



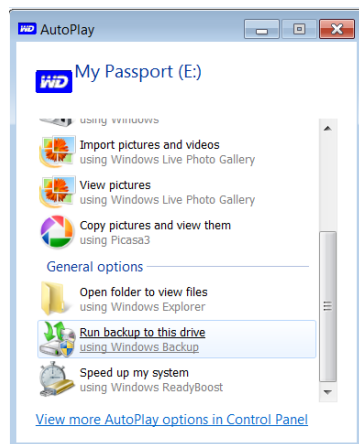
BackUp Your PC – Windows XP

Why do you want to back up your computer?

- ✎ Backing up data will keep you from having to re-enter it if something goes wrong
 - ✎ Computer crashes
 - ✎ Viruses, malware and spyware can ruin or lose your data
 - ✎ Program malfunctions
- ✎ Multiple users on one computer makes for more opportunity to remove a data accidentally
- ✎ If you get a new computer, you can transfer data easily to it
- ✎ You can choose the files and drives you want to backup or you can let Windows work according the schedule that you choose. It will automatically backup according to your settings.
- ✎ You can choose the removable storage device that you prefer to work with.

Steps to Backing up Your Computer on Removable Storage

1. Plug in your removable storage or place disk in the drive
 - ✎ You can use the link, if available to backup here and follow steps provided
 - i. Some models may automatically begin the backup when you plug it in
 - ii. If it is the first time, you may have some required or optional settings to make
 - iii. If you always want to backup manually you can skip this part




Or

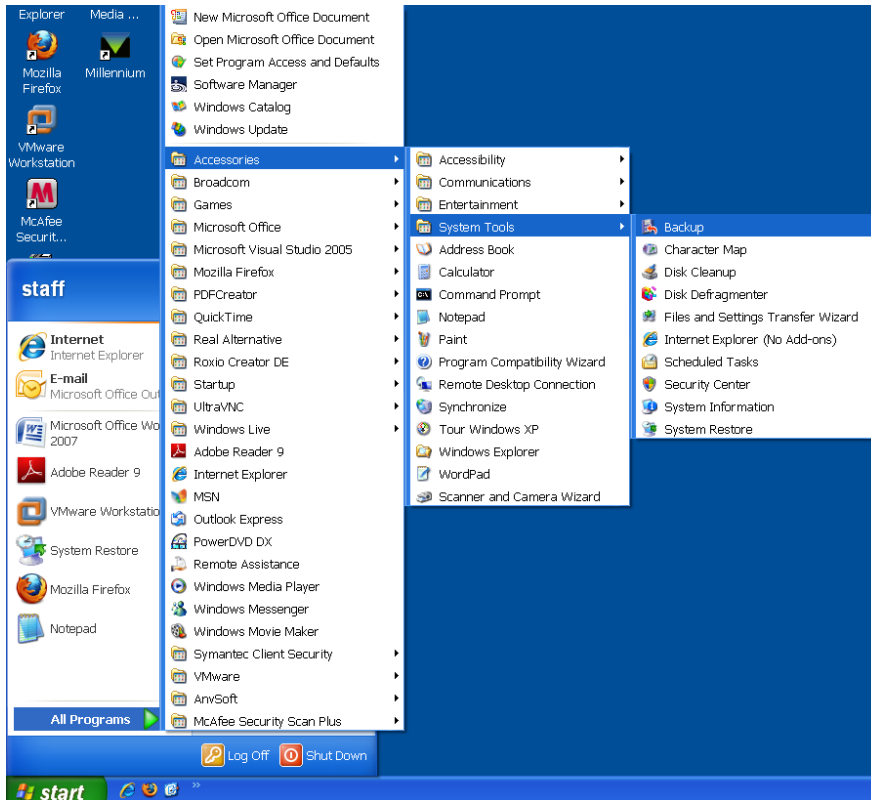
- ✎ Close the device window
And follow the next steps

