

January 2016 Issue #2 Windows Backup

In the prior issue, I preached the virtues of frequent backups. Well, now it's time to detail the "how-to" of backups, and we will begin with Windows Backups. Built into Windows XP was a crude, but serviceable backup program. The later versions of Windows 7, 8, and 10 have improved that backup program to the point where it is quite good, and may be the only backup program needed by the average home user. Note that Windows Backup is not adequate for business use or on servers, which require more options and protections for open files. And for you Apple Mac folks, Issue #3 will cover how to backup a Mac.

Before you start: Purchase a backup disk that is at least the same size as your computer's hard disk (double is better). You probably want to get at least a 1TB (one Terabyte) backup disk. You'll also need at least one blank CD or DVD which is needed to make a bootable image recovery disk. This CD/DVD disk will be used to "kick-start" a full image recovery in case of complete disk failure.

What backup disk to get: the simplest USB portable hard disk you can find. I recommend the Western Digital unit named the "WD Elements" or from Toshiba Corp. the "Canvio Basics" hard disk. Both are small, portable USB 3 disks that are powered by the USB port on your PC or laptop. No power supply needed. The pricier models come pre-loaded with their own backup software that I find to be useless. So don't get the more expensive units...



CAUTION: for this and any other backup disks: if using the disk on a laptop, make sure the laptop is plugged into a power supply, don't rely on batteries while making backups.

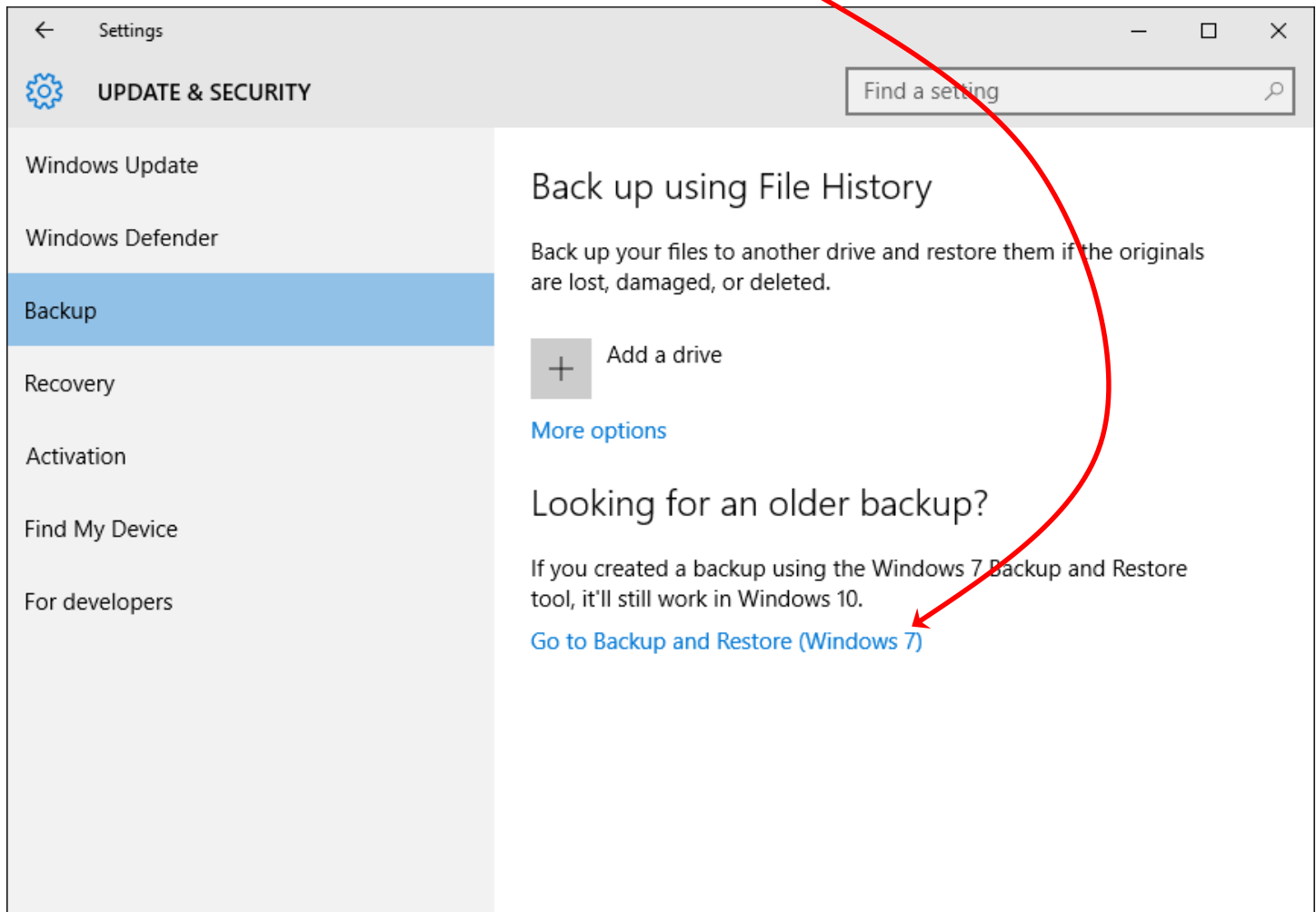
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Step 1: First, you have to find Windows Backup

