Knowledge Base

How to Use the Backup Utility to Back Up Files and Folders in Windows XP Home Edition

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The information in this article applies to:

- Microsoft Windows XP Home Edition

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SUMMARY

This article describes how to use the Backup utility that is included with Windows XP to back up files and folders on your computer.

MORE INFORMATION

You can use the Backup utility in Windows XP to help you protect your data if your hard disk fails or if you accidentally delete files. You can use Backup to create a duplicate copy of all of the data on your hard disk, and then archive it on another storage device, such as a hard disk or a tape.

If the original data on your hard disk is either accidentally deleted or overwritten, or if it becomes inaccessible because of a hard-disk malfunction, you can easily restore the data from the disk or the archived copy by using the Restore Wizard.

The Backup utility is not included in the default installation of Windows XP Home Edition. The **Backup** icon is not present on the **Start** menu in Windows XP Home Edition, and Backup is not listed in the Add or Remove Programs tool in Windows XP Home Edition. The Backup utility is included on the Windows XP Home Edition CD-ROM in the ValueAdd folder. To use Backup, you must install the utility manually.

For additional information about how to install the Backup utility for Windows XP Home Edition, click the article number below to view the article in the Microsoft Knowledge Base:

302894 HOW TO: Install Backup from the CD-ROM in Windows XP Home Edition

NOTE: If you use Backup in Windows XP Home Edition, Automated System Recovery (ASR) is not a supported feature. You can use the current version of Windows XP Home Edition to start the configuration process for ASR, but you cannot complete the process

For additional information about errors that occur if you try to use the ASR feature with Windows XP Home Edition, click the article numbers below to view the articles in the Microsoft Knowledge Base:

302700 An Error Message Is Displayed When You Attempt to Use the Automated System Recovery Wizard

How to Back Up Files and Folders

After you install the Backup utility from the CD, complete the following procedure to create a backup of your files and folders.

NOTE: You must have administrative rights on your computer to back up files and folders.

1. Click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Backup**.
2. After the Backup or Restore Wizard starts, click **Advanced Mode**.

   NOTE: If the Backup and Restore Wizard does not start automatically, click **Backup Wizard** on the **Tools** menu to back up files.
3. Click the **Backup** tab.
4. Click **New** on the **Job** menu.
5. Click to select the check boxes next to the drives that you want to back up.

   If you want to select specific files or folders, expand the drive on which these files or folders are located, and then click the check boxes next to the files or folders that you want to back up.
6. Click to select the **System State** check box that is located under **My Computer** in the left pane.

NOTE: If you want to back up your computer settings and your data files, Microsoft recommends that you back up all of the data on your computer plus the System State data that includes items such as the registry, the COM+ class registration database, files under Windows File Protection, and boot files.

7. In the **Backup destination** list, click the backup destination that you want to use.

8. If you clicked **File** in the previous step, type the full path and file name to which you want to back up data in the **Backup media or file name** box.

   NOTE: You can also specify a network share as a destination for the backup file. Typically, backup files have the .bkf file name extension; however, you can use any file name extension.

9. Click **Start Backup**.

10. Under **If the media already contains backups**, perform one of the following steps:
    ○ If you want to append this backup file to previous backup files, click **Append this backup to the media**.
    ○ If you want to overwrite previous backup files with this backup file, click **Replace the data on the media with this backup**.

11. Click **Advanced**.

12. Click to select the **Verify data after backup** check box.

13. In the **Backup Type** box, click the type of backup that you want to create.

    You can select any of the following backup types:

    ○ Normal
    ○ Copy
    ○ Differential
    ○ Incremental
    ○ Daily

    When you click a backup type, a description of that backup type appears under "Description."

14. Click **OK**, and then click **Start Backup**.

15. When the backup is complete, click **Close**.

You can use Backup to back up and restore data on either FAT16, FAT32, or NTFS volumes. However, if you back up data from an NTFS volume that is used in Windows XP, Microsoft recommends that you restore the data to an NTFS volume that is used in Windows XP. If you do not do so, you can lose data and some file and folder features.

Some file systems might not support all of the features of other file systems. For example, the following features are lost if you back up data from an NTFS volume that is used in Windows XP, and then restore the data to a FAT volume or an NTFS volume that is used in Windows NT 4.0:

● Permissions
● Encrypting File System (EFS) settings
● Disk quota information
● Mounted drive information
● Remote Storage information

If you want to back up your computer, Microsoft recommends that you back up all of the data on your computer and the System State data, which includes the registry. You can only back up the System State data on a local computer. You cannot back up the System State data on a remote computer.

REFERENCES

For additional information about how to use Backup to restore files and folders, click the article number below to view the article in the Microsoft Knowledge Base:

309340 HOW TO: Use Backup to Restore Files and Folders on Your Computer in Windows XP

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