

# STISave-It – Installation and Overview

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## Installation

Perform the following steps to install STISave-It:

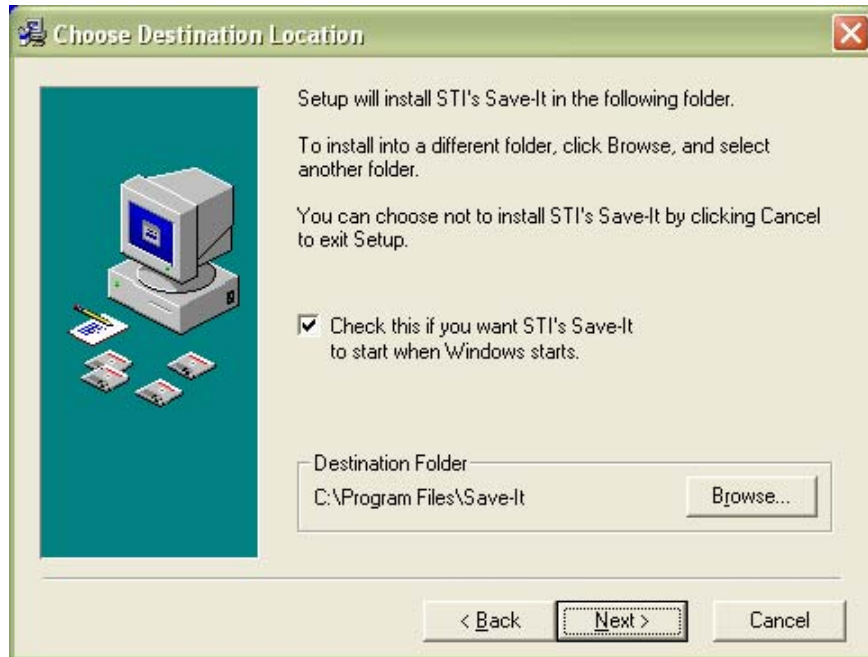
- Double-click the **izpr.exe** file.



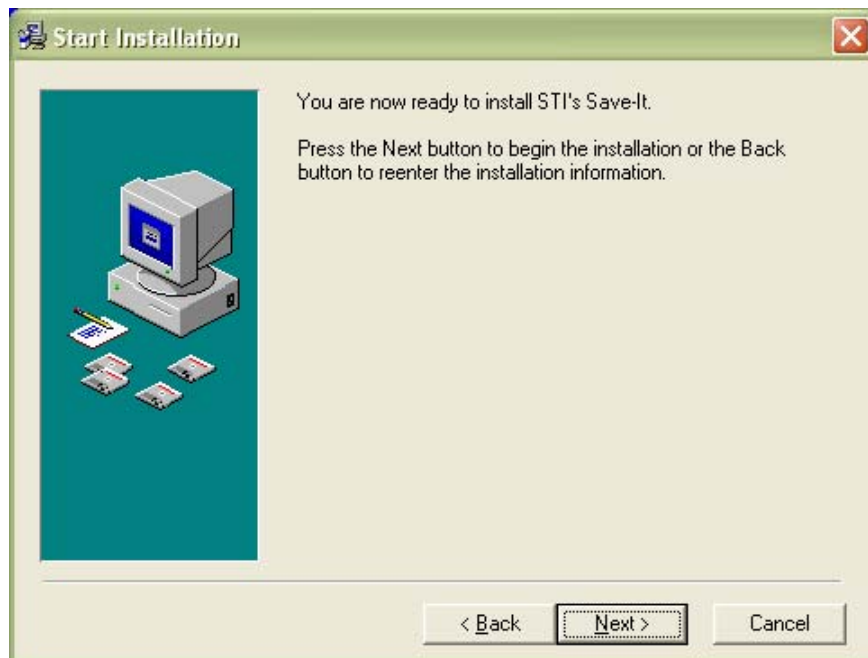
- Click **Next**.



- If you intend to use the scheduling feature of STISave-It, make sure that the *Check this if you want STI's Save-It to start when Windows starts* box is checked. If you do not need the feature, you should uncheck this checkbox.
- You also have the option of changing the location of the installation directory by clicking the **Browse...** button and browsing to an alternative location. Click **Next** to continue.



