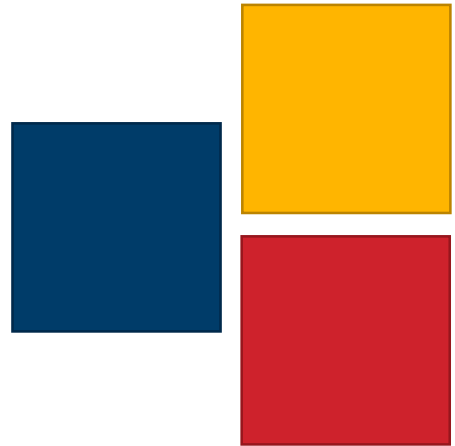


Computer Training Centre
University College Cork



Data Backup and Restore using Windows 7



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

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Introduction

In information technology, a backup, or the process of backing up, refers to the copying and storage of computer data so it may be used to restore the original after a data loss event.

Any data that is stored locally on a computer or laptop should be backed up regularly. The following is a best practice guide to backing up computer data.

Please follow the instructions carefully. Take note of any exceptions that might apply to your data as not all users store files in the same or consistent locations.

What files should be backed up?

Any of your work files stored locally on a PC or laptop hard drive should be backed up. Local files are those that are physically located on your computer's hard drive.

Any files in:

- Documents
- Pictures
- Music
- Videos.

Local files also refer to any files stored on the computers desktop or under the

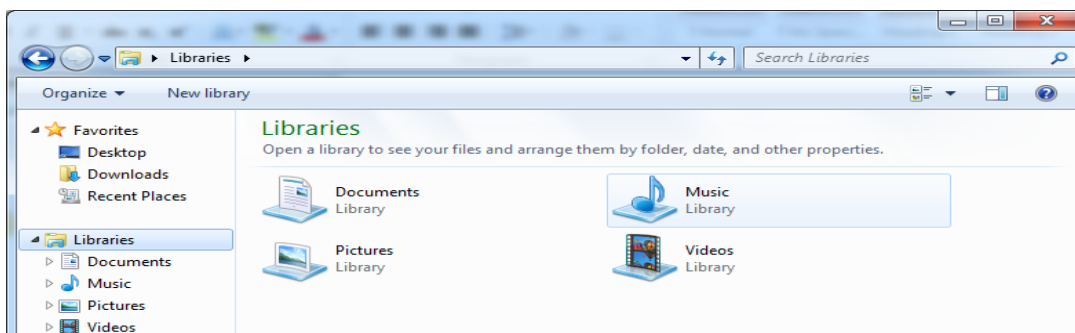


Figure 1: File locations - Windows 7 Library's

"C" drive.

Files stored on "NAS¹" (previously carina) do not need to be backed up by you the end users. These files reside on Information Services servers and will be backed up regularly by Information Services staff.

Emails currently in your Inbox and subfolders **do not** need to be backed up as they are on the Universities Email server.

Email Archives **do** need to be backed up as these are stored locally on your PC.

¹ NAS – Network Area Storage – Shared folders and files. Many departments would have one or more of these used to store files that need to be accessed by a number of people.

Note:

In an ideal situation all of your files would be located in subfolders in the appropriate library: Documents, Music, Pictures and Video. If you have files saved to your desktop it would be recommended that you move them to an appropriate folder in the Documents Library.

If you have created any folders under the main "C" drive those should be moved to the documents library too.

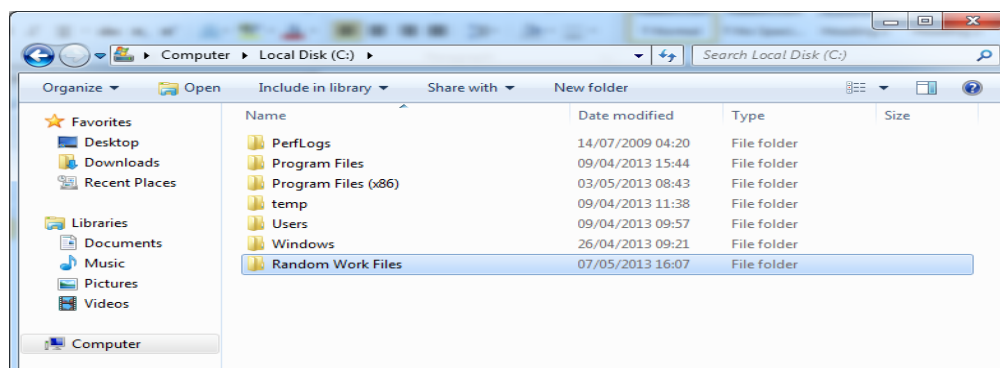


Figure 2: Random Folder under Local Disk C - This should be moved

Where should I store my backup?

Having tidied up your files you now need to decide where the backup should be stored. The easiest method is to save the backup on to a large external hard drive. External hard drives connect via a USB cable and can be purchased easily. See the procurement website:

<http://www.ucc.ie/en/procurement/ucconly/computerconsumables/>)



Figure 3: External Hard Drive

How do I backup files?

The following instructions are for Windows 7:

- Connect the External Hard Drive to the computer via the USB cable provided.
 - Close the Auto Play window if it displays.
- Click on the start button and where it says "Search programs or files", type in "back". Several related items will display in the menu select – **Backup and Restore**

