

# Windows XP Backup & Restore Procedures

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**Backup** is a procedure for your personal computer that provides a security measure to prevent loss of data due to viruses, system "glitches" or system "crashes". **Backup** allows you to have a copy of your computer data (files, documents, databases, etc.) on an external storage medium, such as a CD, DVD or USB drive.

The Department of Information Technology conducts tape backups of network folders saved to the I:\, J:\ or K:\ drives. The user must be logged off the network in order for the tape backup of the network folders to occur, therefore, be sure to exit **Windows** at the end of each work day so the network backup can be completed.

Each PC user is responsible for backing up all of their non-network computer data. Regardless of the location of your information, it is important that **ALL** data be backed up on a regular basis.

Oakland County PC hard drives are divided into two sections, called partitions. The designated drives for these partitions are C:\ and D:\. The C: drive contains files for the Windows XP operating system, and also all system files that allow your computer to run desktop applications, such as Microsoft Word, Excel, and Access.

The D: drive contains a **folder** called **\$data**. Under the **D:\\$data** folder are more folders (or subfolders) where you can save all of your files from different applications. Feel free to create more folders as you need them, but be sure to create them off the \$data folder or one of its subfolders to allow for an easy backup. Below is a list of typical file locations. Depending on your personal preferences, files may be stored in other locations.

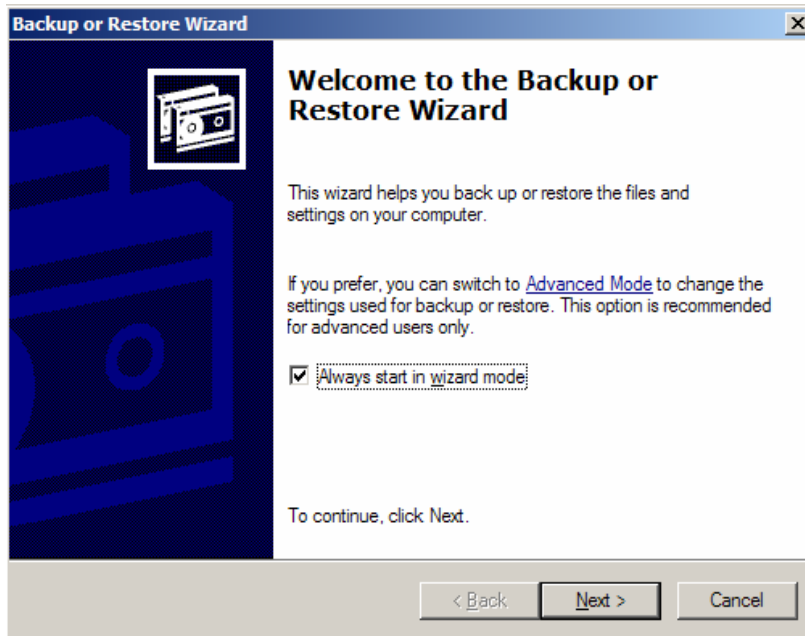
Application	Folder
Word: Word Processing Documents	D:\\$dataMy Documents
Excel: Spreadsheets	D:\\$dataMy Documents
Access: Databases	D:\\$dataMy Documents
Outlook: Mail Messages, Calendars, Appointments	C:\Documents and Settings\username\Local Settings\Application Data\Microsoft\Outlook
Internet Explorer: Favorites	C:\Documents and Settings\username\Favorites

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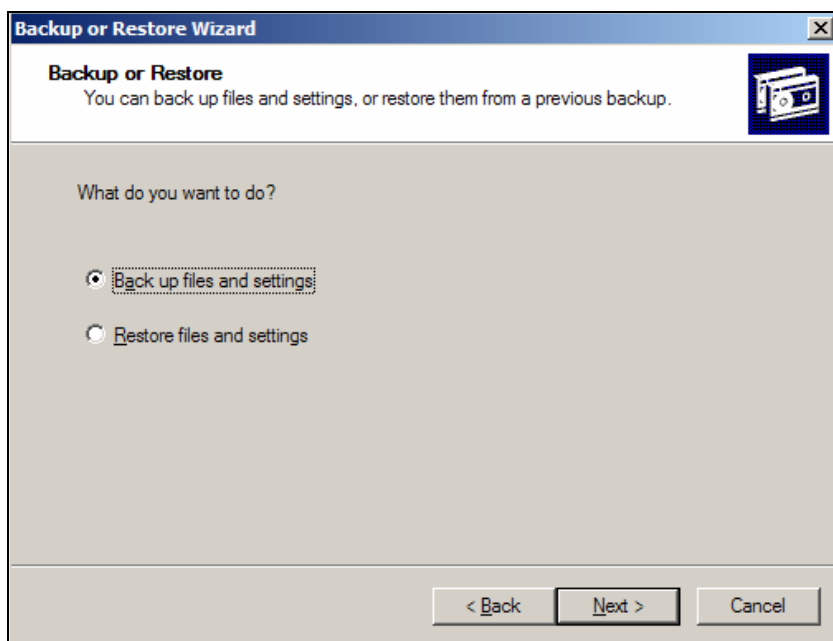
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## **Backup Procedures:**

