

Bookmark Fact Sheet

Automatic Backups

August 2024

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

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 manual backup.

An “automatic backup” can be set to occur at any time.

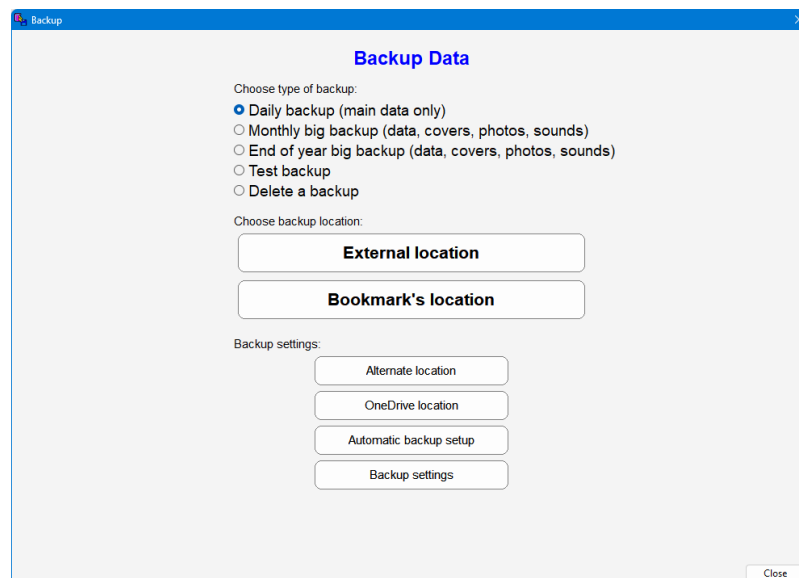
Automatic backups can be set to happen when Bookmark is first opened every day, once a week, or once a month.

In addition, automatic backups can also be made using the Windows Task Scheduler. The Task Scheduler can be set to run a special backup program at a preset time, even the middle of the night, as long as the computer on which the Task Scheduler has been set is turned on.

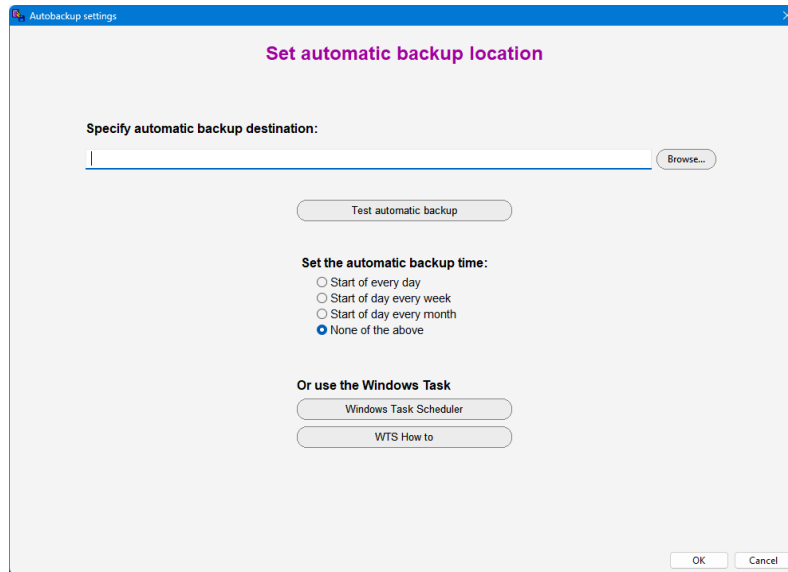
Below are the steps for Windows 10 and 11.

Automatic Backup Setup

Start by opening the Utilities menu and clicking on Backup.



Click on the *Automatic Backup Setup* button.



Setting the Backup Destination

Backups are always made to Bookmark's location first then copied to the destination. It should ideally be a location *external to the computer* to avoid the "all eggs in one basket" problem.

The destination should be one which can be easily accessed in future. Backups can be sent to a plugged in USB flash drive, an external drive, OneDrive or Google Drive if they have been set up, or to Bookmark's cloud server. Backups sent to another computer on the network or just on the server cannot be relied on if these devices can fail or become infected.

To set to Bookmark's cloud server, type in Cloud as the destination.

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

The destination must include the folder to which the backup files will be sent. If OneDrive, make sure the \BMBACKUP folder is included in the path. If it does not exist, create it. (A normal external location backup to OneDrive will do this.)

