

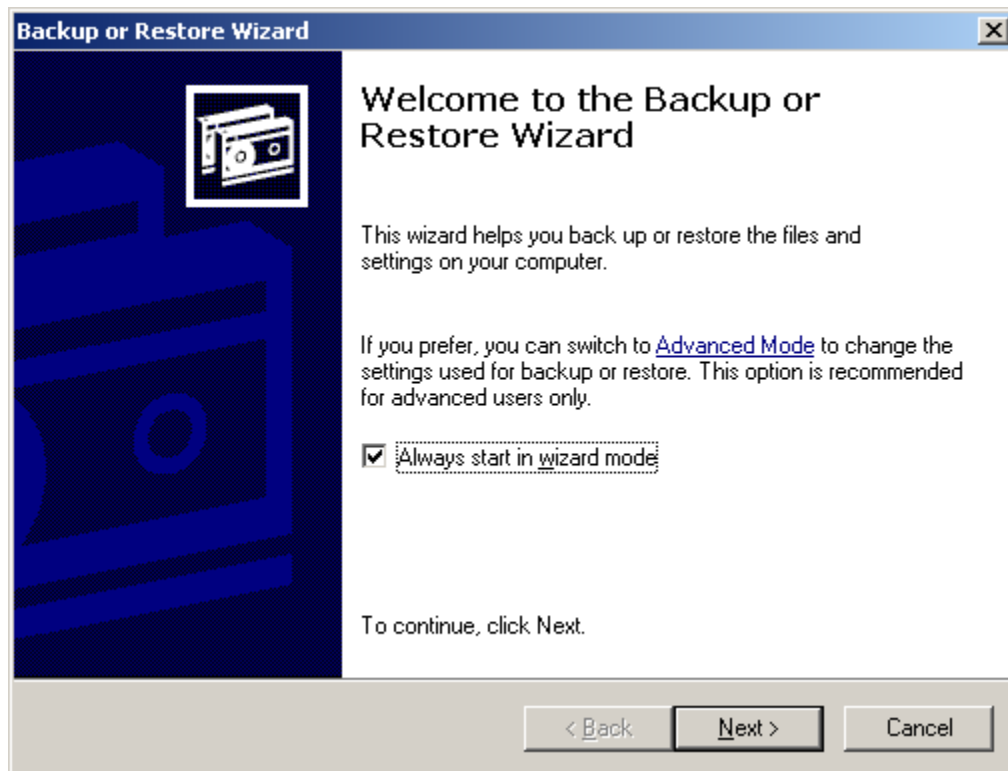
Backup Files with Windows XP

Windows XP Backup Tool – This method uses a Backup tool, which comes with the Windows XP Operating System. This process will create a single file containing all the items that the user indicates and are required for a backup. After the backup is complete, the single file may be stored on a disk(s) or USB key for storage and retrieval.

1. Activate the **Start** menu and select **Programs** (or All Programs), then select **Accessories, System Tools**; then select **BACKUP**.

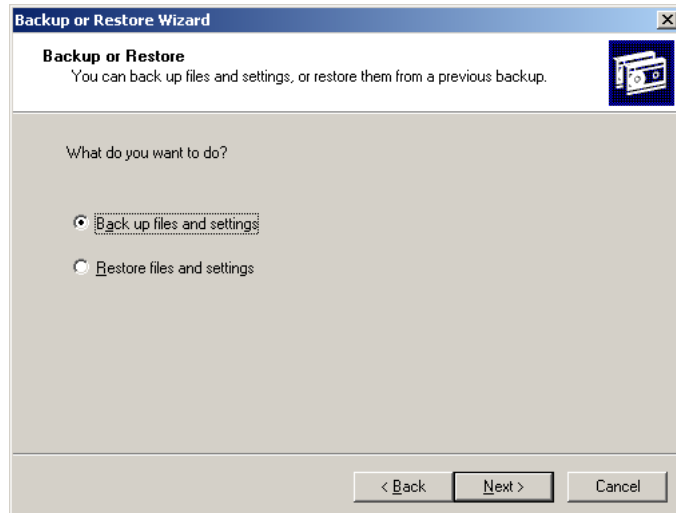


2. This will launch the *Backup or Restore Wizard* program as shown below. At this point the user may select *Advanced Mode*, which will close the wizard and launch a program allows the backup to be configured by the user. Use advanced mode if specific files or folders, incremental, enhanced or differential backups are required. In this case, the backup is done in Wizard Mode; Select **Next**.

