

Recommended Equipment

- A computer with Windows 7 installed. A USB pen drive or external hard drive.

Note: If you are in a virtualised environment, you will need to ensure your virtual machine can access the external drive.

Note: Windows 10 has a legacy back up or restore from Windows 7 days. It can be used in the same way.

Part 1: Data Backup and Recovery in Windows 7

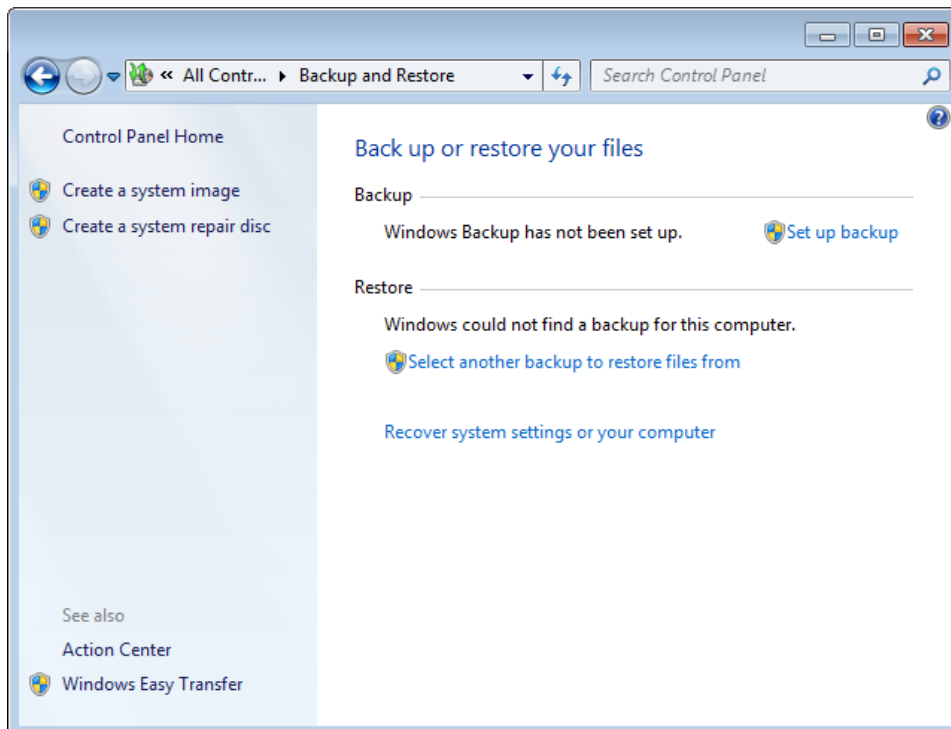
Step 1: Create back up files.

- a. Log on to the computer as an administrator.
- b. Create a text file on the desktop called **Backup File One**. Open the file and type the text **"The text in this file will not be changed."**
- c. Create another text file on the desktop called **Backup File Two**. Open the file and type the text **"The text in this file will be changed."**

Note: Remove all extra folders and files from the computers Desktop. This will help to reduce the length of time to complete the backup for this lab.

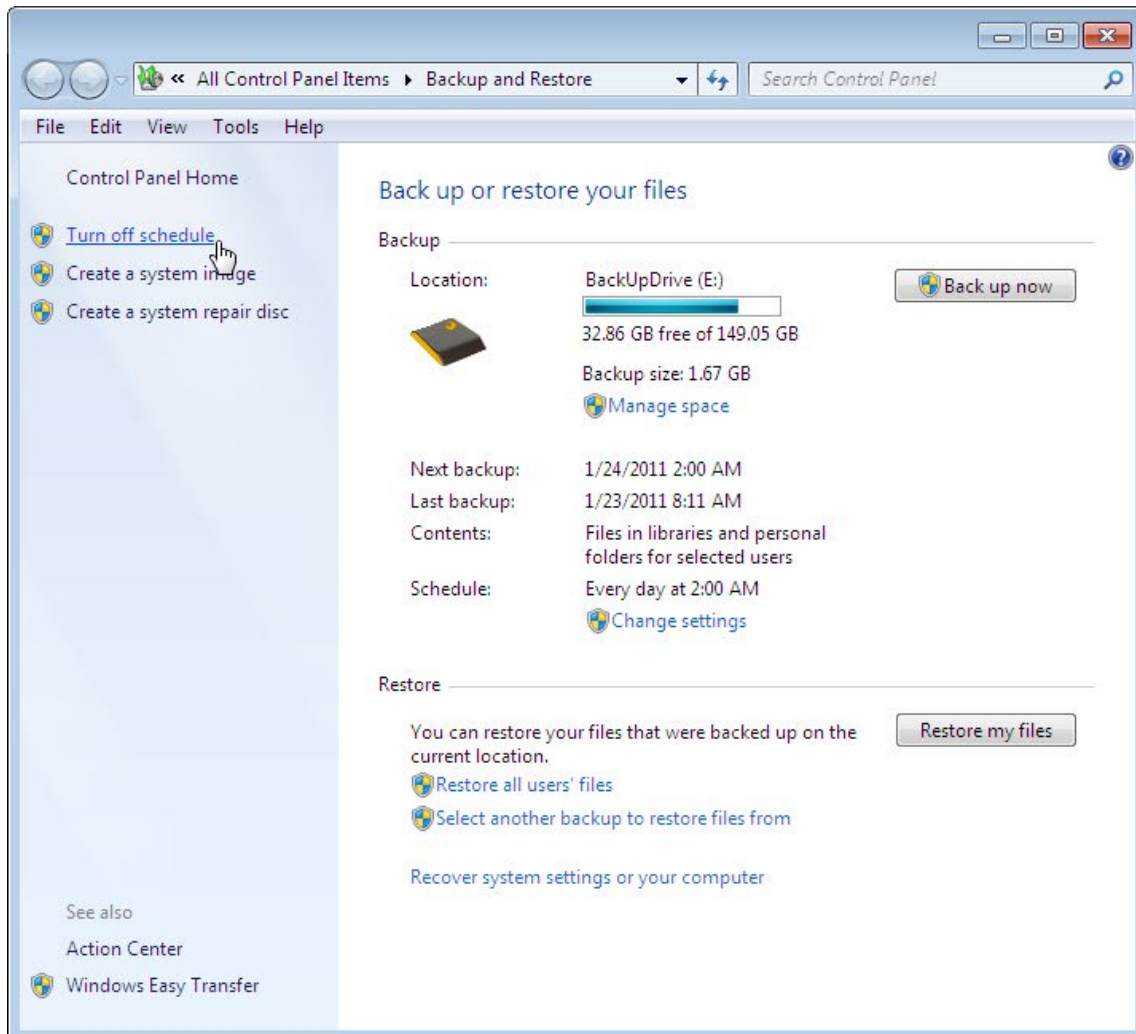
Step 2: Open the Backup and Restore tool

- a. To open Backup and Restore in Windows 7, use the following path:
Control Panel > Backup and Restore
- b. If backup has never been configured, your window will look like the following:



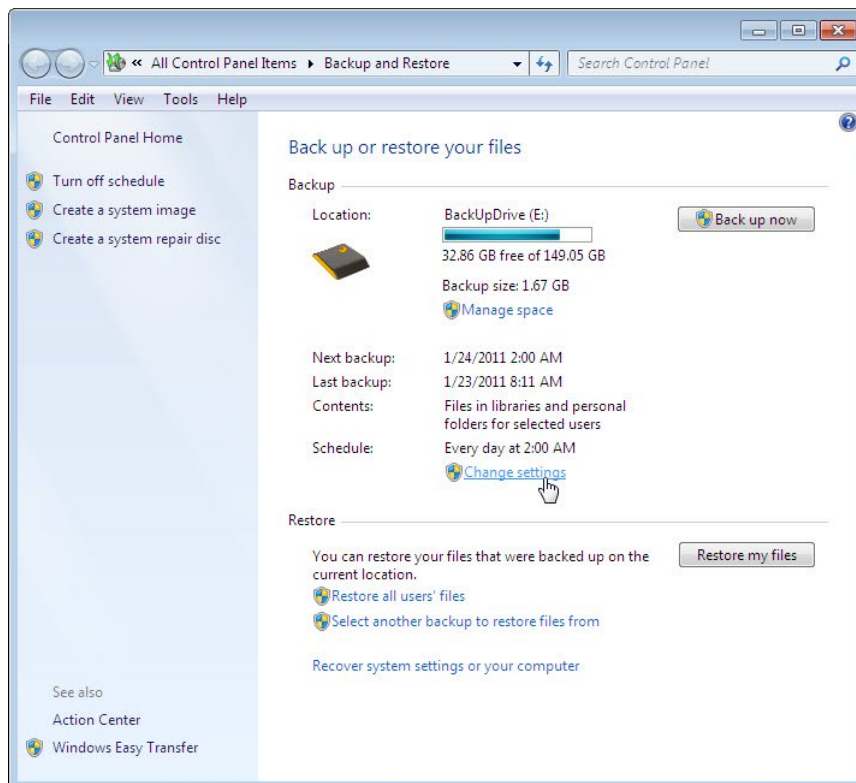
– Configure Data Backup and Recovery in Windows 7

- c. If a backup is scheduled to run, click **Turn off schedule**, as shown below.

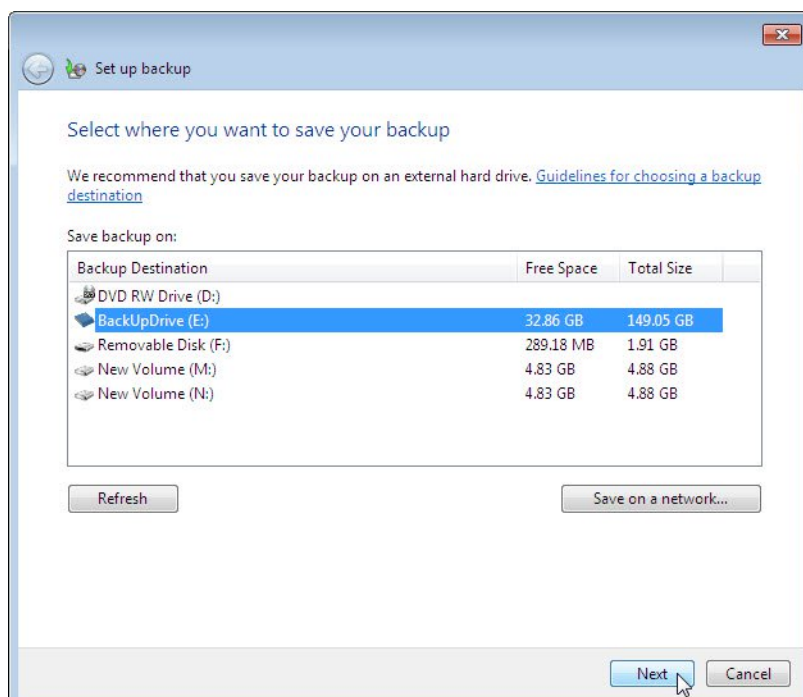


Step 3: Complete the Set up backup wizard.

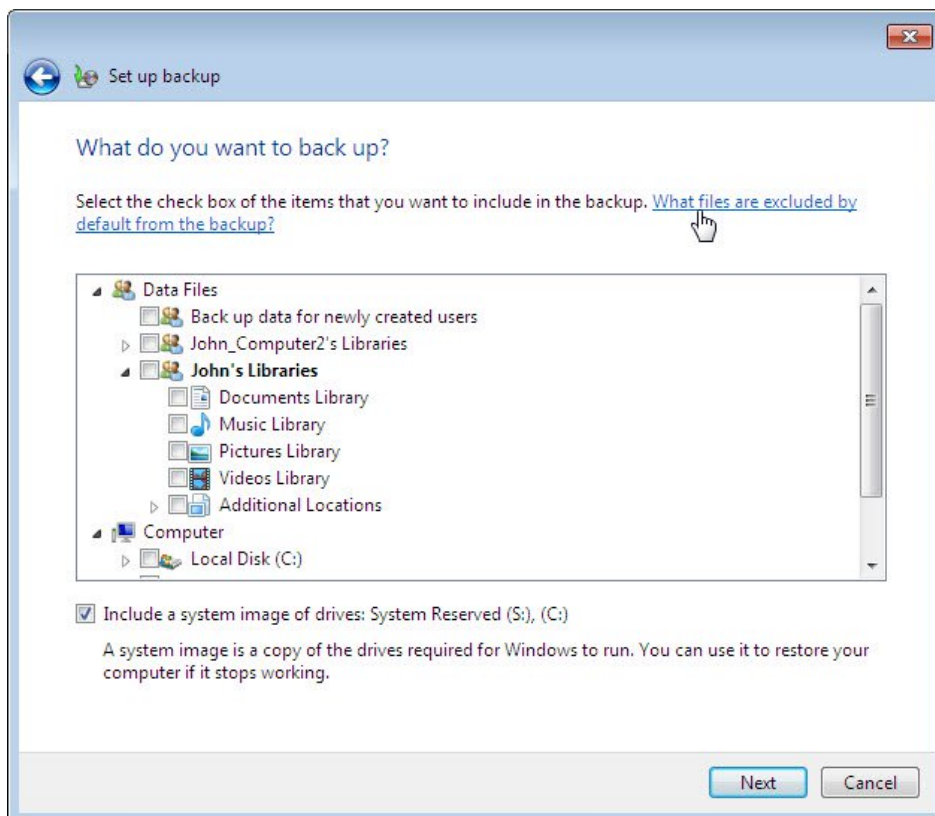
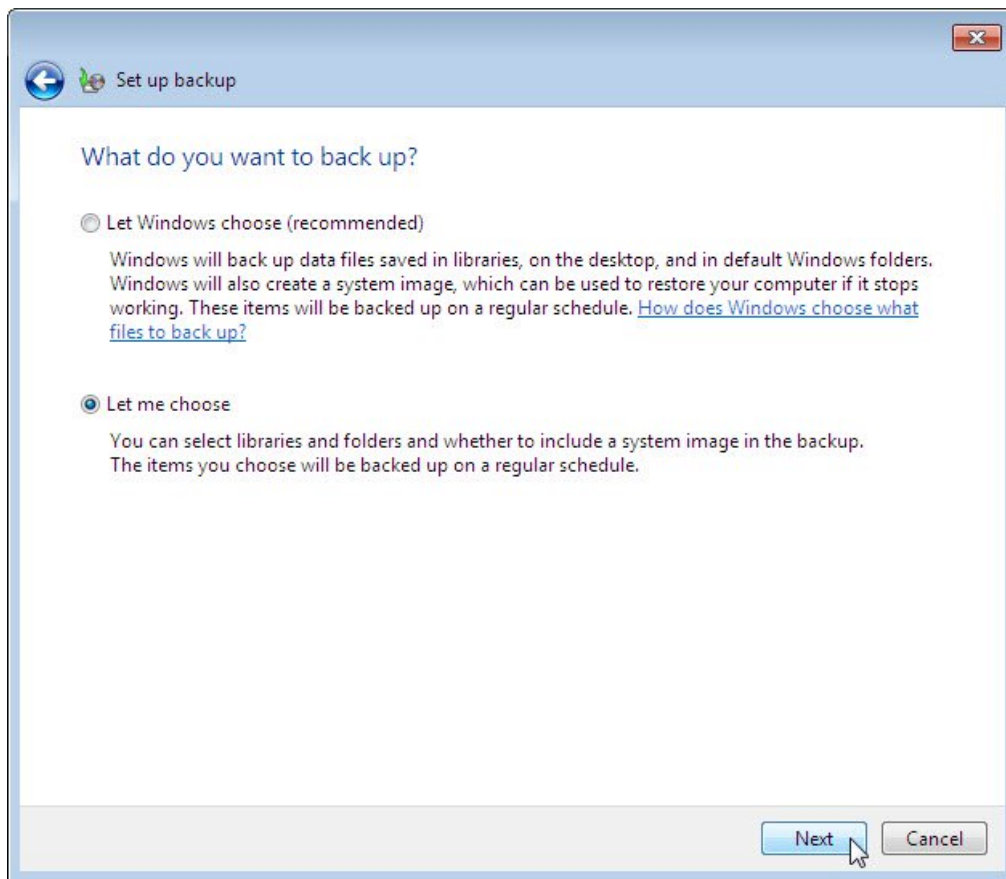
- a. If a backup method is already configured, click **Change settings**, as shown below, to start the **Set up backup** wizard. If a backup has never been configured, click **Set up backup** to start the wizard.



