

There are several ways to set up a backup on your computer. This document details two of the simplest ways to keep your data secure. If you wish, third party software can be purchased to perform your backups as well.

Using a Flash drive

A flash drive is a convenient way to store a small amount of files from your computer. This device can also be used to transfer files between multiple devices. **Note: The Dray Helpdesk does not recommend using a flash drive for long term storage or storage of valuable information. Please see the second option for those types of storage.**

Backing up files on a flash drive:

1. Ensure the flash drive is large enough to store your files. We recommend a minimum of 2 GB. There are flash drives as large as 1TB, but we don't recommend spending money on one that large. Instead, purchase an external hard drive as that is a better long-term solution if you have a large quantity of files.
2. Plug the flash drive into your computer. Make sure it connects correctly by selecting the **Start** button, then select **Computer**. The flash drive should appear in a category named "Devices with Removable Storage". Double click on the device to open it.
3. You may now begin transferring files to your flash drive. Open a new explorer window (**Ctrl + N**) and navigate to the files you wish to keep safe. Drag these files into the Removable disk. Depending on the size of your files, it may take a few seconds, minutes, or even hours in some cases!
4. Once the files have transferred you may remove the flash drive.

Using Windows Backup Utility

Microsoft Windows 7 offers a built-in backup scheduler. This backup requires the use of an external storage device (i.e. External hard disk, DVD, CD). These can be purchased at any electronics store such as Best Buy, Micro Center, and even Walmart. The Windows backup utility has a wizard that will walk you through scheduling a backup. We recommend scheduling weekly or monthly backups.

We usually recommend brands like Seagate or Western Digital as we have had success with those devices in the past, but use your best judgement/preference when purchasing a device. Amazon is a great resource when searching for external devices! Newer models will offer USB 3.0, but you are welcome to purchase USB 2.0 (The difference is the speed in which files transfer).

Scheduling a backup

1. Select the **Start** button, then select **Control Panel > System and Maintenance > Backup and Restore**.
 - a. If this is the first time you have used Windows Backup, select **Set up backup** and follow the steps provided.
 - b. If you have created a backup before, you can wait for the scheduled backup, or create a new one manually by selecting **Back up now**.
 - c. If you have created a backup before, but want to make a new, full backup rather than updating the old one, select **Create new, full backup**, and follow the steps in the wizard.

Note

Do not back up files to the same hard disk that Windows is installed on. For example, do not back up files to a recovery partition. Always store media used for backups (external hard disks, DVDs, or CDs) in a secure place to prevent unauthorized people from having access to your files; a fireproof location separate from your computer is recommended.