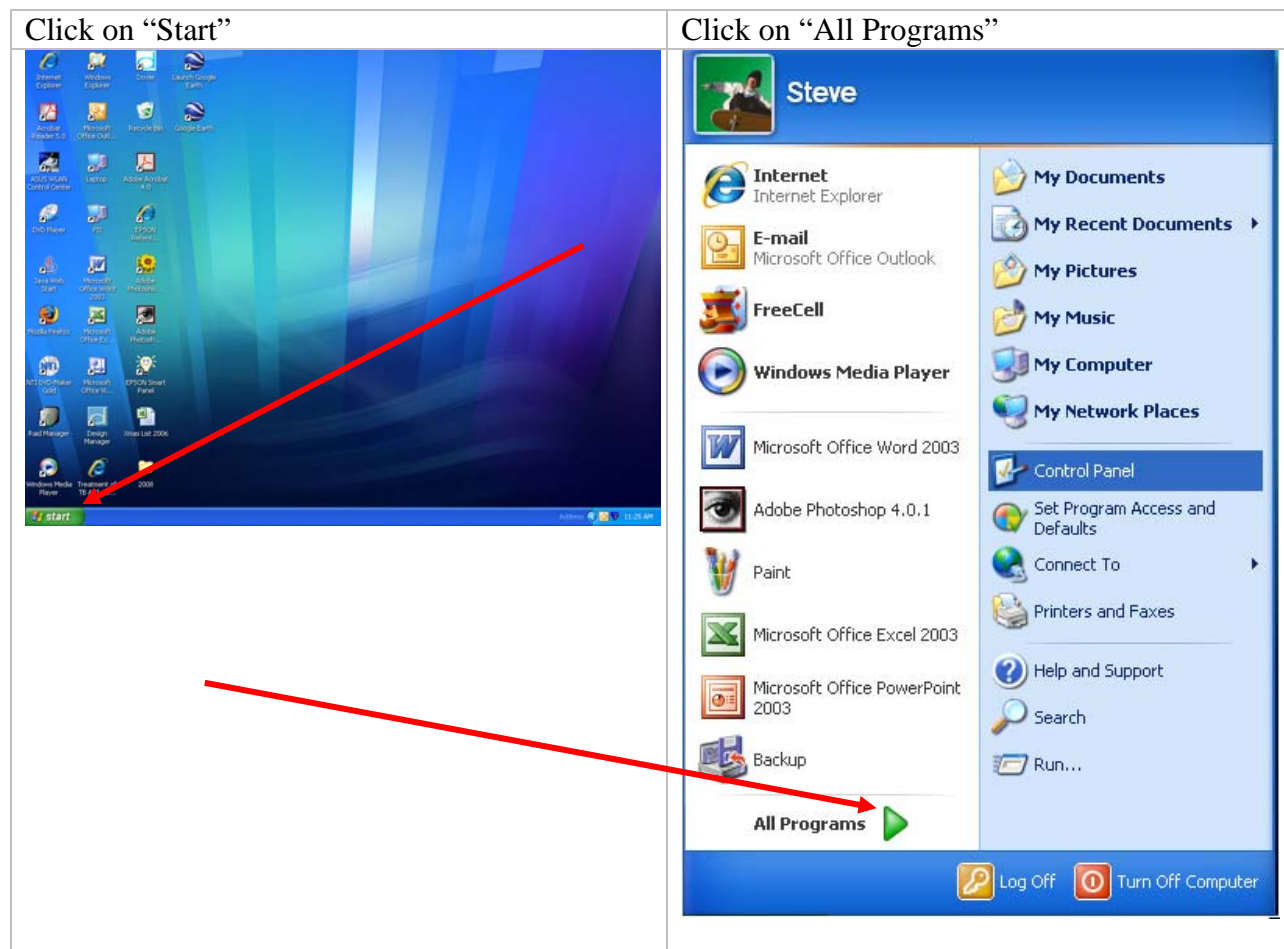


How to backup (copy) information on a computer with a Microsoft XP - Professional Operating System.

