Video – Backup Tool (7 min)

Let's take a look at Backup and Restore in Windows 7. I'll go to Start, Control Panel, and under System and Security, click Backup your computer, and now, I'm in Backup and Restore. From here, I can create a system image, which is an image of my entire system. I can also create a system repair disc, use the Windows Easy Transfer Wizard, or set up manual backups and restore to those backups. You can see here that it says, "Windows Backup has not been set up." I'll click Set up backup and start the Windows Backup Utility. The first thing I'll have to decide is where do I want to save my backup. I'll use the F drive here and click Next.

Now, in this next window, I can choose between letting Windows choose my backup or choosing the files and folders that I want to backup manually. I'll click this option, click Next, and now, I can decide what folders, files, or volumes I want to backup. I'll choose to backup my E drive, and then, on my C drive, I'll open it up, and under Users, student, I'll choose to backup my Documents, my Desktop, and my Downloads. I can also choose to include a system image of my system drive, which, in this case, is my C drive, so I'll leave this check mark so I have a system image, as well. I'll click Next and check my Schedule. Right now, it's scheduled to backup every Sunday at 7:00 PM. I'll change the schedule and change the time to run daily, at 12 noon, and I'll click Okay. So now, backup will run every day at 12 noon and backup the directories and volumes that I've chosen to my F drive. I'll click Save settings and run backup, and you can see that a backup is now in progress. The Backup and Restore Utility has not been run before, so the first time it runs, it'll run a full backup. You can see here, next backup, in progress, last backup, never, and the schedule, every day at 12 PM. Okay, the backup completed.

I had to pause the recording, since the backup took a long time. You can see last backup and then the timestamp. Let's take a look at the files. I'll minimize this window, I'll go to my Documents folder, and if we right-click on document1 and go to Properties, and if I click on Previous Versions, you can see that I have two versions of this file, one is in a restore point, and the other one is from the backup. If I go into my E drive, I have a file named mylist.txt. I'll right-click on it and go to Properties and Previous Versions, and you can see that I have a previous version of this file within my backup, so the backup created a backup version of this file. I do not have a version of the file in a restore point because the file hasn't changed yet. Let's see if I open the file and add some text and do a file save.

Now, the file's been altered, and now, if I right-click on the file and go to Properties in Previews Versions, you can see that I have two backup versions of the file, the one from the backup and another one in the previous restore point. Let's take a look at the backup in the F drive. I'll go to Start, Computer, and notice the F drive was empty. Now, it only has 20 gigabytes left out of 40, so the backup took quite a bit of space, and that's because I included the system image in the backup. If I open it, you can see there's the files for the backup. Let's test to see if our backup works. What I can do is I'll go to Computer and my E drive, and I'll delete the files in the E drive. I'll also go to my Documents and delete the files from my Documents folder and empty the Recycle Bin. So as you can see, I've deleted files from my C drive and from my E drive, and now, what I need to do is restore to my backup. To do this, I'll click on Restore my files, and now, I can browse for the files and folders that I want to restore. I'll click on Browse for files, I'll choose Backup of C, Users, student, Documents, and choose my Documents that I wish to restore. I'll browse again, choose the E drive, and select the other documents that I'd like to restore, and you can see I have them listed here. I'll click Next, and it asks me where do I want to restore my files. I'll restore them in their original location and click Restore, and the files have been restored. I'll click Finish, and let's test to see if they're there. Documents, there are my files. E drive, and there are my files restored. As you can see, it's quite easy to restore files saved to a backup, using the Backup and Restore Utility.