

Bookmark Fact Sheet

Automatic Backups

August 2022

A good data safeguard strategy includes regular backups to a destination outside the computer.

As part of your data safeguard strategy, a backup can be scheduled to occur at regular times – e.g. every day, every week, etc. – in addition to or instead of the usual end-of-day backup.

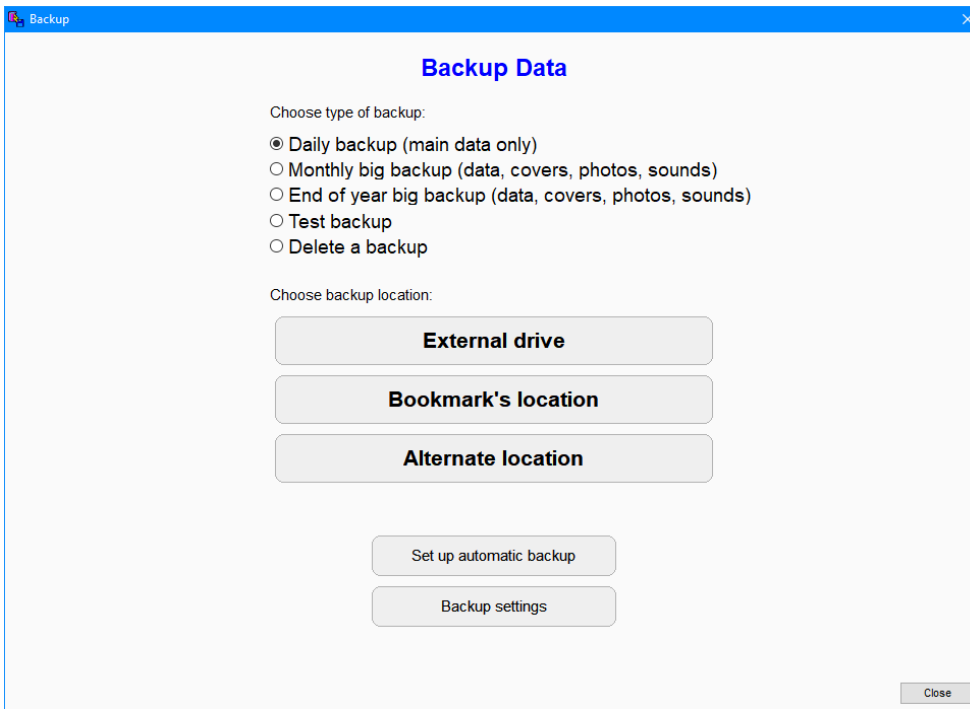
An “automatic backup” can be set to occur at any time. It is best to set a time when Bookmark is not be used. Backups can be scheduled to occur automatically at times such as every night, every week, etc.

Automatic backups are created using the built-in Windows Task Scheduler. Below are the steps for Windows 10.

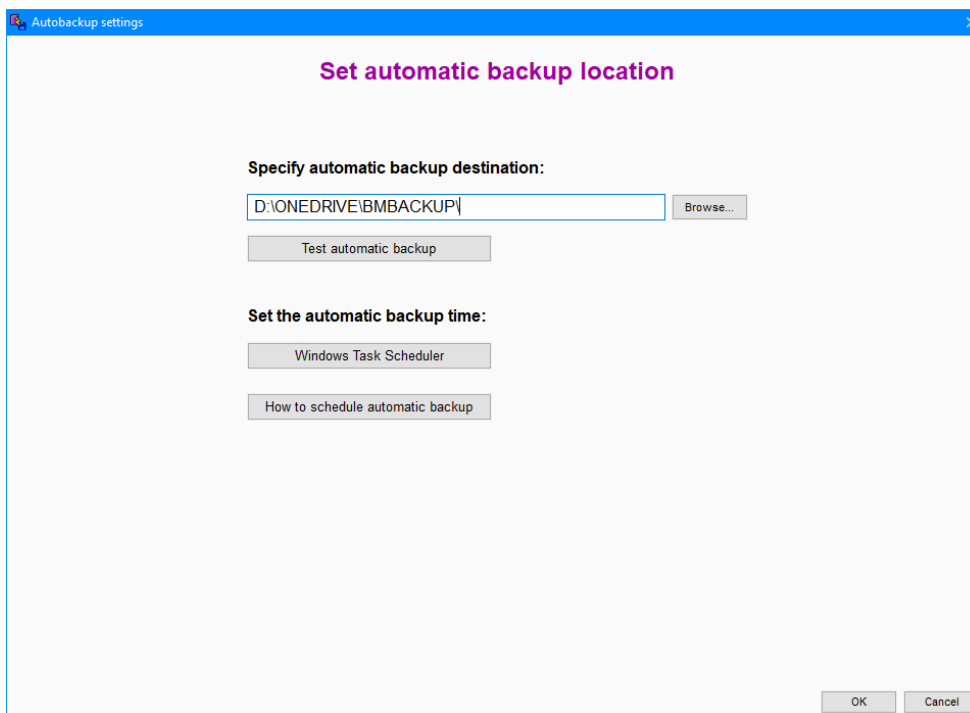
The automatic backup task is unique to the computer on which it has been set up. It does not "flow through" to other computers on the network. Most often the backup task is scheduled on the computer “hosting” Bookmark, often a network server. But it can also be done on a workstation, too. The trick is to make sure that computer is on and logged in when the automatic backup is scheduled. You do not have to be using Bookmark for the backup to occur.

