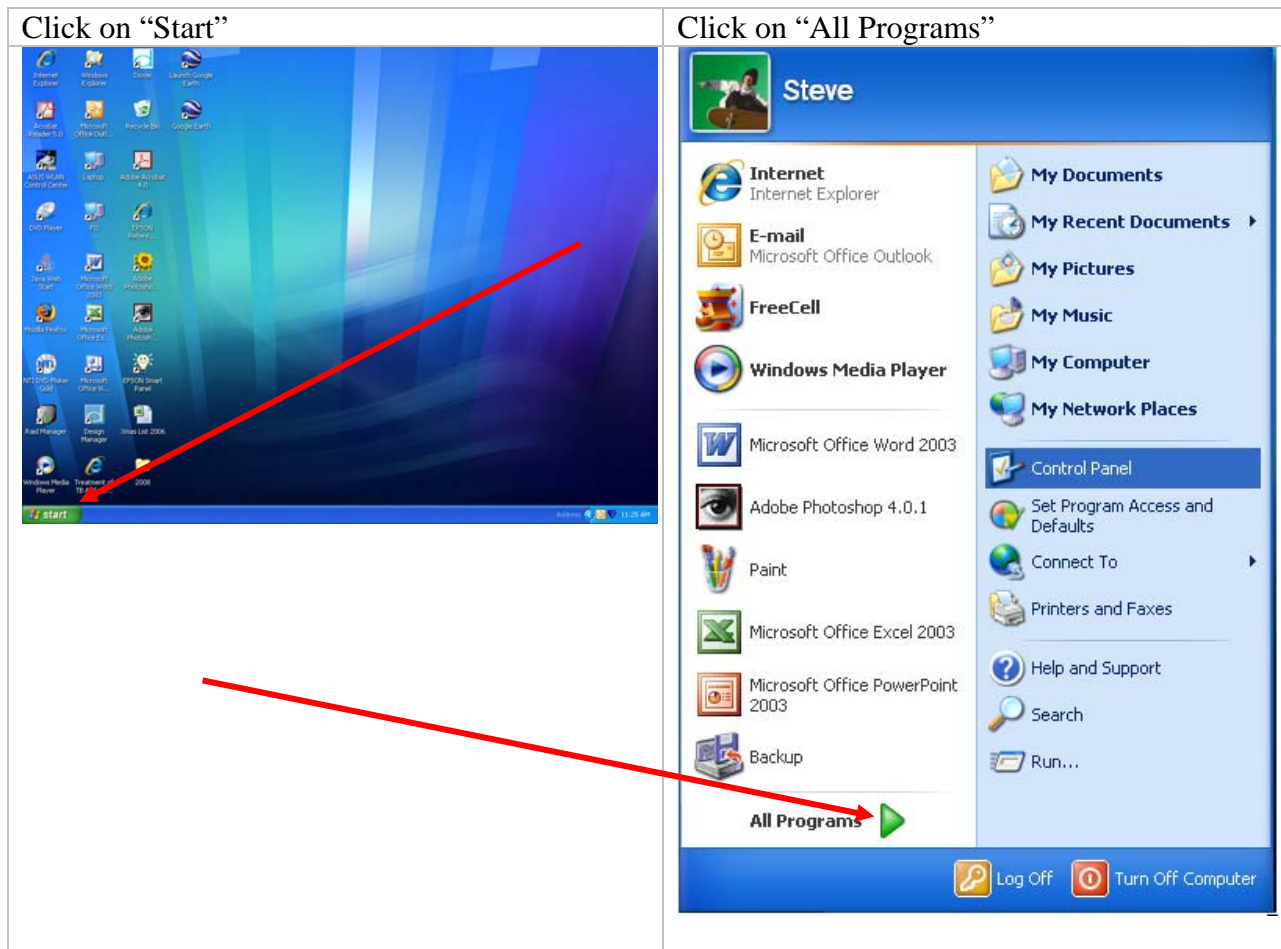


## How to schedule regular computer backups using MS XP - Professional OS

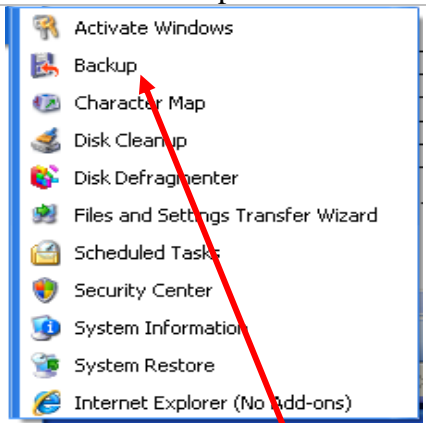
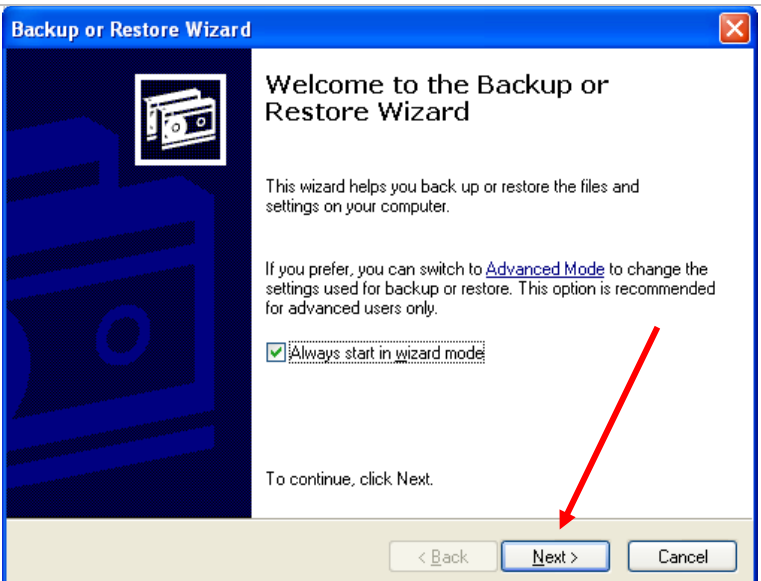
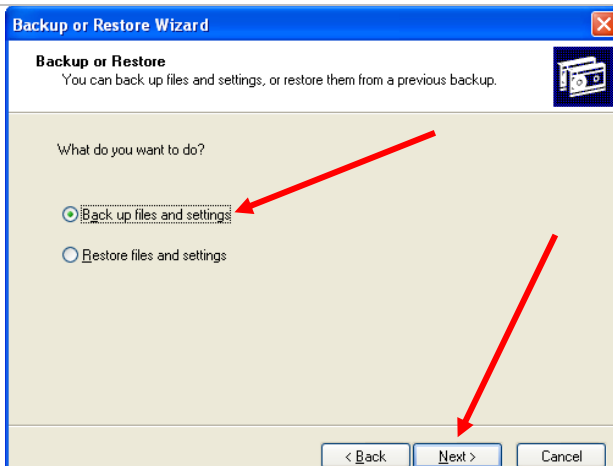
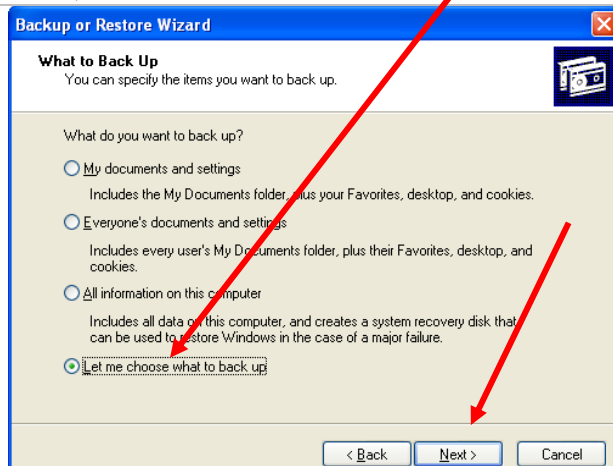
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### ***Mandatory Preparations & Decisions:***

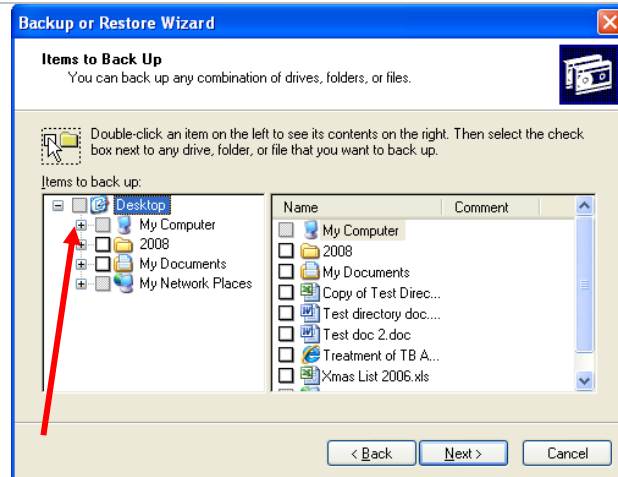
1. *You'll need to have a fixed location to where you will send your backups!* A storage drive or an external portable drive (cost: about \$100) is best for periodic backups. Make sure it is connected and turned on when the backup is scheduled. (My storage drive is always on.)
2. *What do you want to backup?* We recommend: "Let me choose what to back up."
3. *You'll need to decide how often you will backup your desired files.* Since this instruction's purpose is to meet the needs of a majority of computer users, we have designed a backup to do a backup twice a week. There are other backup designs.
4. ***You will need to establish an Administrator's Password before you start.*** See "How to install & change Administrator's Password" instruction at <http://www.tcscomputer.com/faq.htm>.



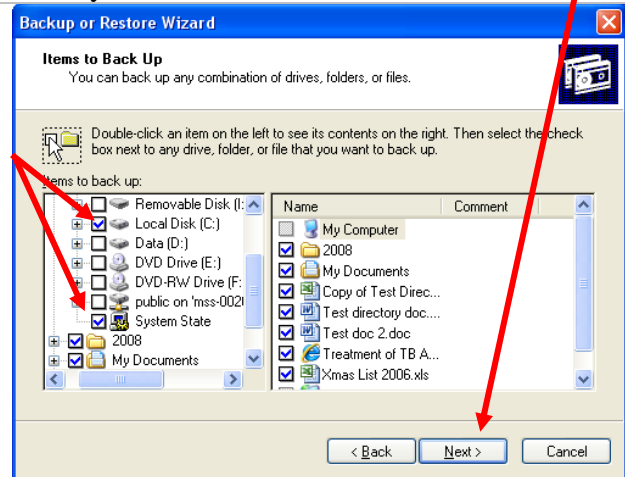
