Basic Backups

A Simple Approach to Backing-up Your Computer

The Parts

- Overview
- The tricky questions for you to answer
- Suggested Approach
- Windows XP Built-in Backup
- Windows Vista Built-in Backup
- Notes on Flash Drives
- Where some of you data is stored

What is a Backup and Why Backups

- In the computer industry, a Backup is usually considered to be a single compressed file that contains many files and folders.
- In a home computer it could be :
  - A compressed file containing may files and folders
  - An identical copy of individual files or folders
- People make backups or copies to protect their information from loss or corruption
  - Your computer might die
  - Your hard disk drive (HDD) might crash
  - Your files might become corrupt or accidentally erased

Backup Basics

Two Kinds of Backup

1. Data backup (compressed or simple copy)
2. Complete System backup - includes EVERYTHING - Your data, email photos, music and your programs and settings - often referred to as a drive IMAGE

- Data Backup
  - With the compressed backup approach you will need the same backup program to recover your data
  - With the simple copy approach you do not need any special backup program to recover your data

- System Backup
  - Making a system backup (and recovering your system from the backup) is more complicated

The Big Backup Questions

1. What files to backup?
2. Where to save the backups?
3. How to backup up - manually or automatically?
4. How frequently to make backups?
5. How easily can you get it all back when you need to?
6. How many backups should you make?
7. Where will you keep them after they are made?
8. How much will it all cost?
9. How difficult will it be to return your computer to a working state after a disk crash?
   (With all your programs, data and email working)

What to backup

A. Only ***your*** data (the files you have created or downloaded from the web or your camera or...) Letters, reports, photographs, financial records, Ancestry records, music AND-

- Your sent and received email messages
- Your email address book
- Your Bookmarks / Favorites
- Your email program settings
- Your web site IDs and log in passwords

B. Your Windows Vista/XP and all your data, programs(MS Microsoft Office, Adobe/photoshop, Antivirus, Antispyware, Firefox, Picasa, Google Earth, Printer and Scanner settings..

Where to back it up

- Memory stick / Flash drive / Thumb drive
- External Hard disk drive
- A second internal hard disk drive (in a desktop system)
- CD-ROM or DVD
- At a remote server for example Carbonite or Mozy (There is frequently some space available free - for more space there will be a monthly or yearly charge)

As a MINIMUM - anything that is not Replaceable

- Your financial data - tax records
- Family photos
- Business records
- Critical email messages

Then
Anything that will be difficult or expensive to replace.

1. .
2. .
3. .

Side-bar - XP and Vista built in backups

- Windows XP has a built-in data+ backup program
  - XP pro already installed
  - XP Home has to be installed from Windows CD-ROM
- Windows Vista has a built-in data and complete system backup
- **Gotcha!** Capability to backup and entire hard drive is NOT available in Home Basic or Home Premium versions of Vista but IS available in Business, Ultimate and Enterprise editions
- Scheduling automatic backups is NOT available in Home Basic

One Possible Approach

- In big business full and incremental backups - save space and avoid multiple copies of files that do not change
- For home backups you can simplify matters by dividing your data into two categories:
    A. Large Files that do not change often, for example photos and purchased music
    B. Files or folders that probably change on a daily or weekly basis
- For group A - make 1 or 2 copies to CD-ROM or DVD
- For group B - make copies to Flash memory or external hard disk drive on a daily or weekly basis
- For simpliciy just backup ALL of group B every time
- Keep two or three consequtive backups and delete very old backups

How to perfrom the backup

- The simplest is to perform a manual backup (copy) to a Flash drive or external Hard disk drive (If you know where in the file system your data is stored)
- Some external HDD are sold WITH a backup program already installed on the hard drive. Ex MAXTOR OneTouch
- Some backup programs need you to to tell them where the folders and files are, that you want backed up (this is tricky for some email programs, IE Favorites and Firefox Bookmarks)
- Some backup programs just KNOW where everything is - all you have to do is check-off the program that created the data

If you use the manual backup approach

Be advised that the folder My Documents does NOT contain all you personal data, for example:

- Internet Explorer Favorites and Firefox Bookmarks
  - Also, your home page, or changes you've made to toolbars, browsing history, and text you've entered into forms like search fields, passwords
  - Also see Profiles for Firefox http://support.mozilla.com/en-US/kb/Profiles
- Address book and email messages (in Outlook Express or Outlook)
- Email setup information (incoming/outgoing server name)
- .
- .
-

Whatever backup method you use

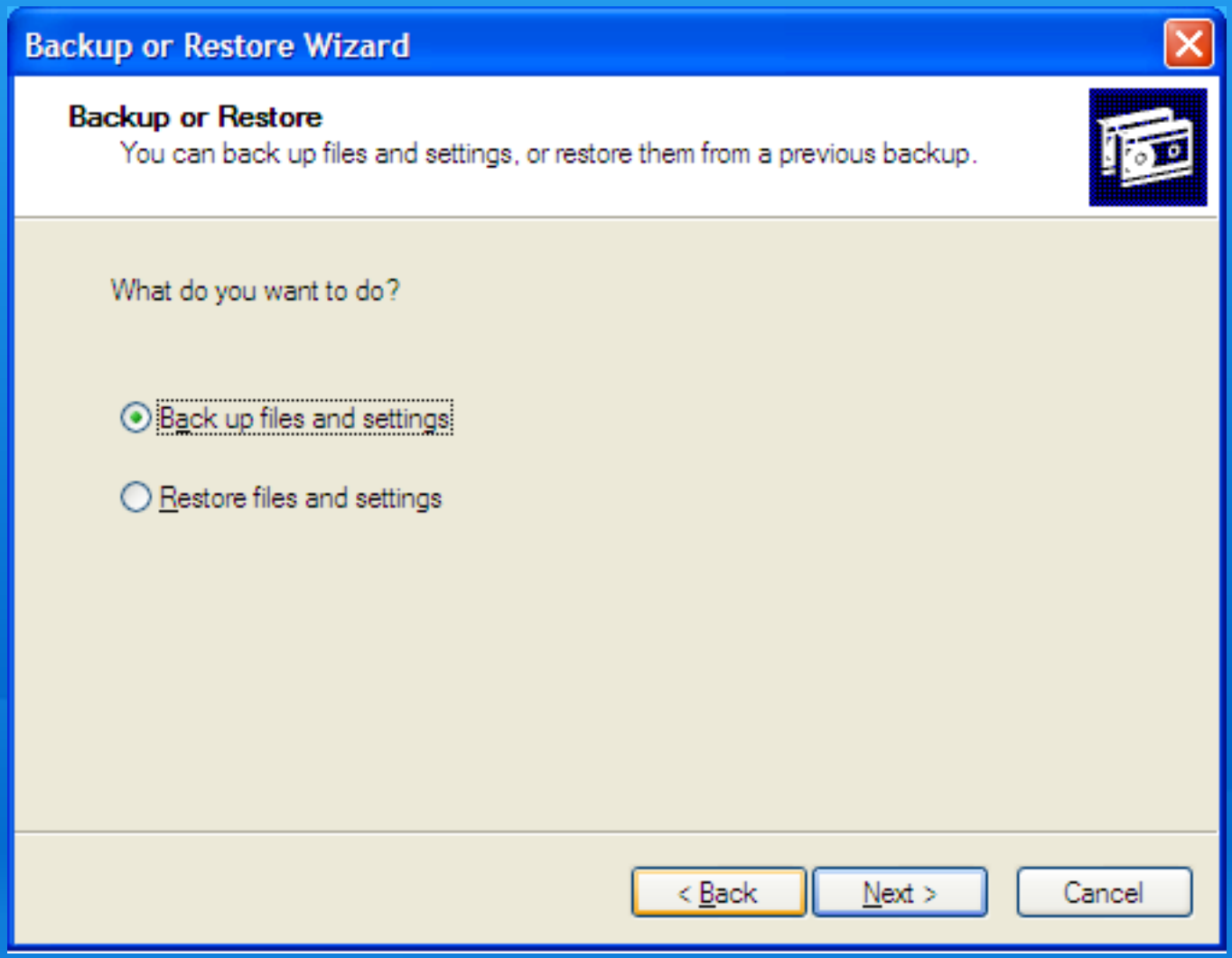
Check that you CAN recover your data files in the event of data loss (disk crash/computer dies/file corruption)

