failure or fire, flood or theft, you might lose your data.

Remember that BuddyBackup may already be keeping local backups of your files (see 11.5).

Also, as with USB Buddies, it is strongly recommended that you set the **Backup Safety** setting to two copies or more (see 11.1).

Otherwise, if you have a disaster such as flood, fire or theft and lost your PC as well as your network drive, you would have no remote backups (since the files on the Folder Buddy count as one copy).

6.3 Full Sync Mode

USB/Folder Buddies have a special feature called **Full Sync Mode**.

What this means is that BuddyBackup will backup *all* your files to the USB drive even if the files are already backed up enough elsewhere.

(Normally BuddyBackup only keeps a set number of backup copies as described by the **Backup Safety** setting – see 11.1).

The benefit of Full Sync Mode is that you can always have a full backup copy of your data on your USB drive. You’ll still have a full backup on your buddies, but if you have a disaster and your USB drive is still OK, that’s all you need to recover your files.

Full Sync Mode is optional. If you don’t care about using more space on your USB drive then leave this ticked.

If you turn off Full Sync Mode then the USB buddy will just work like any other buddy. This means that it will only backup files to the drive which aren’t backed up enough elsewhere.

You can change this value at any time:

1. Open the BuddyBackup control panel (see 7.1)
2. In the **Buddies** section, right click on the USB buddy
3. Click **Properties**

³With UNC type paths (e.g. \\myserver\somepath) you might have to type it manually as these kinds of locations may not appear when you press the Browse button.

4. Tick/Untick **Full sync mode**

6.4 Finding Missing Backups

For USB drives, BuddyBackup will automatically find the drive, even if it has a different drive letter (e.g. D:, E:, F: etc). For backup folders, if the location has moved you can manually tell BuddyBackup where it is.

To location missing backups for USB Buddies and Folder Buddies:

1. Open the BuddyBackup control panel (see 7.1)
2. In the **Buddies** section, right click on the buddy
3. Click **Properties**
4. Click the **Find backups** link
5. Choose the folder where the backups are located. Press **OK**

7 Using the BuddyBackup control panel

The BuddyBackup control panel is the main window you use when you want to change settings, or check on your backups. It is shown when you start BuddyBackup for the first time.

At the very top of the window are the tabs which let you view different pages of the control panel:

- **Home** – see 7.2
- **Choose Backups** – see 7.3
- **Backup Status** – see 7.4
- **Restore** – see 10

7.1 Opening the BuddyBackup control panel

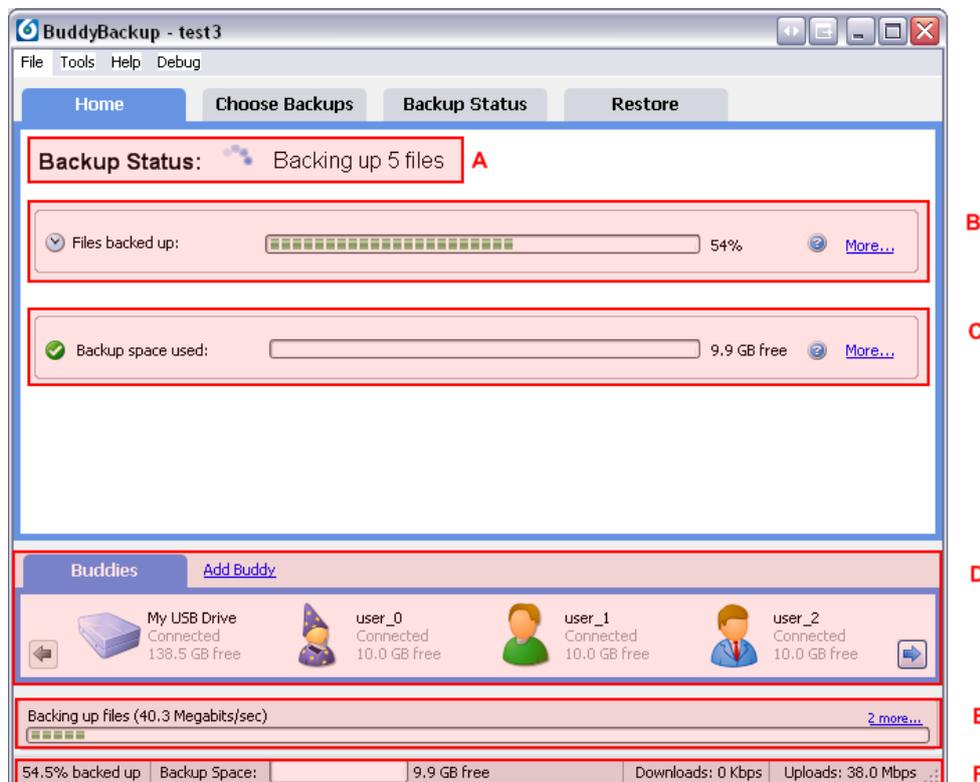
1. Click the Windows **Start** button
2. Click **All Programs, BuddyBackup, BuddyBackup**

Alternatively, you can also open the control panel by double clicking on the BuddyBackup icon at the bottom right of the Windows task bar (see 8.1.1):



7.2 Home page

The home page is the first page you see when you open the BuddyBackup control panel:



At the top is a summary of the status of your backups (A). This will tell you if any files need backing up and if so whether backups are currently being done.

