

Produced by
Psion Digital
Limited

Backing up and restoring data using PsiWin 2.x

This document is a guide which describes how you can backup data from your Psion to a PC using PsiWin 2.3.1 or above. The document also explains how you can restore data from the backup on a PC in the event that files(s) have been deleted from you Psion. It assumes you have already installed PsiWin. For more information on installing PsiWin, see the **Installing and uninstalling PsiWin 2.x** support document. A basic knowledge of using the Series 3a, 3c, 3mx, 5, 5mx, 7, Siena, Revo or Revo Plus and Windows 95 or above is also assumed.

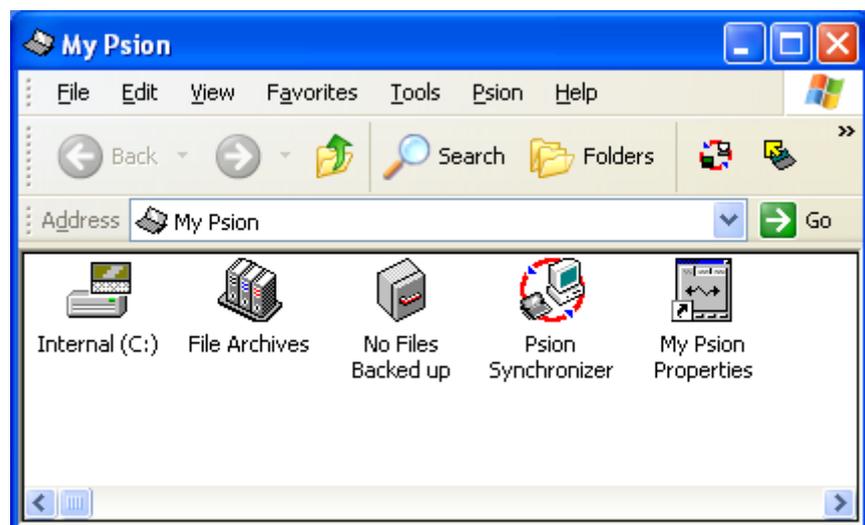
Backing Up Data for the first time

1. Double click on the **MyPsion** icon on your desktop to open the **MyPsion** window.

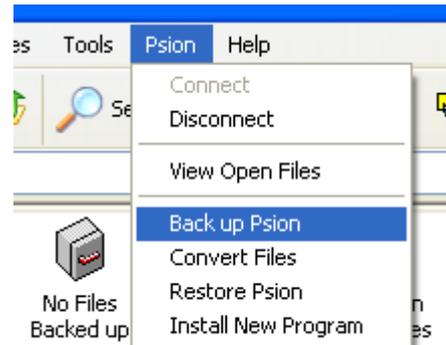


2. If this is the first time you have connected your Psion to the PC you will be prompted to give the Psion a name. It is a good idea to enter a name that includes both your name and the type of Psion, e.g. 'Dave's 5mx'. If you are unable to establish a connection, please refer to the **Troubleshooting PsiWin 2.x connection problems** support document. You must choose a different name for each Psion you connect to your PC, because PsiWin uses the name to determine the location of the backup. For Series 3 range and Siena computers, PsiWin recognizes the machine that has been connected by checking the owner information you have entered on the Psion. This means that if you connect more than one Series 3 range or Siena computer to your PC you need to ensure that each Psion contains different owner information.