Windows Backup is located in the Control Panel. How you get there differs:

Windows 7 and 8: [Start], [Control Panel], [Backup and Restore] (not shown)

Windows 10: [Start], [Settings], [Update and Security], [Backup and Restore (Windows 7)]

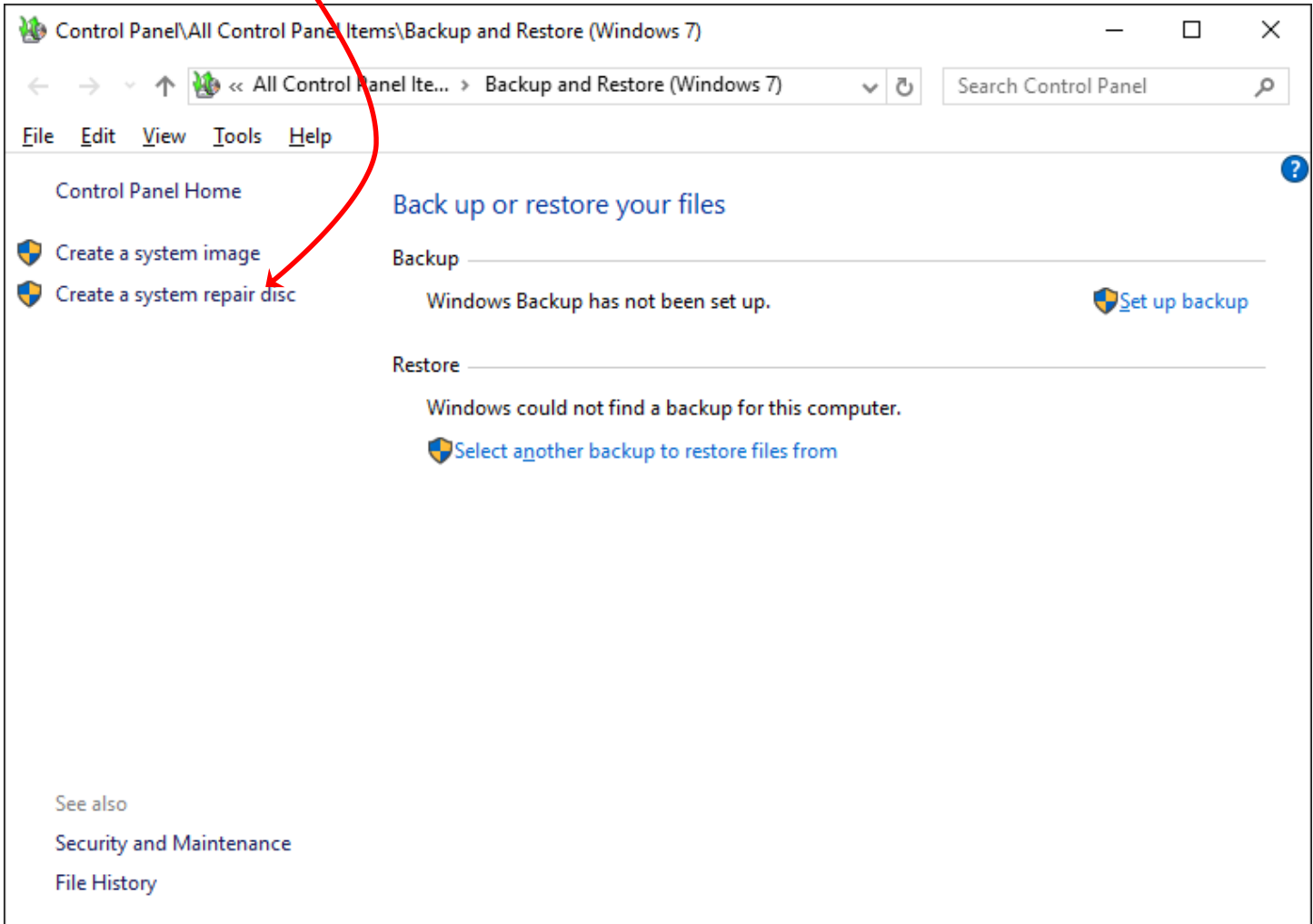


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From here, the Windows 7, 8, and 10 versions are the same menus...

