Computer Backup Issues
For Windows 8

Backup

- **Basic information backup**
  - **Copy your personal information from the hard drive to another media / location**
    - **CD (700 MB)**
    - **DVD (4.7 GB)**
    - **Flash drive (16 GB ± $10)**
    - **External hard drive (500 GB ± $55)**
    - **Second internal hard drive (500 GB ± $60)**
    - **In the clouds (to a web site)**

BACKUP

- **Using a CD or DVD**
  - **Decide what files and folders you want to back up**
  -
  - **Check the total file size of the information selected to determine if you need a CD or DVD**
    - **On the menu bar, click Share**
      - **Click Burn to disc**
        - **Place a disc in the drive and wait for the next box to appear (don't insert a disc until prompted)**
          - **Give the disc a title (16 characters max)**
          - **Select With a CD/DVD player**
          - **Click Next**

BACKUP

➢ **The program will copy what you have selected to a special folder used for creating the disc**

➢ **A small rectangular box should appear in the bottom right corner of the window to let you know you have files waiting to be burned to disc - click in the box (called a balloon)**

➢ **The program should take you to the CD/DVD drive and show you the files ready to be written to the disc**

➢ **If that doesn't happen, click on the CD/DVD drive**

 ➢ **On the menu bar, click Manage, select Finish burning and follow the instructions**

BACKUP

- **Using a USB flash drive**
  - **Insert the flash drive in any USB port**
  - **Decide what files and folders you want to back up**
    - **Use the right mouse button to drag the files and folders to the USB flash drive**
    - **Release the right mouse button and select Copy here**
- **Using an external or second internal hard drive**
  - **Use the same drop-and-drop procedures that you would use with a USB flash drive**
- **Cloud storage - establish an account and follow the procedures listed on the site**

BACKUP

- Use the backup program that is part of the operating system - for personal information
  - Go to the Control Panel and select System and Security
    - Under File History, select Save backup copies of your files with File History
      - You need to use a USB flash drive or external hard drive to save your backup
      - Select the device/drive you want to use
      - Click Advanced settings
        - Chose how often you want to save files and how long you want to keep saved version
        - Click the Save changes button

BACKUP

➢ **Click the Turn on button if available**

➢ **Click Run now**

➢ **The device you are using for the backup must be attached at the time the program is scheduled to run - however, remove the device when not using the computer**

➢ **To restore files**

➢ **Go to the Control Panel, and select System and Security**

  ➢ **Under File History, select Restore your files with File History**

    ➢ **Click to highlight what you want to restore, then click the green (Restore to original location.) button**

BACKUP

- Use the backup/restore options that are part of the operating system - for operating system backup and recovery
  - Display the charms bar, click PC Settings and select Change PC settings
    - Under PC settings, click General and then scroll to the bottom of the right panel to see the options
      - Refresh your PC without affecting your files
        - This option will remove some applications
      - Remove everything and reinstall Windows
      - Advanced startup
        - Start the computer from a USB flash drive or DVD
        - Reinstall Windows from a system image

BACKUP

- **One of the first things you need to do after you get a new computer running is create a set of recovery discs**
  - **On the start screen, type recover**
    - **In the right panel, click Apps and select Recovery Media Creator (wording will vary based on brand)**
      - **Use this program to create DVDs that you can use to reinstall the operating system to the factory configuration**
        - **Usually requires three DVDs**
        - **Will take about one hour**
  - **Also create (if this option is available)**
    - **A drivers and applications disc**
    - **A system repair disc**

BACKUP

- **Cloud storage**
  - **Apple iCloud - 5 GB, sync**
  - **Box - 10 GB, sync, sharing, collaboration**
  - **Dropbox - 2 GB, sync, sharing**
  - **Google Drive - 15 GB shared with other Google programs, sync, collaboration**
  - **Microsoft SkyDrive - 7 GB, sharing, collaboration**
  - **SugarSync - 5 GB, sync**
- **Backup Programs**
  - **Acronis TrueImage 2014 - $49.99**
  - **Carbonite - $49.95**
  - **ShadowCopy Desktop 5 - $89.95**