

Setup Windows to Backup

1 Plug in an External Hard Drive

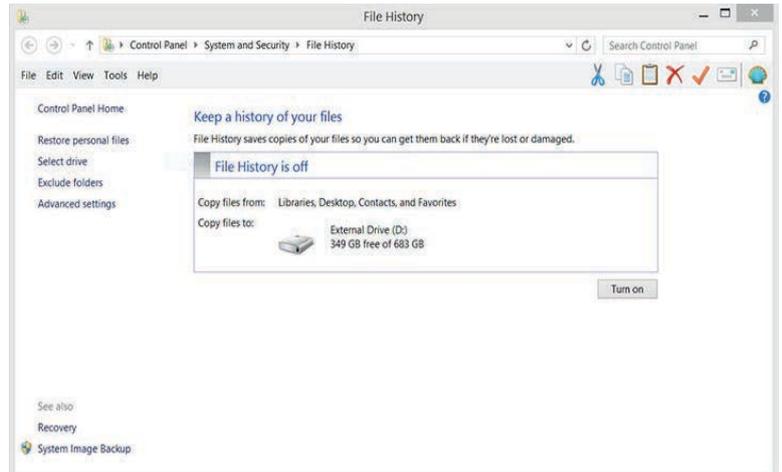
You will need a drive that is at least the same size as your computers hard drive, but it is advised to get one at least two to four times larger.

2 Open the Backup Utility

On Windows 7 - Click on Start Button > in the search box start typing in "Backup" Click on "Backup and Restore". Click on "Setup Backup" Link in Backup and Restore.

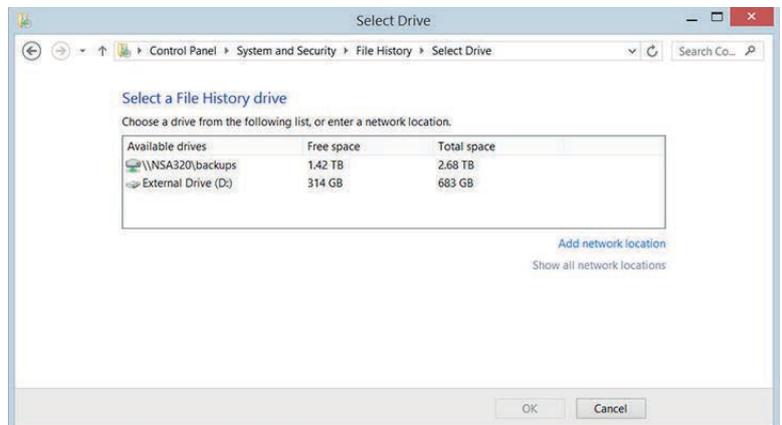
On Windows 8 - Start typing "Backup" on the start screen and then choose "Save Backup Copies of Your Files with File History".

Click the "Turn On" button in File History



3 Set Where to Backup to

Choose the External Hard Drive for your Backups. Windows will automatically list all connected Drives.



4 Set What to Backup

Windows 7 - Backup and Restore will ask you to either let windows choose what to backup or select your own folders. If you let windows choose It will automatically backup User Library (Desktop, Desktop, Documents, Downloads, Music, Pictures, Videos) and default Windows Folders.

Alternatively you can select what to backup.

Windows 8 - File History chooses the folders for you and will automatically save User Library, (Desktop, Documents, Downloads, Music, Pictures, Videos), Contacts and OneDrive Folders.

Click the "Save" button to save your settings and run the backup.