1. Insert a CD, or DVD into the **E:\** drive. If using a USB drive, insert into the USB port (**F:\** drive).
2. From the Desktop, click **Start...Programs...Accessories...System Tools...Backup**.
3. From the **Backup or Restore Wizard** dialog box, click the **Next** button.

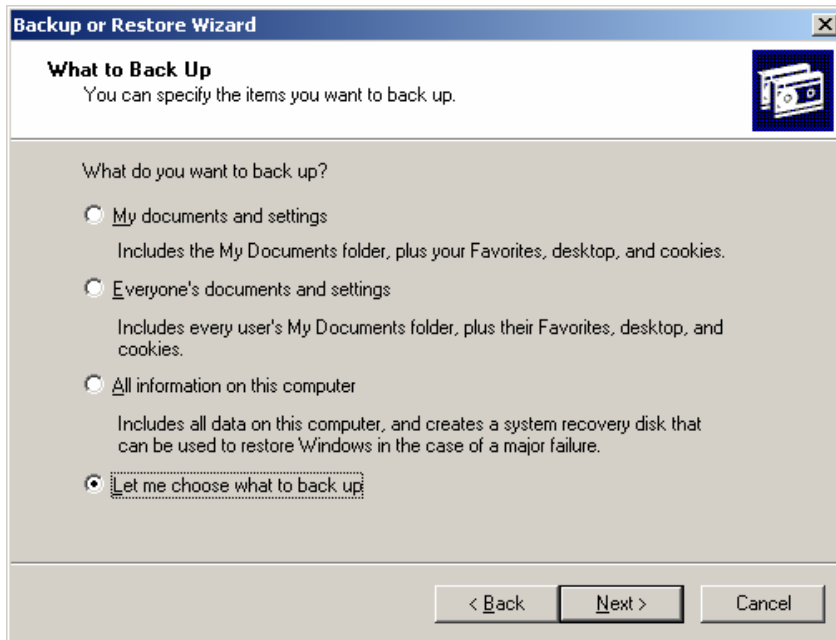


4. From the **Backup Restore Wizard – Backup or Restore** dialog box, click the **Back up files and settings** radio button.

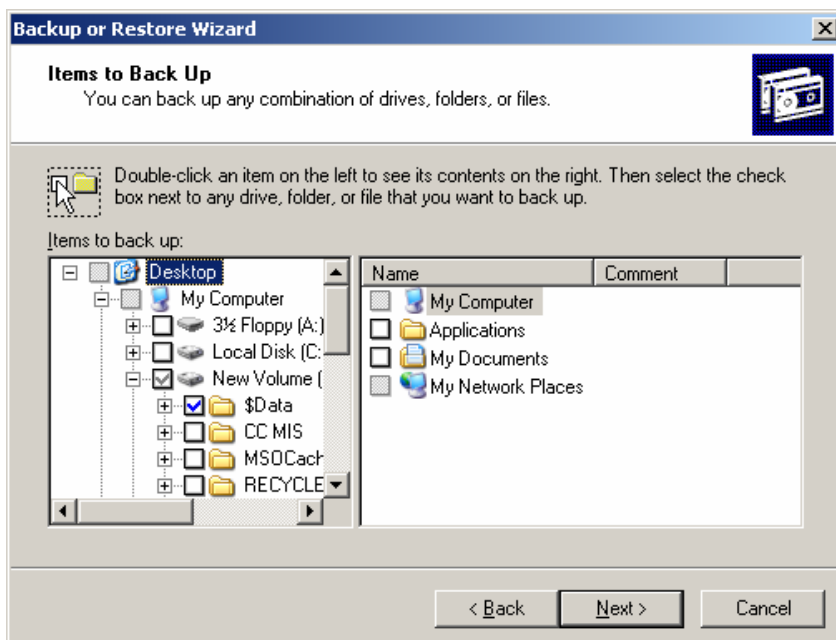


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5. Click the **Next** button.
6. From the **Backup or Restore Wizard – What to Back Up** dialog box, click the **Let me choose what to back up** radio button.

