Simple Backup

by

Software Verify

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Software Verify

Troubleshoot your software

Simple Backup

A simple way to backup your files

by Software Verify Limited

Welcome to Simple Backup.

Simple Backup is a backup program that is intended to be very simple and easy to use - just plug in your backup device and start backing up.

We hope you will find this document useful.

Simple Backup Help

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Foreword

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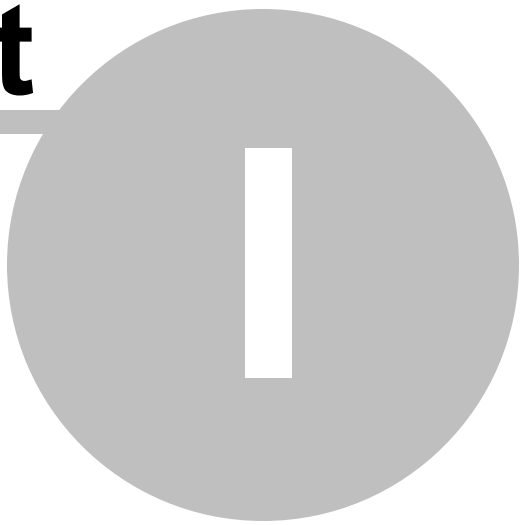
Part



1 How to get Simple Backup

Simple Backup is free for commercial use. Simple Backup can be downloaded for Software Verify's website at https://www.softwareverify.com.

This help manual is available in Compiled HTML Help (Windows Help files), PDF, and online.

Windows Help	https://www.softwareverify.com/documentation/chm/simpleBackup.chm
PDF	https://www.softwareverify.com/documentation/pdfs/simpleBackup.pdf
Online	https://www.softwareverify.com/documentation/html/simpleBackup/index.html

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Contact Software Verify at:

Software Verify Limited
Suffolk Business Park
Eldo House
Kempson Way
Bury Saint Edmunds
IP32 7AR
United Kingdom

email	sales@softwareverify.com
web	https://www.softwareverify.com
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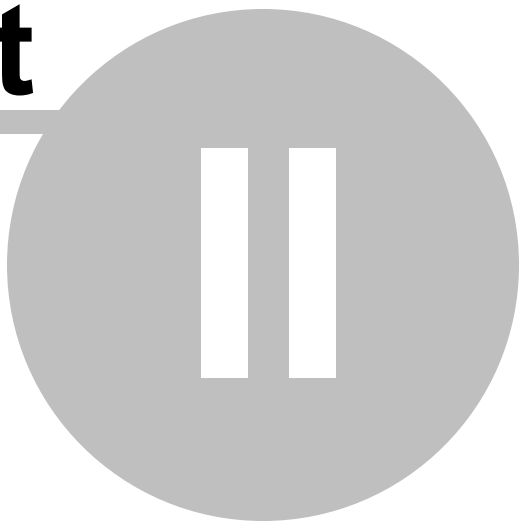
Part



2 What does Simple Backup do?

Simple Backup allows you to easily backup files from your computer.

Just plug in an external hard drive, start the software and click the **Start Backing up Files** button.

Who is this software for?

This software is intended to be so easy to use that you can use this software even if you think of yourself as someone that doesn't know how to use computers very well.

That said, if you're a power user there are options for you in the settings that provide you with more control if you want it.

What files are backed up if I don't configure anything?

We back up all the files in your user directory, except any files in folders that start with $ or .

What if I want to backup more than the default selection of files?

You can easily add additional locations to backup using the Settings dialog.

If you want to only backup a particular type of file, say all JPG files (files from your camera) then you can do that with the file filters settings.

If you want to backup files in different directories, or on different disk drives then you can do that with the directories settings.

What happens if the drive letter changes?

If you're using the same external hard drive but the drive letter changes, we'll detect that change and let you know.

You'll get the choice of continuing to use this drive with a different drive letter, or configuring a different backup location.

What happens if I change the backup device to a different hard drive?

If you start using a different external hard drive we'll detect that change and help you configure the backup software to use that new external hard drive.

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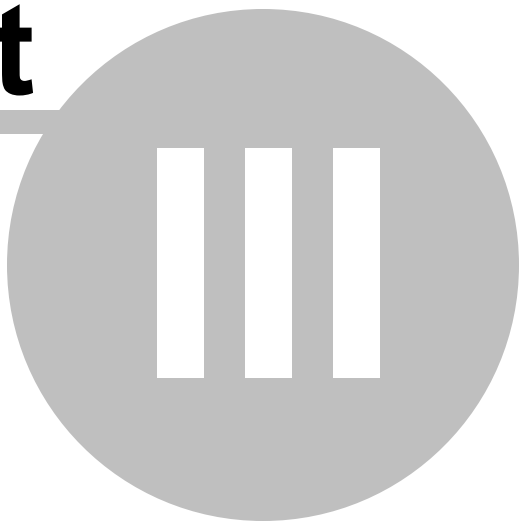
Part



3 The user interface

The Simple Backup user interface very simple.

A menu is provided to allow you to edit the settings, view the help and to exit the program.

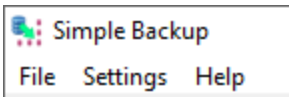
There is a large button which will start or stop the backing up process.

A settings dialog is provided to allow you to customize which files are backed up or ignored.

Support for identifying external backup devices is provided so that we can warn you when a different backup device is connected compared to the last time you made a backup.

3.1 Menu

The main menu contains three menus, File, Settings and Help.



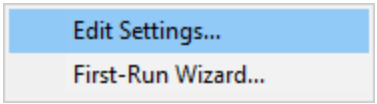
3.1.1 File

The File menu

File › Exit
Closes Simple Backup.

3.1.2 Settings

The Settings menu controls editing of the settings controlling Simple Backup



Settings › Edit Settings...

Displays the settings dialog so that you can edit the current settings.

Settings › First-Run Wizard...

Displays the First-Run Wizard so that you can configure the settings as if you'd never run the software before.

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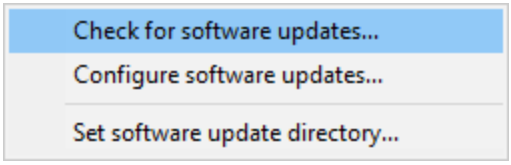
3.1.3 Software Updates

The Software Updates menu controls how often software updates are downloaded.

If you've been notified of a new software release to Simple Backup or just want to see if there's a new version, this feature makes it easy to update.

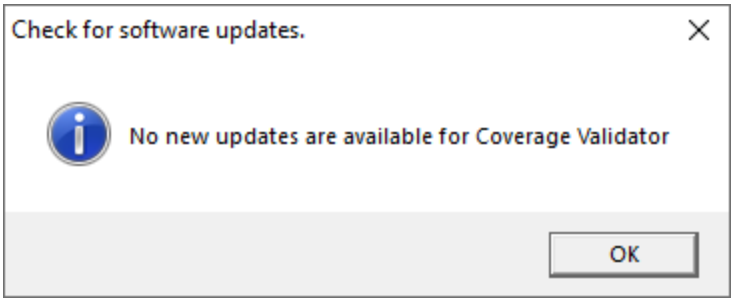


Software Updates menu › **Check for software updates** › checks for updates and shows the software update dialog if any exist

An internet connection is needed to be able to make contact with our servers.

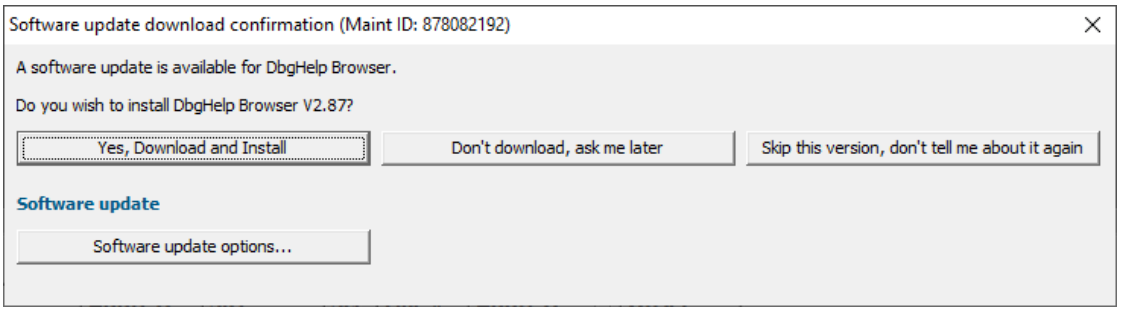
Before updating the software, close the help manual, and end any active session by closing target programs.

If no updates are available, you'll just see this message:



Software Update dialog

If a software update is available for Simple Backup you'll see the software update dialog.



- **Download and install** › downloads the update, showing progress

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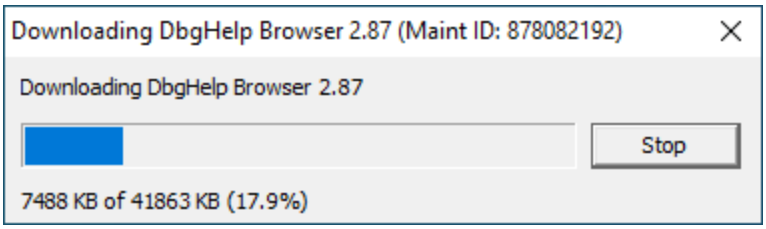

Once the update has downloaded, Simple Backup will close, run the installer, and restart.

You can stop the download at any time, if necessary.

- **Don't download...** › Doesn't download, but you'll be prompted for it again next time you start Simple Backup
- **Skip this version...** › Doesn't download the update and doesn't bother you again until there's an even newer update
- **Software update options...** › edit the software update schedule

Problems downloading or installing?

If for whatever reason, automatic download and installation fails to complete:

- Download the latest installer manually from the software verify website.