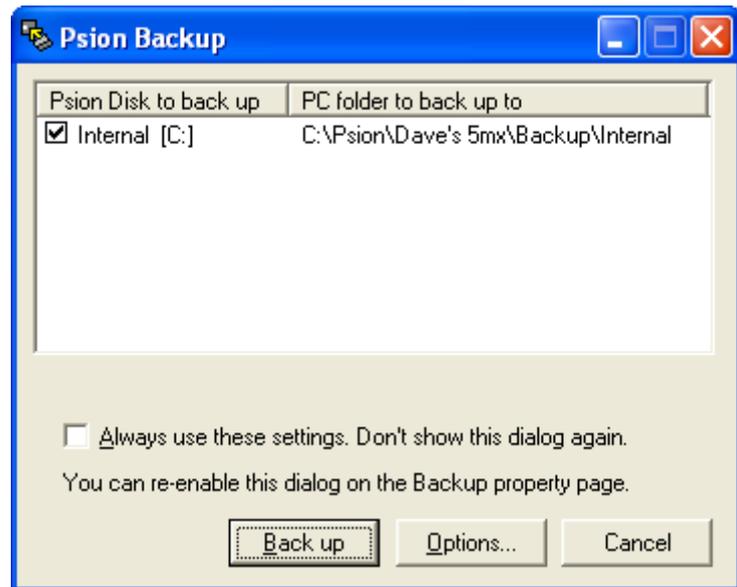
3. Once a connection has been formed, several icons will be displayed within the **MyPsion** window. In this example the disk drive on the Psion is represented by the **Internal (C:)** icon. The name and number of drives will vary depending on which model of Psion you own and the number of disk drives you have.



4. Select **Back up Psion** from the **Psion** menu.



5. Within the **Psion Backup** dialog box place a tick next to the disk(s) that you want to backup and then click on the **Back Up** button. A progress window will show you how long the backup will take. Once a full backup has been made the text **Backup completed** will be displayed. Click on **OK** to complete the process.



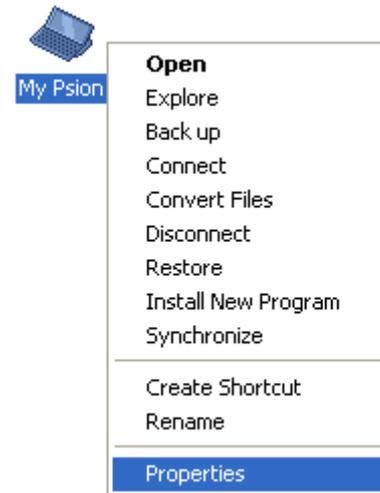
6. Note that the text beneath the Psion Backup icon in the **MyPsion** window will change, and instead of reading 'No files Backed up' it will display the date and time that the Psion was backed up.



