

Easy Backup Tool - User Guide

Version 1.0 | Created by Marc Kolb

What This Program Does

The Easy Backup Tool safely backs up your Documents, Desktop, Pictures, and Downloads folders to a selected external drive. It's simple, safe, and made for non-technical users.

Features Summary

- Drive picker for USB or external drive selection
- One-click start
- Progress bar and status messages
- Optional mirroring (syncs backup with source)
- No console window
- Uses Windows built-in tools

What It Backs Up

The tool backs up files from:

- Documents
- Desktop
- Pictures
- Downloads

What You Need Before Running It

- A Windows PC (Windows 10 or 11)
- An external USB or hard drive
- The EasyBackupTool.exe file
- Sufficient free space on the drive

How to Use the Program

1. Plug in your external drive
2. Double-click EasyBackupTool.exe
3. Select the drive from the dropdown
4. (Optional) Enable mirroring

5. Click 'Start Backup'
6. Wait for completion message

Where Are the Files Stored?

Backups are saved in:

<Drive Letter>\Backups\Documents, Desktop, etc.

What It Does Not Do

- No compression
- No encryption
- Does not back up programs or non-user folders
- Does not back up cloud-only files unless downloaded

Troubleshooting

- Drive not showing? Check if it's recognized by File Explorer
- Nothing happens? Try 'Run as Administrator'
- Backup slow? Large files may take time

Safety and Maintenance Tips

- Run weekly or before system changes
- Use mirroring only if you want true syncing
- Always safely eject the drive afterward

Advanced Info

Uses robocopy with:

/E /XO /Z (and /PURGE if mirroring)

No external software required.