

## 2: How to backup your important data eg: photos & docs, emails, phone contacts ...

• Attach your external drive to your computer. Plug the USB end of the external hard drive's cable into one of your computer's USB slots. If you're using a flash drive, plug it directly into the USB slot.



• Go to SETTINGS



• Scroll down to Backup



• Set to ON Automatically Backup my files using File history

### Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged or deleted.

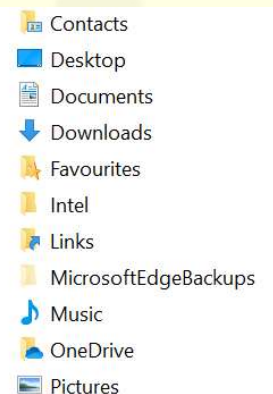
Automatically back up my files



• **NOTE: Select location as an external memory stick / hard drive THAT ALWAYS HAS TO BE ATTACHED!**

### VOLUNTEERS: MANUALLY Transfer Files to A USB Flash Drive

1. Insert the USB Flash Drive.
2. Open Windows Explorer - click Start then click My Computer.
3. Locate the files on the computer, highlight them, then right click and select Copy.
4. Within the Windows Explorer window, open the USB flash drive, it should be listed under My Computer.
5. You can now copy the files to the USB drive by selecting Paste. You can also create a separate folder for the pictures and paste them there.
6. Select 'Important' folders from the 'C:\Users\username' folder, like Desktop, Documents, Pictures etc.



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Backup refers to the process of making copies of data or data files to use in the event the original data or data files are lost or destroyed.

**Hard Drives:** Traditional hard drives (also known as HDDs), which you'll usually find in desktop computers and laptops, will often fail sooner because they use moving parts. The average life of a hard drive depends on a lot of things, like the brand, type, size, and interface method, but you're looking at **about four years** on average.

After a disk failure your files (documents, photos, music etc) will be lost. It may be possible to recover them however Data Forensics companies are very expensive (typically £300 plus).

A 500Gb external hard drive costs less than £30 and could be used to keep a copy of all of your data.

If you are paranoid, like Kevin you could have twin hard drives (safe if one fails) and then take Grandfather, Father, Son copies. Storing at least one copy in a different location 😊

**Special note regarding FILE HISTORY:**

File History has a predefined set of items that will be backed up automatically: all your libraries (both default libraries and custom libraries you created), the Desktop, your Contacts, Internet Explorer and Edge favourites and, finally, OneDrive. **The idea behind File History is that it allows you to retrieve earlier versions of a particular file.** This means that even if you make changes to a document or any other type of file, you can always revert in time and rollback to any of its earlier versions. **NB: This means you may get many UTC timestamped versions of the same file.**