

HARD DISC *Companion*

HardDisc Companion

Harddisc Backup for RISC OS Computers

ProAction

3QD
DEVELOPMENTS LTD

APDL

HardDisc Companion

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Contents

Introduction	5
Major features	5
The Hard Disc Companion approach	6
How to use this guide	6
Getting Started	7
Basic backup procedure	7
Running Hard Disc Companion	7
Backup dialogue box	7
Source device	7
Destination device	8
Backing up to floppy discs	8
Backing up to other devices	8
Warning	9
Backup progress	9
Floppy backup	9
Backup to other device	10
Status Information	10
Suspending and Resuming	10
Further Backup Options	12
Preferences	12
Backup type	12
Performance	12
Unstamped	12
Verify	13
Autorun	13
File Specification	14
Backup	14
Ignore	14
Filetypes specification	15
Backup	15
Ignore	15
Icon bar menu	16
Info	16
Customise	16
Save config	16
History	16
Quit	16
Restoring Backups	17
Running the Restore program	17
Restore from multiple devices	17
Restoring files	17
Restore menu options	18
Icon Bar Menu	18
Info	18
Save Choices	18
Quit	18

Introduction

Hard Disc Companion is the best selling hard disc backup utility for use with RISC OS computers. It has been available for over ten years, and has recently had support for RISC OS 4 long filenames implemented.

Major features

- Full, Incremental and Differential backup types
- Fast backup procedure
- Configuration scripts
- Backup to floppies or other devices like second hard drive, removable drives, etc
- Suitable for backing up networks
- Restore backup data to any device or directory
- Backup only specified files, or files having selected filetypes
- Ignore specified files, or files having selected filetypes
- Find facility to locate files in backup data
- Retrieve individual files from backup data
- Verify whilst backing up, for additional security
- Suspend backup and resume at a later date
- Facility to display backup history
- Choices file for customised start-up
- Estimate number of floppy discs required
- Estimate time required to perform the backup
- Efficient compression system

The latest release has been improved with the addition of the following facilities:

- A speed improvement of up to 30%
- Improved support for removable devices (e.g. ZIP, SyQuest etc.)
- Facility to allow autorun on execution of a Config file.
- Restore facility significantly improved to operate like a normal filing system
- Support for long filenames (RISC OS 4) and F+ format discs
- Log file construction is 2-3 times faster, and Backup will request the first disc before building the log file so you can leave the backup to proceed automatically.
- Unattended operation has been improved. If Backup encounters a problem during a backup - e.g. it can't backup a certain file because it's being used by another application - then it will prompt the user and if there's no response, the problem will be listed in a text window and the backup will continue.
- Unlimited backup size; previous versions had a 2Gb limit on the backup size.
- Handling of PC partitions has been improved. Restore will now create a partition to hold PC files being restored so name truncation and large directory problems do not occur. Individual files in a PC partition can be backed up individually.
- Source and destination directories can be dragged into the corresponding fields in Backup's main window, rather than opening the Source/Destination dialogue box using the menu.
- Comments can be added to entries in the backup history. Double click on an entry in the History window to edit the comment associated with that backup.
- Backup and Restore now use dynamic areas where these are available, since this gives a speed increase when running other applications alongside the backup/restore.
- Restore's appearance has been updated to match recent versions of the Filer (as supplied with RISC OS 3.5 - 4)
- You can now double click on a file in Restore or drag it to an application to view the file.
- Restore now accepts wildcards in the 'Find file' menu.
 - * denotes any characters (0 or more) # denotes any single character.
- Backup provides a 'Copy PC partition as a single file' option. If this is ticked, the whole partition (including all unused space within the partition) will be included in the backup. This has the advantage of producing an exact copy of the original partition after it has been restored. If the option is not ticked, the files inside the partition will be backed up individually and you will be able to restore single files from the backup. When restoring the whole partition, Restore will recreate a partition of the correct size, but it will not be bootable, and you will have to make it bootable manually. This option will be preferable only if you require an exact copy of the original partition after the restore, or if the partition is nearly full (in which case the backup will be faster).

The Hard Disc Companion approach

Hard Disc Companion provides a structured approach to backing up hard discs and recovery of those files in the event of a hard disc failure. The Restore facility allows you to restore all backed up files or just a selection if they are accidentally erased or incorrectly modified. Hard Disc Companion can be used for backing up hard discs to a set of floppy discs, but may be used to transfer files from any device to another. It correctly handles files which are too long to fit on a single floppy, splitting them across a number of consecutive discs.

