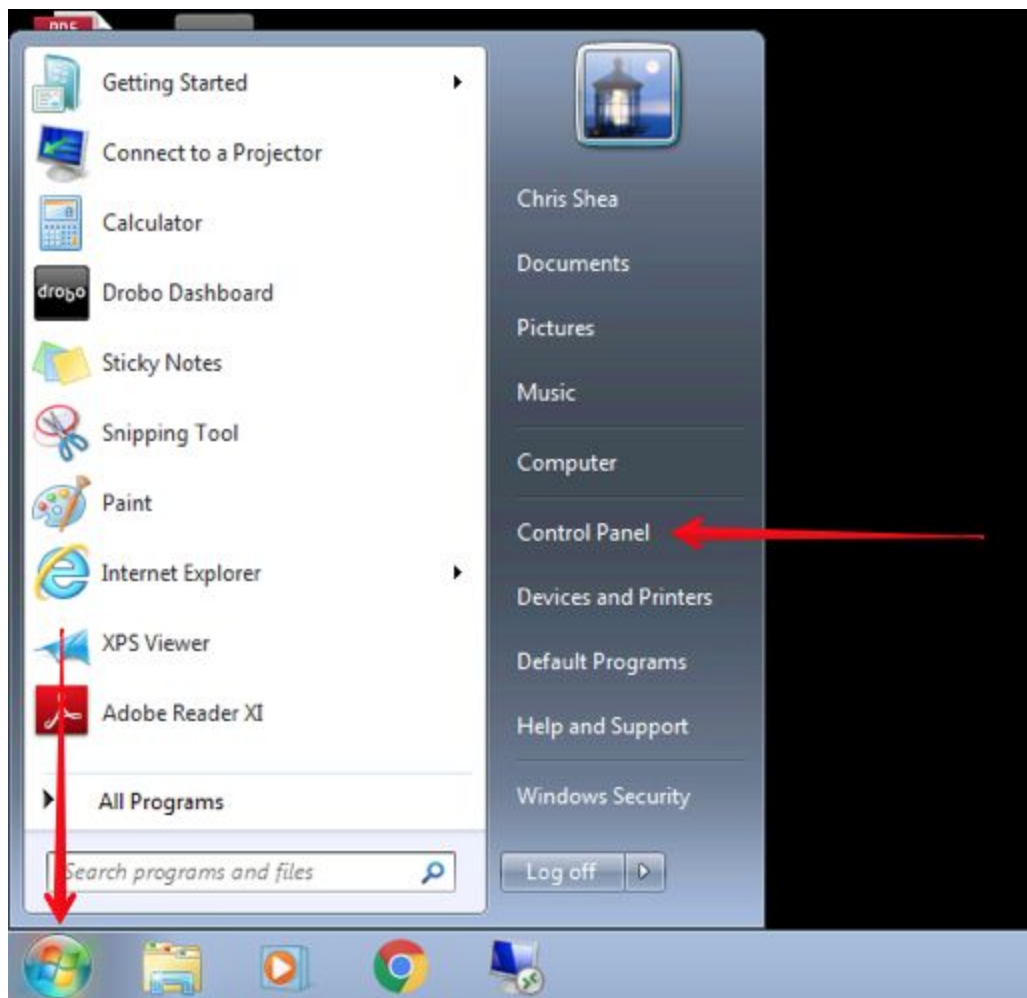


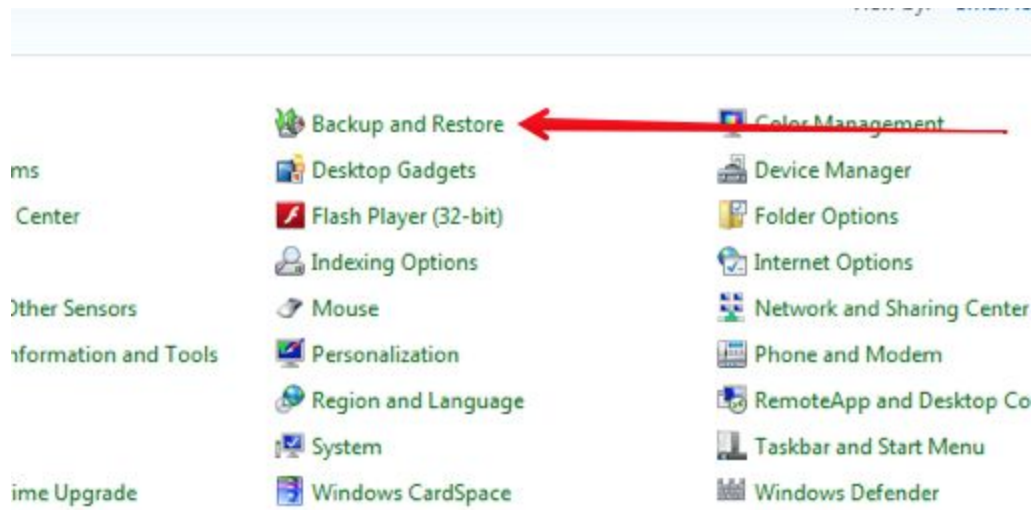
---WEBSTER COUNTY SCHOOLS BACKUP INSTRUCTIONS---
YOU WILL need a FLASH DRIVE FOR THIS
BACKUP. AT LEAST 8GB. 16 OR 32 WOULD
BE BETTER.

PUT YOUR FLASH DRIVE IN THE
COMPUTER.

CLICK ON THE START MENU AND THEN
