

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**