

Why/When/How to Backup Your Computer

This document contains web links. Go to web site:

<http://www.oakcg.org/Archive/How-To-Backup-Your-Computer.pdf>

and click on the various links.

Updated version for COF meeting on 09/17/2018.

[Click here to jump to “Step-by-Step” Back-Up Instructions.](#)

Why:

A power surge, lightning strike, hardware failure, or natural disaster could leave you without your important data or the use of your computer. Backing up your files can help you avert disaster. Backing up is simply making an electronic copy of files, and storing that copy in a safe place.

Data is the most important aspect of your computer. Computer hardware can fail, data can be corrupted, and computers can be lost, stolen, or destroyed. Data backup hardware/software can help you protect and restore your data when something goes wrong.

The backup “Rule of Three” says you should maintain three copies of your data: the original, a copy, and a copy of the copy. One copy should be in a safe place away from the original and secondary; the cloud for example.

Backup service “CrashPlan” is ending its personal backup service. If you use it, you will need to replace it.

When:

If you use your computer occasionally, back up your data once a week. If you use your computer every day, a daily backup of the files you use most often or modified that day is a good idea. If all you do is use an Internet browser to process your email then the email domain (Example: gmail, AOL, Yahoo, Outlook, Comcast, etc.) will automatically save your email until you delete it.

What to Look For In Online Storage and Backup:

Capacity Needed:

At least twice the size of your data files. If you are saving a mirror image of your operating system; Twice the OS size.

Cost:

What is it worth to you to lose all your data?

Other:

Features, OS and device support, Privacy, Reliability and Speed.

Ratings:

By www.pcworld.com as of April 24, 2018, [best-online-backup.html](http://www.pcworld.com/best-online-backup.html)

Best overall online cloud backup: iDrive,
\$69.50 a year for 2 TB storage

Best budget online cloud backup: BackBlaze,
\$50 a year for unlimited storage.

Most streamlined online backup: Carbonite,
\$60 a year

How:

“Choices – Choices – Choices” What to do?

Simple backup plan:

- A. If all you do is email then you can rely on your email domain to perform email backup. (Make sure you write down your email password.)**
- B. If you work on data, for example: bridge card game scores, then you may need to back up to a flash drive.**

The Next Level:

- A. Develop a backup plan that meets your needs. (External drive?)**
- B. If you have a large volume of data, consider cloud backup.**

Equipment to purchase:

USB 3.0 Flash Drive: (Micro Center)

Cost: \$5 for 8 GB, \$11 for 64 GB up to \$23 for 128 GB

External Solid State Drive

Cost 250 GB, \$115 or 500 GB, \$170

Web sites to use for study and discussion:

<https://www.windowcentral.com/how-make-full-backup-windows-10>

<https://www.wikihow.com/Back-up-a-Computer>

<https://www.acronis.com>

Software Cost \$50 (External drive needed, manual operation)

<https://www.carbonite.com>

Software and Storage Cost \$72 / year

<http://www.zinstall.com/backup>

Software Cost: \$99 or Pro \$199; (Both Lifetime)

<https://www.idrive.com>

Cost: \$52 first year for 2 TB

<https://www.backblaze.com>

Cost: \$62 first year for unlimited storage.

“Step-by-Step” Back-Up Instructions:

Warning:

Do not perform a backup with a “Drag” and “Drop” operation. There is a high risk of accidentally doing a “Move” process that will destroy your computer.

1. Before you proceed please read the following links:

http://www.oakcg.org/Archive/Who-Am-I_What-Is-My-User-Name.pdf

2. Print the backup instructions so you don't have to switch back and forth between various windows. Review all instructions before you begin.

3. You should know your “User Profile Name”. Write it down. We will now use it to backup your data.

Practice “Copy” and “Paste”:

If you have never performed a copy and paste operation you need to practice.

Visit the following web site and select the Intermediate Exercise #1.

<http://www.oakcg.org/Pg!Docs.htm#intermediate-class>

You don't need to bother with “Printing” but you should practice copy/paste within a document and between folders.

While Performing a Backup You

Copy “From” a Folder “To” Another Folder:

To Display the “From” window:

- 1. Close all open windows.**
- 2. On the Desktop, double click on the icon “This PC” or it might be called “My Computer”. Can’t find it on your desktop, then email Jim Harris at “JHarris1502@gmail.com”**
- 3. Double click on the “C” drive.**
- 4. Find the “Users” folder and double click it.**
- 5. Look for your “User Profile Name” in the “Users” folder; double click it.**
- 6. If your current window isn’t maximized, then click the square in the top right corner of the window.
Note what window you are on. Close all other windows.**
- 7. See the next page for “From Window” setup.**

“From” Window Setup:

- 1. We will be copying from left to right. To setup the “From” window, click the top border of the window in a blank space (3 or 4 inches from the left edge should do). While holding the left mouse button down move the window to the left until the cursor hits the left edge of the screen. Let go of the mouse button and the window should snap to the left half of the screen. If you’re having trouble, turn the mouse pad sideways to get some more room and practice the maneuver until the window jumps into place.**
- 2. Check to make sure there is only one window open. If you see more than one, close everything except for the window you just moved to the left half of the screen.**

Begin “To” Window Setup:

- 1. If you haven’t installed your external hard drive or a thumb drive then do so now.**
- 2. If a “File Explorer” window opens when you install the drive you can skip to step #5.**
- 3. Look for your “File Explorer” program on the task bar. This is your Windows File Manager and it has an icon that looks like the following picture. (The picture is approximately 5 times normal size.)**



- 4. Click on the “File Explorer” icon.**
- 5. In the new window, find the drive letter for your backup drive and double click it. You can stop here if you want to save your backup data to the root directory or proceed to open another folder on the backup drive, your choice.**

“To” Window Setup cont’d:

6. Move the “To” window to the right edge of the screen. Use the same procedure as “From” Step #1 above; just change the “Left” command to “Right”.
7. Check to make sure the “Left From” and “Right To” half size windows are the only open windows, close all others.

The “Copy” Procedure:

1. Look for data stored in your User folder (on the “Left”) that you want to backup. Some of the folders are not available to backup. If you attempt to back them up you will get an “Access is denied” error message. This is normal.

For example:

If you attempt to select or copy the “My Documents” folder you will get an error message. Use the “Documents” folder for backup instead. The “Music” and “Pictures” folders and others are available for backup.

2. To “Copy” a folder; click it with the left button to select it and then right click over the folder and left click copy in the pop-up menu. You are now ready to “Paste” the folder.

The “Paste” Procedure:

1. To “Paste” your backup item go the right side of the screen and select the root folder with a left click or another folder where you want to save your backup.
2. After the selection, hover the mouse over the selected folder name and right click the mouse. With the left button, click the mouse over the word “Paste”.
3. Repeat the copy/paste operation for each folder you want to backup.