

Using the Windows XP Backup Wizard

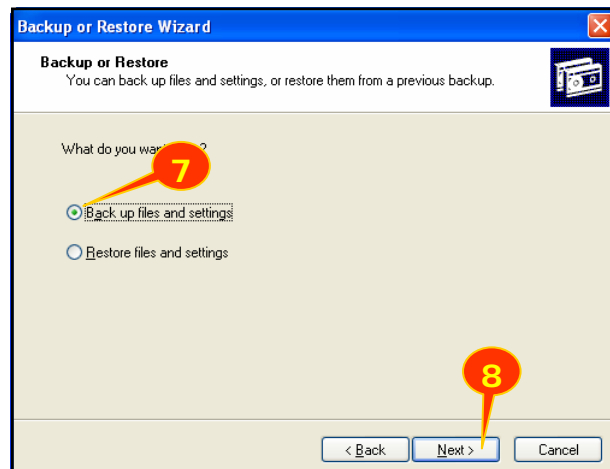
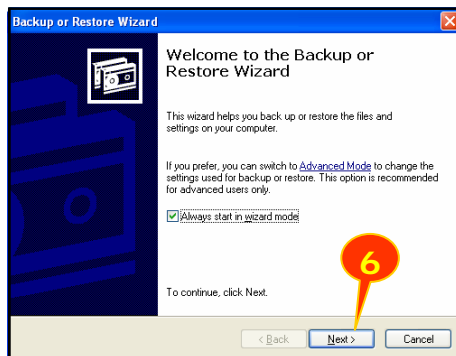
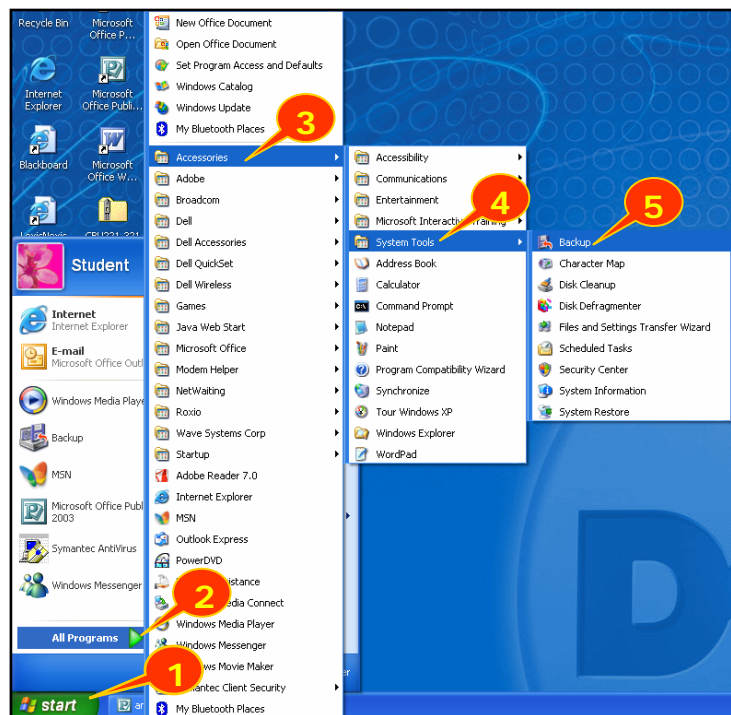
Introduction

A computer crash, hard drive failure or a virus can wipe out everything on your computer. Therefore, it is critical to backup your system so that you can restore your files if any disaster occurs.

You should back up regularly and back up often (at least once a week).

Open the Backup Wizard

1. Open the **Start** menu.
2. Select **All Programs**.
3. Point to **Accessories**.
4. Slide right and down to select **System Tools**.
5. Slide right to select **Backup**.
6. The **Backup and Restore Wizard** opens.
Click the **Next** button to get started.
7. Choose **Back up files and settings**.
8. Click the **Next** button.



Decide What to Backup

Organizing your files in a logical manner is essential to backing up your documents. All files must be stored in easy-to-find locations. Windows XP makes this easy with the default **My Documents folder**.