Click on "Accessories"	Click on "System Tools"
<ul style="list-style-type: none"><li>Set Program Access and Defaults</li><li>Windows Catalog</li><li>Windows Update</li><li>New Office Document</li><li>Open Office Document</li><li>Microsoft Update</li><li><b>Accessories</b></li><li>ASUS Utility</li><li>Games</li><li>Java Web Start</li><li>Mozilla Firefox</li><li>NTI Backup NOW! 3</li><li>NTI DriveBackup! 3</li><li>NTI DVD Player</li><li>NTI DVD-Maker</li><li>RAID Manager</li><li>Silicon Image</li><li>Startup</li><li>Acrobat Reader 5.0</li><li>Internet Explorer</li><li>MSN</li><li>Outlook Express</li><li>Remote Assistance</li><li>Windows Media Player</li><li>Windows Messenger</li><li>Windows Movie Maker</li><li>Microsoft Office</li><li>Microsoft Works</li><li>Microsoft Works Task Launcher</li><li>PrintServer Utilities</li><li>Design Manager</li><li>Hewlett-Packard</li></ul>	<ul style="list-style-type: none"><li>Accessibility</li><li>Communications</li><li>Entertainment</li><li>Address Book</li><li>Calculator</li><li>Command Prompt</li><li>Notepad</li><li>Paint</li><li>Program Compatibility Wizard</li><li>Synchronize</li><li>Tour Windows XP</li><li>Windows Explorer</li><li>WordPad</li><li>Scanner and Camera Wizard</li><li><b>System Tools</b></li></ul>