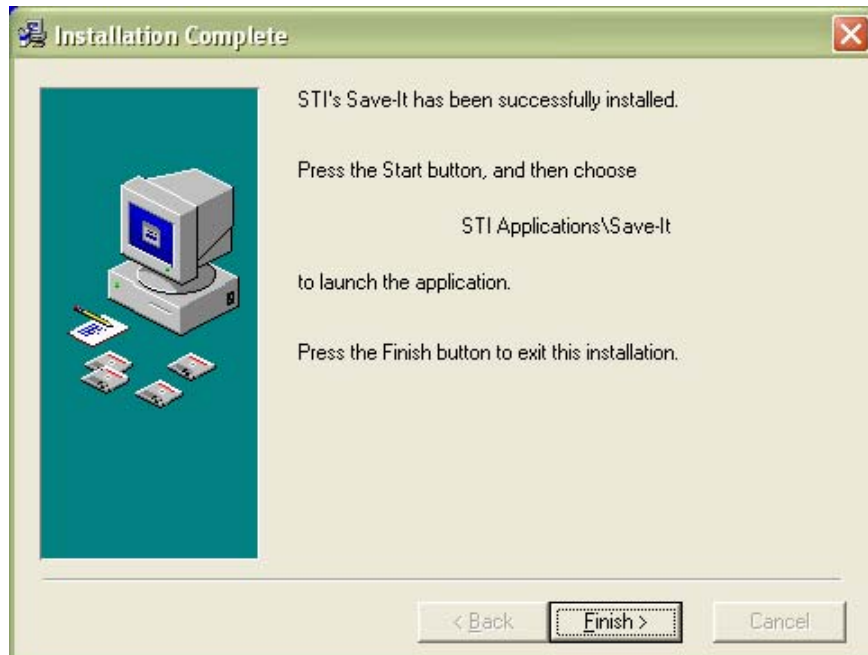
- On the next screen, click **Next** again.




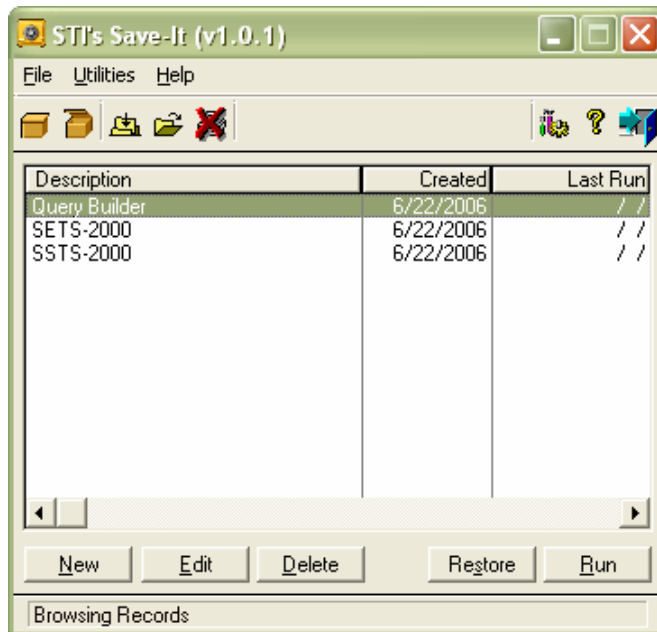
- Enter the installation password in the space provided and click **OK**. If you do not know the password, contact STI Support at (877) 844-0884.



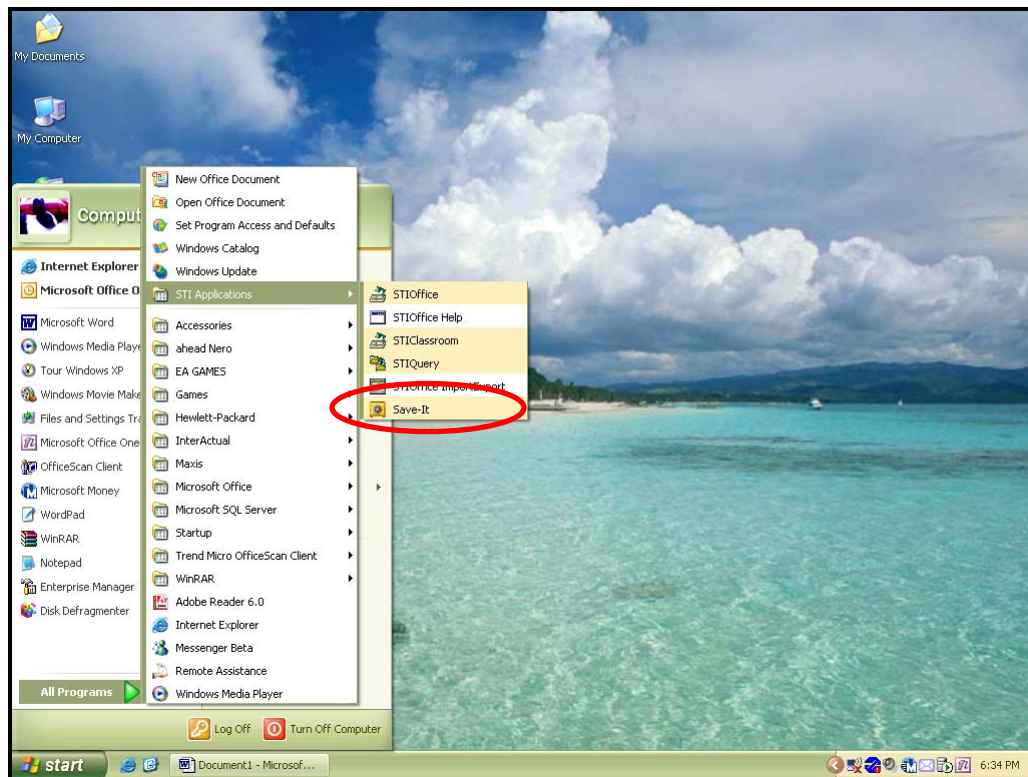
- The installation procedure will run. Click **Finish** when prompted.