The approach encouraged by Hard Disc Companion is to produce *Full backups* at regular intervals. These contain all the files on the hard disc. In between Full backups *Incremental backups* should be made. These contain only those files added or updated since the last backup. In the event of a hard disc failure, the Full backup and all the Incremental backups may be used to restore all the data to the hard disc. Where the hard disc is used daily for saving important data, a weekly Full backup and daily Incremental backup is recommended. For less critical data monthly and weekly intervals respectively would be adequate.

With the widespread availability of very large capacity hard drives backing up such large amounts of data onto floppy discs is no longer viable. Hundreds of floppy discs might be required to backup all the files on a large hard drive, and the time required would be prohibitive. It is now usual to backup to removable hard drives or parallel port drive systems. Incremental backups are fast and efficient because they only backup new or modified files. Full backups are time-consuming but you can make backups more efficient by being selective about what should be backed up. Hard Disc Companion provides facilities to backup only selected objects, or to ignore selected objects. These choices are made using simple drag operations, and may be saved in configuration scripts for future use.

How to use this guide

The chapter *Getting started* gives step-by-step instructions on running Hard Disc Companion and making a straightforward backup of all, or part, of your hard disc.

The chapter *Further backup* options describes how to refine your backup procedure so that you are only backing up files that need to be backed up. It also describes how to save the configuration of Hard Disc Companion for easy recall at a later date.

The chapter *Restoring backups* describes how to restore files from the backup to your hard disc. You can restore all the backed up files or just selected files.

This user guide assumes that you are familiar with the RISC OS desktop. On-line help may be obtained using the standard RISC OS interactive help system. Please consult your computer user guide for details.

Getting Started

It is recommended that Hard Disc Companion is installed on your hard disc and run from there each time you perform a backup. Simply copy **!Backup** from the master disc to a suitable location on your hard disc.

If you wish to run Hard Disc Companion from floppy disc you should copy the !Backup application to a new blank RISC OS formatted floppy disc.

Please note that !Backup also contains the !Restore application, which is copied to each backup data set.

Basic backup procedure

The following pages describe how to backup your entire hard disc to a set of floppy discs or to another device. It is possible for Hard Disc Companion to backup or ignore specific directories, but for the sake of clarity this chapter assumes you are backing up everything. Please refer to the next chapter for details of these additional facilities.

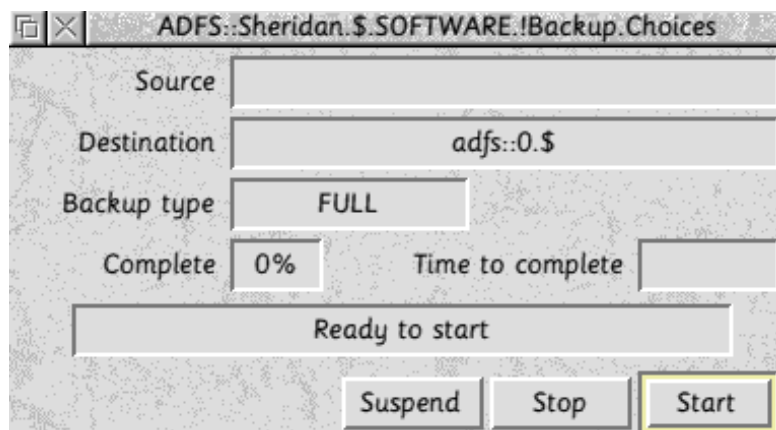
Running Hard Disc Companion

Run the !Backup application by double-clicking on it. Hard Disc Companion will now be installed on the icon bar.

If there is not enough to run the application an error message will be displayed. If this happens, remove any other applications that are running and try loading it again.

Backup dialogue box

Click **Select** on the Backup icon on the icon bar to display the Backup dialogue box.



The field labelled **Source** specifies the source device to be backed up; initially this will be blank. The field labelled **Destination** specifies the destination device; initially it is set to **adfs::0.\$** i.e. floppy drive 0. Both these pathnames must be set correctly before you begin a backup.

As the backup proceeds it gives the percentage of the backup complete and the approximate time to completion. Icons at the bottom of the dialogue box allow you to start, stop or suspend the backup.