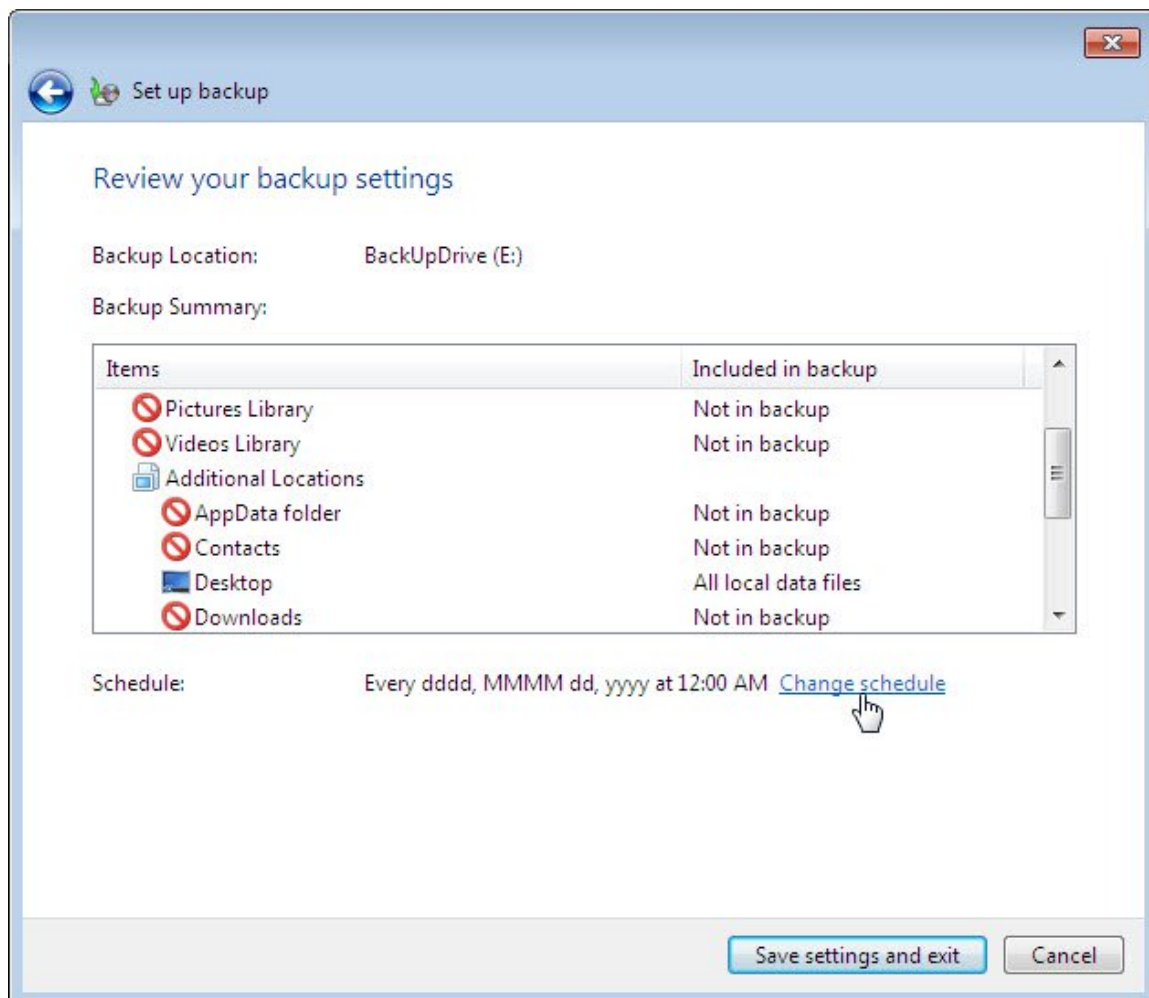
- b. Select the location where the backup will be stored. In this example, an external hard drive is used. Click **Next**.



- c. Select **Let me choose** on the **What do you want to back up?** screen. Click **Next**.



- d. Close the **Windows Help and Support** window. Expand **Additional Locations** and make sure only **Desktop** is selected. Make sure no other location is selected. Remove the check mark from **Include a system image of drives:**. Click **Next**.
- e. The **Review your backup settings** screen is displayed. Click **Change schedule**.

