Quick Start User Guide

About

Memeo Backup Premium is a simple backup solution for a complex digital world. By automatically backing up your valuable and sentimental documents, Memeo Backup Premium can restore your files whenever you need them.
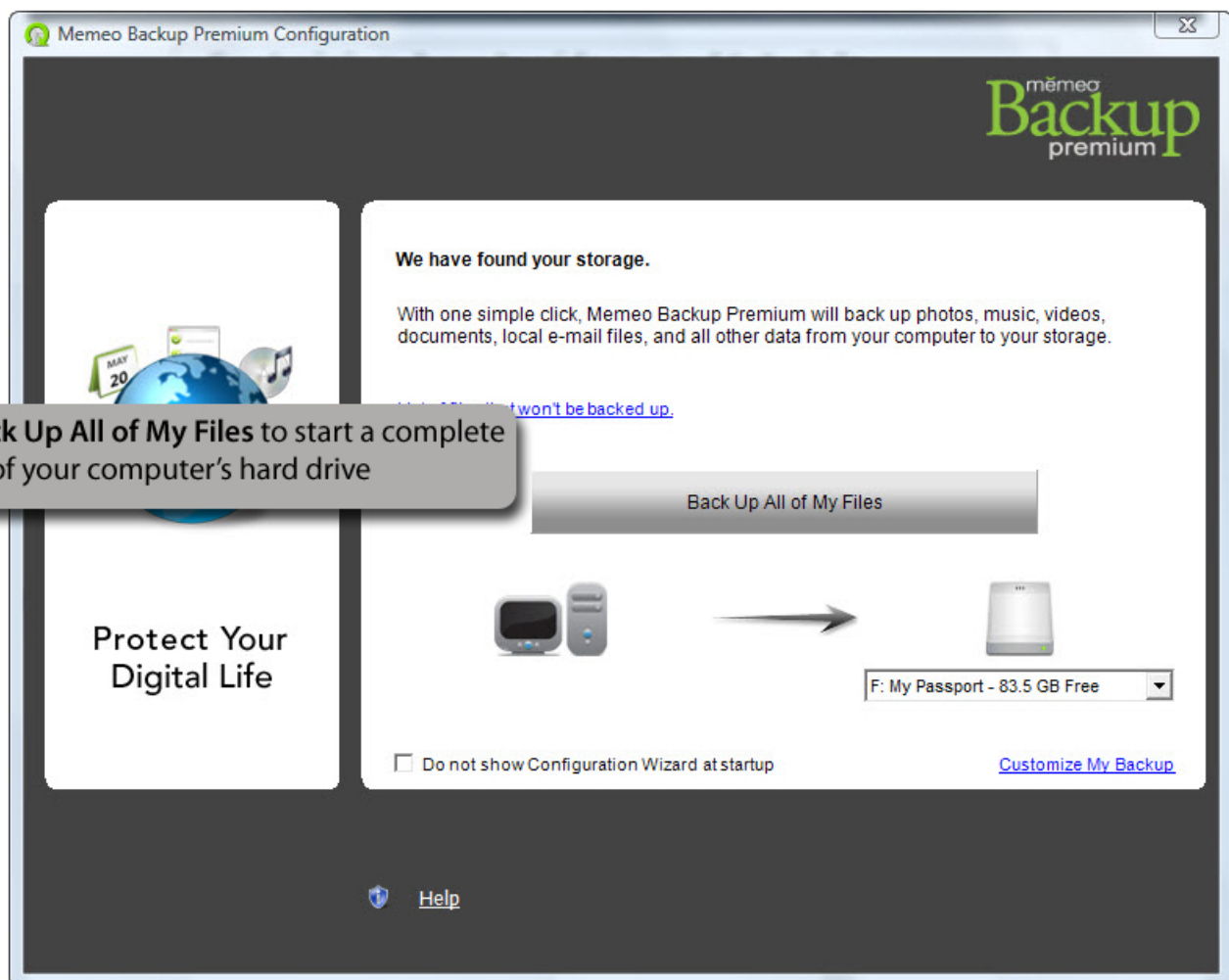
The Premium version offers many advanced automatic backup features and is great for digital camera users and those wanting to backup up to 50,000 files.