CLICK ON "CONTROL PANEL".



CLICK ON "BACKUP and restore".



CLICK ON "SETUP BACKUP".

Back up or restore your files

Backup

Windows Backup has not been set up.



[Set up backup](#)

Restore

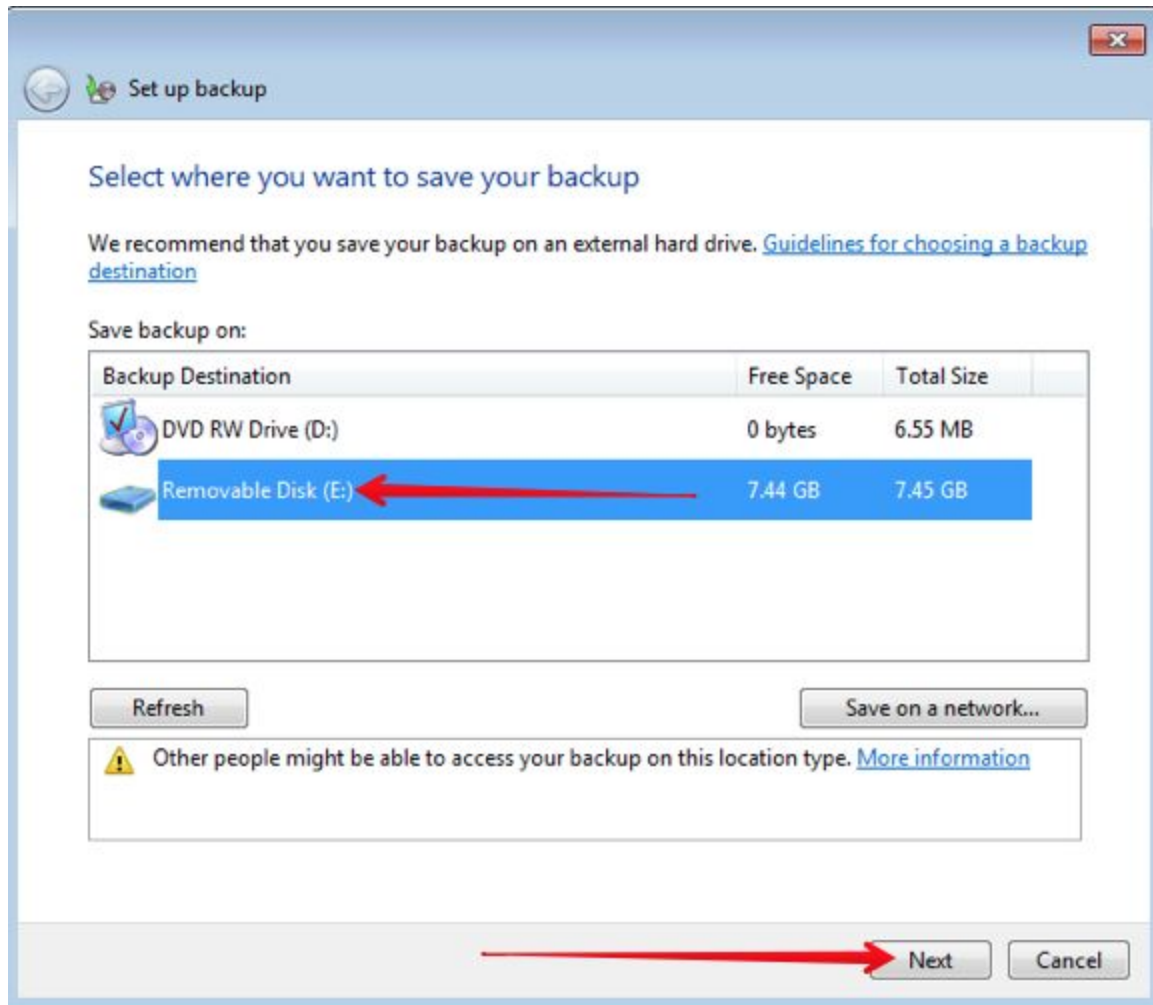
Windows could not find a backup for this computer.