- The program will automatically open. Click the  icon to close the program.



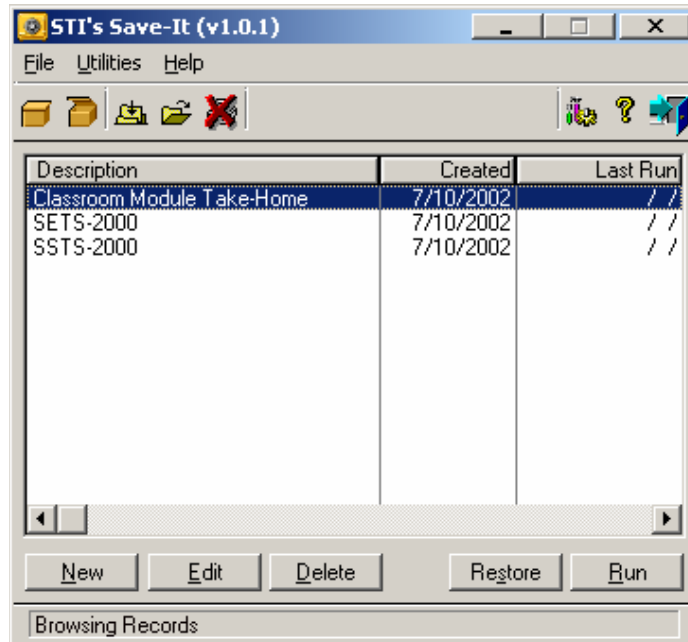
- The STISave-It installation automatically added an icon to the *STI Applications* folder on your Windows **Start** menu. To access the programs, from the Windows **Start** menu, select **STI Applications | STISave-It**.



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## Configuration

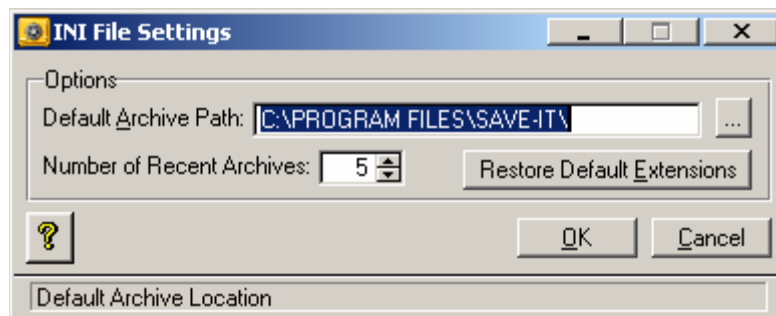
- When the installation has been completed, the program will start automatically, appearing onscreen as shown below.



- Depending on the STI software that has been purchased and installed on the workstation, the list of archives may look different.

### INI File Settings

There are relatively few system-wide settings to be configured for STISave-It. If you click on **Utilities | INI File Settings**, you will see a screen similar to the one shown below.



Three options may be set here:

- One is the **Default Archive Path**. This path is the location to which you will save your archive. Typically, this will be some form of removable media, such as a tape drive, zip drive, CD/R, etc. To change the archive path, click the **Ellipsis** button and browse to the desired location.
- The second setting is the **Number of Recent Archives** that are to be stored at any one time. This indicates the number of archives you would like to see when you right-click the **STISave-It** icon located in the icon tray.

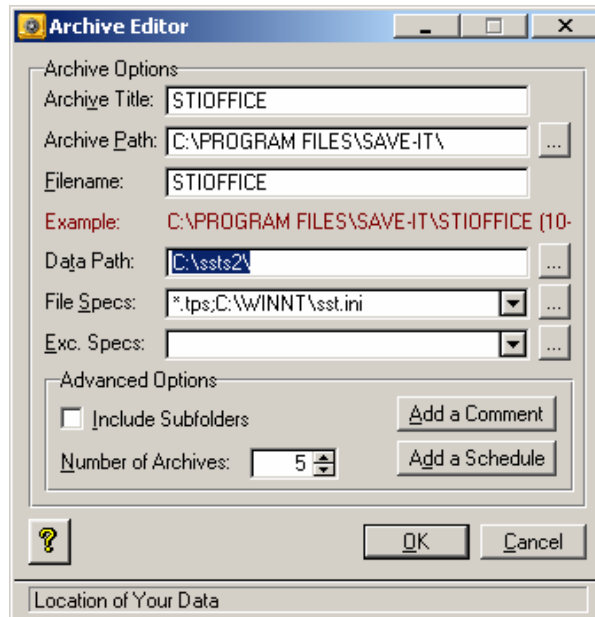
For example, if you enter 3 here, STISave-It will display the three most recently run archives. You may then click any of these archives to run it again. This is useful if you back-up data manually (not on an automated schedule).