Mandatory Preparations & Decisions:

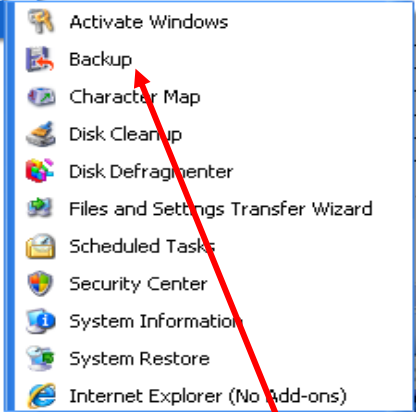
1. *Where do you want to send your backup?* You have many options: Floppy disks; CDs; DVDs; (these are not recommended) or another computer (on a home network); or an external portable/storage drive. The easiest and least time consuming is to use a portable/storage drive. It should cost less than \$100. Buy one with a USB connection. They are the easiest to connect to a home computer.

2. *What do you want to backup?* You will be presented with these choices: “My documents and settings;” “Everyone’s documents and settings;” “All information on this computer;” or “Let me choose what to back up.” We recommend that you choose “Let me choose what to back up.”

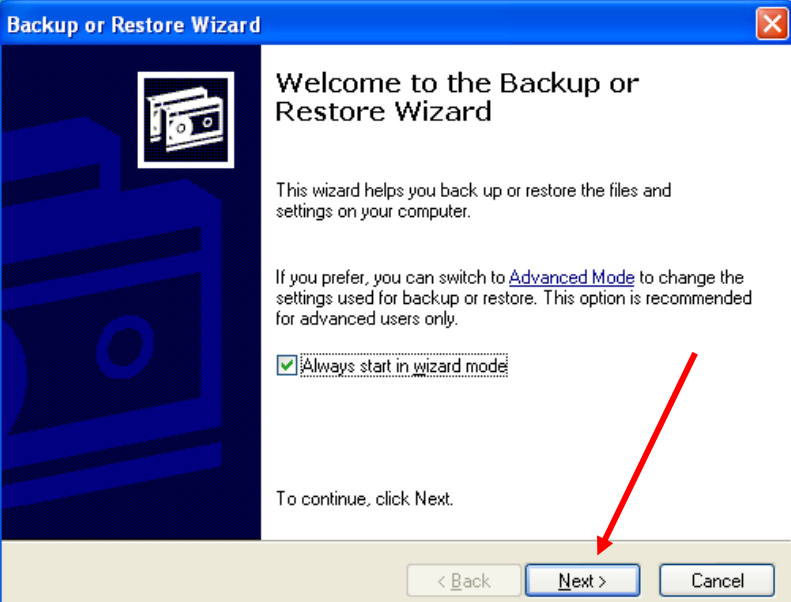


Click on "Accessories"	Click on "System Tools"
<ul style="list-style-type: none">Set Program Access and DefaultsWindows CatalogWindows UpdateNew Office DocumentOpen Office DocumentMicrosoft UpdateAccessoriesASUS UtilityGamesJava Web StartMozilla FirefoxNTI Backup NOW! 3NTI DriveBackup! 3NTI DVD PlayerNTI DVD-MakerRAID ManagerSilicon ImageStartupAcrobat Reader 5.0Internet ExplorerMSNOutlook ExpressRemote AssistanceWindows Media PlayerWindows MessengerWindows Movie MakerMicrosoft OfficeMicrosoft WorksMicrosoft Works Task LauncherPrintServer UtilitiesDesign ManagerHewlett-Packard	<ul style="list-style-type: none">AccessibilityCommunicationsEntertainmentAddress BookCalculatorCommand PromptNotepadPaintProgram Compatibility WizardSynchronizeTour Windows XPWindows ExplorerWordPadScanner and Camera WizardSystem Tools

Click on "Backup"



Click on "Next"



Backup or Restore Wizard

Welcome to the Backup or Restore Wizard

This wizard helps you back up or restore the files and settings on your computer.

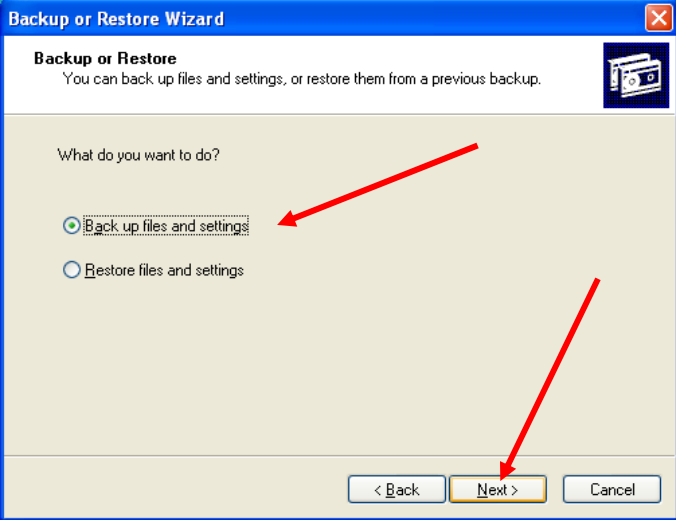
If you prefer, you can switch to [Advanced Mode](#) to change the settings used for backup or restore. This option is recommended for advanced users only.

