

Windows XP Backup & Restore Tutorial 2007

[This tutorial was created by Phillip Seager, Seager Enterprises on September 9, 2007, using Windows XP in the Classic Mode, and using Microsoft Word 2003 for simplification.]

Introduction

The Windows backup & restore procedure has changed very little during the past 10 years. The ease of doing it has progressed greatly when XP operating system came along. The Windows backup process is actually a 2-step process: Backup and Restore. We will do the tutorial addressing each one.

BACKUP

The backup procedure accomplishes the following:

Backup allows the user to do a selective backup of the SYSTEM FILES, ALL HARD DRIVE FILES or SELECTED FILES.

RESTORE

The restore procedure can only be accomplished after the backup has been completed. There is also another procedure called SYSTEM RETORE, but it is a much different procedure and should not be confused with the Restore Procedure which is part of the total backup operation.

Following the Table of Contents will be an explanation of each of the two components. We hope you enjoy the tutorial!

Note: When using the Table of Contents and other areas that are underlined, hold down the CRTL key located at the far left and bottom of your keyboard and then with your mouse (you will notice that the arrow changes to a hand) you can then navigate or go to any section you choose by clicking with the left-mouse button. The same is true when you finish a section, you can use the same action to click on RETURN TO TOP and it will take you back to the beginning of the tutorial.

Table of Contents

Backup Procedure.....	2
Restore Process.....	6

Backup Procedure

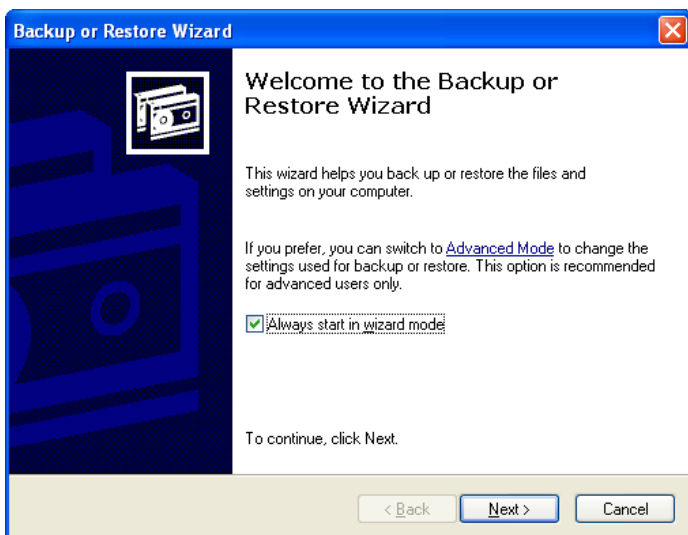
The Windows backup procedure as mentioned previously allows the user to perform a backup of files on the computer in 3 different ways:

1. System File Backup
2. Total File Backup
3. Selected File Backup

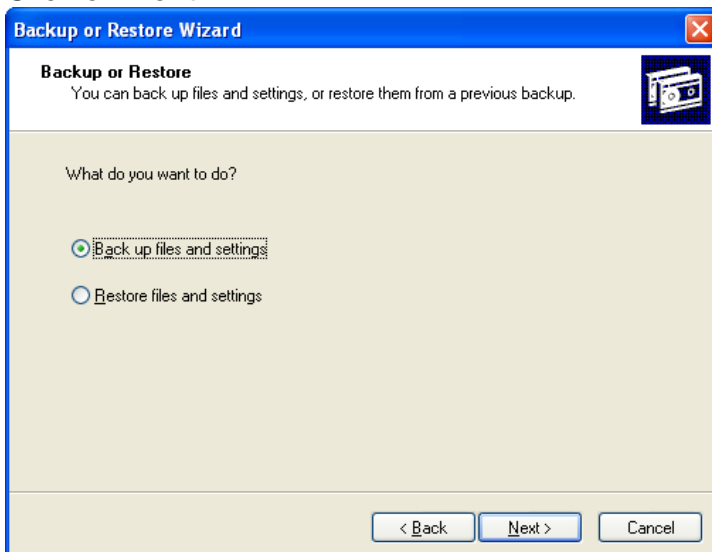
As you progress through this part of the tutorial, you will see a brief explanation of each of these choices and how to proceed.

