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## FORWARD

RecImg Manager is an advanced backup and snapshot maker for Windows 8. It allows users to make snapshots for their operating system. These are freeze-frame backups that can be restored in the event of a system failure, corruption or malware attack.

## GETTING STARTED: THE RECIMG MANAGER HOMESCREEN

From the RecImg Manager HOMESCREEN, choose the backup manager you want.

- The first tile is the system **Backup Utility**. It lets you create comprehensive snapshots of your operating system.
- The second tile is the **Restore Utility**. It lets you restore both automatically generated backups and backups made by you.



## OPTIONS MENU

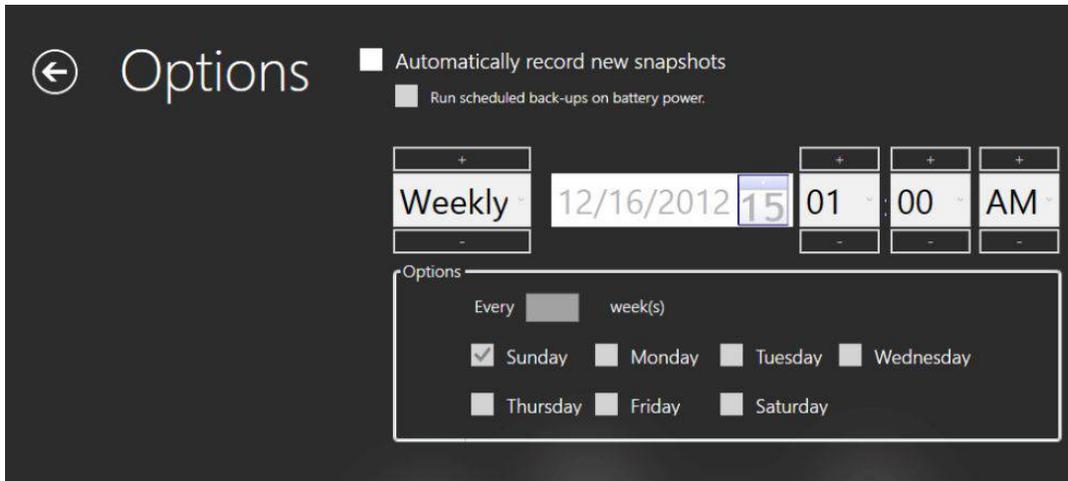
You can control how Reclmg Manager behaves using the OPTIONS menu. Go to the options menu by clicking the GEAR icon at the top.



Here you can tell Reclmg Manager whether or not you want it to make automatic backups of the state of Windows and the state of all installed applications.

### SCHEDULE AUTOMATIC SNAPSHOT

- You can tell Reclmg Manager to make automatic snapshots by putting a check in the box.
- If you select to have automatic snapshots, you can specify when and how often the backups should be made using the scheduler.
- You can also specify where you want the automatic backups to be stored on your computer.



### AUTOMATIC CLEANUP

- You can tell Reclmg Manager how to store the backups. To conserve space, you may opt to have Reclmg Manager delete older snapshots as new ones get made. You can tell Reclmg Manager to this as well as specify how many old snapshots to keep.

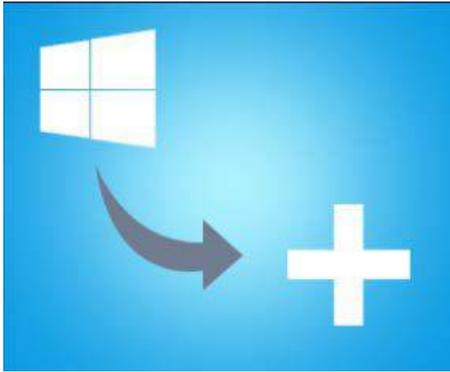


When you've made your selections, click **SAVE**.

## SYSTEM BACKUP MANAGER

This utility lets you create a snapshot of your system's running state, including the state of the operating system and all of the applications installed at the time the snapshot s taken.

To create a backup, go to the Reclmg Manager HOMESCREEN and select the **Backup** tile.

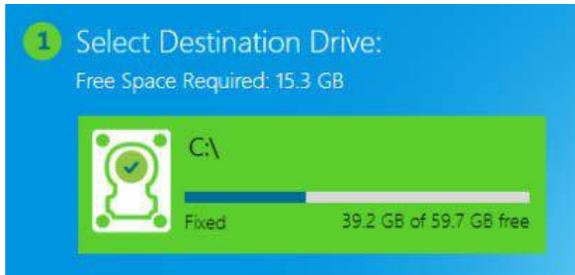


Reclmg Manager will look for available space to store snapshots of your operating system. When it finishes, it will display a list of appropriate storage destinations.