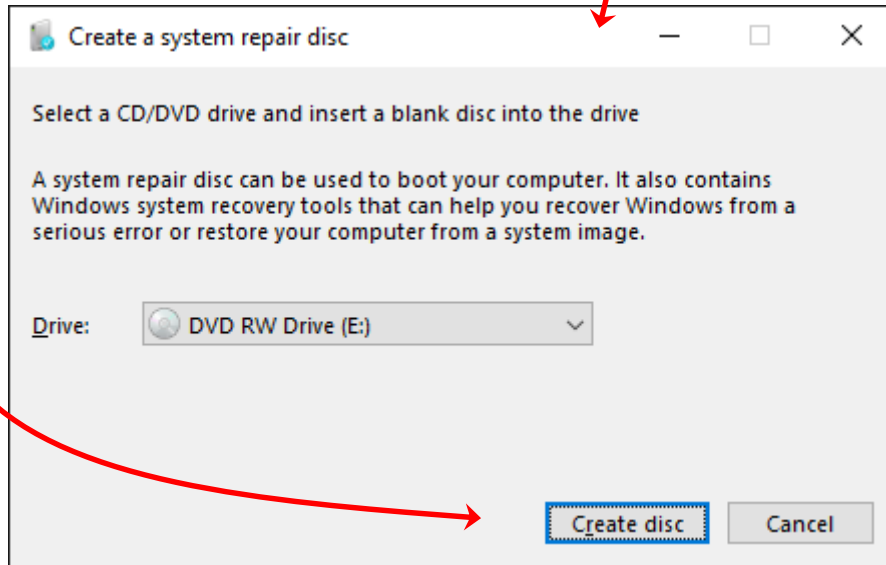
Step 2: Make a Recovery Disk

- a) Insert a blank CD or DVD disk in your disk drive
- b) click [Create a system repair disk]



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- c) When the blank disk is ready it will look like this below:
- d) Click [Create Disk]

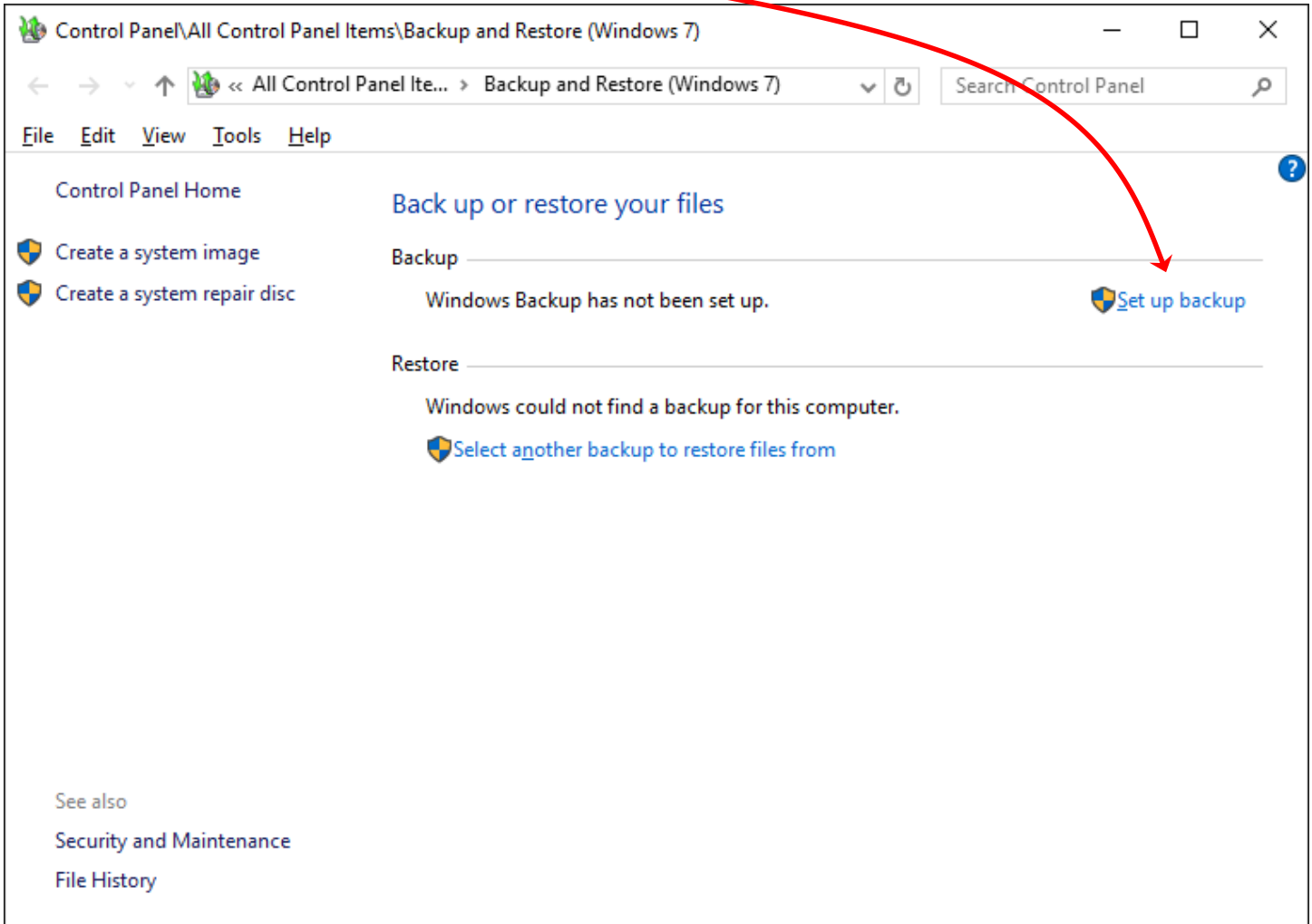


- e) When the recovery disk is complete, take it out and label it "Windows Recovery Disk".