To begin this procedure, you must get to the backup link in System Tools. Follow the steps below to get there.

1. On your main computer screen, Click on Start, Programs, Accessories, System Tools, then Backup. You will then be at this screen:

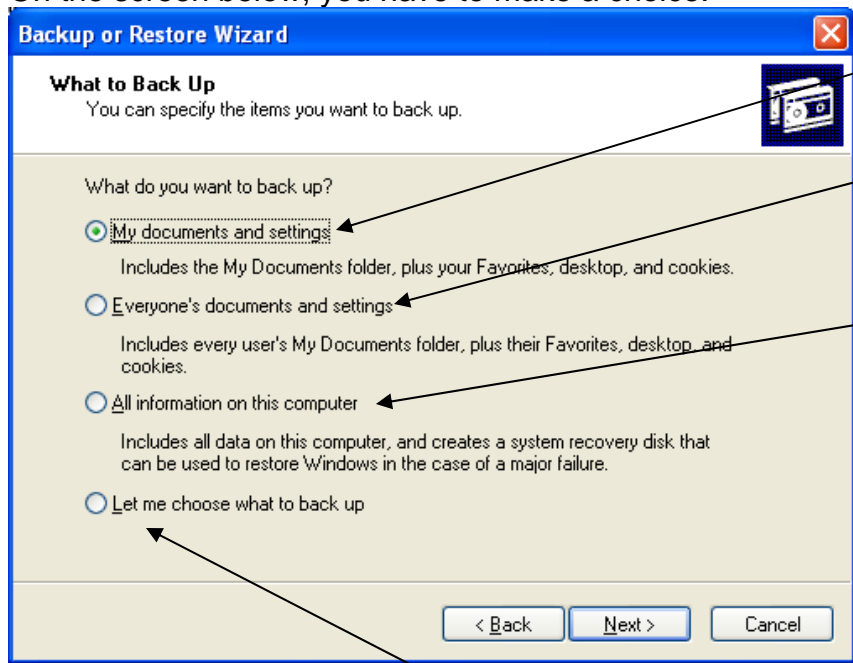


Click on **Next**.



The backup button should be pre-selected. Click on **Next**.

On the screen below, you have to make a choice.