Make some checks for possible scenarios where files may be locked by Simple Backup as follows:

- Ensure Simple Backup and its help manual is also closed
- Ensure any error dialogs from the previous installation are closed

You should now be ready to run the new version.

Software update schedule

Simple Backup can automatically check to see if a new version of Simple Backup is available for downloading.

Software Updates menu › **Configure software updates** › shows the software update schedule dialog

The update options are:

- never check for updates
- check daily (the default)
- check weekly
- check monthly

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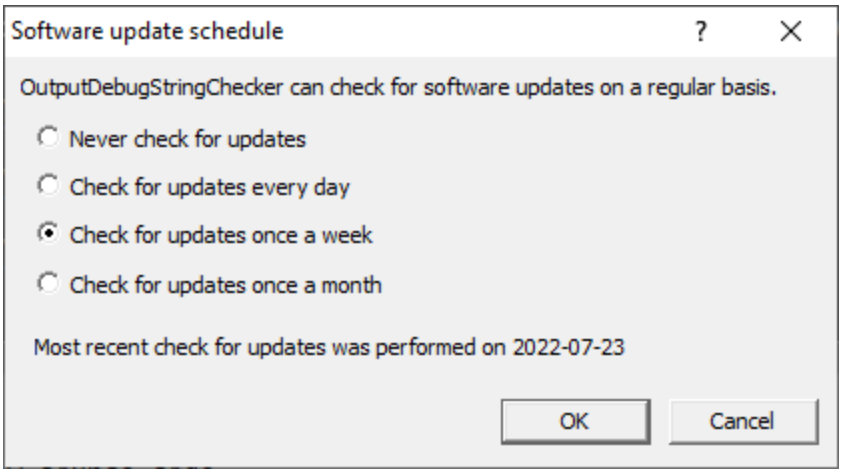
The most recent check for updates is shown at the bottom.

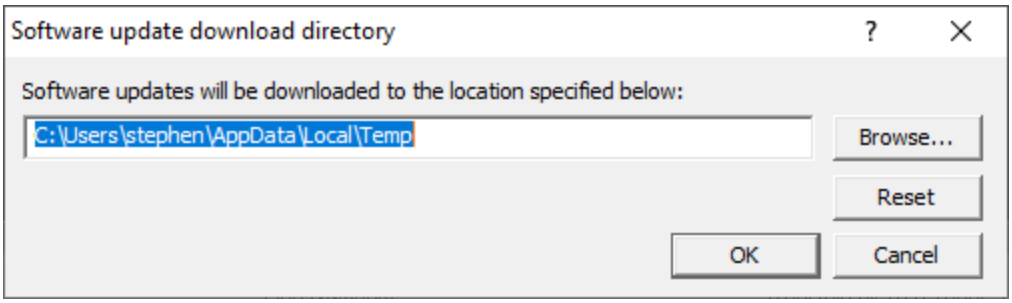


Software update directory

It's important to be able to specify where software updates are downloaded to because of potential security risks that may arise from allowing the `TMP` directory to be executable. For example, to counteract security threats it's possible that account ownership permissions or antivirus software blocks program execution directly from the `TMP` directory.

The `TMP` directory is the default location but if for whatever reason you're not comfortable with that, you can specify your preferred download directory. This allows you to set permissions for `TMP` to deny execute privileges if you wish.

Software Updates menu › **Set software update directory** › shows the Software update download directory dialog



An invalid directory will show the path in red and will not be accepted until a valid folder is entered.

Example reasons for invalid directories include:

- the directory doesn't exist
- the directory doesn't have write privilege (update can't be downloaded)
- the directory doesn't have execute privilege (downloaded update can't be run)

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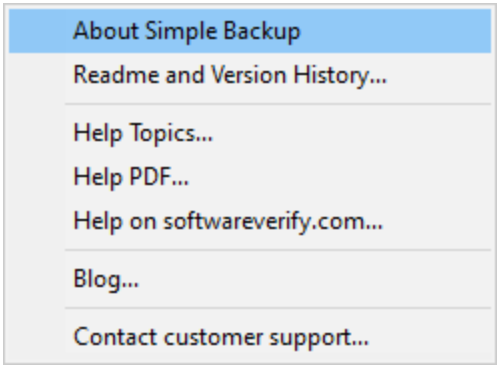
When modifying the download directory, you should ensure the directory will continue to be valid. Updates may no longer occur if the download location is later invalidated.

- **Reset** › reverts the download location to the user's `TMP` directory

  The default location is `c:\users\[username]\AppData\Local\Temp`

3.1.4 Help

The Help menu controls displaying this help document and displaying information about Simple Backup.



Help menu › **About Simple Backup...** › displays information about Simple Backup.

Help menu › **Readme and Version History...** › displays the readme and version history.

Help menu › **Help Topics...** › displays this help file.

Help menu › **Help PDF...** › displays this help file in PDF format.

Help menu › **Help on softwareverify.com...** › display the Software Verify documentation web page where you can view online documentation or download compiled HTML Help and PDF help documents.

Help menu › **Blog...** › display the Software Verify blog.

Help menu › **Contact customer support...** › displays the options for contacting customer support.

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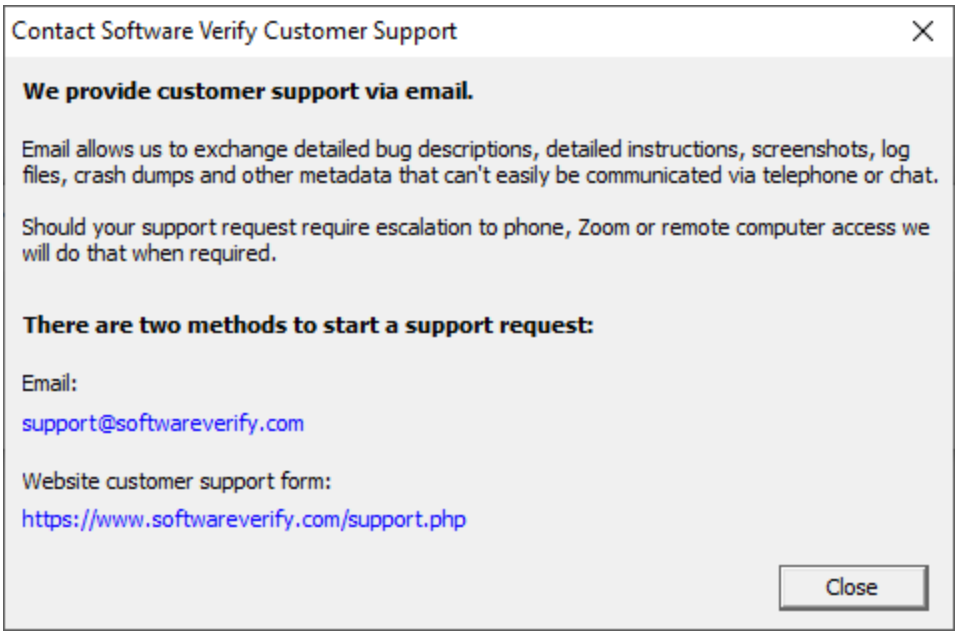


Click a link to contact customer support.

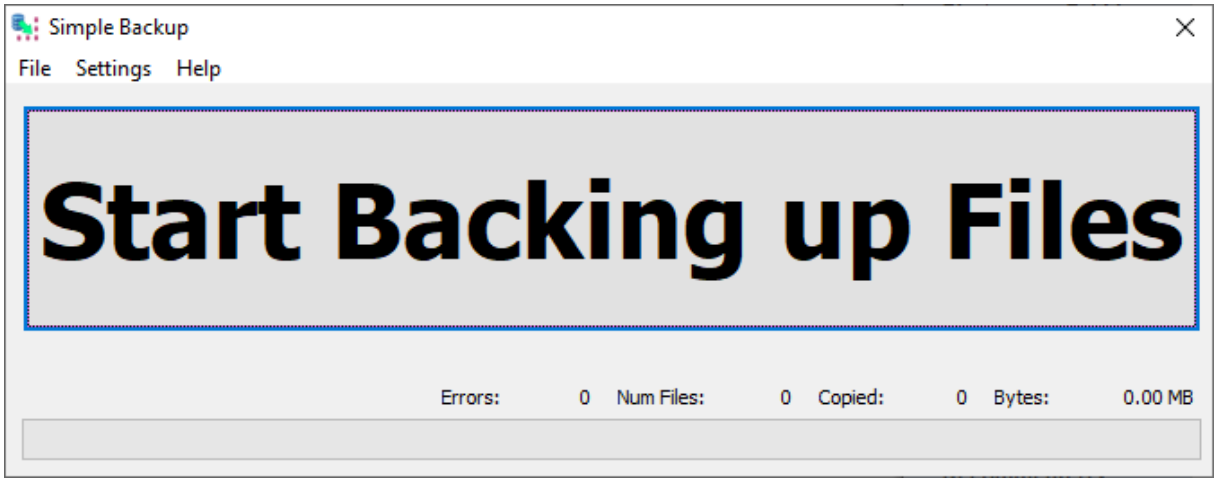
3.2 Main User Interface

The Simple Backup user interface very simple.

There is a large button which will start or stop the backing up process.

A settings dialog is provided to allow you to customize which files are backed up or ignored.

Support for identifying external backup devices is provided so that we can warn you when a different backup device is connected compared to the last time you made a backup.



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- **Start Backing up Files** › starts the backup process.

  If you've never configured Simple Backup you are prompted to do this first.

- **Stop Backup** › stops the backup process.

  A dialog is displayed that shows which files were backed up and which files couldn't be backed up.