[Select another backup to restore files from](#)

[Recover system settings or your computer](#)

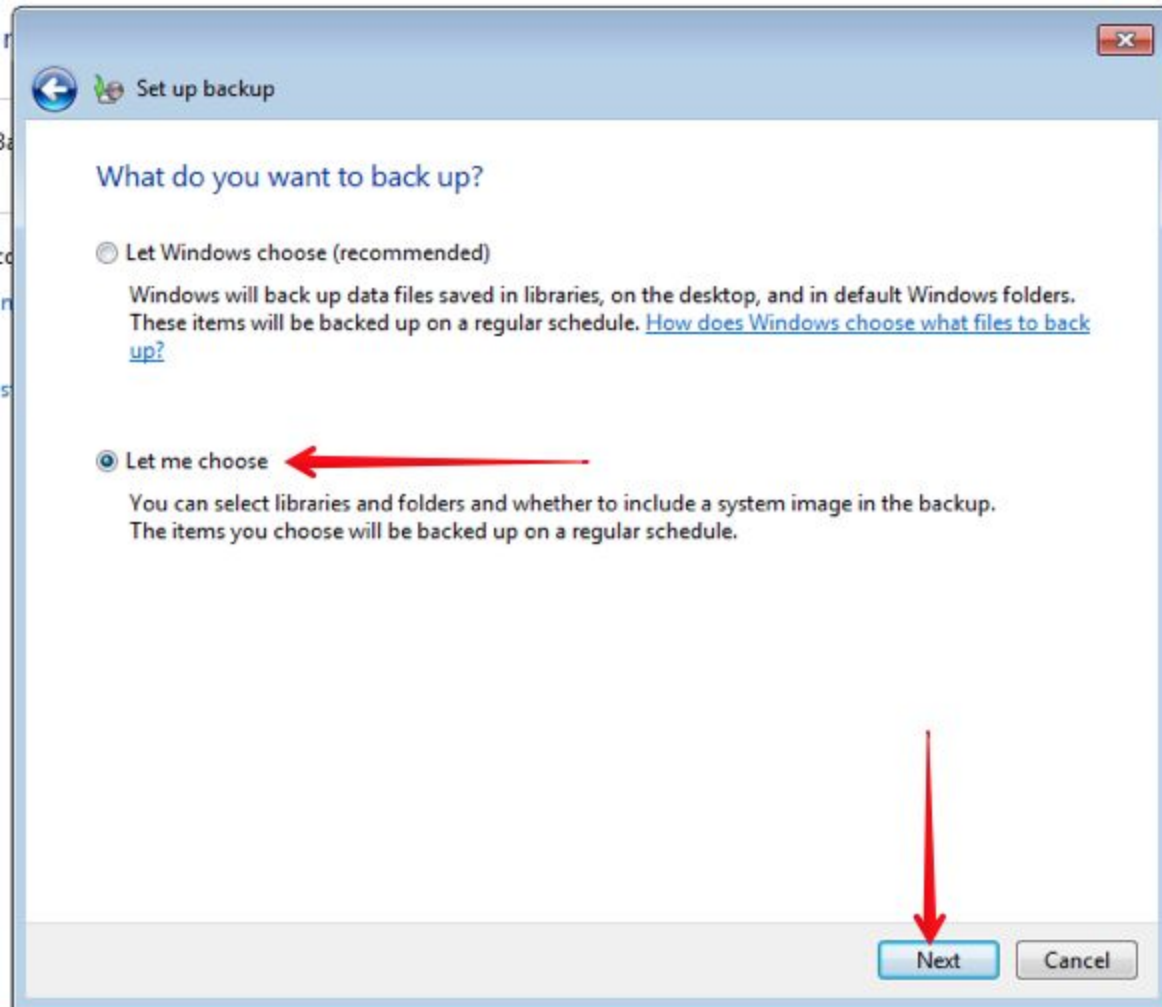
CLICK ONE TIME ON YOUR FLASH DRIVE TO SELECT IT.