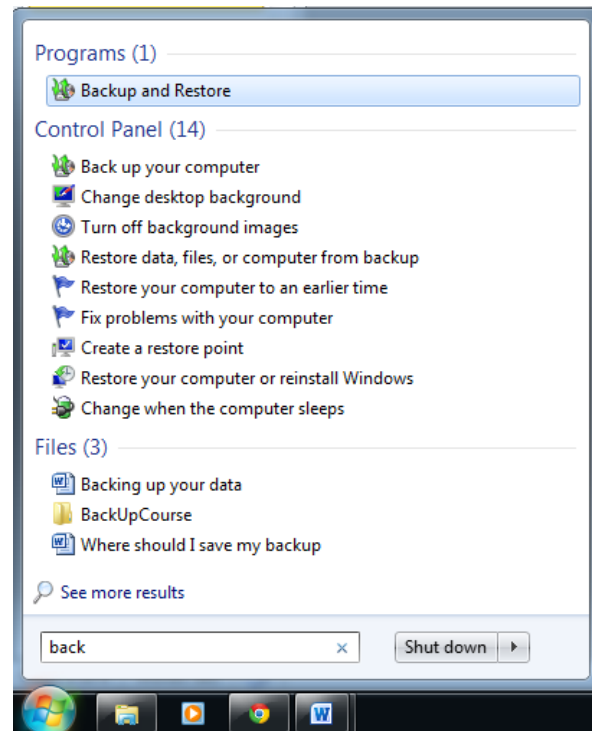


Figure 4: Finding Backup and Restore

- The **Backup and Restore** window will open

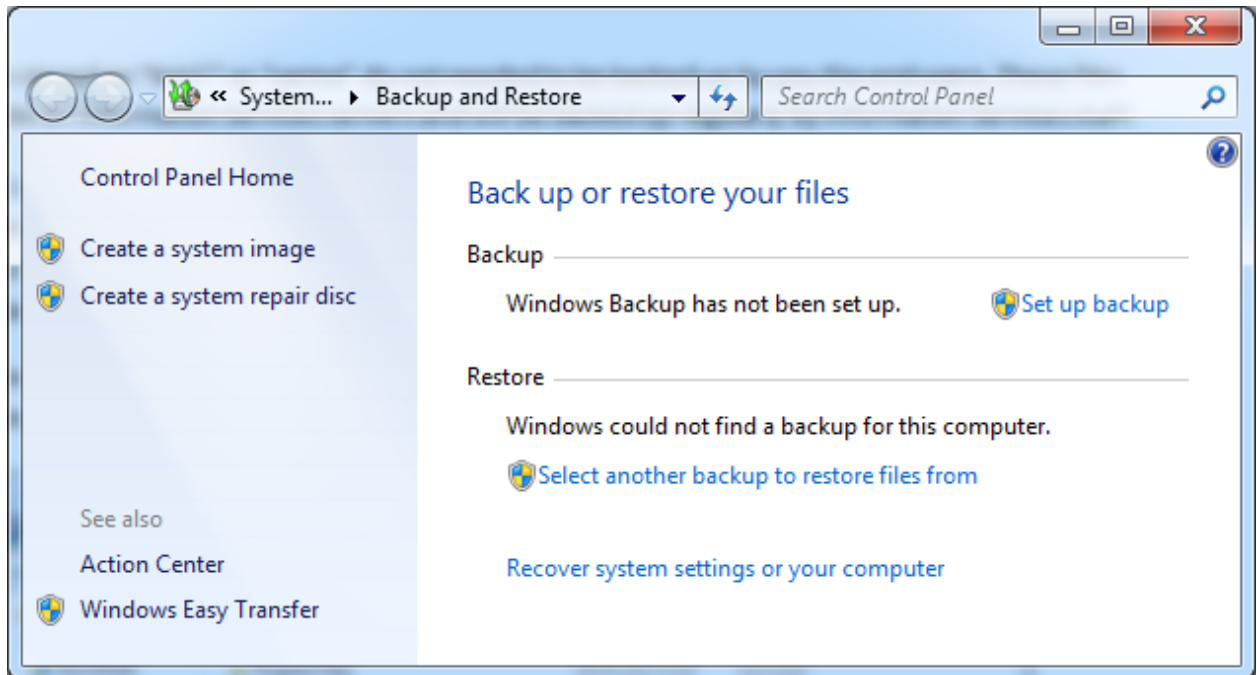


Figure 5: Backup and Restore

- Click **Set up backup**
- You will be asked where you want to save your back up. Select your external hard drive.
- Click **Next**

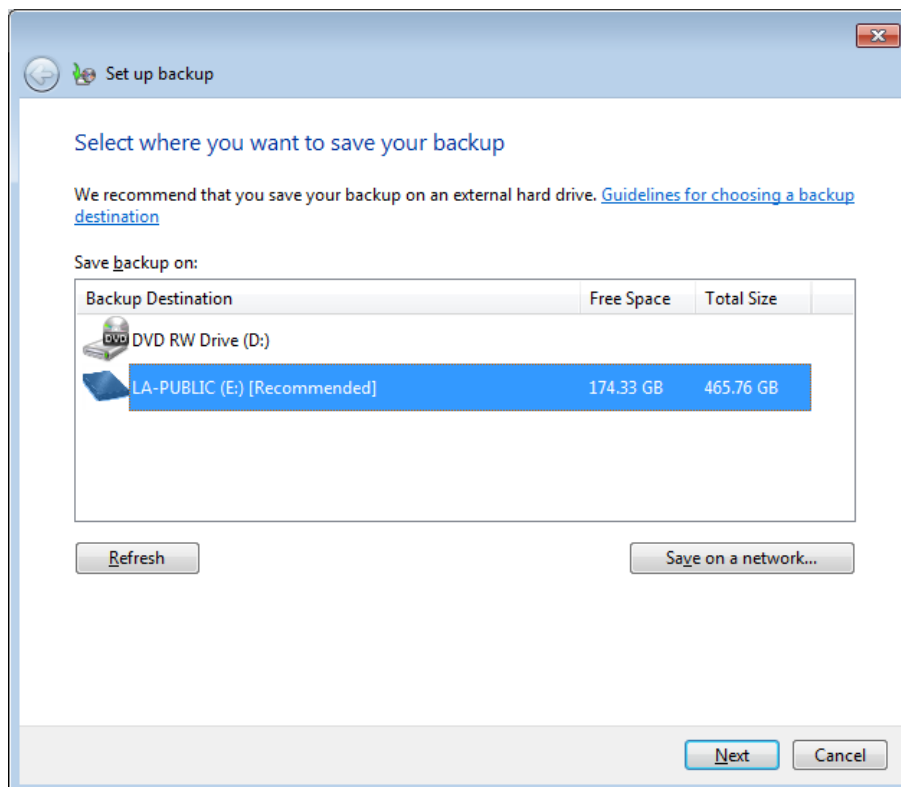


Figure 6: Set Up Back Up

- You will be asked: What do you want to back up? At this point you could let windows decide what files to save, however it will ignore any files you may have under the root of C. Choose to select the files yourself.

