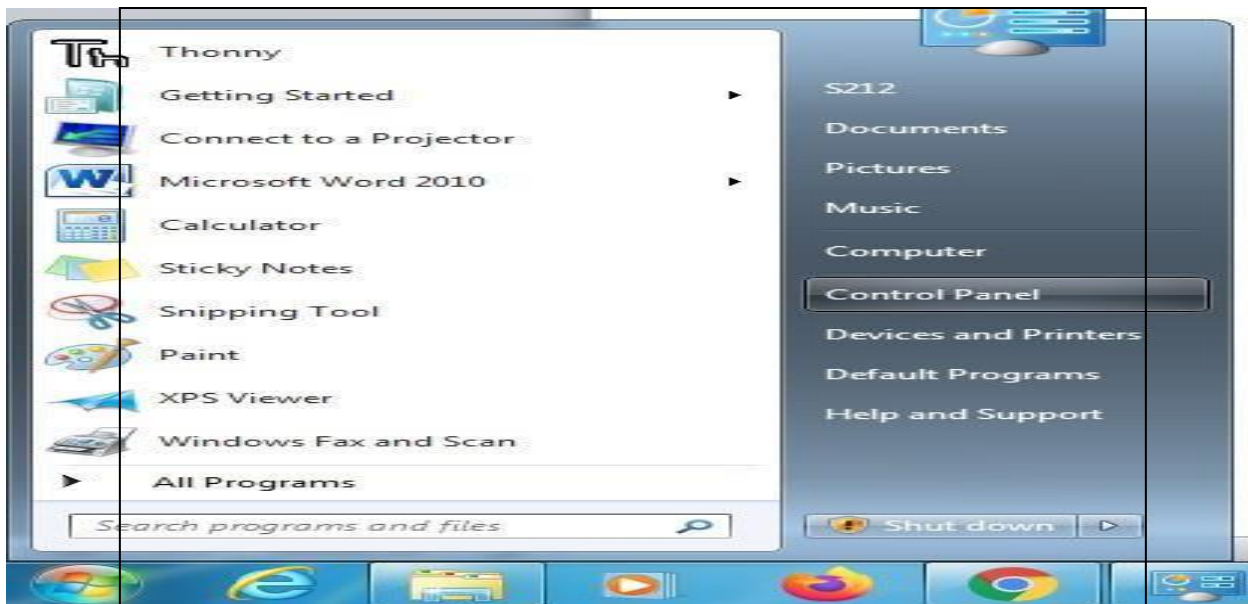


## Procedure:

### Backup folder/files

#### Step 1: Click Start Control Panel

The Control Panel is a component of Microsoft Windows that provides the ability to view and change system settings. It consists of a set of applets that include adding or removing hardware and software, controlling user accounts, changing accessibility options, and accessing networking settings. Additional applets are provided by third parties, such as audio and video drivers, VPN tools, input devices, and networking tools.