<p>Click on "Backup"</p> 	<p>Click on "Next"</p> 
<p>Leave "Back up files and settings" designated, then Click on "Next"</p> 	<p>Click on "Let me choose what to backup." Then, "Next"</p> 

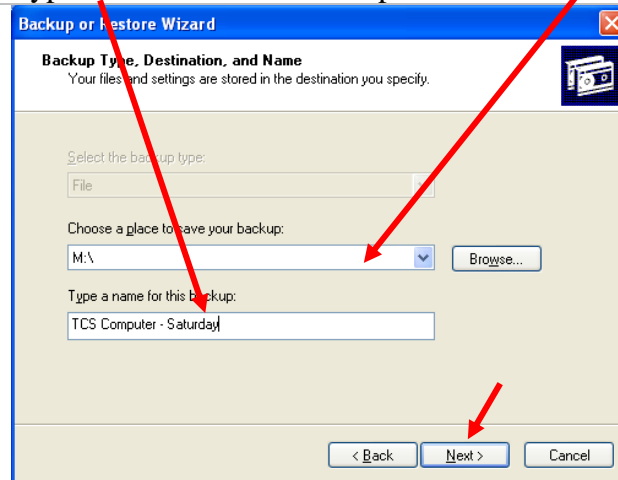
Click on the + box next to “My Computer.”

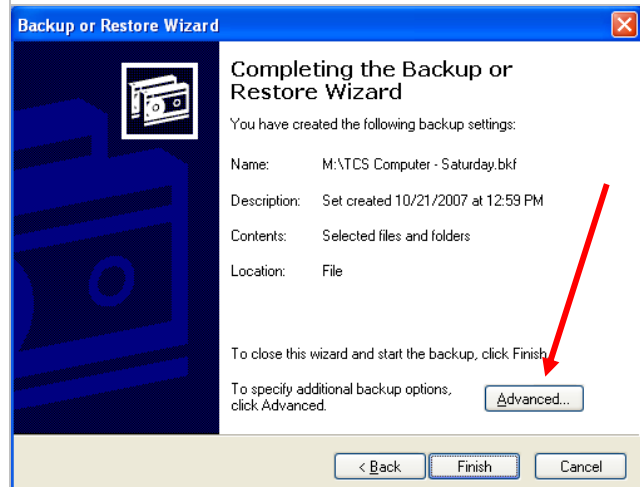
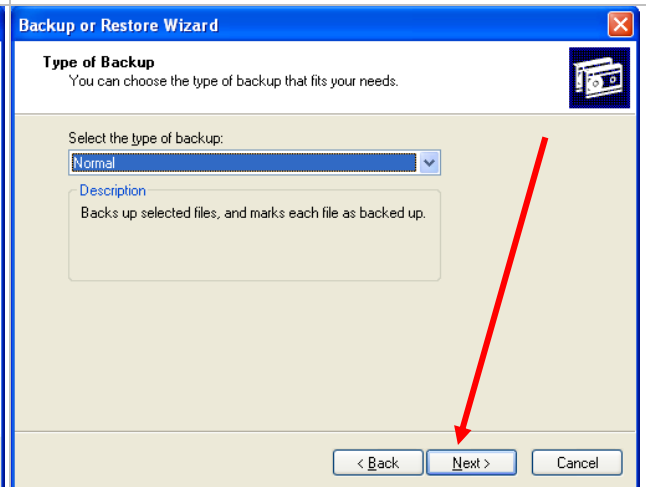
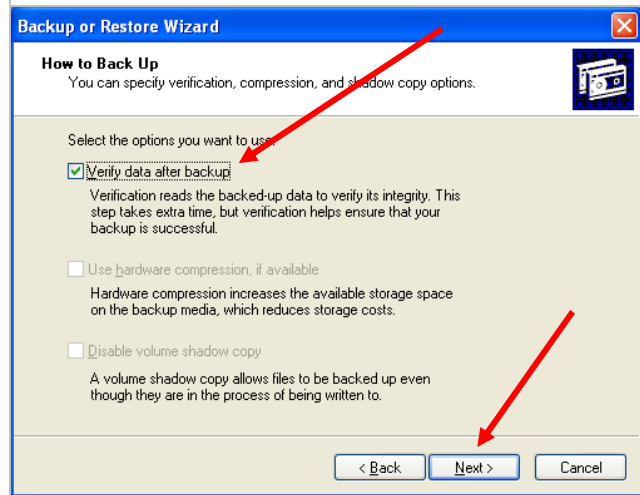
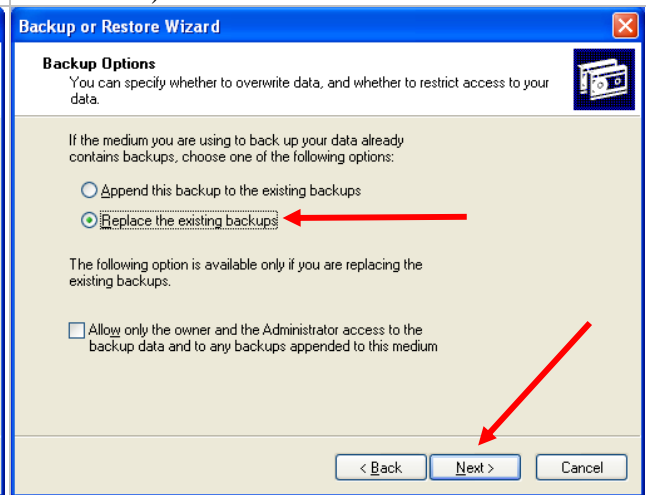