Set Backup Destination

Start by opening the Utilities menu and clicking on Backup.



Click on the *Set up automatic backup* button.

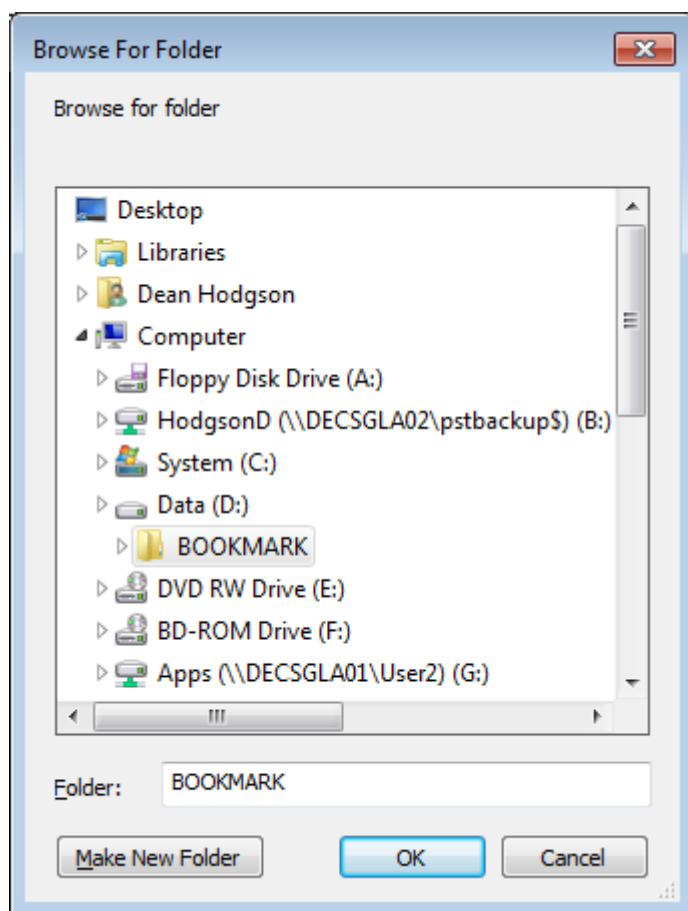


Setting the Backup Destination

Backups are always made to Bookmark's location first then copied to the destination. The destination is where the backup copy is sent. It should be a location *external to the computer*. The destination should be one which can be easily accessed in future. It should not be the network server or another computer on the

network. Backups can be sent to a plugged in USB flash drive, an external drive or even the cloud-based OneDrive or Google Drive if they have been set up. Backups sent to another computer on the network or just on the server cannot be relied on as these devices can fail or become infected. If left blank Bookmark will back up to its own location.

To set a backup destination, click on the Browse... button. This is the location where the backup file will be sent.



Use this window to locate the drive and folder *destination* for the backup. Once highlighted click on OK.

Testing the Backup

The automatic backup can be tested by clicking on the "Test automatic backup" button.