CLICK "NEXT".



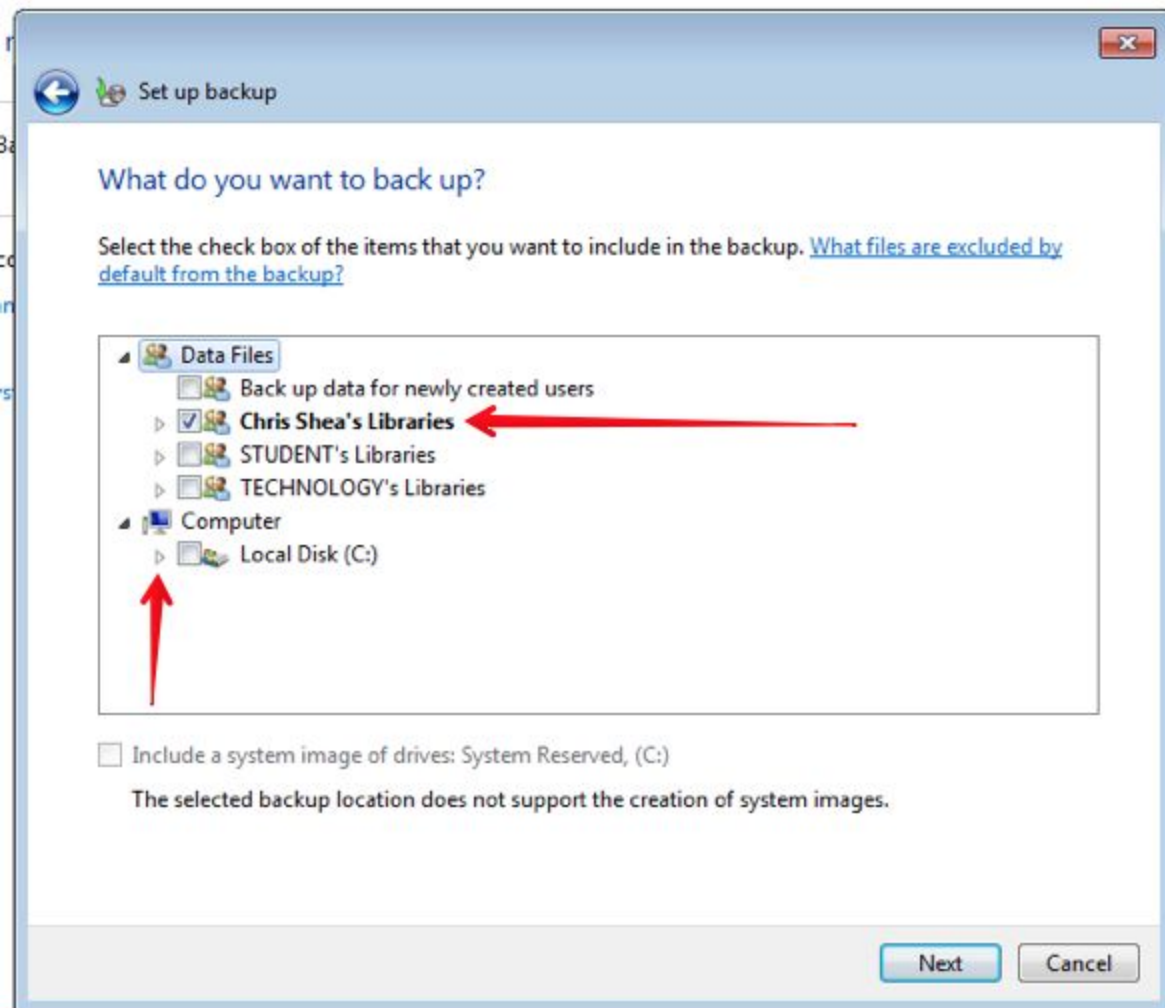
CLICK ON "LET ME CHOOSE".