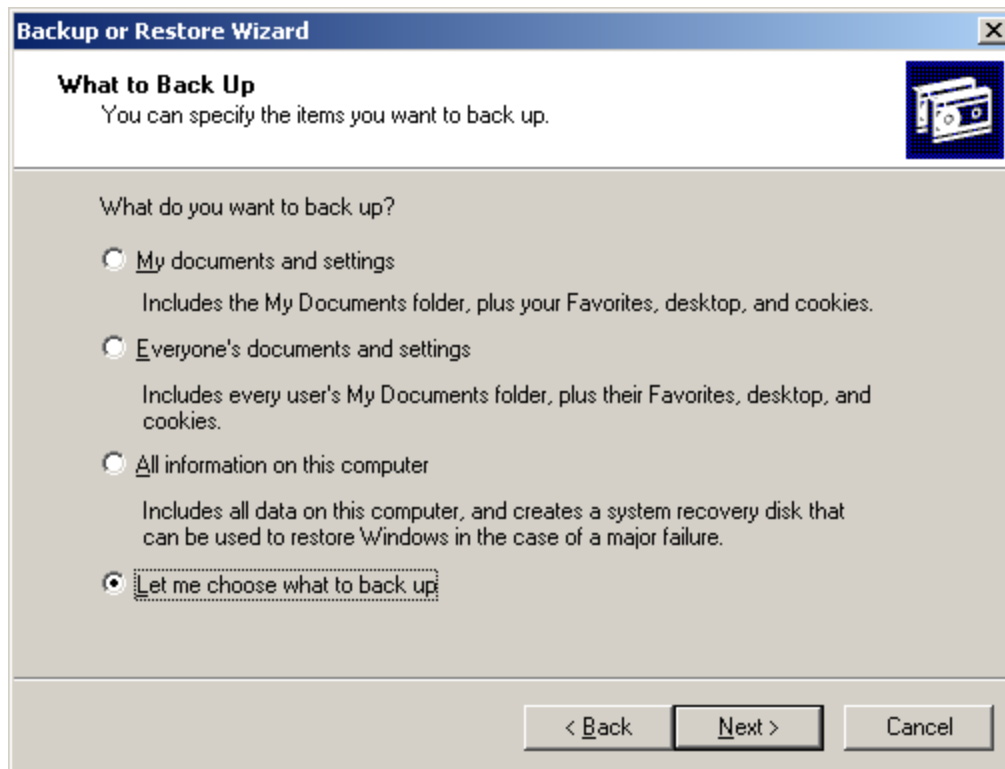


3. The wizard will provide the Backup OR Restore options. **Select Backup Files and Settings**, then select **Next**.

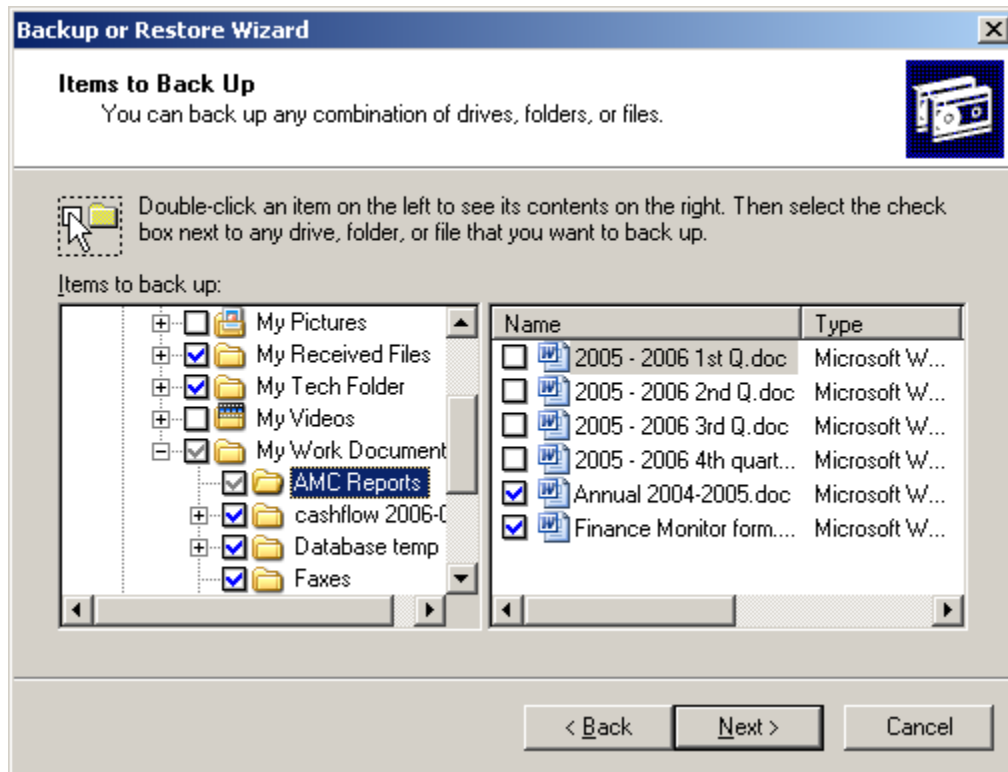
Note: The *Restore* feature uses a Backup file previously created using this tool only. It will not restore other backup file types and it is further recommended that a network or computer administrator conduct any file restorations required.



4. The What To Backup window will appear to allow for backup type selection. Four (4) options are presented; as displayed below. Select, **Let Me Chose What To Backup** and then select **Next**.