Do this by TESTING you backups - try to retrieve a file

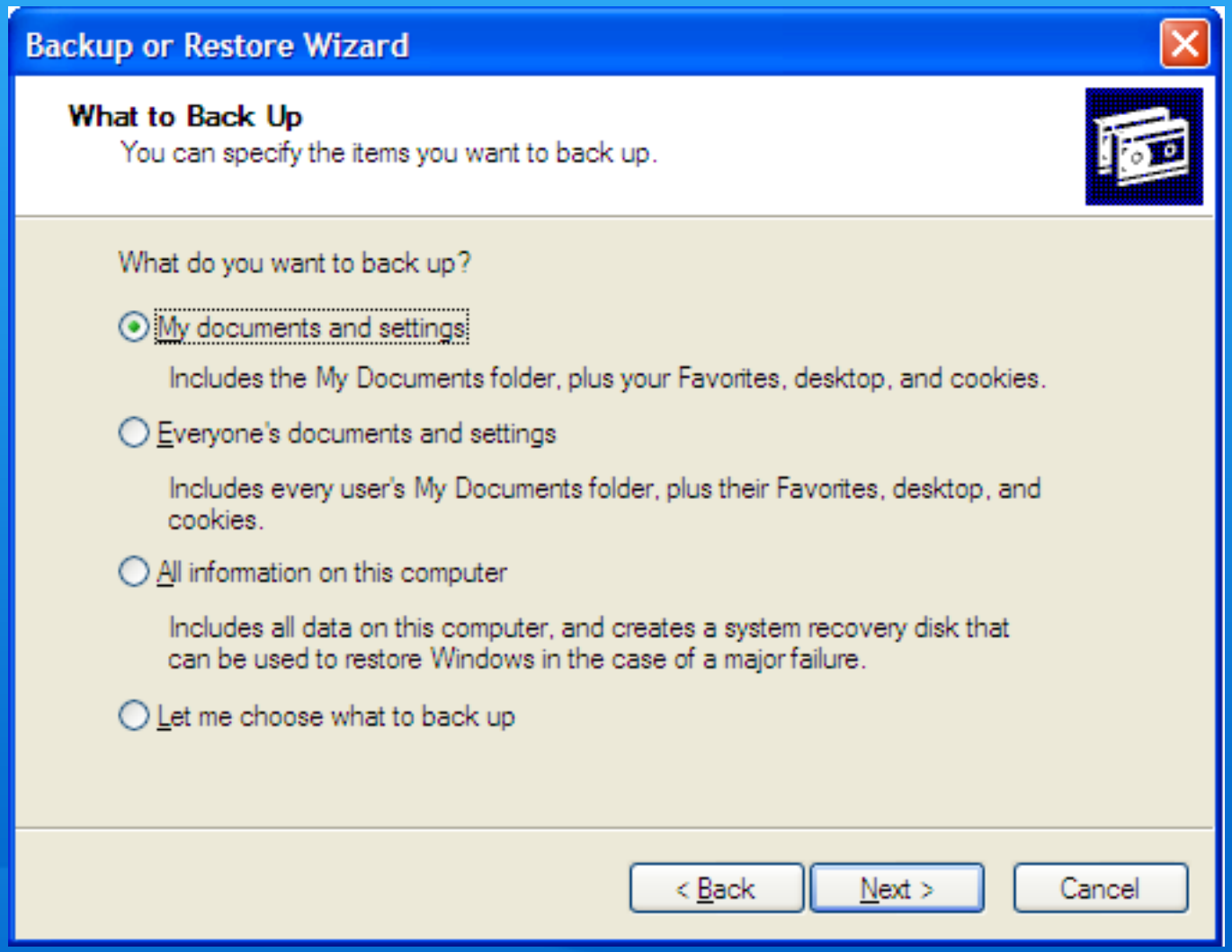
Otherwise you risk sailing on briskly only to find that your "backups" are of no use to you at all ! (I DOES HAPPEN!)

XP Built-in Backup Program - 1

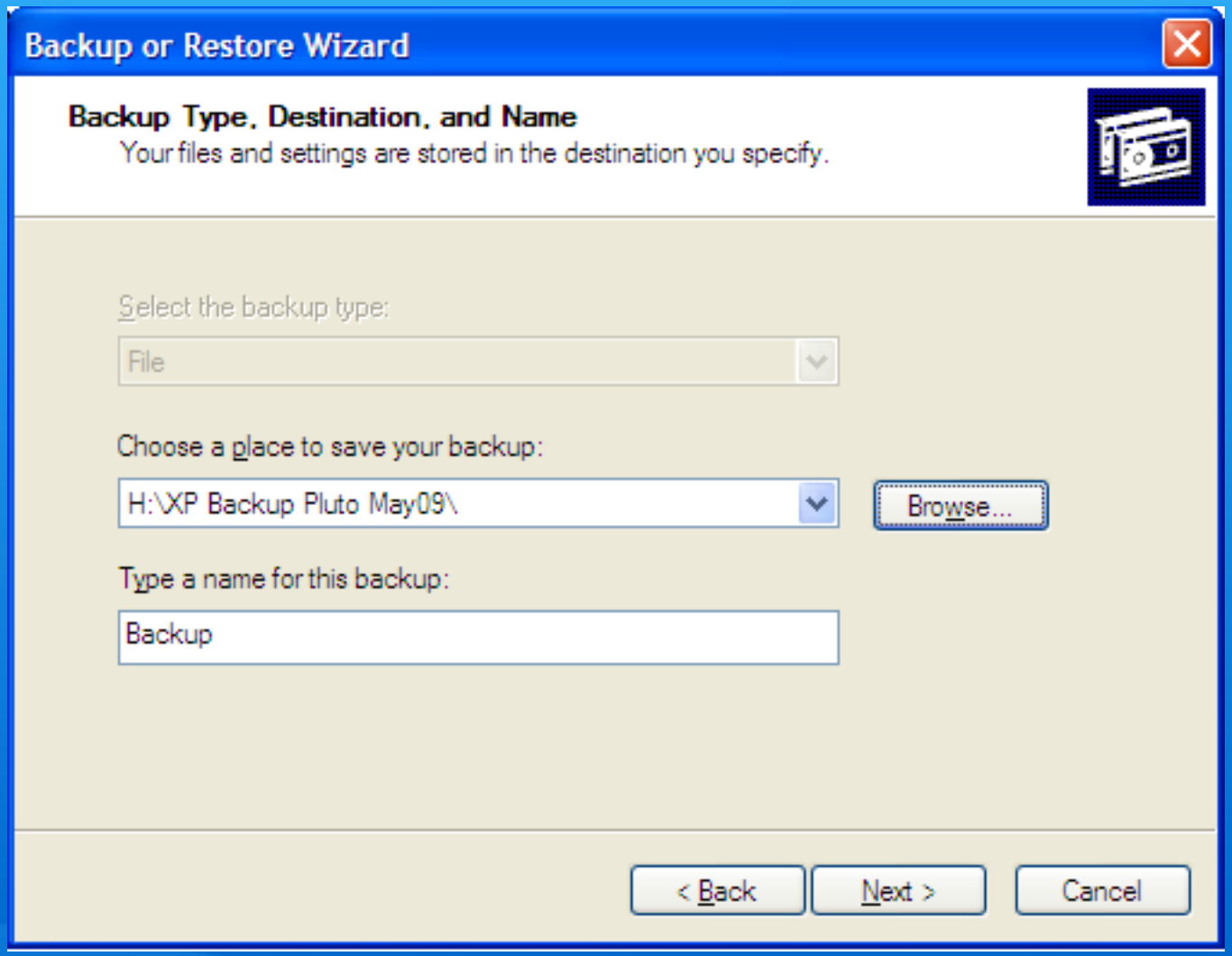
To start the program go
Accessories -> System Tools -> Backup



