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Retrospect Backups, ABS Quick Start Card (10/94)

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TOPIC -----

This article is the Apple Business Systems' Quick Start Card for Retrospect Backups.

DISCUSSION -----

INTRODUCTION

This Quick Start Card will help you to quickly perform a back up using Retrospect. While this card gets you started quickly, the manual contains important additional information. If you encounter a situation not covered here, refer to your manual for more complete descriptions of these processes.

WHAT YOU NEED

Before you start, check to see that your server meets the following hardware and software requirements.

Retrospect needs a minimum of 1.7 MB of RAM available. The more files you have, the more RAM you need. The following is a guide for how much memory Retrospect will need to back up large volumes:

- 1,700K for 3,500 files/folders (this is the default)
- 4,000K for 10,000 files/folders
- 6,000K for 20,000 files/folders
- 8,000K for 32,000 files/folders

IMPORTANT: You cannot run Retrospect on your Apple Workgroup Server when an electronic mail server or MeetingMaker server is running. You will need to quit these applications prior to running Retrospect.

PERFORMING AN IMMEDIATE BACKUP

The first time you back up the contents of your hard disk, Retrospect backs up all specified files from the source volume to a StorageSet—a StorageSet comprises the set of files stored on one or more volumes. In subsequent backups (unless you indicate otherwise), Retrospect backs up only those files that are new or that have changed since the last backup.

To start the immediate backup:

- 1) Double-click the application icon to start Retrospect.
- 2) Click Backup.
- 3) Drag through the list of volumes or Shift-click to select a range of volumes. Use Command-click to select non-contiguous volumes.

NOTE: While Retrospect A/UX backs up and restores all A/UX and Macintosh files and directories, it cannot access raw device partitions to back up database information. See the documentation provided with your database server for specific information.

IMPORTANT: When you add a hard disk to the server, it appears as a folder, known as a mount point, located on the main "/" volume. If you direct Retrospect A/UX to back up the "/" volume, it will ignore the contents of any folders that represent additional hard disks. To back up the contents of these disks, you need to specify each mount point as a subvolume and back it up as a separate source. Additional disk devices must also be restored as separate volumes.

- 4) Click OK to continue.
- 5) Click Create New...
- 6) Choose the type of storage media you want to use from the Storage type menu.
- 7) In the StorageSet Name field, type a descriptive name for the StorageSet.

NOTE: Name StorageSets carefully—Tapes StorageSets and Disks StorageSets cannot be renamed. Macintosh File StorageSets, however, can be renamed in the Finder.

- 7a) If you want, add password protection or encryption by clicking Secure and choosing an option from the dialog box that appears, then click OK.
- 8) Click New...

NOTE: Before continuing, make sure that the information displayed in the Immediate Backup window is correct. To change information, click the appropriate button.

- 9) If the information displayed is correct, click Backup.
- 10) Click OK to confirm the operation.
- 11) Choose the destination disk or tape and click Proceed.
- 12) When Retrospect informs you that the execution is complete, click the close box to return to the Retrospect Directory, where you can select another operation or quit the application.

PLANNING SUBSEQUENT BACKUPS

For subsequent backups, you can repeat the basic backup procedure as often as you want and even switch between multiple StorageSets to maintain extra backup copies of your volumes. By default, Retrospect only backs up those files that have changed since the previous backup to a StorageSet.

If you want to automate your backups so they can be performed while your Macintosh is unattended you can use Retrospect's scripting feature to set up and schedule backups. See Chapter 4, "Automating Backups With Scripts," in the Retrospect User's Guide for more information on creating, modifying, and scheduling scripts.

If you want to back up specific files or folders, you will probably want to use Selectors to mark files for backup. Retrospect Selectors can be retained between backups and used with scripts to fully automate your backups. See Chapter 7, "Using Selectors," in the Retrospect User's Guide for more information on creating and managing Selectors.

RESTORING FROM A BACKUP

To restore selected files from the most recent backup:

- 1) Click Immediate in the Retrospect Directory.
- 2) Click Restore.
- 3) Click OK.

NOTE: If the Catalog for the StorageSet is lost or missing, you will need to rebuild the Catalog from the StorageSet before you can perform the restore. For more information, see "Recreating a Catalog," in the Retrospect Setup manual.

- 4) From the upper list box, select the StorageSet that contains the backup files.
- 5) From the lower list box, select the SnapShot of the volume from which you want to restore files. Then click OK.
- 6) Select the destination volume—the volume to which you are restoring files.

- 7) From the pop-up menu, select the setting that defines how you want files to be restored. Then click OK.

