Steps to Backup Data

Source:

To backup and restore in the Windows7 operating system:

- Click **Start** → **Control Panel** → **Backup and Restore** → **Set up Backup** to start a backup program.
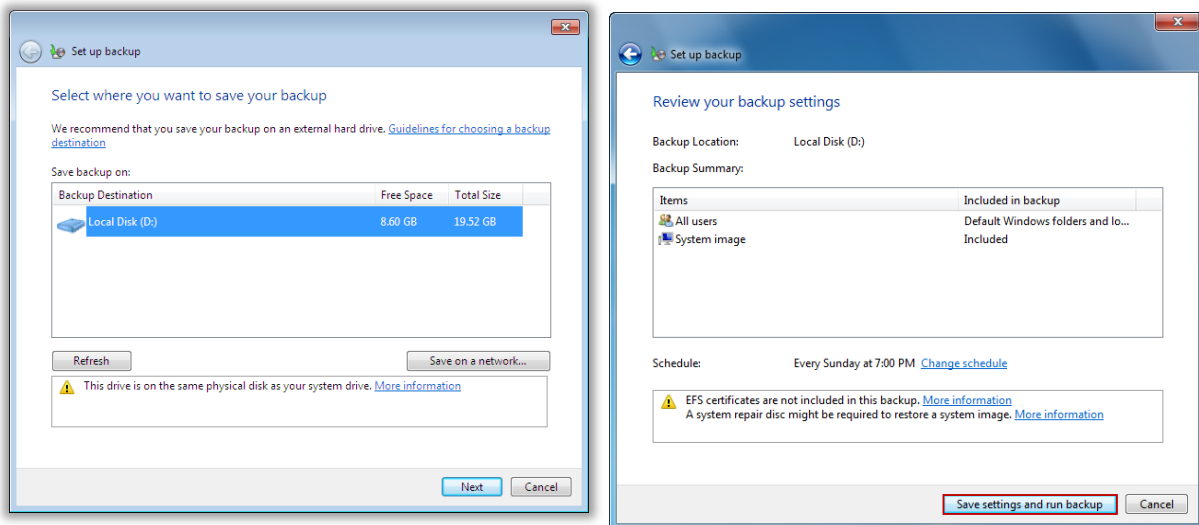- Select the drive to save the backup and click **Next**.

Figure 05-01: Screenshot of Backup and Restore Window

- In the **What do you want to back up?** screen, check the option **Let Windows choose** and click **Next**.
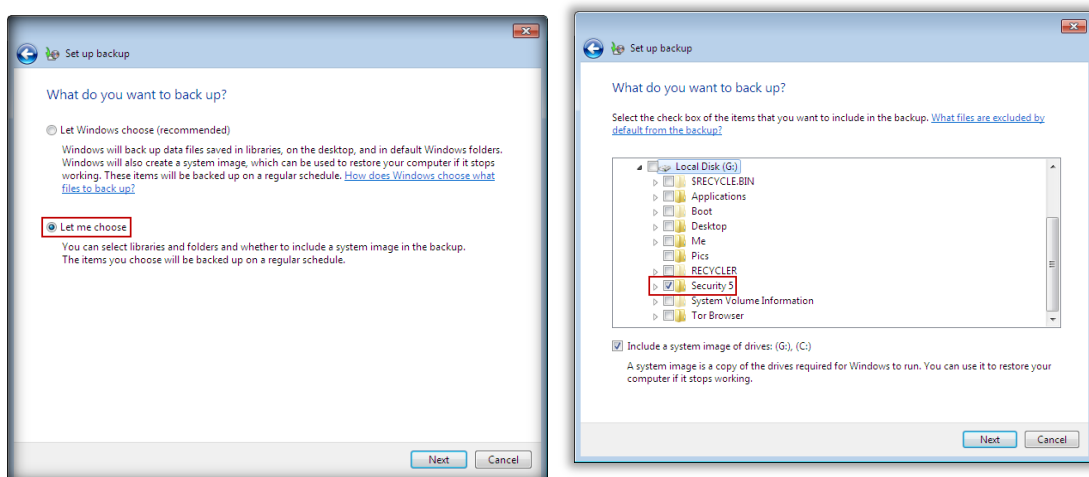