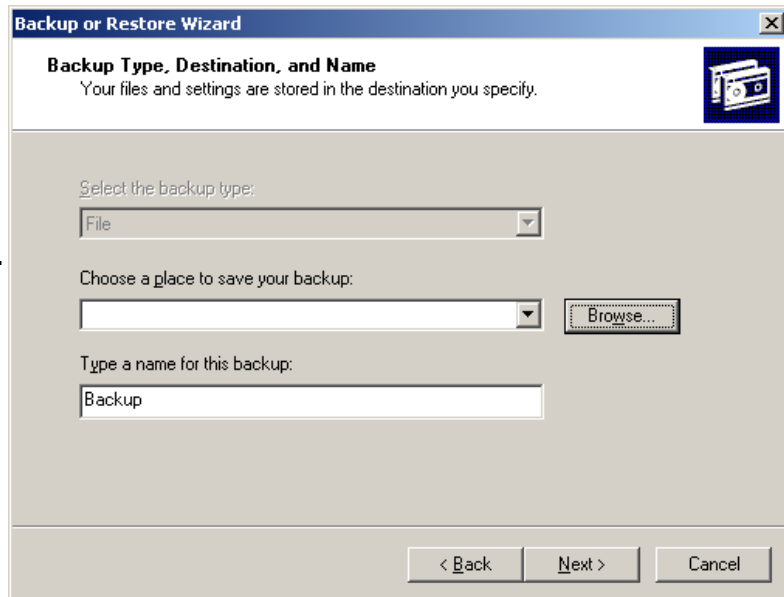
5. The Items To Backup window will appear, to allow for folder and/or file selection. **Place a check mark in the box** beside the required folder, to backup all the contents of that folder. To expand a folder, in order to view and select individual files, left click on the plus (+) sign located beside the folder, on the directory tree. Then place a check mark in the box beside the file that is to be backed up.



A brief review and description of backup types is presented later in this section.

6. The Backup Type, Destination and Name are now configured:
Choose a place to save the backup by selecting the **Browse** button.