Testing the Backup

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

Backup from Bookmark

If the backup time is set to Start of every day, every week, or every month, Bookmark automatically make a backup when it is first opened at those times. This is done as part of its start-of-day routine in which a normal daily type backup is made to Bookmark's location.

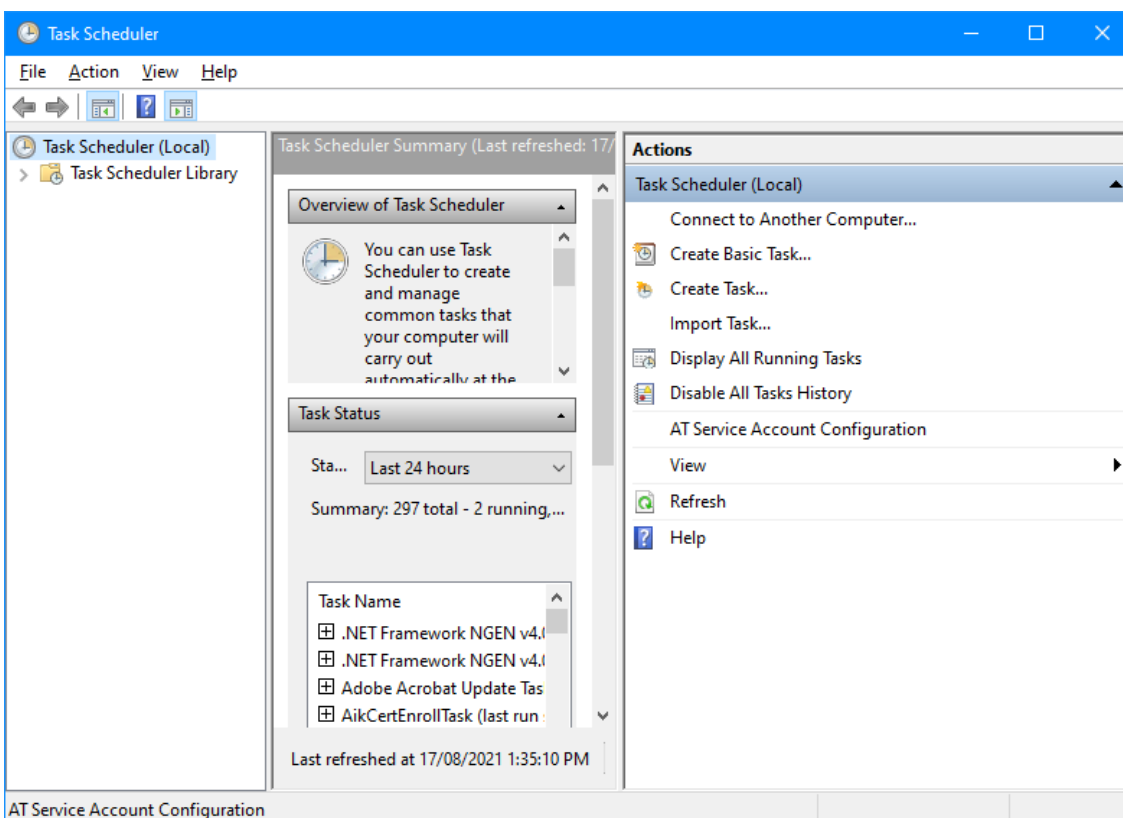
The Windows Task Scheduler

Backups can be made at other times automatically by using the Windows Task Scheduler.

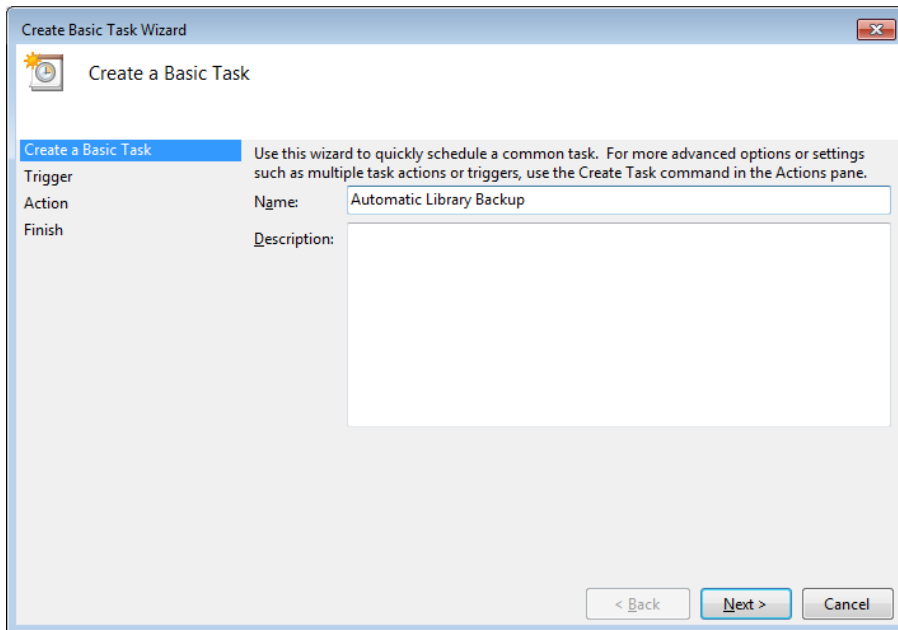
The computer on which the backup task is scheduled must be turned on when the task is to be carried out. It is also the computer on which the Task Scheduler has to be set up. This could be a network server or workstation or stand-alone.

