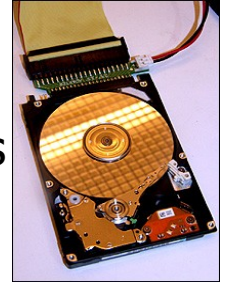


Backups and why you should

1. Your computer data such as documents, music, photos and programs are stored magnetically on a device called a hard drive. It is made of a series of spinning discs which are accessed to store or retrieve the data when needed. Hard drives are not perfect and don't last for ever. When the computer can't find what it wants on the hard drive it stops working properly and this is what is known as a "crash".



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2. Even the PassITon administration computer hard drive crashed when all the data appeared to be lost. This is what Sandy felt like!



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3. Files on the hard disc can become corrupted and can't be recognised by the computer so to avoid losing that music whose master CD you've lost or that photo which you've just wiped from the camera memory a copy called a **backup** is made. When the master data is lost the **backup** can be accessed to retrieve it.





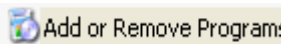
4. It is sometimes possible to retrieve all or some of the lost data from the hard drive but it can take a long time (2 full days for PassITon).

5. There are 2 sorts of **backup**.

The **first** is just a duplicate copy of the data stored in a different place on the hard drive. This can be done simply by copying each file into a **backup** folder which you can create and which will be held on a different part of

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the hard drive. However this will only be any good if the hard drive is not completely corrupted.

6. The **second** sort of **backup** is a copy saved on a separate medium eg CD, DVD or Memory stick. To do this you need to establish whether you have the Windows XP Backup facility  installed. If it is you will have the Backup icon  visible on your start menu or listed when you double click on Add or Remove Programs in the Control Panel. 




7. If the facility is not present then you will need to load it from your Windows XP CD. Note that there are other proprietary programs which you can use and which may have features you prefer. But we will consider the Windows XP version here.

8. Follow these instructions

8.1 Insert your Windows XP CD into the CD drive and, if necessary, double-click the CD icon in My Computer.


8.2 On the Welcome to Microsoft Windows XP screen, click Perform Additional Tasks. 

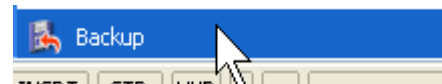
8.3 Click Browse this CD. 


8.4 In Windows Explorer, double-click the ValueAdd folder, then Msft , and then Ntbackup . 

8.5 Double-click install the Backup   Ntbackup.msi to utility.

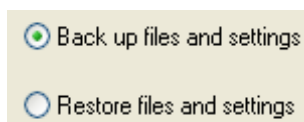
8.6 Left-click on Finish.

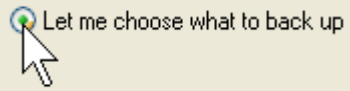
9. You will now find Backup  by left-clicking on All programs, Accessories, System Tools and then on Backup.



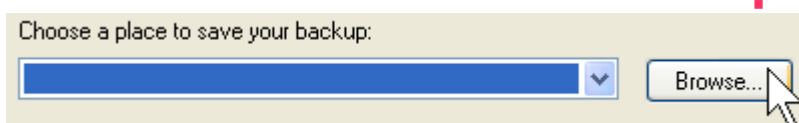
10. The Backup program  will **either backup or restore** files. The latter is when you use the backup to **restore** the lost programs or files on your hard disk. The program opens with a **wizard** and providing the box Always start in wizard mode is checked it will always open with this.

11. Left-click on Next and you are given the choice to **either backup or restore** files by left-clicking on the appropriate button and then on Next.



12. You are then given the choice of what to **backup**. Left-click on the appropriate button and then on Next. If you select "Let me choose"  then you can choose the required files or programs yourself by left-clicking to tick boxes.

13. You are then given the choice of the 2 sorts of **backup** by means of the Browse facility which allows you to select a destination **either** on the hard disk **or** on a separate medium. (If this is not shown you may have to **backup** on your hard disk first and then copy to the other medium).
You can also choose the name of the **backup** file.




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14. You are then presented with a summary of what you have chosen and to complete the **backup** you left-click on Finish. A Backup Progress Window shows how much time is required which may be substantial if there are a lot of big files to **backup**. Left-click on Close to finish.

15. It is a good idea to backup regularly, maybe once a month if you have a lot of files, or more often if you can't afford to lose files. You could also use 2 CDs at alternate **backups** so that if one were to fail then the other is still available.

16. The **backup** file would then be used to **restore** the files to their last saved status before corruption by left-clicking on Backup and following the procedure as above but choosing to select the **restore** facility. You are given the choice to select which files to **restore** by double-clicking on the items visible and then left-clicking the check boxes required. Sometimes it may be difficult to find where the file(s) have gone even though you have selected the path; in which case do a search in My Computer drive (C:) on the filename of one of the files to see where it has been stored and then, if required, move it to where you want.