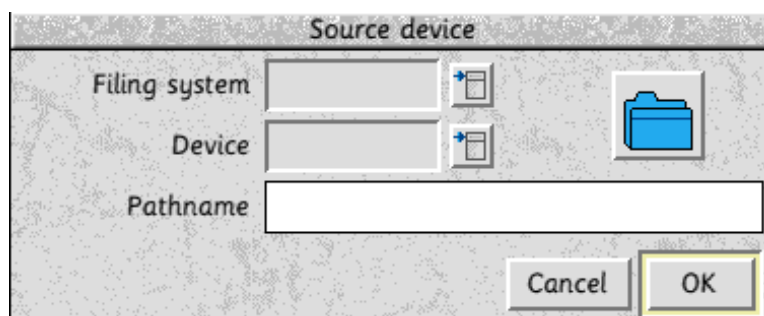
Source device

To set the source device click **Menu** over the backup dialogue box to display the main menu.

The **Source** option lets you specify which device you wish to backup and the directory where the backup will commence. To set the source device, you must first open a directory display on the root directory of the hard disc drive to be backed up. This will normally be the \$ directory, but you can choose to start the backup at any directory. For example, on a network you may want to backup only your user root directory &.

Now choose **Source** to display the dialogue box shown.





Drag the 'directory' icon from the source device dialogue box to the directory display you have opened.

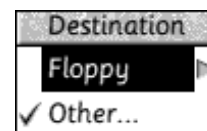
The name of the source device will then be automatically read from the directory display and displayed in the writable **Pathname** field.

Alternatively, you may use the **Filing system** and **Device** options to choose the source path from menus. In this case you must choose the filing system first. The chosen source path is then displayed in the **Pathname** field where it can be edited if required.

When you have set the correct source pathname click on **OK** to close the dialogue box. The pathname is transferred to the **Source** field in the main Backup dialogue box.

Destination device

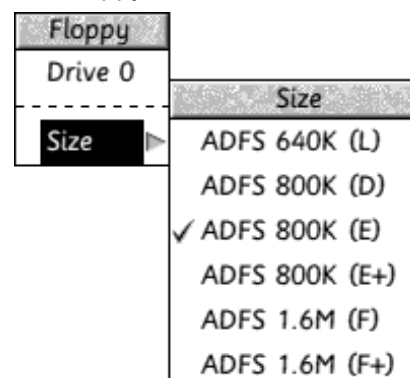
To set the destination device choose **Destination** from the main menu to display the destination menu.



Backing up to floppy discs

If you are backing up to floppy discs choose the drive you wish to use from the Floppy menu. The drives available depend on the floppy drives you have connected, and the computer's configuration setting.

The submenu **Size** lets you choose the size of the floppy discs you intend to use for the backup. The size chosen is used by Hard Disc Companion to estimate the number of floppy discs required for the backup and to format any unformatted floppies.

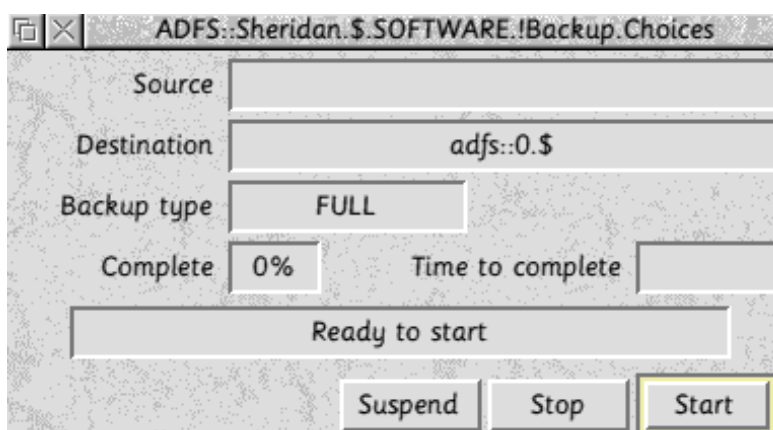


If you intend to use pre-formatted discs set **Size** to the size of those discs. It is strongly recommended that you use the same size floppies for all of the backup set.

Backing up to other devices

If you are backing up to another device such as a fixed or removable hard drive, choose Other to display the **Destination** dialogue box.

This lets you choose where the backed up data will be stored. To set this path you must first open a directory display on the root directory of the destination device. This will normally be the \$ directory, but you can choose any directory. You can now drag the 'directory' icon shown below to the directory display you have opened. The name of the destination device will be automatically read from the directory display and displayed in the **Pathname** field.



Alternatively you can use the **Filing system** and **Device** options to choose the destination path from menus. You

must then choose the filing system first. Again, the chosen destination is shown in the **Pathname** field where it can be edited if required.