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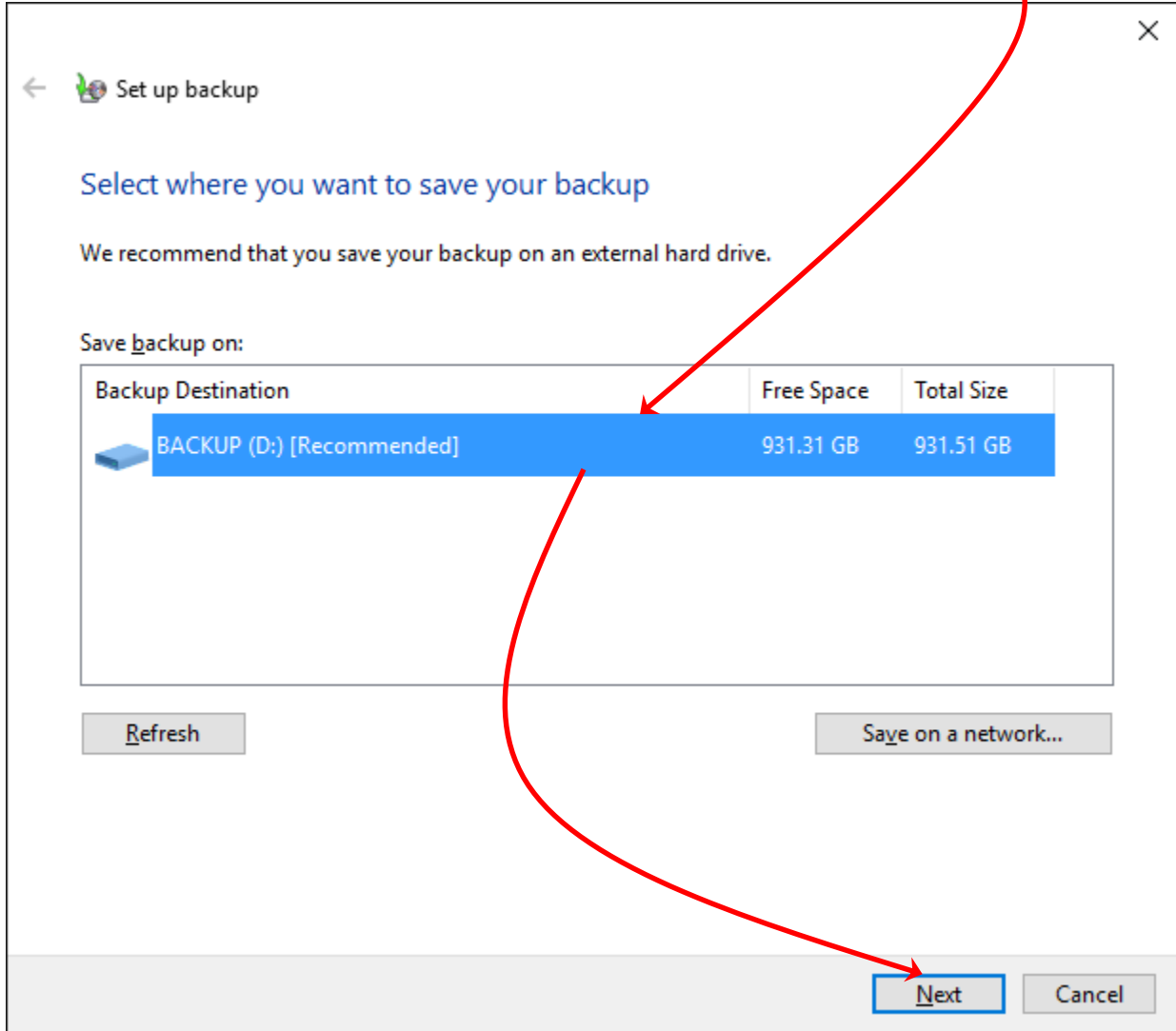
Step 3: Setup the Backup

a) click [Set up backup]



