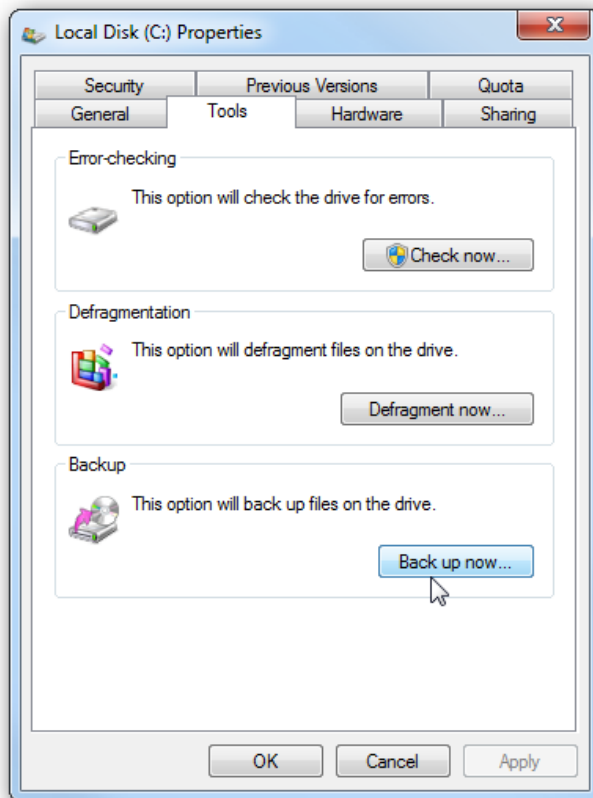# Week 5 – Backup and Restore
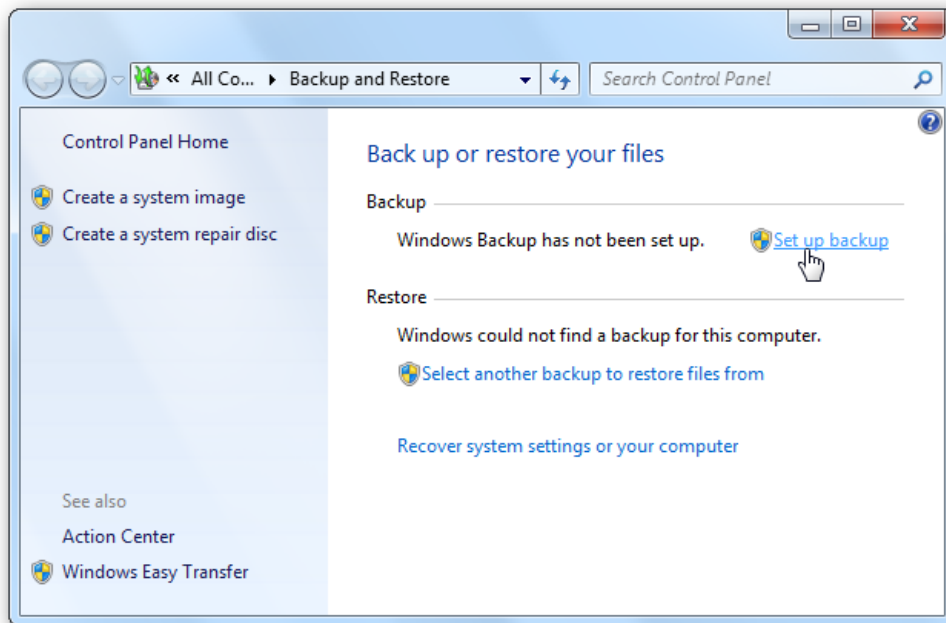
Lab Sheet

Set the backup

1. open up Computer right-click on your local drive
2. select Properties
3. click on the Tools tab
4. click the Back up now button.

5. In the Back up or restore your files window click the link to set up a backup

6. Windows will search for a suitable drive to store the backup or you can also choose a location on your network.
7. You can have Windows choose what to backup or you can choose the files and directories.
   Note: If you let Windows choose it will not backup Program Files, anything formatted with the FAT file system, files in the Recycle Bin, or any temp files that are 1GB or more.
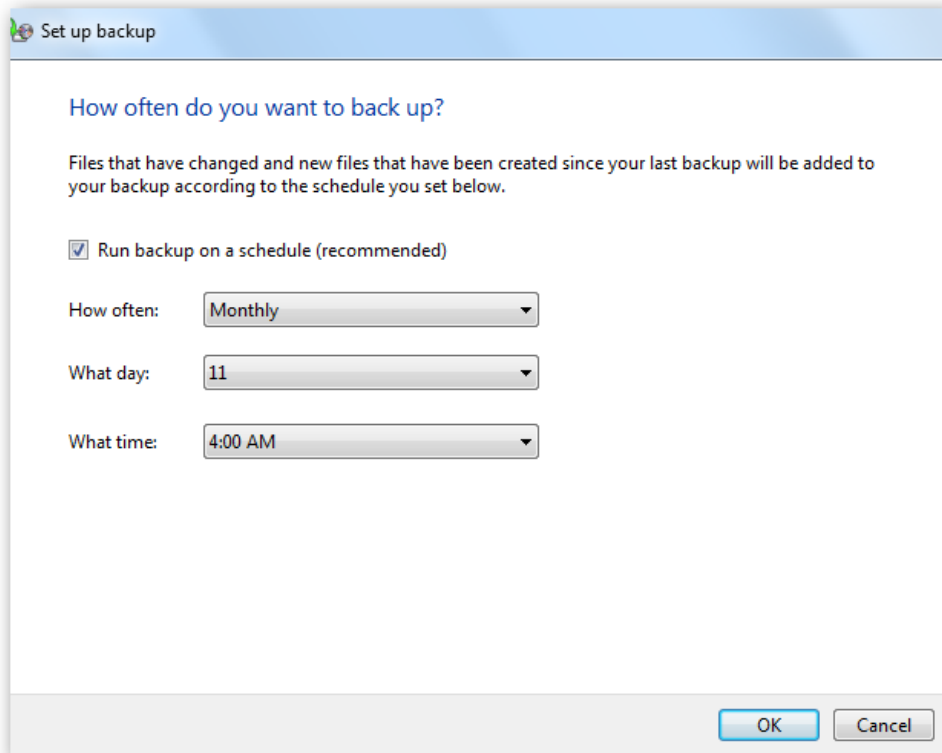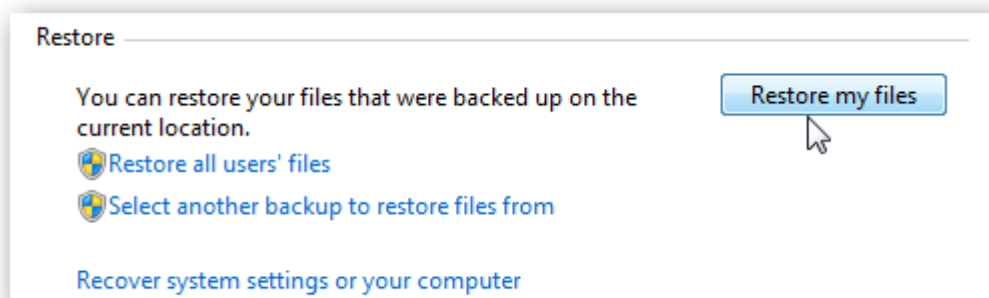