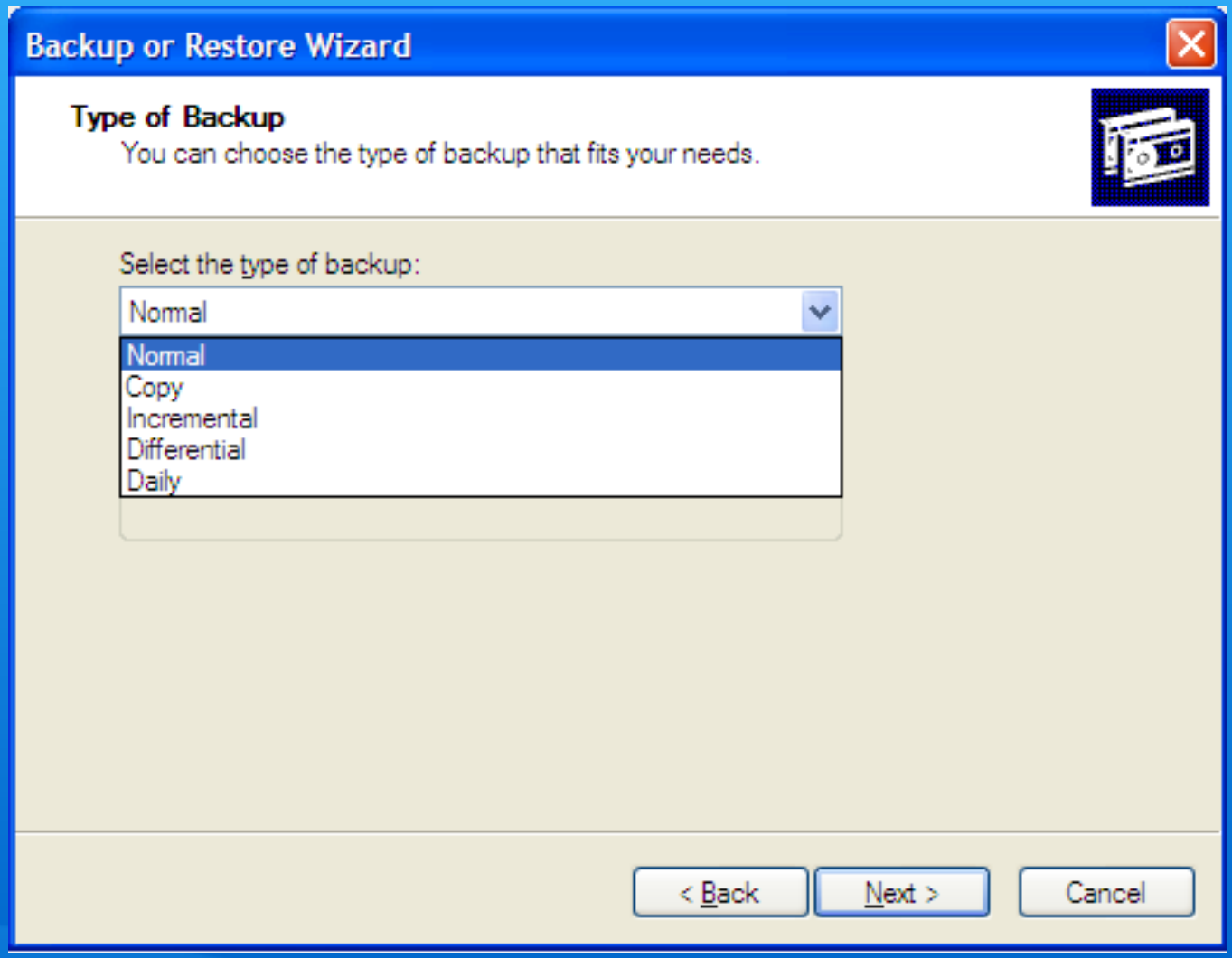
XP Built-in Backup Program -2



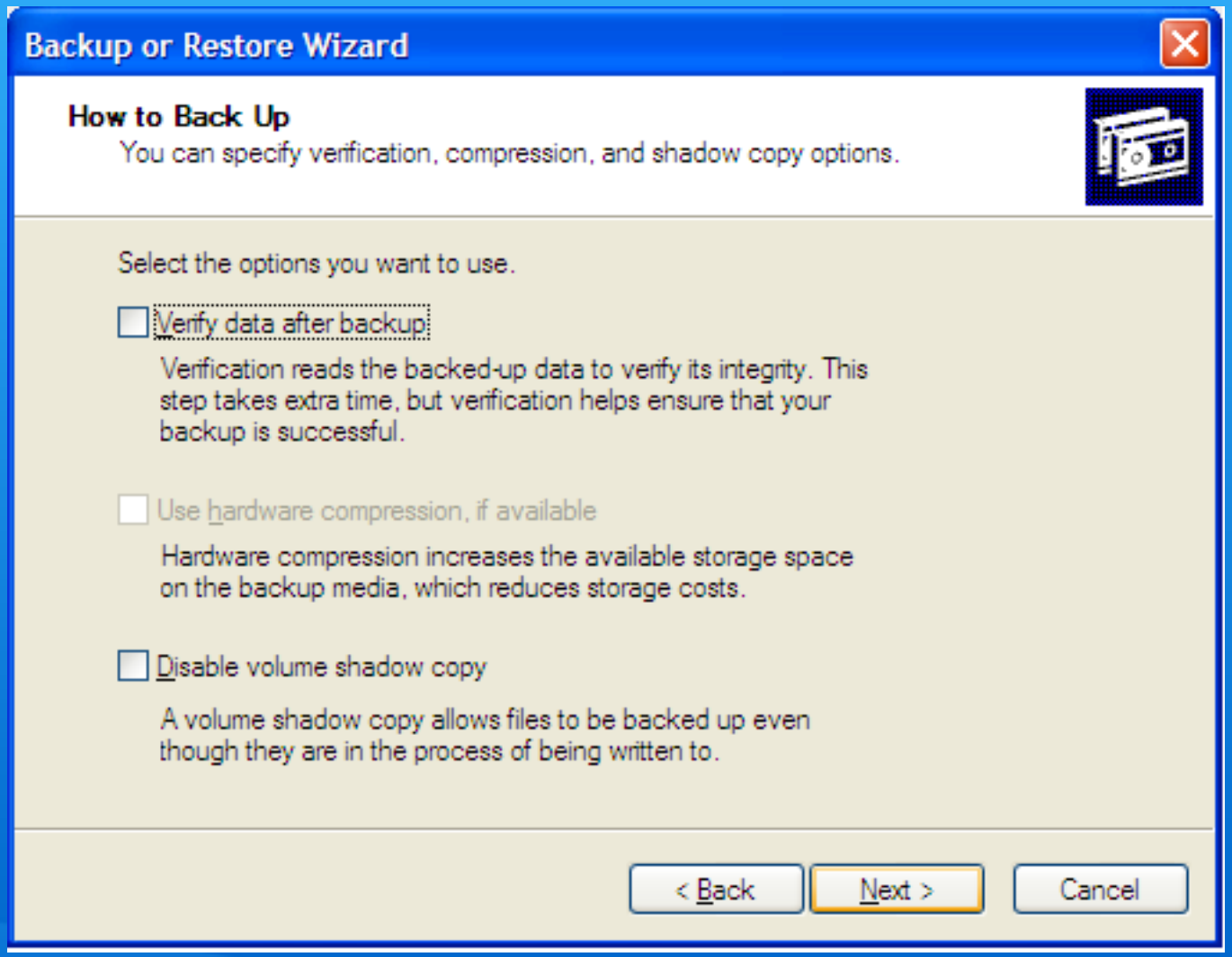
XP Built-in Backup Program -3



XP Built-in Backup Program - 4

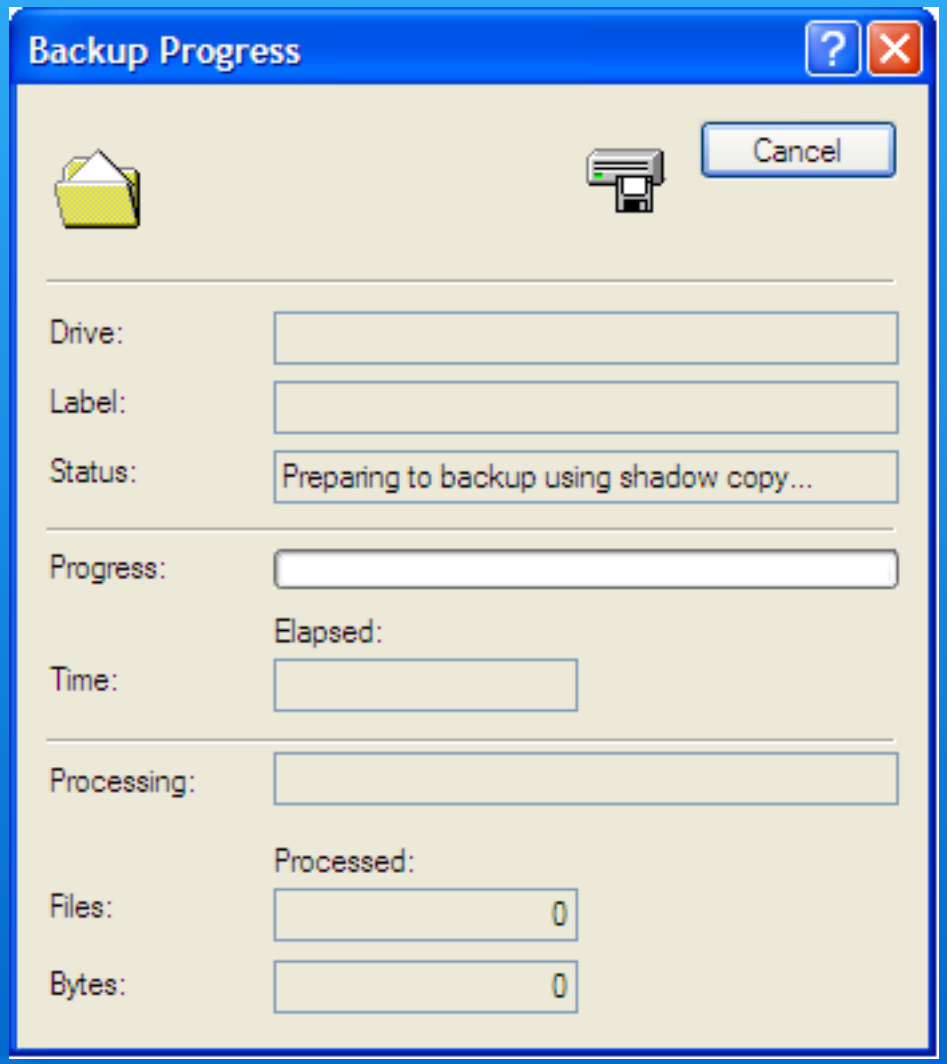


XP Built-in Backup Program -5

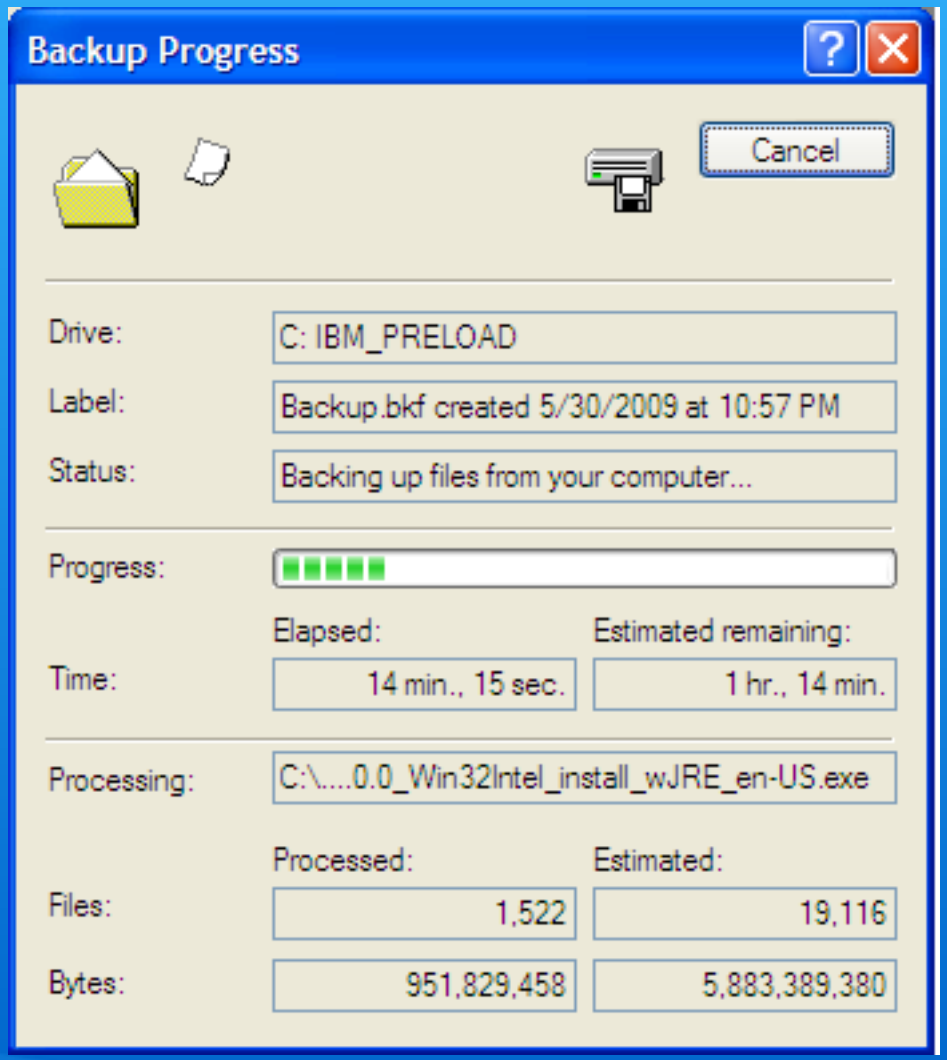


XP Built-in Backup Program -6

XP Built-in Backup Program -7



XP Built-in Backup Program -7



Find Help on the web

Using Windows XP > Computer Setup and Maintenance

Windows XP Backup Made Easy

Published: July 14, 2003
By Ed Bott, Microsoft Press Author and Expert Zone Community Columnist

Editor's Note: Past articles by members of the online community are archived for your use. outdated as technology changes. For the most current information, please search the Web newsgroups.

