

Restoring Backups under Windows 2000

What It Does

Occasionally, you may need to restore volumes or files from a backup tape to your system's hard drive. When you restore files, remember that each DDMS file consists of three separate files: a .dbf, .cdx, and .key. To restore a specific DDMS file, you must restore all three parts to your hard drive.

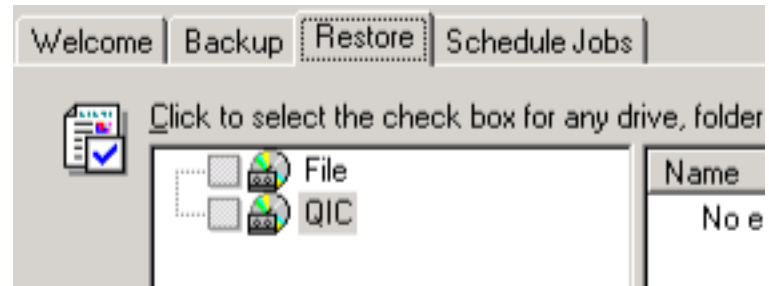
How to Do It

To restore system volumes or individual files, follow these steps:

- 1 Insert the tape into your drive.
- 2 *Make sure that you quit any programs that are currently running, including the TBL Server. The system cannot restore any file that is open. To close the TBL Server:*
 - Click the **TBL Server** icon in the lower task bar.
 - When the TBL Server window appears, choose **File** and select **Exit**.
 - At the Warning message, click **OK**.

- 3 Click **Start**, point to **Programs**, then **Accessories**, then **System Tools**, and select **Backup**.
- 4 When the Backup window appears, click the **Restore** tab.
- 5 Windows 2000 keeps a catalog of backups. The information you want to restore must have a catalog entry before you can restore it.

If the information on your tape has been cataloged, you'll see two icons in the left pane: a File and a QIC icon. These two icons are shown below.



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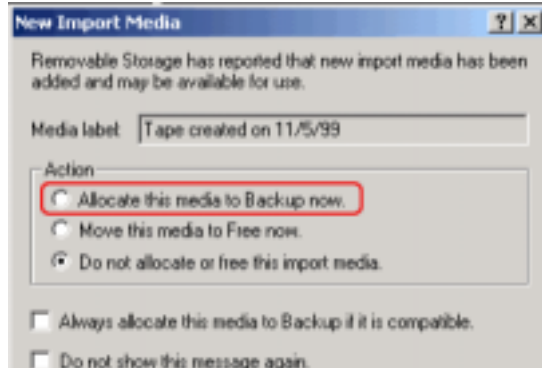
If you see only the File and QIC icons, go to **Step 8**.

If the information on your tape has not been cataloged, you will either see the New Import Media dialog box, or an Import icon in the left pane.

If you see the New Import Media dialog box, go to **Step 6**.

If you see the Import icon, go to **Step 7**.

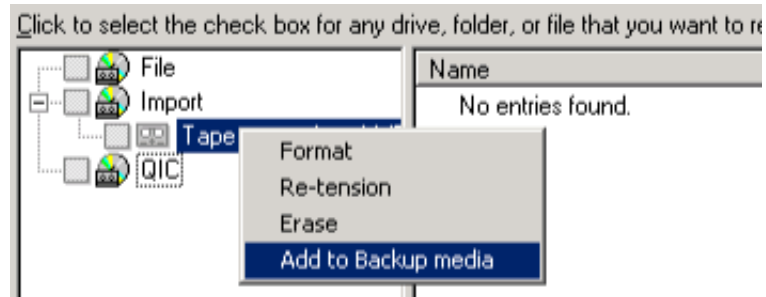
- 6 If you see the New Import Media dialog box, catalog the information on your tape by selecting **Allocate this media to Backup now**. This option is circled here:



Click **OK**, and go to **Step 8**.

- 7 If you see the Import icon, click the plus sign (+) next to it to display the entries.

Right-click the entry you want to restore from, and catalog it by selecting the **Add to Backup Media** option, as shown here.

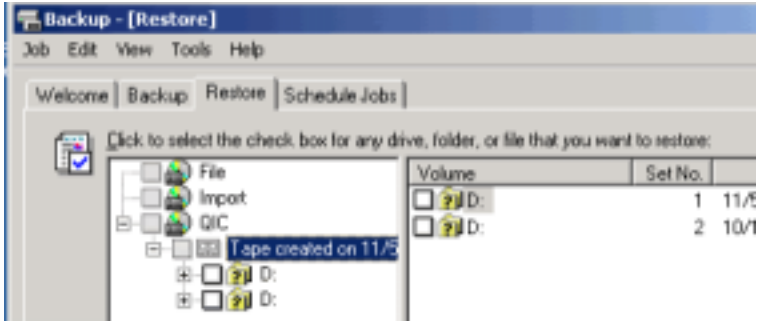


- 8 Click the plus sign (+) by the QIC icon to open it.
- 9 The cataloged entries on your tape appear in the right pane. Double-click the appropriate entry. Your system will read the tape, and display the drives that you backed up.
- 10 You can restore an entire volume by selecting the corresponding folder. You can also choose to restore individual files within a folder.