If a 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.

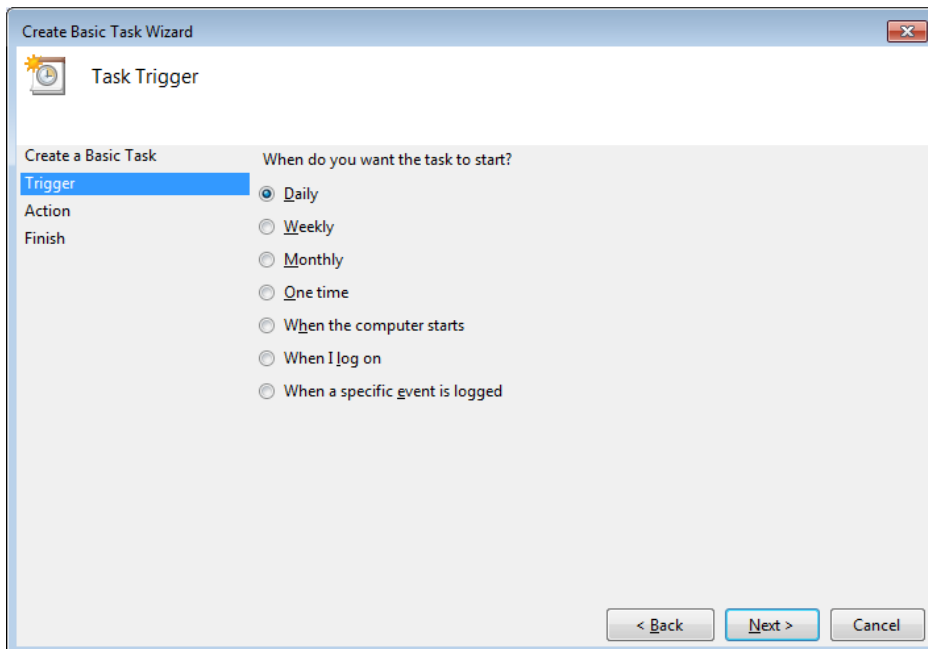
1. Click on the *Windows Task Scheduler* button.



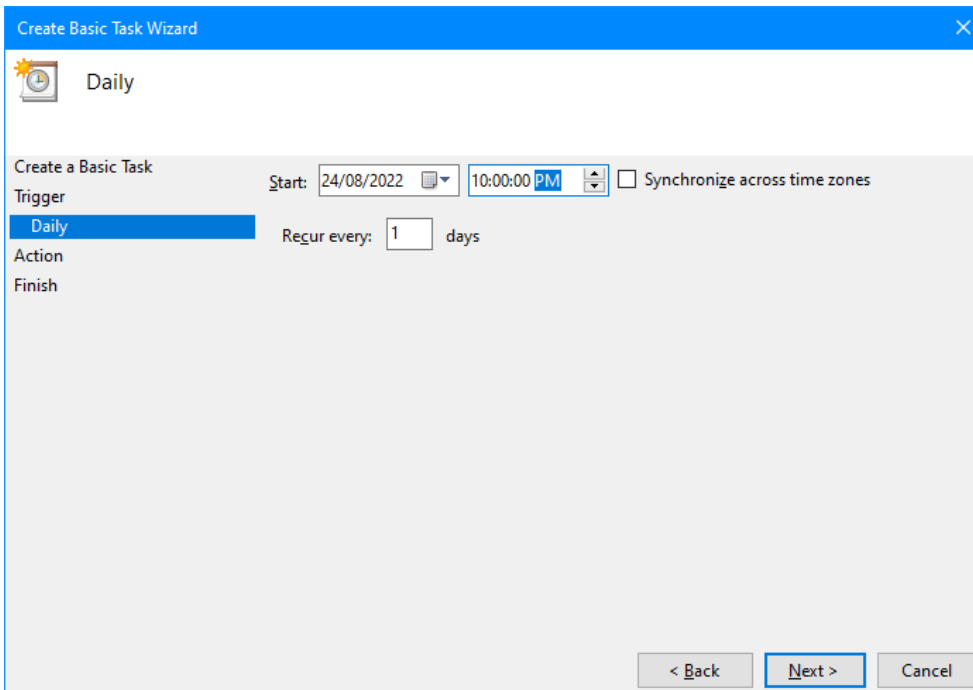
2. Click on *Create Basic Task*. This is either on the right side or beneath the Action dropdown menu.
3. Enter a name for the backup task – e.g. Automatic Library Backup. The exact wording is not important but it should be meaningful to you. Click on *Next*.