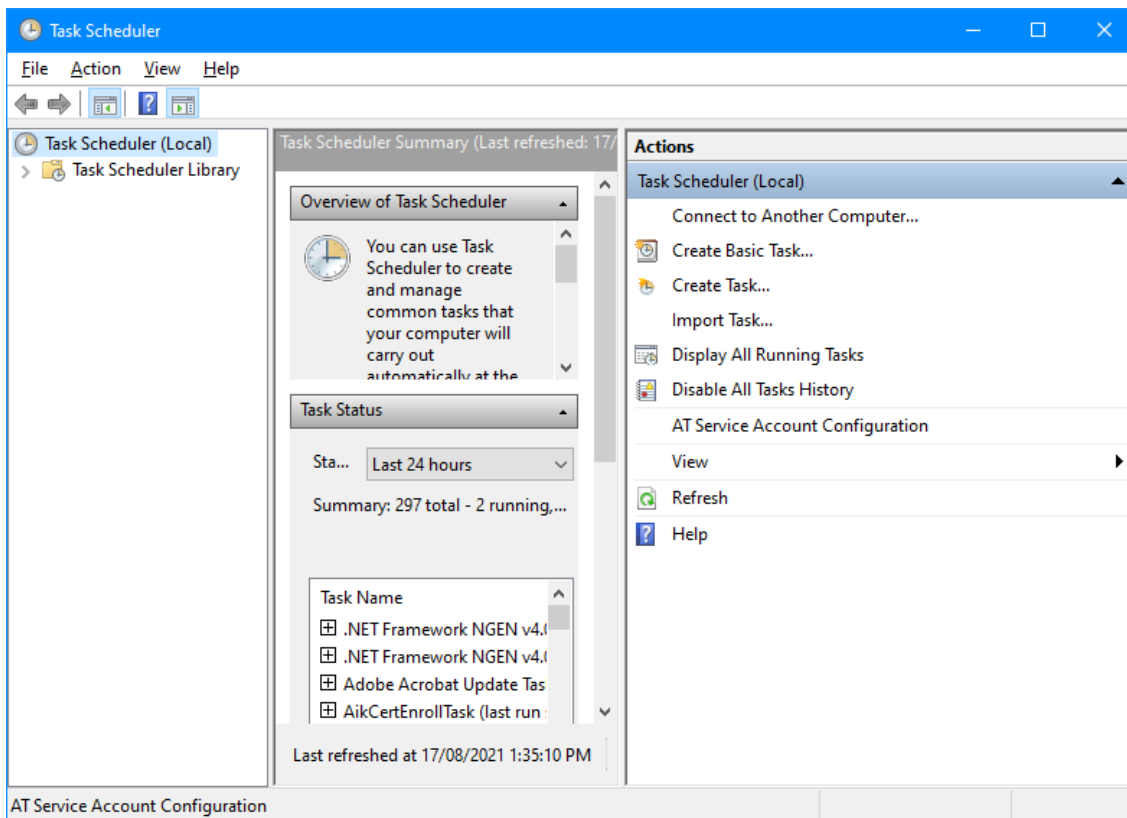
The Windows Task Scheduler

The Task Scheduler is used to determine when the automatic backup program runs. This is part of Windows itself. It is not part of Bookmark.

The computer on which the backup task is scheduled must be turned on when the task is to be carried out. Therefore, if the backup is scheduled for 1 am, the computer must be running at that time. Backups can be scheduled at any time, but the best time is when Bookmark is not being used.