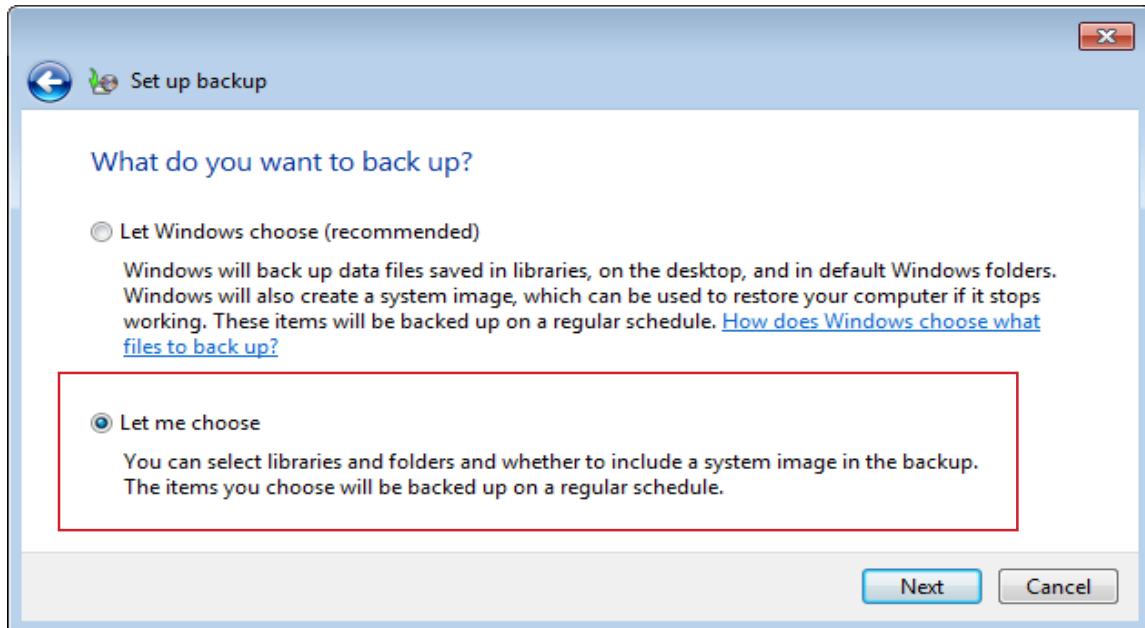


Figure 7: Set Back Up Window - Choose

- Select **Let me choose**
- Click **Next**

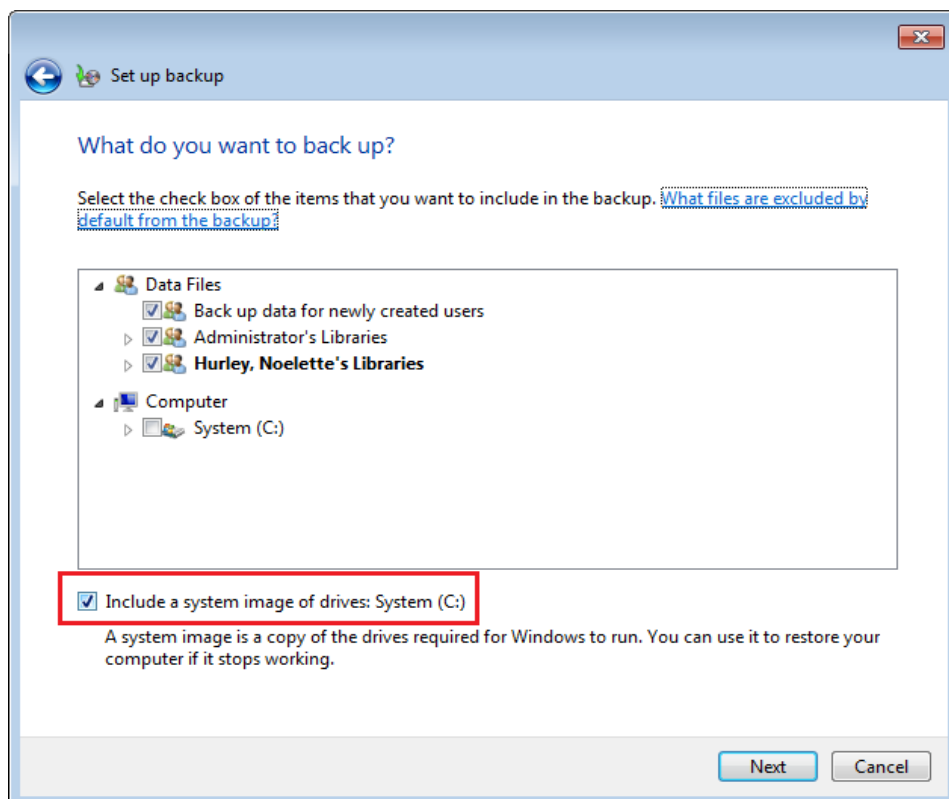


Figure 8: Back up settings

- Deselect** - Include a system image of drives: System (C:)
- Expand the arrow to the left of your profile name: it will be in **bold** font

- Here you can see the folders being backed up – you can deselect any folder that you feel does not need to be backed up.
- If you expand additional locations you will see
 - Desktop
 - Downloads
 - Contacts
 - Links and other lesser used locations are being backed up. Again you can deselect any that you feel are unimportant.