The next section **Files backed up** shows you a summary of how many of your files are backed up (B). If you click **More...** then you can see more detailed information:

- **Files backed up to at least 1 buddy:** How many files are backed up to at least 1 buddy
- **Files backed up to 2 buddies:** How many files are backed up to 2 buddies. The number of buddies depends on how you set the Backup Safety (see 11.1)
- **Files in need of backup:** Shows you a list of the files which need backing up

Below this, is the **Backup space used** section (C). This shows you how much of your backup space is free (see 11.2). If you click **More...** then it shows more detailed information:

- Shared space used: How much of the space you have allocated to your buddies remains.
- The **Increase backup/shared space** link allows you to change how much backup space you want.

The **Buddies** panel shows you a list of the buddies and other backup locations you are backing up to (D). You can click the **Add Buddy** link to add new buddies or other backup locations (see section 5). You can right click on a buddy to manage it (see section 5). Use the left and right arrows to scroll to buddies off screen.

The panel below this (E) shows what activity is currently being done (e.g. backing up files). You can click the **X more...** link to see detailed information about other activities being run right now.

The bar at the bottom (F) shows a quick view of status information. The **XX% backed up** shows how much is backed up. **Backup space** shows how much backup space is free on your buddies. **Downloads** and **Uploads** shows how much network activity is currently being done.

7.3 Choosing Backups

To choose what files you want to backup, click on the **Choose Backups** tab in the control panel.

You will be shown a tree of all the files on your computer. You can expand each item by clicking on the “+” icons.

You select items by clicking on the small box next to the files. Ticked items will be backed up.

If you tick a whole folder or drive then all of the contents of that folder will be backed up.

You can also un-tick items to remove backups.

NOTE

When you un-tick files they will stop being backed up AND any existing backups of the files will be removed from your computer and all of your buddies.

If you un-tick a folder, then all of the backups for all files in that folder will be removed.

Un-ticking will never delete the original file, however.

Even though ticking a folder selects all the files in it, you can still un-tick individual child files or folders. For example you can select `My Documents` but then un-tick `My Documents\Pictures`. This would mean that everything in `My Documents` would be backed up, apart from the `Pictures` folder.

When you have finishing adding/removing items to be backed up, you must press the **Apply** button. The changes won't occur until you do this.

The **Reset** button cancels any changes you have made.

NOTE

It's not a good idea to try and backup the entire "C:\\" drive.

This drive contains all of your program files, and Windows system files. This may be a very large amount of data, and even if you backed up these items, they might not work when you restore them.

BuddyBackup will warn you if you try to do this.

Instead, it is better to just backup your personal folders such as "Documents", "Pictures" etc.

7.4 Backup Status

The **Backup Status** tab is similar to Windows Explorer – it shows you a list of files and how well they're backed up. Double click on folders to browse them.

- Greyed out files/folders don't contain any backups
- An icon is shown over the files to indicate how well backed up files are:
 -  The file is not backed up
 -  The file/folder is backed up to at least 1 buddy
 -  The file/folder is "fully" backed up⁴
- If you select file(s) you'll see detailed information below the file area.

⁴**Fully backed up** means that the item is backed up to the number of buddies specified by the Backup Safety setting (see 11.1). The default is 2, meaning it is considered fully backed up when two copies of the file are saved onto buddies.

- If you click the **List View** icon () it will show more information for each file/folder.

The backups view shows you all backups, even for files which no longer exist on your computer.

This is useful if you need to restore files which you accidentally deleted.

7.5 Closing the Control Panel

When you close the BuddyBackup control panel using the window close (“X”) button, BuddyBackup keeps running in the background. You can see how it’s getting on using the Windows Taskbar icon (see 8.1.1).

You can also completely exit BuddyBackup. If you do this, BuddyBackup will stop backing up until it is restarted. BuddyBackup will spot any changed files when you restart.

To fully exit BuddyBackup:

From the control panel, click **File, Exit**.

OR

From Windows, right click on the Taskbar Icon (see 8.1.1) and choose **Exit**.

To just close the control panel, and leave BuddyBackup still running:

Click the window close button (the “X”)

OR

Click **File, Hide Window**

8 Checking status of backups

8.1.1 Quickly Checking Backup Status

The quickest way to check overall backup status is to look at the BuddyBackup icon in the **Windows Notification Area**⁵. This is the area of the Windows task bar which shows icons, usually at the very bottom right hand of the screen.



The BuddyBackup icon changes colour to indicate whether your files are backed up:

-  Green means all files are backed up
-  Red means at least one file needs backup

Windows 7

On Windows 7, icons may not appear automatically in the Notification Area. To get the BuddyBackup icon to appear:

1. Click the Up Arrow to the left of the Notification Area as shown here:



2. Click **Customize...**
3. Find **BuddyBackup** and change its setting to **Show icon and notifications**

8.1.2 Checking Detailed File Status

You can check detailed file status by using the Backup Status tab in the BuddyBackup control panel (see 7.4).

⁵The Notification Area is also known as the “System Tray”, “systray” or “Taskbar Icon Area”. See http://en.wikipedia.org/wiki/Taskbar#Taskbar_elements.

9 Using Windows Explorer

BuddyBackup integrates with Windows Explorer to make it easier for you to manage your backups.

