

Step by Step Guide to Customise your Files & Folders Backup

Step 1: Select 'File and Folder Backup'

Step 2: Click 'Modify'

The screenshot shows the NTI Backup Now EZ application window. It features a menu bar with 'Action', 'Tools', and 'Help'. Below the menu bar, there are three main backup configuration sections, each on a separate platform-like base. A red callout box labeled 'Step 2' points to the 'Modify' link under the 'File and Folder Backup' section.

- Cloud Backup:** This section is currently disabled. It shows a backup of 'C: Pictures' (311.95 MB) to 'NTI Cloud (ITSP-PC)' (Not connected). The frequency is 'Monthly on the 1st', and the last backup 'Completed with errors'. A 'Modify' link is present.
- File and Folder Backup:** This section is active. It shows a backup of 'C: Music, Videos, Pictures...' (11.05 GB) to an 'External Disk (Unavailable)'. The frequency is 'Hourly', and the last backup 'Failed to backup'. A 'Modify' link is highlighted by a red callout box.
- Complete System Backup:** This section is disabled. It shows a backup of 'Local Disk (C:)' to an 'External Disk (Unavailable)'. The frequency is 'Weekly on : Wednesday', and the last backup 'Failed to backup'. A 'Modify' link is present.

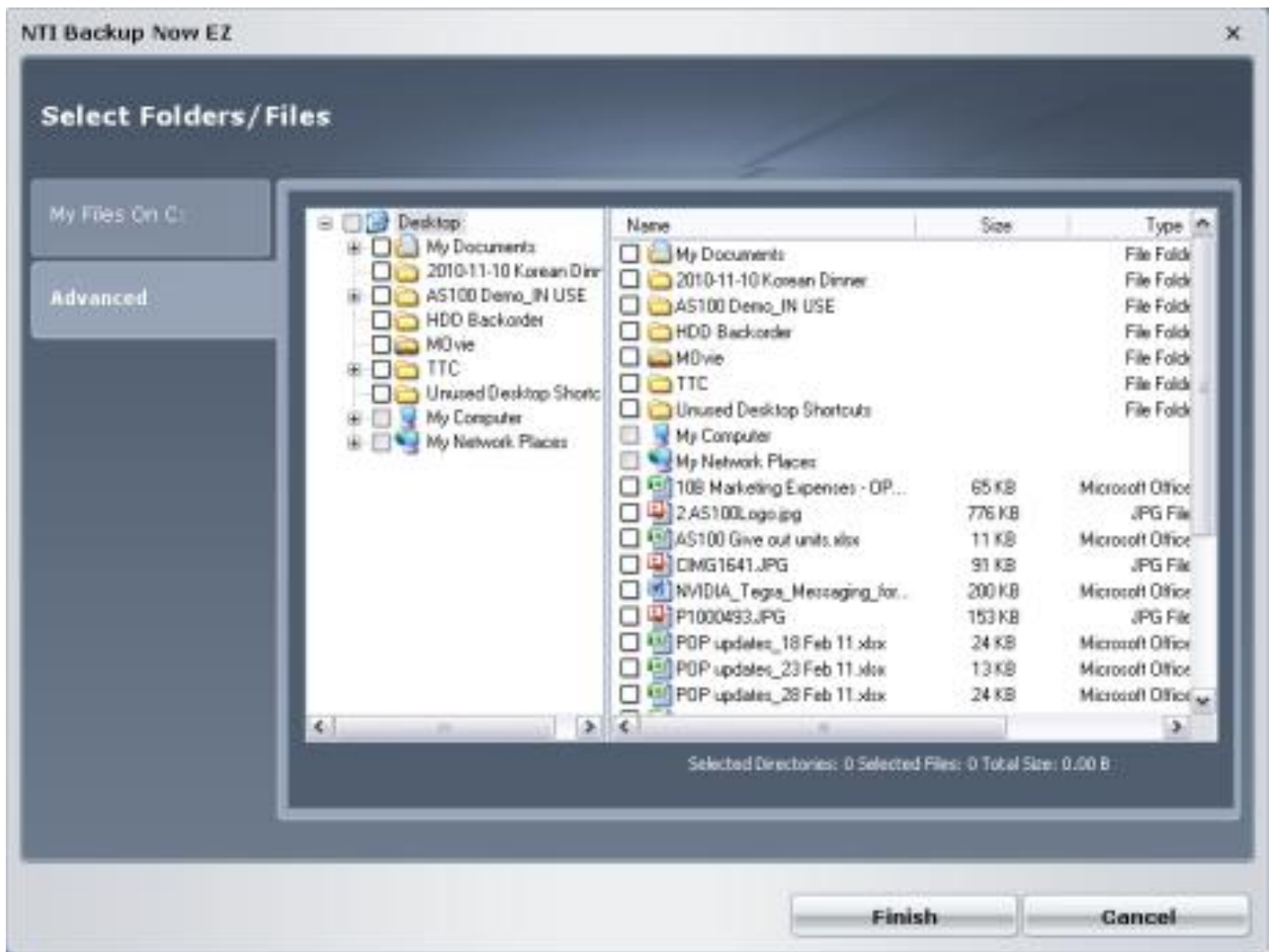
At the bottom of the window, there is a status bar with a warning icon and the text: 'Status Details: One or more jobs did not run. Click on "Backup" to run the job now.' There are also buttons for 'Show My Files', 'Backup', and 'Restore'.

Step 3: Select desired file types to backup. To select desired folders to backup, click 'Advanced'



Step 4: On 'Advanced' tab, select desired files/folders to backup

Step 5: When done, click 'Finish' to complete setup



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