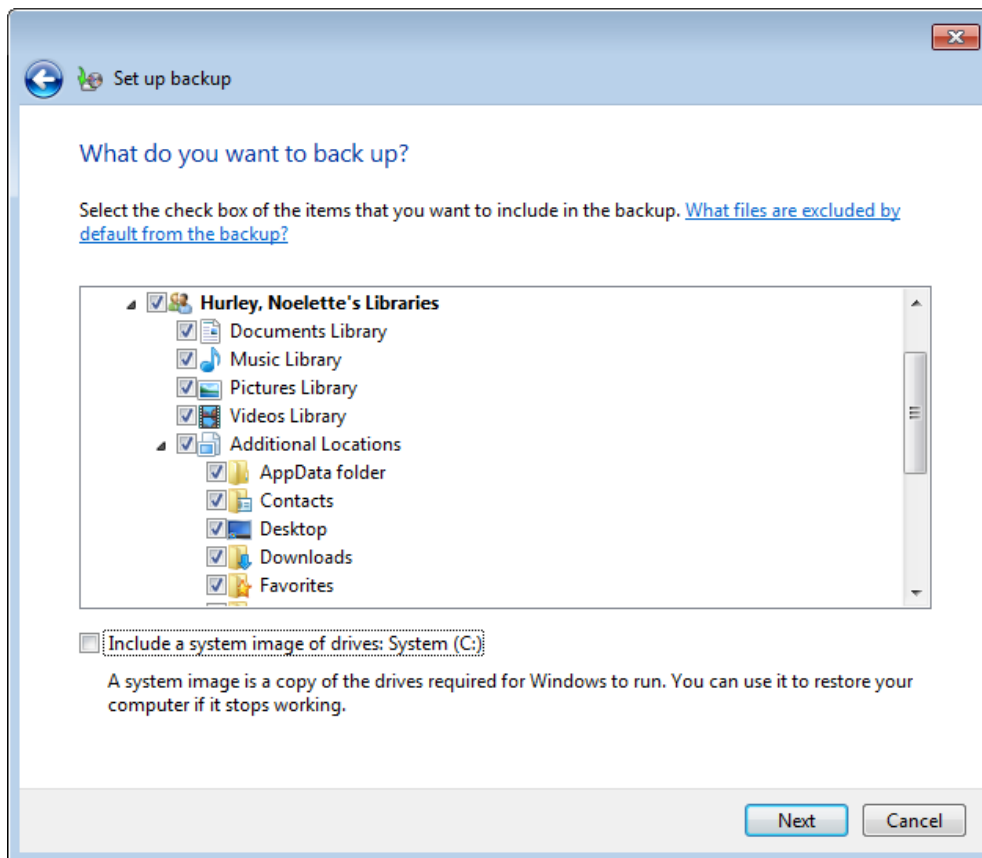


Figure 9: Expanded Profile and Additional Locations

- Deselect any additional profiles – anyone who has logged on to the PC in the past will have a profile. There is no need for you to back up there files.
- Expand the arrow to the left of System(C:)
- Select any folders that may contain work files that need to be backed up.
- Do not back up application folders

