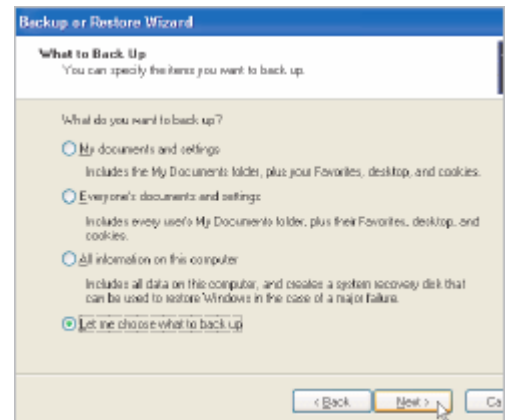


Select Your Backup Location

Before you start using the Backup Utility you'll need to decide where you're going to store your backup. A separate hard drive or some kind of removable media is going to be the safest option.

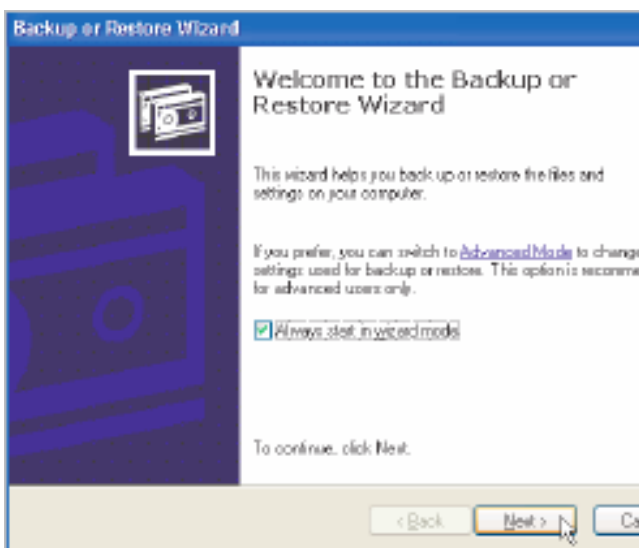
Click Start > All Programs > Accessories > System Tools > Backup.

You'll be launched straight into the Backup or Restore Wizard which will act as a handy step by step guide if you're using the Backup Utility for the first time. Alternatively, you can click on Advanced Mode and jump straight to the program itself where you configure your backup manually. If you go for the Wizard option the Windows XP Backup Utility will ask you to select which items you would like to backup. You'll be able to choose from the following:



- **My documents and settings** - Choosing this option will mean that all the data stored within your user profile is backed up including Favorites, desktop settings and cookies.
- **Everyone's documents and settings** - This will back up all users' profiles, in other words the entire contents of the Documents and Settings folder.
- **All information on this computer** - This option will create an Automated System Recovery disk that will help to restore your operating system in the event of a complete system crash. However, this option will only work fully for those who use Windows XP Professional Edition, even though you will be able to go through the motions of creating this within the Home Edition.
- **Let me choose what to backup** - Pick exactly which files and folders you want to include in your backup.

Step-by-step: Back up files with the Microsoft Backup Utility



1. Use The Wizard

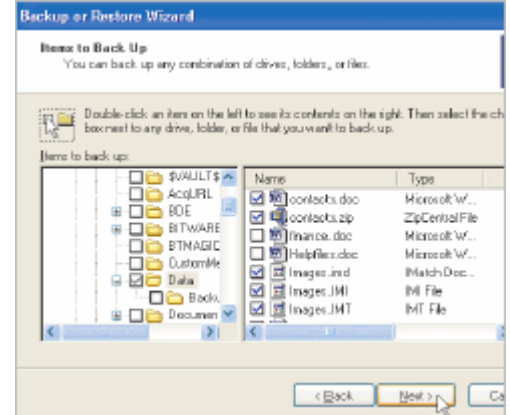
The easiest way to create a backup is to use the Wizard. Launch the Backup Utility and click on Next on the first screen to continue. Make sure that 'Back up files and settings' is checked and click on Next.

