

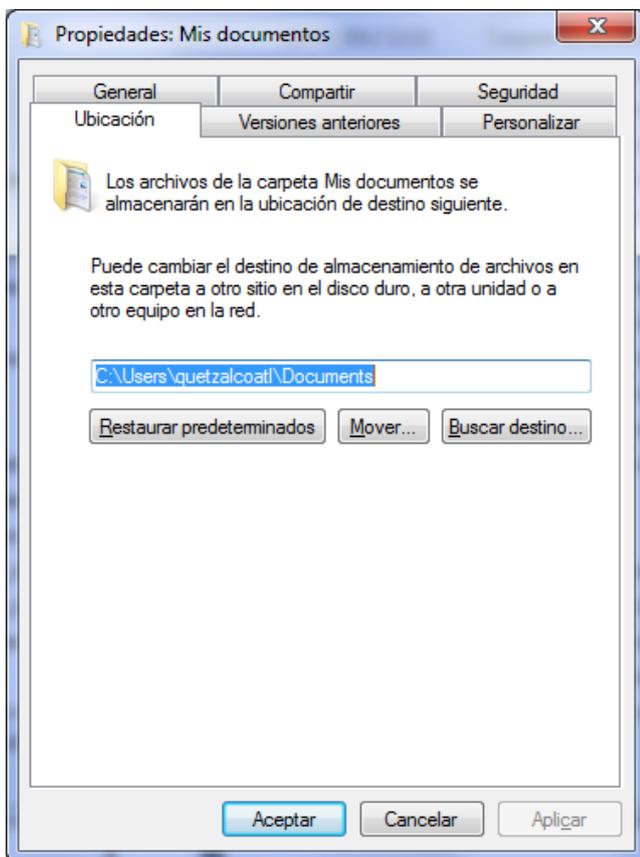
Tips about backup and folder locations in Windows 7

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- Make two partitions when installing the OS. 250 GB for system partition is enough.
- Move the user's folders to the 2nd partition.
- After installing the operating system and applications, create a system image with the utility's own Windows 7 on an external drive (2TB recommended)
- Make regular backups of files and folders on the second partition on the external drive.

Move the user folders to the 2nd partition.

The user folders: Search – Contacts – Downloads – Desktop – Favorites – Stored games – My music – My documents – My pictures – My videos – Links



Can be changed from its original location:
C:\users\user_name

To the 2nd partition.

In Windows explorer, right mouse button over folder, properties, location TAB, move button.

Create a system image on an external drive

- Open **Start** - **Control panel** - **Backup and restore**
- Select **Create a system image**
- Select the external drive.
- Select partitions:

(C) (System) y **Reserved for the system (System)** 100 MB

Restoring computer from a system image located on an external drive

From Windows:

- Open **Start** - **Control panel - Restoring**. Another method: in the search box, write **restoring**
- Click on **Advanced restoring methods**
- Click on **Use a system image previously created to recovering the computer** and follow the steps

From the DVD of Windows installation:

- Insert the installation DVD or the system repair disk.
- Reinitiates computer using the general computer switch.
- If asked, press any key to initiate computer from the installation DVD or the system repair disk.
- Select language option and next.
- Click on Repair computer.
- Select a suitable recovery option and next.

Make regular backups of files and folders on the external drive

Manual copies

- Open **Start** - **Control panel – Security and restoring copies**

First time, you must do:

- Select "**Configuring security copies**"
- Select the external drive where copies will be stored
- Select "**Let me choose**"
- Mark the folders and files to make copies
- In "**Revising the security copy configuration**" click on **Change scheduling**
- Disable "**Run the security copy on a schedule (recommended)**"
- Save configuration and close

The task is stored so that it can be executed on request. To execute on request:

Start - **Control panel – Security and restoring copies – Backup now**

Each time it runs, it will copy only new or edited files in a folder parallel to the above. The folder name indicates the date and time of the backup.

Scheduled copies

Once you have created a manual task, we can schedule it by selecting: **Start** - **Control Panel - Backup and Restore - Enable Schedule**

You can schedule daily, weekly and monthly. Each time you finish a cycle, it overwrites the first backup.