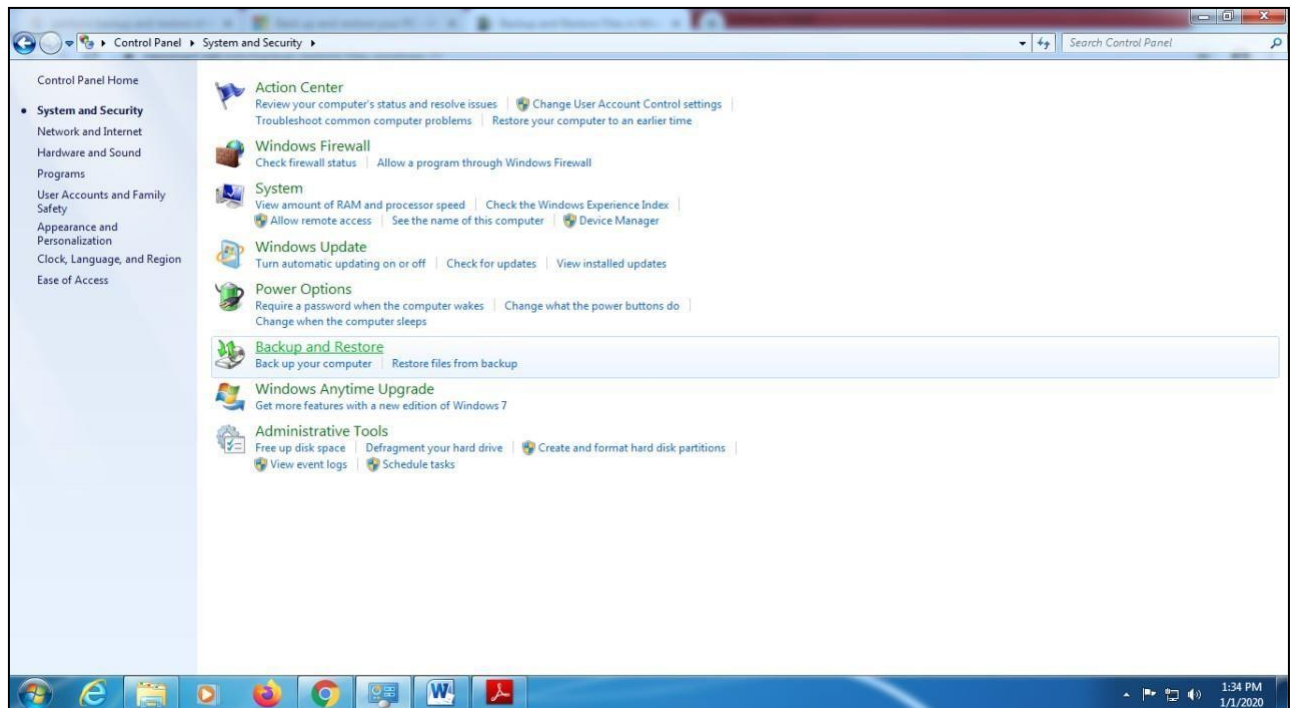


#### Step 2: Go to System and Security



### Step 3: Click **Backup and Restore**

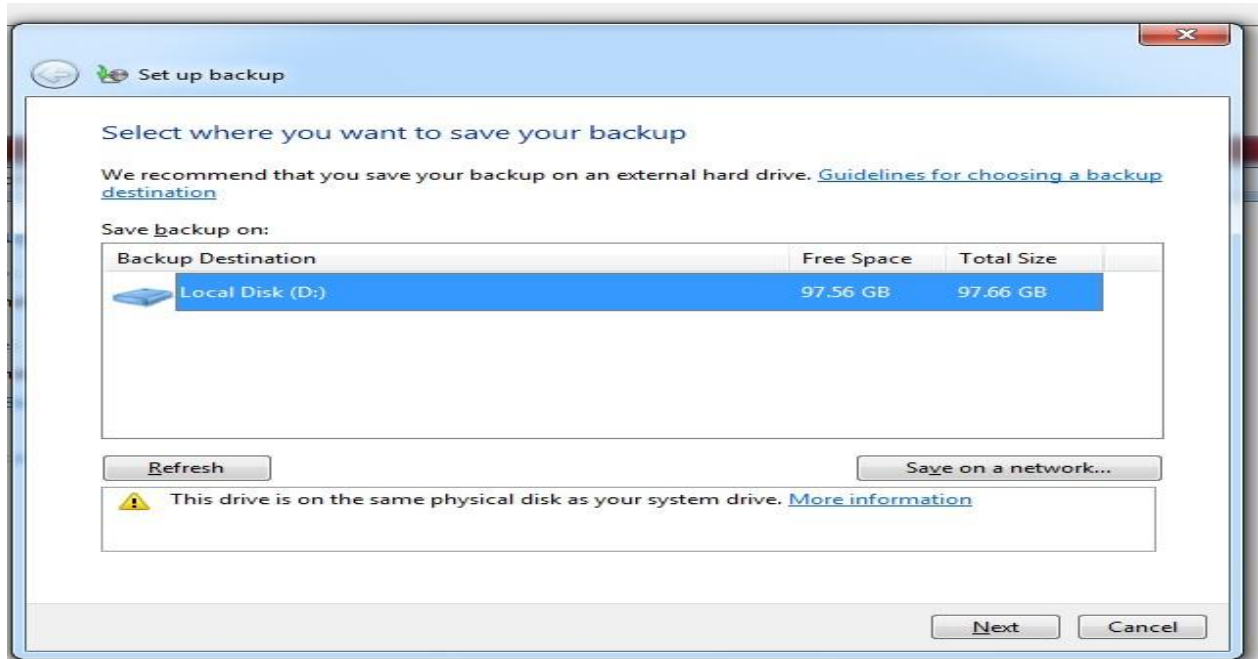
Backup and Restore supports two different types of backup: file backup and system image. File backups are saved to ZIP files. Two methods of file backup are supported. The first, normal backup, stores everything selected for backup. The second, incremental backup stores only files that are changed after a previous backup.



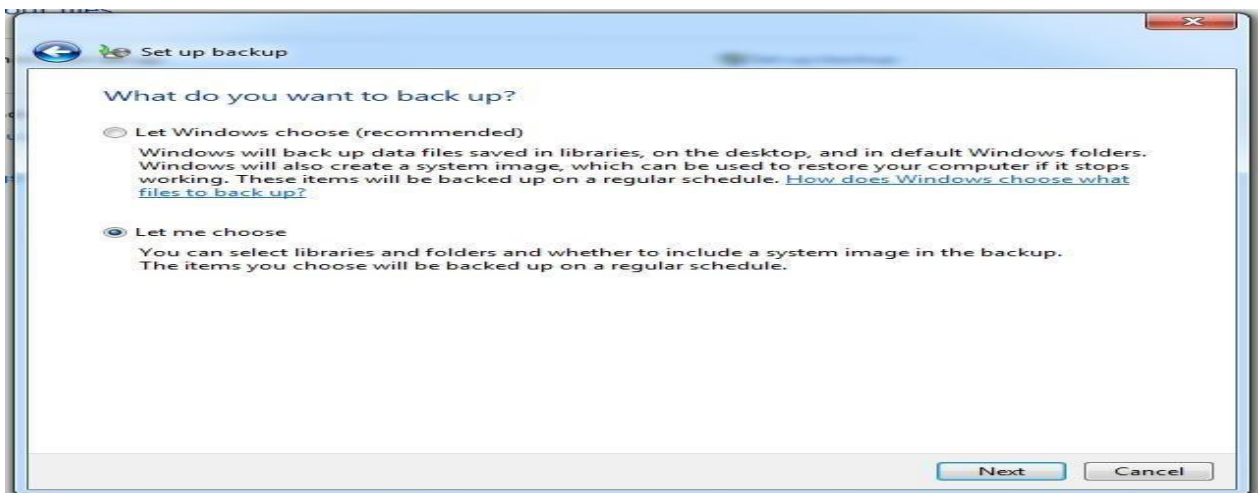
### Step 4: In the Back up or restore your files window click the link to **set up a backup**