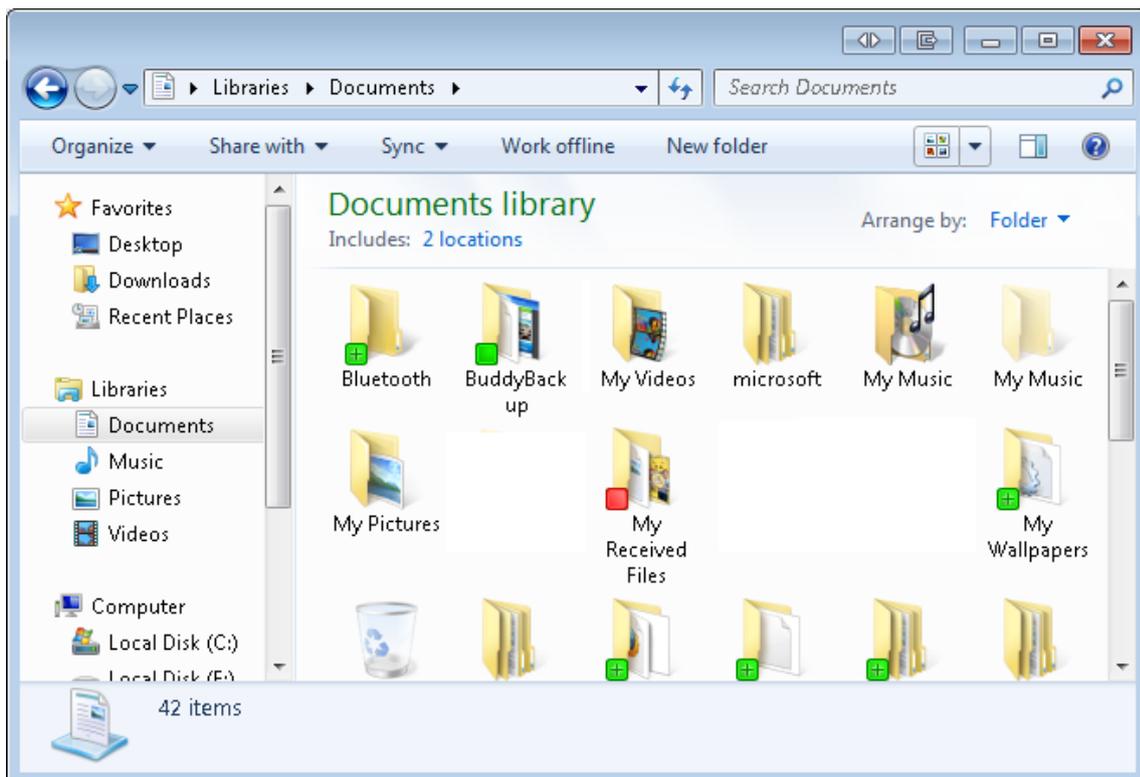
Windows Explorer is what you use any time you're browsing for files in Windows.

For example, if you click the Windows **Start** button and choose **Documents**, what you'll see is the Windows Explorer.

There are two ways BuddyBackup works with Explorer. Firstly, it adds icons to your files to show how well they're backed up:

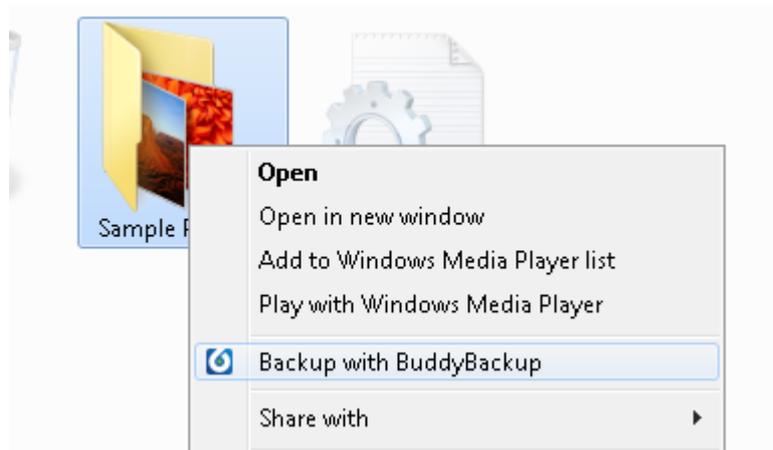
- The file/folder is not backed up
- The file/folder is backed up to at least 1 buddy
- The file/folder is “fully” backed up⁶

The icons only appear on files which have been chosen for back-up. For example, here is how the icons appear on Windows 7:



⁶**Fully backed up** means that the item is backed up to the number of buddies specified by the Backup Safety setting (see 11.1). The default is 2, meaning it is considered fully backed up when two copies of the file are saved onto buddies.

The second way BuddyBackup integrates with Windows Explorer is that it adds a *Context Menu*. The Context Menu is what appears when you right click on files in Explorer. For example, here is what happens when you right click on a file not currently backed up (Windows 7):



There are several options which can appear in the Context Menu:

- **Backup with BuddyBackup:** Click this and BuddyBackup will start backing up the files.
- **Remove from BuddyBackup:** You can click this to remove existing backups (see 11.3).
- **Roll-back using BuddyBackup:** You can click this to restore a backed version of a file/folder from BuddyBackup (see 10).

10 Restoring Backups

There are two cases where you might want to restore files using BuddyBackup.

The first is where you have accidentally deleted or overwritten a file, but your computer is still working OK. Or, you might just want to get an older version of one of your files. In either of these cases, you may just restore files from your local backups: see 10.1.

The second case is where you've had a disaster: either your computer has failed or has been severely damaged or stolen, etc. In this case you'll need to get your files back from your buddies. Don't worry though, it's very straight forward. See 10.2.

10.1 Restoring from local backups

BuddyBackup will keep local backups of most of your files (to save space, BuddyBackup won't keep local backups of photos and movies – see 11.5).

What this means is that BuddyBackup keeps copies of your files on the same computer as where your files usually existed. This is done so that you can quickly recover files in the case where you have lost files but your computer is still working.

