

Back up-

Installing & using MS backup for a full or selective back up

Backing up your files etc! Oh boy the holy grail of having a computer, when all else fails you cant blame the computer if you have a back up copy.

NB You will need a back up device (Tape or secondary hard disk drive, zip disk drive or network connection to another machine with space.) personally I use all of the above for convenience!

You can do a back up without these but if your hard disk gets corrupted then this is futile

Let us see if you have ms back up loaded on your machine.

Click **Start > Programs > Accessories > System Tools**

You should see back up here. If not follow the instructions below.

Installing Backup

You will need your windows CD

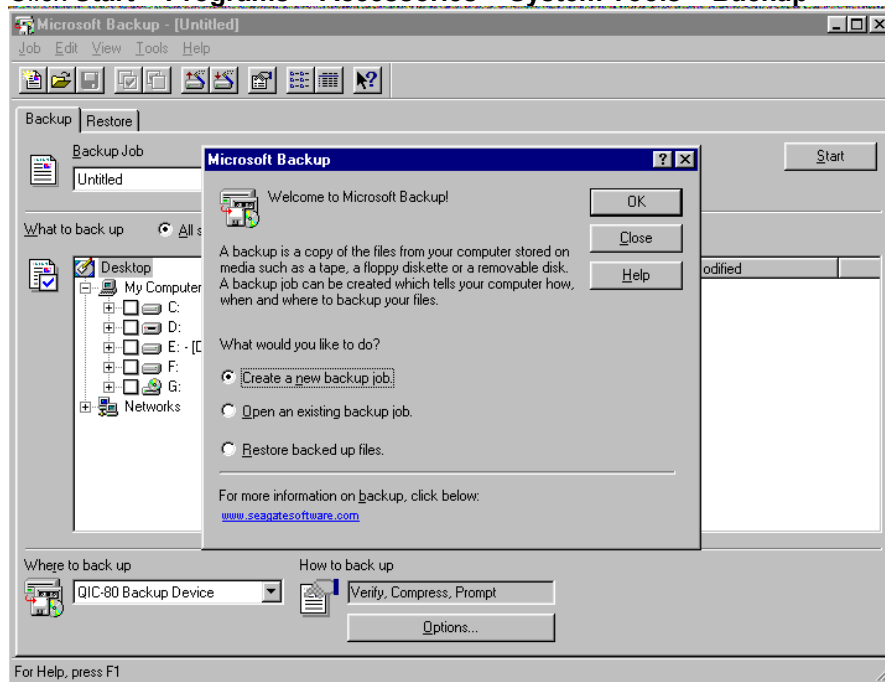
Click Start > Settings > Control Panel > Add / Remove programs

Then go to the second Tab menu Windows Setup look for system tools and select Backup, click ok you will probably be asked for the windows installation cd. As with all installations when finished I recommend re booting your machine.

Creating a backup set:

Launch Back up

Click **Start > Programs > Accessories > System Tools > Backup**

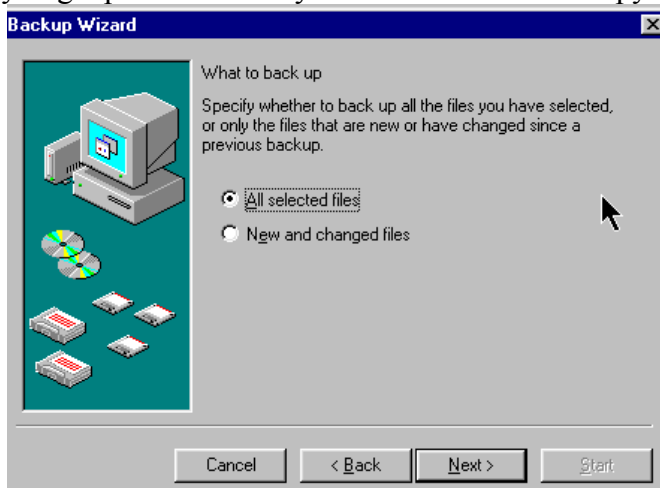


Click on create a new back up job then OK

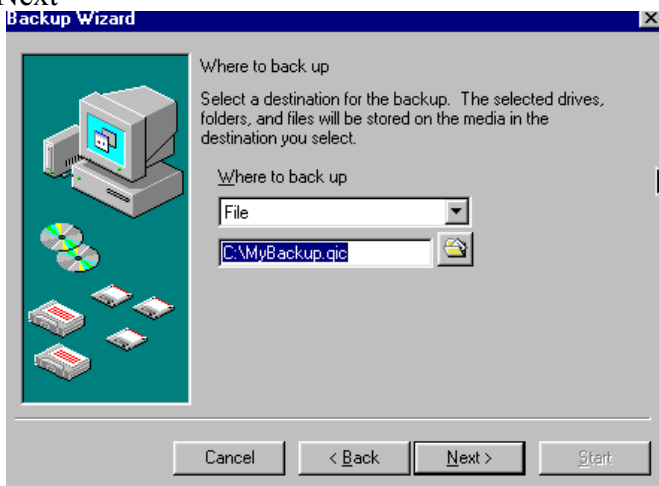
Full Back up



If you want to back up your entire machine click the top button or if you want to select the files to back up click the lower one. If you are happy with the way your machine is working NOW then click the top one, if you get problems then you can restore to this copy and work forwards again.



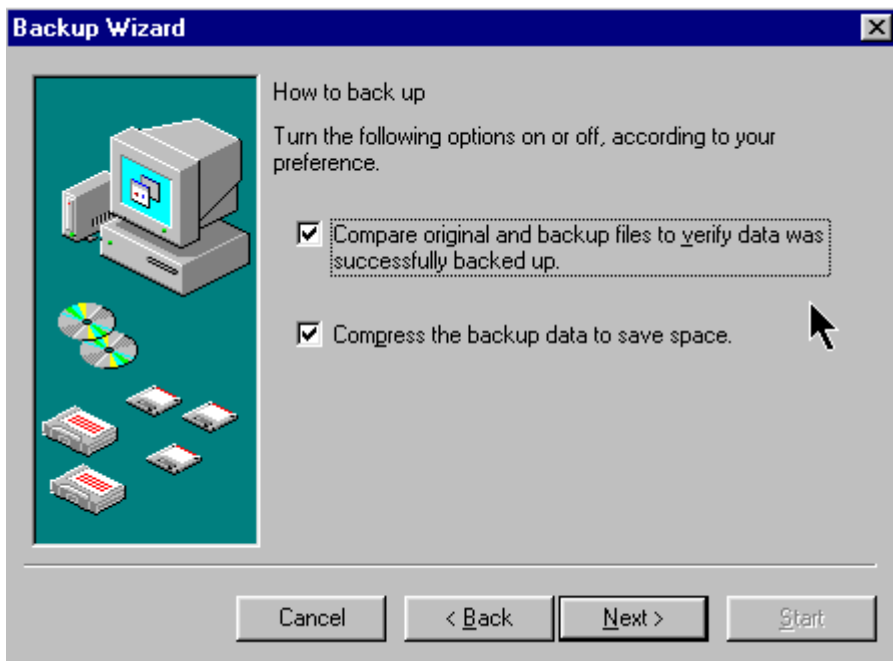
Click Next



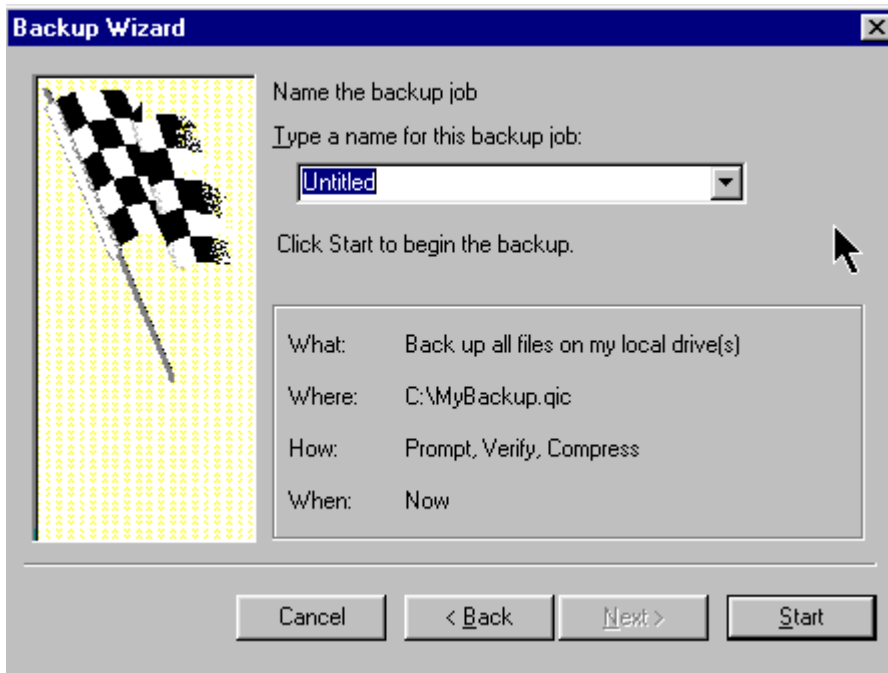
*

Now it wants to know where to put the back up file : Leave this alone unless you have a secondary hard drive or tape drive connected to your machine. Bear in mind your hard disk will need the space for the

back up file so if the disk is more than half full, I recommend buying a secondary hard disk and installing it before doing this or borrowing a tape drive from a mate.