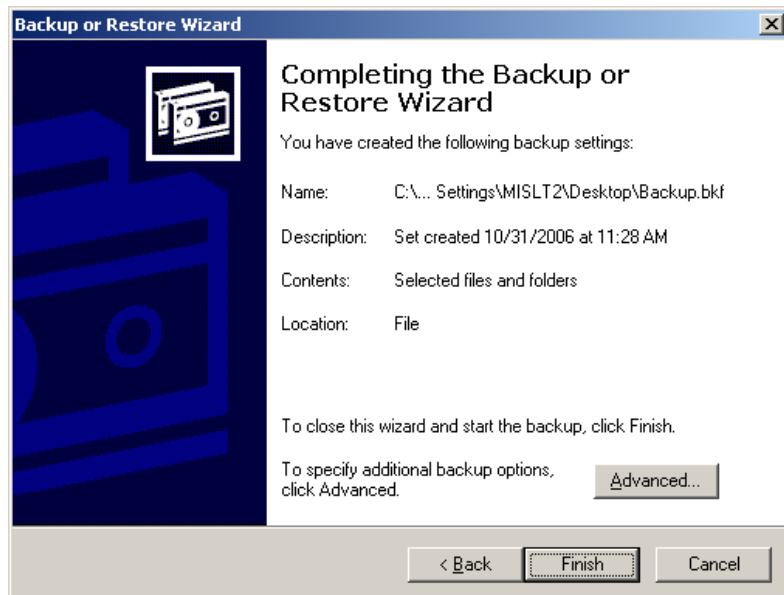
The **Save As** window will appear and the user may then pick a destination for the backup to be saved. Selecting Desktop is recommended; the backup file will be sent to storage media after the backup is complete, then deleted.

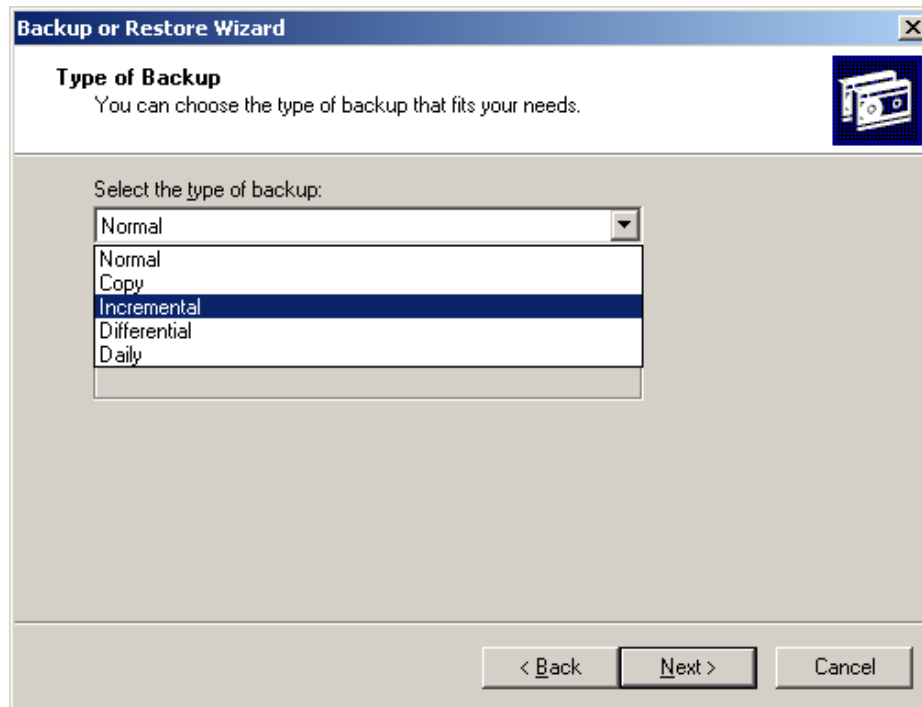


Select **Save** when a destination has been selected. Then manually type a Name for the backup file.: That name could include dates and/or times, backup number, etc. Select **Next**.

7. The Completing the Backup window will appear. Select Finish, at which point the Backup Progress window will appear.

Please note the **Advanced** button shown on this window. Selecting this button will activate a window which allows the user to select the backup type they wish to perform. (Shown on next page)





By selecting Advanced Mode, the user is provided options with regard to the type of backup required.

Differential Backup: The option of backing those items that have been created or changed since the last normal or incremental backup.