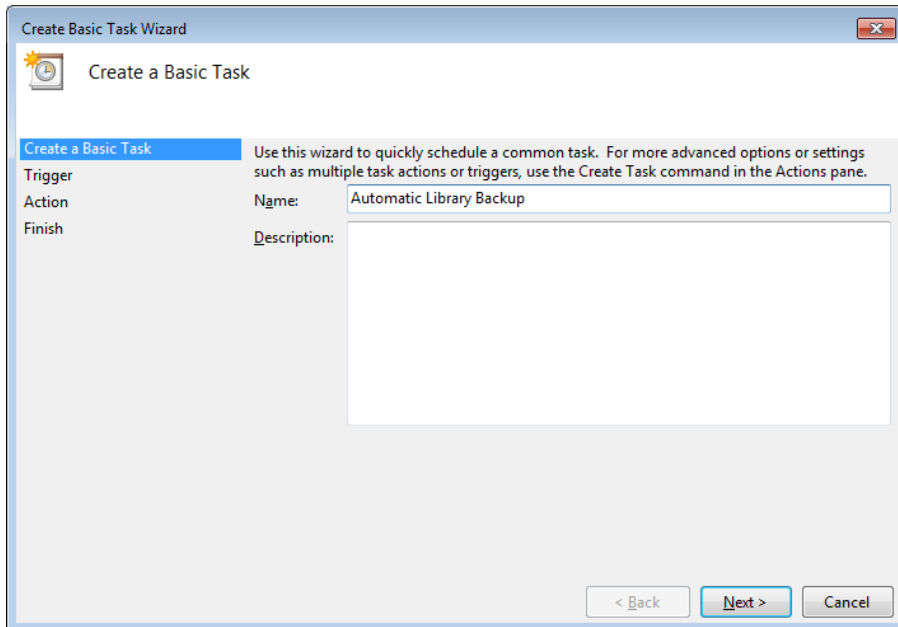
The screens below suit Windows 10. Windows 7 and 8 have slightly different displays.