2. Click on the Start Button 

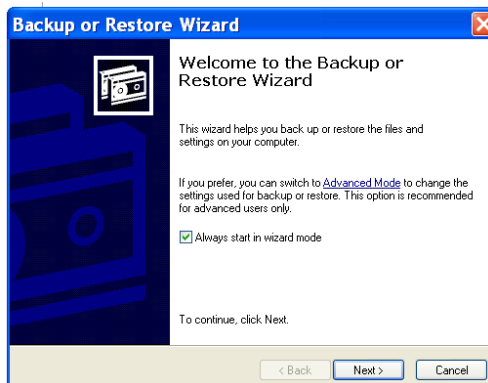


3. Point to All Programs
4. Point to Accessories
5. Point to System Tools
6. Click on Backup

 You may see a small window telling you it is searching for storage device



7. Backup or Restore Wizard will open
8. Click on the Next button





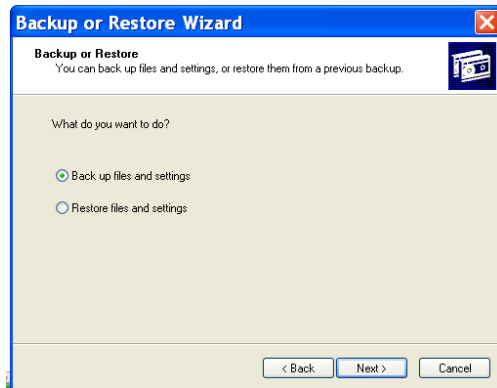
9. What do you want to do window will open, there are two options

Back up files and settings

Restore files and settings

10. Click on the Back up files and settings button

11. Click on the Next button



12. What do you want to back up window will open with four options

My documents and settings

Everyone's documents and settings

All information on the computer

Let me choose what to back up – **if you choose this option, skip to step #16**

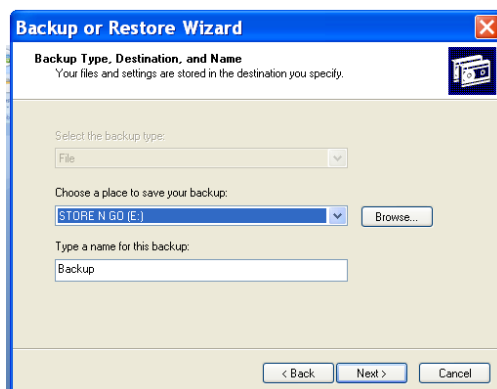
13. All options except - Let me choose what to back up - will open the Backup, Type, Destination and Name window.

It will show your device in the Choose a place to save your backup

14. Type a name for this backup in the box

When you click in the box the text will be highlighted in blue, just type the name for your backup file

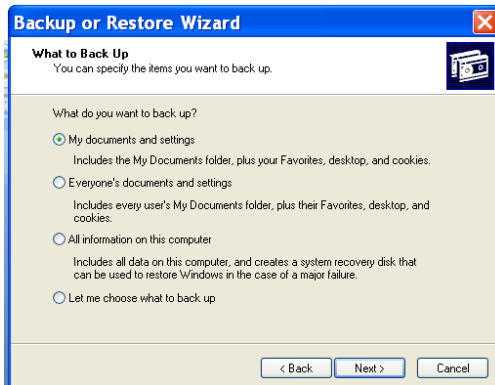
15. Click the Next button



If you took these steps, skip to step #21



16. Click on Let me choose what to back up



17. Under Name, you will see small check boxes – click in the options of your choice to back up

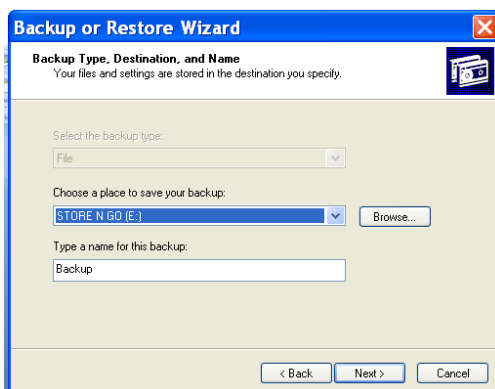
18. Click on the Next button



19. Backup Type, Destination, and Name window will open





Your storage device will show in the Choose a place to save your backup

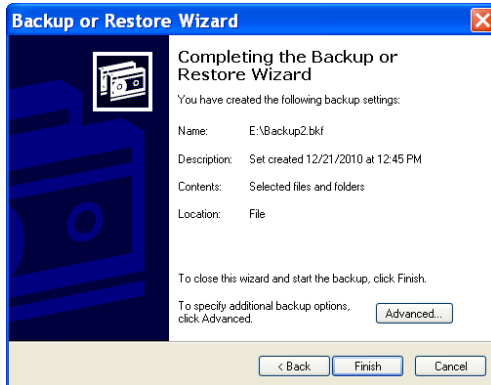
20. Type a name for your backup in the Type a name for this backup box





21. Completing the Backup or Restore Wizard window will open-it contains:

-  Name
-  Description
-  Contents
-  Location



22. When you have completed, click on the Finish button

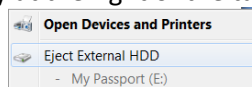
Removing your storage device safely

23. When you are finished, safely remove your storage device

24. Right click the icon on the tools tray at the right of the task bar



25. Click on the storage device option



26. Safe to Remove Hardware balloon will open.

27. Remove your hardware.