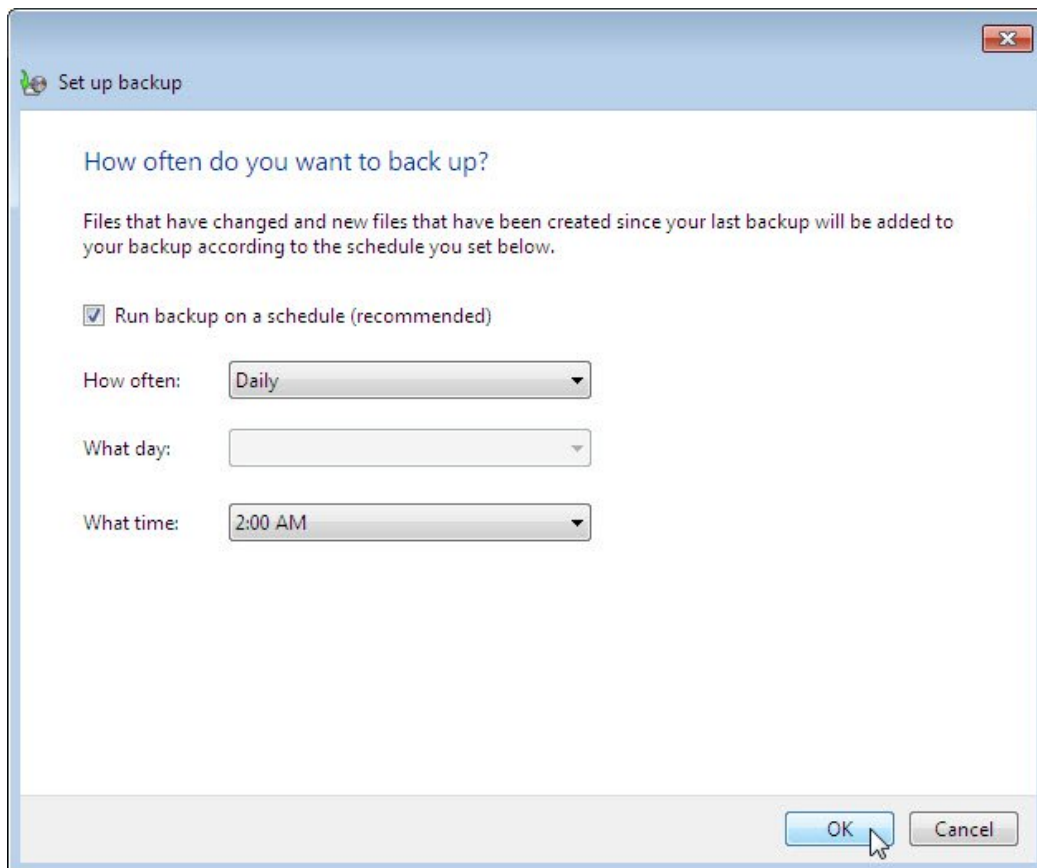


- f. The **How often do you want to back up?** screen is displayed. Place a check mark in the checkbox **Run backup on a schedule (recommended)**. Set the following conditions and then click **OK**.

How often: **Daily**

What day: **blank**

What time: **2:00 AM**



The screenshot shows a Windows-style dialog box titled "Set up backup". The main heading is "How often do you want to back up?". Below this, a paragraph states: "Files that have changed and new files that have been created since your last backup will be added to your backup according to the schedule you set below." There is a checked checkbox labeled "Run backup on a schedule (recommended)". Below the checkbox are three settings: "How often:" with a dropdown menu showing "Daily", "What day:" with an empty dropdown menu, and "What time:" with a dropdown menu showing "2:00 AM". At the bottom right, there are "OK" and "Cancel" buttons. A mouse cursor is pointing at the "OK" button.

Set up backup

How often do you want to back up?

Files that have changed and new files that have been created since your last backup will be added to your backup according to the schedule you set below.

☒ Run backup on a schedule (recommended)

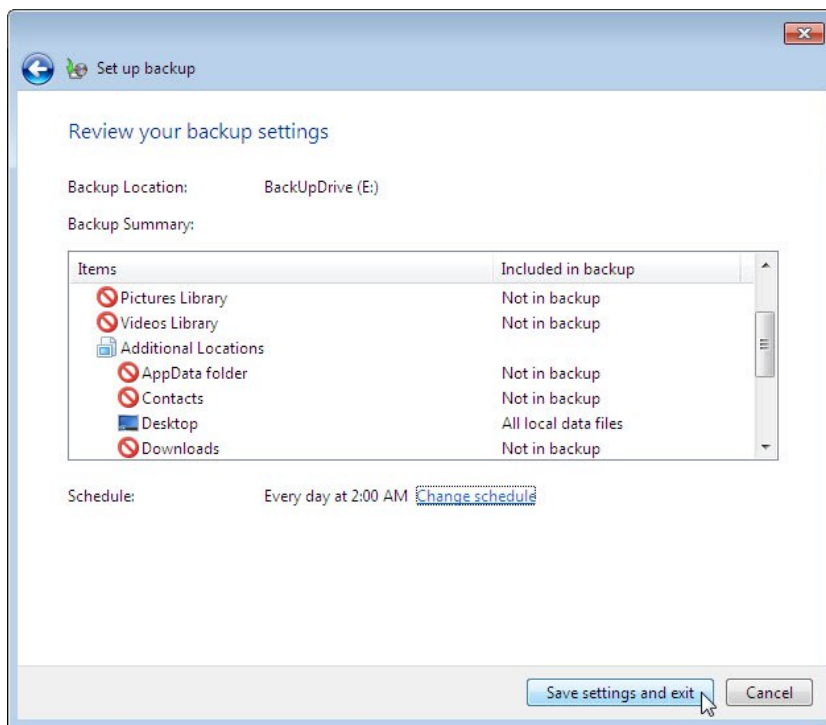
How often: Daily

What day:

What time: 2:00 AM

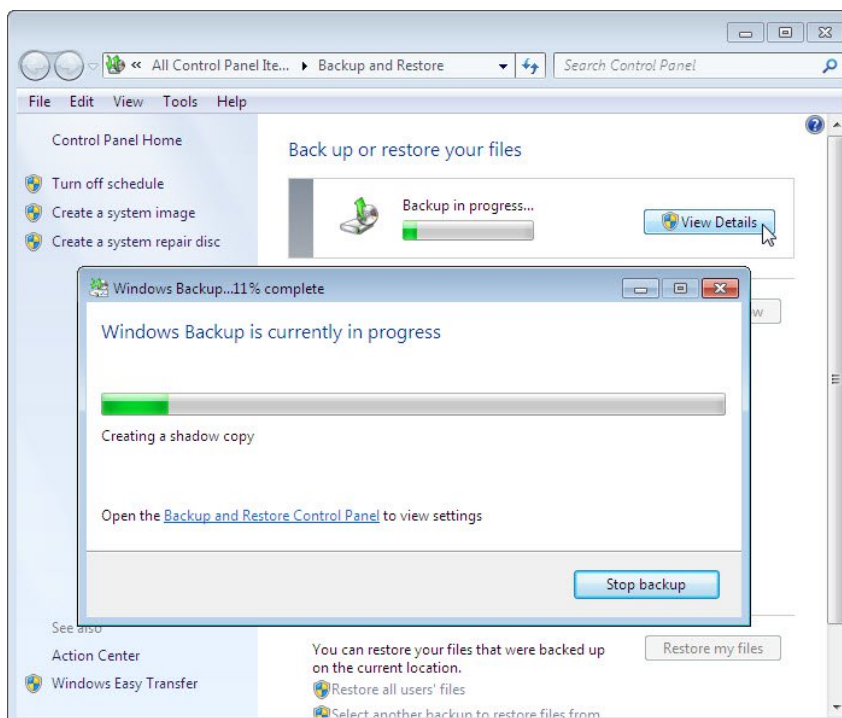
OK Cancel

- g. The **Review your backup settings** screen is displayed. Click **Save settings and exit**.
- Note:** If a backup schedule has never been created, then the button label is **Save settings and run backup**. Clicking the button will immediately start the backup process. If this is the case, move to Step 4b.

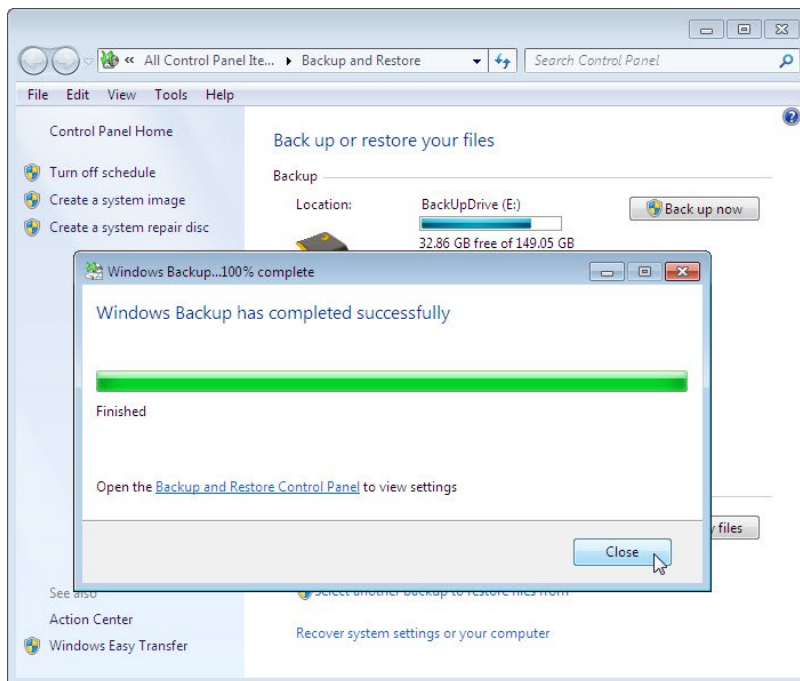


Step 4: Run the backup.

- a. To test the backup configuration, click **Back up now**. To view the progress of the backup, click **View Details**. The **Windows Backup is currently in progress** screen is displayed.

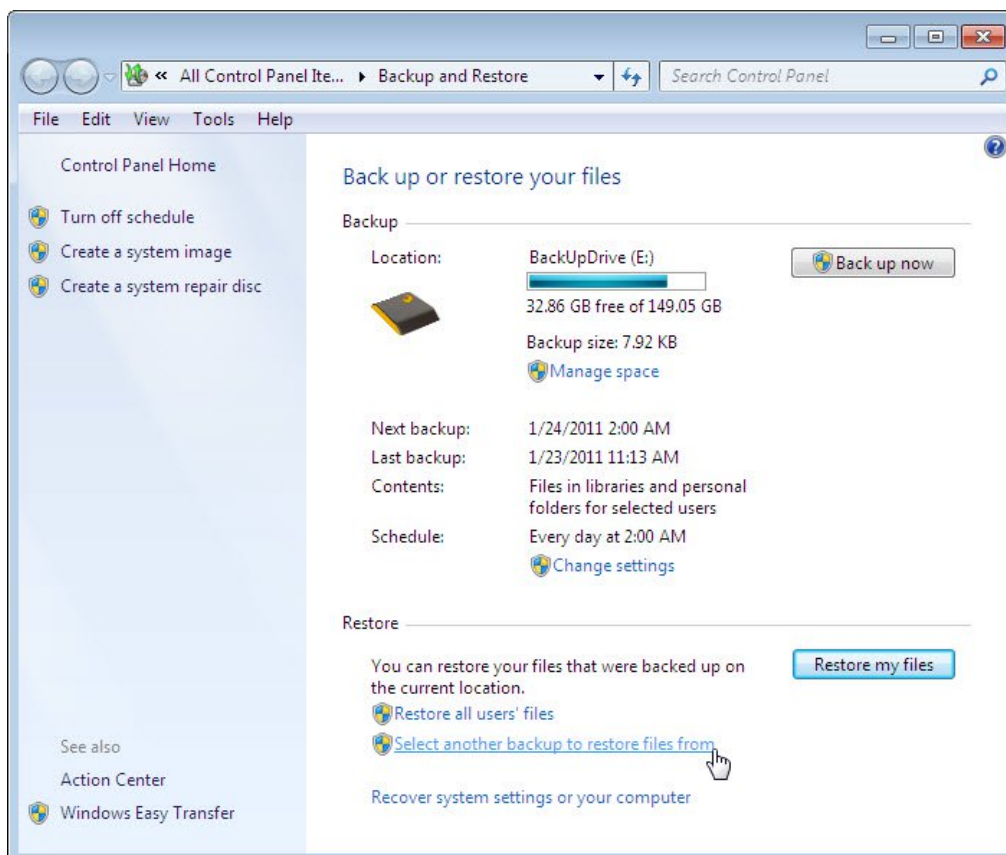


- b. When the **Windows Backup has completed successfully** message appears, click **Close**.