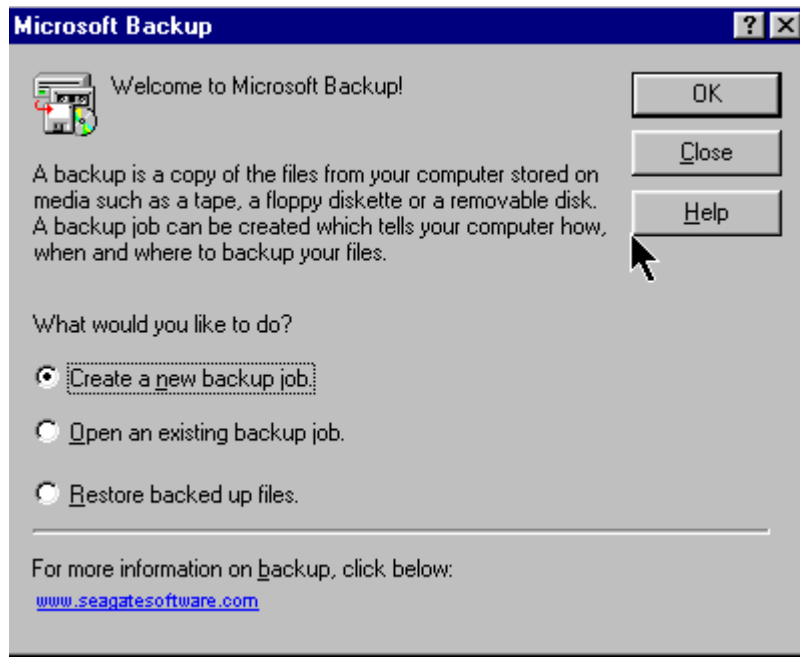


Always make sure these are selected, the compare ensure there are no errors and the compress saves space.

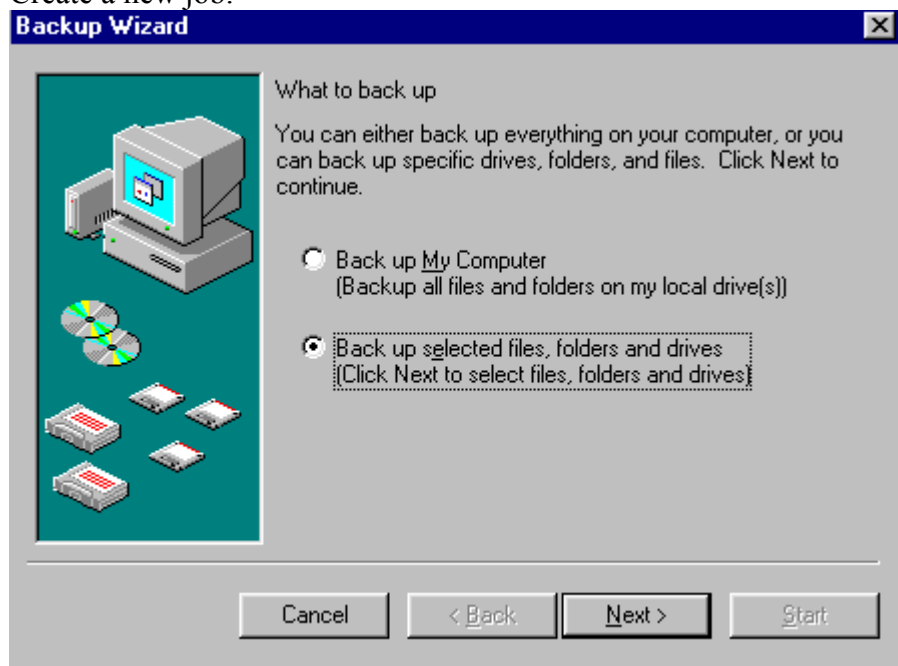


Call it something then click start, make sure you have something to do for an hour or more, it will give you a time guesstimate.