Memeo Backup Premium also offers the LifeAgent Explorer Extension feature, which allows you to add files to your backup plan or restore files and documents directly from a Windows Explorer window.

Your digital files are important, protect them with Memeo Backup.

One-Click Backup

Memeo Backup allows you to back up your entire computer hard drive with just a click of a button. This feature backs up all your data to an external hard drive, enabling you to restore all your data in case your computer hard drive crashes.

Note: This option only appears when you have an external hard drive attached to your computer. If you do not want to backup all of your files, simply click "**Customize My Backup**" and follow the steps below.
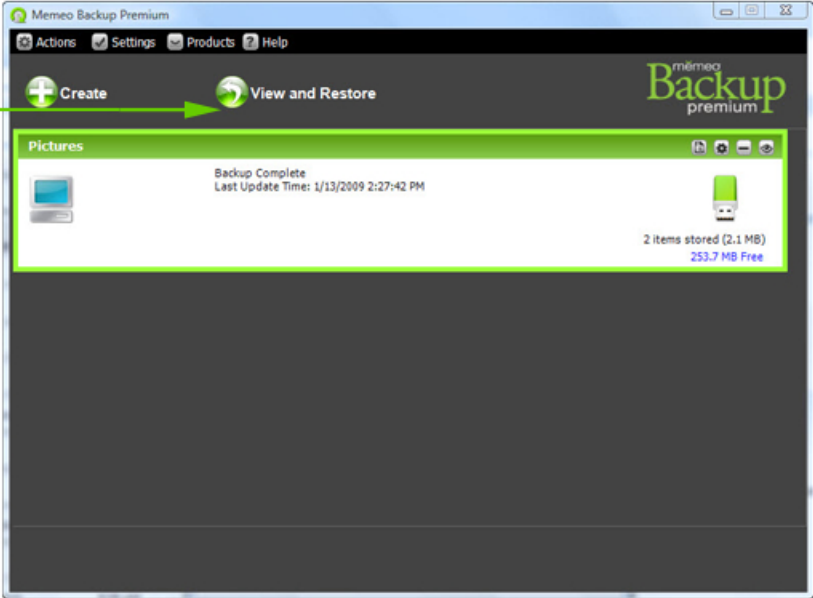
Restoring a Backup Plan

Someday, you may want to *Restore* some or all of the files you have backed up.
You might:
- have accidently deleted a file you need
- want to compare present files with previous versions
- have had a complete loss of data due to hard drive failure

*Please note, **Restoring** and **Reactivating** are two separate features. If you want to **Reactivate** your plan, please click here.*
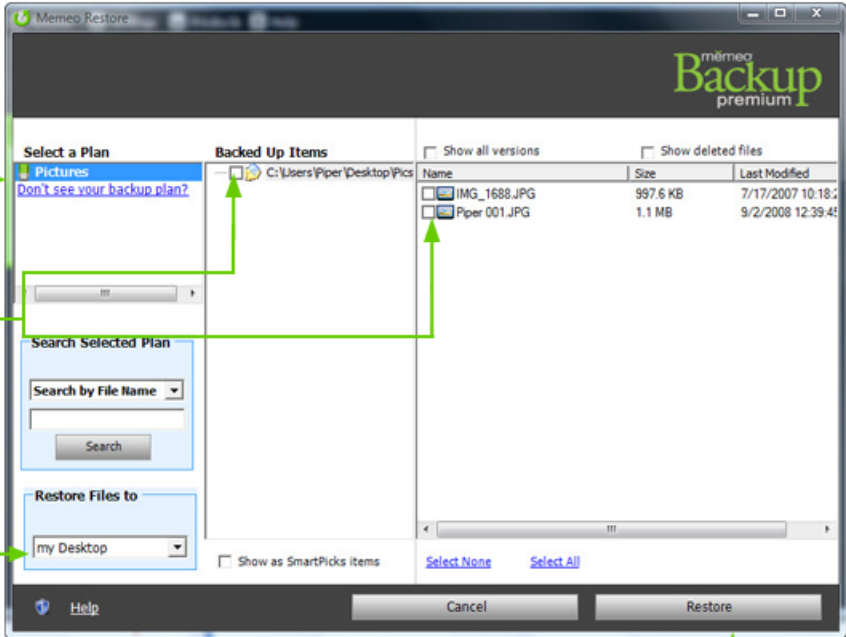
Click ***View and Restore Files*** to get started