Most people think about backing up data about 10 minutes after realize that you really need a good backup program *after* your h decides to clear out some of your files to make room for new mu yourself up for a data disaster. Are you prepared to lose your e- messages)? What would you do if your entire collection of digita a puff of electrons? Do you have backup copies of your electroni correspondence?

Fortunately, backing up your essential files is neither difficult nor process can take as little as 10 minutes a week, and you can let

Get Started

Before you can even think about creating a backup, you have to get your files in order.

http://www.microsoft.com/windowsxp/using/setup/learnmore/bott_03july14.mspx
Or just ask Google to find it for you. Give Google this:
"Using Windows XP Backup program Microsoft.com" - do not include the quotation marks

Vista Backup and Restore Center

The built-backup program in Vista is one of four parts:

1. File Backup and Restore
2. Windows Complete PC Backup and Restore
3. System Restore
4. Shadow Copy

This presentation only reviews parts 1, and 2

Part 3, System Restore is more comprehensive than the version in Windows XP System Restore lets you take your System files back in time (drivers/programs)

Part 4, Shadow copy is vailable in the Ultimate, Business, and Enterprise editions of Windows Vista, this feature automatically creates point-in-time copies of files as you work, so you can quickly and easily retrieve versions of a document you may have accidentally deleted. Shadow Copy lets take your data files back in time.

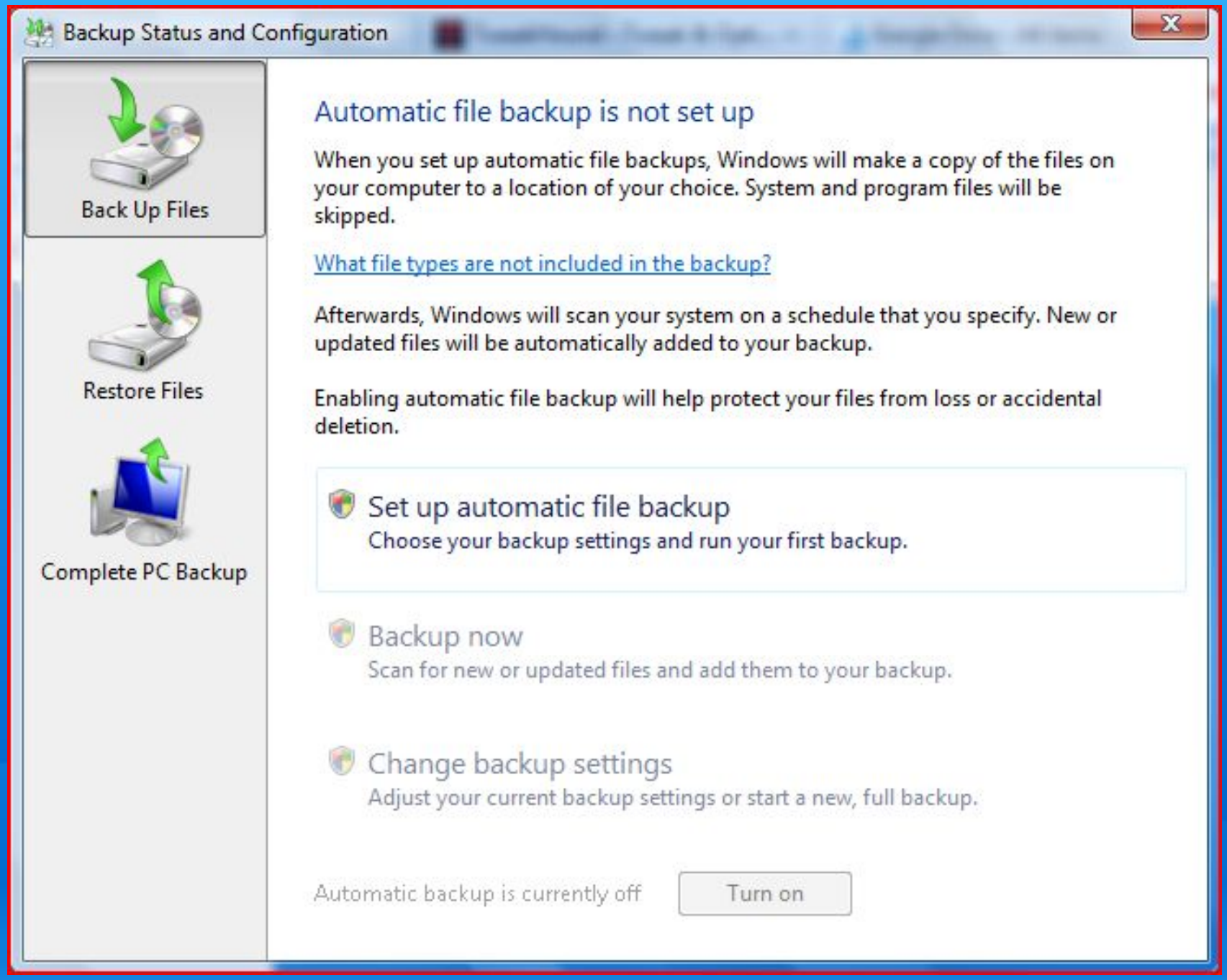
Vista Backup Program - 1

Simplifies how you specify what you want to backup - you mearly have to tell the backup program the type of programs that you want the data backed up for example:

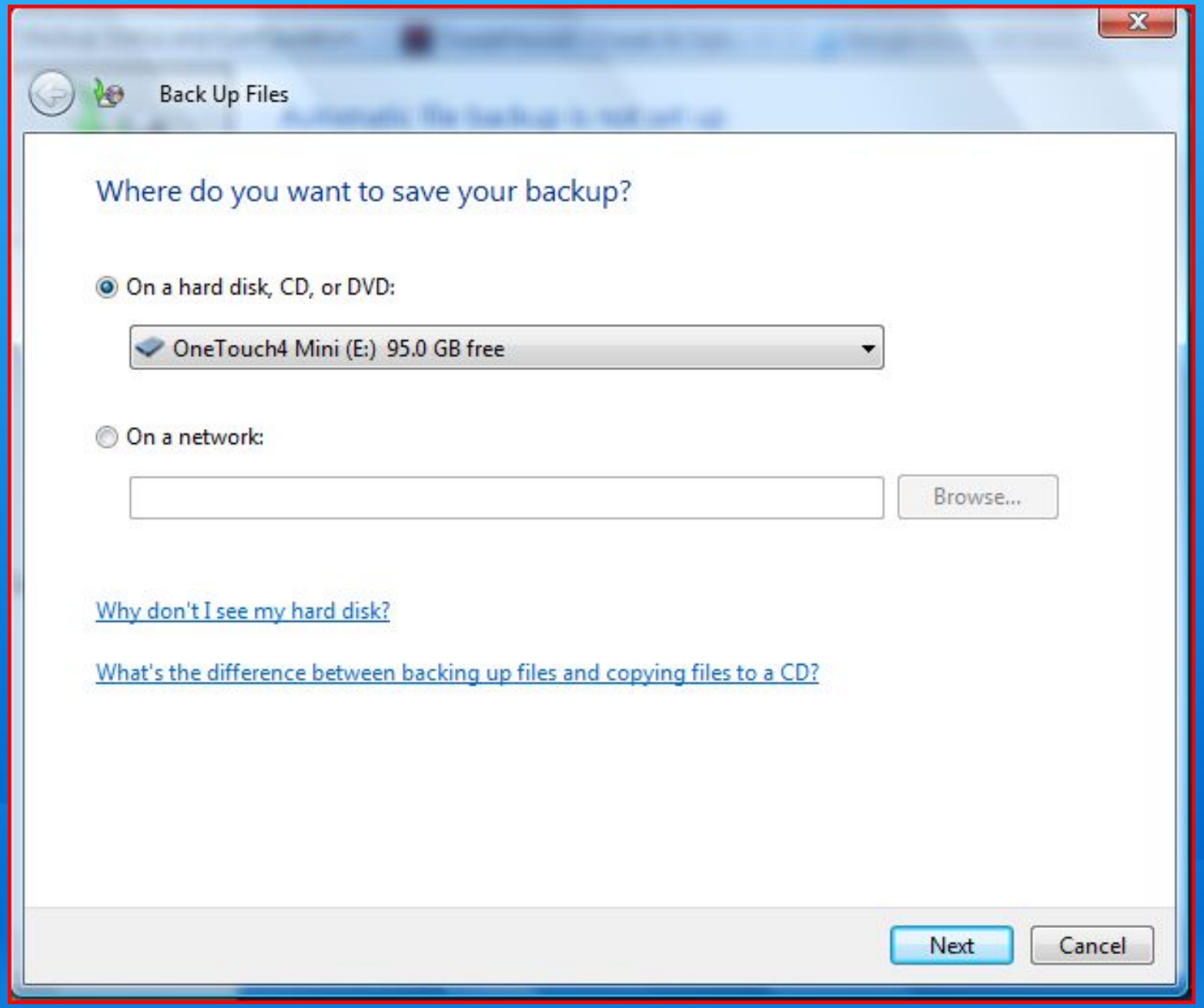
- email
- documents
- photographs
- music