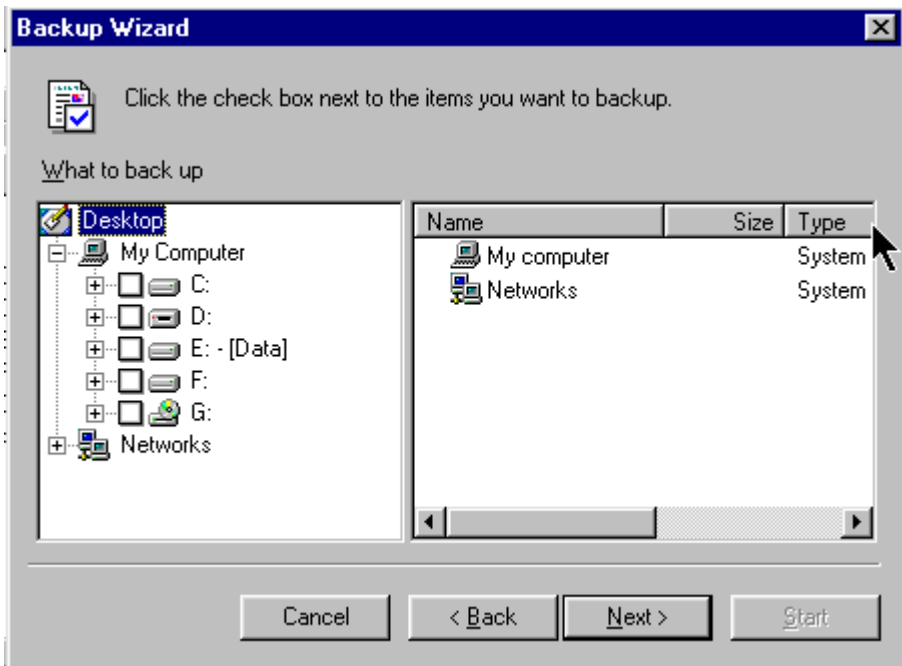
Selective Back up



Create a new job.



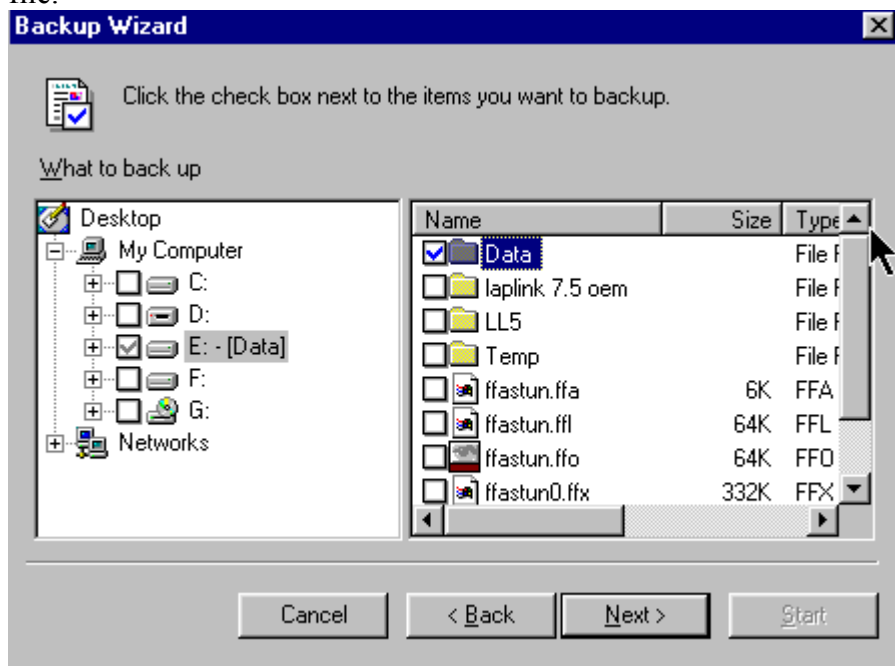
Change to Back up Selected Files



Select the information you want backed up.