1. Decide **What to Back Up**:

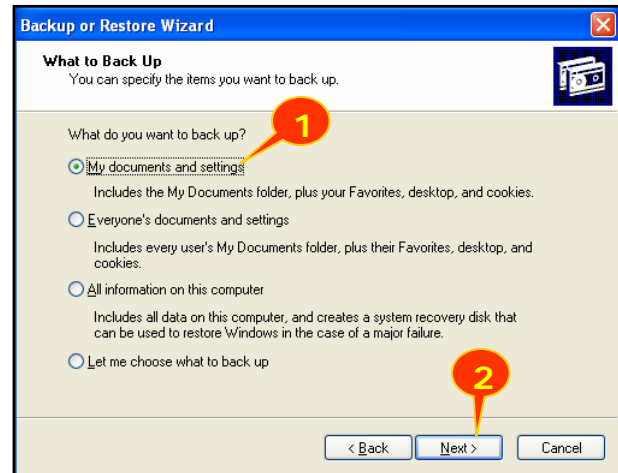
a) **My documents and settings** is usually the better choice because it will preserve your document files that are in the **My Documents** folder and the personal settings stored in the Windows registry.

b) Select **Everyone's documents and settings** if someone else shares your computer, and you want to backup their files.

c) Ordinarily you do not need to choose **All information on this computer**.

A backup of all computer information could add up to many gigabytes, and it is usually unnecessary, if not impractical. You should not choose this option if you do not have a large-capacity removable drive such as a Zip drive or if you have the disks the programs came on. Participants in the notebook program do not need to choose this option because the IT Department maintains an image of the notebook hard drive.

d) **Let me choose what to back up** allows you to select document files stored outside of your profile (My documents and settings folder) or if you have files that you don't want to back up. Browse the **My Computer** hierarchy to select files or folders for backup. If you have files stored on a Network that you would like to select, open the **My Network Places** folder.



2. Click the **Next** button.

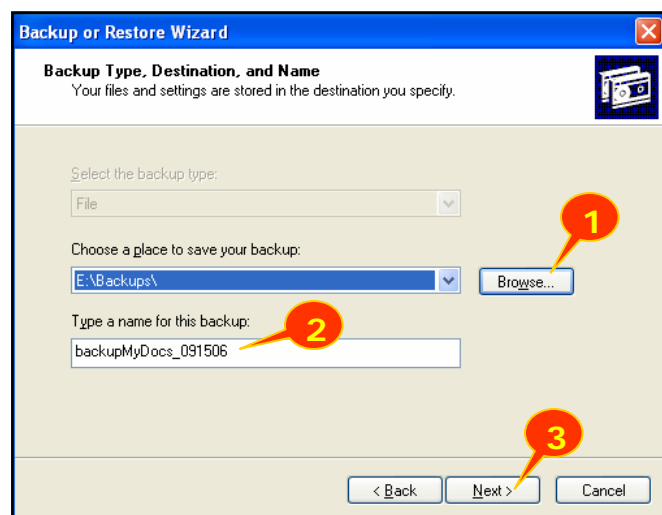
Choose Your Backup Destination

1. Choose a place to save your backup. Click the **Browse** button and choose a zip drive, USB flash memory, external hard drive, a shared network drive, or you may save the backup as a file on your laptop and later write it to a CD.



If you do save to your laptop, save it to the Desktop and then immediately write the backup file to CD or DVD. Instructions on page 5.

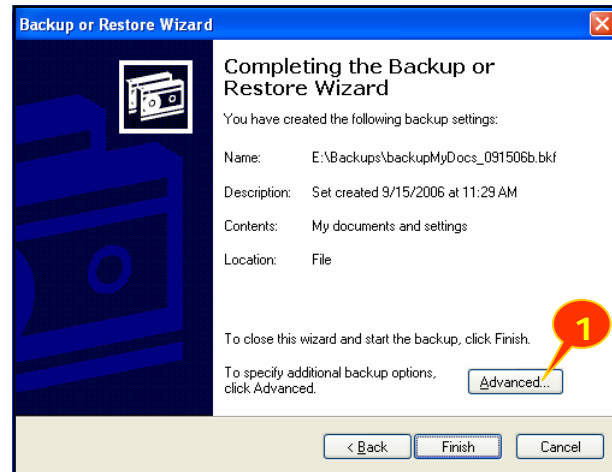
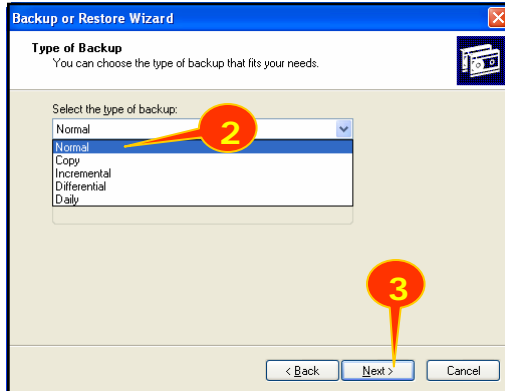
2. Enter a **Name** for your file.
3. Click the **Next** button.