Using the scroll bar, scroll down until “Local Disk [C:]” and “System State” are shown. Put a check in each. (The other ✓s are automatic when you checked “C.” Then, click on “Next”



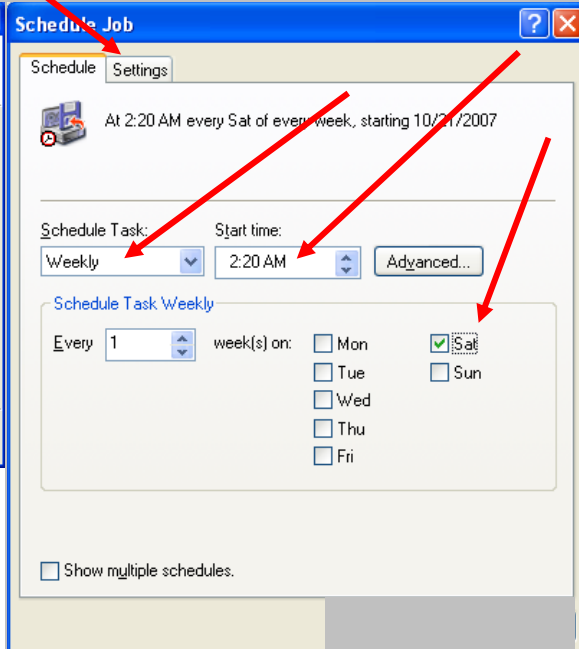
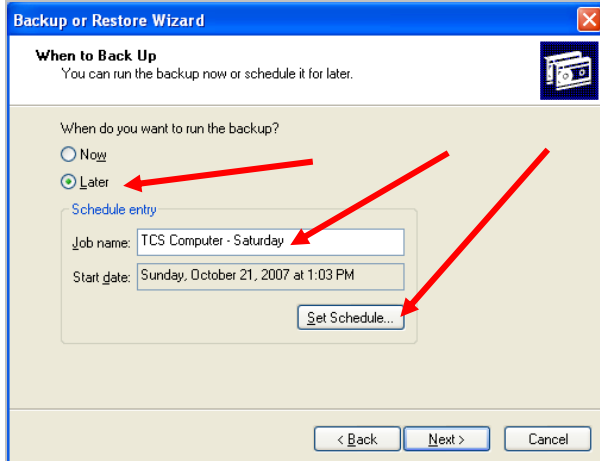
This is the default next screen. (Don’t even think of backing up to floppy or CD.) This screen will probably **not** immediately show the storage or portable drive where you want to send the backup. So, click on “Browse...” (or, on the down arrow) to find it. (If you have it properly connected and it doesn’t appear, press”F5” on your keyboard. This will refresh your directory/file list.) (In this example, the backup destination is a network storage drive identified as “M.”) Type in the name of the computer and “Saturday.” Then, “Next.”



<p>Click on "Advanced"</p>  <p><b>Backup or Restore Wizard</b></p> <h3>Completing the Backup or Restore Wizard</h3> <p>You have created the following backup settings:</p> <p>Name: M:\TCS Computer - Saturday.bkf Description: Set created 10/21/2007 at 12:59 PM Contents: Selected files and folders Location: File</p> <p>To close this wizard and start the backup, click Finish. To specify additional backup options, click Advanced.</p> <p><input type="button" value="Advanced..."/></p> <p>&lt; Back Finish Cancel</p>	<p>Select "Normal" then "Next"</p>  <p><b>Backup or Restore Wizard</b></p> <h3>Type of Backup</h3> <p>You can choose the type of backup that fits your needs.</p> <p>Select the type of backup: Normal</p> <p>Description Backs up selected files, and marks each file as backed up.</p> <p>&lt; Back Next &gt; Cancel</p>
<p>Put a checkmark in "Verify data after backup" Then, click "Next"</p>	<p>In this screen, select "Replace the existing backups." (If you have <u>un</u>reliable people using this computer, click on "Allow only the owner...") Click on "Next"</p>
 <p><b>Backup or Restore Wizard</b></p> <h3>How to Back Up</h3> <p>You can specify verification, compression, and shadow copy options.</p> <p>Select the options you want to use:</p> <p><input checked="" type="checkbox"/> <u>Verify data after backup</u> Verification reads the backed-up data to verify its integrity. This step takes extra time, but verification helps ensure that your backup is successful.</p> <p><input type="checkbox"/> Use hardware compression, if available Hardware compression increases the available storage space on the backup media, which reduces storage costs.</p> <p><input type="checkbox"/> Disable volume shadow copy A volume shadow copy allows files to be backed up even though they are in the process of being written to.</p> <p>&lt; Back Next &gt; Cancel</p>	 <p><b>Backup or Restore Wizard</b></p> <h3>Backup Options</h3> <p>You can specify whether to overwrite data, and whether to restrict access to your data.</p> <p>If the medium you are using to back up your data already contains backups, choose one of the following options:</p> <p><input type="radio"/> Append this backup to the existing backups</p> <p><input checked="" type="radio"/> <u>Replace the existing backups</u></p> <p>The following option is available only if you are replacing the existing backups.</p> <p><input type="checkbox"/> Allow only the owner and the Administrator access to the backup data and to any backups appended to this medium</p> <p>&lt; Back Next &gt; Cancel</p>