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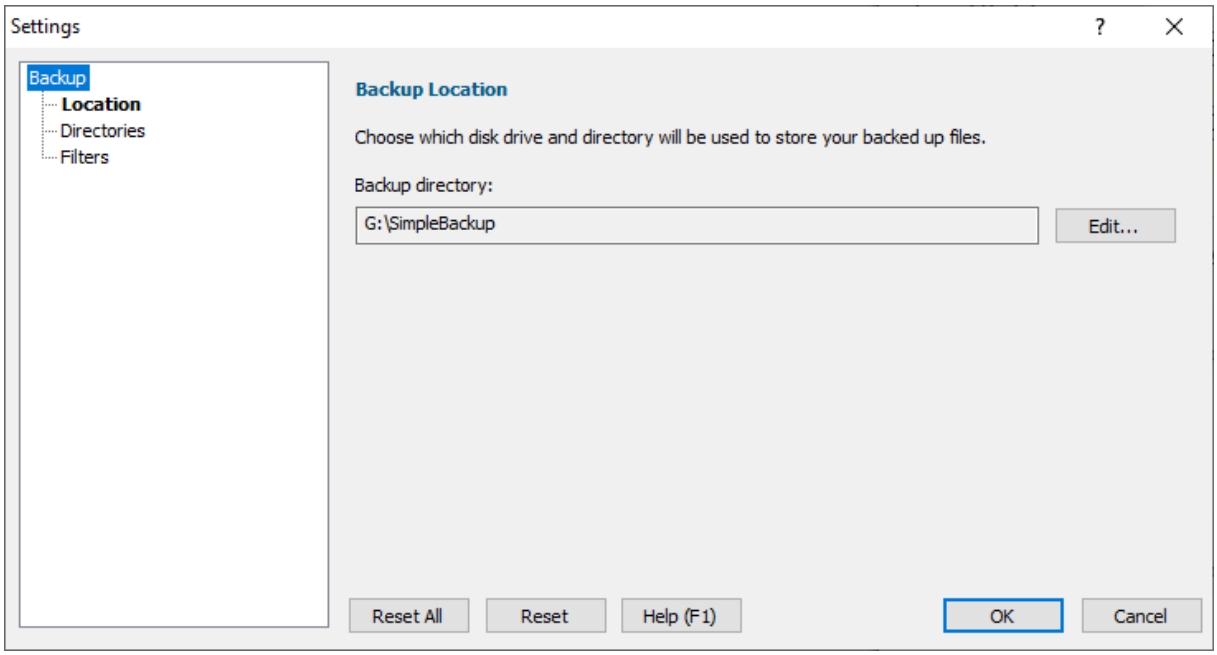
Part

4 Settings dialog

The settings dialog allows you to configure how Simple Backup behaves.



4.1 Location

The **Location** settings allow you to configure which device you'll store backup files on, and which folder on that device.

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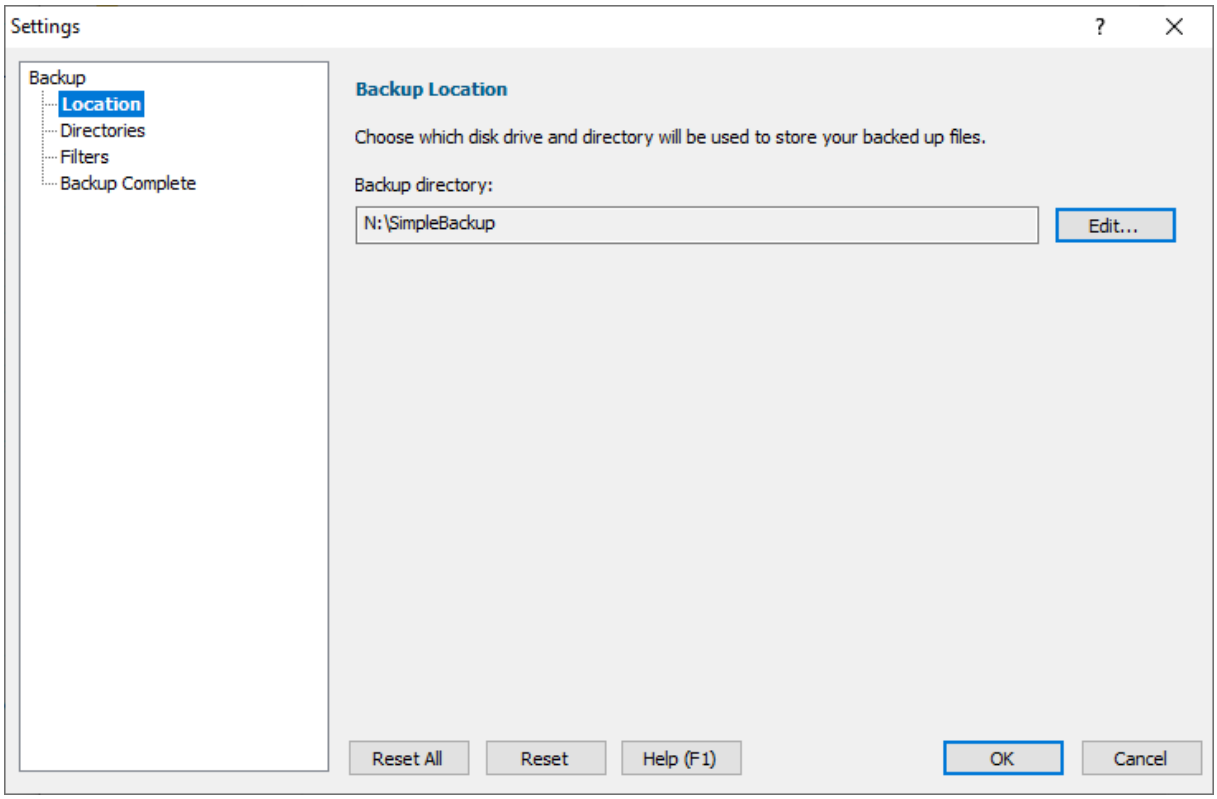

- **Edit...** › displays the configure backup device dialog

Reset All

Resets the options on all pages of the settings dialog to the default.

Reset

Resets just the options on this page of the settings dialog to the default.

4.2 Directories

The **Directories** settings allow you to configure which directories you'll backup and which directories will be ignored.

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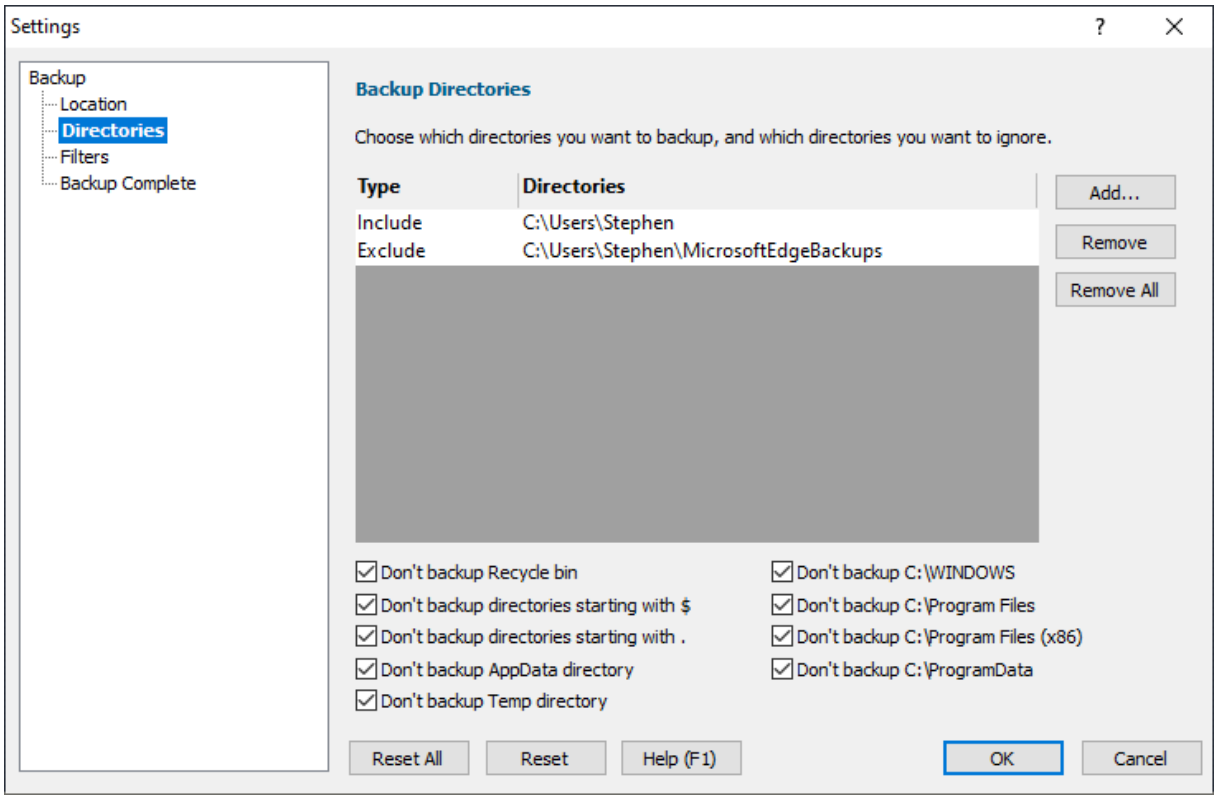

Adding and removing directories to backup

- **Add...** › displays a folder selection dialog. When a folder is selected it is added to the list, with the type column set to **Include**
- **Remove** › removes the selected folder from the list
- **Remove All** › removes all folders from the list

Controlling which default directories are ignored

- **Don't backup Recycle bin** › recycle bins will not be backed up
- **Don't backup directories start with $** › directories starting with $ will not be backed up. These are typically Windows work directories
- **Don't backup directories start with .** › directories start with . will not be backed up. These are typically workspace directories for various software tools.
- **Don't backup AppData directory** › directories in the user's AppData directory will not be backed up. Data relating to applications installed on your computer.
- **Don't backup C:\Windows** › directories in the Windows directory will not be backed up. The Windows operating system.