Always start in wizard mode

To continue, click Next.

< Back **Next >** Cancel

Leave "Back up files and settings" designated, then Click on "Next"



Backup or Restore Wizard

Backup or Restore
You can back up files and settings, or restore them from a previous backup.

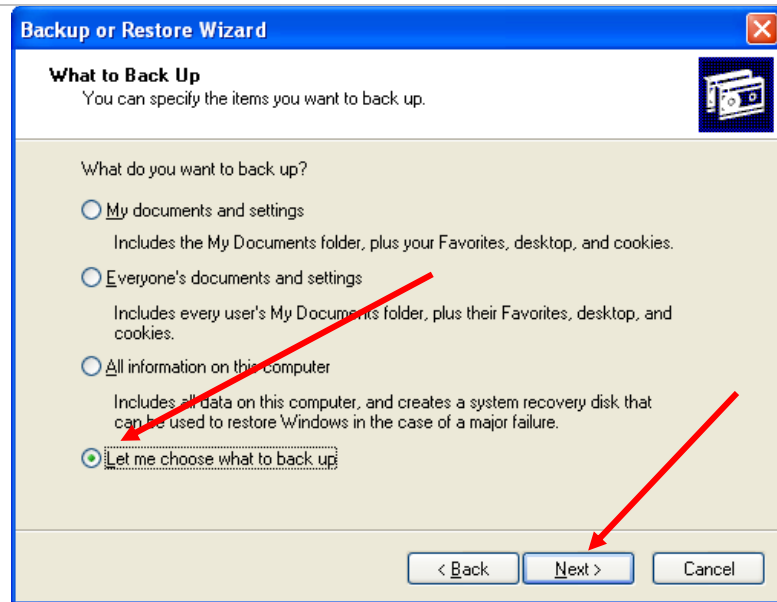
What do you want to do?