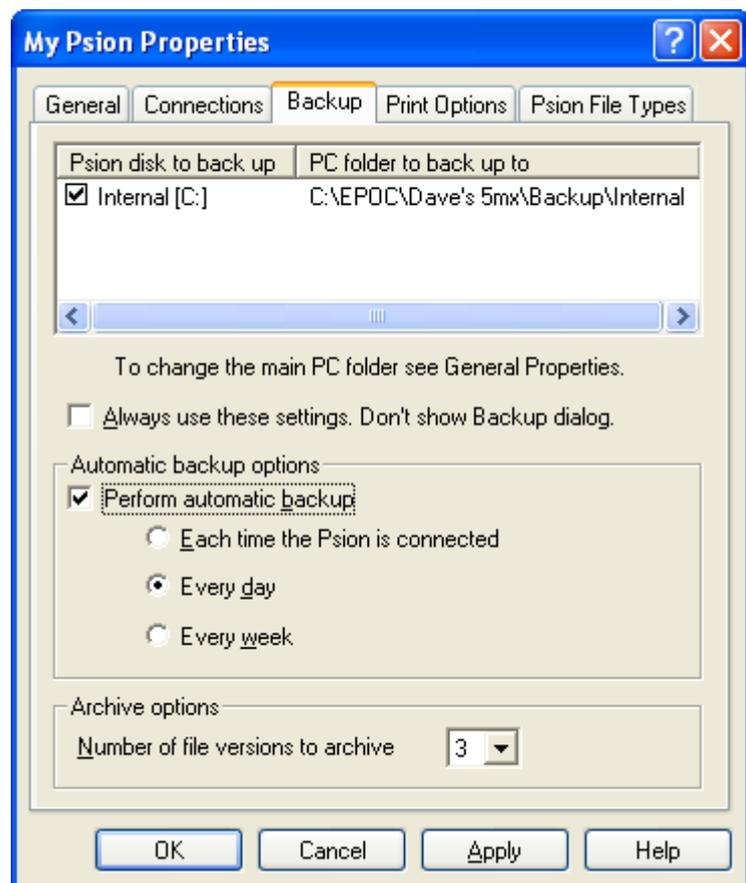
Making Regular Backups

It is recommended that you backup your machine at regular intervals. You can do this manually by repeating steps 1 to 5 above. Any subsequent backups made after the initial backup will be incremental and therefore much quicker. You can also set PsiWin to make automatic backups at regular intervals. To do this:

1. Right click on the **MyPsion** icon on you desktop and select **Properties**.



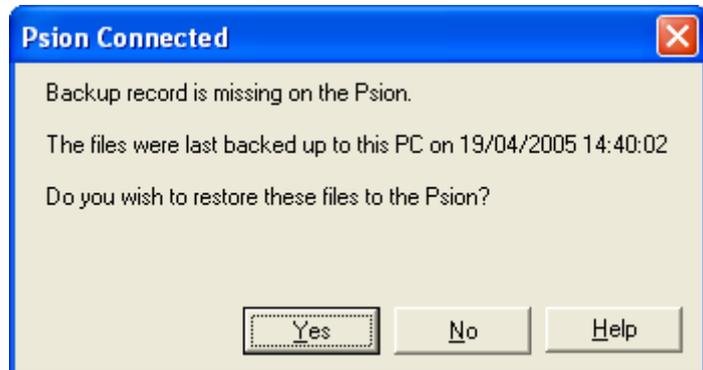
2. Click on the **Backup** Tab, then select **Perform automatic backup** and select how often you wish to backup your Psion. In this example **Every day** has been selected. This means that the first time you connect the Psion each day it will be automatically backed up. Click on **Apply** and then **OK** to enter your settings.



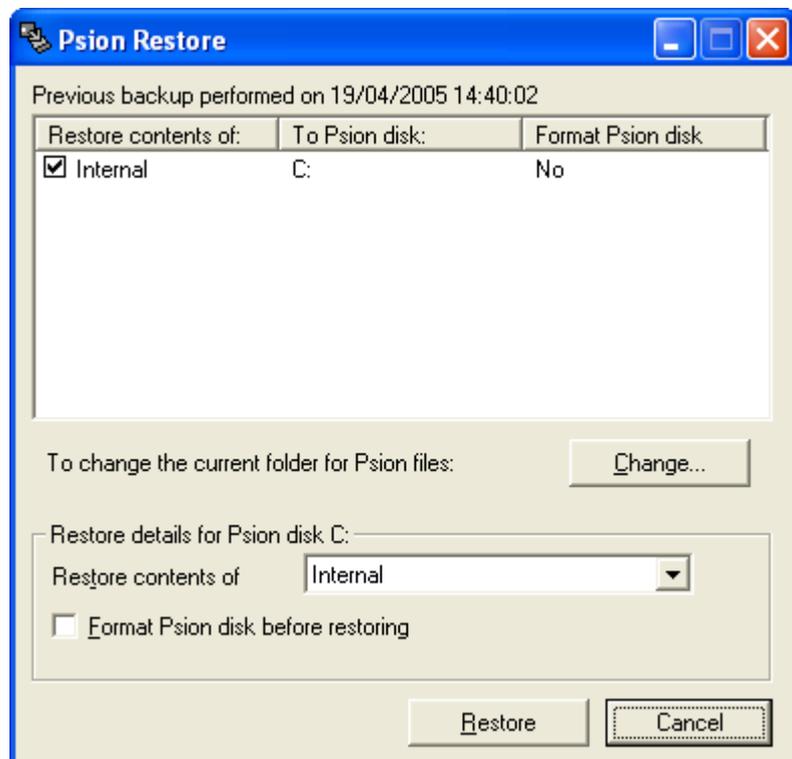
Restoring the latest full backup

If all the information has been lost from your Psion you can restore the entire contents of the most recent backup.

