

Quick Reference for how to setup a PC Backup With Windows XP Backup

First you will want to decide what type of Backup you want to do (see document named “Types of Backup”) for more detailed info.

Your first backup has to be “Normal” and then the following weekly backups can be incremental, or differential. I suggest using the “Differential” type as this uses less media (CD’s) and is easier to restore although it does take longer for the backup to run.

You will want to set your backup to run at least once a week starting as you leave work so it will finish by the next morning you arrive to work.

1. Put a CD R/W disk in CD writable Drive.
2. To open the Backup software:
 - [Start-All Programs- Accessories-System Tools-Backup](#)
3. At first window select “Advanced Mode”.
4. Uncheck always start in Wizard Mode.
5. Click next, click on Backup Tab.
6. In left pane window Double click on the C:\ drive to expand.
7. Resize window so you can see everything in the directory.
8. Double Click on Documents and Settings folder.
9. Find your Profile Folder, it will be either your login name or your “login_name.ssw_nt” if you login to the ssw_nt domain.
10. Put a check in the box next to your profile folder.
11. In the left Pane window check all the boxes next to folders you have data in.
 - You never need to check any system, or program folders.
12. Name you’re Backup what ever makes sense to you.
13. Click on “Start Backup”.
14. Click on the Schedule button.
15. When asked to save the backup, say yes.
16. Name the file and save in Default Directory.
17. In the “Set Account” window, enter your computer password.
18. Click OK
19. Type in the Job name, such as All Data
20. Click on Backup Details, then click OK button
21. At the window that appears, say yes to change the time the backup runs.
22. Enter the date and time, such as this Friday at the time you leave work.
23. Set to run once as this will be your first Normal Backup.
24. Then on Monday or the next day you come to work create a new Job set to Differential or Incremental and set to run each week when you leave for work.
25. Click on Settings button, check box for “wake PC to run Task”.