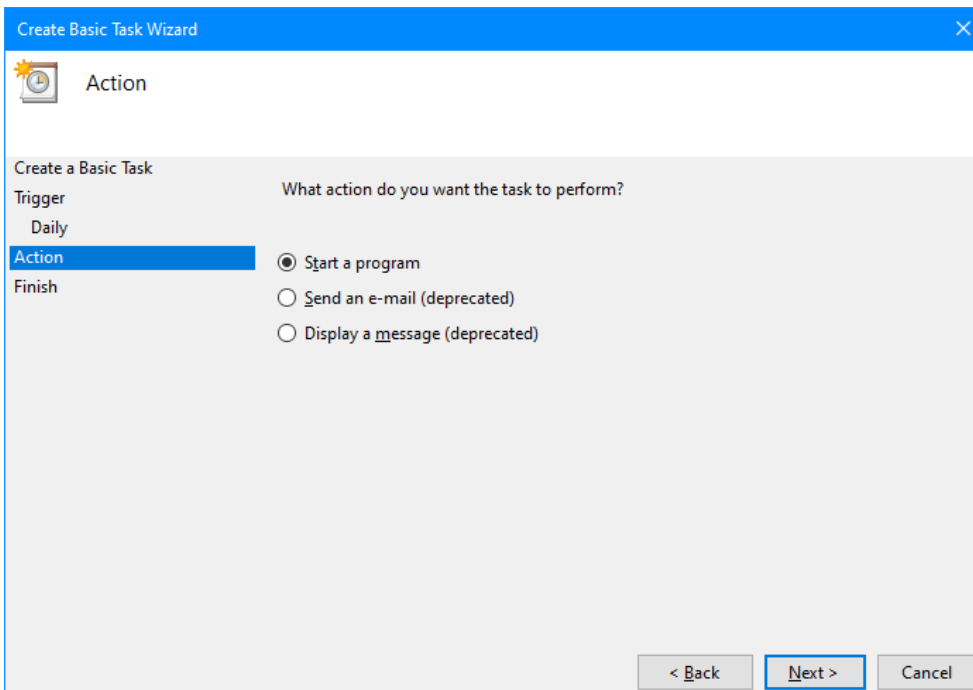
4. Set the frequency for the backup. Daily is normal but it can be set to any of the options. Click on *Next*.



