

Computer Backup Issues

For Windows 7

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 or folders you want to back up
- Check the size to determine if you need a CD or DVD
- Highlight the files or folder(s)
 - Click Burn
 - 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, then click Next
 - The program will copy what you have selected to a special folder used for creating the disc

BACKUP

- 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
 - Click Burn to disc and follow the instructions

BACKUP

- **Using a USB flash drive**
 - Insert the flash drive in any USB port
 - Decide what files or folders you want to back up
 - Use the right mouse button to drag the files or 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 Backup and Restore select Back up your computer
 - If you have never used this program, click Set up backup
 - You need to use a USB flash drive or external hard drive to save your backup - select the device and click Next
 - When the program asks what you want to back up, select Let me choose, then click Next

BACKUP

- Find your personal folder
- Under your personal folder select the folders that contain information you want the program to back up, then click Next
- To the right of Schedule, click Change schedule and tell the program when you want to back up - choose a time when you normally have the computer on, then click OK
- Click Save settings and run backup

BACKUP

- **Use the backup program that is part of the operating system - for a system image**
- **Go to the Control Panel and select System and Security**
 - Under Backup and Restore select Create a system image
 - When the program asks where to save the backup
 - Use an external hard drive
 - Click the Next button and follow the directions

BACKUP

- One of the first things you need to do after you get a new computer running
 - Create a factory default disc
 - Look for a computer brand name folder on the all programs menu
 - Usually requires three DVDs
 - Will take about one hour
 - Also create
 - A drivers and applications disc
 - A system repair disc