To restore files from local backups:

1. Open the BuddyBackup control panel (see 7.1)
2. Click on Restore
3. Find the file(s) you want to restore and tick them
4. Click **Next**
5. You'll probably want to restore the files to their original location, so leave **Original location** selected.
6. Choose the time of backups you want (either the latest or an older date)
7. Click **Finish**

NOTE

To save space, BuddyBackup doesn't make local backups of files such as videos and pictures. These are still backed up to your buddies, of course, but just not the extra local backup.

If you try and restore a file which doesn't have a local backup, BuddyBackup will just try and download it from a buddy as normal.

You can change this behaviour (see 11.5 [Error! Reference source not found.](#)).

10.2 Disaster Recovery

The whole purpose of BuddyBackup is to protect your files in the event of a catastrophe such as fire, flood, hardware failure or theft.

If you do have this happen, restoring files from a buddy is really straight forward.

To restore files after a disaster:

1. Install BuddyBackup (either on your friends PC, or on your new replacement PC) (see 3)
2. If you are running BuddyBackup on your PC:

Start BuddyBackup as normal (see see 7.1). When prompted during setup, select **Use Existing Account**

Or, if you are running BuddyBackup on a friends PC you can use guest mode (see 10.3):

Click the windows **Start** button and choose **All Programs, BuddyBackup, BuddyBackup (guest mode)**

3. Enter your username and password. If you have forgotten your details click the **Forgot your password** link
4. BuddyBackup will now reload the list of your buddies and other backup locations.
5. BuddyBackup will then try and connect to all of your buddies to locate your backups. You could ask your buddies to come online to speed this process up.
6. Click on the **Restore** tab.
7. As your buddies come online, the list of files will begin to be filled up and you should see all of your files become visible. This process may take a while depending on how many files you have backed up.

10.3 Guest Mode

Guest Mode is a special way of running BuddyBackup which lets you access your backups from a friend's computer. This means you can restore your backups even if you haven't got a replacement machine yet.

Guest Mode looks just like the usual BuddyBackup control panel (see 7) but with fewer options. For example, you can't add new backups – you can only restore existing backups.

When you exit the control panel in Guest Mode, none of your data is left on the local machine (apart from any files you've restored of course).

To run guest mode:

1. Exit BuddyBackup if it is currently running:
 - a. Open the BuddyBackup control panel (see 7.1)
 - b. Click **File, Exit**
2. Click the windows **Start** button and choose **All Programs, BuddyBackup, BuddyBackup (guest mode)**

11 Managing Backups

11.1 Backup Safety

BuddyBackup can make several copies of your backups.

This gives extra safety as it means that your backups are safe even if one buddy loses your data. It also means that you need fewer buddies online when restoring files.

Each extra copy uses up more of your backup allowance (see 11.2). This also means it takes longer to back up your files. Having two copies (the default) uses double the space, having three copies uses triple etc.

Your backup copies might be spread amongst your buddies, depending on who is online when BuddyBackup is running. For example, you might have 5 buddies and have 3 backup copies spread amongst them.

It is recommended that you keep at least 2 backup copies.

To set backup safety:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Backups**
4. Click **Backup Safety**
5. Adjust the slider
6. Press **OK**

11.2 Backup Space

BuddyBackup allows you to backup unlimited amounts of data (assuming there is enough space on your buddies).

However, you still need to set the Backup Space. This is a value of how much data you can backup, but also sets how much data your buddies can backup to you.

NOTE

Remember that backing up works both ways with BuddyBackup – if you can backup to a buddy then they can backup to you (if they choose to).

Similarly, if you want to backup 10 GB of data, this means you will allow your buddies to backup 10 GB to you (in total across all buddies).

The actual size of your backups depends on a number of factors including the Backup Safety setting (see 11.1) as well as how much the files can be compressed.

For example, if you have set the backup allowance to 10 GB (the default) then:

- You can backup up to 10GB of backups in total across all your buddies

- Your buddies can backup a total of 10 GB to you

Note these figures are *totals* and not per-buddy figures. For example, if one buddy has backed up 8 GB to you, then there is only 2 GB of backup space remaining to *all* the other buddies.

If you reduce the value below what you already have backed up it will **not** remove any backups. It just means you will have run out of space and won't be able to backup anything new. Similarly, it won't remove buddies backups if you reduce this below what your buddies have already backed up to you.

To change backup space:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Backups**
4. Click **Backup Space**
5. Press the up and down arrows to adjust backup space
6. Press **OK**

11.3 Removing Backups

You can remove backups for any file(s)/folder(s) at any time. When you remove backups:

- Backups are removed from the local machine
- Backups are removed from your buddies
- The selected file(s) will not be backed up in future
- The original file(s) are not affected

Important

Removing backups completely destroys all the historical backups of the files on all of your buddies. This operation cannot be undone.

Also remember that this also stops any new backups being made for those files.

BuddyBackup automatically removes your backups from your buddies.

If your buddies are offline then a special offline message is sent to them which they will receive the next time they're online, and at that point they'll delete the backups.

Cleaning Backups

If you just want to clean up historical backups of older versions of files, you might consider using the cleanup feature instead (see 11.4).

To remove backups using Windows Explorer:

1. In Windows Explorer, right click on the file/folder you want to remove backups for (see 9)
2. Choose **Remove from BuddyBackup**

To remove backups using the BuddyBackup control panel:

1. Open the **Backup Status** tab (see 7.4)
2. Select the file/folders you want to backup (hold down the Ctrl key while clicking to select multiple items)
3. Right click
4. Choose **Remove backups**

11.4 Cleaning Backups

BuddyBackup keeps historical versions of your files. It does this in an efficient manner called **Binary Incremental Backup**. This essentially means that only the changes between files are kept. So, the space used is minimal.

