

## Computer Tips

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### Michael's Computer Services

#### Backing Up Your Data—3

Whether you accidentally delete a file or lose a bunch of your data to a hard drive crash, regularly backing up your machine is always a good idea. Windows 7 has a great built-in backup utility, so it only takes a few steps to get started. Here's what you need to do.

1) Get a backup drive. This can be just about any USB external hard drive. We have 500GB drives available for \$129.00, or 1GB drives for \$139.00. Try to get a drive that has twice as much space as your computer hard drive, so you have room for multiple backups and so you have room for all the data you might get in the future.

2) When you first plug it in, Windows will actually ask you if you want to use the drive as a backup. Tell it that you do. If you don't get this prompt, you can just go to the Start Menu, type "backup" in the search box, and click Backup and Restore.

3) From there, click the "Set Up Backup" button. Pick the external drive you plugged in and hit Next. Windows' default settings are probably fine, so you can just hit Next and the next screen too.

4) On the last screen, hit "Save Settings and Run Backup". Windows will make its first backup of your drive, during which you don't want to turn off your computer. After that, it'll make regular backups in the background as you work—you don't need to deal with it again.

If you ever need to restore a file you lost, you can just go to the Start Menu, type in "backup" in the search box, and go back to "Backup and Restore". You can hit the "Restore My Files" or "Restore Users Files" buttons to get those files back.

For assistance with backing up your files, or any issue with your PC, laptop, or netbook, you can call us on 4171 0981, emails us at support@mcsit.com.au, or go to our website [www.mcsit.com.au](http://www.mcsit.com.au) and click Support, then Ask a Question. We will be happy to assist you.

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