If the destination device is a removable hard drive you should select **Removable device**. The program will then prompt you to change the disc when it is full. Unlike floppy backups, the drive will not be erased or renamed.

Please note that you can only choose **Removable device** if the pathname specification contains a drive number. If there is no drive number in the pathname, this option will be shaded. Therefore you should use the **Filing system** and **Device** options to set the destination path rather than use the drag operation described above (which returns the device name rather than the drive number).

SyQuest, SparQ, ZIP etc. drives may all be used for backups that extend across more than one cartridge. To use this feature the removable device box in the **Destination** device window must be ticked. By default this is greyed out, however by entering a Device number into the Device window the option can be selected.

Note also that you may save to a PC running Windows 95/98/NT using LanMan.

Warning

The 'Removable' option should not be ticked for a device that cannot be removed!

It sometimes happens that backups performed to a new format (E+) hard disc with the 'Removable' option ticked can occasionally produce 'Disc not understood - has it been formatted?' and 'FileCore in use' errors for the hard disc during the backup. This is suggestive of a FileCore error (though unconfirmed), and results in the backup being abandoned, and the drive being inaccessible after the backup completes. It is purely a soft error - the disc is not damaged at all - and can be overcome by dismounting the disc using the icon bar menu and then opening it again, or by resetting the computer.

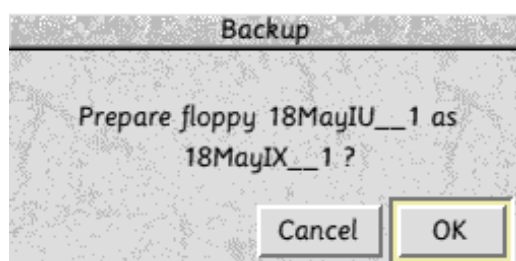
Backup progress

Once you have ensured that the source and destination pathnames are correct you may start the backup by clicking on Start.

The first thing that happens during a backup is a pre-backup pass which carries out an analysis of the source device. This builds a log file of all the files to be backed up, and if the destination device is a floppy drive it estimates the number of discs required to contain the files. If you wish to abandon the backup at this stage, press Escape. When the log file is complete the backup will commence.

Floppy backup

If you are backing up to floppy discs the dialogue box shown will be opened prompting you to insert the first floppy disc of the disc set. Each disc will be given a unique name; the number at the end of this name identifies the number of that floppy in the set. Now click on **OK** to erase the disc, or **Cancel** if you would prefer to use another disc.



Next you will be presented with an estimate. The number 51 is an estimate of the number of discs required for the backup based on the disc capacity specified in the Size submenu.

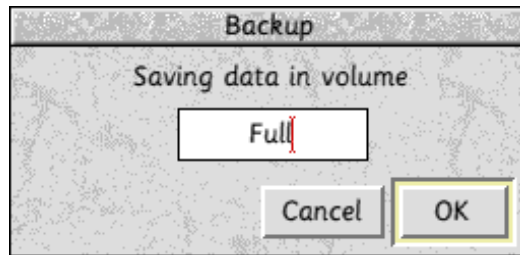
You can proceed by clicking on **Quiet** or **OK**. Clicking on **Quiet** will erase or format the disc and then use it for the backup without further prompts. Clicking on **OK** will open a dialogue box giving confirmation of the name of the disc in the drive.

As the backup progresses you will be prompted to insert floppy discs as they are required. Mark each disc

clearly with its number.

Backup to other device

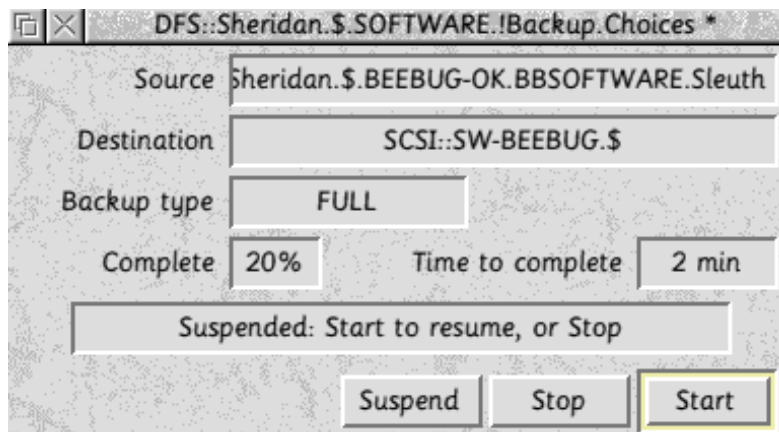
If you are backing up to a hard disc or another device, the dialogue box shown below will be opened asking for a volume name.