1. Select your Backup Plan

2. Check the box next to the folders or files you want to restore

3. Choose a location to restore your files
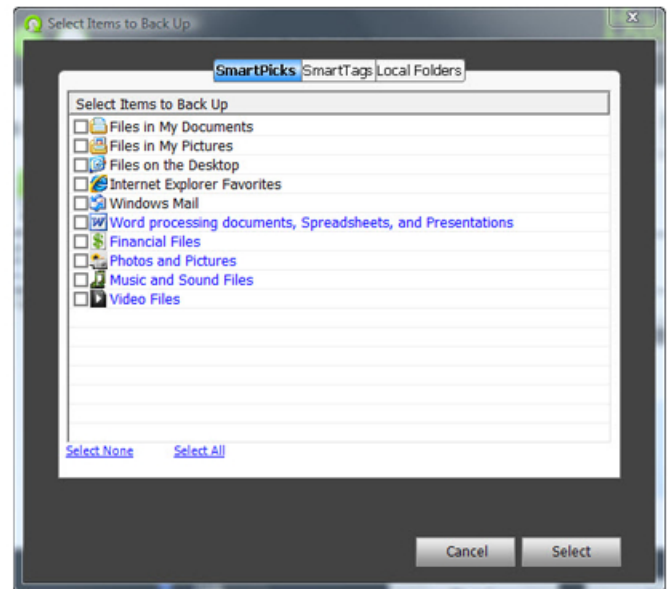
4. Click ***Restore*** to finish!
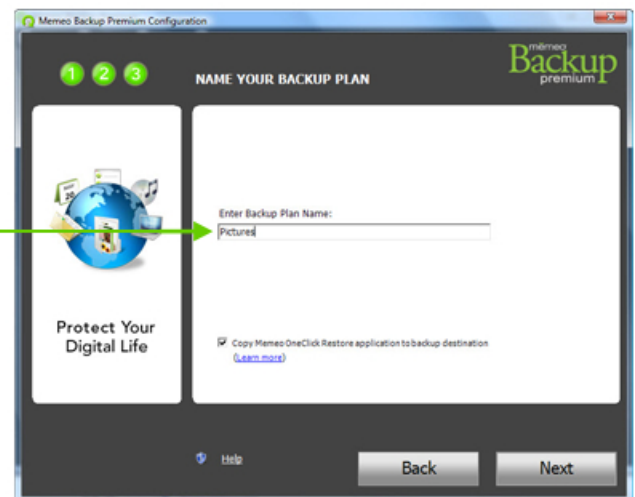
Selecting the files you want to back up

Memeo **SmartPicks** helps by recommending the most common types of files to backup

SmartTags searches your computer for any tags associated with any file on your computer

