

# Corvallis Technical

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## Using Carbonite

This help document describes how to manage Carbonite on your Corvallis Technical-covered computer. Carbonite runs in the background, backing up your files to a secure location online.

For a general overview of Carbonite, please see here:

<http://www.carbonite.com/CustomerSupport/BrowseCategory.aspx?forumid=35>

### Backing Up Files

In general, your data files are automatically backed up. You can check the backup status of a file by looking at it: if it has a green dot on it, then it is backed up. If it has a yellow dot, then it's backup is pending, and will be backed up soon. If a folder has a green dot with white in the center, then some files in the folder will not be backed up.

If these colored dots bother you, you can hide them by double-clicking on the Carbonite icon in the taskbar on the lower right, clicking on Set Options on the left sidebar, and unchecking the box entitled, "Display colored status dots on my files and folders."

You can control whether a file is backed up or not by right-clicking on it, selecting Carbonite, and then choosing one of the options detailed below:

#### Back up this file as soon as possible

This option marks the selected file for immediate backup. It will move to the top of the queue of files awaiting backup. If you have paused Carbonite, or Carbonite has been set to only backup during certain times of day and the current time is not within the allowed backup time, then this file will not be backed up until Carbonite is un-paused or reaches the set backup time, respectively.

#### Don't back this up

This option can be used to tell Carbonite to not backup a file or folder.

## **Don't back up files of this type**

This tells Carbonite to not backup any file that has the same type as the selected file. Even files of this type in folders selected for backup will not be backed up.

## **Back up files of this type (within folders selected for backup)**

This option tells Carbonite to backup files of the same type as the selected file. Only files within folders selected for backup will actually be backed up, but both folders newly selected for backup, and existing folders already selected for backup will have files of this type begin to backup.

## **Back this up**

This choice appears when you right-click on a video file. Note that video files are not automatically selected for backup, and that there is no way in the current version of the software to tell Carbonite to backup all video files of "this type". You can select multiple video files and then use this option.

## **Back up Video files in this folder**

This selection tells Carbonite to backup all video files in a folder. It does not appear and is not valid for folders within folders: only on the folder that directly contains video files. Again, note that video files are not automatically selected for backup, and that there is no way in the current version of the software to tell Carbonite to backup all video files of "this type". You can select multiple video files and then use this option.

By default, not all locations and filetypes are selected by default. To see a list of locations that are automatically backed up and/or or to see a discussion of which filetypes are automatically selected for backup, please see here: <http://www.carbonite.com/CustomerSupport/BrowseCategory.aspx?forumid=35#0>

Remember, that you can always select a folder anywhere on your computer and select it for backup. Note that external drives such as external USB hard drives, or network drives, cannot be backed up with Carbonite.

## **Restoring Files**

### **To restore the latest versions of one or more files on your computer**

1. Open up your My Computer. This is normally done by either double-clicking on the Computer or My Computer on your desktop, or by selecting Computer or My Computer from the Start Menu.
2. Double-click on "Backed up Files".
3. Navigate to the file or files you wish to recover. Do this by double-clicking on the drive you wish to access (normally C), and then continuing to double click on the folder you'd like to look in.

Normally, on Windows XP, your My Documents folder can be found in the following location:

C:\Documents and Settings\*<Your Account Name>*\My Documents

If you're using Windows Vista, you can normally find your Documents folder at this location:

C:\Users\Ben\Documents

4. Select the files you would like to recover.
5. Right-click any of the selected files, and select "Restore To".
6. A window will appear, asking you to specify which folder you would like the selected files to be restored to. Click on each folder to expand it and see its contents. Continue drilling down into your files until you find the desired target location, and then click that folder, highlighting it.
7. Click OK to begin the restoration of the files.

### **To restore the latest versions of one or more files on your computer**

1. Follow steps 1 through 4 of the procedure labeled "To restore the latest versions of one or more files on your computer," above.
5. Right-click any of the selected files, and select "Restore previous versions". This option allows us to restore any backed up version of the selected files, not just previous versions, and allows us to restore them to any location, not just the original location.
6. Now, a series of windows will appear, one for each file you selected for restoration. In each window, you can specify which previous version you would like. The latest version is the one on top by default, with the highest version number. Simply click the version you would like to restore. Below, you can use the Browse button to specify where you would like the file to be restored to. By default, the Browse location shows the original location of the file.

7. Click OK to begin the restoration of the file – you will have to let it download before you can access it. Click OK for each file, after making the selection of which version, and where you'd like it restored to.

### **To restore all files on your computer**

Please contact Corvallis Technical, as this is an advanced procedure.

### **To restore files to a different computer**

Please contact Corvallis Technical, as this is an advanced procedure.