However, you may wish to remove older versions of files to reduce your backup space. You can do this using the **Remove Old Backups** tool.

This tool removes versions of your files which are older than a given date (the “cut-off”). It also removes backups for files which you have manually deleted (but only if they were deleted before the cut-off):

- Versions of files before the cut-off are removed where possible
- Backups for files you deleted before the cut-off are removed
- The latest backed up version is **never** removed
- The files will continue to be backed up as normal
- The original files are unaffected
- This tool might take several minutes to run.

To run the Remove Old Backups tool:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Remove Old Backups**
3. Enter a number of days (e.g. 30). This is the cut-off date (see above)

Note

Due to the way BuddyBackup stores your files, it is not always possible to remove versions older than the date specified, because newer backups of the file(s) rely on older backups.

BuddyBackup will try and make sure this only happens for a small amount of files.

You can also make the Remove Old Backups tool run automatically every day:

To run the Remove Old Backups tool automatically every day:

1. Open the BuddyBackup control panel (see 7.1)

2. Click **Tools, Options**
3. Click **Advanced**
4. Click **Advanced Settings**
5. Tick **Always remove backups older than**
6. Change the **days** value if required
7. Press **OK**

11.5 Local Backups

BuddyBackup keeps a copy of your files backed up locally onto your hard drive.

This means you can instantly recover files lost through accidentally (such as being deleted or overwritten). You can also immediately "roll back" to a previous version from the local backup which is useful if you want to go back in time to an older version of a document.

The second reason is that it allows BuddyBackup to minimise bandwidth when you make changes to files. Thanks to the local copy, if you change a file, BuddyBackup only needs to send the changes you made. So, for example if you added a paragraph to a 10 MB Word document, BuddyBackup would only have to send the paragraph over the internet instead of the whole document again. Without the **Local Copy** feature, this wouldn't work.

To save space, not all files are backed up locally, however. By default, BuddyBackup excludes a few folders which are expected to be quite large, and which won't change that often. This includes:

- Pictures ("My Pictures" on XP)
- Downloads
- Music ("My Music" on XP)
- Videos
- SavedGames

To change which folders have local backups:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Advanced**
4. Click **Local Backups**
5. Click **Add** to make a folder *stop* having local backups
6. Select an item and click **Remove** to undo previous settings

You can also turn off local backups completely.

Remember that your bandwidth usage may increase if you disable local backups, and if you make regular changes to files.

To turn off local backups:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Advanced**
4. Click **Local Backups**
5. Untick **Keep local backup copies**

12 Network

BuddyBackup does a lot of work to try and deal with restrictive firewalls and routers. However, they may occasionally be cases where you can't connect to a buddy.

Usually you can set up your home/office network to allow BuddyBackup to properly connect.

You also have a large amount of control about how BuddyBackup works on the internet.

12.1 Fixing Networking Problems

If you are having problems connecting to buddies, follow these steps:

1. Ensure that you are connected to the internet - e.g. by opening a browser
2. Run the connection test and follow the instructions for the tests which fail (see 12.2)
3. If you can get the **Incoming Connection Test** working then this will give you the best connectivity. Advanced users might consider setting up **Port Forwarding** (see 12.7.2)
4. If you can't connect to a buddy, the problem might actually be at their end. Get your buddy(s) to follow these instructions too.

12.2 Connection Tests

BuddyBackup can run a connection test to give you an indication of your network status.

To run the connection test:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Check Connection**
3. Click **Go**

The tests are described here, along with possible actions in failure cases:

Test	Description	Action if test failed
UPnP router found	Whether a UPnP compatible router was found (see 12.4)	<ul style="list-style-type: none">• Nothing - UPnP isn't necessarily required. See 12.5
UPnP port mapping created	Whether UPnP could be used to setup your router	<ul style="list-style-type: none">• Nothing - UPnP isn't necessarily required. See 12.4

BuddyBackup server connection test	Whether BuddyBackup can connect to the central buddybackup.com server	<ul style="list-style-type: none"> • Are you behind a Web Proxy? See 12.5 • Is your router set up to allow outgoing connections? See 12.7.1 • Do you need to setup your software firewall? See 12.6
Outgoing connection test	Whether BuddyBackup can connect out to other users	<ul style="list-style-type: none"> • Are you behind a Web Proxy? See 12.5 • Is your router set up to allow outgoing connections? See 12.7.1 <p>Do you need to setup your software firewall? See 12.6</p>
Incoming connection test	Whether it appears that incoming connections are possible	<ul style="list-style-type: none"> • Is your router set up to allow incoming connections? See 12.7.2 • Do you need to setup your software firewall? See 12.6 • See the note below

Incoming connection test

If the Incoming connection test fails, it doesn't necessarily mean that buddies won't be able to connect to you.

BuddyBackup will try a number of other ways of allowing connections to occur which involve using outgoing connections instead. So, you might find that even if this test fails, you can still connect to some or all buddies. The best way to check is to see if you can connect to buddies.

On the other hand, if this test passes then you'll be very likely to connect to all buddies.

If you are an advanced user, and want to have the best possible experience, then you might want to manually set up port forwarding as described in 12.7.2.

12.3 Bandwidth Limits

BuddyBackup tries to reduce its impact on your work by limiting the amount of current bandwidth it uses.

By default, it only uses a "trickle" of your broadband while you are using your computer. When it determines that you are inactive (i.e. away from your computer) it uses as much bandwidth as it can.