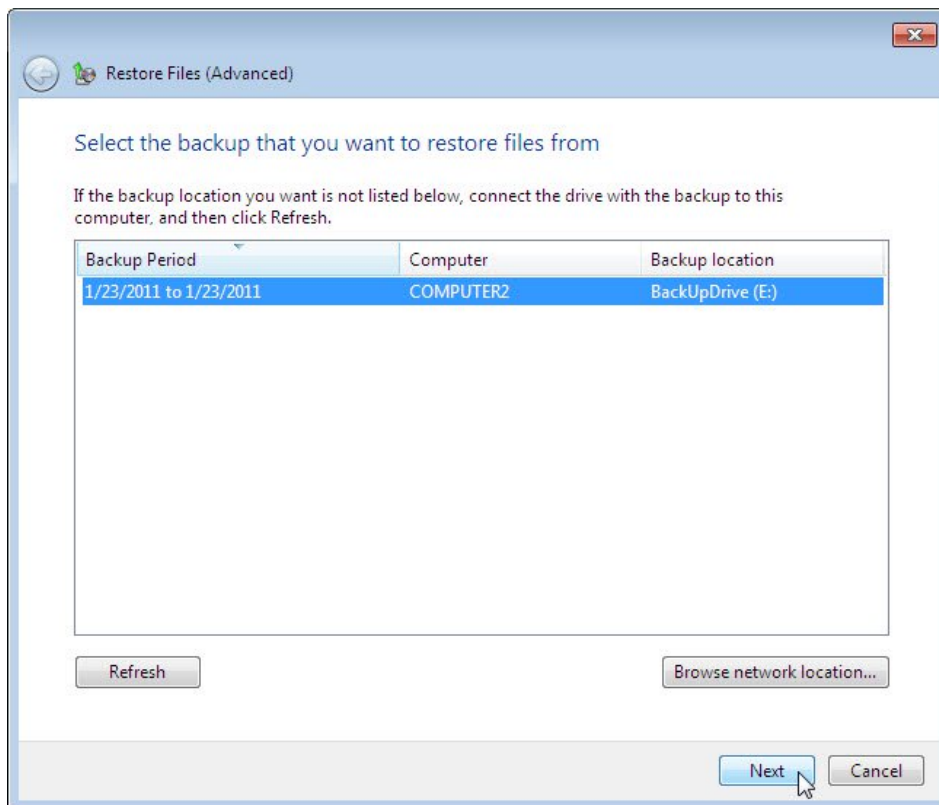


Step 5: Delete and restore files.

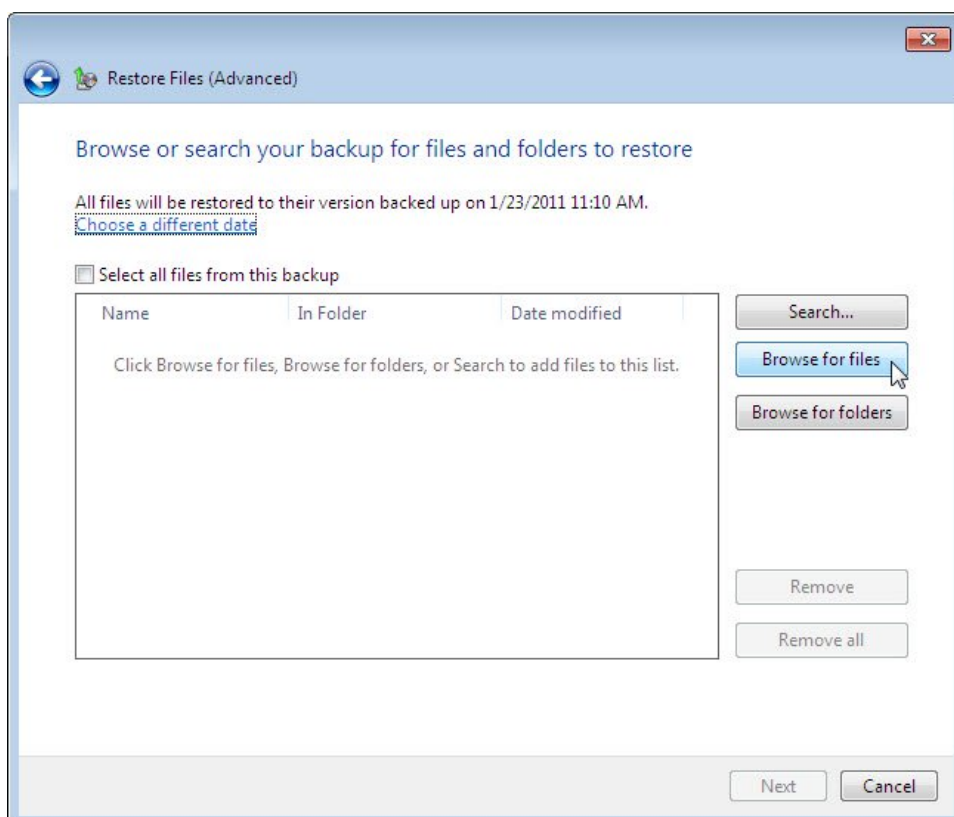
- a. Navigate to the Desktop and delete **Backup File One** and **Backup File Two**. Empty the Recycle Bin. In the **Backup and Restore** window, click **Select another backup to restore files from**.



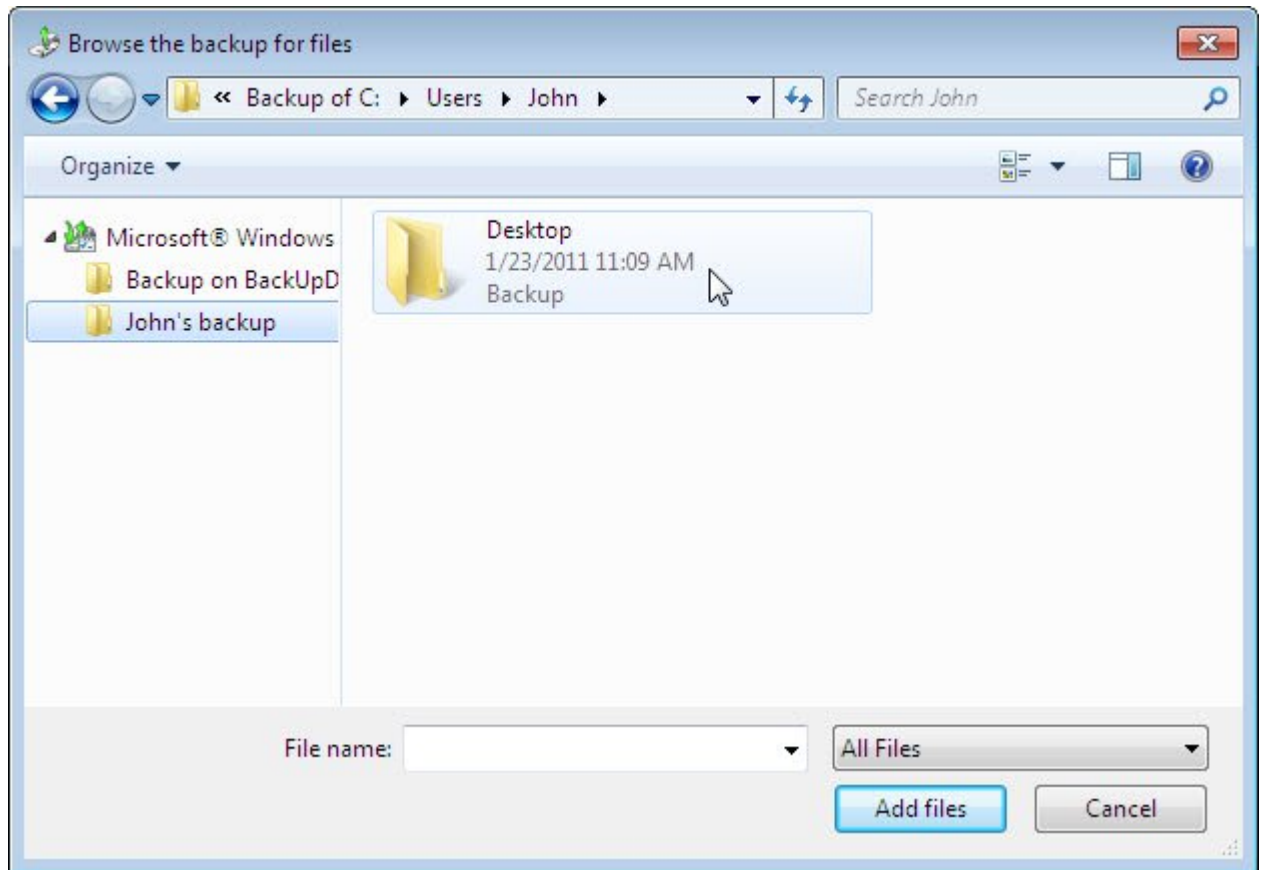
- b. The **Select the backup that you want to restore files from** screen is displayed. Select the location where the files are stored. Click **Next**.