You can also locate specific folders and files using the **Local Folders** tab

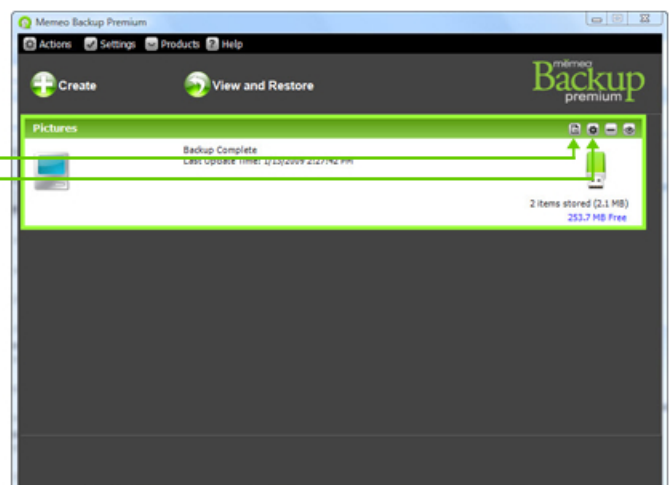Make sure to give a unique name to your backup plan

Congratulations, you've created your first backup plan!
Hint: You can create additional backup plans by repeating the steps above

Editing a Plan

Change Selected Files
- Add or remove files to backup

Change Selected Settings
- Change the number of versions of each file you want to backup
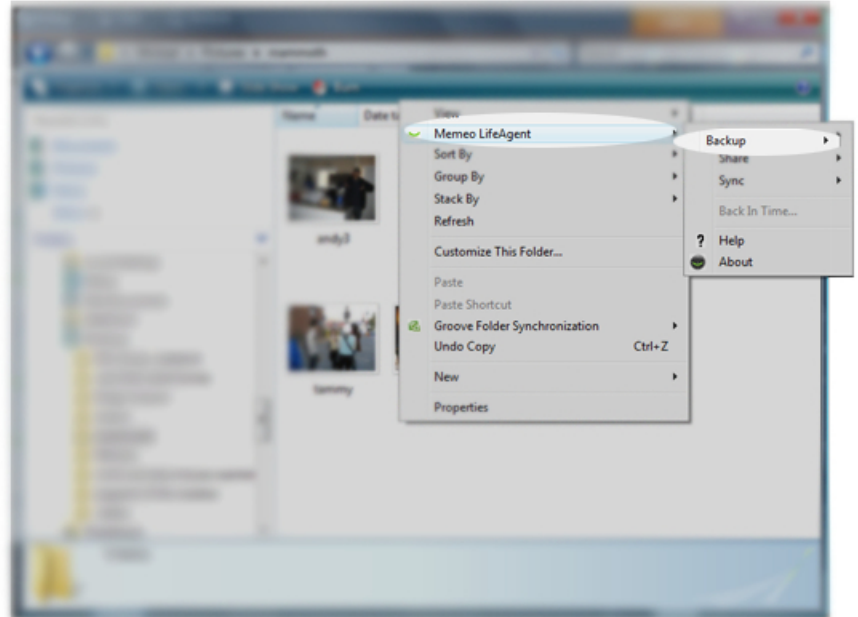- Enable encryption to secure your files

Memeo Backup Premium has a useful feature that allows you to add or restore files and documents directly from a Windows Exlporer window.

Adding files to a backup plan through LifeAgent Explorer Extension

Right click in an empty section within a folder

Select Memeo *LifeAgent*, then *Backup*

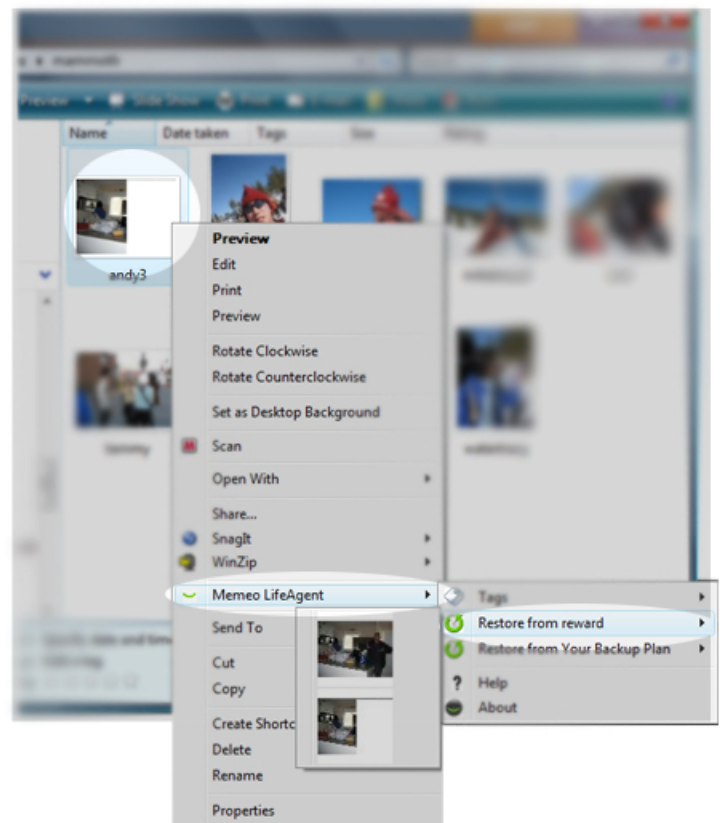You can now select which backup plan you want to backup to