Back up files and settings

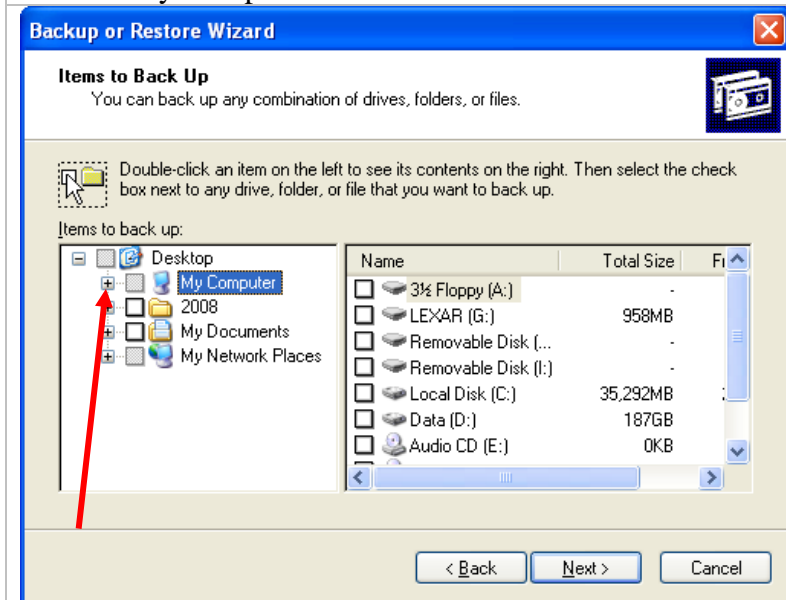
Restore files and settings

< Back **Next >** Cancel

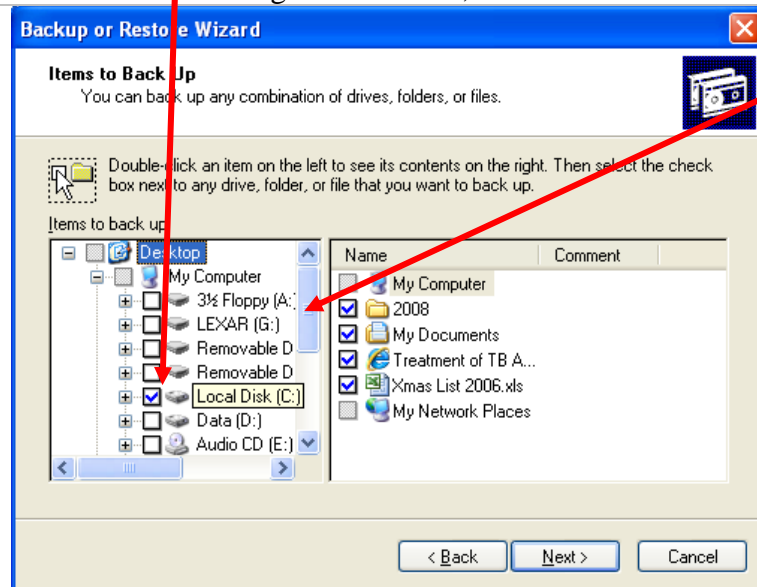
Here's decision time! Click on the next to "Let me choose what to back up." Then, click on "Next"



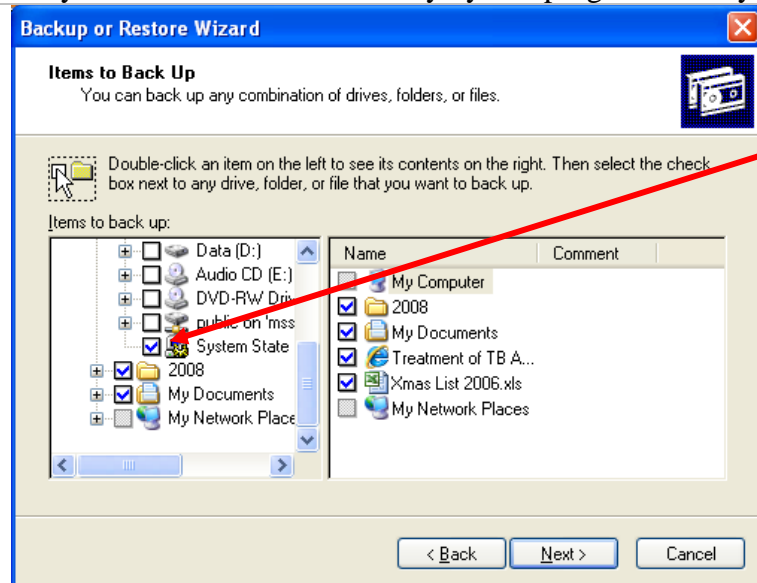
You're going to backup just your "C" drive and your computer's settings. First, click on the + next to "My Computer"



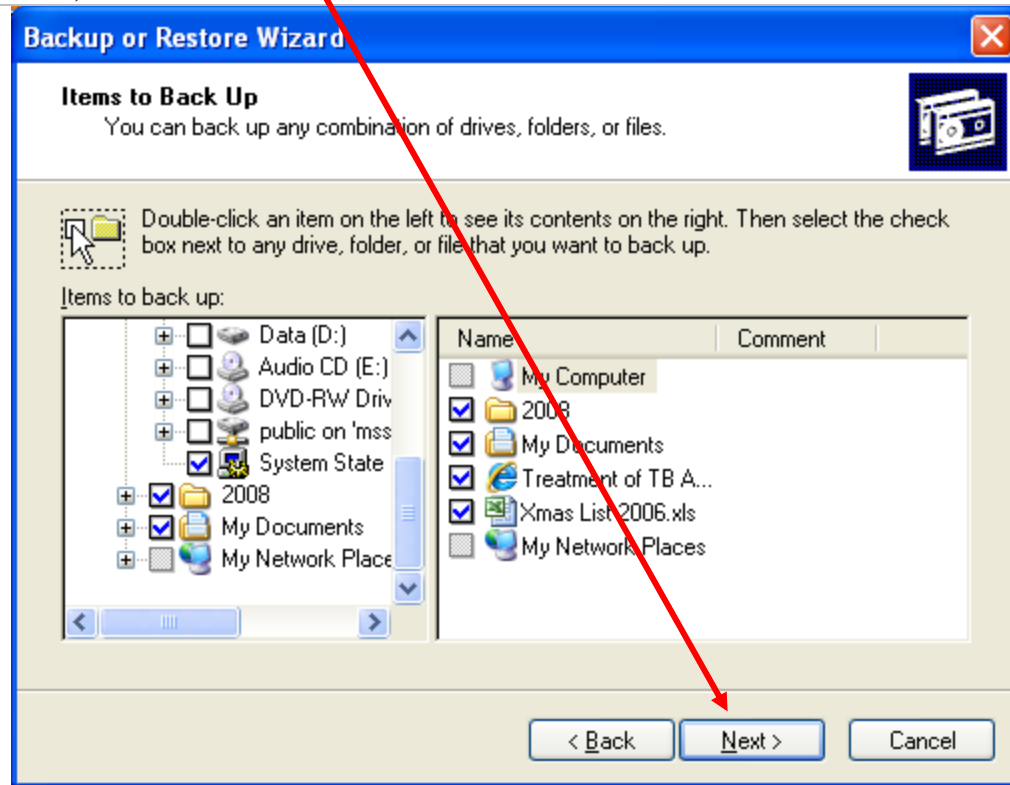
A screen similar to this will be shown. Click on the next to “Local Disk [C:]” This will insert a in the box. Using the scroll bar, scroll down in the left-side window.