2. Choose Your Backup

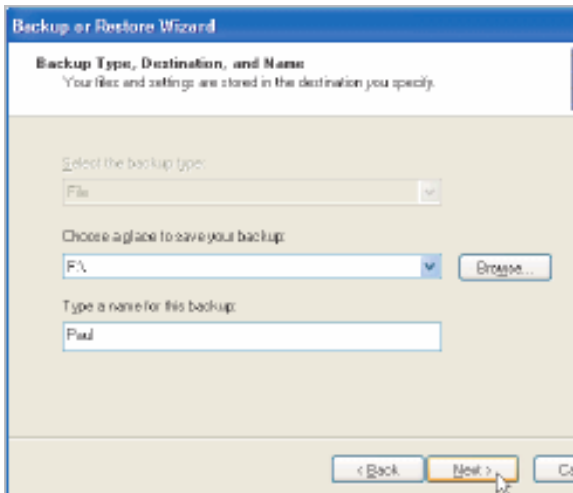
Next you'll need to choose what kind of backup you want to create. We'll assume that you have some important files to copy so check the option 'Let me choose what to backup' and click on Next

3. Choose Files To Back Up

In the next dialog, choose which files you would like to backup. Double-click on a folder to expand it and see its contents then go through and check the box next to the files and folders you would like to copy.



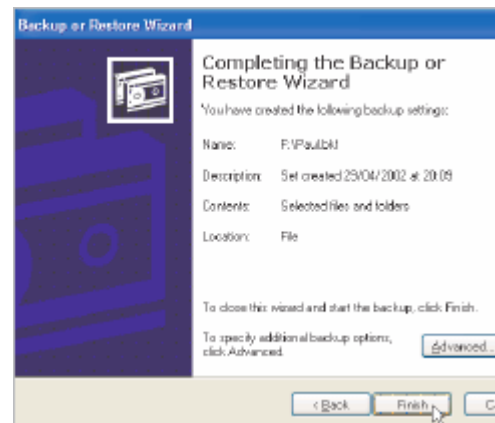
4. Choose Back Location



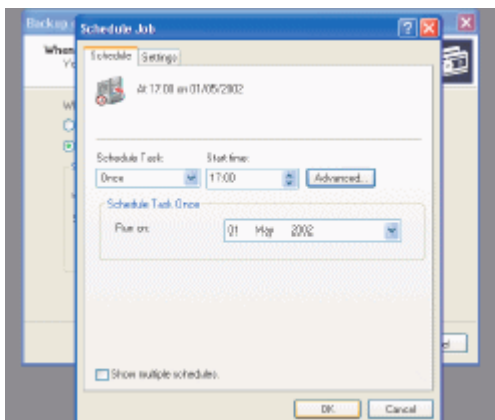
5. Your floppy drive will come up as the default location for your file backups. This probably won't be big enough so click on Browse > Cancel, then select a location, for example Zip drive or hard drive partition.

6. Back Up Now

The final screen displays details of the file or files that you have chosen to back up along with the destination of that backup. Click on Finish to start your backup or on Advanced to adjust some of the settings.



7. Advanced Settings



Click on Advanced and you'll be taken through a whole new wizard. You can choose what type of backup you want and schedule it to start at a set time and date in the future. Click on Set Schedule to do this.

Advanced Options

When you go through the wizard you'll notice that Backup type is greyed out and set to File (Normal). The option that you have set here will depend on how often you backup and the type of backup you wish to perform. You can change the backup type from within the program by clicking on Advanced Mode at the beginning of the Wizard and selecting Tools > Options from the toolbar. Choose the Backup Type tab and you'll be able to select your own default backup type from the drop down box.

- **Normal** - This will backup all the selected files and will mark each file (its archive attribute) as having been backed up. Therefore, if you wish to perform a subsequent incremental backup only the files that have changed since a Normal backup will be copied.
- **Copy** - This will copy the files you select but will not mark them as having been copied. Using this option will enable you to copy specific files while leaving your backup routine unaffected.
- **Differential** - This will copy the selected files that have altered since the last normal or incremental backup. The files' archive attributes will not be cleared.
- **Incremental** - All the selected files that have altered since the last normal or incremental backup will be copied and these files archive attributes will be cleared.
- **Daily** - All the selected files that have changed on that day will be copied and the files' archive attributes will remain untouched.

Once again - Information was taken from

<http://support.microsoft.com/default.aspx?scid=%2Fdirectory%2Fworldwide%2Fen-gb%2Fbackup2.asp#XSLTSection122121121120>