Each backup is given a volume name which can be edited if required; the default name is related to the backup type. If the same name has already been used a prompt will appear asking if you wish to overwrite the existing volume. This is useful if you have more than one volume on the same device. Please refer to the chapter Further backup options for more information about backup types. If you are backing up to a removable device the volume name will be given a numerical suffix which identifies the position of the volume in the backup set.

Status Information

During the backup progress information is displayed in the main Backup dialogue box. **Complete** shows what percentage of the backup has been completed and **Time to complete** is an estimate in minutes of how much longer the backup will take to complete. This value is only updated after each chunk of data is written to the destination device. The estimate should become more accurate as the backup progresses. If you are using floppy discs the estimated time is based on the time taken to copy earlier floppy discs, and does not take into account the time taken inserting floppy discs.



You can abandon the backup at any time by clicking on **Stop** in the main backup dialogue box. However, the backup will not stop until the current read or write operation is completed.

When the backup is complete a dialogue box is opened displaying the amount of data backed up and the time taken.

Suspending and Resuming

You may suspend the current backup by clicking on **Suspend** in the Backup dialogue box. You will have to wait until the current disc operation is completed before the message **Will suspend** is displayed. This message indicates that the backup will be suspended after the current block of data has been written. It is generally most convenient to suspend backups when the disc prompt window is open.

When the backup has been suspended the Backup dialogue box displays the message **Suspended: Start to resume, or Stop**.

At this stage you may click on **Start** to resume the backup from where it was suspended, or **Stop** to clear the

suspended state. After clicking on **Stop** the backup cannot be resumed.

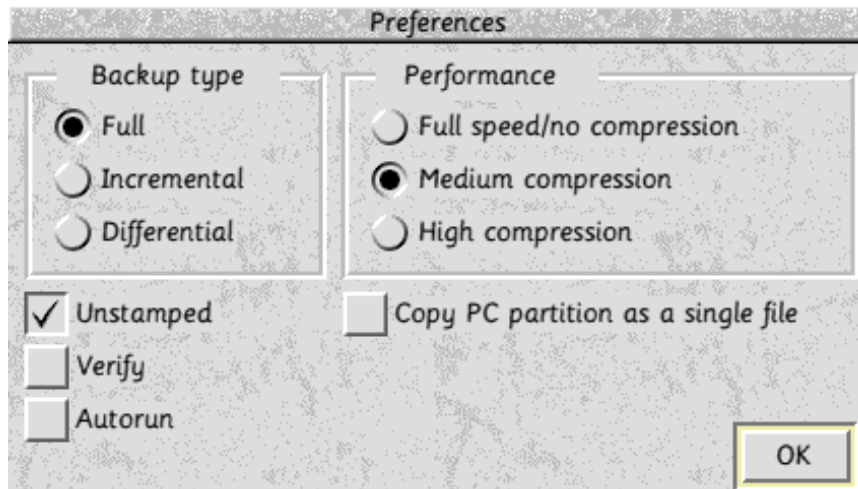
You may also quit the program at this stage. The suspended state is retained so when it is re-loaded the backup may be resumed. The backup resumes by prompting for a new floppy (or in the case of a reset etc., the floppy that was interrupted). It re-starts any file that was started but not completed on the previous floppy.

It is possible to resume a backup even after a system crash, power failure or reset. The program doesn't do anything in these circumstances, but relies on the log file as it was before the crash.

Further Backup Options

Preferences

Choosing **Preferences** on the main menu opens the Preferences dialogue box.



Backup type

The **Full** backup type backs up all of the files at the source path. A Full backup is normally the first backup type you would use.

Incremental will back up only those files which have been added or modified since the last backup. The last backup may be Full, Incremental or Differential. Typically you might perform a full backup once a month, and an incremental backup once a week. In the event of a hard disc failure you will need to restore the full backup and all the incremental backups to recover all the files. Note that the Full backup and each Incremental backup must use a separate set of discs. If you are backing up to another destination, such as another hard disc, each backup is automatically given a different volume name by default. This may be edited if required. If the same name has already been used, a prompt will appear asking if you wish to overwrite the existing volume.

A **Differential** backup backs up only those files added or modified since the last Full backup. Operation is similar to an Incremental backup, but you may use the same set of floppy discs or the same volume name for each differential backup you make. Differential backups are slower than Incremental backups, but require fewer sets of discs. In the event of a hard disc failure you will need to restore the Full and the Differential backup to recover all the files.