CLICK "NEXT".



PUT a CHECKMARK NEXT TO YOUR LIBRARIES.

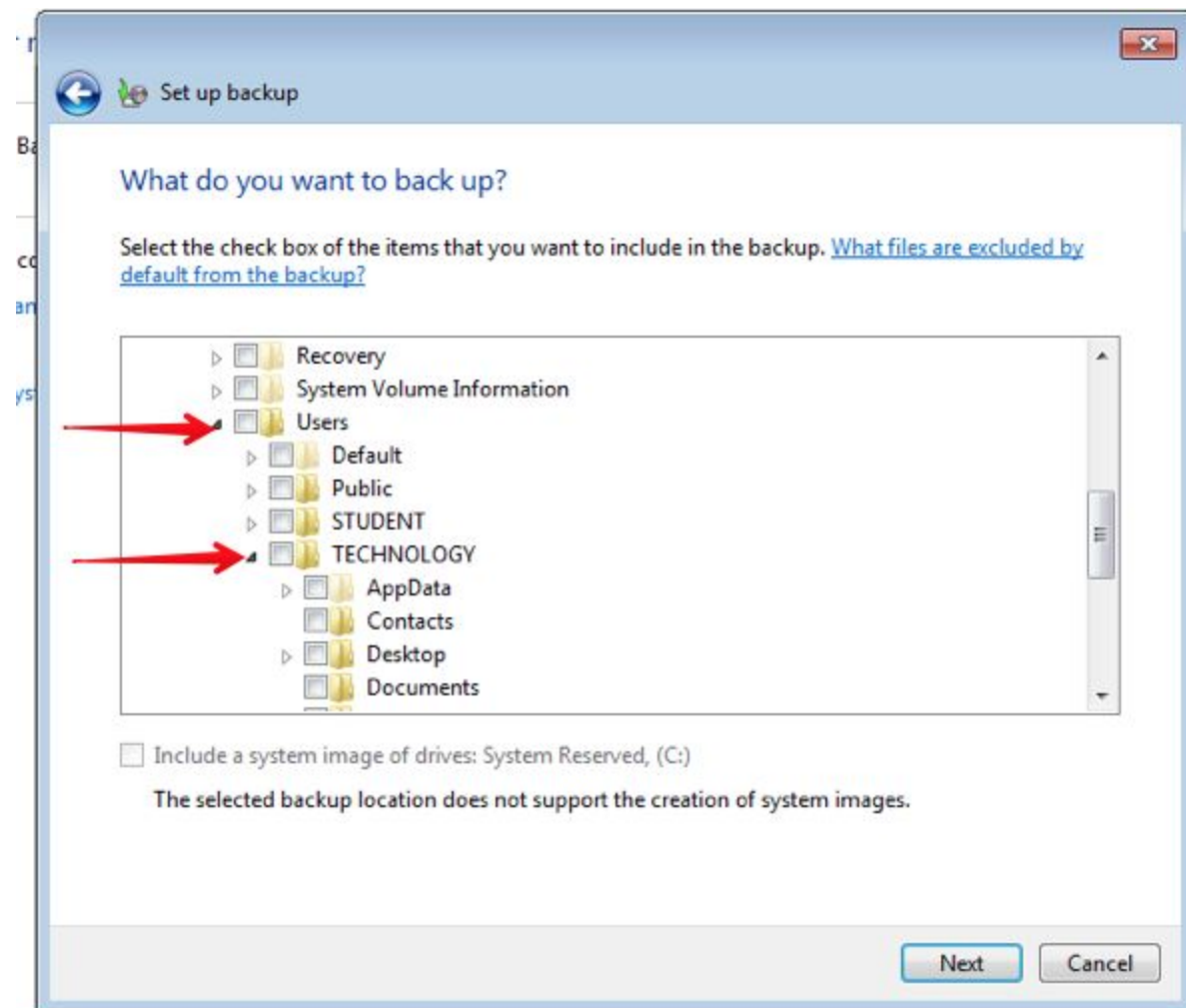
CLICK ON THE LITTLE arrow NEXT TO LOCAL DISK (C:) TO EXPAND IT.