Restoring Files with LifeAgent Explorer Extension

To restore your file:
1. Simply right-click on the file you want to restore
2. Select Memeo LifeAgent
3. Select the backup plan you want to restore from
4. A list of previous versions of your files will be displayed, simply choose the one you want to restore

That's it! Your file has been restored!

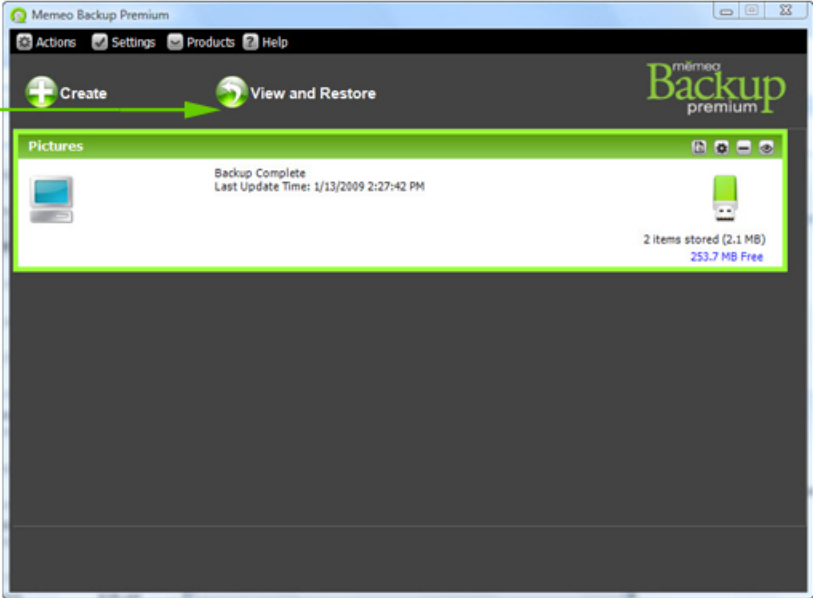   hint: you can also restore an entire folder all at once with this method