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- **Don't backup C:\Program Files** › directories in C:\Program Files will not be backed up. Installed software, these should be restored by reinstalling the software.
- **Don't backup C:\Program Files (x86)** › directories in C:\Program Files (x86) will not be backed up. Installed software, these should be restored by reinstalling the software.
- **Don't backup C:\ProgramData** › directories in C:\ProgramData will not be backed up. These are typically workspace directories for installed applications.
- **Don't backup Temp directory** › any directory named Temp will not be backed up.

Include and Exclude

By default when you add an entry to the list of folders to backup it is included in the list of folders that will be backed up.

But what if there is a folder inside one of your folders that you don't want backed up? How do you handle that? That's where excluding folders comes into action.

Consider this folder hierarchy:

```
c:\users\stephen\
c:\users\stephen\MicrosoftEdgeBackups
c:\users\stephen\photos
c:\users\stephen\video
c:\users\stephen\audio
```

Let's say you want to backup everything in c:\users\stephen but you don't want to backup anything from `c:\users\stephen\MicrosoftEdgeBackups`.

1. Add `c:\users\stephen\` then click in the directories column to accept the **Include** suggestion.
2. Add `c:\users\stephen\MicrosoftEdgeBackups` then change the **Include** suggestion to **Exclude** then click in the directories column to accept it.
3. You should now have a line that reads Exclude `c:\users\stephen\MicrosoftEdgeBackups`

How can I edit an existing line?

Double click in the Include/Exclude column of the row you want to change then change it to Include or Exclude as appropriate.

Double click in the directory column of the row you want to change then choose a new folder locations.

Reset All

Resets the options on all pages of the settings dialog to the default.

Reset

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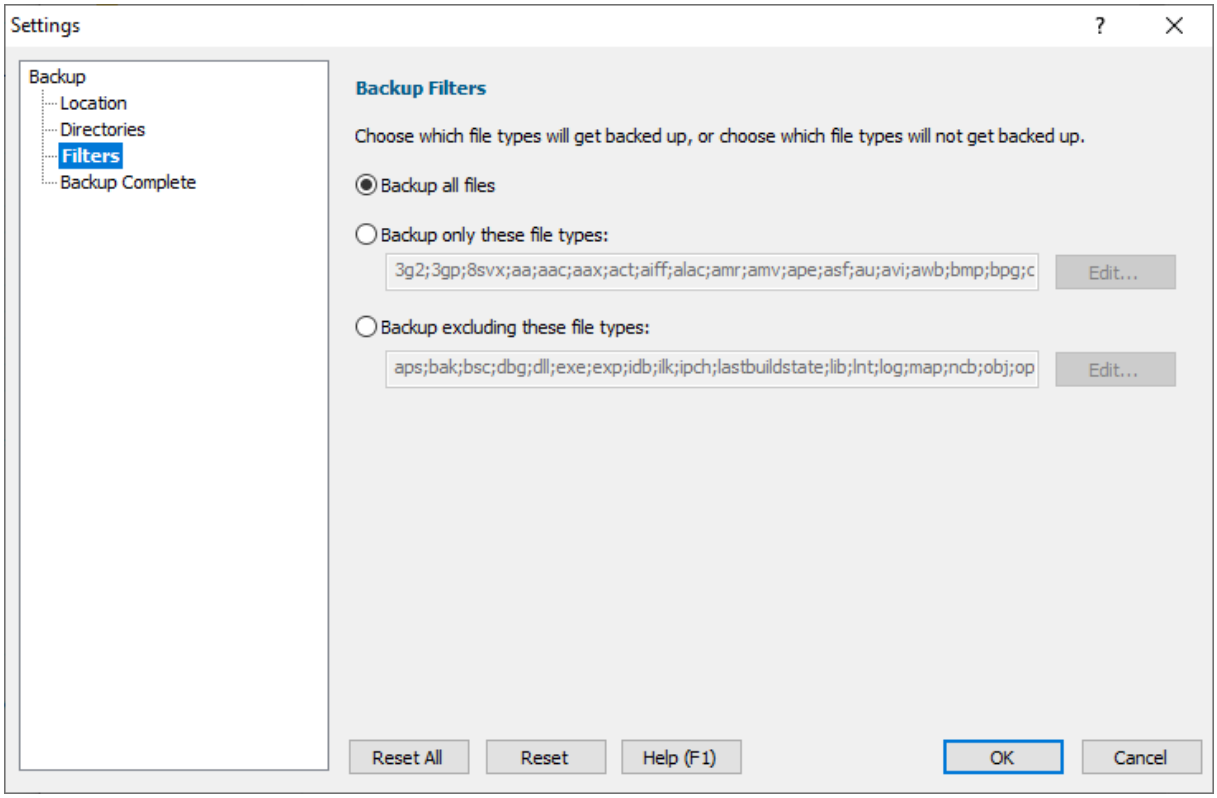
Resets just the options on this page of the settings dialog to the default.

4.3 Filters

The **Filters** settings allow you to configure which files you'll backup and which files will be ignored.



- **Backup all files** › all files are backed up
- **Backup only these file types** › only files that have a file extension matching one of those in the list are backed up
- **Backup excluding these file types** › only files that have a file extension that do not match one of those in the list are backed up
- **Edit...** › edit the list of filters using the file extension chooser dialog.

Reset All

Resets the options on all pages of the settings dialog to the default.

Reset

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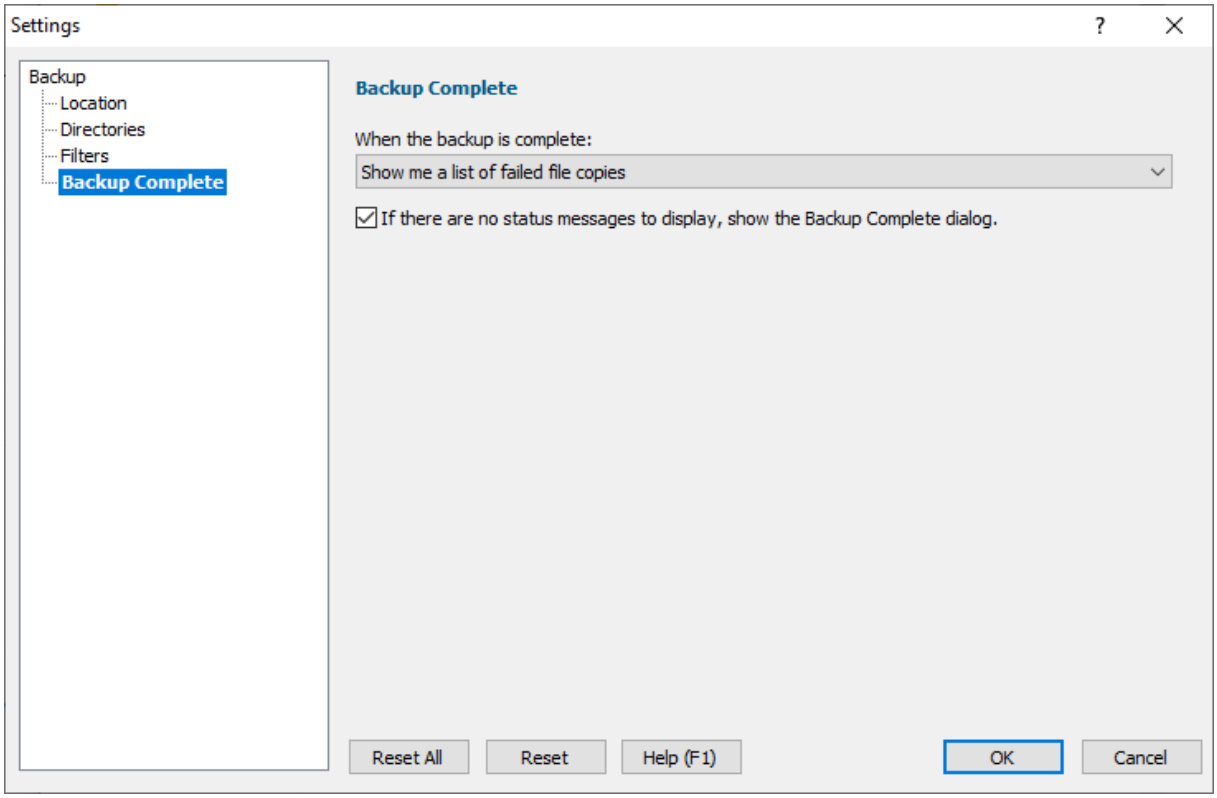
Resets just the options on this page of the settings dialog to the default.

4.4 Backup Complete

The **Backup Complete** settings allow you to configure what happens when a backup complete.



Status messages

When files are being backed up Simple Backup records if each file was successfully backed up or if the backup failed.

When the backup completes you can inspect the success and failure information if you want to.

Your options are:

- Don't show me anything
- Show me a list of successful file backups
- Show me a list of failed file backups
- Show me a list of successful file backups and failed file backups

No status messages

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If there were no files needing to backed up you can have a backup complete message displayed to let you know the backup is complete.

Select the **If there are no status messages** check box if you want this to happen.

Reset All

Resets the options on all pages of the settings dialog to the default.

Reset

Resets just the options on this page of the settings dialog to the default.