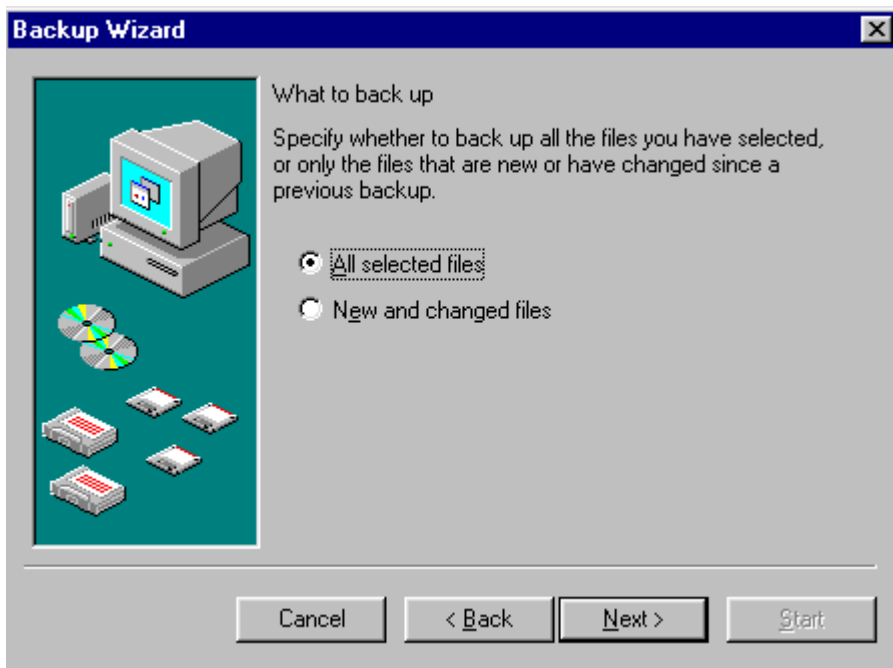
The two areas I suggest are your DATA directory and C:\WINDOWS\Application Data (this contains your outlook express mail messages etc)

To select files click on the hard disk icon to expand the tree then click in the box to 'tick' and select the file.

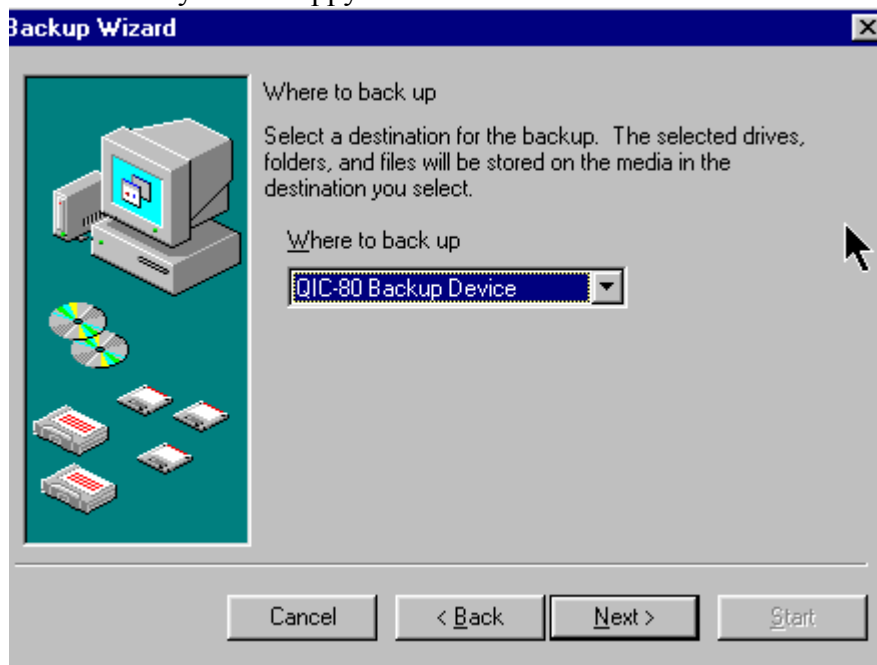


On this machine I have my data stored on a separate hard disk called E and have selected the data folder from here, if I wanted to exclude any of the sub directories I would go into the right hand window by double clicking it and clicking the box next to the file or folder to DE select it.