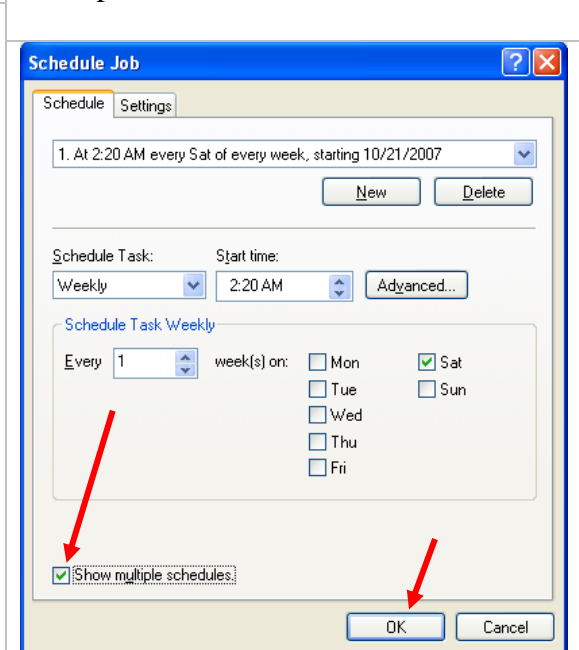
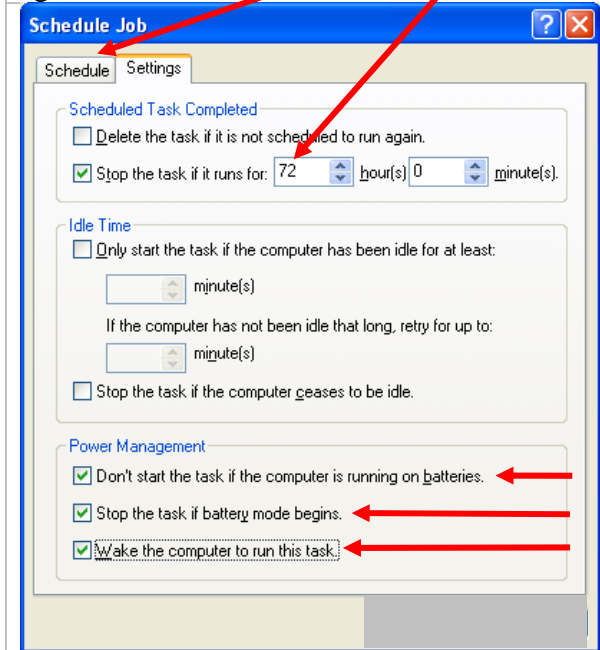
Change "Now" to "Later."  
 Type in the "Job name." Click  
 on "Set Schedule"

First, use the down arrow and schedule this task for "Weekly."  
 Then, schedule the start time for some time you know you  
 won't be on your computer. Click on "Sat." Next, click on  
 "Settings."

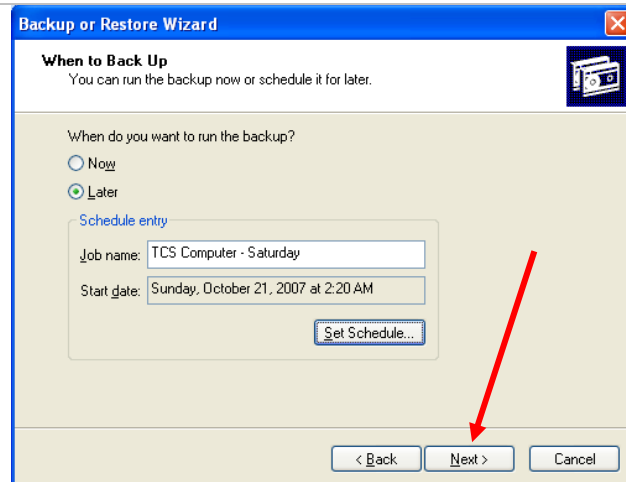


Change the "72" to "12." Put ✓ in all three  
 blocks of "Power Management." Click  
 again on "Schedule."

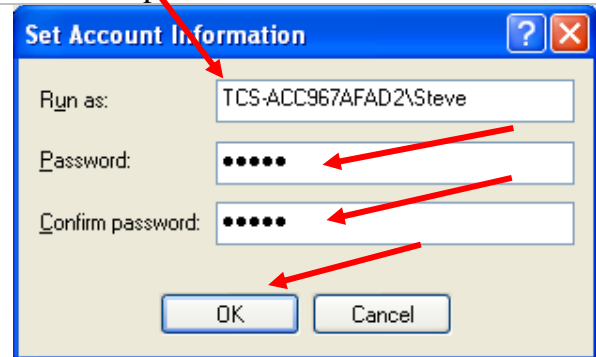
Click on "Show multiple schedules." Note that  
 this shows that schedule #1 is Saturday's weekly  
 backup. Click on "OK."



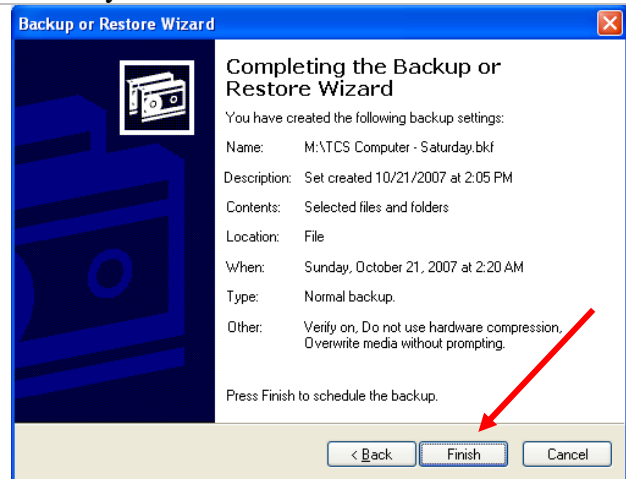
The previous “OK” returns you to this screen and shows what you’ve scheduled. Click on “Next.”