1. Right-click on the **MyPsion** icon on your desktop and select **Connect**. Once a connection has been formed PsiWin should detect that a backup record is missing from your Psion. The **Psion Connected** dialog box will inform you of when the machine was last backed up and ask if you want to restore the files.



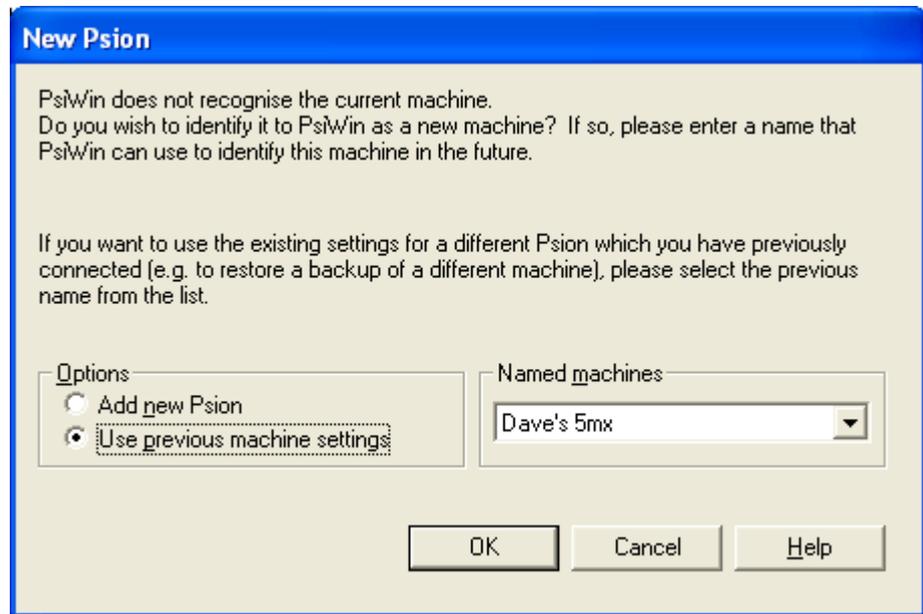
2. Click on the **Yes** button to display the **Psion Restore** dialog box. Select the disks you want to restore and click on the **Restore** button.



3. If PsiWin does not detect that a backup record is missing from your Psion, Right-click on the **MyPsion** icon on your desktop and select **Restore** to display the **Psion Restore** dialog box. The text at the top of the dialog box will show the time and date that the last backup was made. Select the disks you want to restore and click on the **Restore** button.

4. If you want to restore the data from one Psion machine to a different Psion machine of the same type, you will need to associate the new machine with the original machines backup. You may need to do this if your Psion has been lost and you have replaced it with a new machine, or if your Psion has been returned from our repair centre and the motherboard has been replaced.

5. Connect the new machine and when the **New Psion** dialog box is displayed click on **Use previous machine settings** and select the name that you gave the original Psion. Once the Psion is connected, follow the procedure detailed in step 3 above to restore the data.



Restoring selected files from the most recent backup

If you have accidentally deleted a file or a folder from your Psion, you can restore the most recently backed up version.

1. Double-click on the **MyPsion** icon on your desktop to open the **MyPsion** window. Double-click on the **Files backed up...** icon and browse to the location of the files or folder that you want to restore.



