PROTECTING YOUR DATA - BACKING-UP TO CD OR DVD

1374 Views

For extra peace of mind, it's good to have a physical backup of your important files and settings. Most computers have a CD or DVD writer, letting you transfer your vital data onto discs which you can use to restore from should the worst happen.

Windows has a built-in backup utility to help you do this, but how you use it varies depending on which version of the operating system you're using. We've created a guide that takes you through the process no matter which system you're using, so get your discs ready and start the backup rolling.

It should take over 1 hour

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WHAT YOU'LL NEED

A nice cuppa

The Knowhow

Important note: Before you start, make sure you have a good supply of CDs or DVDs. Depending on how much data you need to backup, you could need a large number. If you're backing up more than just a few small files, we recommend you use DVDs. It's likely you will need to use a number of discs during this process – the system will tell you when to insert a new one.

Windows 7	Windows Vista	Windows XP

Windows Backup Utility in Windows 7:

1. Click **Start** and open the **Control Panel**
2. Select **System and Maintenance** and choose **Backup and Restore**
3. Click **Set up backup**, choose your CD / DVD drive and click **Next**. You can either let Windows select the types of file to backup or choose manually.
    1. When selecting manually, we recommend you **Include a system image of drives**, as this can be used as a restore point if your PC ever crashes.
4. Click **Next** and then select **Change Schedule**
5. Make sure **Run Backup on a schedule** is selected and choose the settings you want. Click **OK**.
6. Review the backup settings to make sure they look right
7. Click **Save Settings and Run Backup**

It can take a while to create the backup using this method, and you will need to remain with the computer to change discs on a regular basis. If you're creating a full system backup rather than copying your folders and files, we recommend you investigate the options of using an external hard drive or online storage

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Windows Backup Utility in Windows Vista:

The following instructions only apply to those versions of Windows Vista that include the Backup and Restore Centre.

- Click **Start** and open the **Control Panel**
- Select **System and Maintenance** and open **Backup and Restore Centre**
- You can choose to *Back up files* or *Back up computer*; the second option will make a copy of the whole of your PC's hard disk, including all files and settings.
- From the *Backup and Restore Centre* choose **Back up computer**
- Select your CD / DVD drive and click **Next**
- Select the drives you want to backup and tap **Next**
    - If you only want to backup certain files, select the type of files then click **Next**
- Next, choose how often you want to perform a backup - we recommend you backup your files on a regular basis
- Check the settings are correct and select **Start backup**

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Windows Backup utility in Windows XP:

- Click **Start** and open the **Programs** list
- Select **Accessories** then click **System Tools**
- Run the **Backup** program
- The computer will search for backup devices and then will run the application
- In the **Backup Wizard**, click **Next**
- Make sure **Backup Files and Settings** is selected and click **Next**
- Choose the type of backup you would like to perform
    - If you want to custom select which folders and files are copied, choose *Let me choose what to back up* and select the appropriate files and folders
- Click **Next**
- Under **Choose a place to save your backup** select your CD / DVD drive
- You can name the backup; for example, you could use today's date
- Click **Next** then **Finish** to start the backup

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