The “Run as:” is automatically plugged in by your computer. (Usually, it’s the computer’s name and the logged-on operator.) **Don’t** change it. Type in your “Password” and “Confirm password” and click on “OK”.



This is your final confirmation screen. Click on “Finish.”



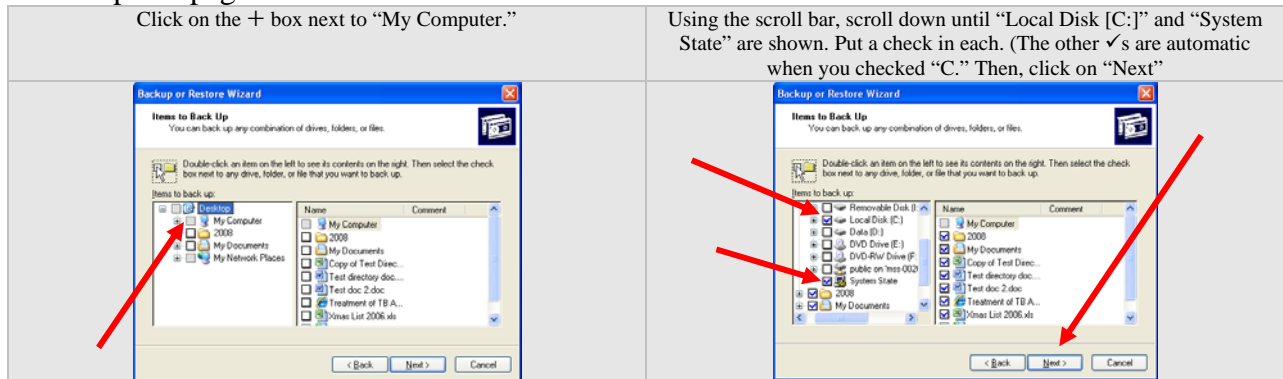
This backup, which you’ve identified as “Saturday,” is your primary fall-back recovery resource should you have a “C:” hard drive failure. This “Saturday” backup backs up everything on your “C:” drive and your “System State” (settings) each Saturday of every week until you do something to change this schedule.

If you do a very large amount of work on your computer each day, you may wish to schedule a second backup each week. The instructions starting on page 8, below, show you how to do this.

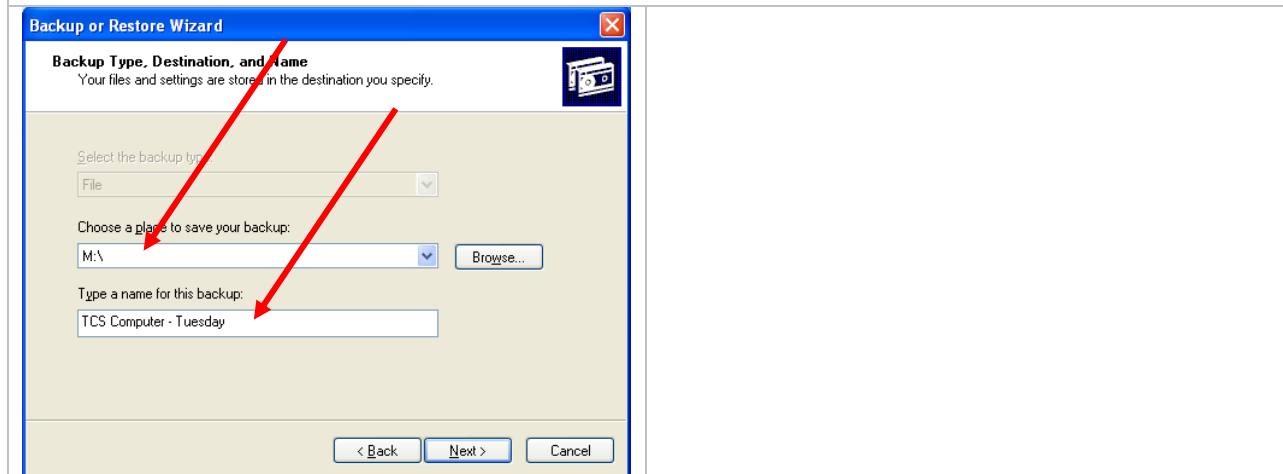
To verify that these instructions have been recorded, go to “Start,” “Control Panel,” “Scheduled Tasks” and double click on it. You should see the task scheduled.

