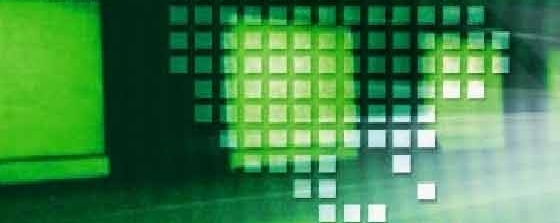
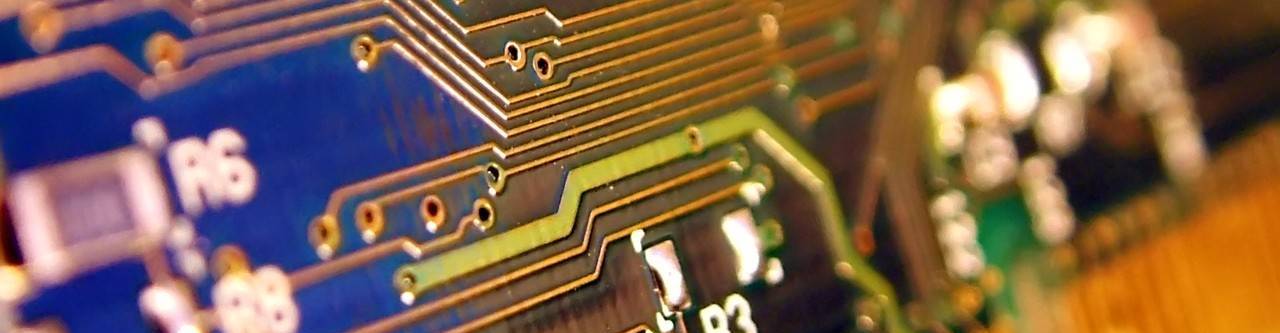


**Lander Toyota**

**Backup and Restoring their Computer Data on Windows 7 and Windows XP**



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# Introduction

Everyone knows about losing data in a computer crash or as the result of a virus, and backup is one of the most powerful ways to protect against this. While backup will not save your computer from crashing, or keep viruses from being able to infect it, it will ensure that no matter what happens to your computer you will still have access to the files that are important to you. Backup is a powerful tool and everyone who uses a computer should have at least some of their files in backup.

# The First Steps

### Windows 7

Windows comes with a very cool feature called Backup and Restore, which has been improved for Windows 7. To open Backup and Restore in Windows 7, in the **Search** box, type **Backup**, and then click the item in the results list. What makes the Backup and Restore feature so cool is that it simplifies the entire backup process for you. With easy-to-follow steps and prompts, you can decide whether to back up specific files or your entire computer. It's a good idea to back up your entire computer when you first set it up. This option captures everything from files to software programs to system settings. If your computer ever stops working completely, you can potentially restore it using the initial entire computer backup.

### Windows XP

Windows XP includes its own backup program, although you may need to do some digging to find it.

## Decide What to Back Up

You might be tempted to click all information on your computer so that you can back up every bit of data on your computer. Think twice before choosing this option, however. If you've installed a slew of software, your backup could add up to many gigabytes. For most people, the My documents and settings option is a better choice. This selection preserves your data files (including e-mail messages and address books) and the personal settings stored in the Windows Registry.

## Decide Where to Store Your Backup Files

On the Backup Type, Destination, and Name page, Windows asks you to specify a backup location. Backup assumes you're going to save everything in a single file; you just have to choose a location for that file and give it a name.

Instead, your best bet is to click Browse and choose any of the following locations:

|  |  |
| --- | --- |
| • | Your computer's hard disk. The ideal backup location is a separate partition from the one you're backing up. |
| • | A Zip drive or other removable media. Unfortunately, the Windows Backup utility can't save files directly to a CD-RW drive. |
| • | A shared network drive. |
| • | An external hard disk drive. |

## Set a Schedule—and Stick to It

If you'd rather not count on remembering to perform this crucial task, however, set up an automatic backup schedule for Windows.

# How Much Is Your Information Worth?

The information stored, managed and used within your business is an extremely valuable asset, yet it is unlikely to appear on your balance sheet. This is true of any type of information, regardless of whether you use computer systems or rely mainly on paper records.

The value of information stored in PC-based systems can very quickly exceed the capital costs of the equipment. If you had a small fire in your office that destroyed your paper files and PCs, you could replace all the equipment quickly and easily. However, unless you have good information security you might never be able to replace the lost information and your business could fail.

What Choices of Hardware Do I Have For Backing Up MyInformation?

External Hard Drive

For whatever type of operating system you can use an external hard drive to store the backed up information. They range in different sizes to enable different uses and businesses to use them. Also with an external hard drive it can either be portable or not depending on what the business needs. An external hard drive is quite a useful piece of equipment. It allows the user to back up or store important information separate from the main internal hard drive, which could become compromised by online or offline activities. Sensitive documents, large music files, DVD images, movies, disk images, and even a backup of the contents of your main internal hard drive, can all be kept securely and safely on an external hard drive. When you are online, you can even leave the external drive turned off.

# Blank Writeable CD, DVD and Blu-Ray Disc Solutions

A blank Writeable CD has a storage capacity of 74 minutes of audio or 650-700 MB of data.