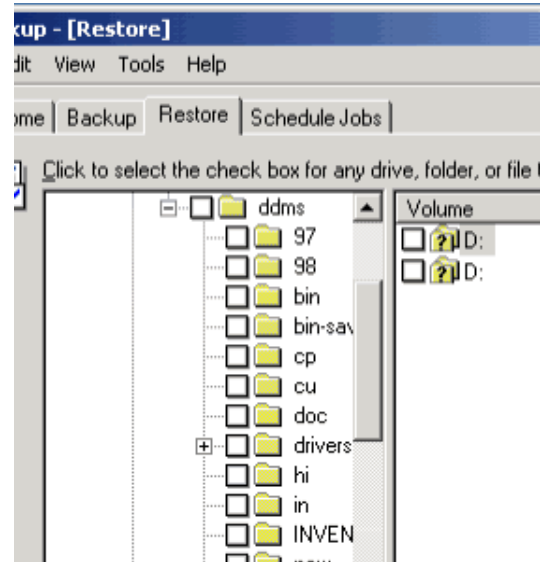
Double-click the drive that contains the folders or files you want to restore.

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If there is more than one entry for the correct drive, as shown below, you need to check each of them for the folder or files you want to restore.



- 11 Once you find the correct drive, open the DDMS folder by clicking it. A folder for each volume serial included on this backup appears in the left pane, as shown to the right.



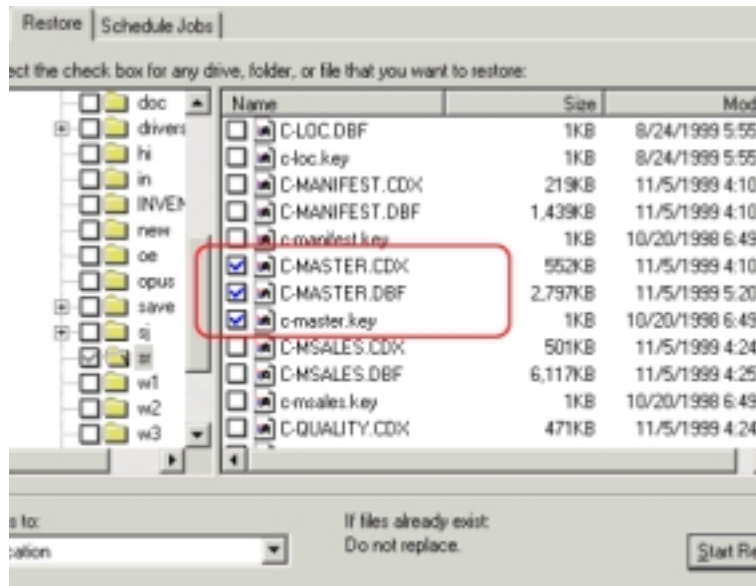
- 12 To restore an entire volume, click the corresponding folder. A blue check mark indicates that you selected an entire folder.

To restore individual files, double-click the appropriate folder, and then select the files. *If you restore specific files, be sure to select all three parts of each file: a .dbf, .cdx, and .key. You must restore all three parts to restore the DDMS file.*

In the figure below, all three of the circled files must be restored if you want to restore the C-MASTER file.

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Note that the files you select have blue check marks, and the folder containing these files has a grey one. The grey check mark means that some of the files it contains have been selected, but not all.



13 After selecting what you want to restore, select the appropriate option in the Restore Files To box:

- **Original location:** Restores files to the folders they were backed up from, and may overwrite existing files with the same name.

- **Alternate location:** Lets you specify a different location for your files. This option creates the necessary folders within the folder you specify. If you're restoring the IN folder, for example, and you select an alternate location of C:, the system will create an IN folder on C:.

14 The type of restoration you're doing is displayed to the right of the Restore Files To box. The option displayed in the figure below always overwrites the existing files with those from your backup tape:



You have three options to choose from:

- Do not replace any existing files
- Replace files only if the existing file is older
- Always replace existing files.

If the displayed option is not what you need, go to the **Tools** menu, and select **Options**. Click the **Restore** tab, select the appropriate option, and click **OK**.

15 Click the **Start Restore** button.