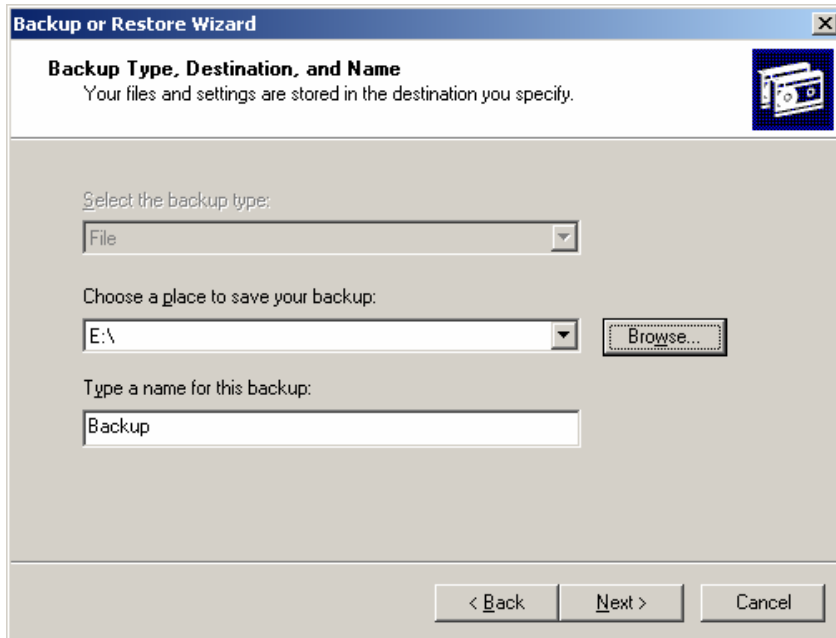


7. Click the **Next** button.
8. From the **Backup or Restore Wizard – Items to Back up** dialog box, click the check box next to all applicable folders to be backed up.



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- From the **Backup or Restore Wizard – Backup Type, Destination, and Name** dialog box, **Choose a place to save your backup** area, click the **Browse** button to select the **E:\** or **F:\** drive.



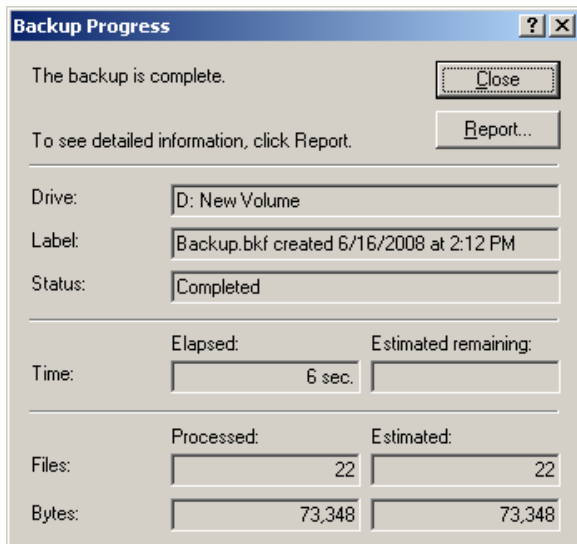
- Click the **Save** button to return to the **Backup or Restore Wizard – Backup Type, Destination, and Name** dialog box.
- Click the **Next** button.
- From the **Backup or Restore Wizard – Completing the Backup or Restore Wizard** dialog box, click the **Finish** button.



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13. From the **Backup Progress** dialog box, click the **Close** button.



Your backup is now finished.

**Note:** If more than one CD/DVD or USB drive is required to complete the copy function, you will be prompted to insert the next disc/USB drive. This will continue until the backup is complete.