DVDs on the other hand can hold over 4GB of data.

A dual layer Blu-ray Disc can store 50 to 100 GB.

Based on the technology advancement and size and reliability, Blu- Ray would be the most suitable, cost effective and efficient removable and writable disc format for backup.

# **What Choices of Software Do I Have For Backing Up My****Information?**

### Windows 7

GFI Backup Home Edition today – a **FREE** easy-to-use backup software solution, designed for secure backups of all your important data.

Norton Ghost 15.0 Professional Grade Backup and Recovery

Drive Snapshot 1.40- Disk image backup/ restore for windows

### Windows XP

Norton Ghost 15.0 Professional Grade Backup and Recovery

Drive Snapshot 1.40- Disk image backup/ restore for windows

Handy Backup is an easy-to-use program designed for an automatic backup of your critical data virtually to any type of storage media including CD/DVD-RW devices and remote FTP servers.

# **Different Solutions- the Best Solution for Backing up your****Information**

It depends on what technology available and the amount of money available. A reliable and easy to use way is online backup; this is good because it is off site helping to keep it safer. This backup can be bad if you don’t have access to internet, and there is the fact that sometimes these backups can be expensive.

So the best solution for backing up your information would be a large enough external hard drive. It is always available on site; it is removable from the computer, so if it does crash it is safe. It is easy to use and transport. Also they are becoming more affordable and they come in many different sizes to suit any type of business. You just have to make sure you remember to continually back up all your data to the hard drive.

# USB Flash Drive Solutions

A USB flash drive consists of a [flash memory](http://en.wikipedia.org/wiki/Flash_memory) [data storage device](http://en.wikipedia.org/wiki/Data_storage_device) integrated with a [USB](http://en.wikipedia.org/wiki/USB) (Universal Serial Bus) [1.1](http://en.wikipedia.org/wiki/USB_1.1) or [2.0](http://en.wikipedia.org/wiki/USB_2.0) interface. USB flash drives are typically removable and rewritable, and physically much smaller than other memory devices. Storage capacities in 2010 can be as large as 256 [GB](http://en.wikipedia.org/wiki/Gigabyte) with steady improvements in size and price per capacity expected. Some allow 1 million write or erase cyclesand have a 10-year [data retention](http://en.wikipedia.org/wiki/Data_retention) cycle.

# How Often To Do a Backup

The company should have a scheduled back up already loaded into the backup system on the computer. For Lander Toyota, with information and data inputting into the system the backup should be done at least every day to ensure nothing gets lost.

Most companies don't need to follow such a rigorous schedule, although your backup schedule should depend on what your business does and how important your data is. Every company, however, should use some kind of backup schedule — it's a great way to guarantee that you don't forget a backup. The guidelines below give you tips to consider when creating your own backup schedule:

1. Back up your most important files at least once a day. In some cases, such as vital database files, you may want to back them up even more often.
2. Move backup media to a secure location (a fireproof safe or cabinet, an offsite storage area) on a regular schedule.
3. Use software to manage your backups. Good backup software can save individual files that you choose, it can automatically save all files that have changed since the last backup, or it can back up the entire system on whatever schedule you select. Many online backup services offer scheduled backups.

# Do You Do Regular Backups?

Considering how valuable data is today, especially in a business, the best way and really the only way to ensure that data is at least in some way and retrievable and accessible is to perform regular and consistent backups of all business data. They ensure that if hardware or software damage occurs or virus, then there is a contingency plan to ensure that the business can still run and not have any additional costs to find the lost data or time to create it again.

# The Final Step- Restore Data from a Backup

If you need to go back and restore a file from a backup click on restore my files in the Backup and Restore Center. You can search through the files to find the files you want to restore. You can restore them back to their original location, or anywhere you prefer.

# External Hard Drive Solutions

External hard drives store your valuable data and add a considerable level of safety and security. This is because [external hard drives](http://store.iomega.com/section?&secid=39511) are located outside the computer and allow you to keep a [backup copy](http://www.iomegadatarecovery.com/prevention-backup-strategies.html) of all your important files. For sensitive data, an external drive can be unplugged after it’s used and stored in a secure location. When it’s time to use it again, you simply plug it back in and all your data is available again.

There are different types of [external hard drives.](http://store.iomega.com/section?&secid=39511) For example, there are Desktop hard drives that are a little larger and are designed to remain connected to your computer. [Portable hard drives](http://store.iomega.com/section?&secid=39515) are smaller and light-weight so you can carry them with you in a backpack or briefcase and use them on different computers. Network hard drives can be used to backup several computers within your home or office. So it just depends on what you need the hard drive for.

External drives are easy to use and make data protection an attractive solution for everyone.

# Hardcore Restoration

Sometimes when using a computer the unthinkable happens and the computer is almost unfixable. When this happens, the normal and basic ways of data retrieval is unavailable. So when the retrieval of data is absolutely necessary for the business, a hardcore restoration is needed.   
When it comes to hard core restoration, there are specialised companies that deal with data retrieval of the difficult kind. These are done in their offices that are kept in clean rooms and use the specialised equipment. At their offices that also have unique equipment just for certain problems they encounter, like water and fire, etc; as well as ways to find deleted files.   
Just remember that there is never a guarantee that your information can always be salvaged.