

How To Backup Files at Home

Windows XP:

- Click Start, All Programs, Accessories, System Tools, Backup.
- This will start the Backup or Restore Wizard. Click Next.
- Leave Backup files and settings checked and click Next.
- What do you want to back up?
 - Choice 1: My documents and settings.
This option will only back up your 'Profile'
 - Choice 2: Everyone's documents and settings.
This option will only back up every 'Profile' on your computer.
 - Choice 3: All information on this computer.
This option will back up everything. Allowing you to restore the computer back to when this backup is taken.
 - Choice 4: Let me choose what to backup.
You want everything but one person's Profile choose this option.
- The first 3 will allow you to jump straight to selecting where to store the backup. We will continue with option 4.
After clicking next you will see a window with two sections to it. On the left you will see all the files on your computer in a tree format. Clicking a + will expand it out to the next branch. While clicking on a name will display everything that's immediately inside that branch on the right.
To backup files check the boxes next to any drive, folder or file that you want to backup. And click next.
- All 4 options will now be at the same point.
Select a location to save the backup to, you are best off using an external hard drive and make sure it has enough free space for all the files.
Pick a name, best practice is to put in the date and what is in it. (e.g. MyDocuments_Backup_2013-02-22) and click next.
- Now you need to select which type of backup you want to run.
 - Copy backup: A copy backup copies all selected files but does not mark each file as having been backed up (in other words, the archive attribute is not cleared). Copying is useful if you want to back up files between normal and incremental backups because copying does not affect these other backup operations.
 - Daily backup: A daily backup copies all selected files that have been modified the day the daily backup is performed. The backed-up files are not marked as having been backed up (in other words, the archive attribute is not cleared).
 - Differential backup: A differential backup copies files created or changed since the last normal or incremental backup. It does not mark files as having been backed up (in other words, the archive attribute is not cleared). If you are performing a combination of normal and differential backups, restoring files and folders requires that you have the last normal as well as the last differential backup.
 - Incremental backup: An incremental backup backs up only those files created or changed since the last normal or incremental backup. It marks files as having been backed up (in other words, the archive attribute is cleared). If you use a combination of normal and incremental backups, you will need to have the last normal backup set as well as all incremental backup sets in order to restore your data.

- Normal backup: A normal backup copies all selected files and marks each file as having been backed up (in other words, the archive attribute is cleared). With normal backups, you need only the most recent copy of the backup file or tape to restore all of the files. You usually perform a normal backup the first time you create a backup set.

Backing up your data using a combination of normal backups and incremental backups requires the least amount of storage space and is the quickest backup method. However, recovering files can be time-consuming and difficult because the backup set can be stored on several disks, tapes or locations.

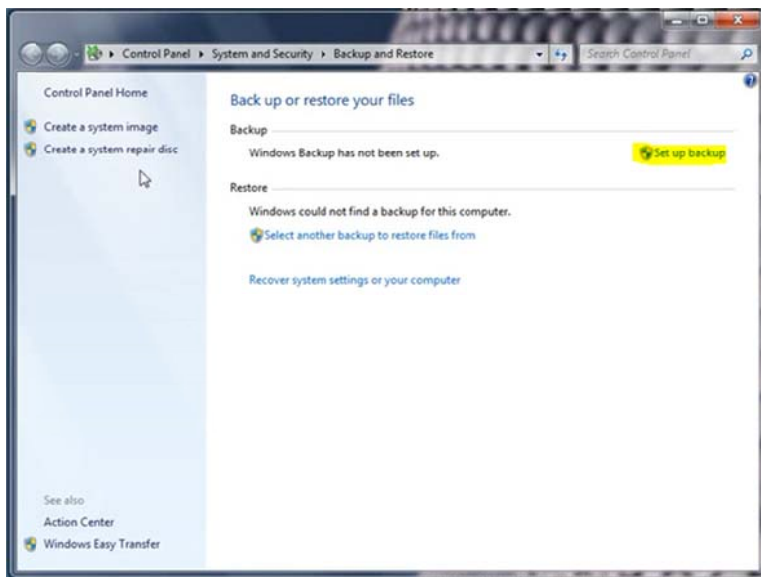
Backing up your data using a combination of normal and differential backups is more time-consuming, especially if your data changes frequently, but it is easier to restore the data because the backup set is usually stored on only a few disks, tapes or locations.

- After choosing which backup type, click next.
Check “Verify data after backup”. (ensures your backup was successful or failed)
Click next.
- Leave Append selected if you have enough storage space for multiple backups.
If you only have room for 1 backup at a time then select Replace. Click next.
- You can set this back up job to run on a schedule if you wish in this section. To do so select “Later” otherwise continue on with “Now”. Click next.
- Click Finish. Your computer will start backing up the selected files.