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



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

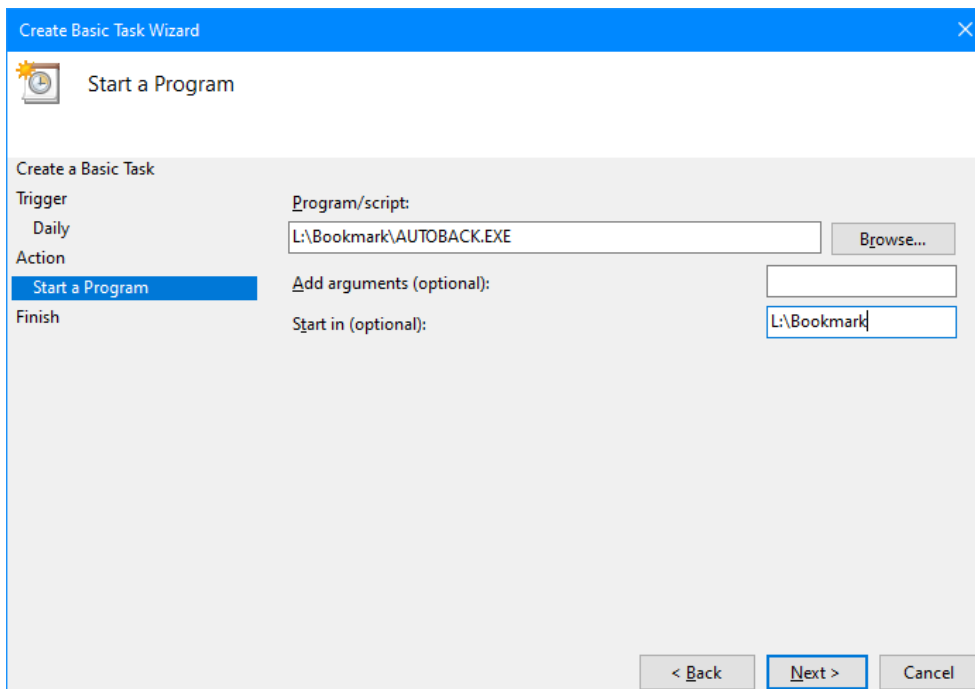


7. Enter the path and filename of the automatic backup program. It is located in the Bookmark folder. It is called *Autoback.exe*. Use the Browse button to locate Bookmark. (The location is also given in System Info in Utilities in Bookmark.) The path given below is illustrative only. The actual location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

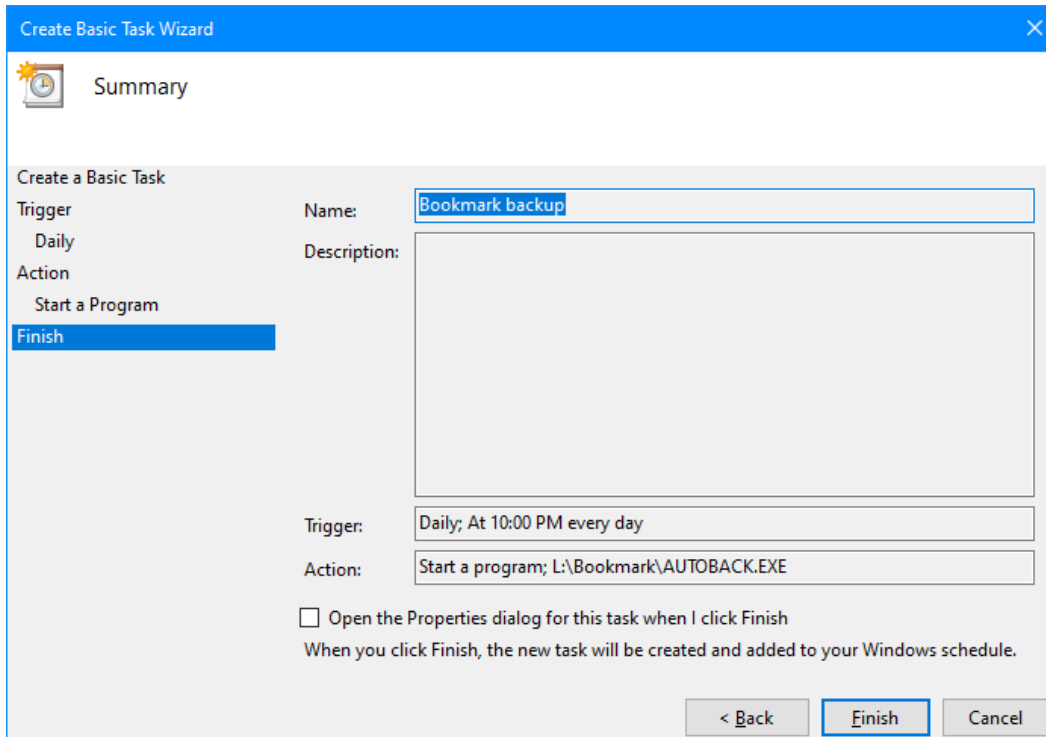
Be careful about UNC addresses. These are the ones that start with \\ instead of a drive letter. If Bookmark is set up with a UNC address, it may not be visible from Browse. A UNC path can be typed in.

When the path is 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](#) . 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 using the Windows Task Scheduler

The backup will be made to the path specified in Bookmark.

Note: Automatic backups to Bookmark's cloud server using the Task Scheduler cannot be made. Backups to OneDrive can.

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.