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**Restoring** procedures are used to restore your last backup completed. Restore can replace all current data files in the folders you had backed up with the data contained on the backup disc(s) or you may choose specific files or folders to restore. Below is an example of when you would use Restore.

On the previous Friday you performed a backup of D:\\$data. This backup is a snap shot of the folders and data files you had stored under D:\\$data at 4:30 pm Friday.

On Monday and Tuesday you continued to create new folders and data files under D:\\$data\WordXP. In total you created 12 new data files and 2 new folders.

On Wednesday morning you came into the office and discovered that the hard drive on our computer had crashed. All files and folders have been corrupted. All the files and folders are gone. There is NO way to retrieve the data on your hard drive.

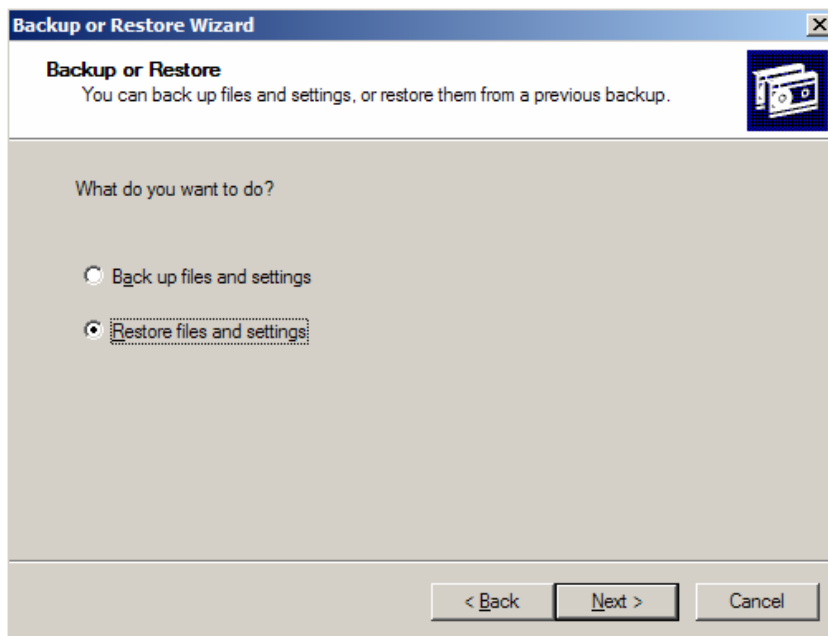
Restore will allow you to retrieve and restore all data files and folders you had backed up the previous Friday. All Monday and Tuesday's files and folders are gone and will need to be recreated; however, the **great** majority of your files have been preserved.

When a restore is performed, any existing data is replaced with the snap shot of the last backup. This is the reason you may choose to copy a specific file versus restoring an entire backup. In the above case, if you restore the data, you would lose Monday and Tuesday's data. Using restore as a backup strategy places an identical copy of a file in a designated location (in another folder or on another drive, **E:\**). In the event of lost hard drive data, your copied files can simply be copied back onto the hard drive. A copied file can be opened and edited as any other file.