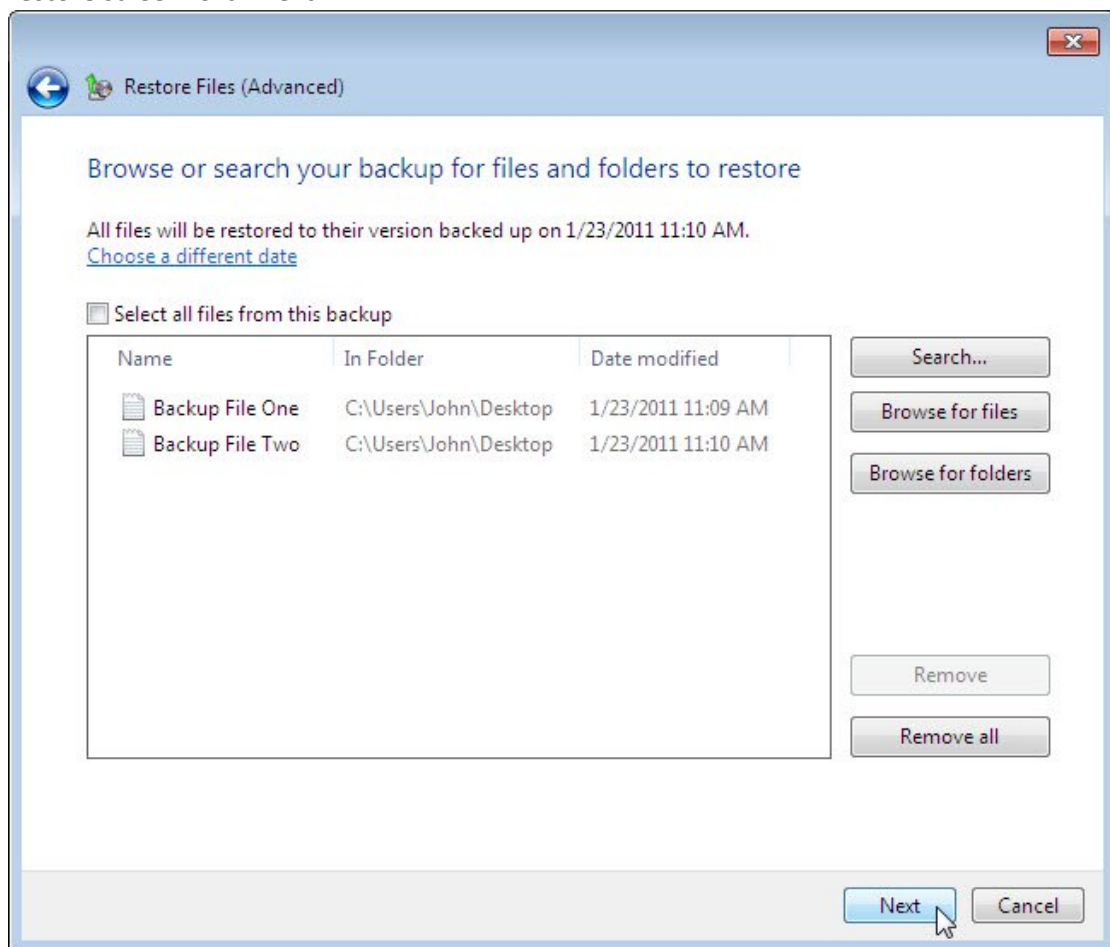
- c. The **Browse or search your backup for files and folders to restore** screen is displayed. Click **Browse for files**.



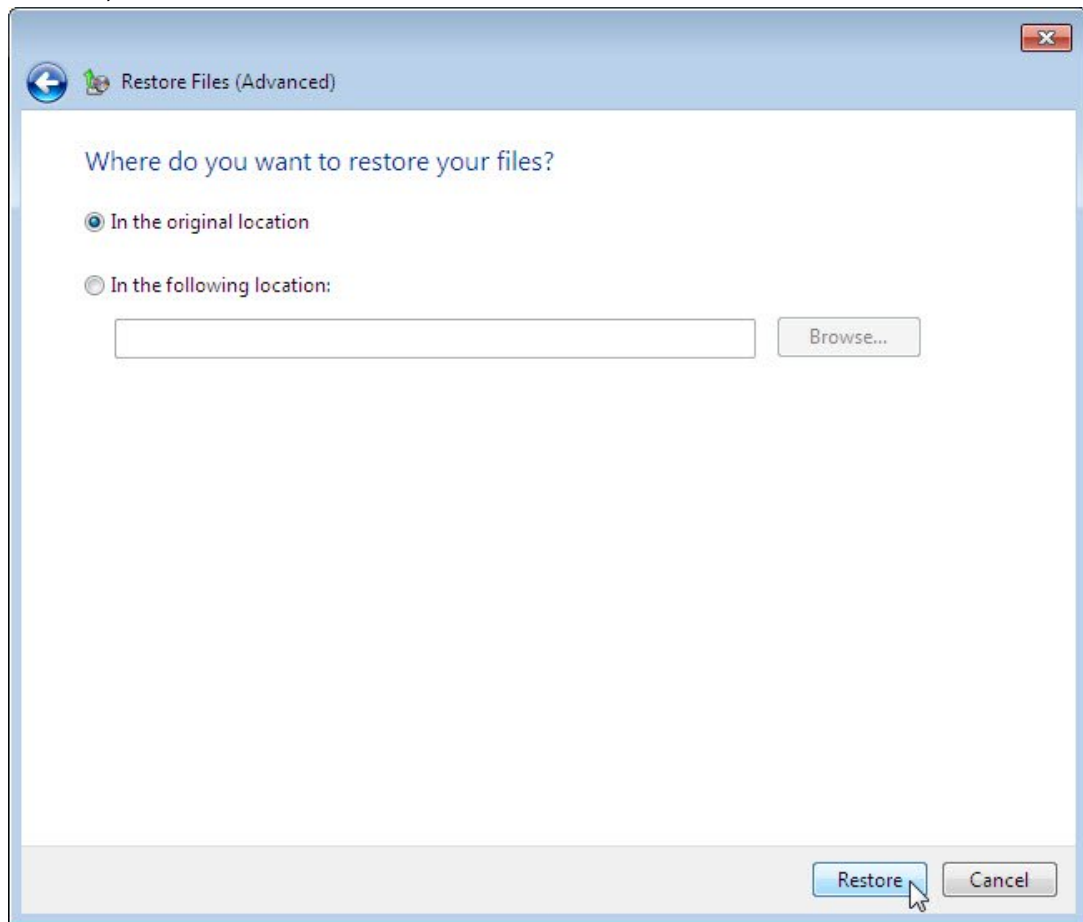
- d. The **Browse the backup for files** window opens. Click the current user's backup. In the example, this user is **John**. Therefore, the folder is labeled **John's backup**. Double-click **Desktop** and locate files **Backup File One** and **Backup File Two**. Select both files by clicking **Backup File One** and then holding down the Ctrl key while clicking **Backup File Two**. Click **Add files**.