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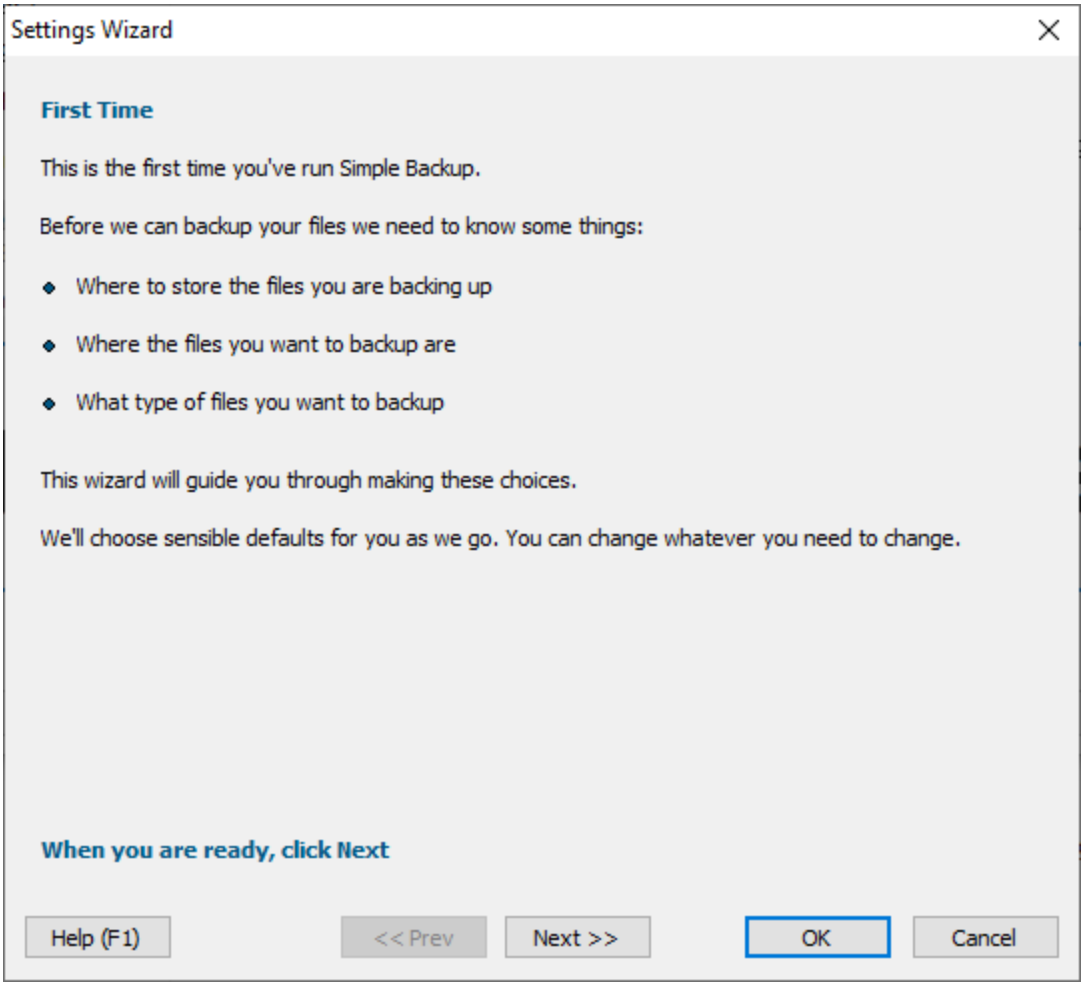
Part V

5 Settings Wizard

The Settings Wizard is displayed the first time an attempt to backup files is made.

You can also display this wizard from the Settings menu.

The wizard provides the similar functionality as the settings dialog, but guides the user through the settings in a fixed order, with the settings reset to as if the software had just been installed.



5.1 Connect Your Backup Device

Before you can configure which backup device to use we need to make sure that you have connected your backup device to the computer.

This page of the wizard is to remind you to ensure your backup device is connected to the computer.

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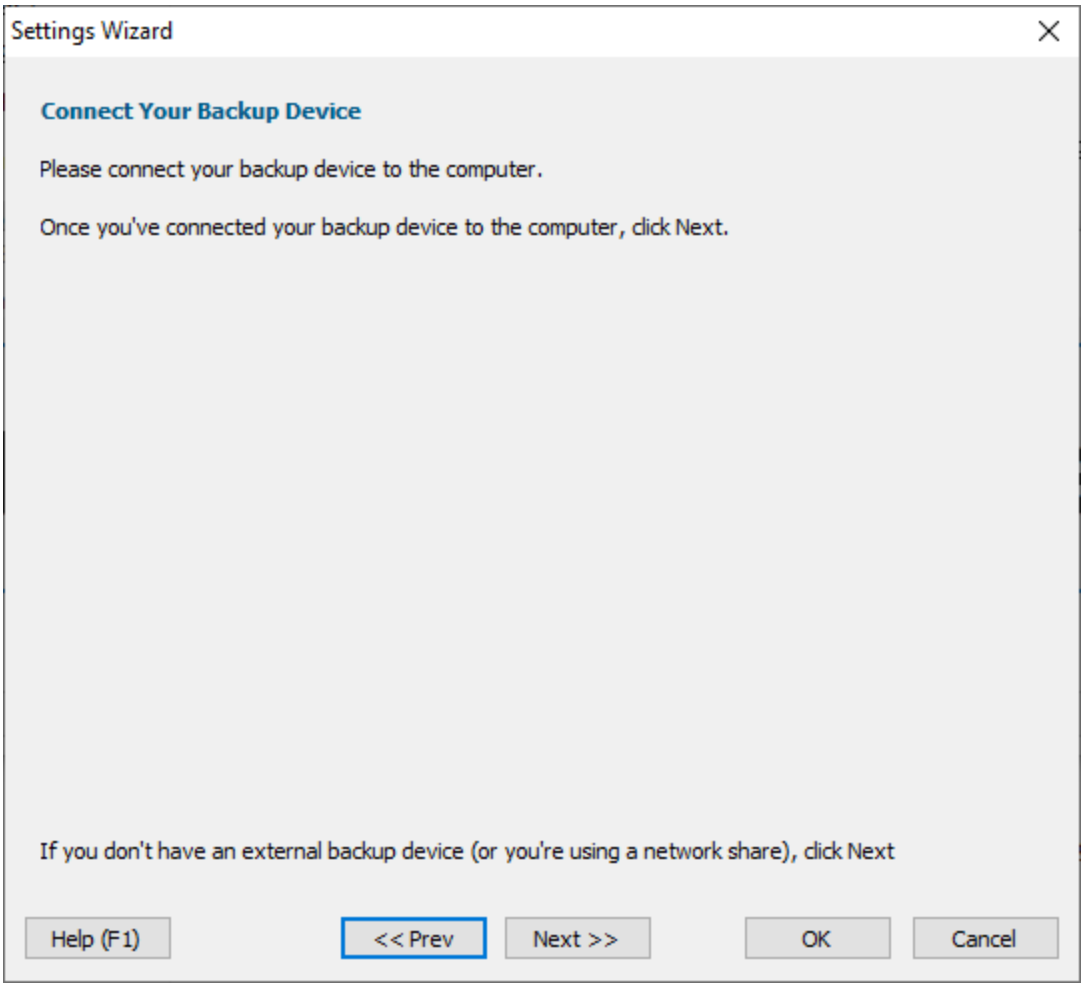

If you're not using an external backup device because you're using an internal hard drive or networked hard drive to store your backup you can skip this page of the wizard.

5.2 Backup Device

The configure backup device wiz allows you to specify which device you are going to use to store your backed up files on.

Types of back up device

The types of device available are:

- External USB hard drives. These are hard drives in an enclosure that you attach to your PC with a USB cable.
- USB Flash drives. These are also known as USB Thumb Drives. About the size of a keyfob they plug into a USB socket.

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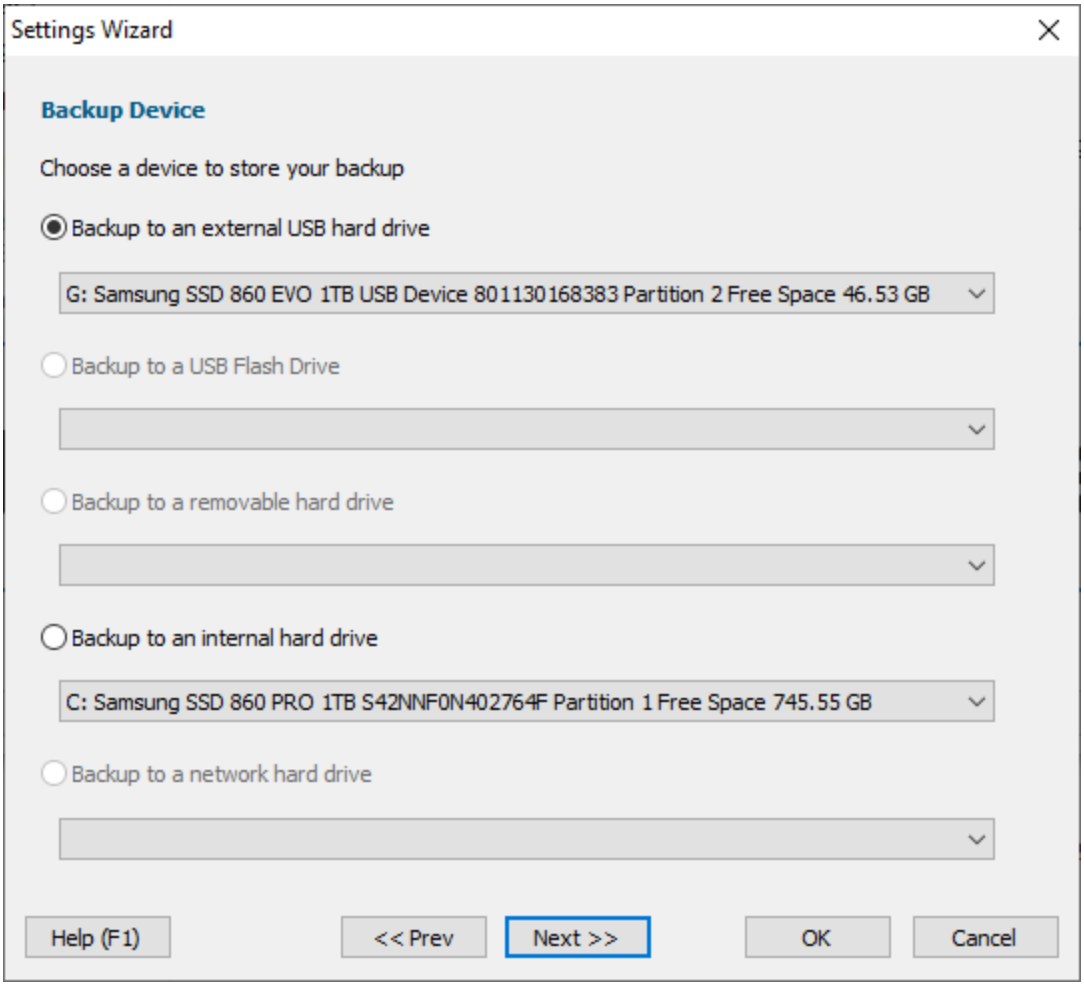
- Removable hard drives. These hard drives are in an enclosure that can be removed from the computer by unlocking a door.
- Internal hard drives. These are the hard drives inside your machine.
- Network hard drives. These are hard drives on other machines on the network your computer is attached to.