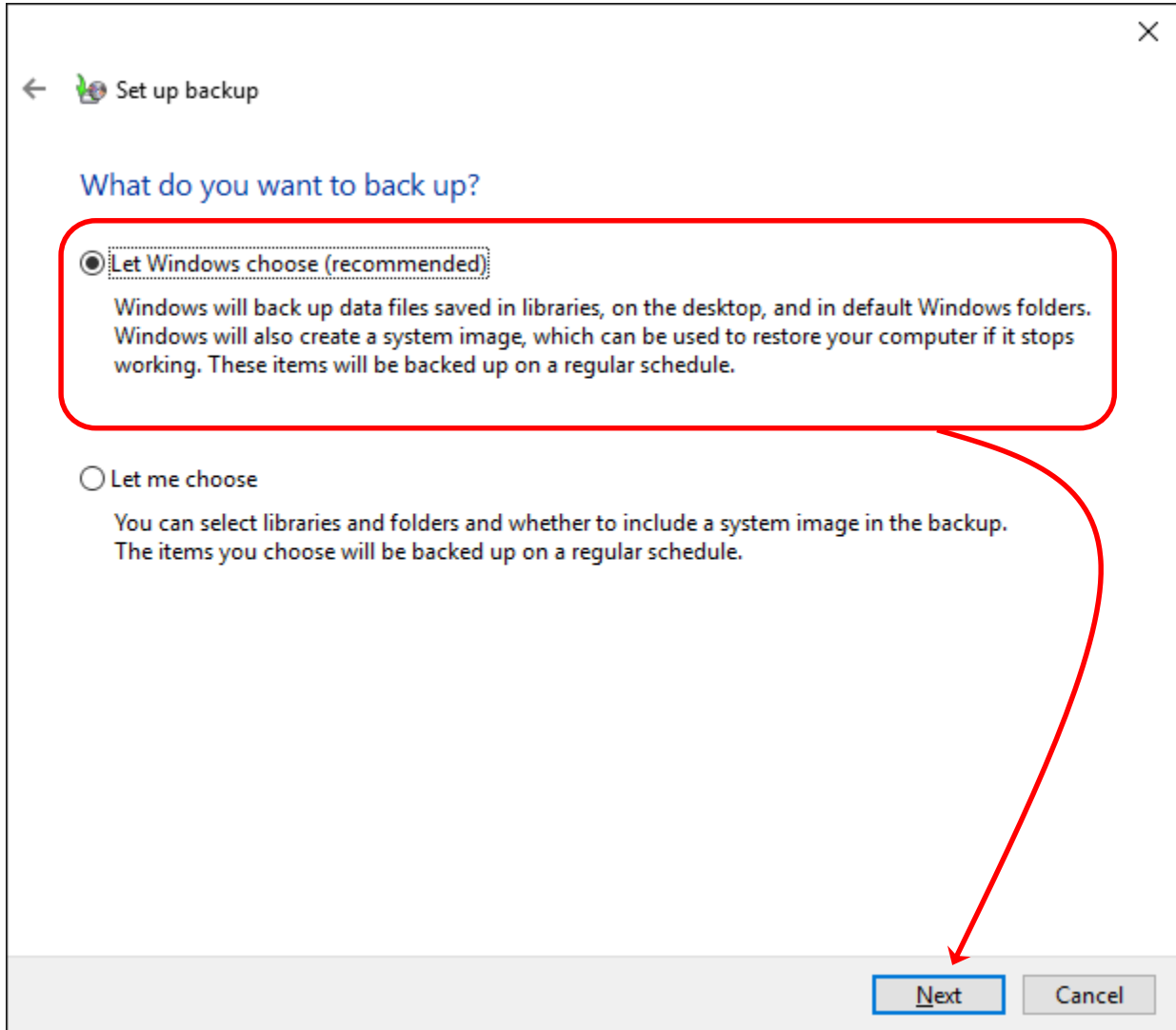
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- b) Select where to save backups:
 - i. Option #1: if you have a local backup disk (recommended) it will appear here:
 - ii. Option #2: [Save on a network] – we won't talk about that now.
- c) Click [Next]



Step 4: What to backup:

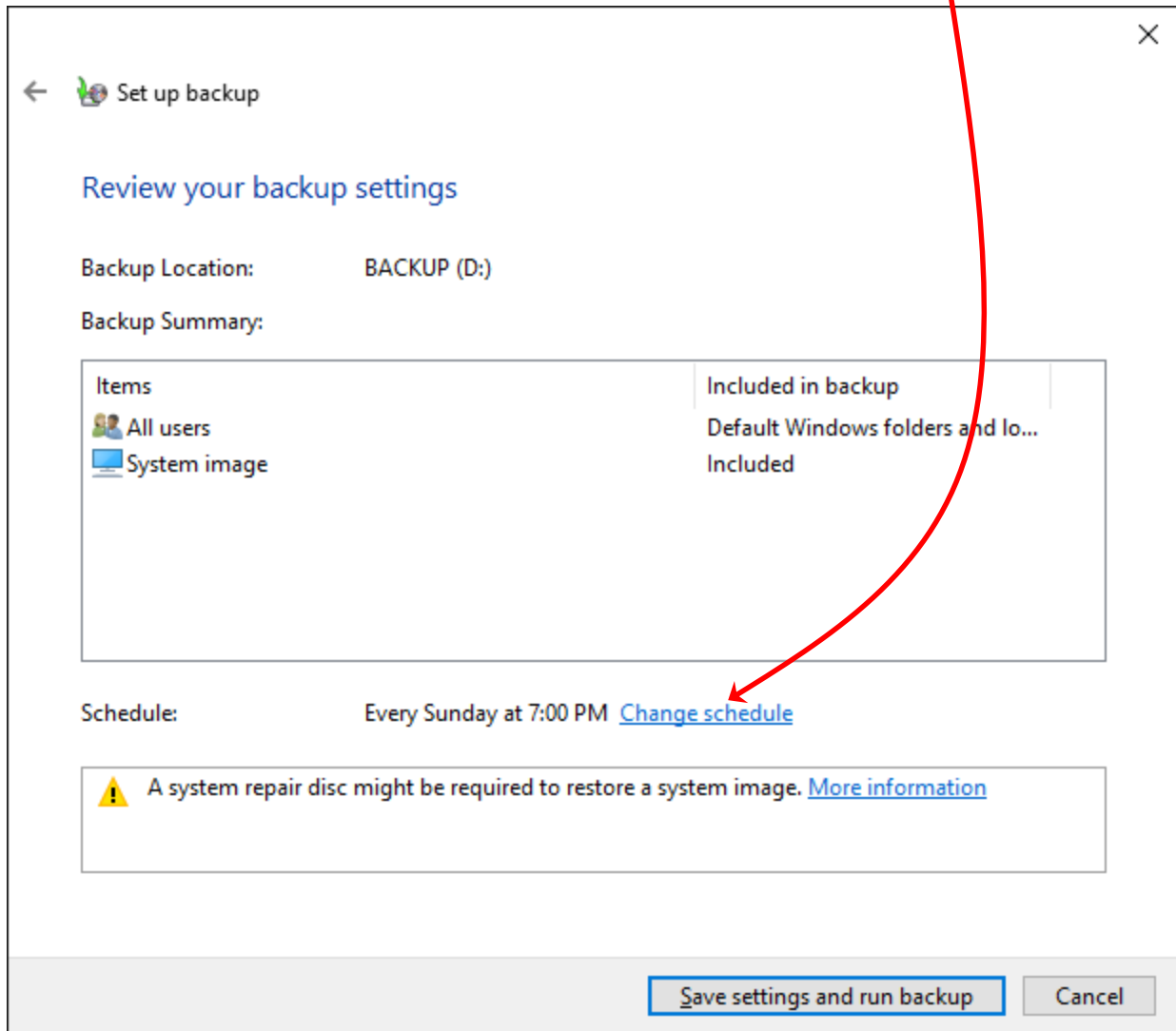
- The easy answer is **“Let Windows Choose”** – this option makes both a file backup and a system image backup. If you want to customize your backup by adding folders or excluding folders, select [Let Me Choose]
- Click [Next]



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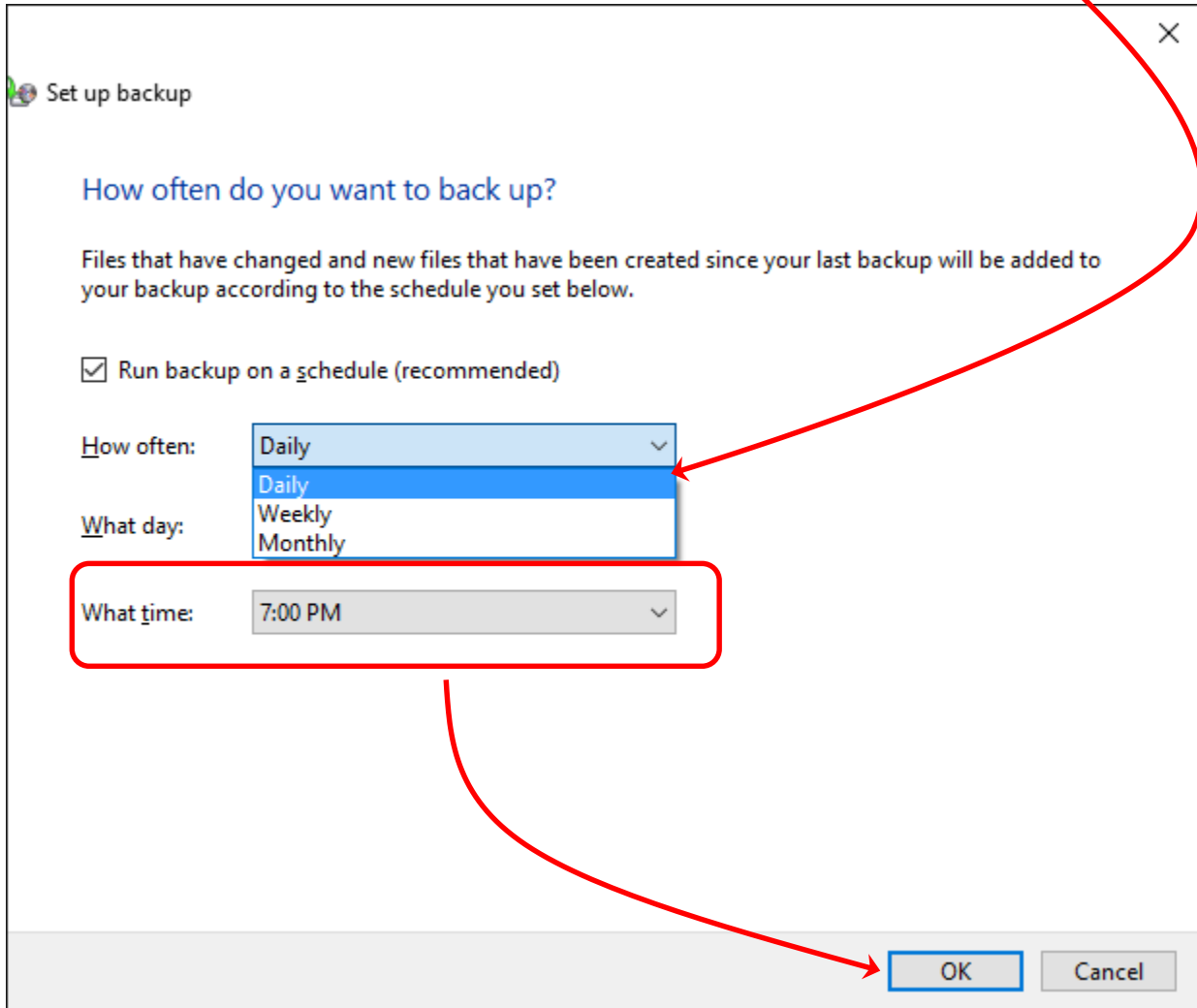
Step 5: When to run the backup:

- a) the default is Sundays at 7pm, but should be more often – click [**Change Schedule**]



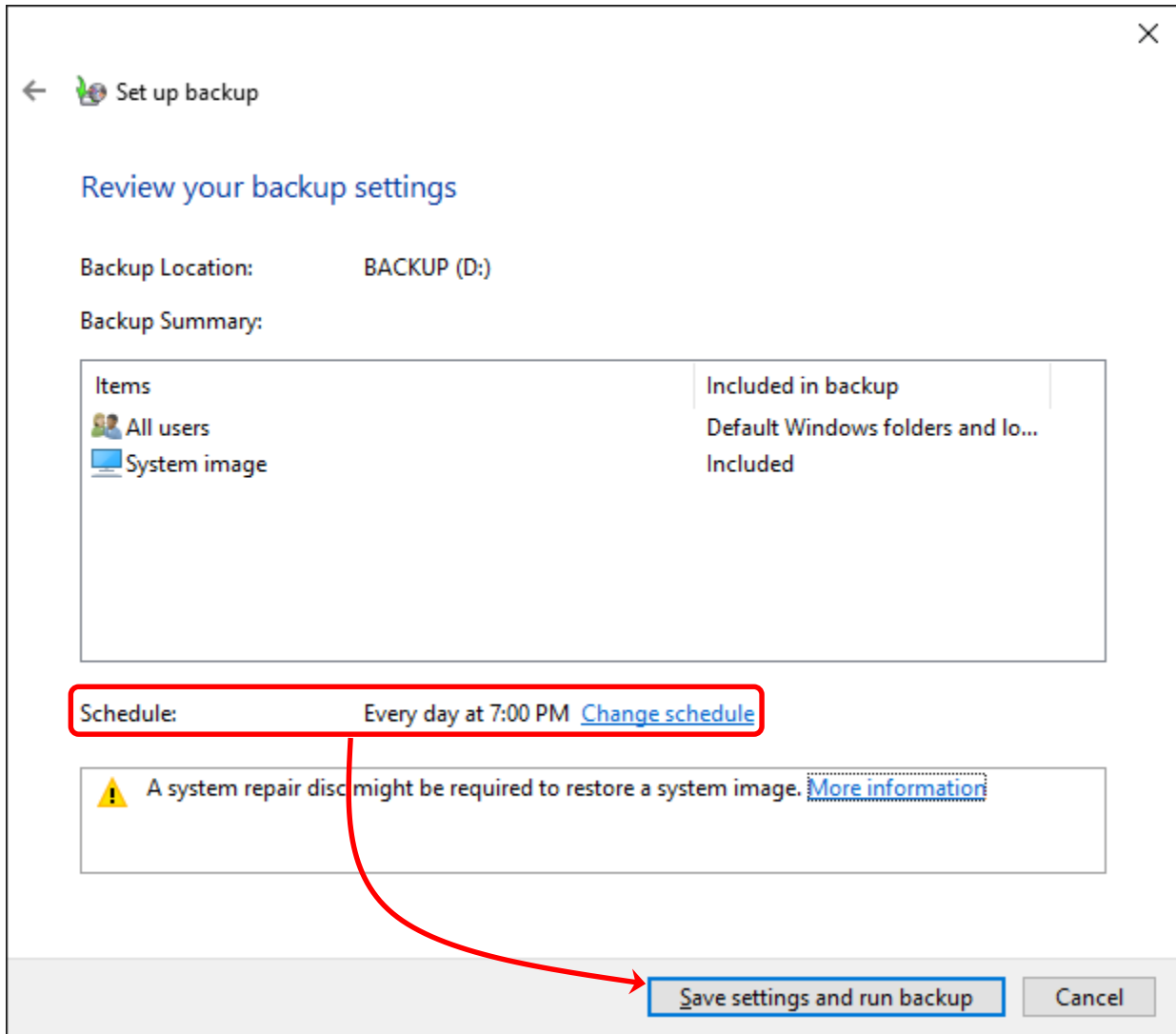
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- b) **Schedule Selection:** your frequency choices are Monthly, Weekly, or Daily: pick "Daily"
- c) **Time:** pick a time when the computer will be turned on and not sleeping.
(laptops should be plugged in and not on battery only)
- d) Click [OK]