Figure 05-02: Screenshots of Set Up Backup Window

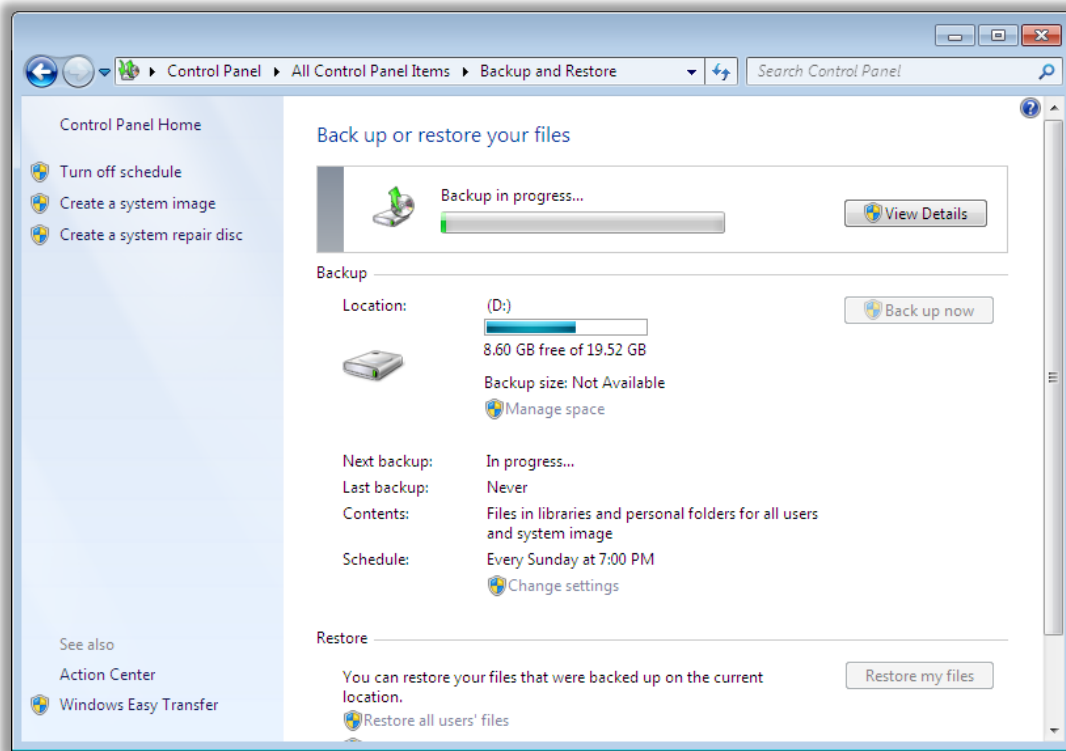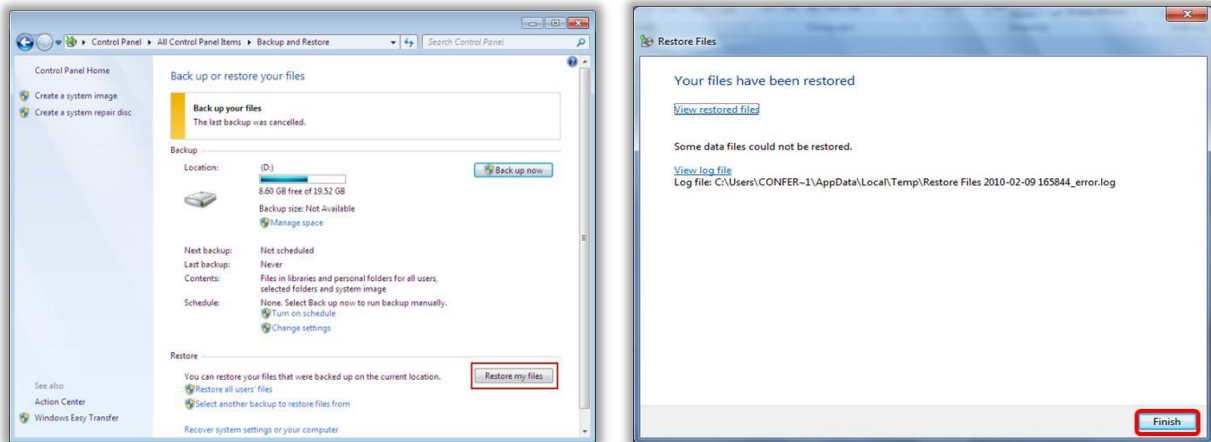**Backup in progress** appears, which completes the backup process.

Figure 05-03: Screenshot of Backup and Restore Window

Restoring Data

Source: http://windows.microsoft.com

To backup and restore in the Windows 7/10 operating system:

- Go to **Control Panel → Backup and Restore → Restore my files.**
- In the **Browse or search your backup for files and folders to restore** screen, click **Browse for folders** to restore a folder, and then click **Next.**
- In the **Where do you want to restore your file?** screen, check **In the original location** or **In the following location** to browse the desired location, and then click **Restore.**
- In the **your files have been restored** screen, click **Finish** to complete the restoration process.

Figure 05-04: Screenshot of Backup and Restore Window