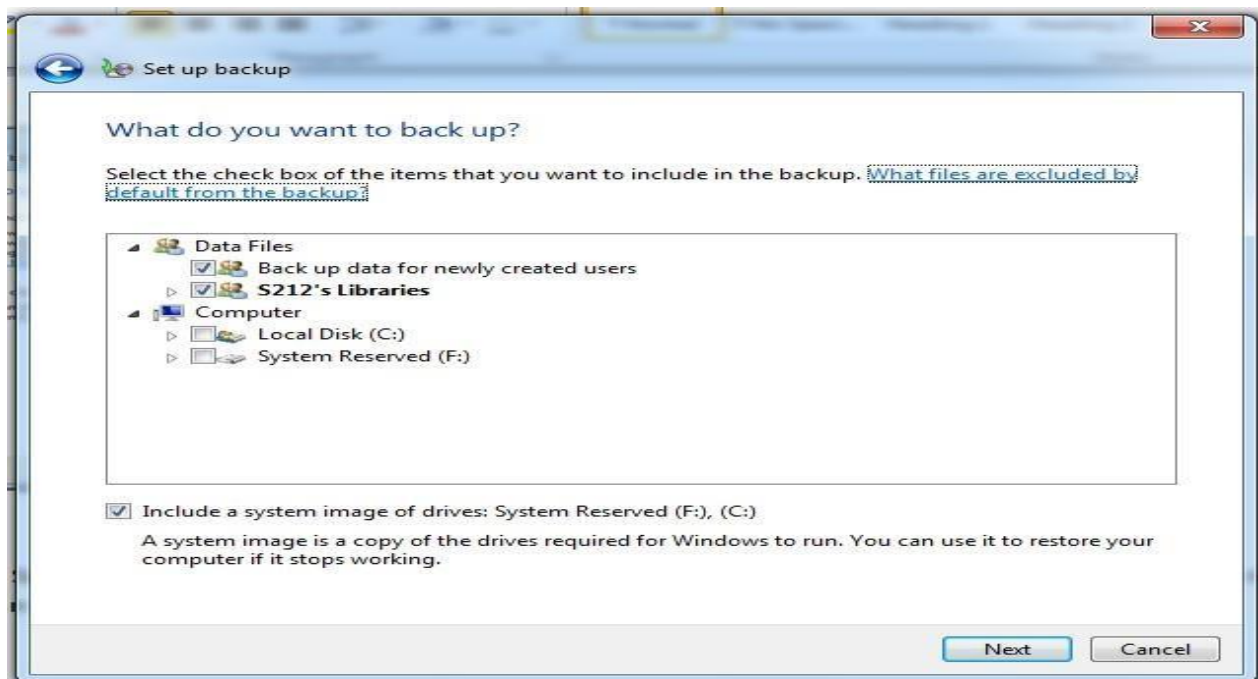
**Step 5:** Windows will search for a suitable drive to store the backup or you can also choose a location on your network. If you backup to a network location you might need the password to the share.



