

# BACKING UP YOUR PERSONAL DATA

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DataBackup.lwp

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**GENERAL:** This document shows what personal data you will need save so you can get back up and running after re-installing Windows XP. I give you details on how to find, prepare, and back up this important user data. Your backed up data can then be manually restored to any PC, even a newly installed XP or Windows 7 system. You can also recover individual files. *For an overview of backing up your system, see the article called "A STRESS-FREE PC" at my website: <http://www.jimopi.net>.*

**DATA BACKUPS vs IMAGE BACKUPS:** Where a "Data" backup is an exact copy of just your personal individual data files, an "Image" Backup is an archive of all files and folders on your entire "C Drive". Image back-ups allow you to quickly restore a PC to full function after a hardware failure. *See my sheet called "BACKING UP AN IMAGE OF YOUR HARD-DRIVE" for details.*

**EXTERNAL MEDIA:** Backup data can be put on CD's, DVD's, External Hard-drives, or Flashdrives. Never trust just one flashdrive for all your backup data, as they can fail unexpectedly. If you must use Flash, use two or three flashdrives with duplicate data on them. Also, never backup to the same hard-drive that your original data is on (usually Drive C:). If your hard-drive fails, you are dead meat.

**MALWARE:** If the PC you are backing up is infected with Malware, you should be extremely cautious, as malware can hide in personal data files of many types. Make sure to scan the "backed up" data files for malware before attempting to restore them to another system. Remember that malware can follow your data and infect your new system.

**LARGE BACKUP FILES:** Note: If you are backing up to CD or DVD and your data exceeds the size of a single CD or DVD, you should create multiple "BACKUP" folders and make sure the data in each folder does not exceed the capacity of an individual CD/DVD.

## **SUMMARY OF WHAT YOU WILL DO:**

1. First, you will create some work folders to store copies of your personal data files. *It is a good idea to create some backup subfolders to help organize the backed up data.*
2. Next, you will put copies of all the data and folders described below into the "BACKUP" work folder/s.
3. Then copy each backup folder to a CD/DVD, external hard-drive or flashdrives.

## **CREATE YOUR BACKUP WORK FOLDER/S:**

Create one or more work folders and name them something like "BACKUPxxxxxxx" where xxxxxxx is something meaningful to you. *I use PC name & date. (IE: BACKUP\_Dell20090824).*

## **COPY DATA TO THE NEW BACKUP WORK FOLDER/S:**

This checklist list is written for Windows XP. For Windows 7 or Vista, see the "Where's My Stuff?" section of the WINDOWS 7 TIPS sheet at my website for info on where things are located.

1. Put copies of the following data into your newly created Backup Folder/s. *(Right-click and drag).*
  - a. MY DOCUMENTS: C:\Documents&Settings\\My Documents *(Folder and Subfolders).*  
**Note: You must do this for each User Account on the PC.**
  - b. ALL USERS:
    - 1) C:\Documents&Settings\All Users\ *Look for data files.*
    - 2) C:\Documents&Settings\All Users\Shared Documents *Look for data files.*
  - c. PHOTOS, MUSIC, etc: Only if located other than in "My Documents"
  - d. OUTLOOK OR OUTLOOK EXPRESS MAIL:  
OUTLOOK: (Note: Inside the Outlook folder, there are more files besides the outlook.pst file that you may also want to save).  
C:\DocumentsandSettings\\LocalSettings\ApplicationData\Microsoft\Outlook\Outlook.pst. Copy the file outlook.pst.  
OUTLOOK EXPRESS  
C:\DocumentsandSettings\\LocalSettings\ApplicationData\Identities\(\nnnnnn)\Microsoft\OutlookExpress\ Copy the entire OutlookExpress Folder into your backup folder.  
For details, see: <http://www.sitedeveloper.ws/tutorials/outlook.htm#2003>

**Do this for each User Account.** See writeup from Microsoft (Article # 196492) at <http://support.microsoft.com/kb/196492>. You should rename each file to something significant like *UsernameOutlook10\_2006.pst*. Note: You probably may not be able to restore an outlook.pst file to a version of Outlook that different from the version that you backed up from.

- e. MOZILLA/FIREFOX: C:\DocumentsandSettings\\AppData\Mozilla
  - f. THUNDERBIRD: C:\DocumentsandSettings\\AppData\Thunderbird
  - g. QUICKEN: C:\ProgramFiles\Quicken\ or Open Quicken Program; Create a Backup file by clicking *File > Backup*. Name the BU file Quickenyyyyymmdd for dating the backup. Save to your Backup Folder.
  - h. MICROSOFT MONEY: Open Money Program; Create a Backup file by clicking *File > Backup*. Name the BU file Moneyyyyyymmdd.mbf for dating the backup. Save to your Backup Folder.
  - i. PRINT SHOP 11: C:\Program Files\Broderbund\The Print Shop\User002 (and any others)
2. FIREFOX & THUNDERBIRD BACKUP & RESTORE USING THE "MOZBACKUP" UTILITY.  
*WARNING: Some settings may be lost by MOZBACKUP.*
- a. Make sure FIREFOX & THUNDERBIRD are at the latest available levels.
  - b. Make sure your version of MOZBACKUP supports your current Firefox/Thunderbird versions.
  - c. Use MOZBACKUP to create a back up file for each user's FIREFOX into the BACKUP Folder. Uniquely label these files..
  - d. Use MOZBACKUP to create a back up file for each THUNDERBIRD Profile into the BACKUP folder. Uniquely label these files.
3. FIREFOX & THUNDERBIRD (Manual Backup)
- a. Export the FIREFOX Bookmarks (*Bookmarks > Organize Bookmarks > Import and Backup > Export HTML*). Do this for each User Account.
  - b. Export your THUNDERBIRD Address books to the BACKUP Folder (*Address Book > Tools > Export*). (*just in case MOZBACKUP fails to restore them properly.*) Do this for each User Account
  - c. Put a copy of your THUNDERBIRD Signature\_File into the Backup Folder:  
C:\Documents\_and\_Settings\\Application\_Data\Thunderbird\Signaturexxx.html
4. INTERNET EXPLORER: Open IE and Export your IE FAVORITES: (*Files > Import and Export > Export Favorites*) to the BACKUP Folder. Do the same for "Cookies". Do this for each User.
5. Save each User's WINDOWS/MSN MESSENGER Contacts to the Backup Folder.
6. DEVICE DRIVERS: Save a copy of the Windows Device Drivers to the Backup Folder using a program like DRIVERBACKUP! (*See the "UTILITY PROGRAMS" sheet at [www.jimopi.net](http://www.jimopi.net) for details*).
7. Copy your EPSON Folder C:\Program files\epson to the Backup Folder. (or copy other Printer driver config files. )
8. Do a PrintScreen of the Desktop, paste the image into a word processor document, then print it out. Save this desktop image for reference when reconstructing your Desktop after a crisis. Save off-site.
9. Do a <Alt-PrintScreen> of the "Settings" windows/screens of any program setups or configurations that are important (like Network connection settings) and print them out as above. This includes Program Toolbar layouts & preferences. Save off-site

#### **COPY BACKUP FOLDERS TO EXTERNAL MEDIA:**

Copy the newly filled BACKUP folder/s to CD's, DVD's, External Hard-drives, or multiple Flashdrives.

#### **AUTOMATE DATA BACKUPS:**

With the click of a button, you can backup or synchronize between two PC's or to another hard-drive using the free SyncBack Utility. See my UTILITY PROGRAMS sheet for details: [www.jimopi.net](http://www.jimopi.net)