You can change these settings.

To change the bandwidth limits settings:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Network**
4. Click **Bandwidth Limits**
5. Change **Limit internet usage** as required:
 - **Always:** the limit is always in effect
 - **Whenever I'm using my computer:** the limit is only in effect when you're using your computer (see **Time out**, below)
 - **Never:** The limit is never in effect. BuddyBackup will use as much bandwidth as it is able to all the time
6. The **Upload speed limit** is the limit of uploads (uploads are when backing up files to buddies, or when sending buddies backups to them). Typical *upload* broadband speeds are between 256 – 2,000 kbps.
7. The **Download speed limit** is the limit of downloads (downloads are when restoring files from buddies, or when receiving downloads from buddies). . Typical *download* broadband speeds are between 4,000 – 10,000 kbps

Testing Broadband Speed

See for example <http://www.speedtest.net> to test your broadband speed.

8. **Time out** is used when you choose **Whenever I'm using my computer**. It represents how much inactivity must occur on your computer before removing the limit.

12.4 UPnP

UPnP is a technology to allow applications to discover and configure devices on a network.

BuddyBackup uses UPnP to try and find a local router and, if it finds one, to configure it to allow incoming connections to BuddyBackup.

Use of UPnP is turned on by default.

Some home routers have UPnP turned on by default but others do not. Some older routers may not even support UPnP.

Please read your routers' instructions for how to turn on UPnP.

NOTE

UPnP is not necessarily required for BuddyBackup to work – it might just make things work a bit better.

To configure UPnP in BuddyBackup:

9. Open the BuddyBackup control panel (see 7.1)
10. Click **Tools, Options**
11. Click **Network**

12. Click **Network Settings**
13. Tick or untick **Use UPnP** to turn on/off UPnP
14. The text next to **UPnP Status** whether UPnP is working. The **More details** link will give more detailed information.

Multiple Users on same Network (Advanced)

If you have more than one user on the same network using BuddyBackup at the same time, you might have a problem using UPnP.

This is because it is only possible to create a single UPnP mapping for any given port (and all BuddyBackup copies will be using the same port by default).

To fix this:

For each user on the local network:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Network**
4. Click **Network Settings**
5. Change **TCP Port** to a unique value which is in the range 6600-6700.
6. Repeat for every user on the local network

Each user should then have a unique **TCP Port** setting.

12.5 Proxy

A Proxy is something on your network which sits between you and the internet. This is often installed at office/corporate networks.

In this case, everything which wants to use the internet has to first go through via the proxy.

BuddyBackup only supports HTTP proxies (this is the most common type of proxy). You'll need to ask your network administrator for the *address* and *port* of the proxy.

To setup BuddyBackup to use a proxy:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Network**
4. Click **Network Settings**
5. In the **Proxy** section, click the box next to **Use HTTP Proxy**
6. Enter the proxy address in the first box
7. Enter the proxy port in the second box
8. Press **OK**

Advanced Information

BuddyBackup only supports HTTP proxies which have the HTTP CONNECT feature enabled.

Furthermore, the CONNECT must be allowed to forward connections to ports in the range 6600-6700 in addition to HTTPS (port 443).

If either of these is not possible, then BuddyBackup may not be able to connect to peers.

12.6 Software Firewalls

BuddyBackup will automatically configure the built-in Windows firewall.

If you have a third party software firewall (such as Norton 360, Comodo etc), then please refer to the documentation which came with the software.

Often, software firewalls will automatically prompt you to decide whether to allow or deny an application from using your network. In order for BuddyBackup to work you must allow it full access to your network, for both outgoing and incoming connections.

Your software firewall might ask you which “port” to unlock. Here are the ports BuddyBackup requires:

TCP:

6600 – 6700 (Outgoing and incoming)

443 (Outgoing)

80 (Outgoing)

UDP:

6600 – 6700 (Outgoing and incoming)

12.7 Router Configuration

A router is a device (or sometimes another computer) which manages a home or office network. This may be a box which is connected to your phone line or cable provider. They might also be referred to as “Hub”, “Access Point” or “Modem”.

If you are having problems connecting, it is usually possible for advanced users to set up your router to fix the problem.

First, make sure you follow the instructions in 12.1 which will help you isolate any problems. Then follow instructions in 12.7.1 and 12.7.2 below)

12.7.1 Outgoing Connections

Your router must allow outgoing connections to the following ports:

TCP:

6600 – 6700
443
80

UDP:

6600 – 6700

You should not restrict outgoing IP addresses or DNS names (your buddies might be on dynamic IP addresses).

Please refer to your router documentation for how to achieve this.

Note that, routers by default often allow most outgoing traffic, so you may not need to change anything here.

12.7.2 Incoming Connections

You can manually try and set up **Port Forwarding** to improve connectivity. Port Forwarding tells your router to allow incoming connections to you. You can read all about port forwarding here: <http://portforward.com/help/pfprogression.htm>.

To set up port forwarding:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Network**
4. Click **Network Settings**
5. Write down the value in the **TCP Port** box (default is 6600)
6. Configure your router to forward ports to your IP address and the port you wrote down. For more instructions please read your router configuration or visit <http://portforward.com/>

Multiple BuddyBackup users on same network

Port forwarding only allows you to forward a single port to a single local IP address.

If you have more than 1 user using BuddyBackup on your local network you will need to do the following:

1. Ensure each BuddyBackup copy using a unique port number in the range 6600-6700.
2. This is set in **Tools, Options, Network, Network Settings, TCP port**
3. Setup port forwarding rules using each unique port for each unique user

12.8 Buddy Connect

Buddy Connect is a feature which helps your buddies to connect to each other even if they are behind firewalls and other restrictive networks.