1. Click on the *Windows Task Scheduler* button.

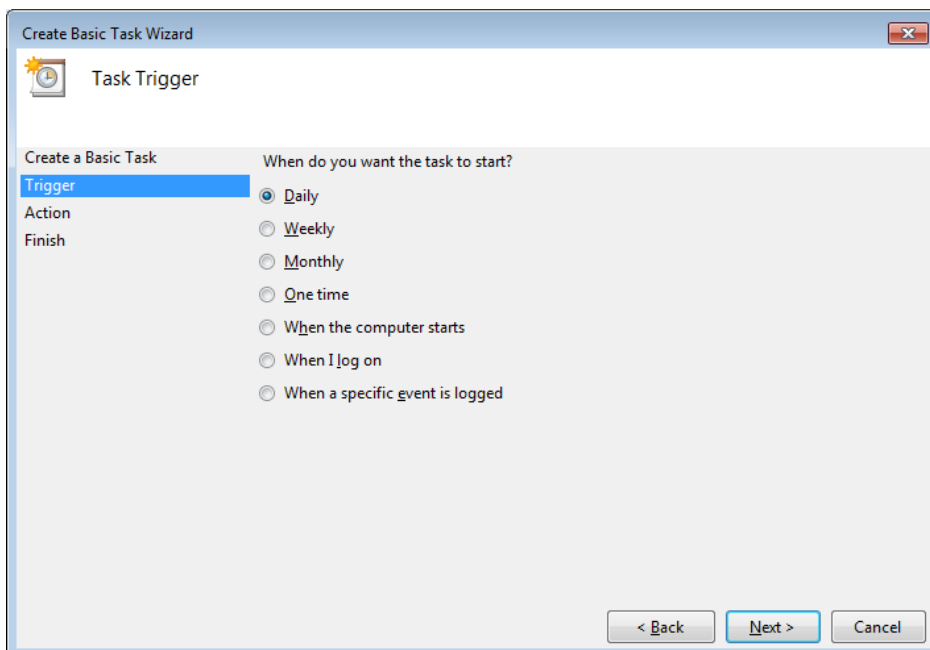


2. Click on *Create Basic Task*. This is either on the right side or beneath the Action dropdown menu.

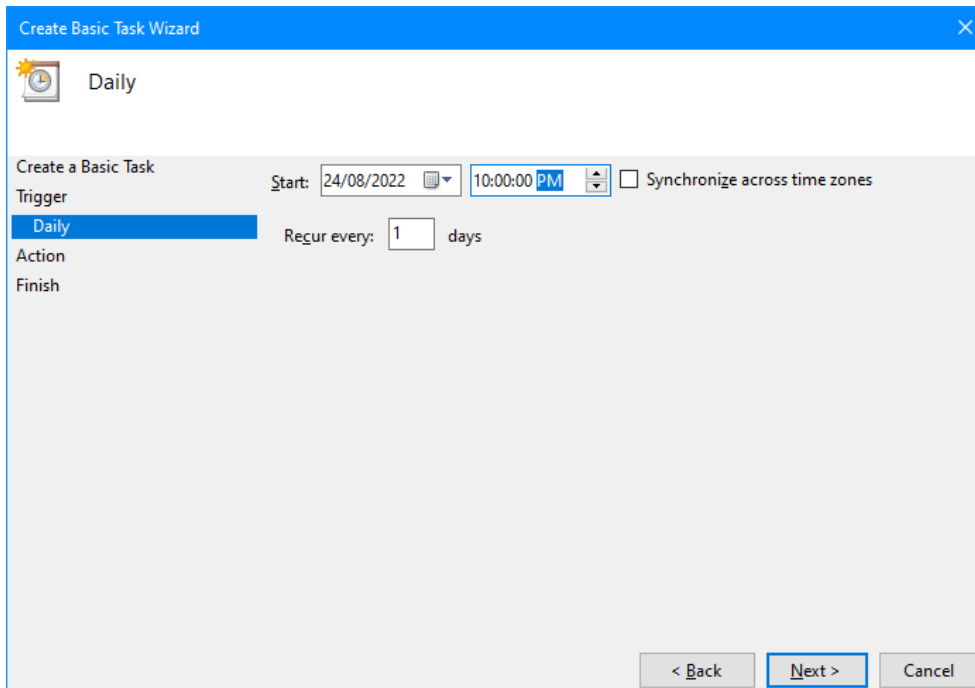
3. Enter a name for the backup task – e.g. Automatic Library Backup. The exact wording is not important but it should be meaningful to you. Click on *Next*.



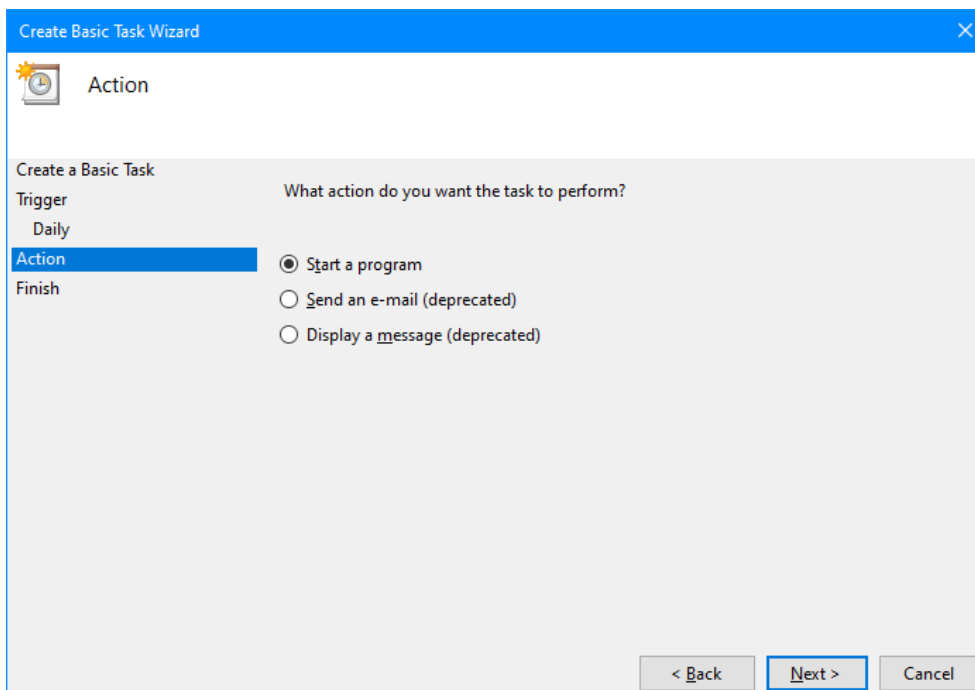
4. Set the frequency for the backup. Daily is normal but it can be set to any of the options. Click on *Next*.