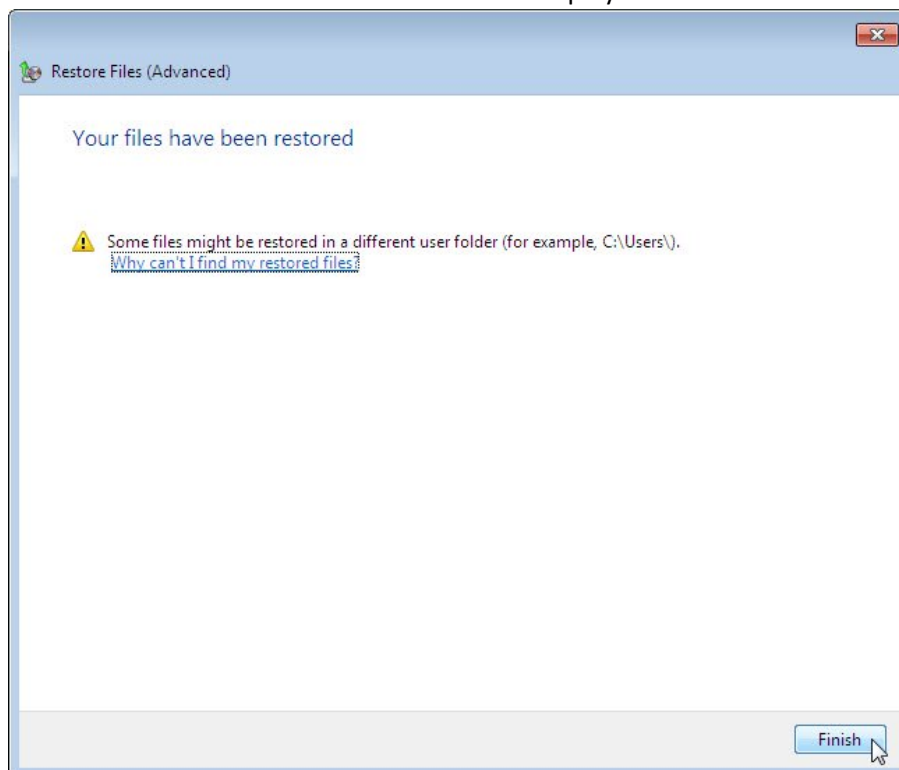
- e. The two files are listed in the **Browse or search your backup for files and folders to restore** screen. Click **Next**.



- f. The **Where do you want to save the restored files?** screen is displayed. Select **In the original location**, and then click **Restore**.

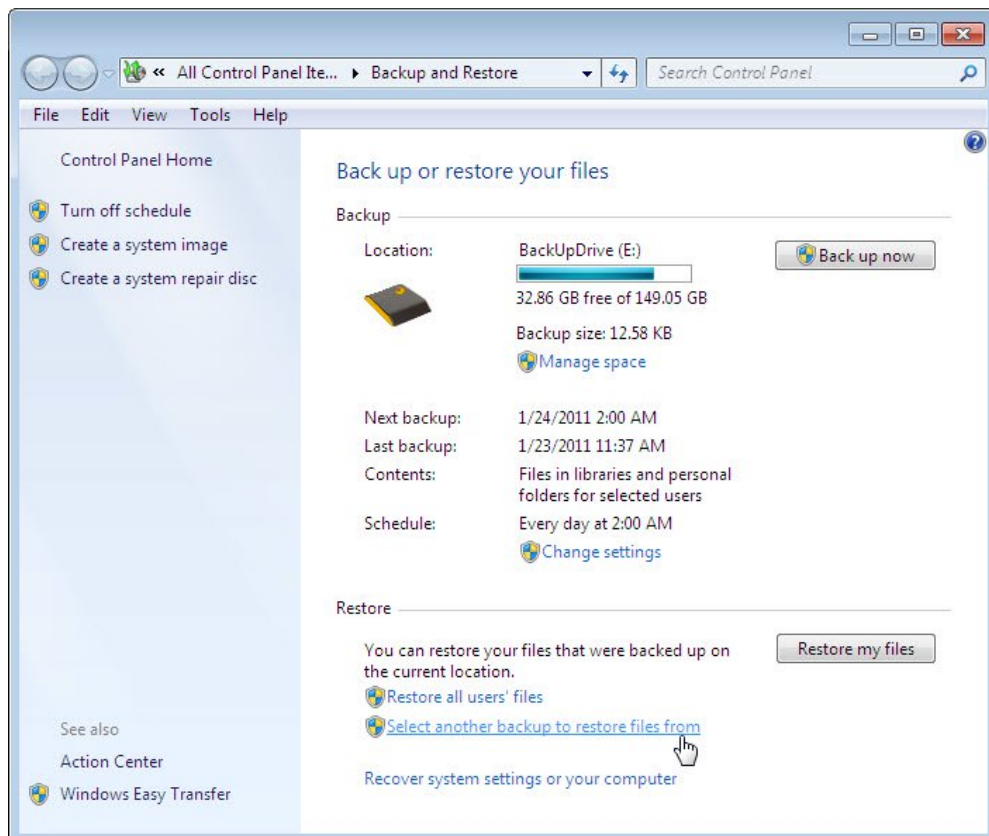


- g. The **Your files have been restored** screen is displayed. Click **Finish**.



Step 6:

- h. **Modify, back up, delete, and restore a file.**
- a. Open file **Backup File Two**. Add the following text “More text added.” to the file. Save the file.
- b. Click the **Backup and Restore** window so it is active. Click **Back up now**.
- c. Navigate to the **Desktop**. Delete **Backup File Two**. Empty the Recycle Bin. Click on the **Backup and Restore** window so it is activated. Click **Select another backup to restore files from**.



- d. Select the location where the files are stored and then repeat **Step 5: Next > Browse for files > User's backup > Desktop**
- e. Restore **Backup File Two**. Navigate to the **Desktop**. Open file **Backup File Two**. What text is in the file?