---WEBSTER COUNTY SCHOOLS BACKUP INSTRUCTIONS---YOU WILL NEED A FLASH DRIVE FOR THIS BACKUP. AT LEAST 8GB. 16 OR 32 WOULD BE BETTER.

PUT YOUR FLASH DRIVE IN THE COMPUTER.

CLICK ON THE START MENU AND THEN CLICK ON "CONTROL PANEL".



CLICK ON "BACKUP AND restore".



CLICK ON "SETUP BACKUP".

Set up backup

-

Back up or restore your files

Backup

Windows Backup has not been set up. -

Restore

Windows could not find a backup for this computer.

Belect another backup to restore files from

Recover system settings or your computer

CLICK ONE TIME ON YOUR FLASH DRIVE TO SELECT IT.

CLICK "NeXT".

Select where you want to save y We recommend that you save your backu destination	rour backup p on an external hard drive. <u>Guidelines</u>	for choosing a backup
Backup Destination	Free Space	Total Size
DVD RW Drive (D:)	0 bytes	6.55 MB
Refresh	Sa	ive on a network
Other people might be able to acce	ess your backup on this location type.	<u>More information</u>

CLICK ON "LET ME CHOOSE".

CLICK "NeXT".

r		
	0	es Set up backup
30		What do you want to back up?
		Let Windows choose (recommended)
n		Windows will back up data files saved in libraries, on the desktop, and in default Windows folders. These items will be backed up on a regular schedule. <u>How does Windows choose what files to back</u> up?
5		
		Let me choose You can select libraries and folders and whether to include a system image in the backup. The items you choose will be backed up on a regular schedule.
		Next Cancel

PUT A CHECKMARK NEXT TO YOUR LIBRARIES.

CLICK ON THE LITTLE ARROW NEXT TO LOCAL DISK (C:) TO EXPAND IT.

0	کی Set up backup	×
c	What do you want to back up? Select the check box of the items that you want to include in the backup. <u>What files are excluded by</u> <u>default from the backup?</u>	
n 51	 Data Files Back up data for newly created users Chris Shea's Libraries STUDENT's Libraries STUDENT's Libraries TECHNOLOGY's Libraries Local Disk (C:) 	
	 Include a system image of drives: System Reserved, (C:) The selected backup location does not support the creation of system images. 	
	Next Car	ncel

EXPAND "USERS"

YOUR COMPUTER WILL SAY "TEACHER" INSTEAD OF "TECHNOLOGY".

EXPAND "TEACHER".



FIND "GOOGLE DRIVE" UNDER TEACHER and put a CHECKMARK NEXT TO IT.

CLICK "NeXT".

What do	you wan	t to back up?	
Select the o	theck box of m the backu	the items that you want to include in the ba <u>p?</u>	ckup. What files are excluded by
		Contacts	*
	Þ 🛄	Desktop	
		Documents	
		Downloads	
_	Þ 🛄	Favorites	
		Google Drive	
		IntelGraphicsProfiles	
		Links	E
		Music	
		Pearson	
		Pictures	•
- Include	n nutran im	and of drivers System Personald (C)	
	a system in	age of drives: system Reserved, (C:)	
The sel	ected backu	location does not support the creation of s	ystem images.
The sele	ected backu	age of drives: System Reserved, (C:)	ystem images.

YOU SHOULD SEE YOUR LIBRARY AND GOOGLE DRIVE LISTED.

1					×
-	0	😸 Set up backup			
t		Review your backup Backup Location: Backup Summary:	Removable Disk (E:)		
1		Items		Included in backup	
t te		Chris Shea's Libraries C:\Users\TECHNOLOG	GY\Google Drive\	Default Windows folders and Io All local data files	
e		Schedule:	Every Sunday at 7:00 PM	<u>Change schedule</u>	-
				Save settings and exit Car	ncel

CLICK ON "CHANGE SCHEDULE".

	G	😸 Set up backup			×
1		Review your backu Backup Location: Backup Summary:	Removable Disk (E:)		
		Items Chris Shea's Libraries C:\Users\TECHNOLC Schedule:	GY\Google Drive\ Every Sunday at 7:00 PM	Included in backup Default Windows folders and Io All local data files	
				Save settings and exit Ca	ncel

REMOVE THE CHECKMARK NEXT TO "RUN BACKUP ON A SCHEDULE".

IF YOU RUN THE BACKUP ON A SCHEDULE YOU WILL HAVE TO LEAVE YOUR FLASH DRIVE IN THE COMPUTER.