Performance

Performance determine the degree of compression used, which in turn will affect the speed of the backup. The less compression required the quicker the backup.

If you choose **Full speed/no compression** the backup will be performed at full speed but there will be no compression and therefore more disc space will be required.

Choosing **Medium compression** will take longer than a Full speed backup but there will be medium compression requiring less disc space.

The **High compression** option provides a high degree of compression requiring even less disc space but the speed of the backup will be sacrificed.

Unstamped

Unstamped can be used with Incremental or Differential backups. Incremental and Differential backups rely on the datestamp of files to determine whether they should be backed up. It is possible for some files not to have datestamps, especially those transferred to a RISC OS computer from another system. If Unstamped is selected all unstamped files will be backed up by the Incremental and Differential backups; otherwise they will be ignored. The default setting is that Unstamped is selected.

Please note that files added to the hard disc which have timestamps older than the date of the last backup will not be backed up when doing an incremental or differential backup. You can force datestamped files to be restamped after copying by setting the S option of the Copy command. This option is normally unset, but details of how to set it are given in your computer user guide.

Verify

If **Verify** is selected, each chunk of data is verified by reading it back immediately after it has been written. If Verify fails Backup assumes that the current floppy disc is faulty and requests a replacement disc.

Please note that Verify slows down the backup considerably, but should be considered if you are backing up important data.

Autorun

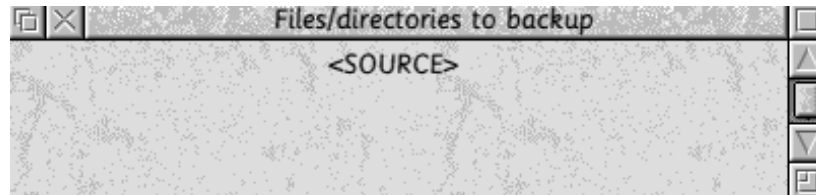
Backup provides options which let you save its current configuration; see sections Customise and Save config. If a configuration file has **Autorun** set the backup procedure will commence automatically when the file is executed. All prompting is disabled when this feature is selected e.g. you will not be prompted for volume names. Autorun is particularly useful when used in conjunction with !Alarm allowing you to backup your hard disc without having to be present at the computer (unless you are needed to insert floppy discs). All that is required is that you set a task alarm which will execute either !Backup or a Config file at a given time. If you are not familiar with !Alarm please read the relevant section in your computer user guide.

File Specification

Normally Hard Disc Companion backs up all the files and directories specified by the Source device path. The **Files** option lets you specify the precise files and directories that you wish to backup. You may specify a list of objects that will only be backed up, and/or a list of objects that will always be ignored.

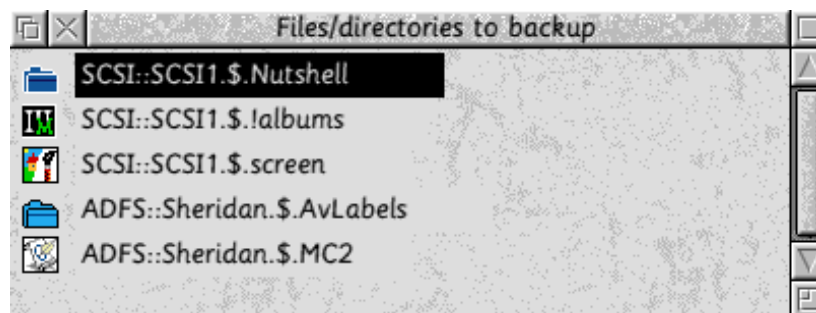
Backup

The **Backup** option on the **Files** menu lets you specify files and directories to be backed up. Click on **Backup** to open a window listing the files/directories which will be backed up. Initially it contains the word **<SOURCE>**, indicating that all files on the source device will be backed up.



Drag files/directories into this window to create a list of objects to be backed up.

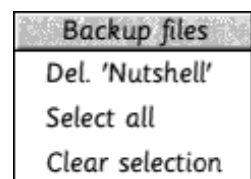
When the backup commences, Hard Disc Companion will backup only those files and directories specified in this window, ignoring the usual source device path. This option can be used to backup specific directories on your hard disc containing important files which are updated regularly.



Click **Menu** over the window to display the Backup menu:

Del. lets you delete a selected object, or a selection of objects. To select an object click **Select** on its name in the window. Click **Adjust** on further objects to add them to, or remove them from, the selection.

