
Backup and Burning
Class 4 – Backing Up Your Hard Drive
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It is absolutely essential to backup your entire hard drive if you have a lot of important programs and data. The more files and programs that you need to backup, the more you should consider backing up your entire hard drive.

PROS of backing up the entire hard drive:

- If the hard drive fails you have a working backup
- You do not have to worry about missing individual files
- You have backups of your programs and settings

CONS of backing up the entire hard drive:

- Time – It takes longer to backup an entire hard drive than it does to backup individual files
- Cost – It costs more to purchase an external hard drive than it does to use a thumb drive, CD, or DVD for backing up

There are two ways to backup the hard drive:

- 1) Full Backup – Copies all of the files but is not bootable.
- 2) Clone – Copies entire hard drive including Windows and boot files

Cobian

The best program for performing a Full Backup

<http://www.educ.umu.se/~cobian/cobianbackup.htm>

Cost: Free

Cobian works using tasks and destinations. Here's the idea, you pick a destination hard drive. This could be USB, Firewire, Network, or an internal hard drive. Once you've picked a destination you create tasks. Each task indicates which files you want backed up.

Step 1: Open Cobian

Step 2: Task>New Task

Step 3: Click 'Files'

Step 4: 'Drag and Drop' or 'Add' the files you want to backup

Step 5: Click 'Add' to specify a destination hard drive to backup

Step 6: Create a schedule if you would like the task to be automated



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That's it, really simple and non-destructive. For example. . .
If you do a backup and then accidentally delete a file, the file will not be removed when the backup is performed. In other words there is no synchronization. You are safe because the files are just backed up. Nothing is deleted.

Norton Ghost

The best program for performing a Clone

Cost: \$69.99 or less

Step 1: Open Norton Ghost

Step 2: Click 'Back Up Drives'

Step 3: Click 'Next'

Step 4: Select the Drive to Backup (this is your local hard drive, typically C:)

Step 5: Leave the default backup to value as 'Local file' and click 'Browse' to select a destination.

Step 6: Leave the default compression options; you may want to check the box for 'Verify backup image after creation'

Step 7: Click 'Next'

Note: You can also create a scheduled backup in Ghost if you would like to automate it.

Review

Basic Burning Windows XP

How to configure Windows XP Burning Settings

Right Click drive>Recording Tab>Enable CD Recording on this drive

Step 1: Put in a Blank CD-R

Step 2: When the window comes up click 'Open Writable CD Folder'

Step 3: 'Drag and Drop' files or right-click>send to>CD burning drive

Step 4: Open the writable CD folder and click File>Write these files to CD

Quick Tip: You cannot save directly to a CD; you should always save the file(s) to your computer first and then copy the file to a CD.

I am going to be starting a new class topic soon; some suggestions have been made regarding interest in Microsoft Office (Word, Excel, and Power Point). I'd like to make a class based on popular interests so tell me what you think the class should be. . . adam@computerpros.cc



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