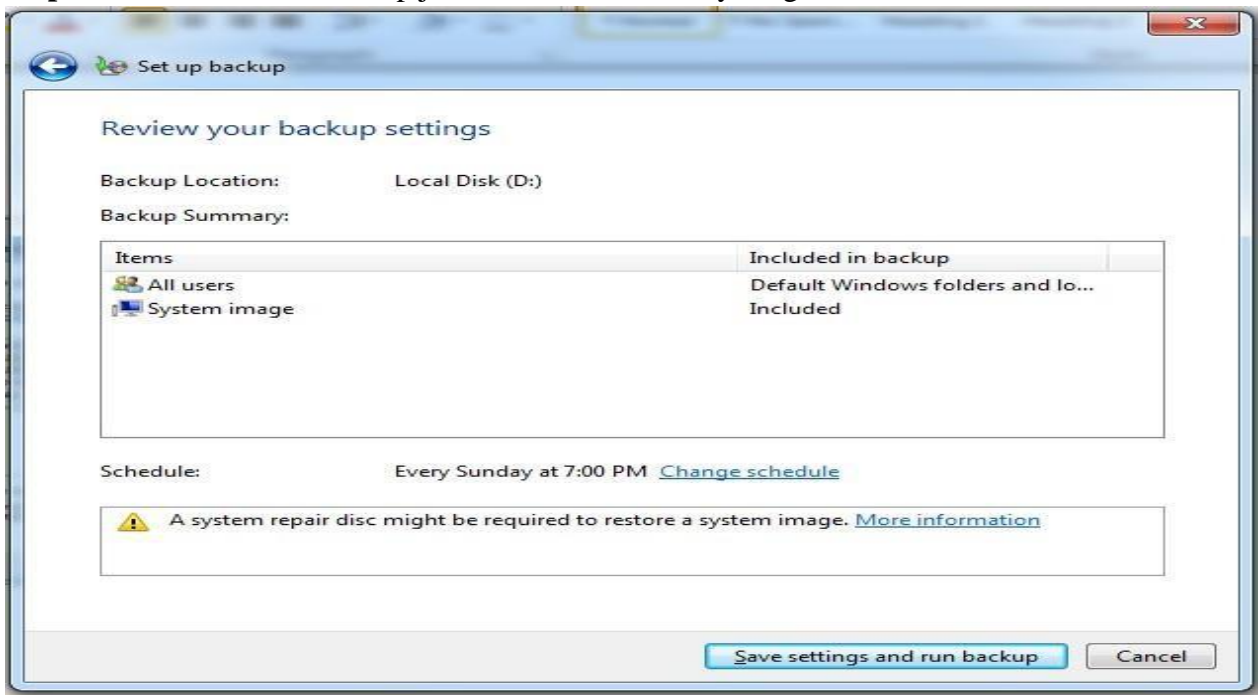
**Step 6:** You can choose **Let Windows choose** (recommended) what to backup or you can choose the files and directories as you want by selecting **let me choose**. You can have Windows choose what to backup or you can choose the files and directories. Because I like more user control for this tutorial I am choosing what to backup but it's completely up to you.



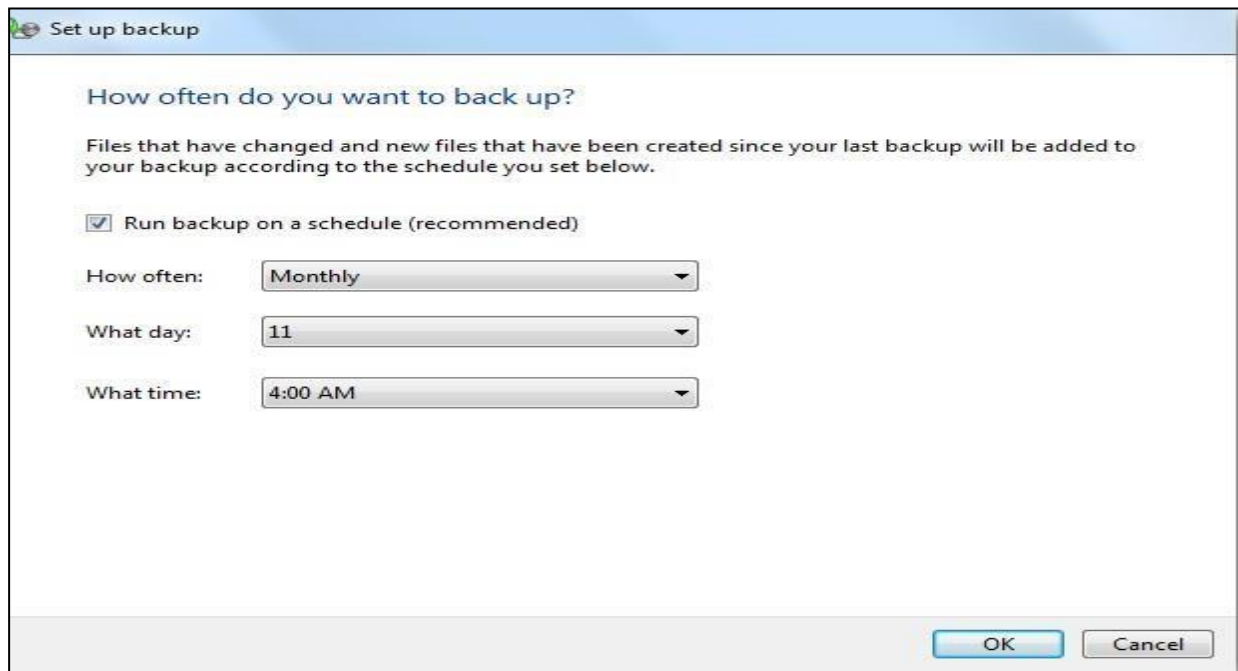
**Step 7:** Select the files and folder to include in the backup. Also notice you can select the option to create an image of your local drive.