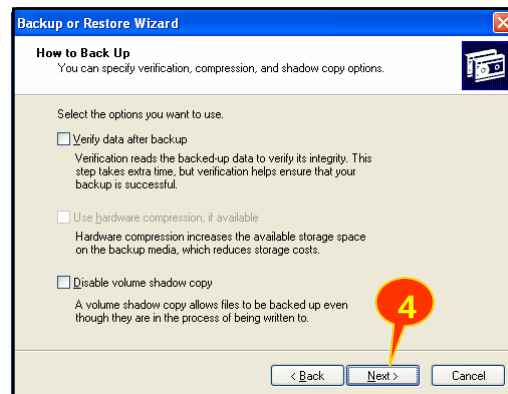
Completing the Backup Wizard

You may define the type and method of backup, whether to append or overwrite a previous backup, or schedule automatic future backups.

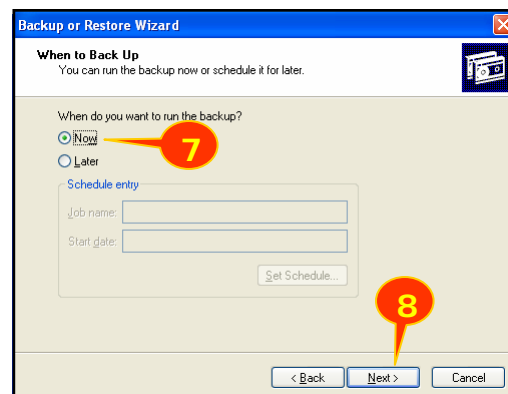
1. Click the **Advanced** button.
2. Select the **Type of Backup**. **Normal** is the default and the most inclusive.
3. Click the **Next** button.



4. You may select **How to Backup**. The options to verify data, or to allow backups of open files will take more time. **You do not have to make a selection.** Click the **Next** button.
5. If you use the same filename and path to your backup file and you may select the **Append this backup to the existing backups** or to **Replace the existing backups** option.
6. Click the **Next** button.



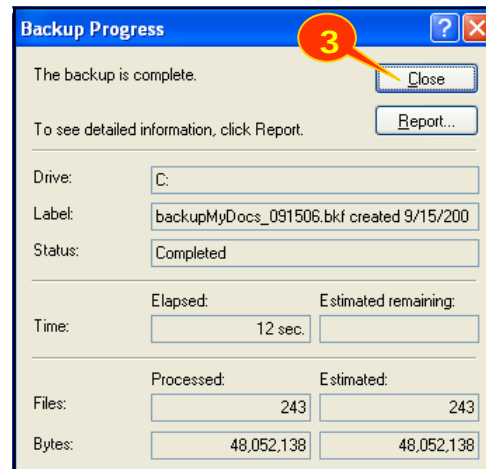
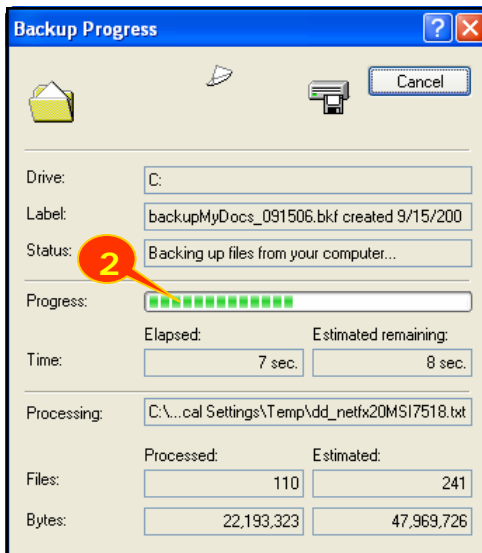
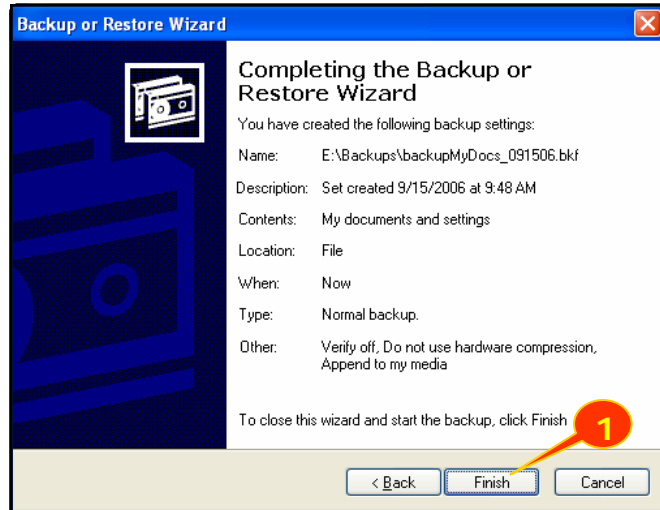
7. Select **Now** to run the backup immediately or **Later** to schedule automatic backups.
8. Click the **Next** button.