Restoring a Backup Plan

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*Please note, **Restoring** and **Reactivating** are two separate features. If you want to **Reactivate** your plan, please see next section.*
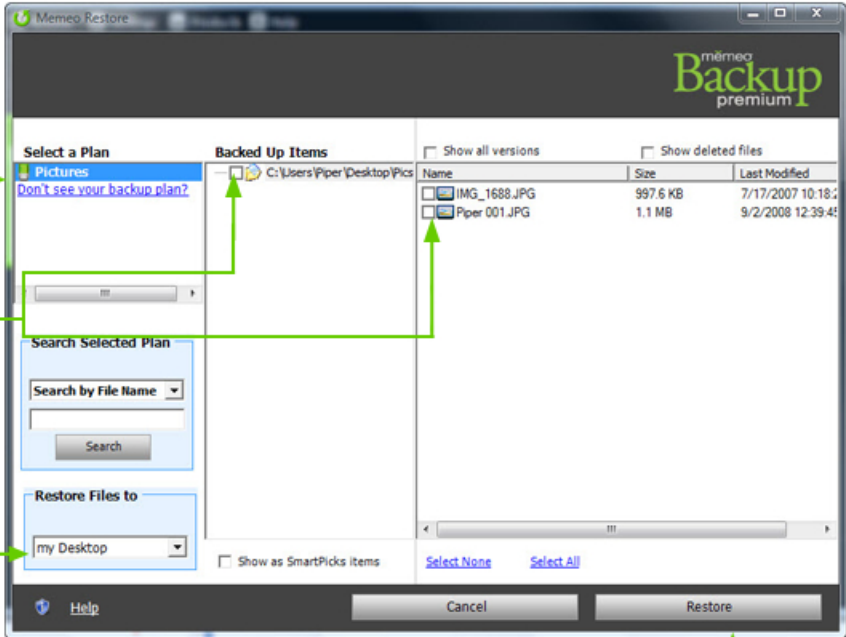
Click *View and Restore* to get started

1. Select your Backup Plan

2. Check the box next to the folders or files you want to restore

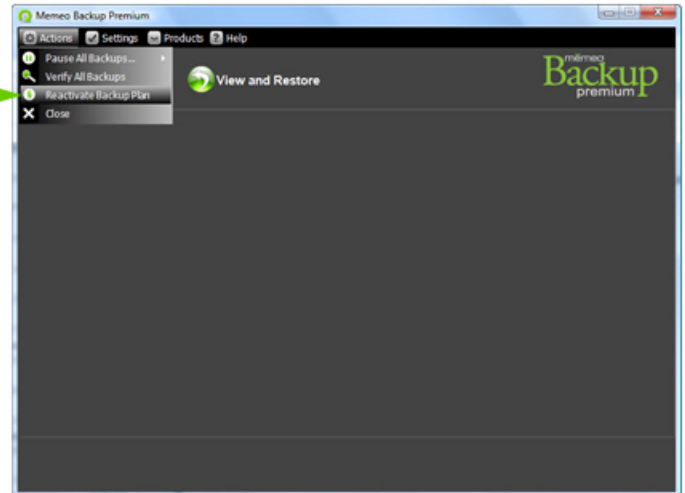**3. Choose a location to restore your files**

4. Click *Restore* to finish!

Reactivating a Backup Plan

You may want to reactivate a Backup Plan that is inactive. Reactivating a Backup Plan will not overwrite files on your computer. Instead, it will simply reactivate an older Backup Plan and allow you to continue backing up your current files.
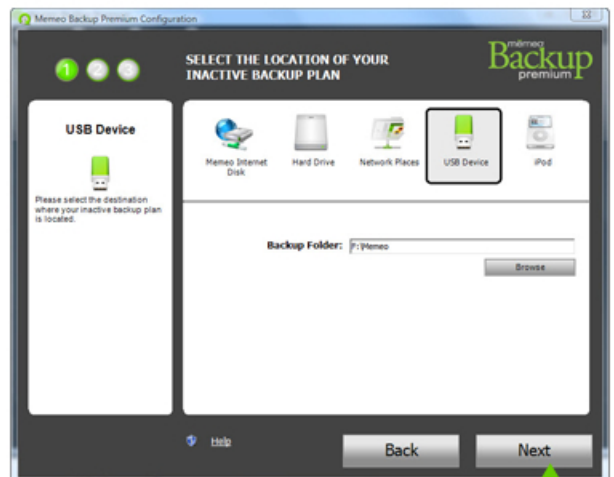
Click on Reactivate Backup Plan

Select the device your Backup Plan exists on

Select the Folder with with the name of the Backup Plan you want to reactivate.

Click **Next** to proceed

IMPORTANT

By selecting **YES**, all the files in your backup plan will be **restored** onto your computer. This will overwrite the files on your computer with the files from your backup plan.

By selecting **NO,** your Backup Plan will be **reactivated** and your computer will backup files into your selected backup destination.