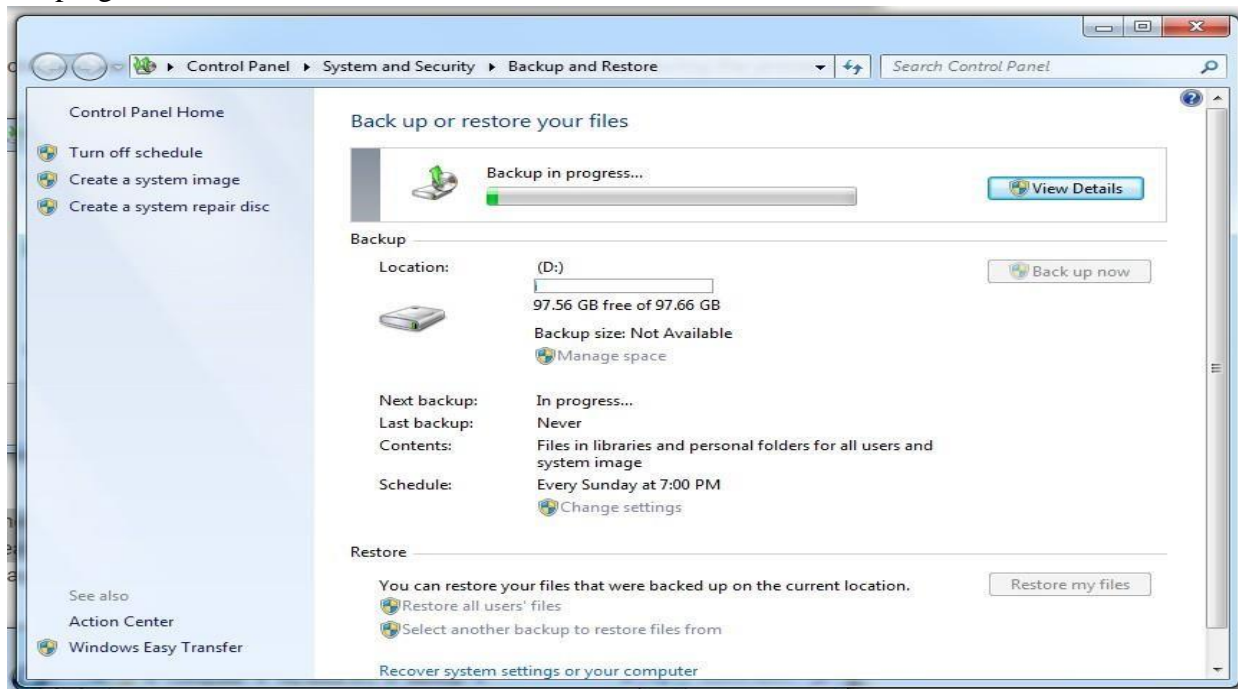
**Step 8:** Now review the backup job and make sure everything looks correct.