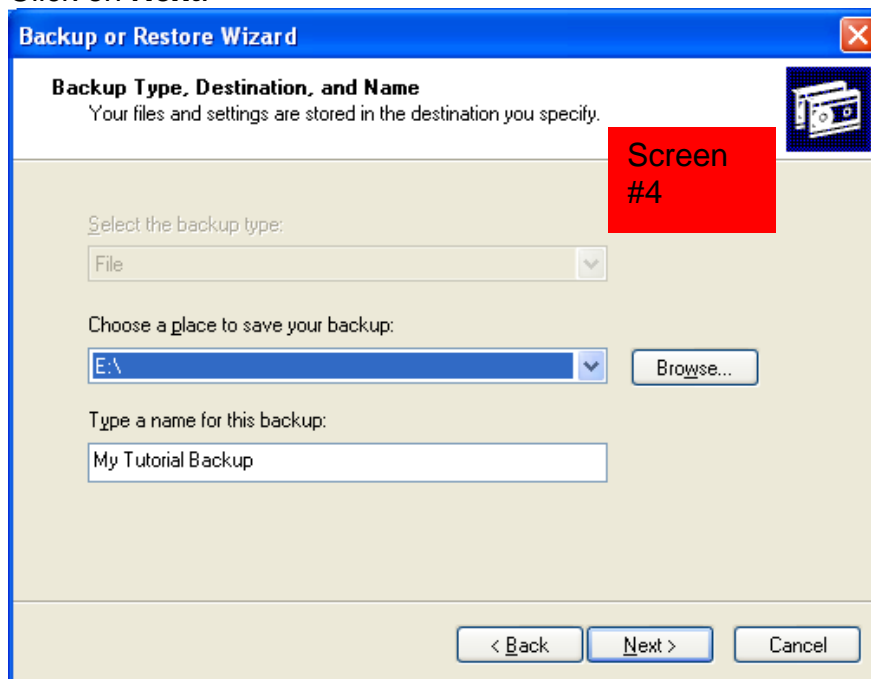


1. My Documents & Settings – This will backup just the present user's documents and settings.
2. Everyone's documents & settings – This would include all user accounts on this machine.
3. All information on this computer – This is the most comprehensive backup and requires the most back up space. This one is not often used for the reason just mentioned and it requires a startup disk, such as a floppy disk. Many computers today do not have floppies, so it requires the user to have some fairly advanced knowledge of XP to perform this task.

4. Let me choose what to back up – This also requires advanced knowledge of XP and of the file system as well so therefore it would be for an advanced user.

For demonstration purposes, we will go with the one selected above.

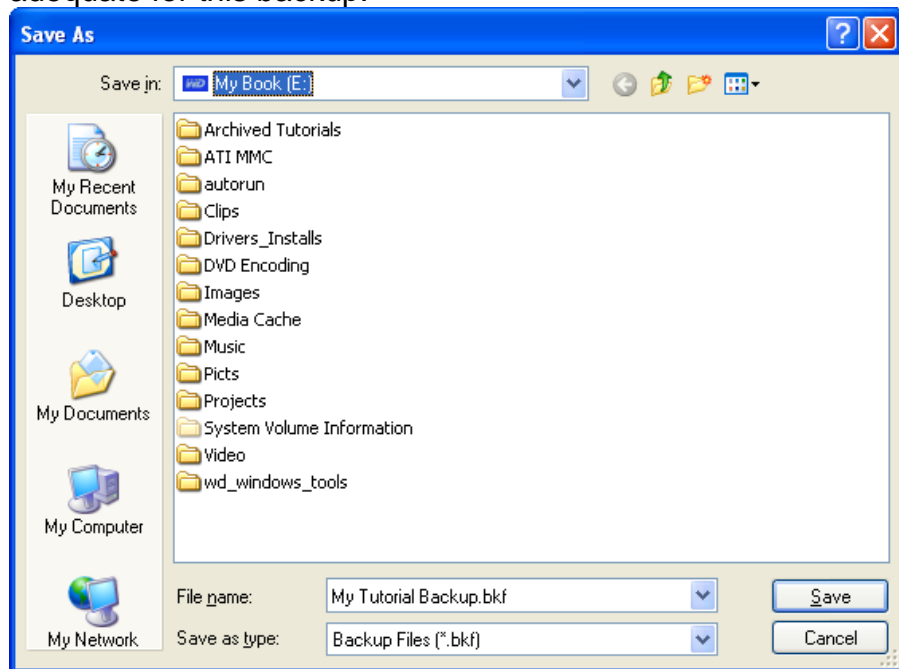
Click on **Next**.



Select a name for your backup For this demo we use the one shown above. In the **Choose a place to save your backup**, click on the **Browse** button.

NOTE: You should choose a destination that is not your hard drive. An external hard drive or an external flash drive (also called a memory key) or a tape drive or a zip drive would be adequate as long as it has enough space to hold the backed up files/settings.

The “E” drive shown here is an external hard drive with 232 GB of free space, more than adequate for this backup.