EXPAND "Users"

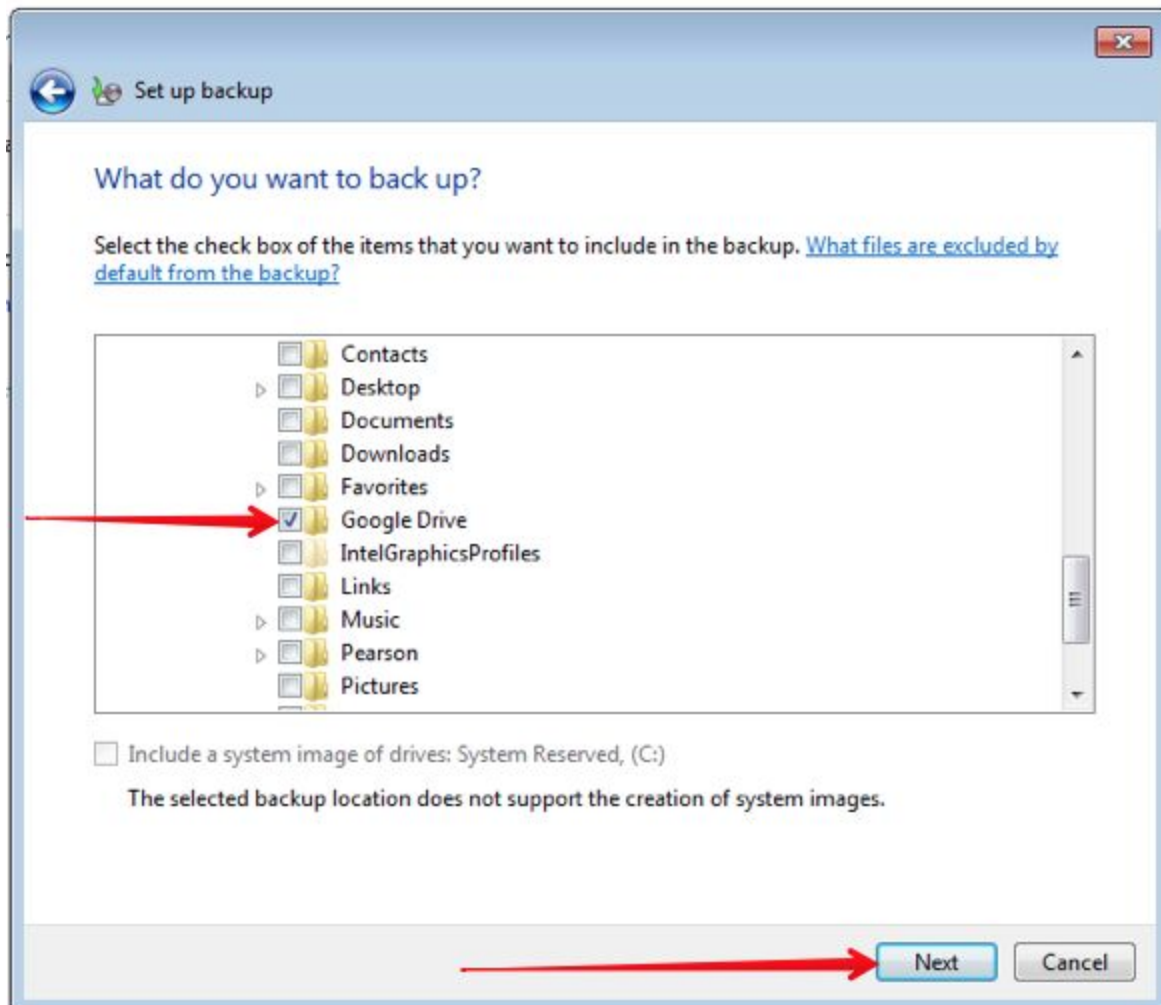
YOUR COMPUTER WILL SAY "TEACHER"
INSTEAD OF "TECHNOLOGY".