**Step 9:** Here you can also schedule the days and times the backup occurs.

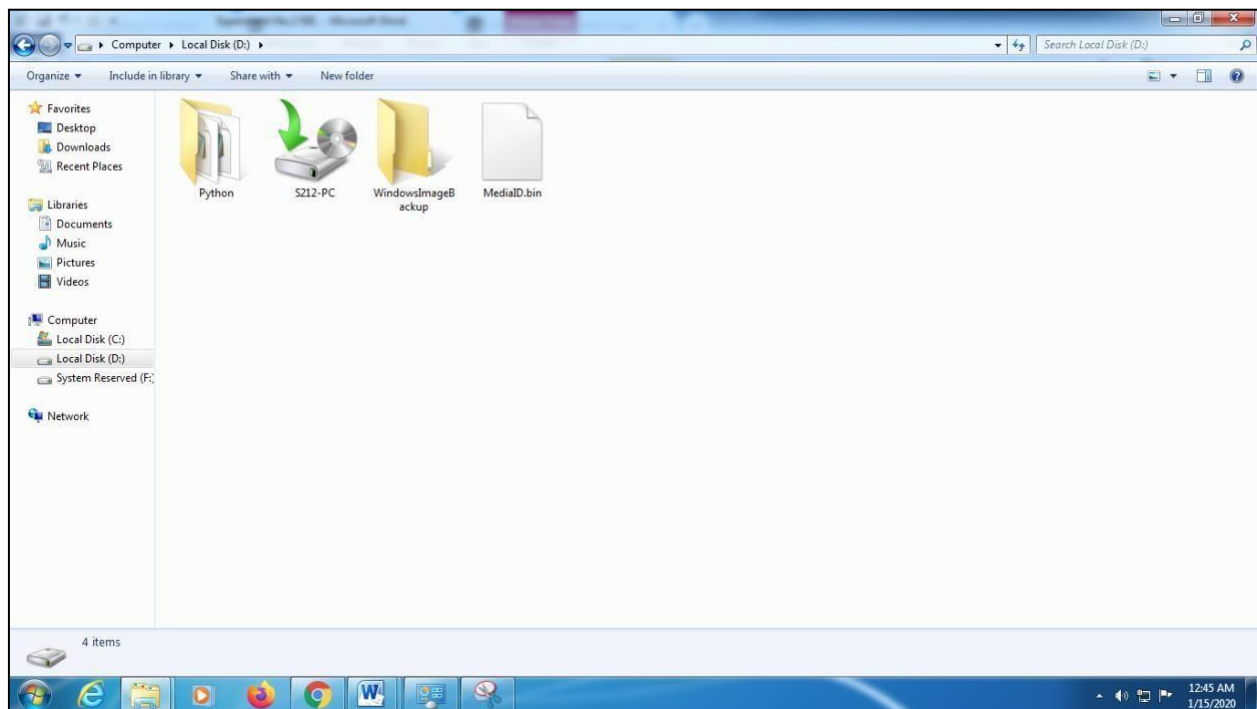


**Step 10:** Save the backup settings and kick off your first backup and while it runs you can monitor the progress.

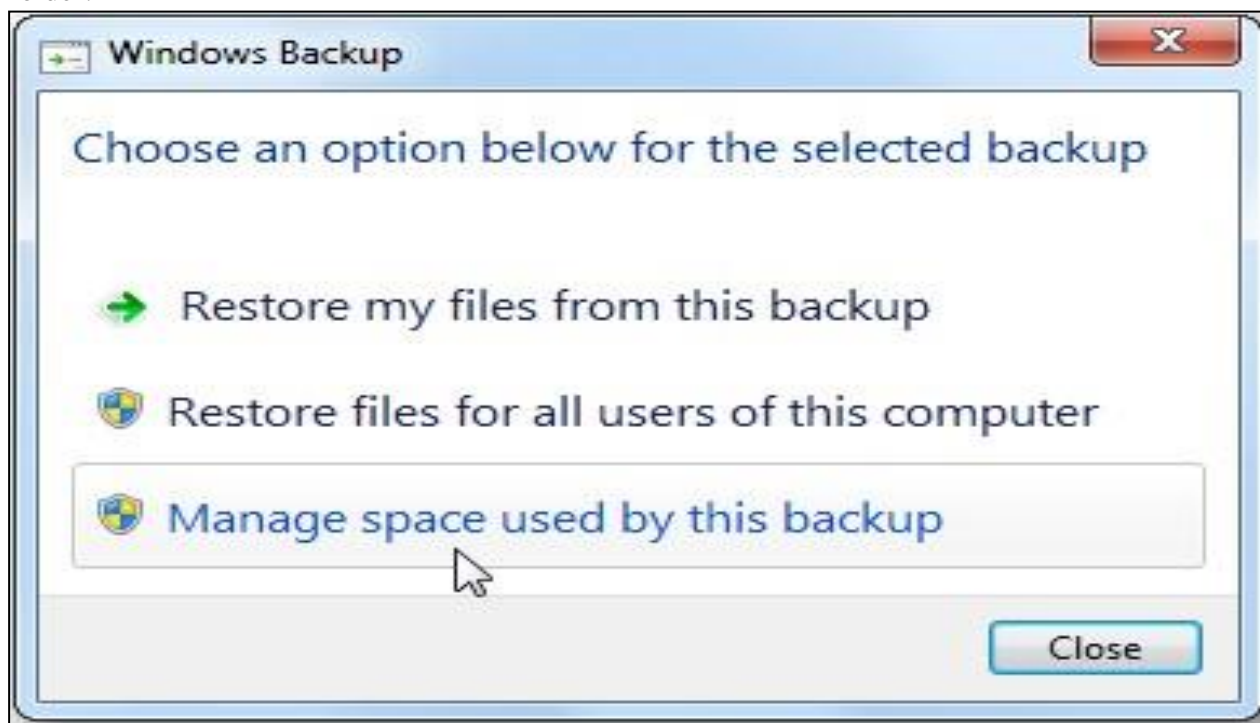




**Step 11:** When the backup is complete you will see the two backup files and image folder if you created one.

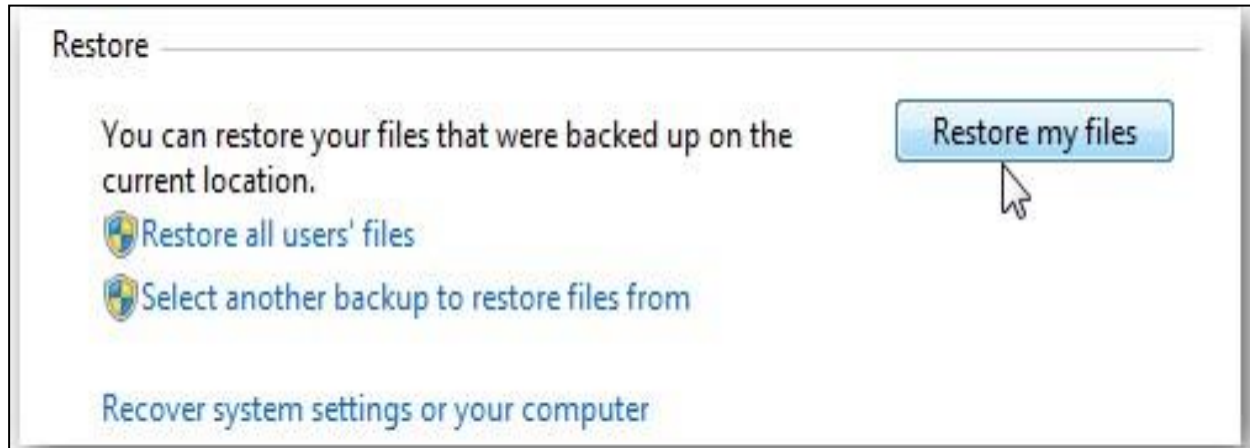