Select all selects all the objects in the window. **Clear selection** de-selects all objects.



Ignore

The **Ignore** option on the Files menu lets you specify files and directories that you do not wish to back up. Click on **Ignore** to open a window listing the files and directories which are to be ignored. Initially it contains the word **<NONE>**, indicating that no objects will be ignored.

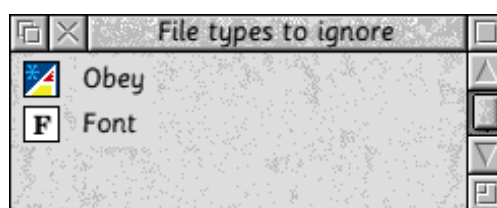
Drag files/directories into the window to create a list of objects to be ignored.

This option is used to ignore files or directories which are temporary or unimportant, or files/directories for which you have separate backups.

The program will prevent you from doing nonsensical things, such as trying to backup the same files twice, or trying to ignore and backup the same directory. Note that that you can ignore objects within a directory you wish to backup, but you cannot backup objects within a directory you have chosen to ignore.

Filetypes specification

The Filetypes option allows you to specify the filetypes of the files you wish to either backup or ignore.



Note that you can only specify filetypes to backup **OR** filetypes to ignore. You cannot specify both at the same time. If you specify filetypes to backup, the Ignore option will be shaded, and vice versa.

Backup

Click on **Backup** on the **Filetypes** menu to open a window listing the filetypes which will be backed up. Initially it contains the word **<ALL>**, indicating that all filetypes will be backed up. You can drag files with the required filetypes into this window to create a list of filetypes to be backed up.

When the backup commences Hard Disc Companion will backup only those files with filetypes specified. Typically this option is used to backup important data files which are updated regularly.

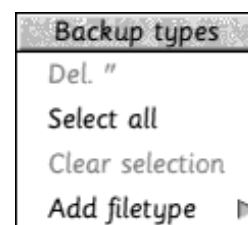
Click **Menu** over the window to display the menu shown on the right.

Del. lets you delete a selected filetype, or a selection of filetypes. To select a filetype click **Select** on its name in the window. Click **Adjust** on further filetypes to add them to, or remove them from the selection.

Select all selects all the filetypes in the window.

Clear selection de-selects all filetypes

Add filetype lets you enter a filetype by typing the filetype name or the filetype alias e.g. Text or fff



Ignore

The **Ignore** option on the **Filetypes** menu lets you specify files and directories that must be ignored and not backed up. Click on Ignore to open a window listing the files and directories which are to be ignored. Initially it contains the word **<NONE>**, indicating that no objects will be ignored.

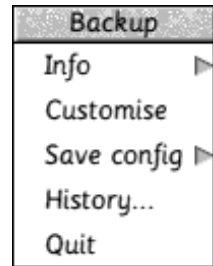
You can drag files/directories into the window to create a list of objects to be ignored.

This option may be used to ignore files or directories which are temporary or unimportant, or files/directories for which you have separate backups. For example, you may wish to ignore your PC partition, which can be backed up more efficiently using MS-DOS commands.

The program will prevent you from doing various nonsensical things, such as trying to backup the same files twice, or trying to ignore and backup the same directory. Note that that you can ignore objects within a directory you wish to backup, but you cannot backup objects within a directory you have chosen to ignore.

Icon bar menu

Click **Menu** on the **Backup** icon on the icon bar to display the iconbar menu:



Info

Info gives information about the version of Backup you are using. The version number should be quoted in any correspondence with APDL. about this program.

Customise

Customise saves the current Backup configuration in a script file which is executed each time Backup is run. It lets you customise the Backup start-up configuration to your requirements. The following settings are saved in the script file:

```
source device <pathname>
destination device <pathname> device <Floppy/Other>
backup type <Full/Incremental /Differential>
performance <Zero/Medium/High>
unstamped <ON/OFF>
verify <ON/OFF>
files to backup
files to ignore
filetypes to backup
filetypes to ignore
floppy disc size <L/D/E/F>
removable device <ON/OFF>
autorun <ON/OFF>
```

If a configuration file is loaded which contains references to objects it cannot find (e.g. directories that have been deleted) a prompt will appear asking if you wish to continue loading the file. If you choose to continue the missing object will be ignored and the rest of the file will be loaded. If you do not wish to continue the script file is abandoned and the built-in defaults are used.