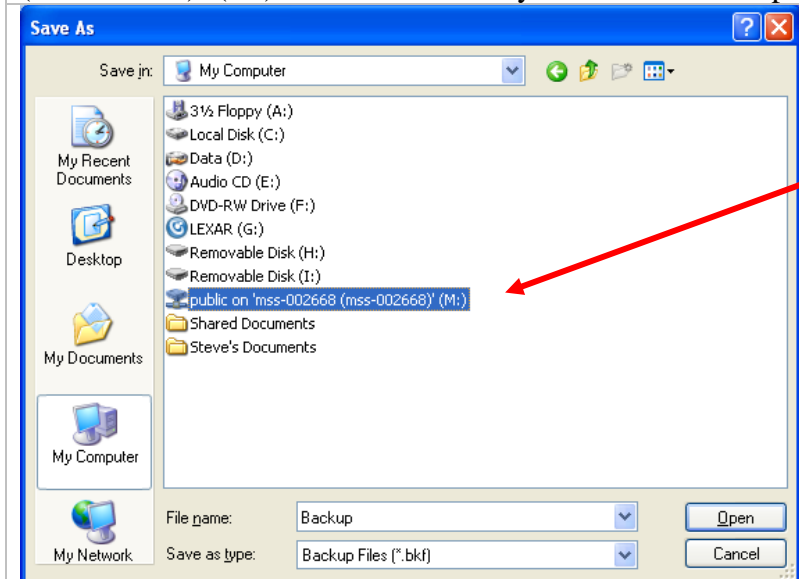
Put a in the square next to “System State.” Note that other items will be shown as checked. They were checked automatically by this program when you checked “Local Disk [C:]” above.



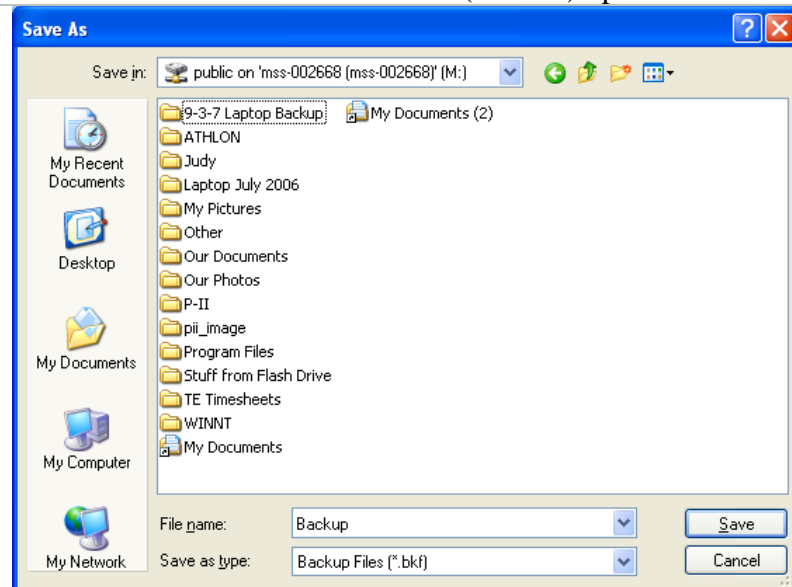
Now, click on "Next"