NOTE: If you are restoring just a few files or folders, use the "Retrieve files & folders" option or the "Retrieve just files" option.

- 8) If you are only restoring a few files, click Files Chosen to display the Browser. Choose Select All from the Edit menu, click Unmark, then double-click on the files and folders you wish to restore. You may use Find under the Browser Menu to search for a specific file or folder.
- 9) If you want to change the retrieval options, click Options.
- 10) Make sure that the information displayed in the window is correct. If you want to change any of the settings, click the appropriate button to return to a previous window.
- 11) Click Restore to begin the restore. Retrospect performs the retrieval and returns to the Retrospect Directory when the operation is complete.

RESTORING AN ENTIRE VOLUME

The following information provides instructions for restoring an entire volume to the state it was in when it was last backed up. To restore a server volume, see Appendix D, "Backing Up and Restoring Servers," from the Retrospect Setup manual before you perform the restore. To restore a Remote volume, see the Retrospect Remote User's Guide.

There are two stages in restoring an entire volume:

- Preparing the volume for a restore
- Restoring files to the volume

Before You Reformat or Erase Your Hard Disk

Before erasing or reformatting a hard disk, make two separate backups with Verification enabled. If the hard drive you are erasing contains the StorageSet Catalog, copy it to another accessible volume before erasing the drive.

Before restoring a hard disk that failed due to a directory corruption, first re-initialize the disk by choosing the Erase Disk command from the Finder. If the hard disk failed due to media defects, you should entirely reformat the disk. Refer to the hard disk manufacturer's manual for detailed instructions on reformatting the hard disk. In order to maintain System 7 aliases after the restore, the volume must have the same name as the original volume.

Preparing the Volume for a Restore

Before you can restore the volume, you need to first start up the server to which it is attached. Ideally, you should restart the server from an extra hard disk attached to the SCSI port and designated as the Start-up disk. If you have an extra hard disk, use this disk to restart the volume.

If you don't have an extra hard disk, use the following steps to restart using the System software that came with your Apple Workgroup Server.

To install System software:

- 1) Install the System software on the hard disk to be restored.

NOTE: To maintain System 7 aliases, you must name the hard disk the same as it was originally named.

- 2) Rename the newly installed System Folder "temp."
- 3) Insert the Retrospect application disk.
- 4) Create a new folder on the hard disk.
- 5) Drag the Retrospect application to the folder you just created.
- 6) Eject the Retrospect application disk. If you are using a tape drive, insert the Retrospect Extras disk. Otherwise, skip to Step 8.
- 7) Place the Retro.SCSI file in the Extensions folder.
- 8) Copy the Catalog for the StorageSet you wish to restore to the volume you are restoring.
- 9) Restart the Macintosh.

NOTE: If the Catalog for the StorageSet is lost or missing, you will need to rebuild the Catalog from the StorageSet before you can perform the restore.

Restoring the Volume

After starting up the volume, follow these steps to restore the volume to the state it was in at the time of the most recent backup.

- 1) Launch Retrospect. Click Immediate in the Retrospect Directory.
- 2) Click Restore.
- 3) Click OK.
- 4) From the upper list box, select the StorageSet that contains the backup files. If the StorageSet does not appear in the list, click Open Other to display a standard directory dialog box and locate the StorageSet Catalog.
- 5) From the lower list box, select the SnapShot of the volume you want to restore. Then click OK.
- 6) Select the destination volume—the volume to which you are restoring

files.

- 7) From the pop-up menu, select "Restore entire disk." Click OK.
- 8) Click Replace to confirm your choice.
- 9) Click Restore to begin the restore.
- 10) Click OK if you want to continue the restore.
- 11) Click OK if you want to continue the restore and replace the contents of the destination volume.

If you need to cancel a restore before it is completed, you can begin the restore again and Retrospect will perform an incremental restore. Any files you have added manually after canceling the first restore will be deleted when you continue the restore.

- 12) When the restore is complete, quit Retrospect. Then rebuild the desktop by holding down Command-Option until you receive a confirmation dialog box while you restart the Macintosh. Throw away the System folder named "temp" and empty the trash.

NOTE: Retrospect does not restore Subvolume definitions. If you need to back up a restored Subvolume again, you must redefine the Subvolume. See "Specifying Subvolumes," in the Retrospect Setup manual for details. You will also have to edit any scripts that included the Subvolume.

WHERE TO GET MORE INFORMATION

Retrospect Remote User's Guide.
Retrospect Setup manual.
Retrospect User's Guide.

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