It works by allowing your copy of BuddyBackup to work as a “middle-man” passing data between them.

All the passed through data is encrypted which means that the “middle-man” can’t read or interfere with the data passed along.

This is only used as a last resort, once all other avenues of connection are attempted.

In order to be able to provide this for your buddies, you must have incoming connections working (you can verify this using the connection tests described in 12.2).

You can configure this to only use a small portion of your bandwidth, so you won’t notice the difference. You can also impose monthly limits.

If you are feeling particularly charitable, you can even allow any BuddyBackup user to use this, even if they’re not one of your buddies. This helps the BuddyBackup community to backup to each other.

The BuddyBackup servers help buddies choose which third party to use, and this is done in a fair manner to ensure that buddies share the load.

To configure Buddy Connect:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **Buddies**
4. Click **Buddy Connect**
5. Change **Help people connect** as follows:
 - a. **No** – turns off Buddy Connect
 - b. **Just my Buddies** – turns on only for your buddies⁷
 - c. **Anyone using BuddyBackup** – turns on for any user
6. Change **Limit internet usage** to alter how much bandwidth to allow. You want to set this to a value smaller than your internet upload speed⁸. At the time of writing, typical upload speed of broadband is 256-2000 kilobits/second. See for example <http://www.speedtest.net> to test your speed.

⁷ Actually more accurately it, works for all users you have given backup permission to. For example a user who isn’t in your “buddies” list but who you have allowed to backup to you, *will* be allowed in this case.

⁸ Upload speed is usually much slower than the quoted download speed. Buddy Connect uses uploads as well as downloads, so you want to limit it based on the slowest speed (which is the upload speed).

7. Change **Limit monthly usage** to set a per calendar month limit of how much data to forward. After this limit is reached, no more will be forwarded until the start of the next calendar month.

Usage this month shows you how much has been forwarded this calendar month.

13 Import/Export: Speeding up Backups

Normally, backing up and restoring is done over the internet. This can take some time if you have a large amount of data to backup.

Alternatively, you can speed up the backup process by using a USB drive (or other removable storage) to quickly pass data to/from your buddies.

This works by saving your backups onto the USB/removable drive. You can then pass this to your buddy who can load them onto their computer. When this is done, you can delete the files from the USB drive.

BuddyBackup will then just behave as if they were backed up in the normal manner over the internet.

You can also quickly restore files back again: your buddy can export your backups onto the drive and pass it back to you. You can then restore your files from the drive.

In both cases, your files are encrypted before saving onto the drive. This means they're safe even if your drive is lost or stolen.

13.1 Speeding up Backups using Export

To speed up your backups:

(On your computer)

1. Open the BuddyBackup control panel (see 7.1)
2. Make sure the buddies you want to export to have been added as normal (see 5.1)
3. Click **Tools, Import/Export**
4. Choose **I want to backup my data**. Press **Next**
5. Insert your USB drive
6. Press **Finish**
7. Press **Next**
8. Select the USB drive. Press **Next**
9. Press **Finish**
10. Give the USB drive to your buddy(s)

When your buddy(s) get the drive, they should insert it into their PC. BuddyBackup should prompt them to import the data. If this doesn't happen, they should do the following:

(On your buddies' computer)

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Import/Export**
3. Choose **I'm helping a Buddy backup/restore**

4. Click **Next**
5. Choose **My Buddy has given me a USB/removable drive containing their backups**
6. Click **Next** and then **Finish**
7. The USB drive should automatically appear in the white box. Make sure it is ticked and press **Import**.
8. If it doesn't appear, find it manually by clicking **Add Another Location**
9. Press **Import Backups**
10. This will copy the files from the USB drive onto the local computer

You can pass the USB drive to as many buddies as you want.

When you get the USB drive back again from your buddy(s) you can safely delete the files at `E:\BuddyBackup\username` (where `E:` is the drive and `username` is your BuddyBackup username).

IMPORTANT

Make sure that whoever you give backups to in this manner is also added as a buddy (see 5.1) in your copy of BuddyBackup.

If a friend imports the data, but you haven't added them as a buddy, BuddyBackup won't know they've got your data.

It's best to add them as buddies before you give them your USB drive containing your backups.

13.2 Speeding up Restoring using Import

To speed up restoring data, first you need to ask your buddy to "Export" your backups. To do this they must do the following:

(On your buddies' computer)

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Import/Export**
3. Choose **I'm helping a Buddy backup/restore**
4. Click **Next**
5. Choose **My Buddy is restoring their data...**
6. Click **Next** and then **Finish**
7. Choose (click) the username of the buddy who wants their backups
8. Press **OK**
9. Press **Next**
10. Select the USB drive. Press **Next**
11. Press **Finish**

Once you have the USB drive containing your backups again, do the following:

(On your computer)

1. Open the BuddyBackup control panel (see 7.1)

2. Click **Tools, Import/Export**
3. Choose **I want to restore my data**
4. Click **Next**
5. Choose **I have received a USB/removable drive...**
6. Click **Next**
7. Click **Finish**
8. The USB drive should automatically appear in the white box. Make sure it is ticked and press **Import**.
9. If it doesn't appear, find it manually by clicking **Add Another Location**
10. Press **Import Backups**
11. You will now see a special buddy appear called "Import Location". This represents the backups located on the USB drive.
12. You can now restore files as normal (see 10.1). BuddyBackup will use this drive just as it would any other buddy when restoring backups.