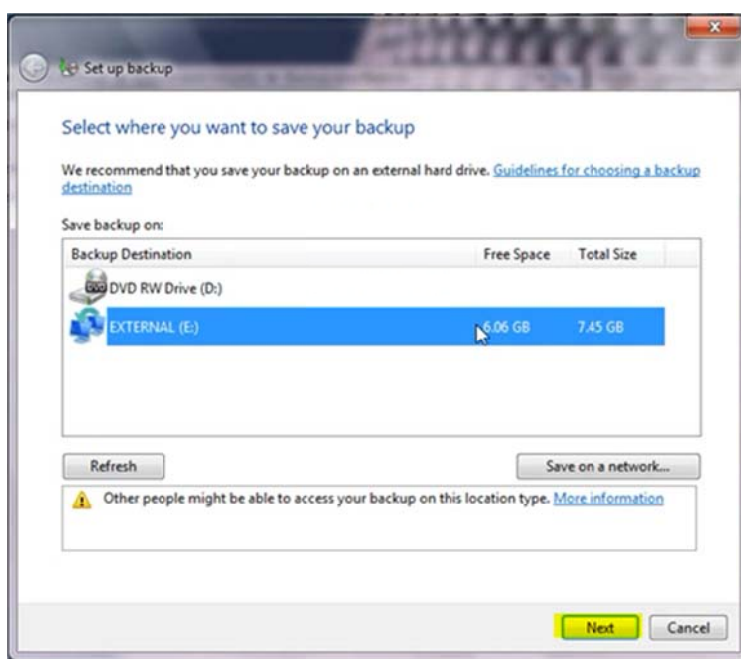
Windows 7:

You will need another hard drive (external or internal) or multiple DVDs to copy to that is larger than the data C:\. If you are unsure on the size of your C:\ then open "My Computer" and change the view to details. This will show you how much space is free and the total size of the drive. (example: 20 GB free of 100 GB, means you have to have at least 80 GB of space to back up to.)

- Click start and open your Control Panel. If you are viewing by categories then please select "Backup my Computer", otherwise select "Backup and Restore".
- Click "Set up backup".

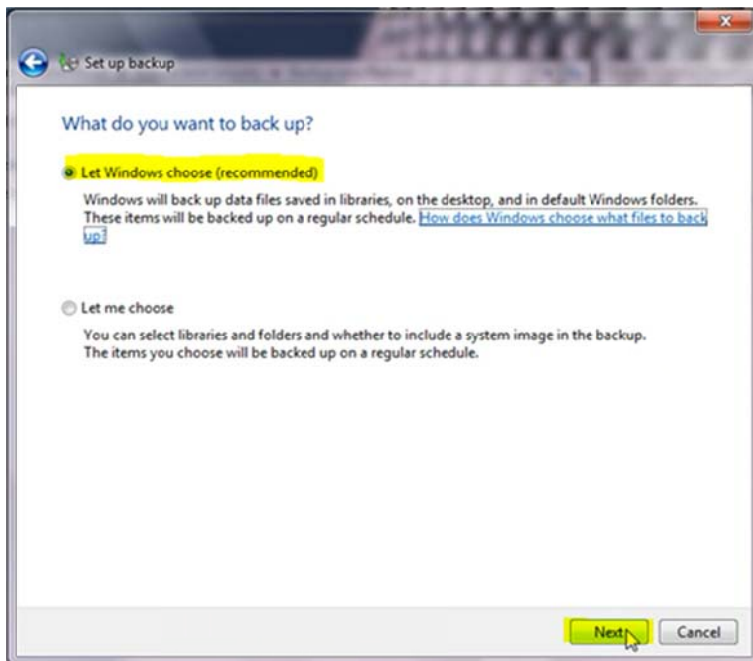


- Select where you would like to save your backup.