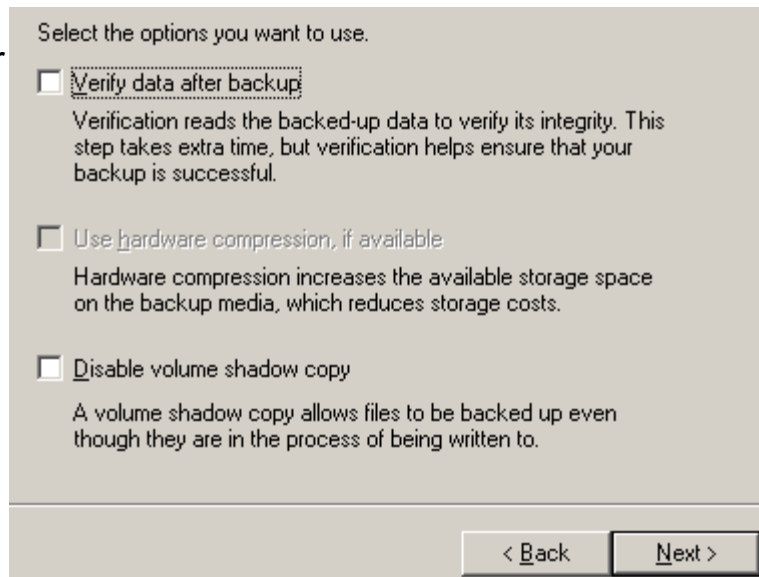
Incremental Backup: This will allow the user, to conduct minimal backups of only those files or folders which were not backed during the last normal or incremental backup.

Normal Backup: This method requires the least amount of time and space to conduct a backup and/or restore. This method backs up the selected files from the previous steps and marks each file as having been backed up. Recovery of files can be time consuming due to multiple disk backup sets.

The primary difference between these backup methods is the archive attributes. Clearing the attributes of the files and folders in the backup archive will determine if that file is backed up using the methods described above. This is done automatically and depends on the backup method selected.

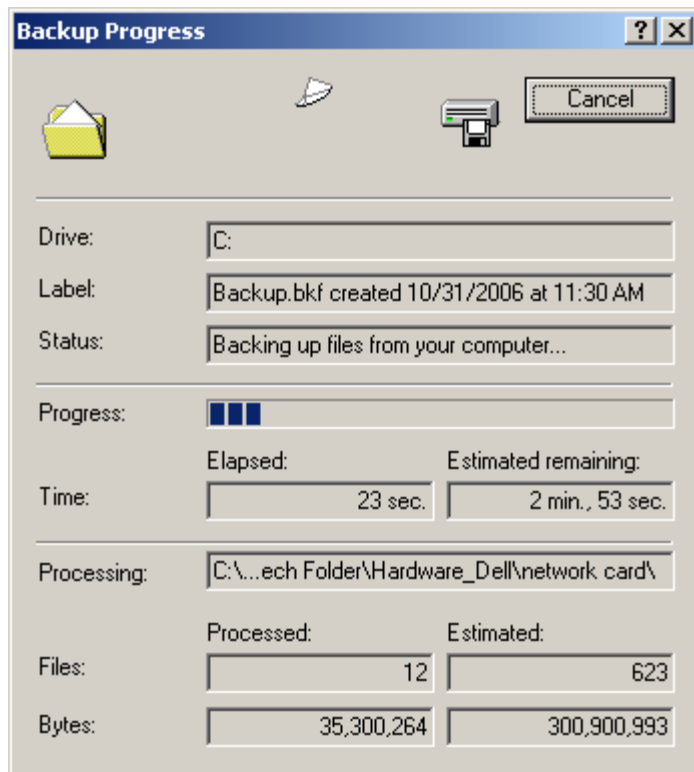
Select **Next** when the backup type is chosen from the pull down menu. The menu is activated by selecting the black triangle at the end of that field. Descriptions of the backup type are given under the option menu, once the selection is made.

8. The How to Back Up window will appear after the backup configuration is complete. This addresses verification, compression (if any) and Volume Shadow Copy. Select the check box for each item, if required. Default is unchecked for all three items. Select **Next**.



9. The Backup Progress window will appear. This will display configuration, Time, and Size parameters of the back up file being created. The window will display The Backup is Complete statement when the task is finished.

10. The Backup is complete when this window becomes inactive and a **Close** button appears in the top right corner. The user may also generate a hardcopy report for viewing.



11. At this point the backup file must be stored on a media such as a writable CD or DVD, it may be copied to a USB and transferred to an administrative computer.

- **Refer to existing policy or the computers administrator with regard to backup storage.**