Completing the Backup Wizard (*continued*)

All of the options that you have selected will display on the final **Completing the Backup or Restore Wizard** page.

1. Click the **Finish** button to start the backup.
2. The **Backup Progress** window opens.
3. Click the **Close** button when the backup is complete.



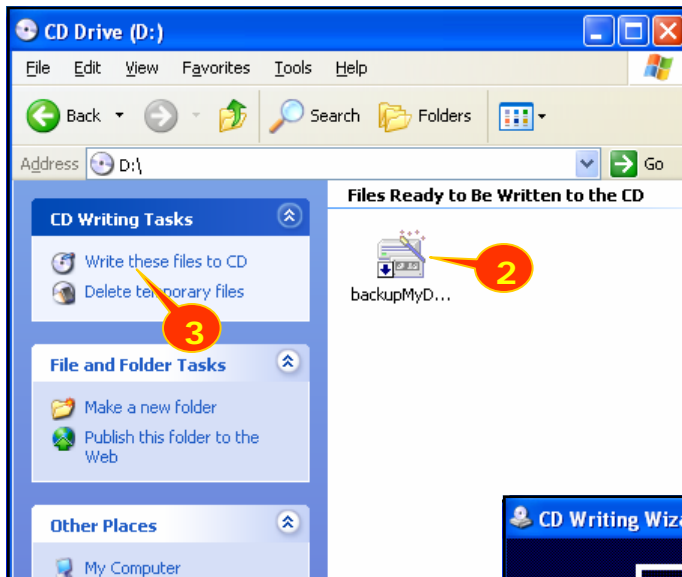
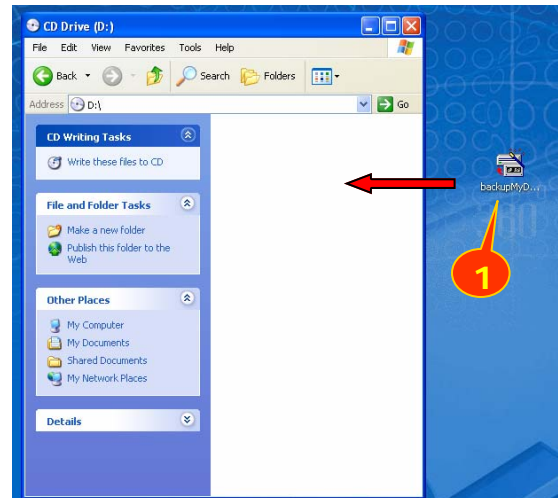
For information on scheduling your backup please see the Microsoft site:

<http://www.microsoft.com/windowsxp/using/setup/maintain/backupfiles.msp>

Copy Your Backup to a CD or DVD

You may use the Windows XP **CD Writing Utility** to transfer a backup that was saved to the laptop. Insert a blank **CD-R** or **DVD-R** and open **My Computer** or **Windows Explorer** and select the disk drive letter for your system.

1. Find your backup and drag it into the window displaying the contents of your **CD/DVD** drive.
2. You will see the message, **Files Ready to Be Written**.
3. Select the option **Write these files to CD**.
4. By default Windows will name the CD using the current date. You may accept or change the name.
5. Click the **Next** button.



Clearly label your CD or DVD and store it in a safe place.