What type of backup device should I use?

Typically you'll want to backup to an external USB hard drive or a USB flash drive because these can easily be disconnected from your PC.

Removable hard drives are not so common and more likely to be found in a business environment. Similarly, networked hard drives are more likely to be found at work.

Configure Backup Device Dialog



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- **External USB hard drive** › choose from available external USB hard drives
- **USB Flash drive** › choose from available external USB flash drives
- **Removable hard drive** › choose from available removable hard drives
- **Internal hard drive** › choose from available internal hard drives
- **Network hard drive** › choose from available network hard drives
- **Directory** › type the path to the backup device and directory
- **Browse...** › select the path to the backup device and directory

First Time Use

The first time you display this dialog no devices will be selected by default.

Configured Use

If you've already configured a backup device and backup location the dialog will display the selected configuration.

If the backup device you previously used is not connected when you open this dialog, then no selection will be made.

5.3 Backup Directory

Directory

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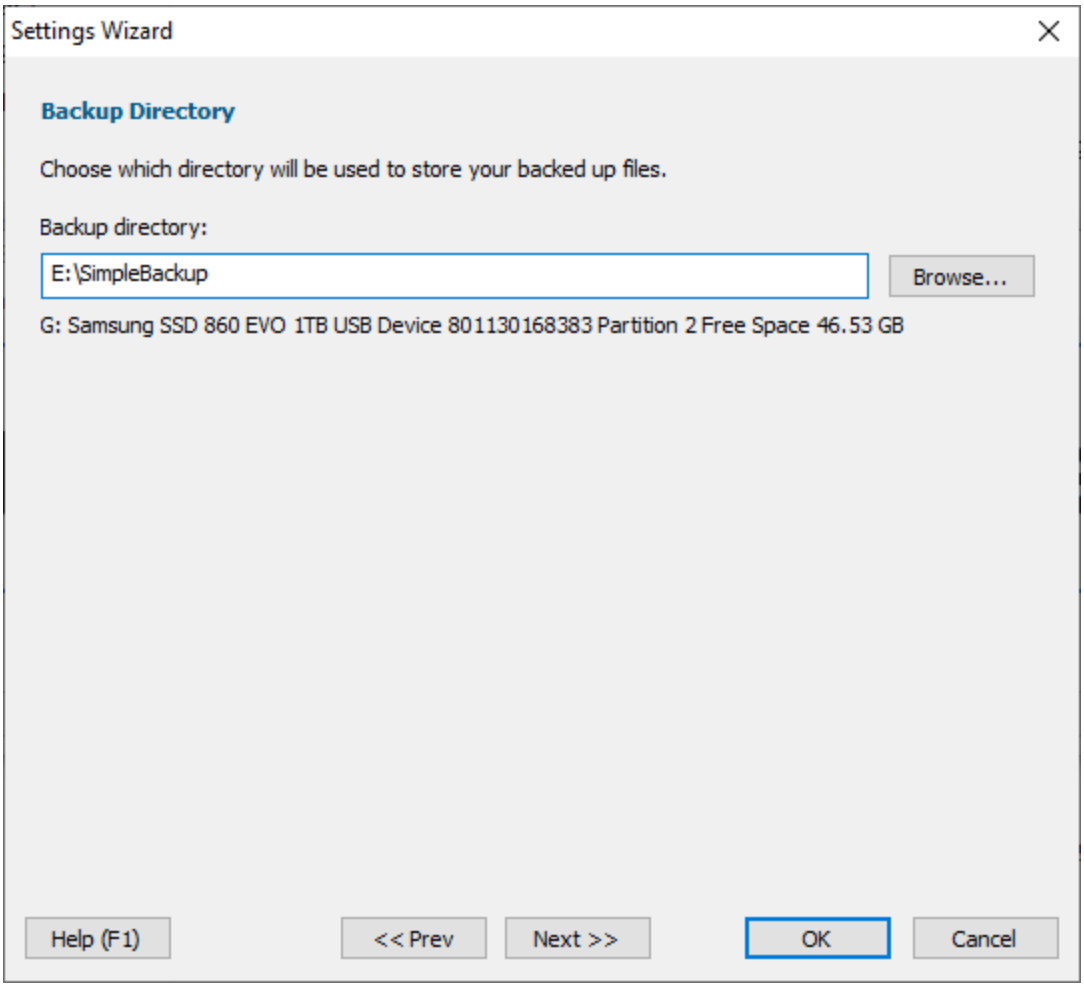

Once you've chosen your backup device, you need to specify which directory on that device the backup will be stored in.

You can type the backup directory or use a file browser to choose it by clicking **Browse...**.

5.4 Backup Directories

The **Directories** settings allow you to configure which directories you'll backup and which directories will be ignored.

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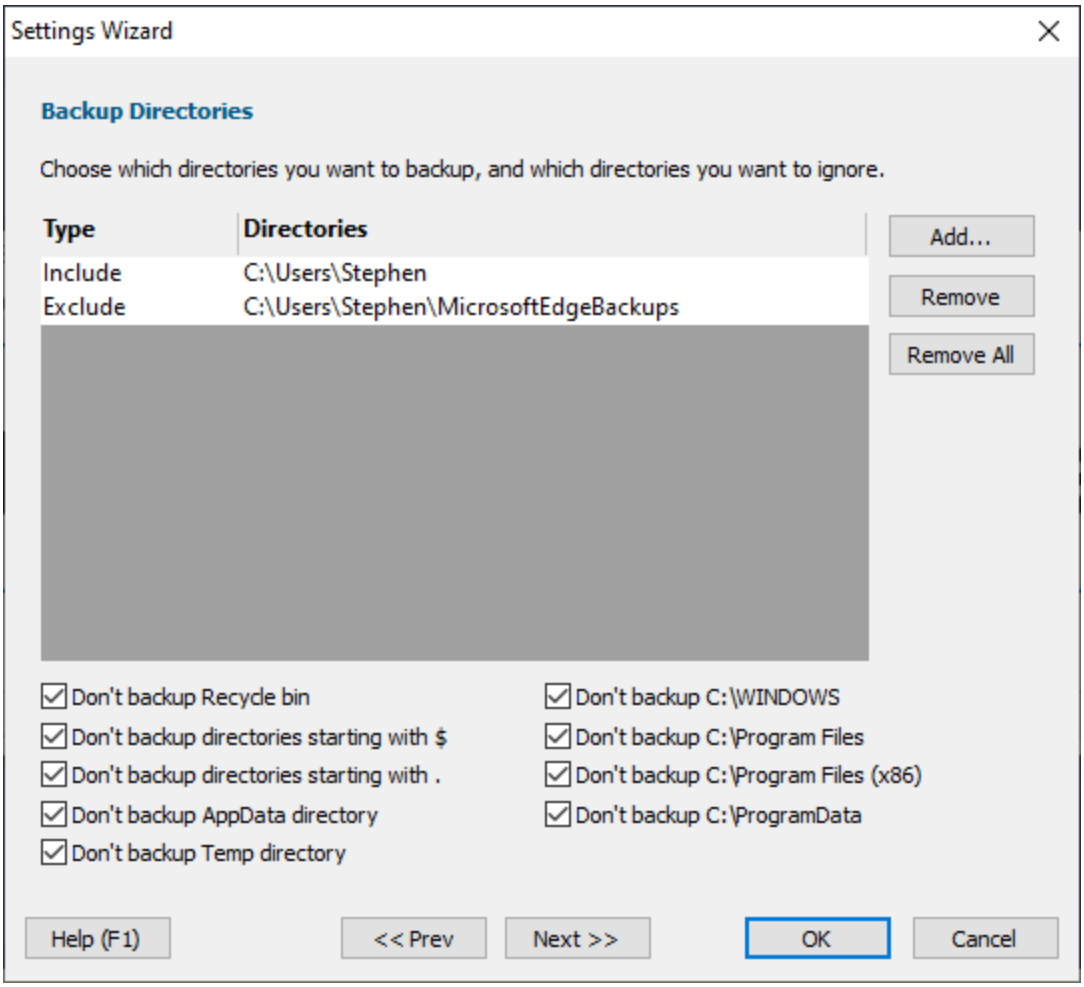

Adding and removing directories to backup

- **Add...** › displays a folder selection dialog. When a folder is selected it is added to the list, with the type column set to **Include**
- **Remove** › removes the selected folder from the list
- **Remove All** › removes all folders from the list

Controlling which default directories are ignored

- **Don't backup Recycle bin** › recycle bins will not be backed up
- **Don't backup directories start with $** › directories starting with $ will not be backed up. These are typically Windows work directories
- **Don't backup directories start with .** › directories start with . will not be backed up. These are typically workspace directories for various software tools.