**Step 12:** Double click on the backup file and can restore files or manage the size of the backup folder.

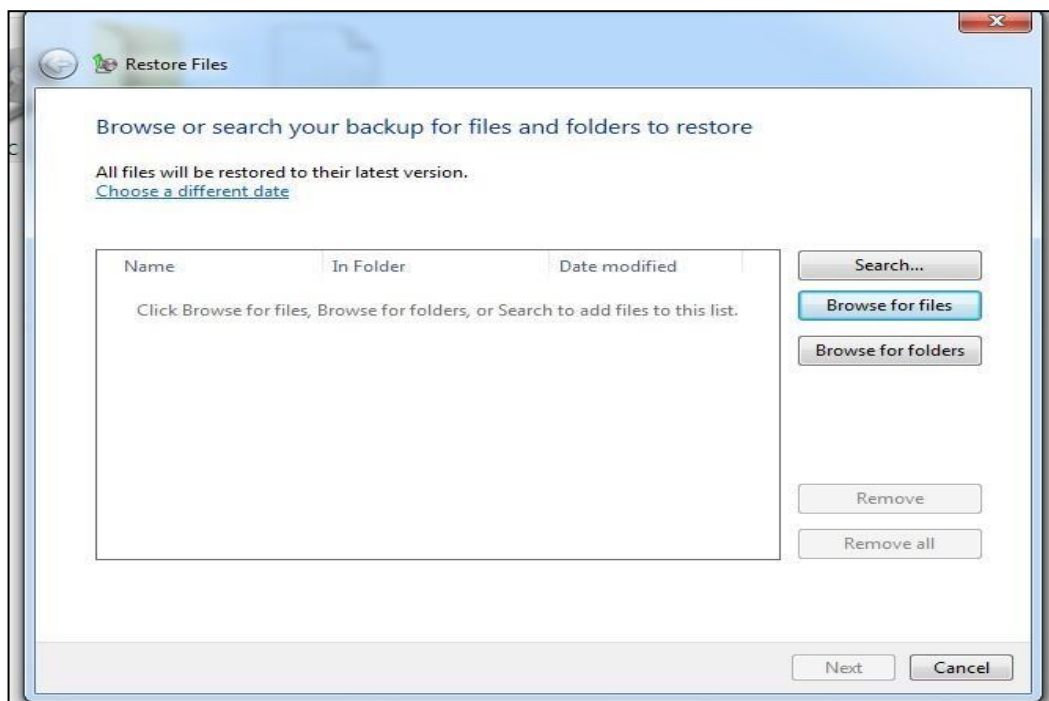


## Restore Files from Backup

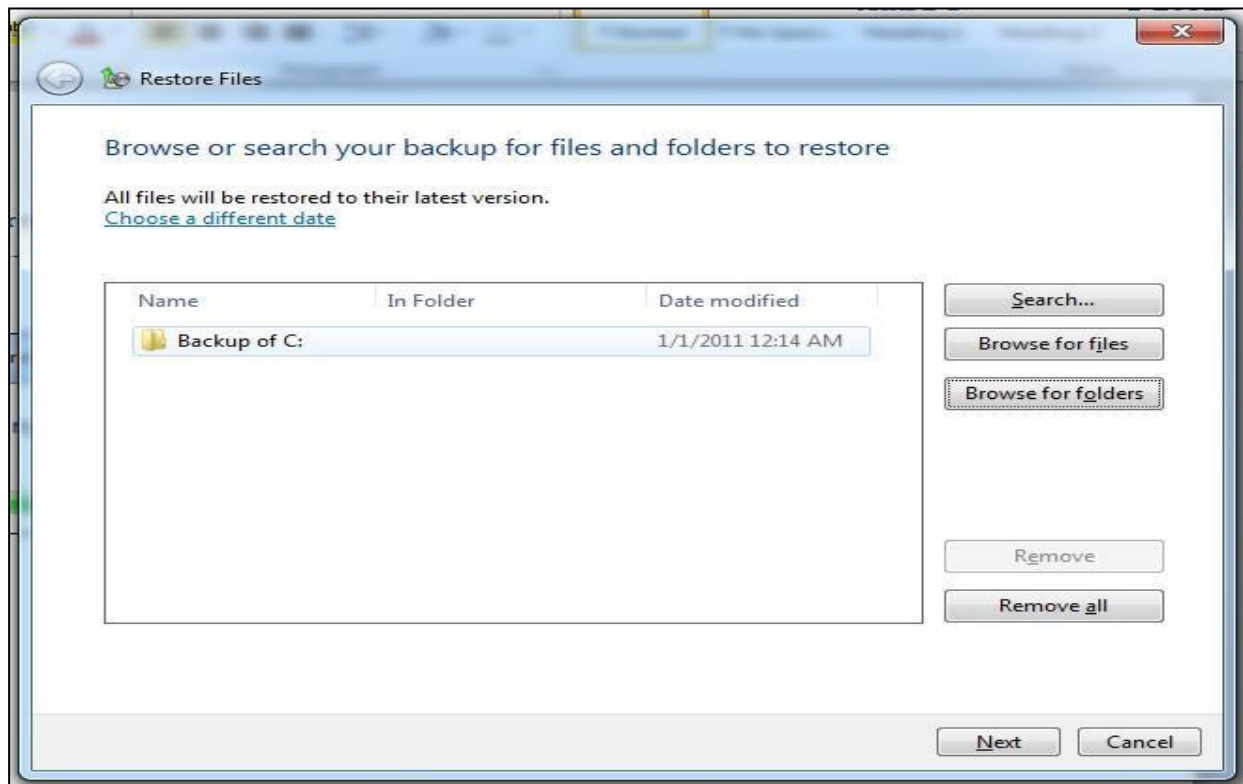
**Step 1:** If you need to go back and restore a file from a backup click on restore my files in the Backup and Restore Center.