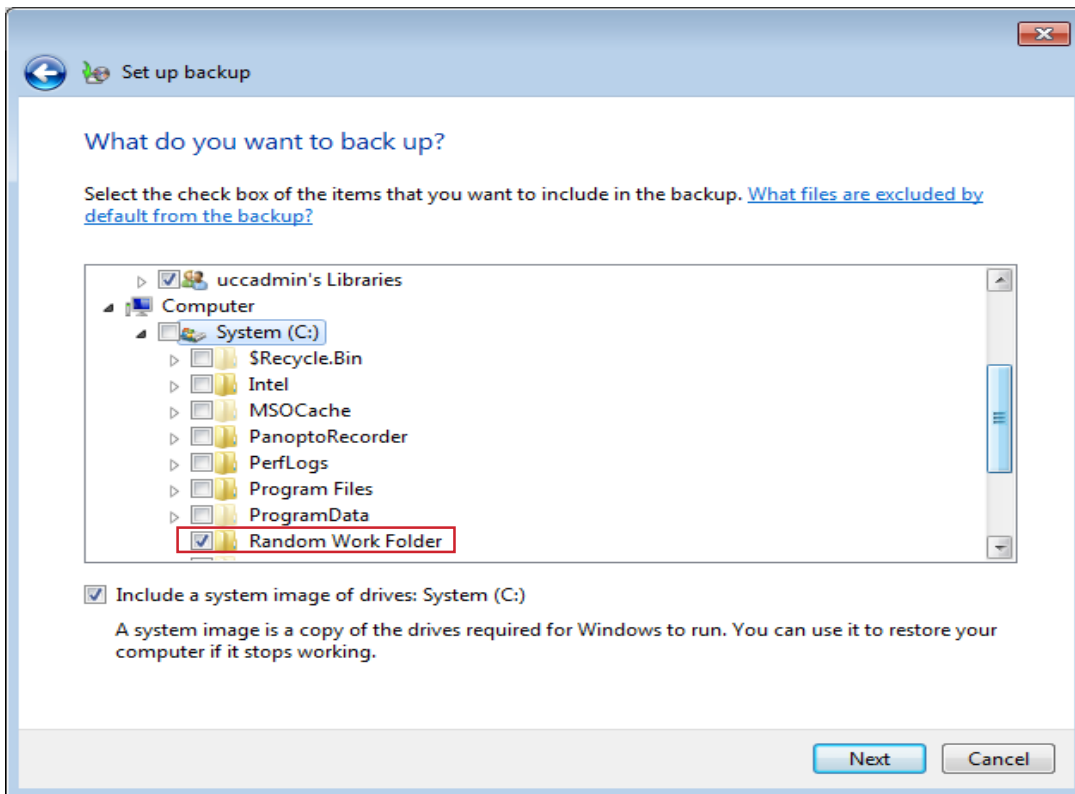


Figure 10: Expand System (C:) - Select relevant folders

- Click **Next**
- Review your backup settings window will display

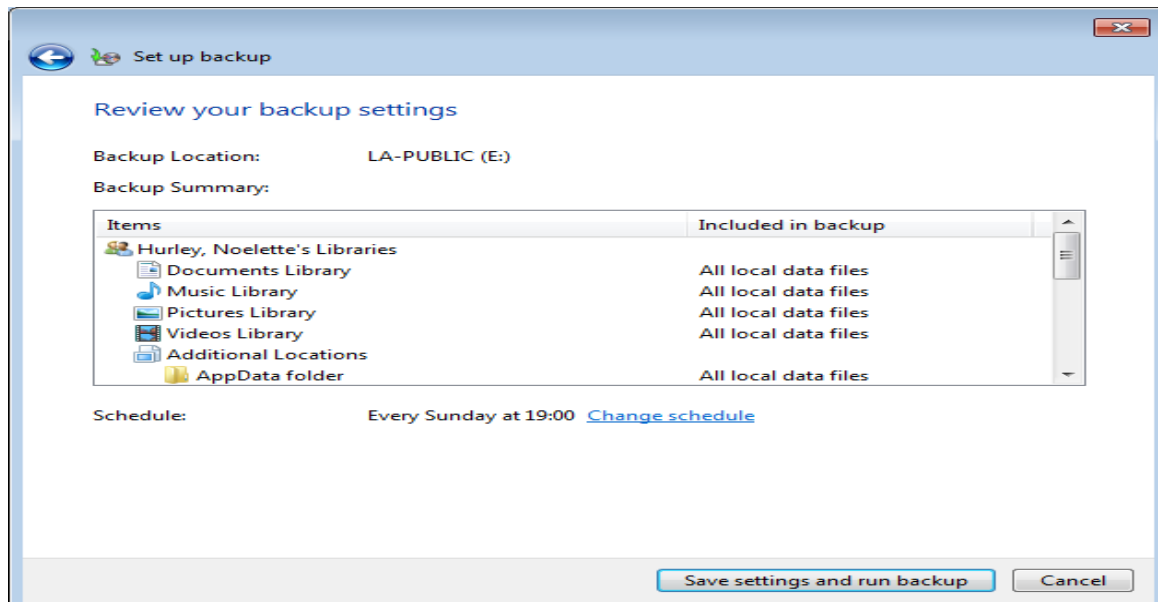


Figure 11: Review Settings

- If you wish to change the selected location you can use the Back Arrow in the top left to view the previous screen and change your selections.

- Change Schedule – This allows you to set a regular day and time for the backup to run. Early in the morning or over lunch might suit best as the PC needs to be powered on the back up to run.
- Click **change schedule**
 - Set a regular time for running the back up

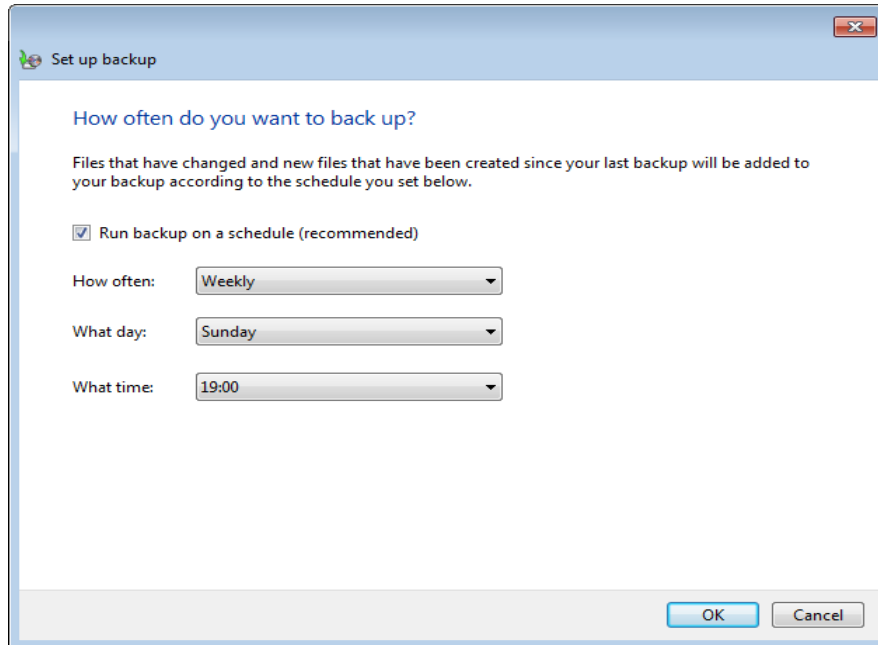


Figure 12: Choose how often to back up your data

- Alternatively If you deselect Run backup on a schedule the backup will run just the once.
- To run the backup click ok – the previous window will now appear

- Click Save settings and run backup

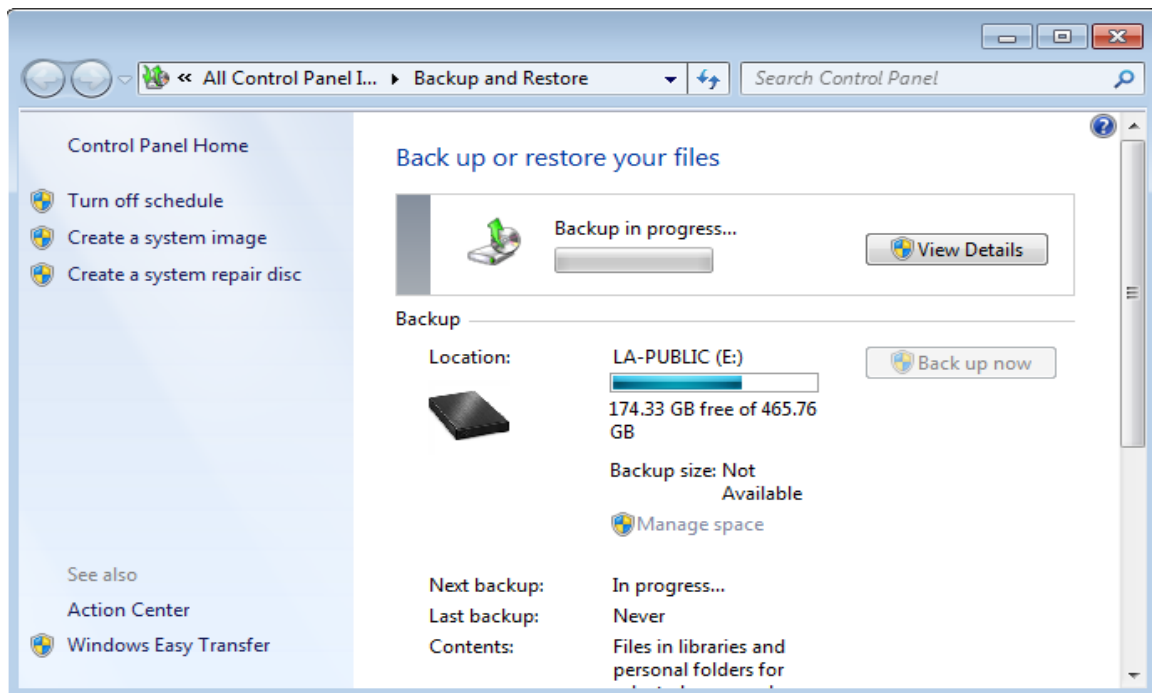


Figure 13: Back up Progress

- The backup progress screen will display, see figure 13
 - Note if there is insufficient space on the hard drive you will receive an error
 - Once the files are backed up a screen similar to figure 14 will display