IF YOUR FLASHDRIVE IS IN THE COMPUTER WHEN YOU GET A VIRUS, THE VIRUS WILL INFECT THE FLASH DRIVE AND YOU WILL HAVE NO BACKUP. ALWAYS REMOVE THE FLASHDRIVE AFTER THE BACKUP IS COMPLETE.

CLICK "OK"

How often (do you want to back	up?		
Fies that have	changed and new files that	at have been created since v	our last backup v	vill be added to
your backup ac	cording to the schedule y	ou set below.		
Run backup	on a schedule (recomme	ended)		
How often:	Weekly	*		
What day:	Sunday	*	L	
What time:	7:00 PM	Ŧ		

YOU WILL HAVE ONE OF TWO CHOICES HERE, EITHER "SAVE SETTINGS AND EXIT" OR "SAVE SETTINGS AND BACKUP NOW"

CLICK WHICHEVER ONE IS THERE.

Review your ba	ckup settings	
Backup Location: Backup Summary:	Removable Disk (E:)	
Items		Included in backup
Chris Shea's Lib C:\Users\TECH	raries NOLOGY\Google Drive\	Default Windows folders and Io All local data files
Schedule:	On demand Change sch	edule

IF YOU CLICKED ON "SAVE SETTINGS AND EXIT", YOU WILL COME TO THIS PAGE. CLICK ON "BACKUP".

IF YOU CLICKED ON "SAVE AND BACKUP NOW" YOU WILL COME TO THE NEXT PAGE.

ack up or resto	re your files	
ackup		
Location:	(E:)	Back up now
	583.64 MB free of 7.45 GB	
	Backup size: 6.87 GB	
	Wanage space	
Next backup:	Not scheduled	
Last backup:	3/10/2016 10:55 AM	
Contents:	Files in libraries and personal folders for selected users and selected folders	
Schedule:	None. Select Back up now to run backup manually.	
	🚱 Change settings	
estore		
You can restore y	our files that were backed up on the current location.	Restore my files
Restore all use	rs' files	

THIS IS YOUR COMPUTER DOING A BACKUP.

ه 😓	ackup in progress	View Details	
ackup			
Location:	(E:)	🚱 Back up now	
	7.44 GB free of 7.45 GB		
-	Packup size Nat Available		
	Manage space		
Next backup:	In progress		
Last backup:	Never		
Contents:	Files in libraries and personal folders for selected users and selected folders		
Schedule:	Every Sunday at 7:00 PM		
	😵 Change settings		
estore			
You can restore	your files that were backed up on the current location.	Restore my files	
Restore all us	ers' files		
Select anothe	r backup to restore files from		
Recover system	settings or your computer		

WHEN IT IS DONE YOU WILL SEE THIS. YOU CAN CLOSE OUT NOW. REMOVE YOUR FLASH DRIVE AND PUT IT IN A SAFE LOCATION. IF YOU LEAVE IT IN THE COMPUTER AND GET A VIRUS, IT WILL INFECT THE FLASH DRIVE.

) 3.64 MB free of 7.45 GB ckup size: 6.87 GB	Back up now
8.64 MB free of 7.45 GB ckup size: 6.87 GB	
ckup size: 6.87 GB	
Manage space	
ot scheduled	
10/2016 10:55 AM	
es in libraries and personal folders for selected users and lected folders	
one. Select Back up now to run backup manually. Turn on schedule	
Change settings	
	Pastore my filer
	ot scheduled 10/2016 10:55 AM es in libraries and personal folders for selected users and lected folders one. Select Back up now to run backup manually. ITurn on schedule IChange settings

IF YOU WOULD LIKE TO PUT A BACKUP SHOPTCUT ON THE DESKTOP, DO THE FOLLOWING.

CLICK ON THE START MENU AND THEN CLICK ON CONTROL PANEL.

Getting Started	
Connect to a Projector	
Calculator	Chris Shea
dropo Drobo Dashboard	Documents
Stichy Notes	Pictures
Sitky Hotes	Music
Snipping Tool	Computer
Paint	Control Panel
Internet Explorer	Devices and Printers
XPS Viewer	Default Programs
Adobe Reader XI	Help and Support
All Programs	Windows Security
Search programs and files	Log off
 (a) (b) (c) (c)	

RIGHT CLICK ON "BACKUP" AND THEN CLICK ON "CREATE SHORTCUT".



YOU WILL NOW HAVE THIS SHOPTCUT ON YOUP DESKTOP.

I recommend doing a back up at Least once a week.