5. Set the time when the task should occur. Click *Next*.



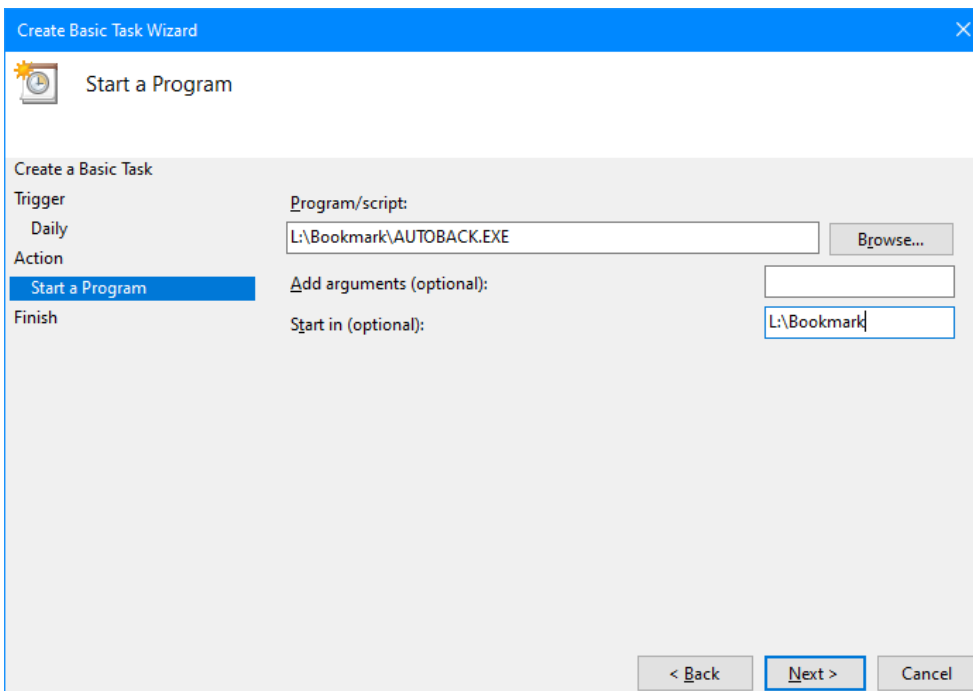
6. Make sure *Start a program* is marked. Click on *Next*.



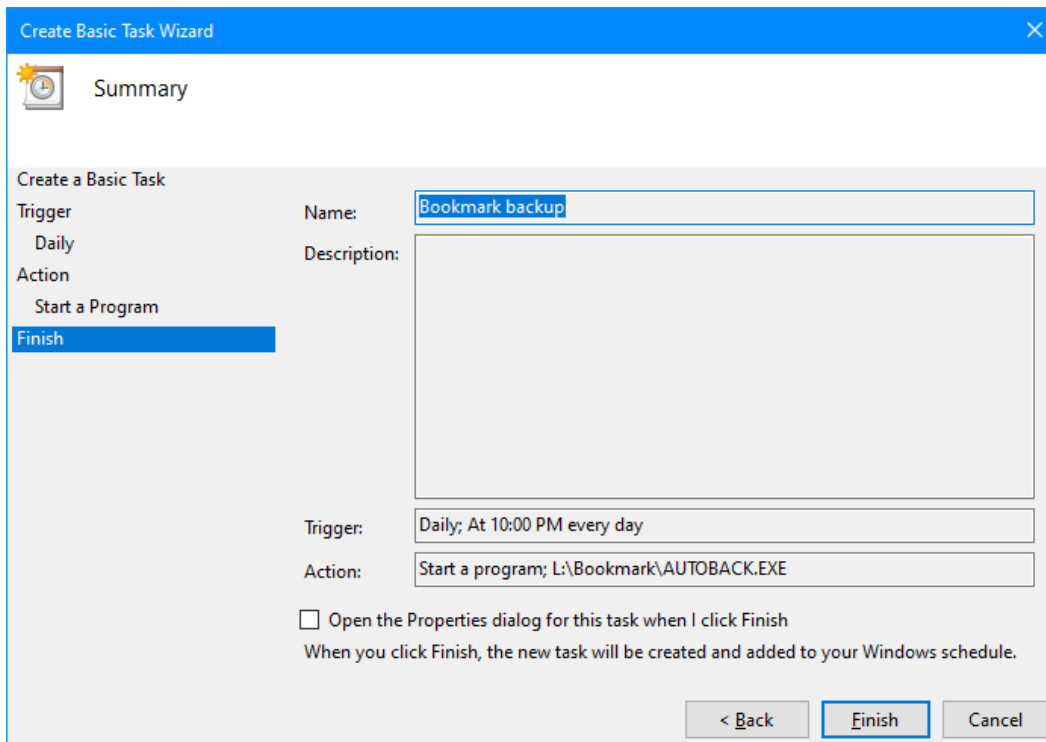
7. Enter the path and filename of the automatic backup program *Autoback.exe*. Use the Browse button to locate Bookmark. (The location is also given in System Info in Utilities in Bookmark.) The path given below is illustrative only. The actual location on your system will vary!