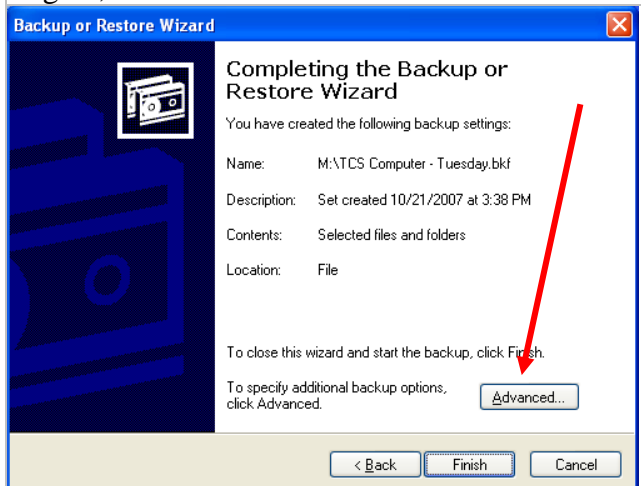
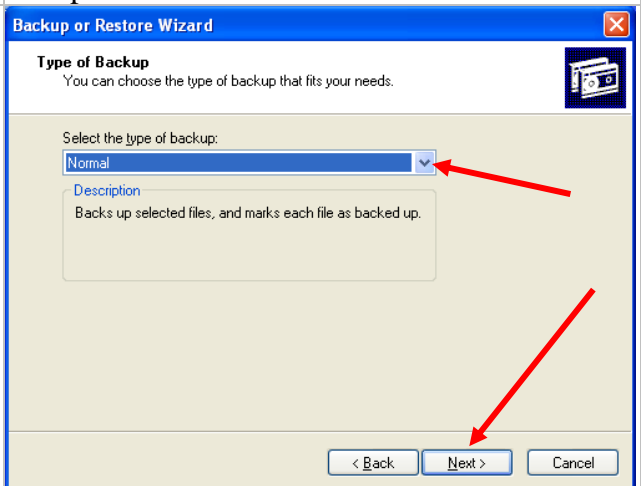
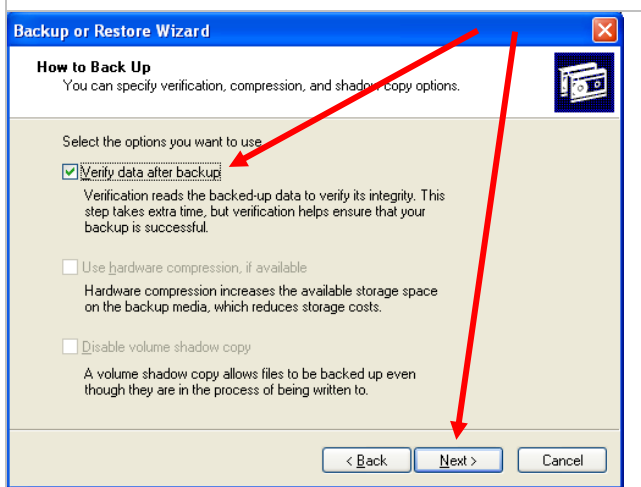
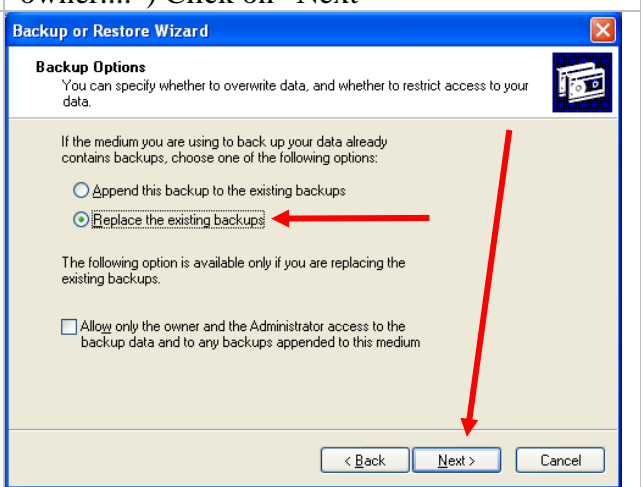
These instructions are the complement to the “Saturday” backup instructions, above. These show you how to schedule a second backup for each week.

To start, repeat all the steps that are on the first three pages of the above guidance and these first two steps on page 4:



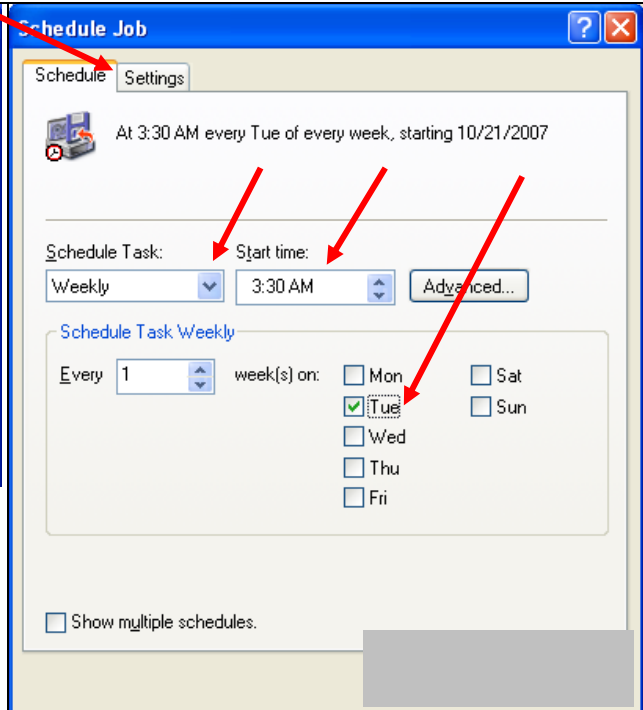
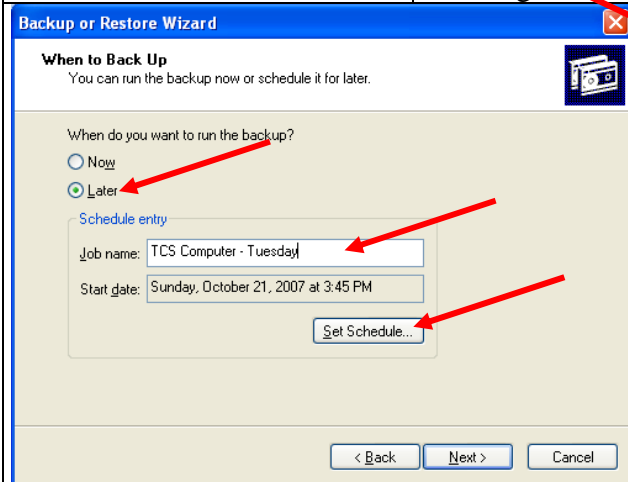
This is the default next screen. (Don’t even think of backing up to floppy or CD.) This screen will probably not immediately show the storage or portable drive where you want to send the backup. So, click on “Browse...” (or, on the down arrow) to find it. (If you have it properly connected and it doesn’t appear, press”F5” on your keyboard. This will refresh your directory/file list.) (In this example, the backup destination is a network storage drive identified as “M.”) However, in the second block, type in the name of the computer and “**Tuesday.**” Then, “Next.”