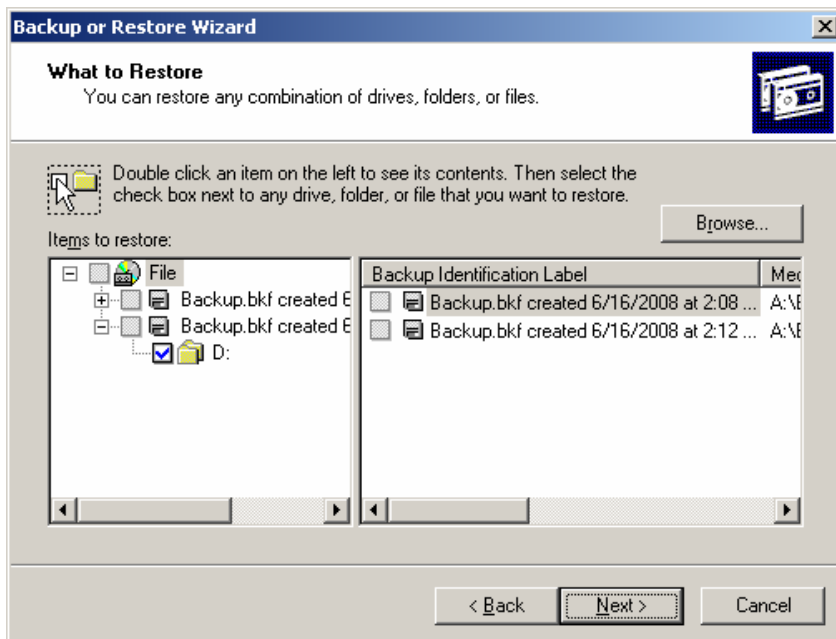
## **Restoring Procedures:**

1. Insert the disk/USB drive that contains your data into the **E:\** or **F:\** drive.
2. From the Desktop, click **Start...Programs...Accessories...System Tools...Backup**.
3. From the **Backup or Restore Wizard** dialog box, click the **Next** button.
4. From the **Backup or Restore Wizard – Backup or Restore** dialog box, click the **Restore files and settings** radio button.

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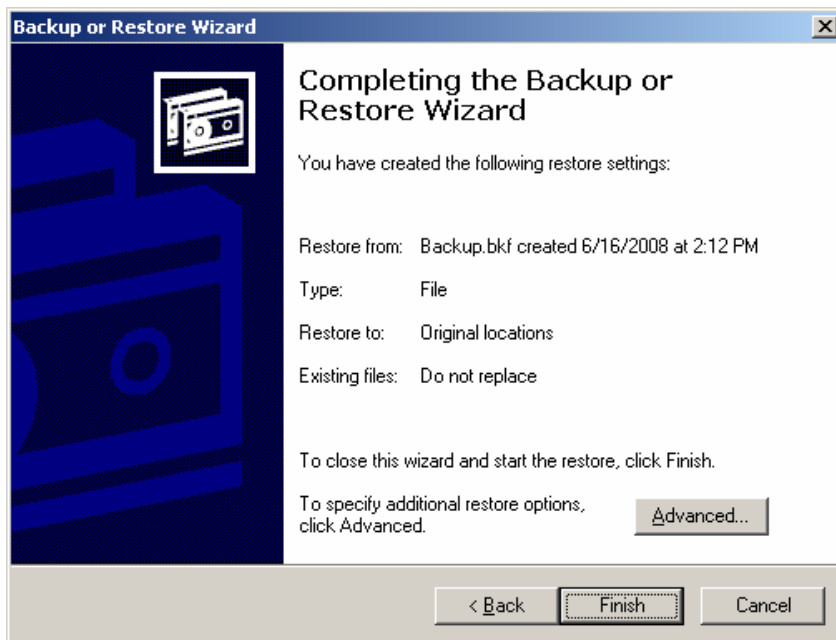


5. Click the **Next** button.
6. From the **Backup or Restore Wizard – What to Restore** dialog box, click the check box next to all applicable folders to be restored.

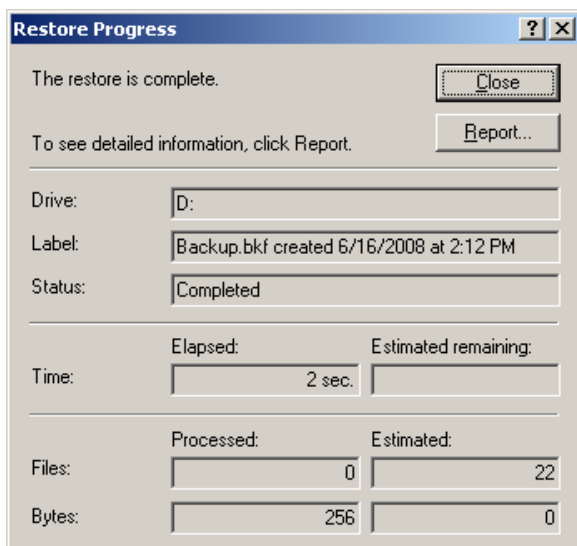


7. Click the **Next** button.
8. From the **Backup or Restore Wizard - Completing the Backup or Restore Wizard** dialog box, click the **Finish** button.

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9. From the **Restore Progress** dialog box, click the **Close** button.



Your restore is now finished.

**Note:** If more than one CD/DVD or USB drive was required for your backup, you will be prompted to insert the next disc/USB drive. This will continue until the restore process is completed.

If you have problems, please call the IT Service Center at (248) 858-8812.

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