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- **Don't backup AppData directory** › directories in the user's AppData directory will not be backed up. Data relating to applications installed on your computer.
- **Don't backup C:\Windows** › directories in the Windows directory will not be backed up. The Windows operating system.
- **Don't backup C:\Program Files** › directories in C:\Program Files will not be backed up. Installed software, these should be restored by reinstalling the software.
- **Don't backup C:\Program Files (x86)** › directories in C:\Program Files (x86) will not be backed up. Installed software, these should be restored by reinstalling the software.
- **Don't backup C:\ProgramData** › directories in C:\ProgramData will not be backed up. These are typically workspace directories for installed applications.
- **Don't backup Temp directory** › any directory named Temp will not be backed up.

Include and Exclude

By default when you add an entry to the list of folders to backup it is included in the list of folders that will be backed up.

But what if there is a folder inside one of your folders that you don't want backed up? How do you handle that? That's where excluding folders comes into action.

Consider this folder hierarchy:

```
c:\users\stephen\
c:\users\stephen\MicrosoftEdgeBackups
c:\users\stephen\photos
c:\users\stephen\video
c:\users\stephen\audio
```

Let's say you want to backup everything in c:\users\stephen but you don't want to backup anything from `c:\users\stephen\MicrosoftEdgeBackups`.

1. Add `c:\users\stephen\` then click in the directories column to accept the **Include** suggestion.
2. Add `c:\users\stephen\MicrosoftEdgeBackups` then change the **Include** suggestion to **Exclude** then click in the directories column to accept it.
3. You should now have a line that reads Exclude `c:\users\stephen\MicrosoftEdgeBackups`

How can I edit an existing line?

Double click in the Include/Exclude column of the row you want to change then change it to Include or Exclude as appropriate.

Double click in the directory column of the row you want to change then choose a new folder locations.

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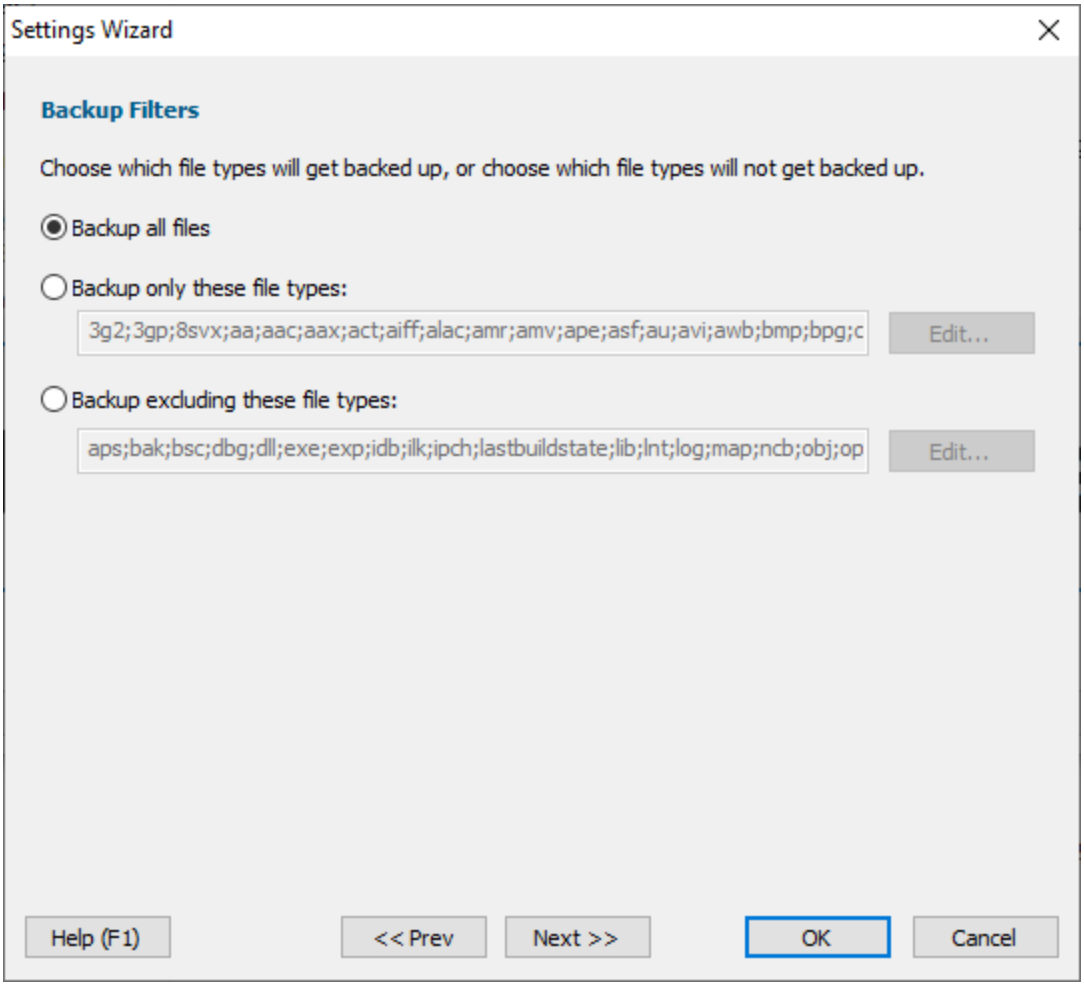
5.5 Backup Filters

The **Filters** settings allow you to configure which files you'll backup and which files will be ignored.



- **Backup all files** › all files are backed up
- **Backup only these file types** › only files that have a file extension matching one of those in the list are backed up
- **Backup excluding these file types** › only files that have a file extension that do not match one of those in the list are backed up
- **Edit...** › edit the list of filters using the file extension chooser dialog.

Reset All

Resets the options on all pages of the settings dialog to the default.

Reset

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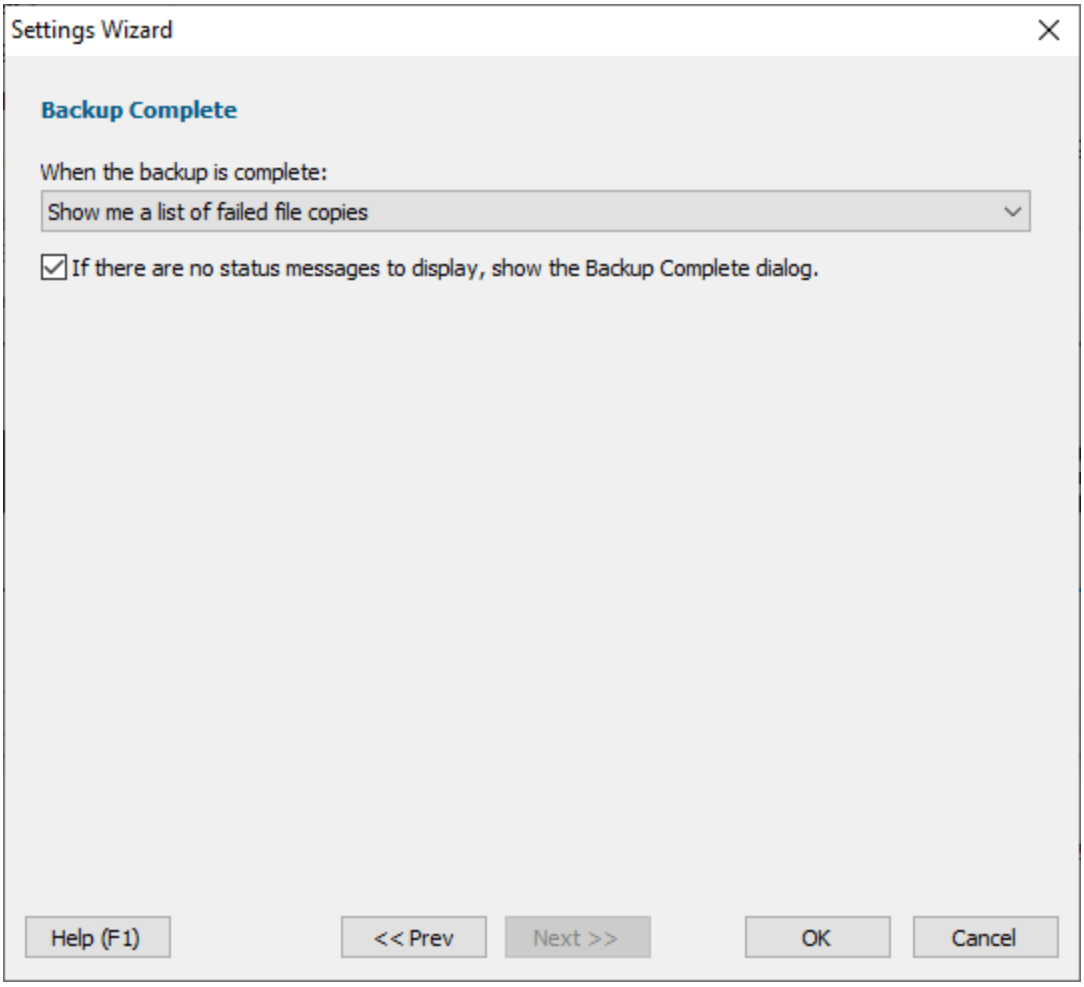
Resets just the options on this page of the settings dialog to the default.

5.6 Backup Complete

The **Backup Complete** settings allow you to configure what happens when a backup complete.



Status messages

When files are being backed up Simple Backup records if each file was successfully backed up or if the backup failed.

When the backup completes you can inspect the success and failure information if you want to.

Your options are:

- Don't show me anything
- Show me a list of successful file backups

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- Show me a list of failed file backups
- Show me a list of successful file backups and failed file backups

No status messages

If there were no files needing to backed up you can have a backup complete message displayed to let you know the backup is complete.

Select the **If there are no status messages** check box if you want this to happen.

Reset All

Resets the options on all pages of the settings dialog to the default.