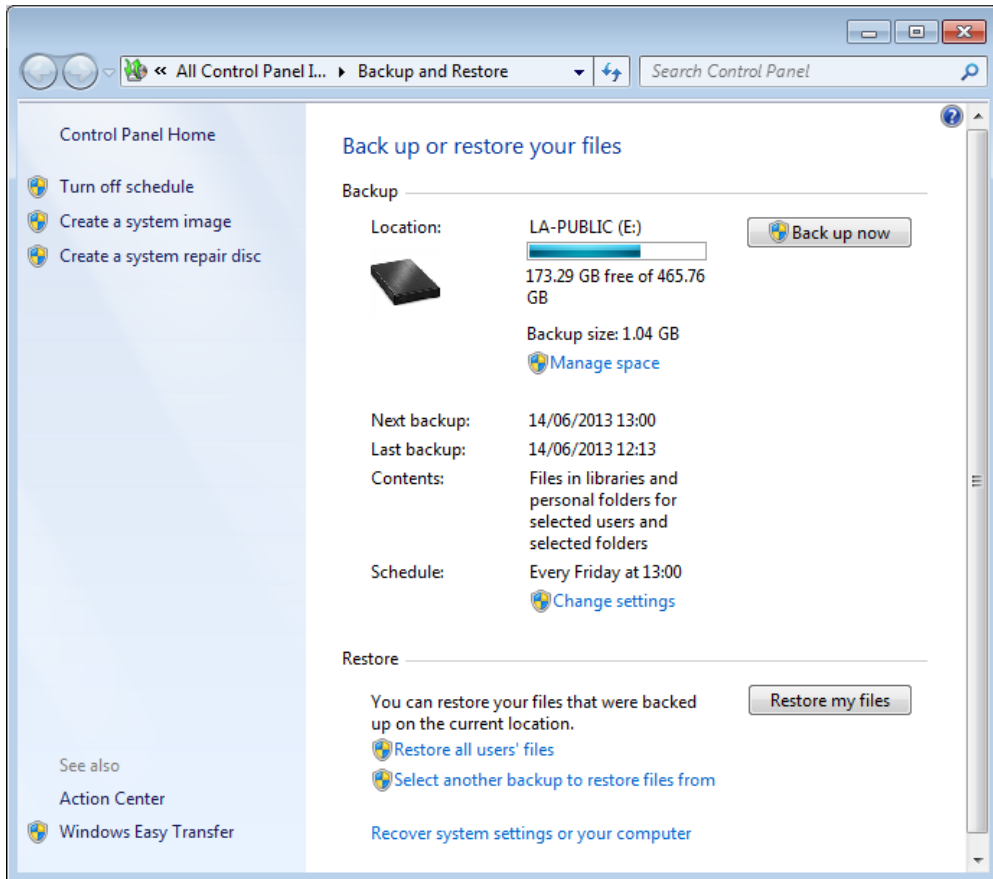


Figure 14: Completed Backup - Note Restore my Files Option

Storing your backup

Once a backup has been completed the hard drive containing the data needs to be safely stored. If you have scheduled a backup to run once a week or monthly, the hard drive needs to be connected to the PC at the scheduled time for the backup to run. It might be worth setting up a reminder in outlook to coincide with the backup schedule.

Restoring Files

You will only ever need to restore files if your PC has suffered a major system failure and your data has been lost.

In these situations the Helpdesk (Ext 2120) will have restored the operating system and applications and you will have to restore your files. If you do not back up your files you will lose any data stored locally on your PC.

To Restore Files do the following:

- Connect the hard drive containing the backup to your PC using the USB cable provided.
- Close the Auto Play window if it loads
- Click on the Start Button and type in "**Backup and restore**"
- Click on the Restore my files button (see figure 14)
- You can choose to restore some files and folders – browse for the folders to be restored

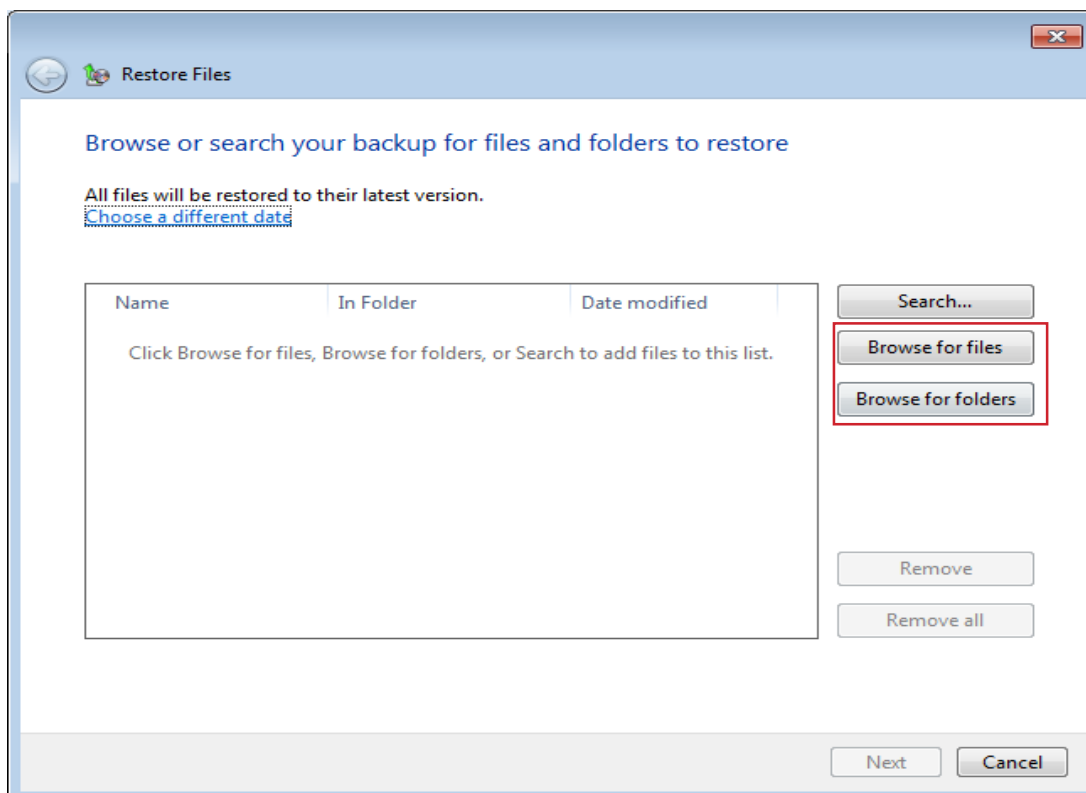


Figure 15: Browse for folders or files to restore

- In this example selecting Backup of C: will restore all the files that were backed up.