Save config

Save config saves the current Backup configuration, like Customise, but in a named file. It lets you create named configuration files for different backup applications.

To re-load a configuration file, double-click on its icon in a directory display, or drag it to the Backup icon on the icon bar. The configuration settings will be loaded, and the name of the file displayed in the title bar of the backup dialogue box. The backup will not commence until you click on Start. However, if Autorun has been chosen the backup will commence immediately.

History

Choose **History** to open a window showing the history of backups made.

The date and time the backup was made is displayed, followed by the backup type, the volume name and the time the backup took. The history file also displays the pathnames for the source device, destination device and the configuration file. To start a new history file, delete the file **History** from inside the **!Backup** application. Hard Disc Companion will then create a new blank history file next time Backup is used.

Quit

Quit exits Backup. It will display a dialogue box requesting confirmation if the configuration script has been changed but not saved.

Restoring Backups

The **Restore** program restores files and directories from a backup to the hard disc. It will restore full, incremental and differential backups, re-creating full pathnames as required.

Running the Restore program

During a backup to floppies !Restore is copied onto the last floppy disc in the backup set. If you have backed up to another device, !Restore will be found in the volume directory, or in the case of removable devices, in the last volume created.

Double-click on **!Restore** to run it. The Restore program will be now be installed on the icon bar.

Clicking on the **Restore** icon on the icon bar will open a directory display similar to the normal directory display. This directory display is used in much the same way as the normal Filer directory displays. You can do the following:

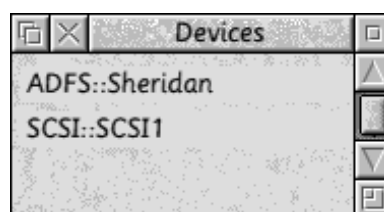
- Restore individual files/directories by dragging to your hard disc
- Select objects using the Select and Adjust buttons
- Select objects by dragging a box around them
- Restore entire selections by dragging to your hard disc
- Open directories by double-clicking
- Click Menu to display the familiar Filer menu.

Please note that you *cannot*:

- Run applications from this window
- Load files into applications from this window
- Drag files into this window Restore from multiple devices

Restore from multiple devices

If your backup contains files from more than one source device then clicking on the **Restore** icon on the icon bar will display a window similar to that shown.



This window lists the devices present in the Backup. Double-clicking on any of the device names will open the \$ directory for that device.

Restoring files

To restore a file from the Restore directory display, simply click select over it and drag it to your required destination. You can restore all files, or a range of files by making a selection and dragging the selection to the destination.

If the backup data is on floppy, you will prompted to insert the correct floppy discs where necessary.

Restore menu options

Click **Menu** inside the **Restore directory display** to open a menu similar to the standard Filer directory display menu.

Note that some options which are not relevant to Restore are omitted. The **Restore menu** can be distinguished from the **Filer menu** by the word **Restore** in the title bar.

Display, Select all, Clear selection and Open parent work in exactly the same way as the Filer menu options.

Choosing **File**, **Dir.** or **Selection** will open a submenu on which are the options **Count**, **Info** and **Find** all operate in exactly the same manner as the equivalent options on the filer menu.

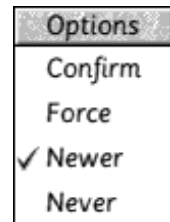
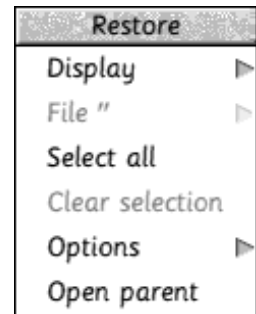
Options opens a menu of options which determine what happens when you attempt to restore files which already exist on the destination device.

If **Confirm** is selected you will be asked for confirmation before existing files are overwritten.

If **Force** is selected existing files will always be overwritten, even if they are locked.

If **Newer** is selected the file with the latest datestamp will be retained.

If **Never** is selected existing files are never overwritten.



Icon Bar Menu

Click **Menu** on the **Restore** icon on the icon bar to display the following menu:

Info

Info gives information about the version of Restore you are using. The version number displayed should be quoted in any correspondence with APDL about this program.

Save Choices

Save choices saves the current setup of Restore in a text file called **Options** within **!Restore**. The following settings are saved in the file:

```
info <large/small/full>
sort <name/type/size/date>
options <confirm/force/newer/never>
```

Quit

Quit exits Restore

Here are just a few of the other products you will be able to
download from RISCOS.com free of charge
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Other Products list last updated 29/2/26