<p>Again, click on "Advanced."</p> 	<p>Keep "Normal"</p> 
<p>Click on "Verify data after backup" and "Next."</p> 	<p>In this screen, select "Replace the existing backups." (If you have <u>un</u>reliable people using this computer, click on "Allow only the owner....") Click on "Next"</p> 

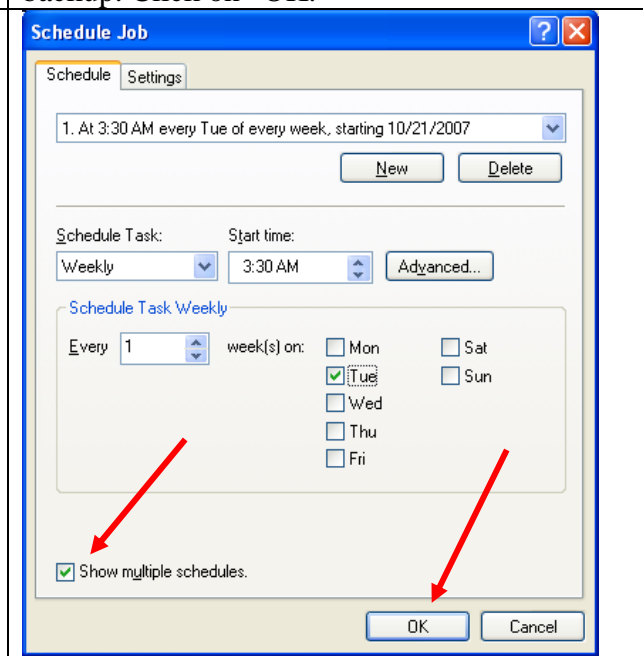
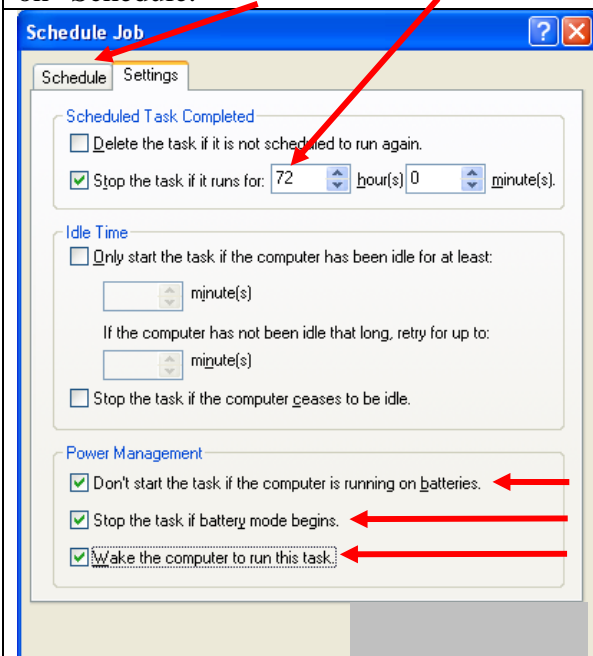
Check "Later." Type in "Job name" and click on "Set Schedule."

First, use the down arrow and schedule this task for "Weekly." Then, schedule the start time for some time you know you won't be on your computer. Then, click on "Tue." Next, click on "Settings."

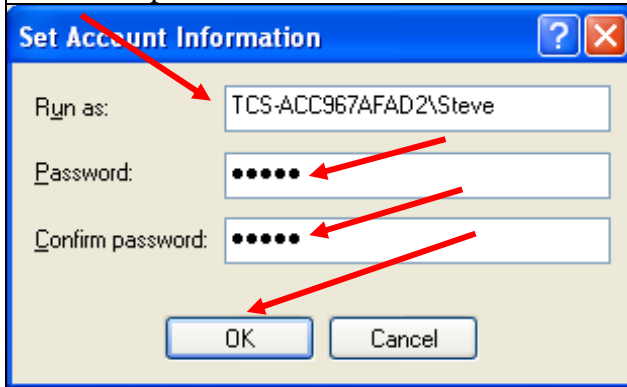


Change the "72" to "12." Put ✓s in all three blocks of "Power Management." Click again on "Schedule."

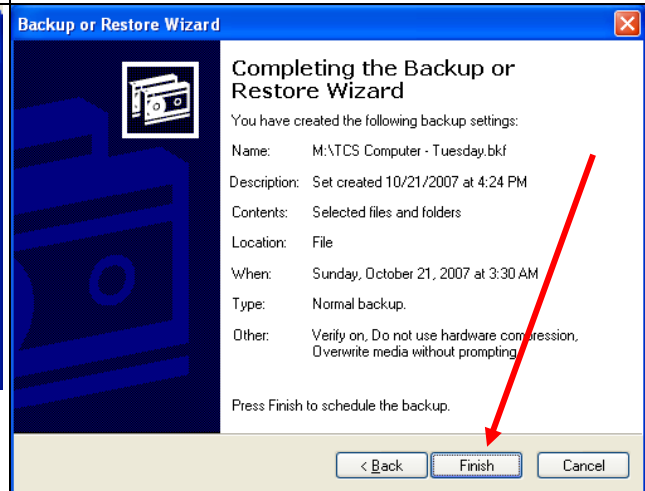
Click on "Show multiple schedules." Note that this shows that schedule #1 is Tuesday's backup. Click on "OK."



The “Run as:” is automatically plugged in by your computer. (Usually, it’s the computer’s name and the logged-on operator.) **Don’t change it.** Type in your “Password” and “Confirm password” and click on “OK”.



This is your final screen for the Tuesday backup. Click on “Finish.”



This concludes your second – Tuesday – weekly backup scheduling. If you go to Scheduled Tasks on the Control Panel, you’ll see that both are scheduled.