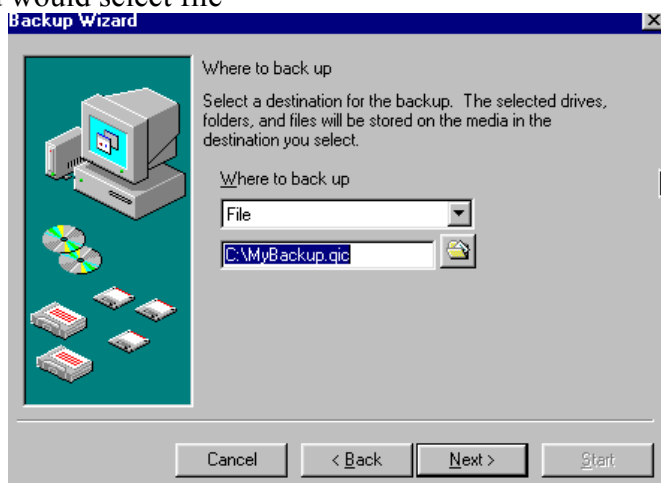
Click next when you have finished making your selections



Click next if you are happy with the file selections

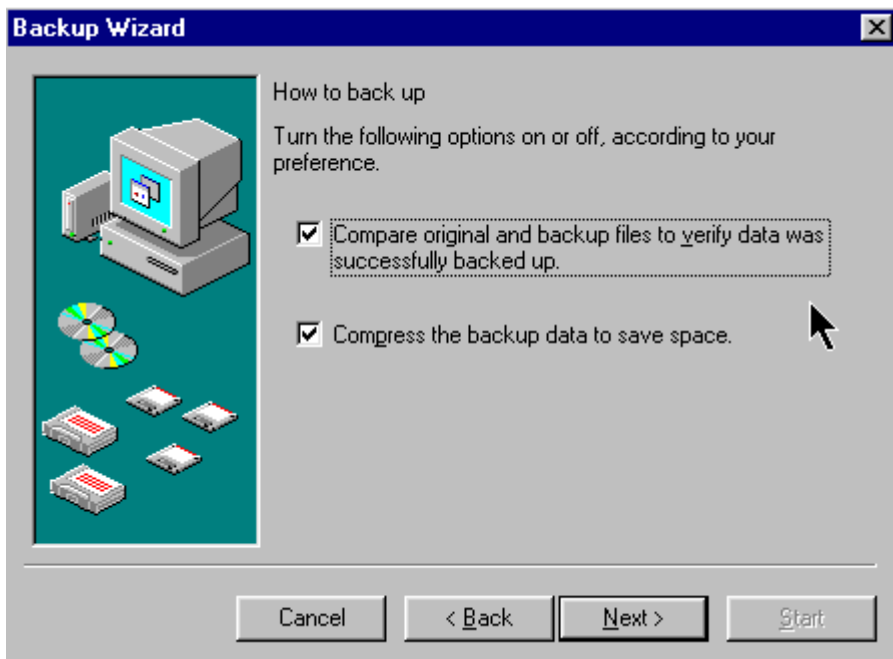


If you had a tape drive it would show up here (my one is a QIC 80 device)
You would select file

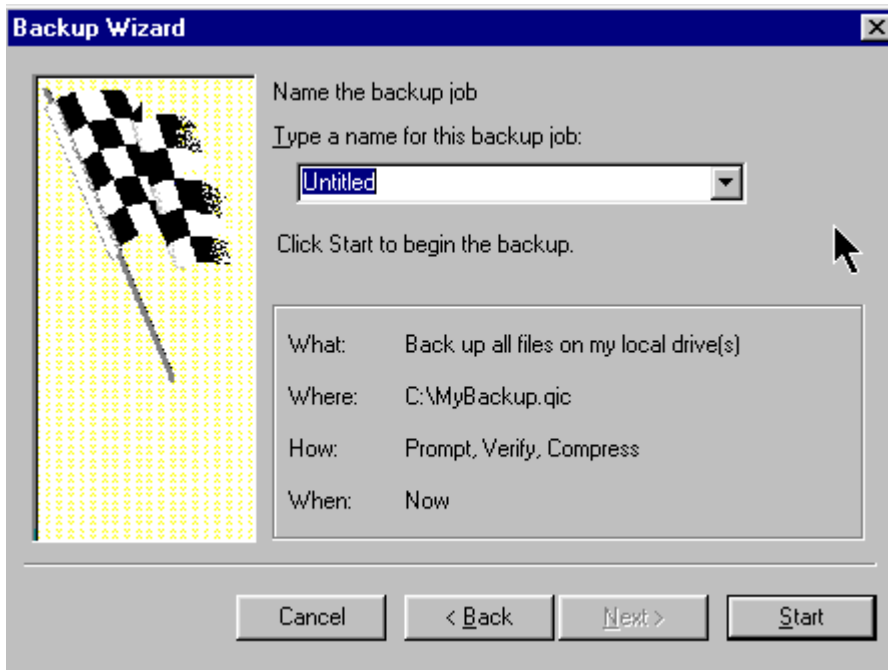


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