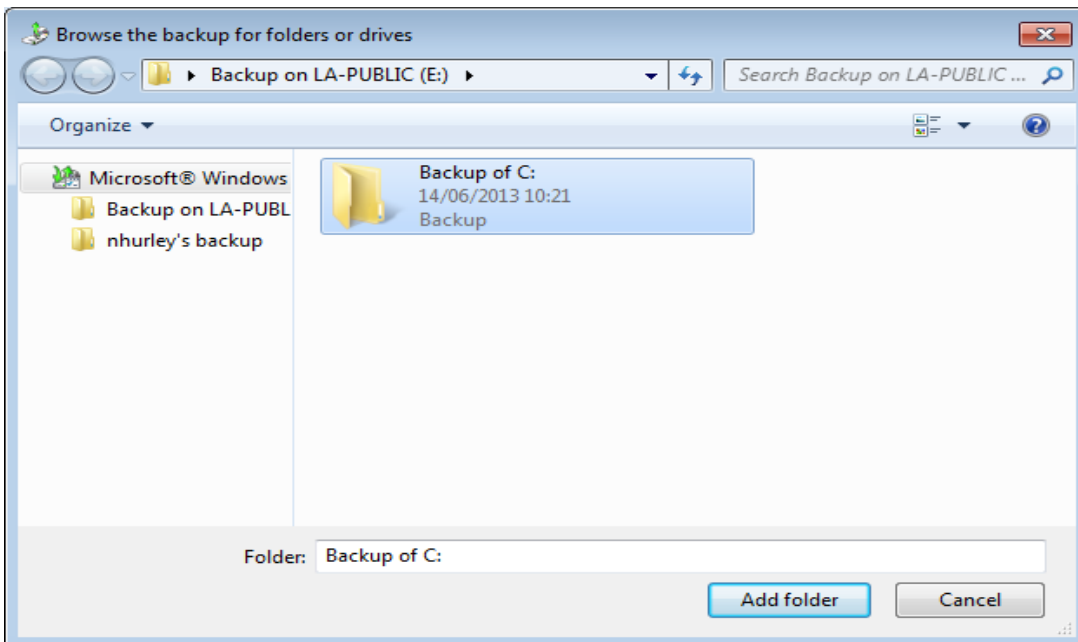


Figure 16: Choose the folder(s) to restore

- Click **Add Folder**

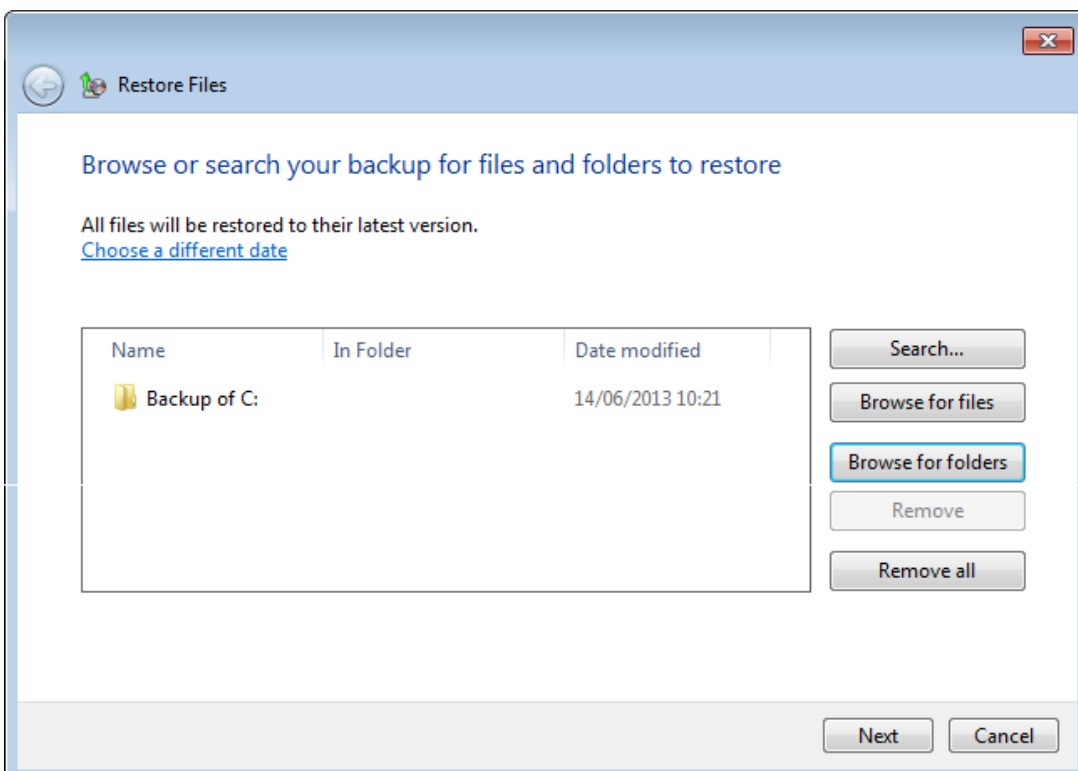


Figure 17: Folders to be restored

- If no additional folders are needed click **Next**

- Choose if you want to restore files to their original folder structure location or to a new location.
 - Choose a new location if some of the old files are in the previous location, otherwise you will get many duplicated file errors.
 - If all files were lost you can use the original location options