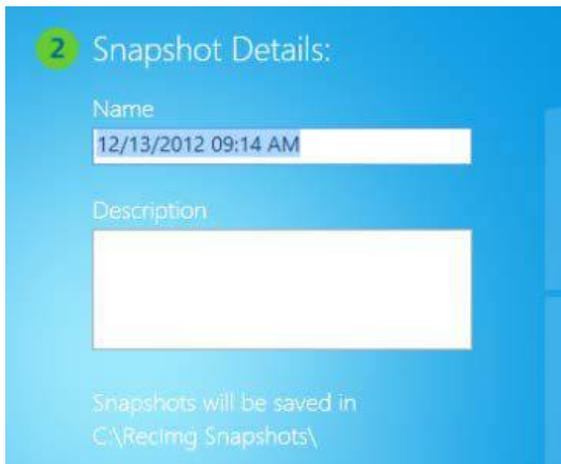
The destinations selected include network shares and removable memory spaces, such as flash drives or removable hard-drives. The system backup however can also be made on a local hard-drive. We recommend making system and applications backups on a local hard-drive because of their size. The local availability of the space makes restoring a snapshot faster.

## HOW TO CREATE A BACKUP

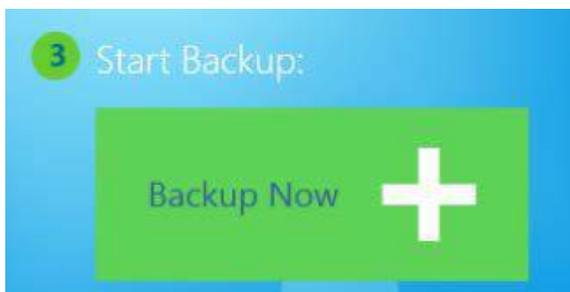
**Step 1** Select the Destination Drive



**Step 2** Specify any details about the snapshot you wish, including a relevant name and description. By default, Reclmg Manager names the backup with the date it was made, but you can change this to anything you want. You can also select where you want the snapshot to be saved.



**Step 3** To make a system backup, click **Start Backup**. Reclmg Manager will then begin the backup process, displaying steps incrementally as it goes.

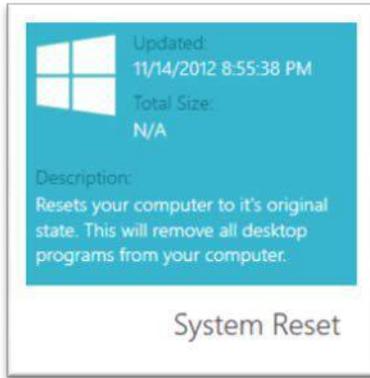


Reclmg Manager will then begin the backup process, displaying steps incrementally as it goes.

## SYSTEM RESTORE MANAGER

This utility lets you restore a snapshot of system properties, including the state of the operating system and all of the applications installed at the time the snapshot was taken. It also allows you reset the whole system.

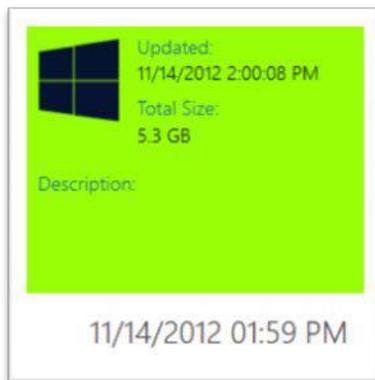
### SYSTEM RESET



**SYSTEM RESET** – this option resets your computer to the way it was when Windows was installed. This means that it erases all programs that were put in after Windows. This is a more drastic restore. It effectually returns your computer to the way it was when it was new.

But it does not affect any of your personal files and folders. They will be unchanged.

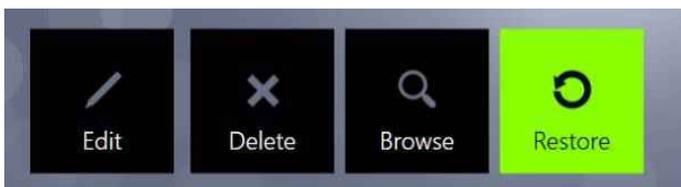
### SELECTIVE BACKUP



**SELECTIVE BACKUP** – the green tiles correspond to generated backups, there are backups made by you or by Reclmg Manager automatically. Unlike the System Reset, restoring a selective backup will put back your computer system to the state it was in when the snapshot was taken. This includes both the state of Windows itself and all of the applications installed at the time.

But it does not affect any of your personal files and folders. They will be unchanged.

You can use the buttons in the Restore Manger to . . .



- **Edit** – the descriptions of backups
- **Delete** – a generated backup
- **Browse** – through the backups stored
- **Restore** – a selected backup

When you opt to **restore**, Reclmg Manager will initiate the restore process. It will incrementally show you the restore steps as it goes through the process.