17. An area which is not normally covered in the Windows **backup** facility is **emails**. If you want to **back** these **up** then some extra steps are required.

We will assume that Microsoft Outlook Express  is your **email** program.

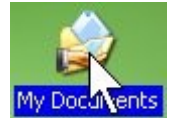
First of all you need to create a folder where you wish to save the **emails** to. We will create one in My Documents.

Either Left-click on Start. 

Then left-click on My Documents.



Or on the Desktop double-click on My Documents.



18. Then left-click on File and holding it down slide the mouse pointer to New and then Folder and let go. A new folder will appear at the bottom of the list of Folders.



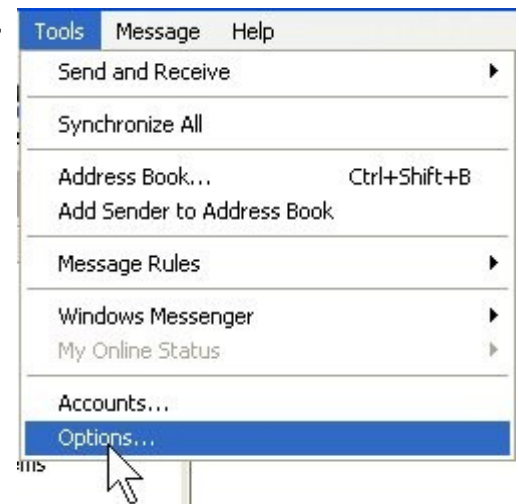
Type the new name such as My Emails, press Return and it will appear in the Folder title.



Minimise the My Documents Window by left-clicking on the – box.



19. Now open Outlook Express. Left-click on Tools and then Options...



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Select the Tab Maintenance by left-clicking on it and then left-click on Store Folder...



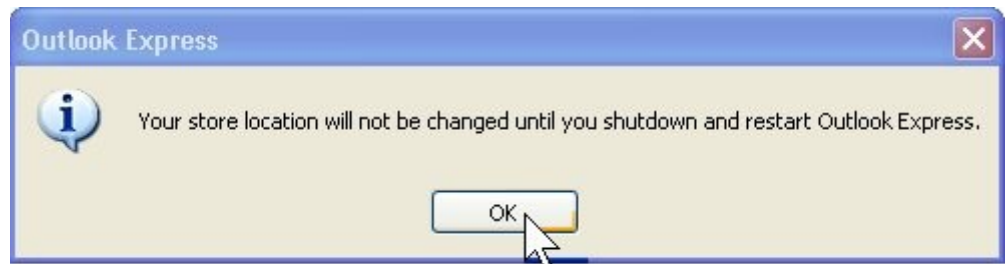
Then left-click on Change... This allows you to Browse for and select the folder you wish to save the **emails** in.



If you created a folder My Emails then choose that by left-clicking on it in My Documents and then left-click on OK.



20. The Store Location Window will now show the path to My Emails. Press OK on this Window and you will get a message Window stating that the store location will not be changed until you shutdown and restart Outlook Express until you shutdown and restart Microsoft



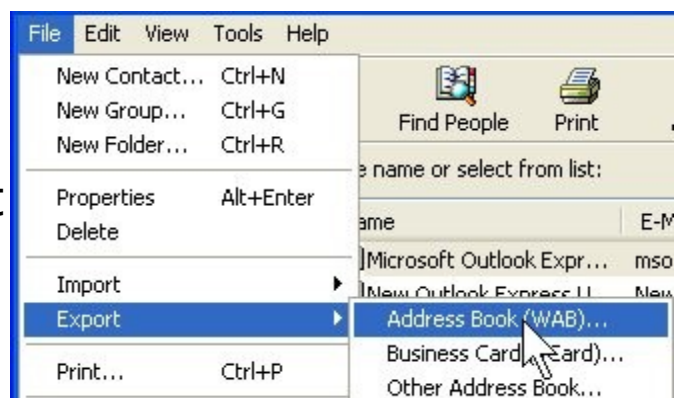
Outlook Express. Press OK on this and press OK on the Options Window. When you restart the computer then when you open Outlook Express the **email** folders and files are stored in My Emails as a series of .dbx files. Whilst this is happening you may see a Copying Window stating "Outlook Express store files" showing time remaining to complete. If you use more than one **Identity** you will have to follow the same procedure for each from within each **Identity**. In which case it may be better to create a separate Folder for each **Identity** within My Emails.

21. You will want to backup the Address Book as well. This has to be exported to My Emails as follows.

In Outlook Express left-click on the Address Book button.

