



Coffee Break

Question on Software or Operating system.

Using Windows XP Professional Back-up

Microsoft — in its wisdom — installed Backup by default with XP Professional but doesn't do that with Home. So ordinary installations of Windows Home, as you may discovered, don't list the Back up option in the System Tools folder.

* See an alternative to Microsoft's backup utility program at bottom of page.

Backing up files, like checking for computer viruses is something that every personal computer owner should routinely perform, but often neglect until it is too late. Microsoft XP Professional has a program that will Back up files on your hard drive.

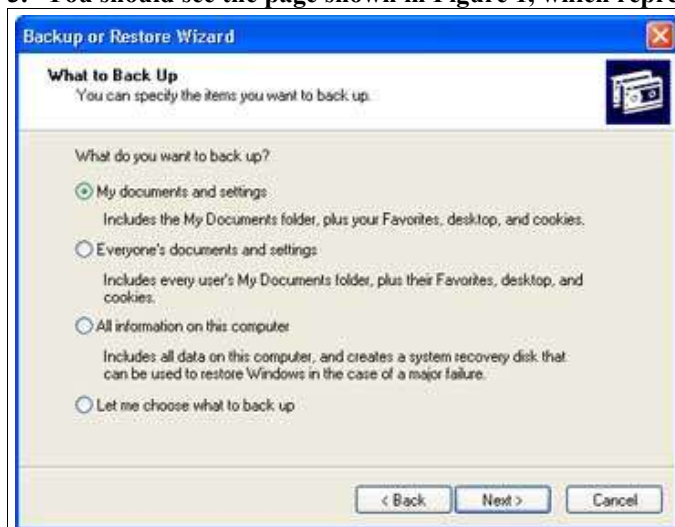
First make a new folder called '**backup**' then follow the instructions below.

You can find this **Backup** program by Left Clicking

1. Start, point to [All Programs], point to [Accessories,] point to [System Tools], and then click [Backup] to start the wizard.

2. Click [Next] to skip past the opening page, choose [Back up] files and settings from the second page, and then click [Next].

3. You should see the page shown in Figure 1, which represents your first decision point.



Click **My documents and settings** option, this is the best choice. This selection preserves your data files (including e-mail messages and address books) and the personal settings stored in the Windows Registry.

Figure 1



If you know that you have data files stored outside your profile, click Let me choose what to back up. This option takes you to the Items to Back Up. As shown below.

Select the **My Documents** *check box* to back up all the files in your personal profile, and then browse the My Computer to select the additional files you need to back up. Place a tick in the box next to the file folder to backup. Click [Next >].

By default, Backup proposes saving everything to your floppy drive (drive A).

Instead, left click **Browse** and choose the 'C' drive and the folder you made at the start, [backup].

After you've chosen a backup location, enter a descriptive name for the file, click [Next] to display the wizard's final page, as shown in Figure 3, and then click [Finish] to begin backing up immediately.



Figure 3

As an alternative to Microsoft's backup utility program, **MicroBackup2005** is a handy freeware backup tool that makes ZIP archives of any folders you want. You just make a list of folders and MicroBackup2005 will automatically make backups of your files. Simple to operate, but flexible enough to meet your backup demands.

You can download this back up utility from the address below.

<http://www.bluesofts.com/download-580-30809.html>