BACKING UP YOUR PERSONAL DATA ©

MY THOUGHTS ABOUT BACKING UP:

GENERAL:

- This guide covers what "Personal data" you will need save so you can get back up and running after re-installing Windows from scratch. 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 to a newly installed Windows system.
- If you are backing up data to be used for a new Windows 7/8/10 install, I suggest you use the "Windows Easy Transfer Tool".
- *For an overview of why it is important to regularly back 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 a 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 on image backups.*

EXTERNAL MEDIA:

- Backup data can be put on CD's, DVD's, External Hard-drives, or Flashdrives.
- For 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 each of 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.

FAB's AUTOBACKUP: The easiest way to backup your data/files/favorites/email/etc is to use this utility from Fabrice Parisot. This will back up everything except personal data stored in unusual places.

- Version 2 is free (Windows XP only): http://www.fpnet.fr/index.php/getab2-en
- Version 7 (for Vista and Win 7/8/10) is about $12.00 for the download: http://www.fpnet.fr/index.php/getab3-en
- Version 7 Pro (for Vista and Win 7/8/10) is the best and can back up unbootable drives (mounted in another PC.) It is about $52.00 for the download.

THE MANUAL BACK UP PROCESS:

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 "BACKUPxxxxxxxx" where xxxxxxx is something meaningful to you. *I use PC name & date. (IE: BACKUP_Dell20090824).*

COPY USER DATA TO THE BACKUP WORK FOLDER/S:
This checklist list is written for Windows XP. For Windows 7/8/10 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 <u>copies</u> of the following data into your newly created Backup Folder/s. *(Right-click and drag).*

   a. MY DOCUMENTS: C:\Documents&Settings\<Username>\My Documents *(Folder and Subfolders).*
   Note: You must do this for each User Account on the PC.

   b. DESKTOP: Many people use the "Desktop" to store data files. For each user, look here:
   1) C:\Documents&Settings\<Username>\Desktop\   *Look for data folders or files*

   c. ALL USERS:
   1) C:\Documents&Settings\All Users\   *Look for data files.*
   2) C:\Documents&Settings\All Users\Shared Documents   *Look for data files.*

   d. ROOT DIRECTORY: Look in C:\ for folders containing data.

   e. PHOTOS, MUSIC, etc: Only if located other than in "My Documents"

   f. WINDOWS FONT FOLDER: Located at: C:\WINDOWS\FONTS

   g. 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).
   XP = C:\DocumentsandSettings\<username>\LocalSettings\ApplicationData\Microsoft\Outlook\. Copy the files: outlook.pst and archive.pst. *See my "WINDOWS 7 TIPS" to locate outlook.pst in Windows 7,*
   OUTLOOK EXPRESS
   XP = C:\DocumentsandSettings\<username>\LocalSettings\ApplicationData\Identities\(nnnnnnn)\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.*

   h. MOZILLA/FIREFOX: C:\DocumentsandSettings\<username>\AppData\Mozilla

   i. THUNDERBIRD: C:\DocumentsandSettings\<username>\AppData\Thunderbird

   j. QUICKEN: C:\ProgramFiles\Quicken\ or Open the Quicken Program and create a Backup file by clicking *File > Backup*. Name the BU file Quickenyyyymmdd for dating the backup. Save to your Backup Folder.

   k. QUICK BOOKS: Open Quick Books, Press F2, then copy down Product Information including details and paths to the user data.

   l. MICROSOFT MONEY: Open Money Program; Create a Backup file by clicking *File > Backup.* Name the BU file Moneyyyyymmdd.mbf for dating the backup. Save to your Backup Folder.

   m. 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.

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3. FIREFOX & THUNDERBIRD (Manual Backup)

   a. Export the FIREFOX Bookmarks *(ver 3.x = Bookmarks > Organize Bookmarks > Import and Backup > Export HTML). (ver 4.x = Bookmarks > Show all 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\<username>\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! *(For details, see my UTILITY PROGRAMS sheet at: http://www.jimopi.net/   )*

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 syncronize between two PC's or to another hard-drive using the free Utility called "SyncBack". *(For details, see my UTILITY PROGRAMS sheet at: http://www.jimopi.net/   )*