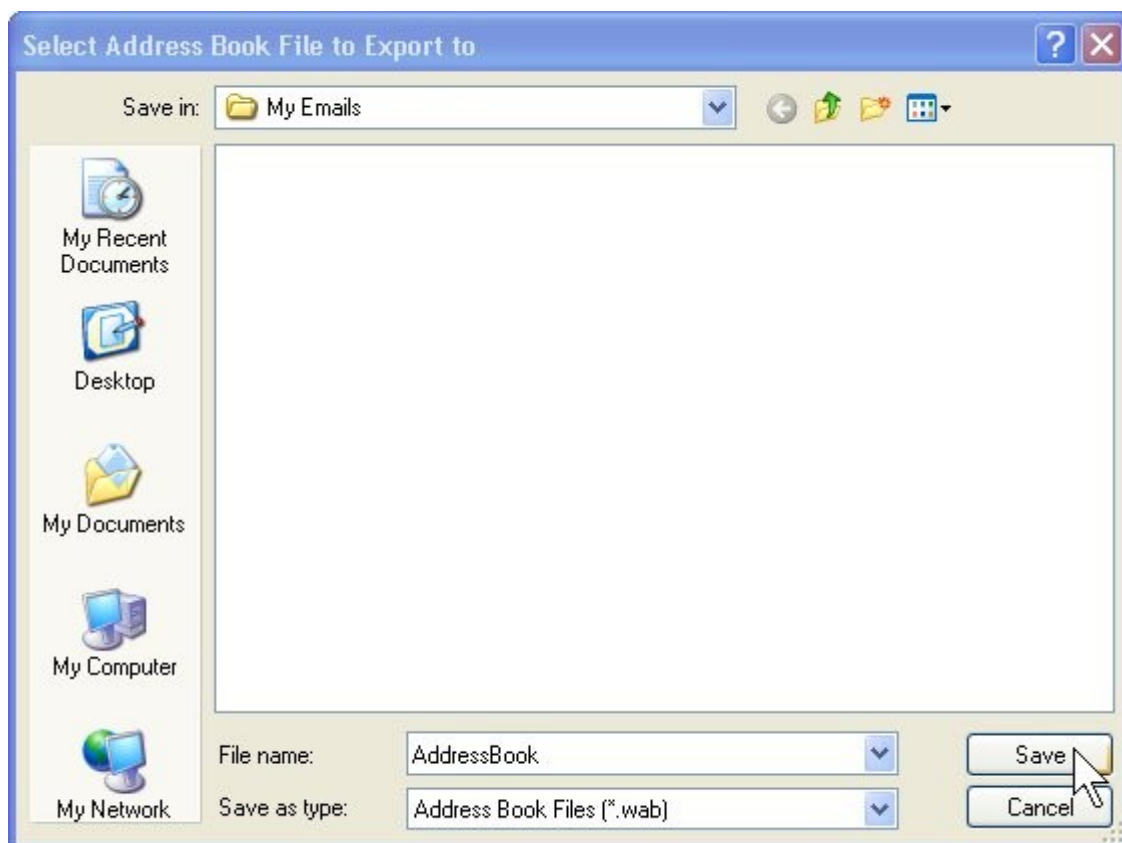


Then in the Address Book Window left-click on File holding it down and sliding the mouse pointer to Export and then Address Book (WAB)... and let go.

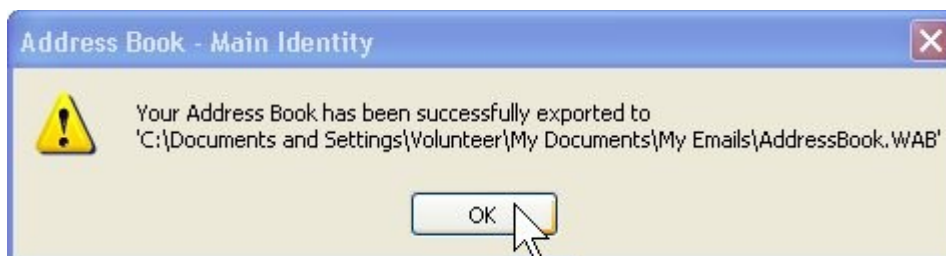


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A Window will open to allow you to Save the Address Book where you want to. Choose My Emails and then type in a filename eg AddressBook and left-click on Save.



A Window opens which says that this is successful.



Note that if you have saved the same name before a Window will open prior to this where you will be asked if you want to replace the file. Left-click on OK.

As with **backup** of emails, you need to repeat the process for any other **Identity** you use giving each Address Book a different name.


22. Now when you do your **backup** make sure that you

include the My Emails folder in it. Refer para 12.

23. **Restoring emails** can be done by using the **backup** file to **restore** the files to My Emails. This restores the Emails so that you can view them in Outlook Express. All **Identities** will be covered by this.

24. **Restoring** the Address Book can be done by following the backup process in reverse ie by Importing (instead of Exporting) the file AddressBook from the folder My Emails. This will finish with a Window stating that it has been successful. You will need to repeat this from within each **Identity**.



25. Let's hope that you never have to use the **restore**  facility but if you regularly **backup** you will be prepared if you have to.