Reset

Resets just the options on this page of the settings dialog to the default.

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Part VI

6 Configure Backup Device Dialog

The configure backup device dialog allows you to specify which device you are going to use to store your backed up files on.

Types of back up device

The types of device available are:

- External USB hard drives. These are hard drives in an enclosure that you attach to your PC with a USB cable.
- USB Flash drives. These are also known as USB Thumb Drives. About the size of a keyfob they plug into a USB socket.
- Removable hard drives. These hard drives are in an enclosure that can be removed from the computer by unlocking a door.
- Internal hard drives. These are the hard drives inside your machine.
- Network hard drives. These are hard drives on other machines on the network your computer is attached to.

What type of backup device should I use?

Typically you'll want to backup to an external USB hard drive or a USB flash drive because these can easily be disconnected from your PC.

Removable hard drives are not so common and more likely to be found in a business environment. Similarly, networked hard drives are more likely to be found at work.

Configure Backup Device Dialog

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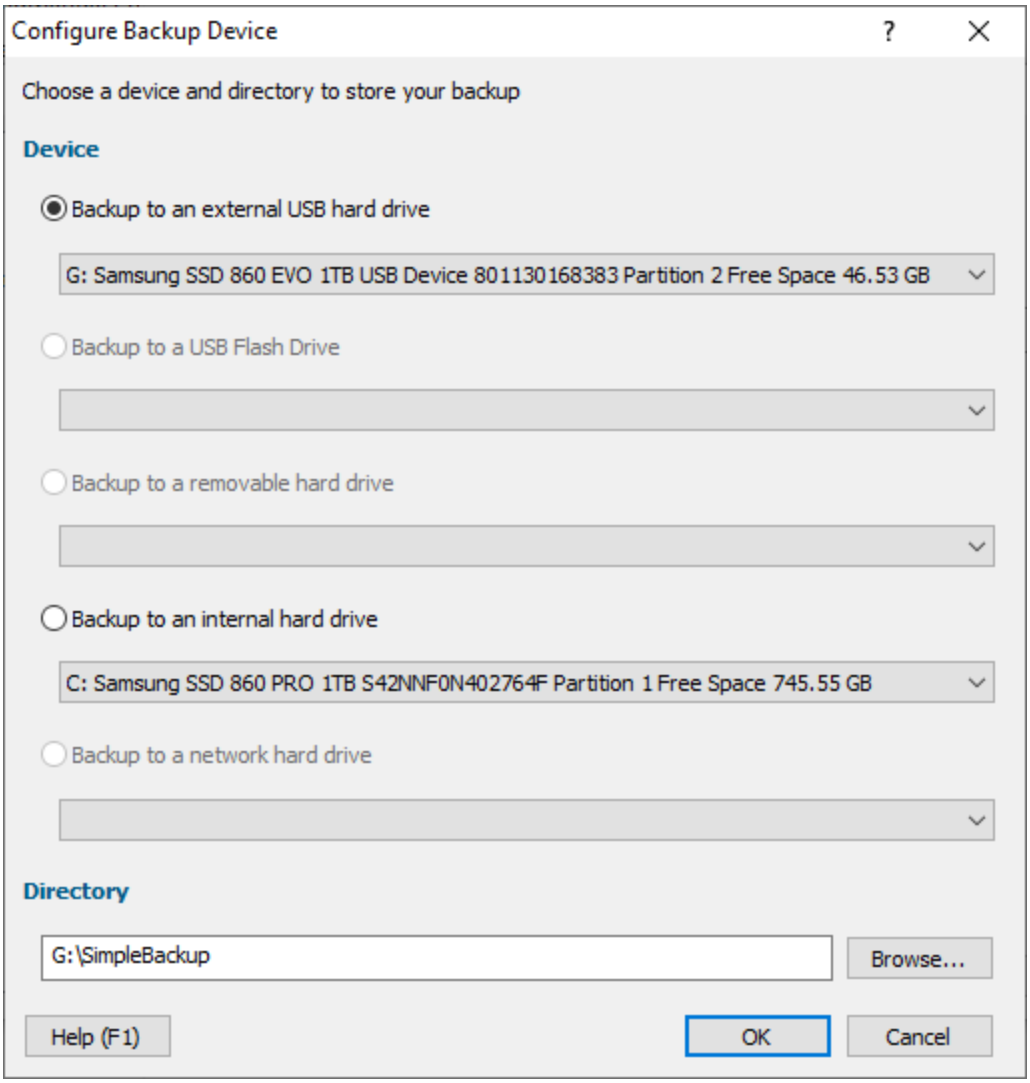

- **External USB hard drive** › choose from available external USB hard drives
- **USB Flash drive** › choose from available external USB flash drives
- **Removable hard drive** › choose from available removable hard drives
- **Internal hard drive** › choose from available internal hard drives
- **Network hard drive** › choose from available network hard drives
- **Directory** › type the path to the backup device and directory
- **Browse...** › select the path to the backup device and directory

Directory

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Once you've chosen your backup device, you need to specify which directory on that device the backup will be stored in.

You can type the backup directory or use a file browser to choose it by clicking **Browse...**.

First Time Use

The first time you display this dialog no devices will be selected by default.

Configured Use

If you've already configured a backup device and backup location the dialog will display the selected configuration.

If the backup device you previously used is not connected when you open this dialog, then no selection will be made.

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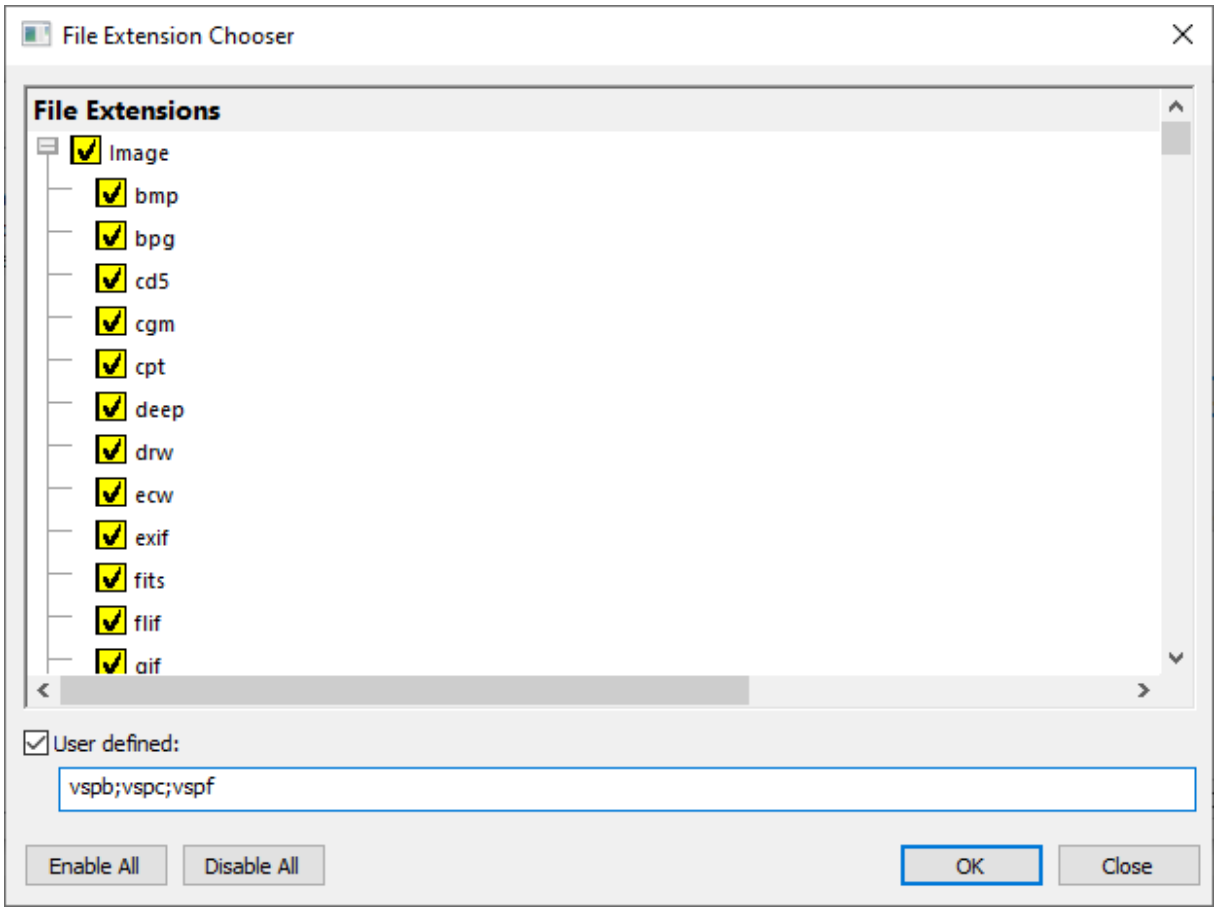
Part VII

7 File Extension Chooser Dialog

The file extension chooser dialog allows you to specify which file extensions you are going to work with.



File extensions are displayed in groups:

- Image. File formats for photography, art, graphics.
- Audio. mp3, wav, etc
- Video. mp4, vfw, mov, etc.
- Document. File formats for documents (Word, WordPad, Excel, etc).
- Programming. File formats for computer programming languages.
- Web. File formats for websites.
- Executables and DLLs. Files that are part of applications.
- Build artifacts. Files created by compilers/IDEs such as Visual Studio.

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Each group of files can be expanded and contracted.

Enabling a group enables all items in that group.

Disabling a group disables all items in that group.

- **Enable All** › enable all items in all groups
- **Disable All** › disable all items in all groups

User Defined Extensions

If you want to provide some extensions that are not present in the predefined list, type them into the User Defined field, separating them with semi-colons (;).

- **User defined** › type your file extensions here, separated with semi-colons.

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