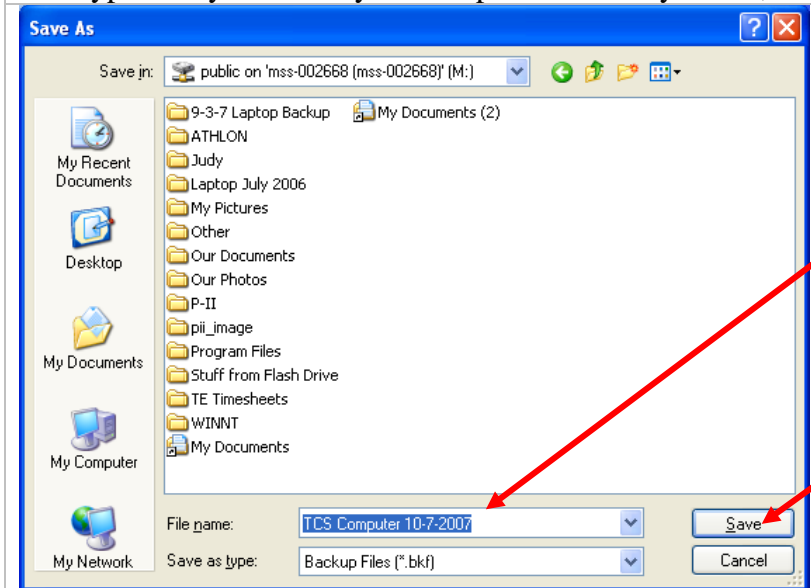
A screen similar to this will appear. If your new external hard drive doesn't appear, use the scroll down button to find it. In this example, the external hard drive is named "public on 'mss-002668' (M:)." Double click on your hard drive to open it.



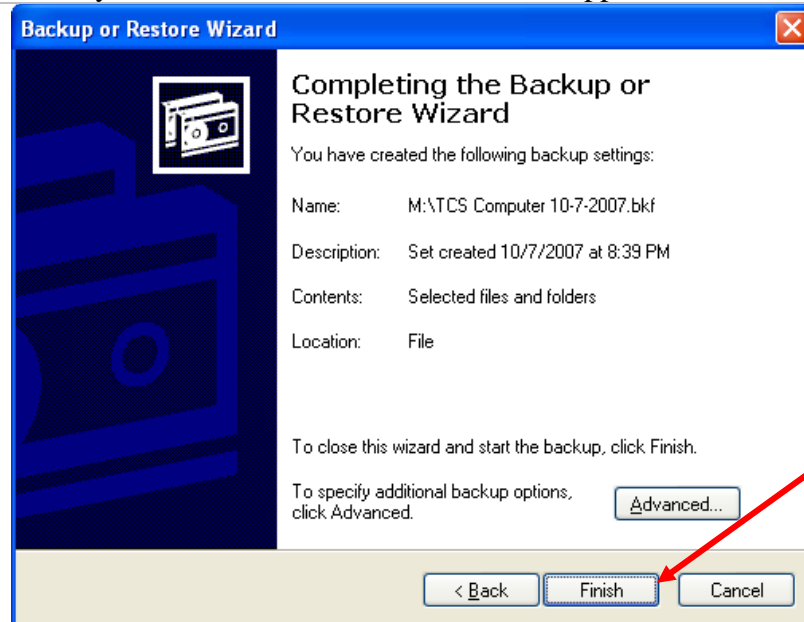
This shows the external hard drive ('mss-...') open and its current contents.