- The last setting is the **Restore Default Extensions** button. This option is used to clear any extensions you may have added to the *File Specs* or *Exclude Specs* lists from within the Archive Editor (this feature will be discussed in the next section). Selecting this option will not change or damage any of your archive files.

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## Archive Editor

The Archive Editor offers many options.



- **Archive Title:** This is the title that will be seen on the main browse screen.
- **Archive Path:** This is the path to which you wish to store a particular archive. You may click the **Ellipsis** button to browse to an existing location (recommended), or enter the path directly in the space provided.
- **Filename:** This field will be the basis on which the full file name is built. The rest of the file name will be automatically appended to the name specified here. The portion that is appended will include the current date and time; this will ensure that a unique file name is given to each archive that is created.
- **Data Path:** This is the path to the data that is to be archived.
- **File Specs:** This option allows you to select specific files, file types, or folders to back up.

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**Example:** Entering *\*.tps* would back up all the .tps files in the specified datapath. Multiple files, file types or folder specifications must be separated by a semicolon (;).


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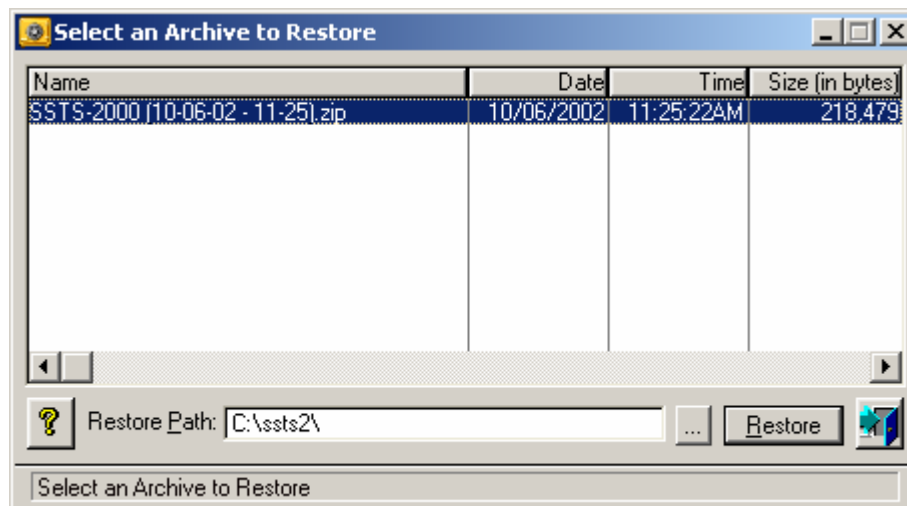
- **Exc. Specs:** This option allows you to select specific files or file types to exclude from the backup.
- **Include Subfolders:** This option allows you to include any subfolders of the previously specified datapath in the archive.
- **Number of Archives:** This option is only available if you are saving your archives on a local hard drive. It allows you to specify how many archives may be saved in that location at any one time. This allows you to conserve space on the hard drive; the archives that are saved will always be the most recent.

- **Wipe Disk:** This option will appear only if you choose to save to a floppy disk. It will erase all data on the disk prior to saving the archive. It is faster than a full format.
- **Format Disk:** This option will appear only if you choose to save to a floppy disk. It will erase all pre-existing data on the disk prior to saving the new archive.
- **Add a Comment:** A comment can add some descriptive information to the actual backup file. This means, if your data and/or the STISave-It application are lost, this information will be stored within the backup file itself. To add a comment to your archive, simply type in the information. To insert some basic “shorthand” information, click the **Short-Hand** button. For example, if you wish to indicate when the backup file was created, but you do not want to change the comment each time you run the archive, you could simply click the **Creation Date** button. This will insert a short-hand code within your comment. When the archive is run, STISave-It will read this code and include the time at which the backup file was created.
- **Add a Schedule:** Allows you to specify a time of day, and or day of week or month on which to execute the archive.

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## Restoring Archives

Clicking on either the **Restore** button or its respective icon  will bring up the following screen:



- To restore an archive, simply select the archive from the list and click the **Restore** button. The archive will be restored to the path that is listed in the *Restore Path*.
- **WARNING:** This process will overwrite any files located in the *Restore Path*.