IMPORTANT: Leave the USB drive connected while you're restoring files. You can safely remove it when you've finished restoring files.

The special "Import Location" buddy will disappear automatically when you restart. You can re-add it again by repeating the above steps.

Once you've restored your backups, you can safely delete the files at `E:\BuddyBackup\username` (where `E:` is the USB drive and `username` is your BuddyBackup username).

Your backups will still remain on your buddy as normal, even once you've finished with the USB drive.

14 Privacy and Security

BuddyBackup takes your privacy and security very seriously.

- You have total control about where your files are backed up. You can control which buddies you want to add.
- Your files are encrypted locally *before* they're backed up. This means that the files which arrive on your buddies are not readable by anyone except you.
- Only you have access to the encryption keys.
- Integrity and authentication checking is done at all stages of backup and recovery to protect against accidental or malicious corruption of data. In particular:
 - A buddy will not send your encrypted data to someone other than you
 - A buddy cannot maliciously send you tampered backups when you are restoring data.
 - You know the files you receive are really from your buddies, and no-one else.

14.1 Maximum Password Security

A copy of your encryption keys are kept on the BuddyBackup server. This is so that when you recover a lost account, the keys can be securely sent to you to enable you to recover your files.

These keys are encrypted on your password so that not even members of the BuddyBackup team can access the keys.

A copy of your password may also be saved securely on the BuddyBackup server. This is so that if you forget your password, the BuddyBackup server can send you a password reminder.

For maximum security, you can choose to disable this, and remove your password from the BuddyBackup server.

IMPORTANT

If you choose to remove your password from the BuddyBackup server, then you will not be able to ask for a password reminder.

In that case, if you forget your password the BuddyBackup team will not be able to provide your password nor reset your encryption keys and **you will not be able to recover any of your files.**

If you remove the password from the servers, please ensure you memorise or securely store your password.

There are two ways of removing your password from the server:

If you have not set up your account yet:

1. When you are setting up BuddyBackup, you will be shown the following screen.

Setup BuddyBackup

Please choose a username and password

Choose a username: bill1234

Choose a password: ***** Strong

Retype password: ***** Matches

E-mail: test@example.com

Save my password on the BuddyBackup server

< Back Next > Cancel

2. Untick **Save my password on the BuddyBackup server**

If you have already setup your account:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**
3. Click **User**
4. Click **Change Password**
5. Enter your old password in all three boxes
6. Untick **Save my password on the BuddyBackup server**
7. Click **Change Password**

The password will be immediately removed from the BuddyBackup server.

14.2 Technical data about cryptographic systems used

- AES-256 keys for file data. Certified by the US NSA for use with classified information. Separate AES keys for file contents and file names.
- RSA-2048 Public Keys for authentication – the same technology used by SSL on websites
- SSL (TLS) encryption between client and BuddyBackup servers
- Salsa20 stream cipher used for buddy-buddy communication (note this is in addition to the AES-256 encryption of files).

15 Other Settings

You can find all the settings in the BuddyBackup by doing the following:

1. Open the BuddyBackup control panel (see 7.1)
2. Click **Tools, Options**

15.1 Backups

Backup Safety sets how many backup copies of your files to keep (see 11.1).

Backup Space sets how much space to allow for your buddies, and also how much space you want for your backups (see 11.2).

Ignored Items lets you specify files types (e.g. “.jpg”, “.mp3”) which you want to exclude from backups. Press **Add** to add new extensions. This will remove all backups with that extension as described in 11.3 (note in particular it will also mean files of that type are no longer backed up).

15.2 User

User Settings lets you change user related items.

Click **Change Email** to change your registered e-mail address. Note that the buddybackup.com team will use this to send you password reminders, if you ask for them.

Change Password lets you change your password. See also 14.1.

You can also choose which picture which will appear in the **Buddies** panel on your buddies' copy of BuddyBackup.

15.3 Buddies

Buddy Permissions lets you fine tune who can backup to you. See 5.2 and 5.4.

The **Buddy Connect** section lets you manage the settings which allow you to help your buddies to connect to each other (see 12.8).

15.4 Network

Bandwidth Limits helps manage limits on how much network bandwidth to use. See 12.3.

Network Settings manages how BuddyBackup works on the internet. **HTTP Proxy** is often needed behind an office or corporate network. (see 12.5). **TCP Port** is the main port to use to allow incoming connections. If in doubt, leave as the default (6600).

Advanced users can choose special UDP ports by un-ticking **Default UDP ports**.

UPnP is described in 12.4.

15.5 Advanced

Local Backups is whether BuddyBackup keeps local backups of your files in addition to backups on your buddies (see 11.5).

In **Advanced Settings**:

Backup Location lets you change where BuddyBackup keeps local backups as well as backups for other people. Note:

- If you do change this, it will affect only new backups and newly received files.
- The location you choose *must* be always available. For example, don't use a removable drive or a network folder. If the backup location is not available even for short periods while BuddyBackup is running, it is likely to have problems.

Tick **Automatically remove backups older than...** to clean your old backup versions automatically (see 11.4).

The **Always ask about files larger than...** setting controls when BuddyBackup will warn you about backing up especially large files.

Backup hidden files determines whether BuddyBackup will backup hidden files. **IMPORTANT:** if you tick this, be very careful about what you've chosen for backup. For example, it is common to backup your home folder (such as C:\Users\john on Vista/7 or C:\Documents and Settings\John on XP). Be aware that in your home folder there are a number of hidden system files which you probably don't want to backup.

Show icon overlays in Windows Explore determines whether the icons are shown on top of files to show how well backed up they are (see 9).