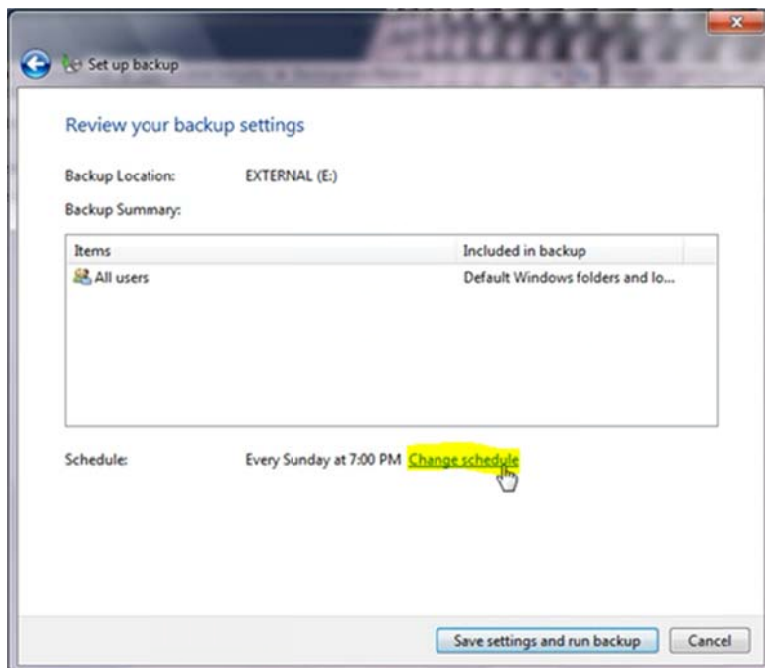


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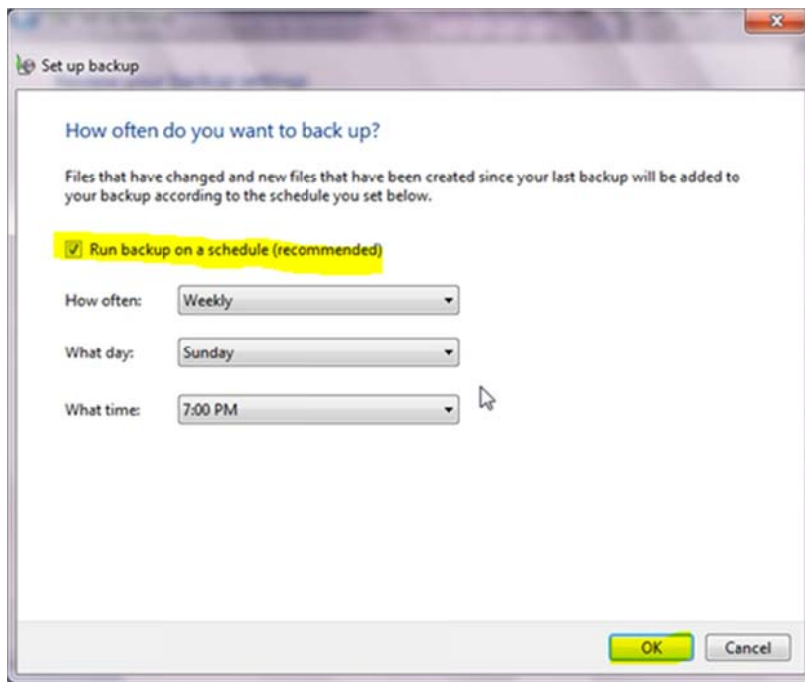
- Select “Let Windows choose” if you are unfamiliar with windows file structure. This will ensure that you make a full backup of all common file directories. Otherwise you can choose the files yourself if you only want to back up a particular file.



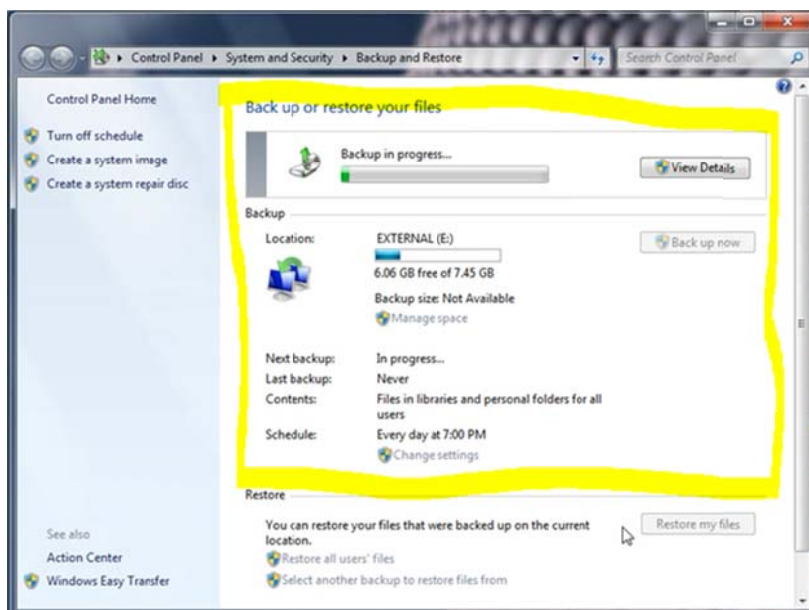
- Leaving settings as is will make the backup run once a week every week at the same time. If you wish to change this so it's a once off or even once a month, please select change schedule.



- To run the back up once only, uncheck “Run backup on a schedule”. Otherwise please make changes using the drop boxes provided. Once you are happy with your selections, click ok.



- Depending on your settings, your backup would now either be started or its waiting for the time/date you set the schedule to. You can check its progress through Backup and Restore. Be warned though that during the backup you may find your computer to be slow, this is normal and will return to normal after the backup has completed.



If you have any problems feel free to contact us at support@universal-it.com.au to organise a support ticket.