You don't need to tell the backup program exactly where that data is kept - also saves for all accounts on the system

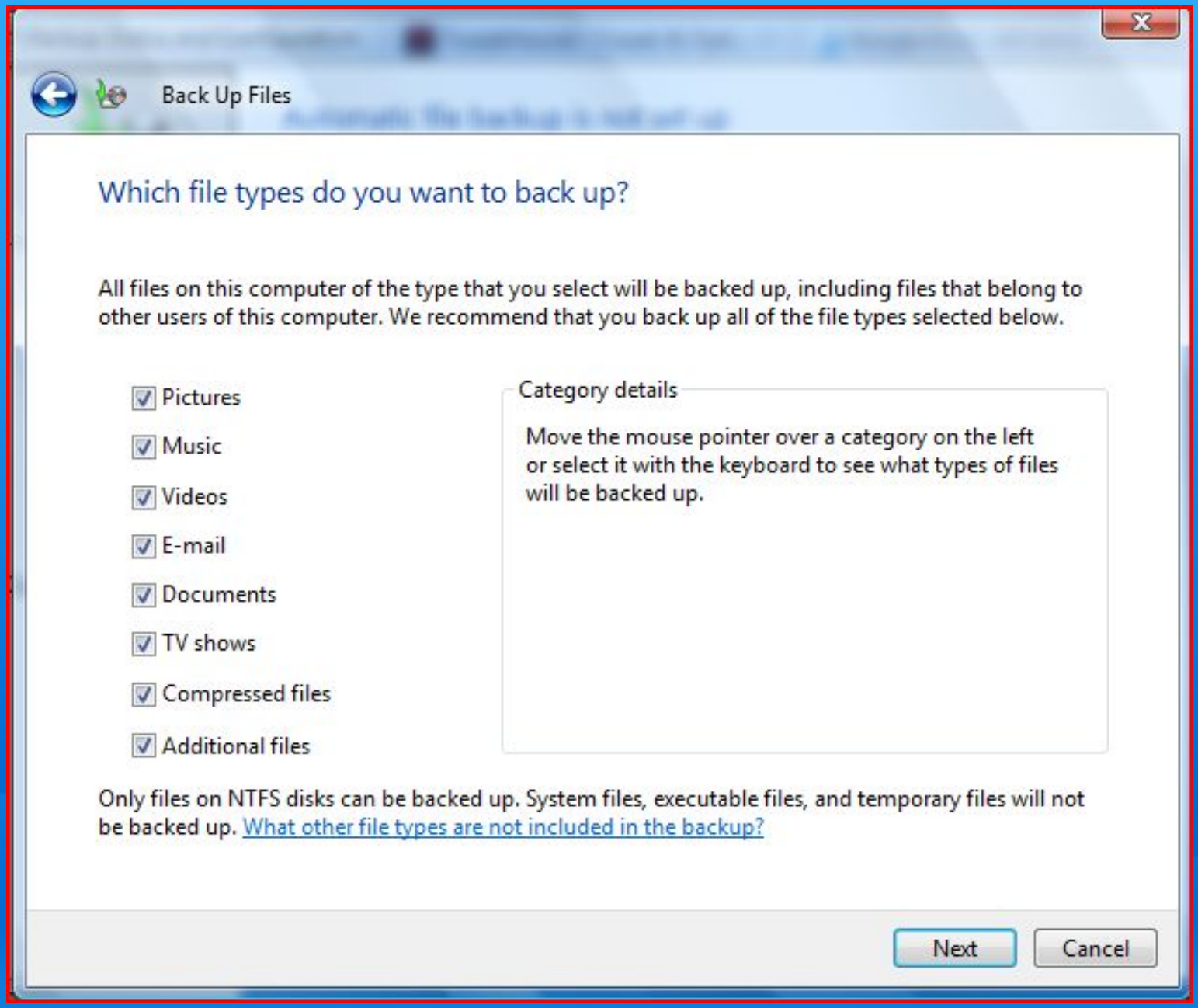
Vista Backup Program - 2



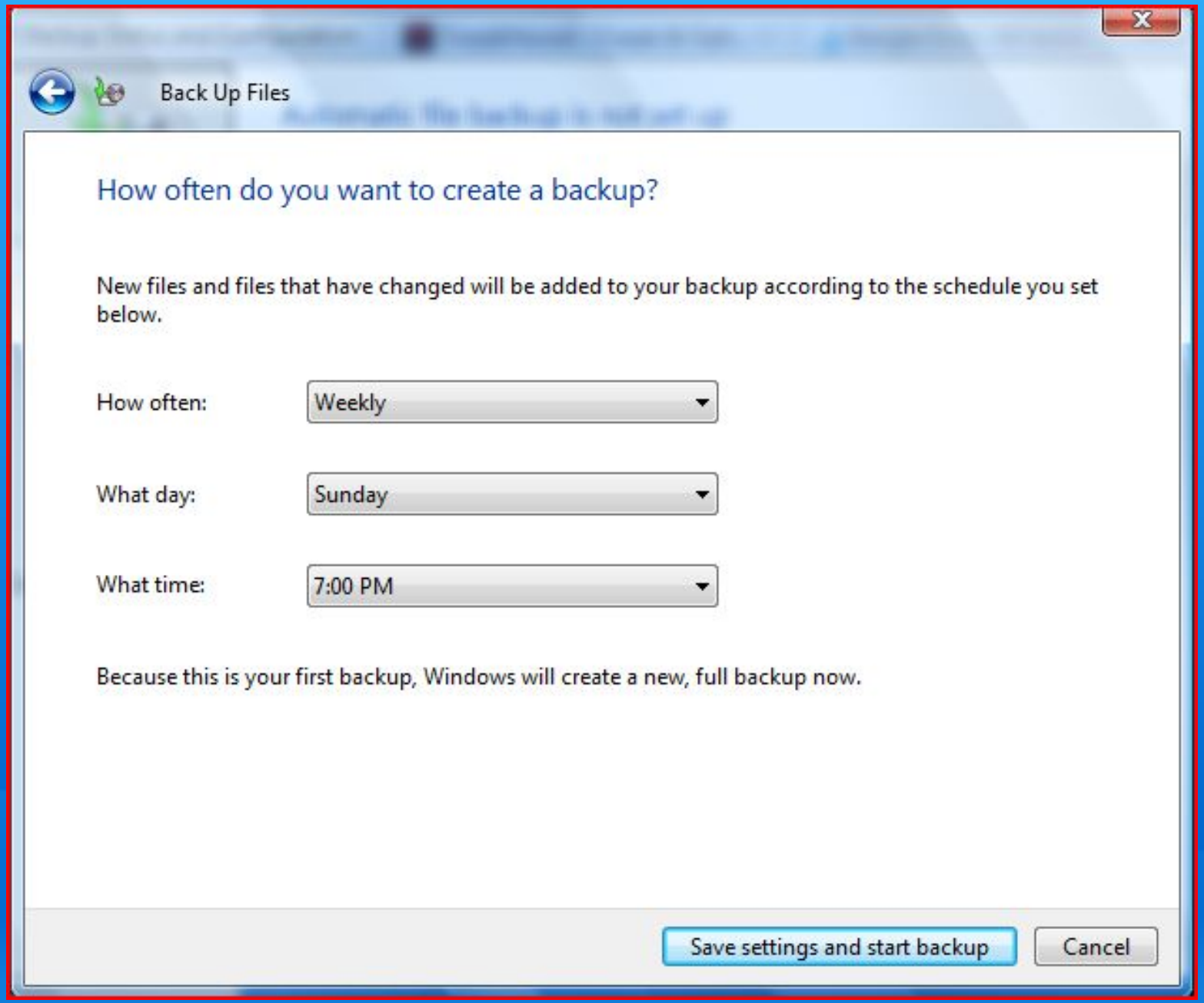
Vista Backup Program -3



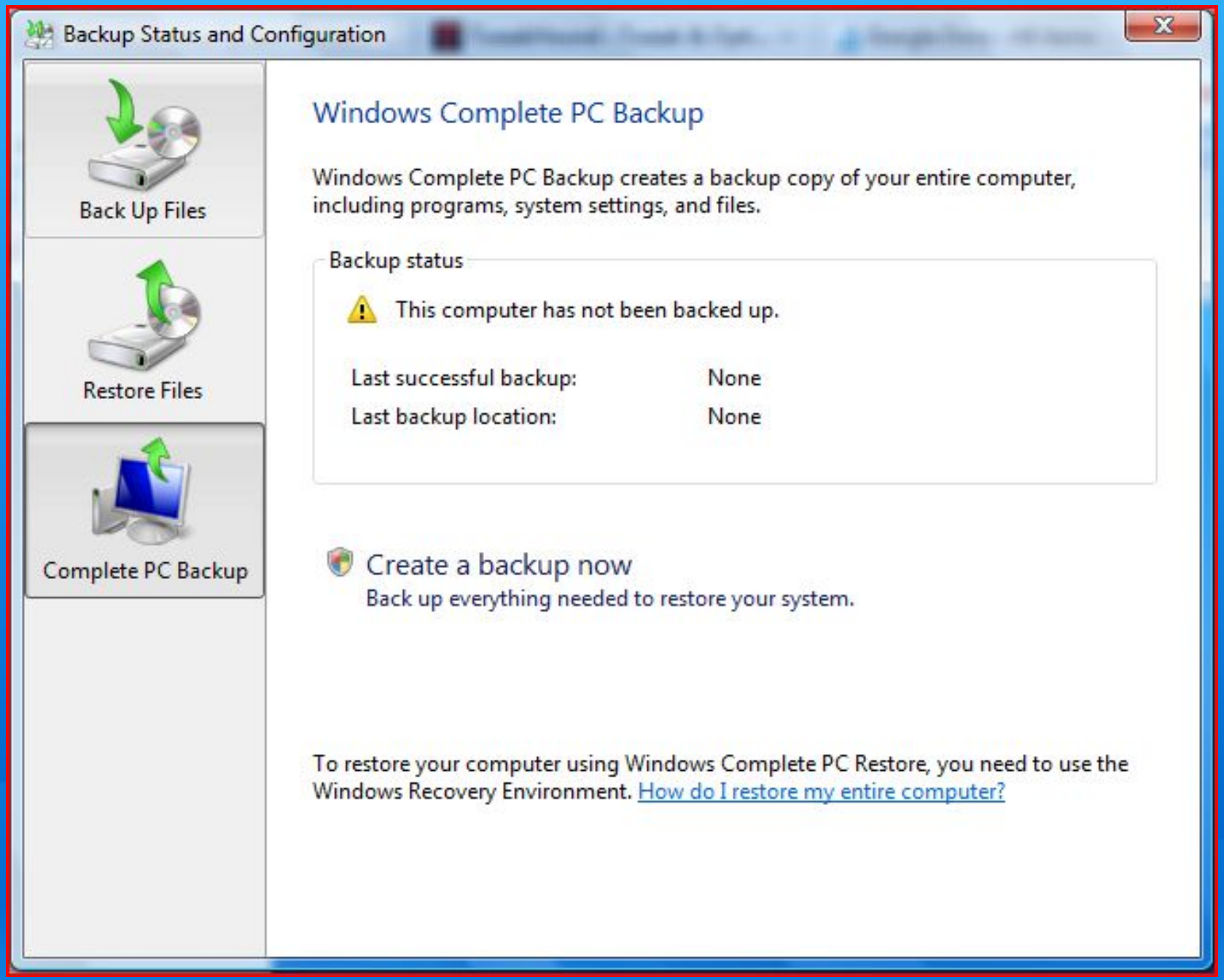
Vista Backup Program -4



Vista Backup Program -5



Vista Backup Program -6



When All Else Fails

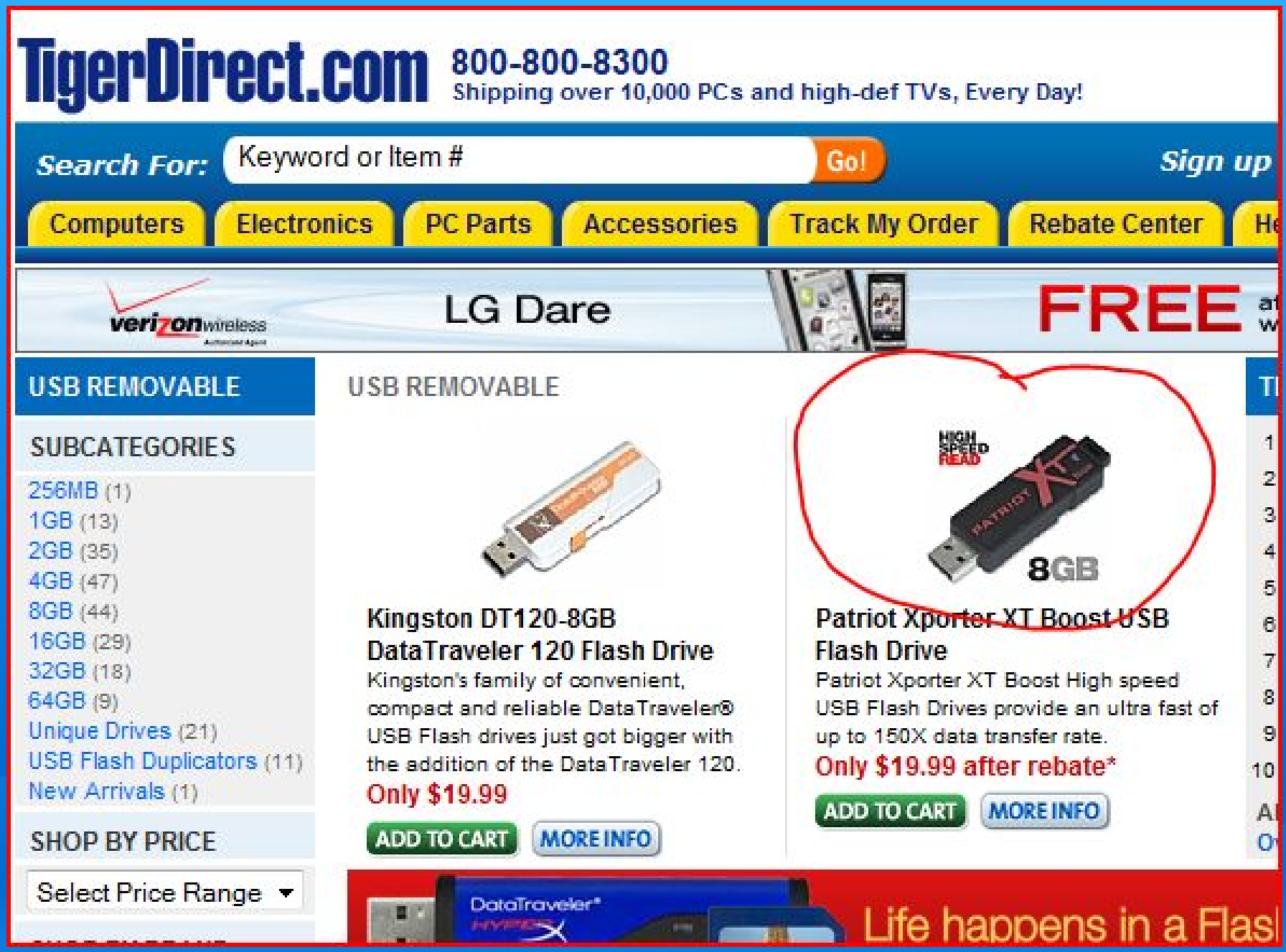
Stick it on a Stick

Memory sticks - Thumb drives - Flash Drives are becoming less expensive by the week

8GB USB Flash drives are now only $20 BUT this may only store one or two backups

250GB External USB hard disk drive now $90.00 this will store many backups

Flash Drive - 8GB



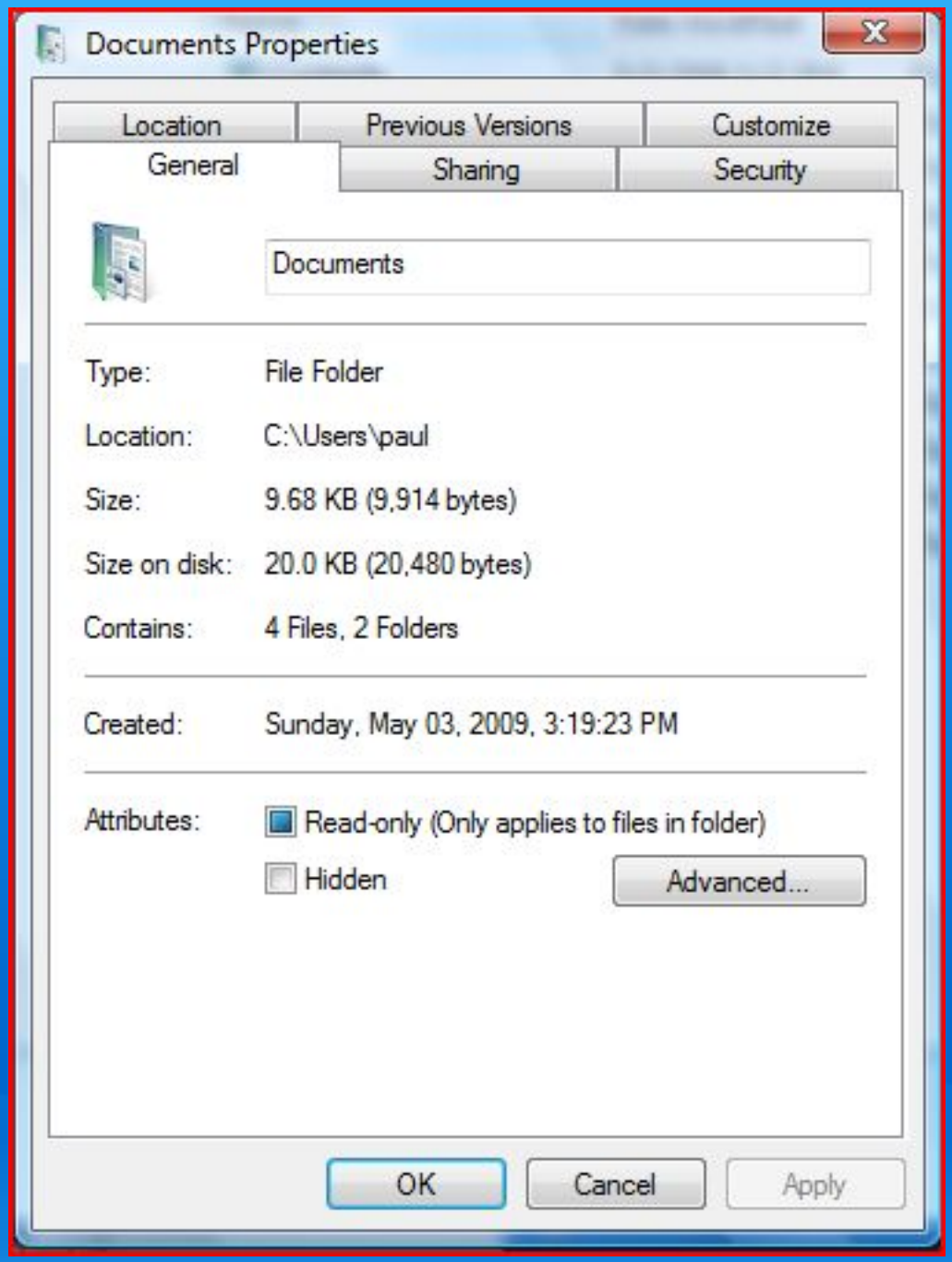
How Much Space Do I Need?

For Windows XP Users
To find the disk space needed to store a COPY of your My Documents folder, navigate as follows: Open Windows Explorer Click on / Open
C: -> Documents and Settings -> Users -> User Name
Rt-Click and select Properties

You have to go down the path C:\ etc in order to get to the "real" My Docments folder. If you don't do this you will only get the Properties for a Short-cut

For Windows Vista Users
(I'll get to this later ;-) ??????
Also Note:

Space required for My Documents



USB- U3 Flash Drives

Some USB Flash drives have software (and hardware) installed by the manufacturer that enables extra features:

- easily launch programs from the Flash drive
- easily password-protect* the contents of the flash drive

(*if you have sensitive information on the drive and you loose the drive, your data is secure)

When you plug these drives into the computer, TWO drive letters show on My Computer:

- one contains the special U3 programs
- one is available for you to use for your information and programs

1. Does U3 work on Windows Vista?

The good news is that U3 launchpad version 1.4 and higher supports Vista. The bad news is that the update can only be obtained from the U3 drive manufacturers.

References - 1

A brief article on the TweakHound web site
http://www.tweakhound.com/vista/backup/index.htm

Vista and XP
http://www.microsoft.com/protect/yourself/data/backup.mspx

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USB - U3 Easy-read website - good introduction
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