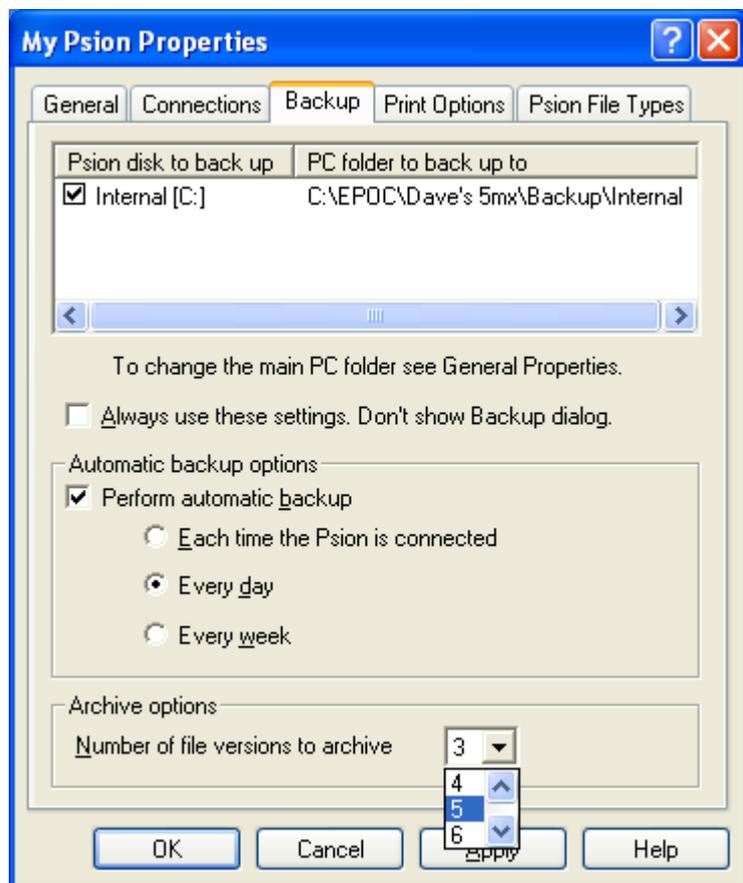
Select the file(s) or folder that you want to restore, right-click your mouse and select **Restore**. In this example the Agenda file has been selected. PsiWin will automatically restore the file(s) or folder to its original location.



Restoring earlier versions of files from the archive folders

When you backup your Psion, PsiWin compares the files with the previous backups and moves earlier versions to the Archive folders. This feature allows you to retrieve files from past backups. The previous versions of the files ‘ripple through’ the Archive folders. The most recent version of an archived file is stored in the Archive 1 folder and older versions are stored in Archive folders with higher numerical values. By default PsiWin stores three archive versions of each file. You can increase the number of archived files that are kept, up to a maximum of six. To change the number of Archives:

1. Right click on the **MyPsion** icon on you desktop and select **Properties**.
2. Click on the **Backup** Tab, and in the Archive options section, set the **Number of file versions to archive** to a number between 1 and 6. Click on **Apply** and then **OK** to enter your settings.



To restore a file from an archive:

1. Double-click on the **MyPsion** icon on your desktop to open the **MyPsion** window.
Double-click on the **File Archives** icon.



File Archives

2. Search through the archive folders and find the version of the file that you want to restore. Initially you should look in the Archive 1 folder as the more recent the backup copy you wish to restore, the lower the archive number. Once you have located the file you want, right-click your mouse and select **Restore**. PsiWin will automatically restore the file to its original location.

Changing where backups are stored

By default Psion files are stored on the hard Drive of your PC into either a \Psion folder or a \EPOC folder. The files for each Psion are kept in a subfolder corresponding to the machine name you have set for the Psion. If you wish to change the backup folder:

1. Right click on the **MyPsion** icon on your desktop and select **Properties**.

2. Click on the **General** Tab. In this example the **Current folder for EPOC machine files** is C:\Psion. Click on the **Browse** button to select a new folder and then click on **Apply** and then **OK**. Please note that PsiWin automatically creates a subfolder for each machine's backups. The **Connected to:** section of the **General** Tab shows that in this example PsiWin is connected to Dave's 5mx. Therefore the files will be backed up to the folder C:\Psion\Dave's 5mx.