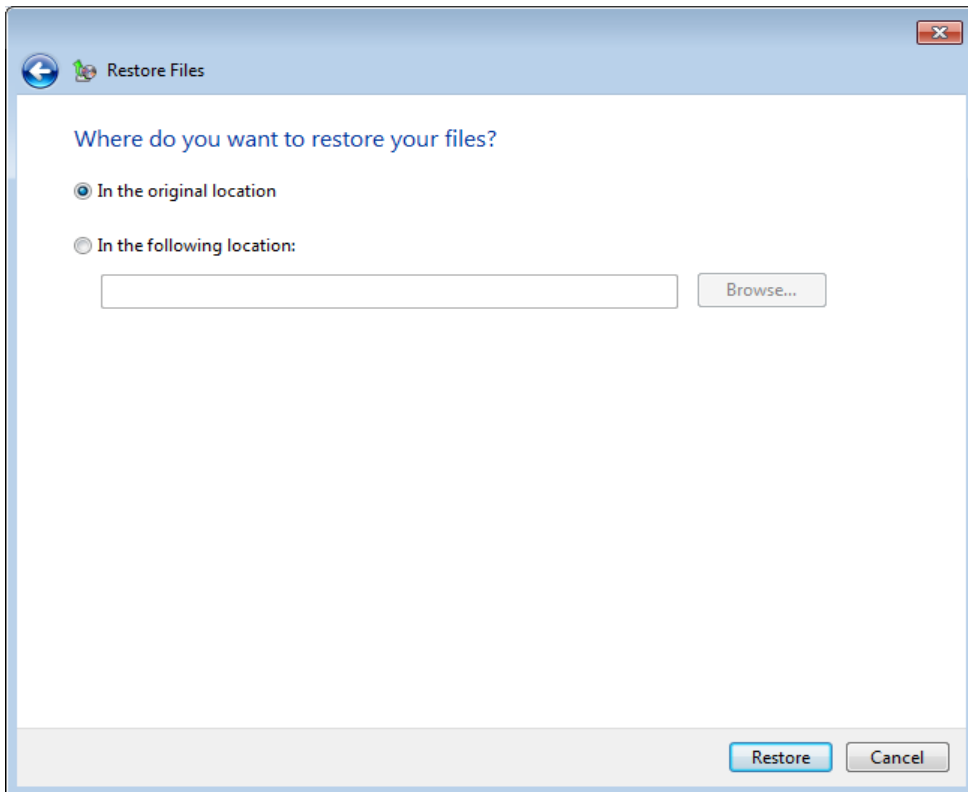


Figure 18: Locate restored files.

- Click **Restore**
- Once the files are restored you will see this window:

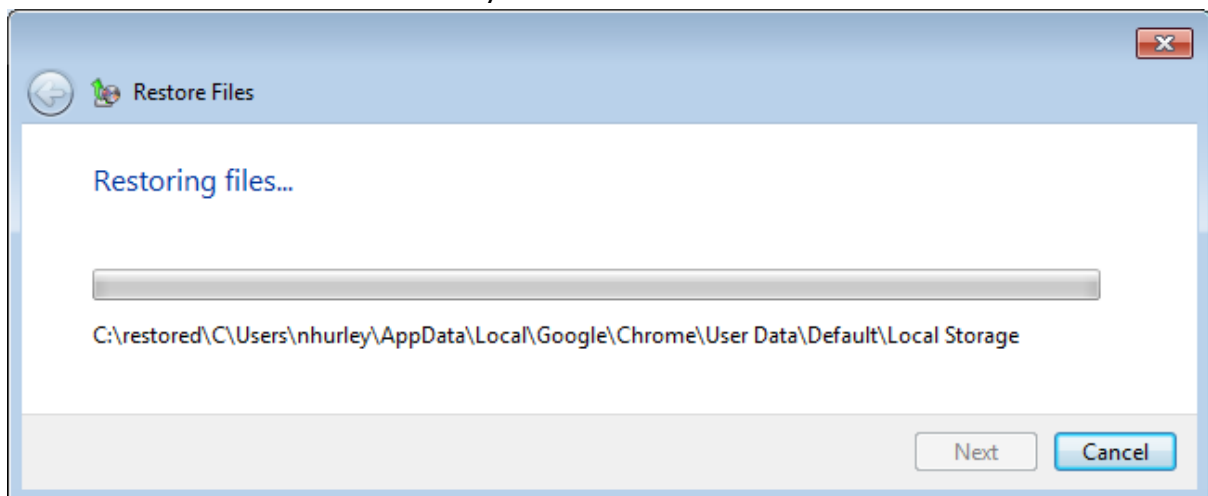


Figure 19: Restoring files

- Click View restored files if you need to access the files immediately. Otherwise click Finish and continue to use your PC as usual.

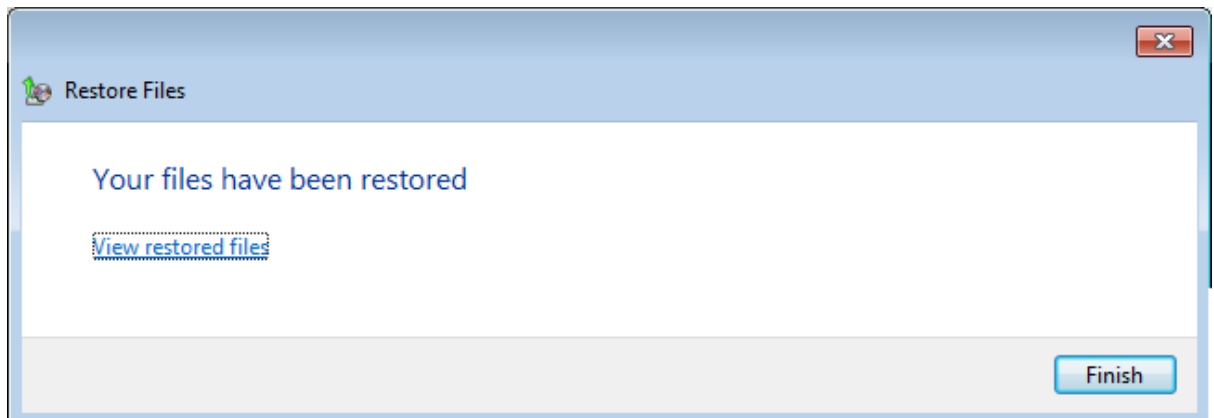


Figure 20: Restore Completed

