

Full System Back

Full system backup is something that we should do periodically but tend to either forget or postpone.

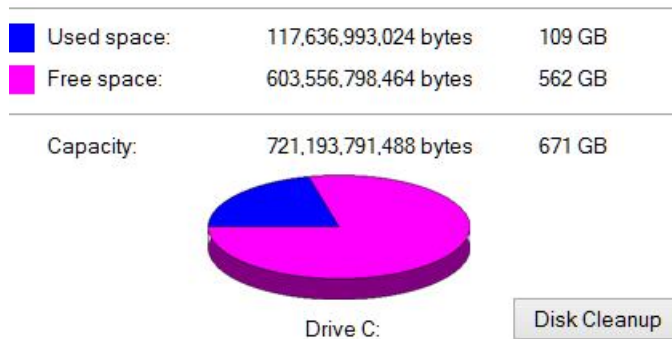
Like any appliance, computers can stop working. The hard drive can crash, a damaging virus can corrupt your system and prevent you from accessing your files etc. If you have a full system backup, you can restore your hard drive within 30 to 60 minutes, depending on how much data was on the drive.

Here are the steps:

1. Find out how much of the C: drive's space is used by clicking on the File Explorer icon that usually is on your desktop's Task Bar



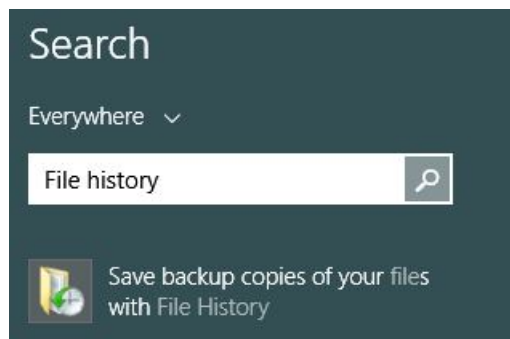
Right click on the C: line and click on Properties you should see a windows that looks in part like this:



So in my case I would buy a drive that has at least 150 GB, or make sure that the external hard drive I have has at least that amount of free space.

2. Get to the Charm either by pressing the Windows Logo Key + Q, or move your cursor to the upper right corner of the screen until you see the Charms.

Type in the Box: File History



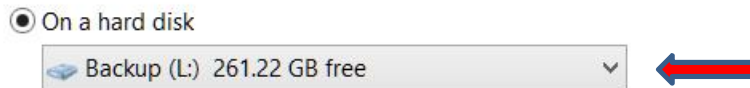
Click on the Icon and look at the bottom of the new displayed page. You will see this:



Click on the link and Windows 8 will start looking for a drive that can hold the backup image and ask you where you want to save the backup. If you don't see the external drive that you have plugged in, click on the check mark to select the right drive

Where do you want to save the backup?

A system image is a copy of the drives required for Windows to run. It can also include additional drives. A system image can be used to restore your computer if your hard drive or computer ever stops working; however, you can't choose individual items to restore.



Click on the on **Next** at the bottom of the page.

As you can see below, the RECOVERY partition and the (C:) drives are checked.

Which drives do you want to include in the backup?

The drives that are required for Windows to run will be included by default. You cannot include the drive that you are saving the backup to.

Your backups are being saved on Backup (L:).

Drive	Total size	Used space
<input checked="" type="checkbox"/> RECOVERY (System)	15.67 GB	9.12 GB
<input type="checkbox"/> Backups (N:)	298.09 GB	191.34 GB
<input type="checkbox"/> TOSHIBA EXT (G:)	540.89 GB	102.02 GB
<input checked="" type="checkbox"/> OS (C:) (System)	671.66 GB	109.55 GB

Space required to save a backup of the selected drives: 118.67 GB
Space available on Backup (L:): 261.22 GB

Click **Next** again and then click on **Start Backup**.

The backup will start. Once the backup finishes there is one more thing to do if this is the first time you created a system backup.

You need to create a bootable CD to restore your data.

Type Recovery drive in the Charm box and click on the **Create a recovery drive** icon.



Create a recovery drive to refresh or reset your PC, or to troubleshoot problems, even when it can't start.

Follow the system's prompts, label the CD or USB flash drive.

You are now fully backed up.

Repeat this process periodically and you are prepared for an emergency.

CONGRATULATIONS