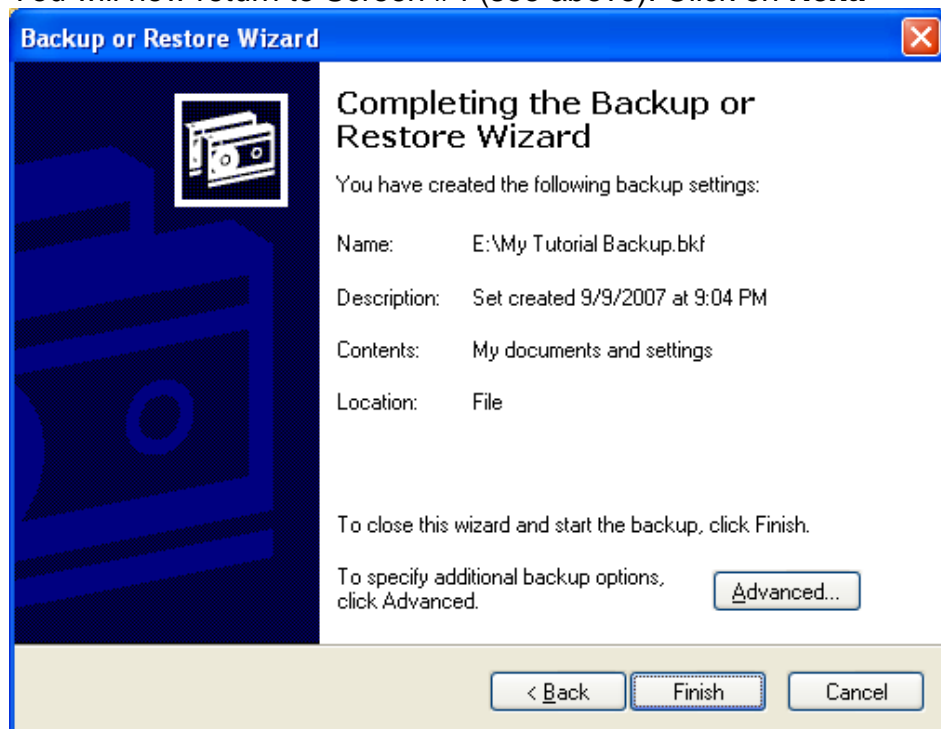


NOTE:

There are 2 types of file systems that hard drives and external drives are formatted with: NTFS and FAT32. When using the backup to an external drive, NTFS can accept up to any size backup file. FAT32 can accept up to 4 GB in file size.