8. Select the files and folder to include in the backup
9. Click save settings and run back up
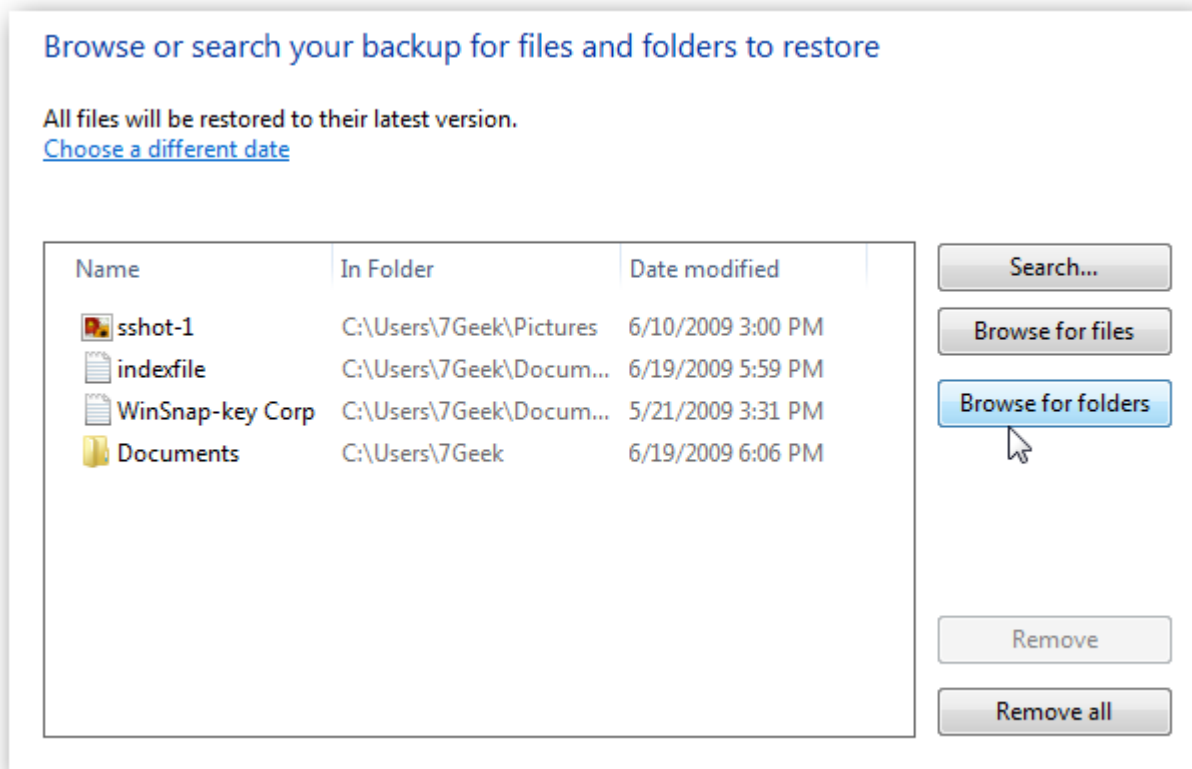10. you can also schedule the days and times the backup occurs

11. Save the backup settings

Restoring the backup

1. Open 'Backup and Restore center' from control panel
2. Click on 'restore my files'

3. Search for the files or folders to restore

Browse or search your backup for files and folders to restore

All files will be restored to their latest version.
Choose a different date

Name	In Folder	Date modified
sshot-1	C:\Users\7Geek\Pictures	6/10/2009 3:00 PM
indexfile	C:\Users\7Geek\Docum...	6/19/2009 5:59 PM
WinSnap-key Corp	C:\Users\7Geek\Docum...	5/21/2009 3:31 PM
Documents	C:\Users\7Geek	6/19/2009 6:06 PM

Search...

Browse for files

Browse for folders

Remove

Remove all

4. Next you can restore them back to the original location or choose a different spot then click Restore.