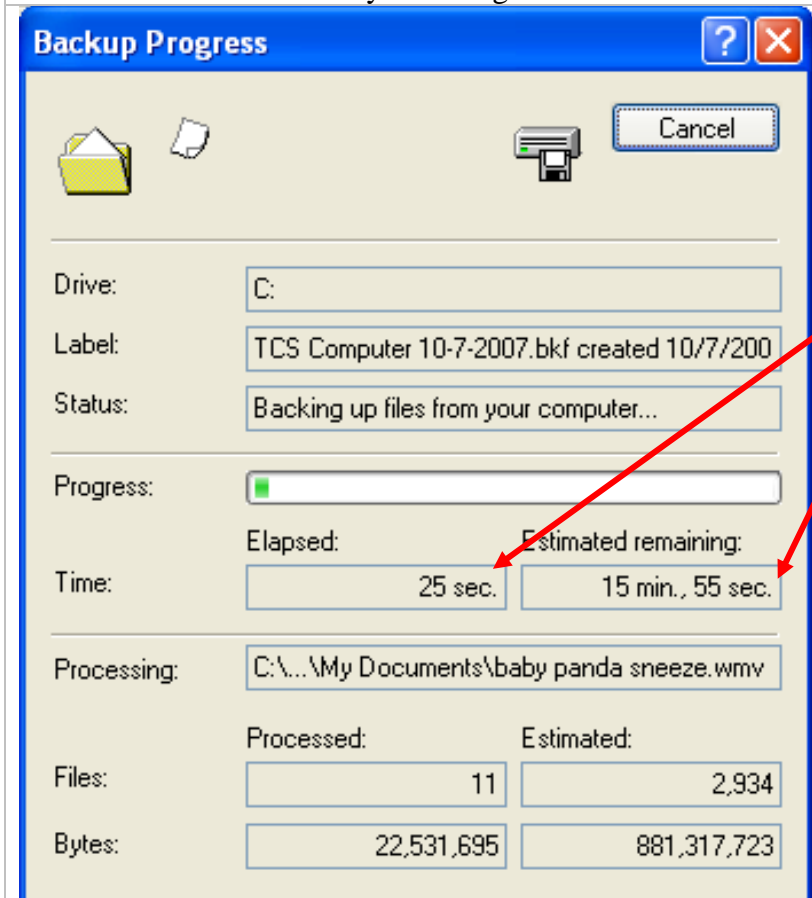
This shows that the identity of the computer and the date have been typed in for "File Name;" You type in any name for your computer and today's date, then click on "Save"



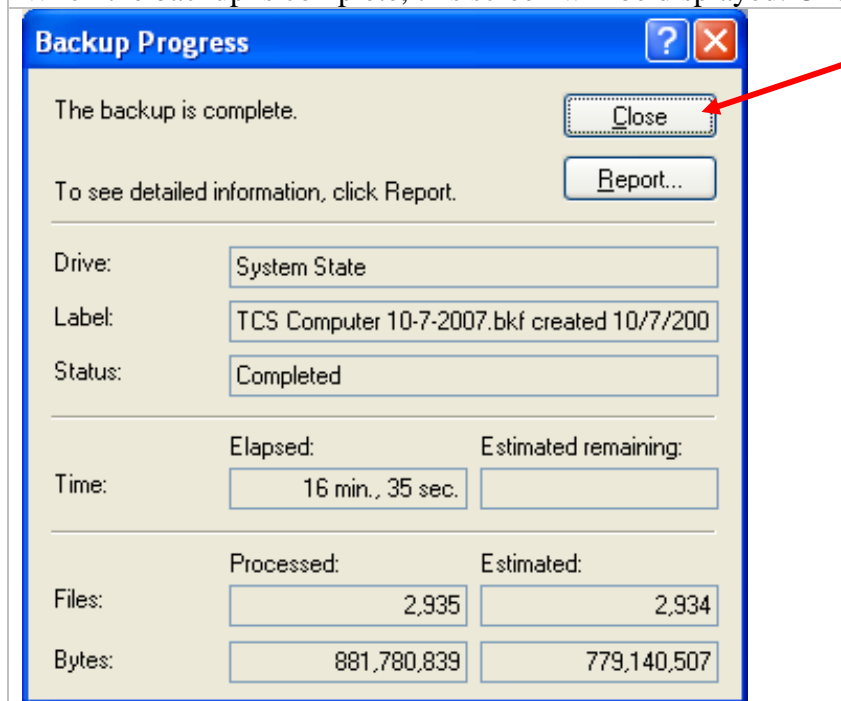
When you click on "Save," this screen will appear. Click on "Finish"



This screen will appear as the backup is taking place. It shows that this backup will take a little over 16 minutes. Yours may take longer or less time.



When the backup is complete, this screen will be displayed. Click on "Close" to end the backup



Congratulations! You've just backed up the important data on your computer. You can do this every two weeks, monthly, every three months or any time you want to make sure to not lose data.

If you do this repeatedly, retain the three most recent backups on your portable/storage drive and delete all older ones.

If you wish to schedule backups on a regular schedule, please see "How to schedule backups – Final" at <http://www.tcscomputer.com/faq.htm>.