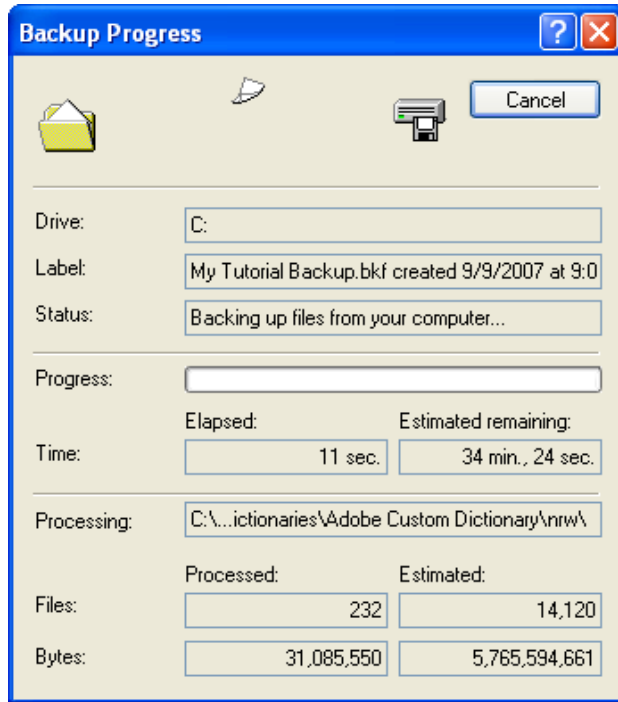
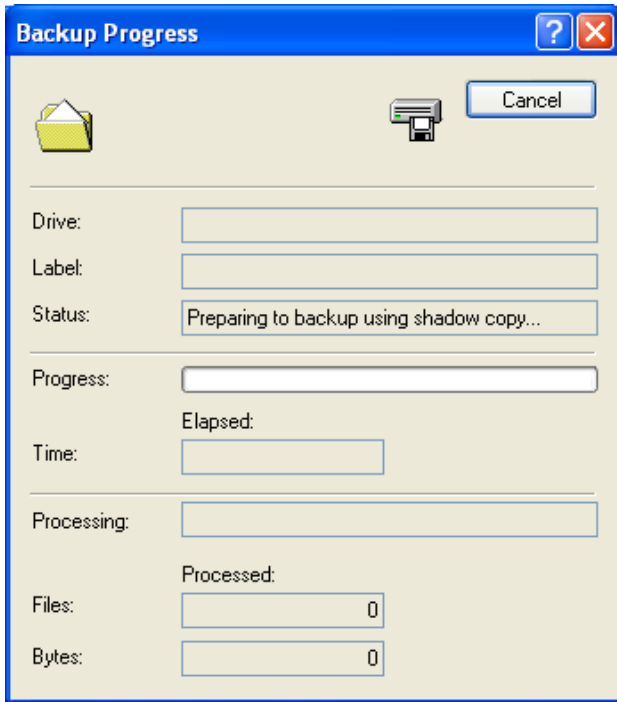
Click on **Save**.

You will now return to Screen #4 (see above). Click on **Next**.



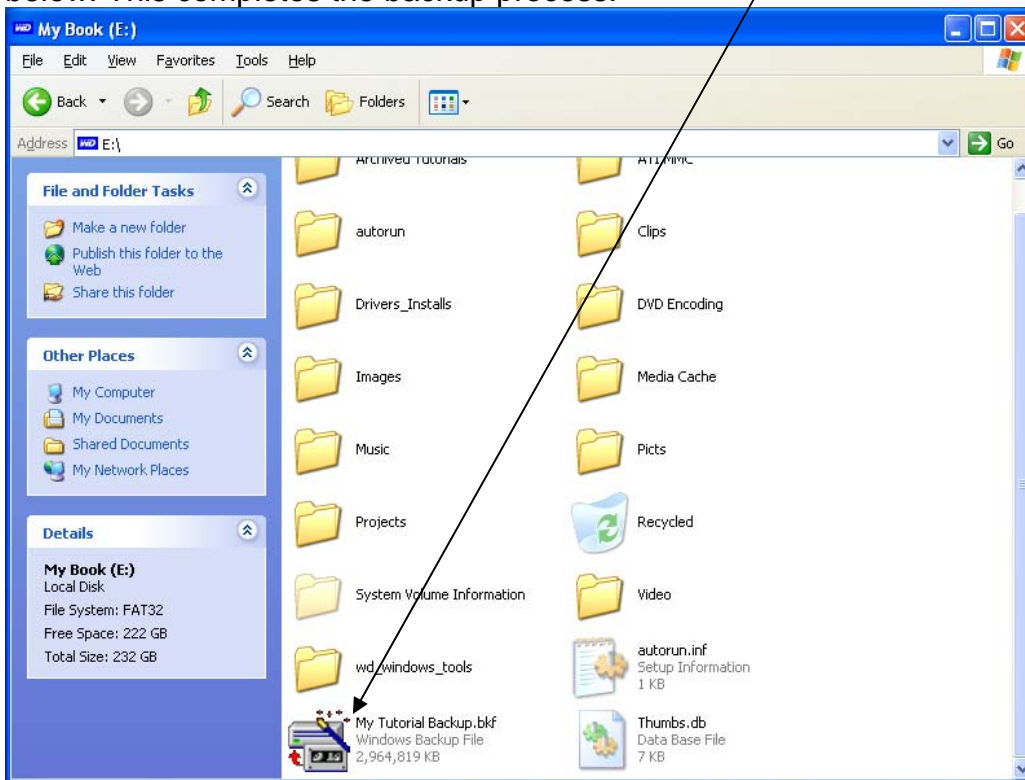
Click on **Finish** to complete the backup process.