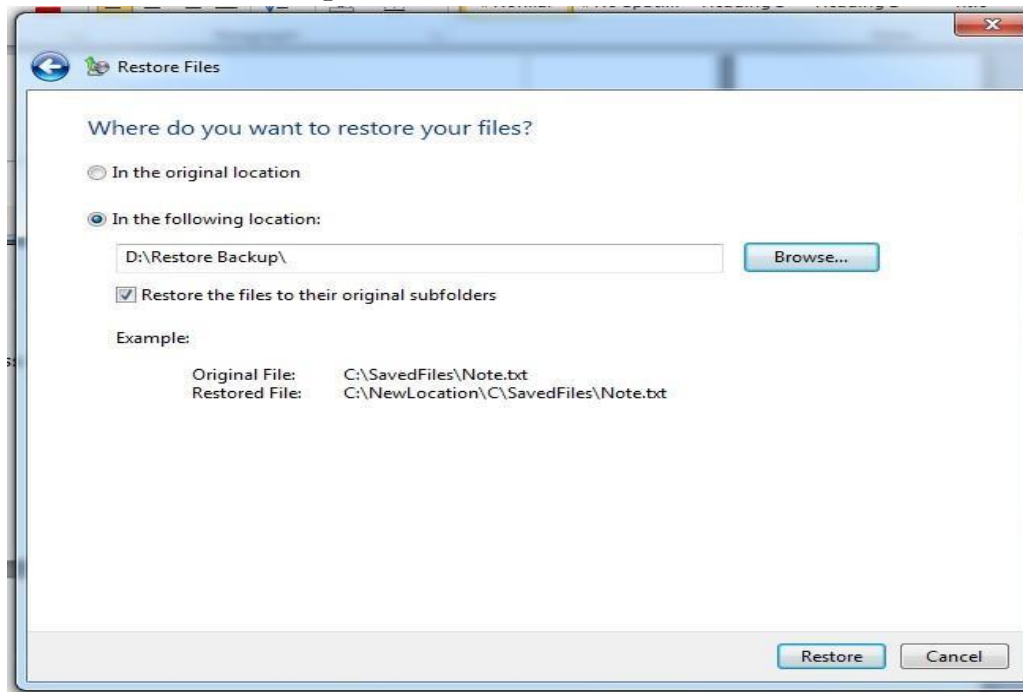
**Step 2:** Now you can browse or search the most recent backup for a file or folder.



**Step 3:** Confirm selected files/folders are in list to be restored.

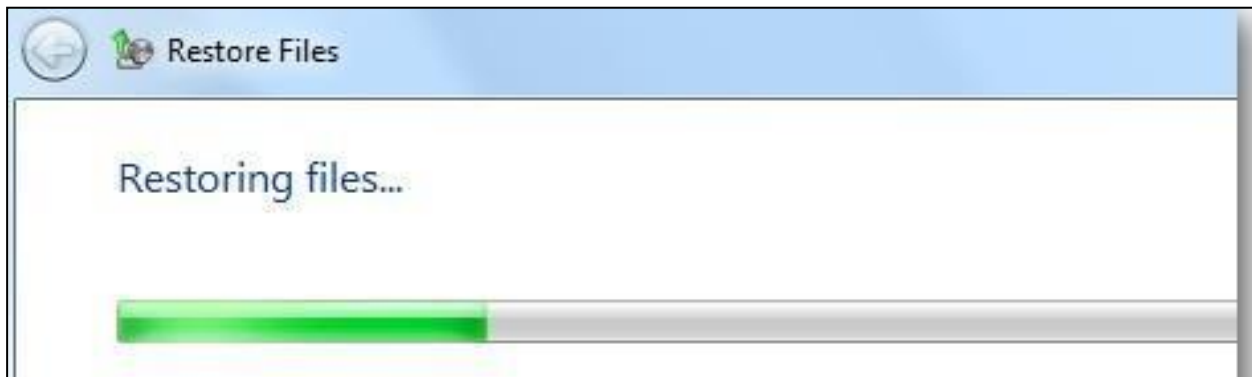


**Step 4:** Select the location where you want to restore the backed up files/folders. Here I will make a folder named **Restored Backup**.





**Step 5:** Progress of the restoration will vary depending on the size of the data and location it's restoring from.



**Step 6:** Here we can see the folder **Restore Backup** folder in which our backed up folders are restored in it.