Be careful about UNC addresses. These are the ones that start with \\ instead of a drive letter. If Bookmark is set up with a UNC address, it may not be visible from Browse. A UNC path can be typed in. When correct, click on *Next*.

If you are not sure of the address, in Bookmark, go to Utilities then System Info. The first first line gives the location of Bookmark. A UNC address may look like [\\12345ServerSV1\Apps\Library\Bookmark](http://12345ServerSV1/Apps/Library/Bookmark) . Or it can look like L:\ . It can vary a lot. This address can be typed into the Program/script editbox. Always finish with \Autoback.exe , which is Bookmark's special automatic backup app.



8. The last window summarizes the scheduled task. Click *Finish*.



This completes setting up the automatic backup.

Monthly Big Backups

The automatic backup is normally a daily type backup. This does not include book cover images. “Big backups” can also be scheduled in addition to the normal backup.

Cover and photo images dramatically increase the size of a backup file and the time needed to create it.

Only two changes in the steps above are needed:

- Change the Name in step 3 to something like Automatic Big Backup.
- In step 7, instead of Autoback.exe, use the filename AutoBackBig.exe. This is the app that performs a bigger monthly type of backup.

It is sent to the same destination.

Backup Formats

A backup compresses all Bookmark database and data files into a single “archive” file. That file is then copied to the destination. Restoring a backup copies the file back to Bookmark’s folder and decompresses the contents.

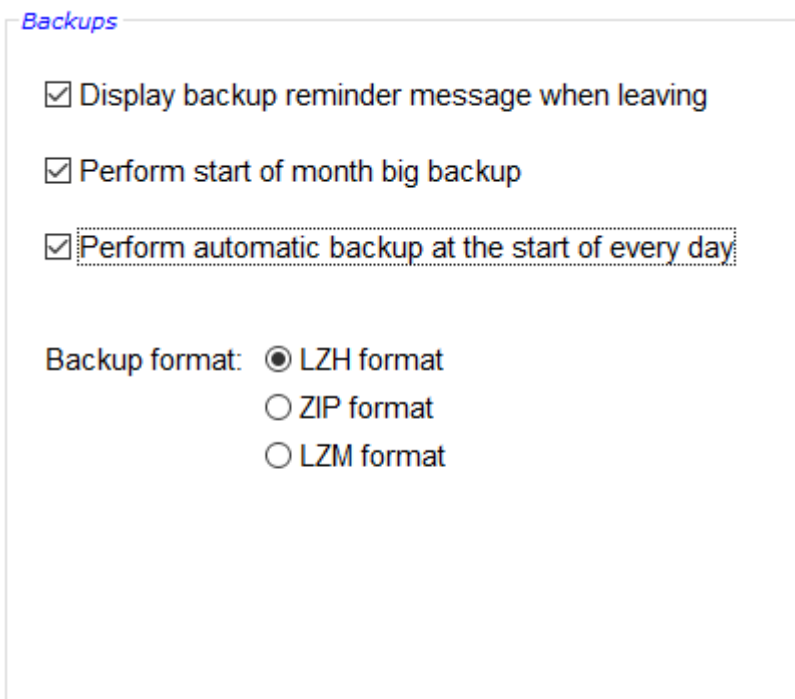
By default, Bookmark uses LZH style compression.

Alternately, the common ZIP format can be used. This is the default for Windows and special apps like 7-Zip. Zip files can be opened within Windows. LZH cannot, but Bookmark can open them.

The size of LZH and ZIP format backups is roughly the same.

Bookmark also allows for the LZM – a.k.a. 7zip or Lzma – format. This format compresses the files much tighter...but also takes much longer, too. It is available as an option but rarely used.

To specify a format, in Bookmark, Utilities > Backup > Settings. Or Controls > Settings > Backups tab.



The format selected is used for all subsequent backups.

All backups made with any of these formats can be restored. Setting backups to Zip format still allows Lzh to be restored.