The screens below show the backup process.



The screen on the right will show the Progress, Time Elapses and Time Remaining, Files Processed and Estimated files in the total backup and how much space is needed.

After the process finishes, click on **Finish** and the screens will close with your completed backup. To verify that the backup file was saved, open up the drive where the backup was stored and look for the file by the name you gave it. The verification is shown in the screen below. This completes the backup process.



[RETURN TO TOP](#)

Restore Process

Now that the backup is complete and stored in a safe place, you can begin the Restore process. The Restore process will only be used if you have lost or accidentally deleted the files that were backed up from My Documents as we did in the demonstration.

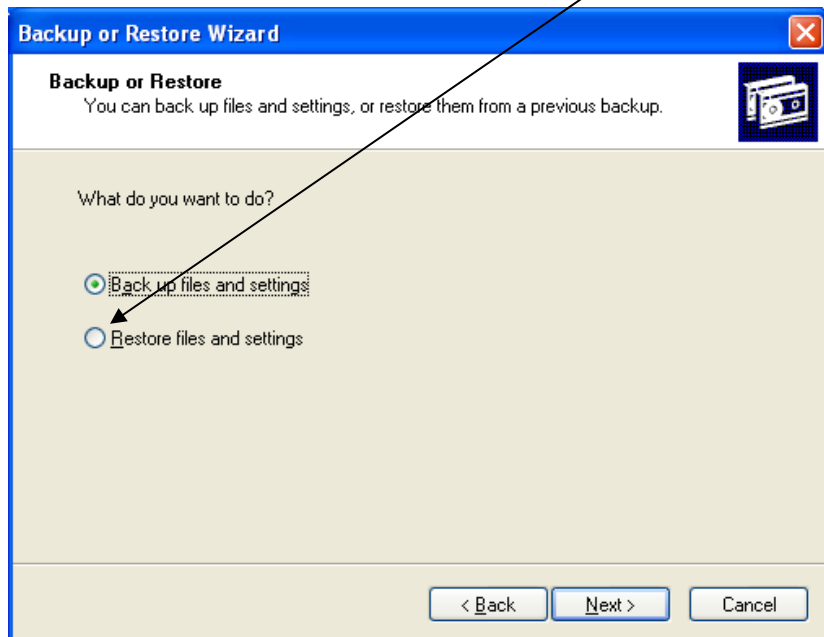
To begin, follow the steps used to start the backup process.

1. On your main computer screen, Click on Start, Programs, Accessories, System Tools, then Backup. You will then be at this screen:

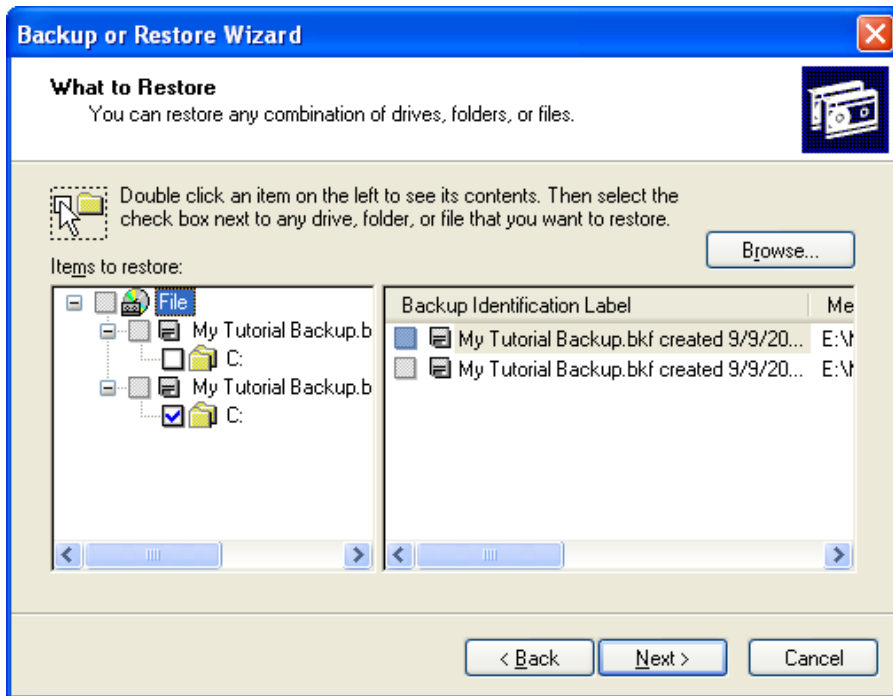


Click on **Next**.

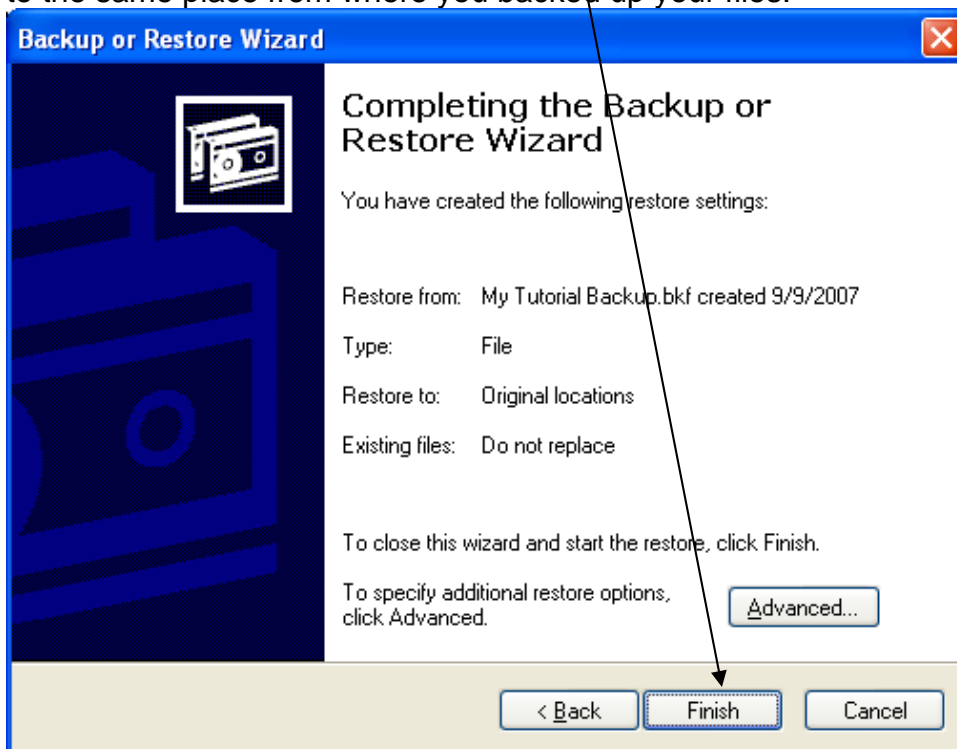
Click the **Restore files and settings** button and click on Next



Put a check mark in the box that describes the restore that you want to do
In this case, the 2nd File (which is the latest backup on this system) has been selected.
Click on Next.



When you see this screen, click on Finish to complete the process and your files will be restored to the same place from where you backed up your files.



We hope you have enjoyed this tutorial. You can see that the Restore procedure is relatively simple as compared to the Backup procedure, but the backup is also more versatile.

[END OF TUTORIAL](#)