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Step 6: Ready to Launch: click **[Save Settings and Run Backup]**

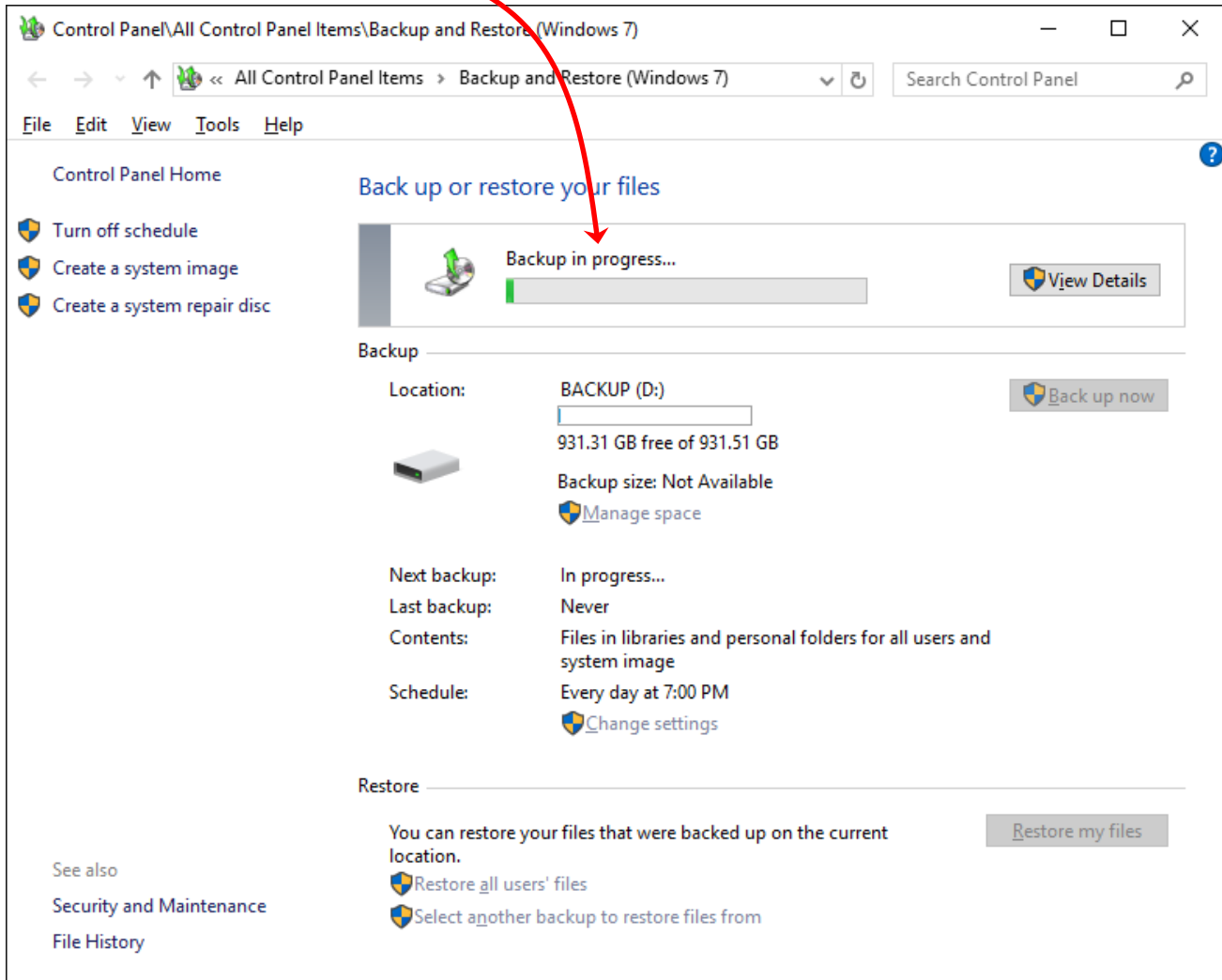


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All Done - Backup Started:

This is what it looks like when the backup has begun, be patient, it takes about 45 seconds to get to this screen. You can close the window if you like, the backup will continue until complete.

Note that you can continue to use the computer, but you will notice a slowdown in performance until the backup is complete.



I hope this helps you with making backups a daily process on your computers. Now, go to www.carbonite.com and set up your second line of defense: cloud backup.

Final Note: Remember, this backup system is intended for home users. If you are a business, or run business software at home, you probably want to get more sophisticated backup software like [Acronis Backup](#).

-John Becker