EXPAND "TEACHER".

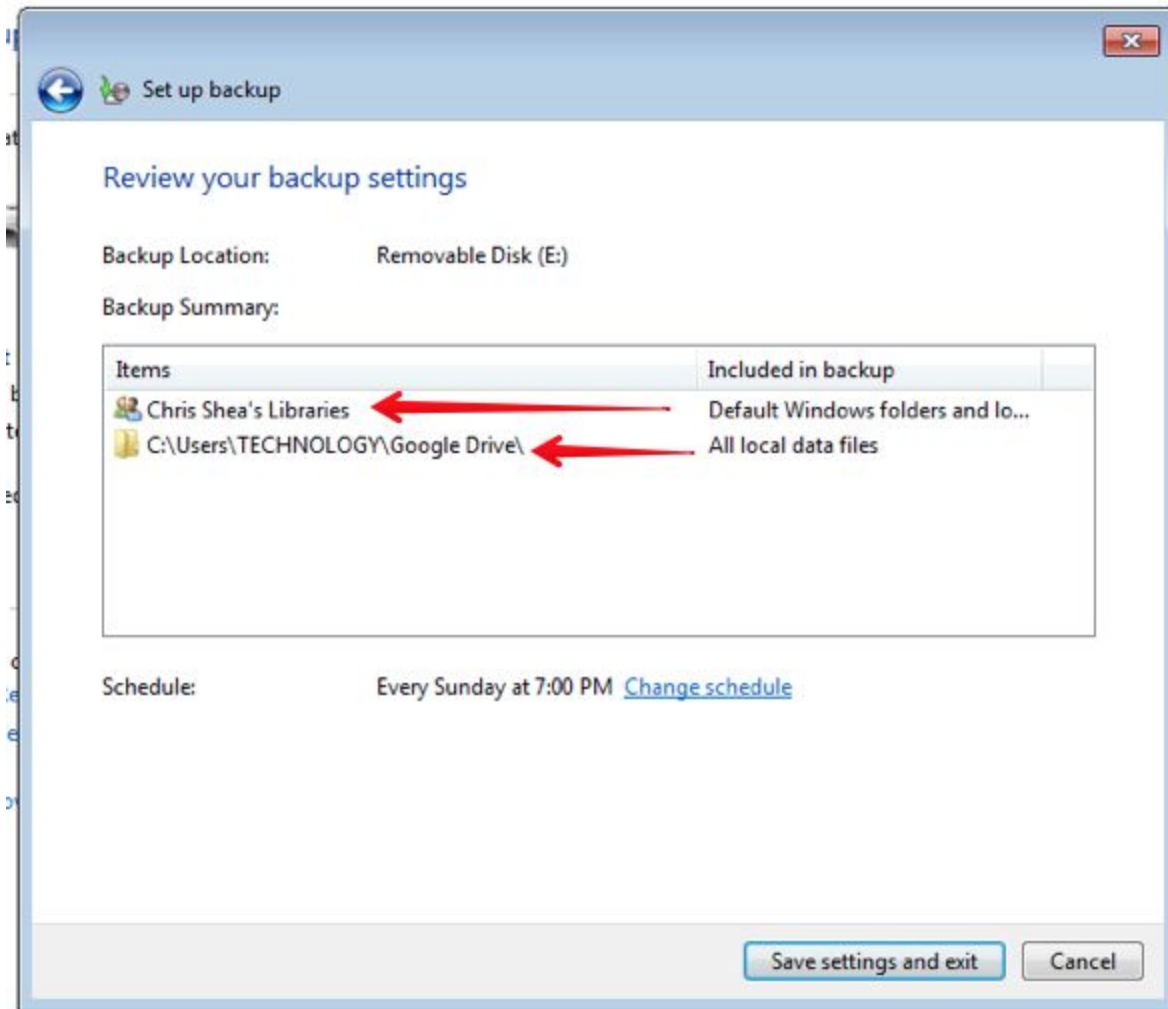


FIND "GOOGLE DRIVE" UNDER TEACHER AND PUT A CHECKMARK NEXT TO IT.

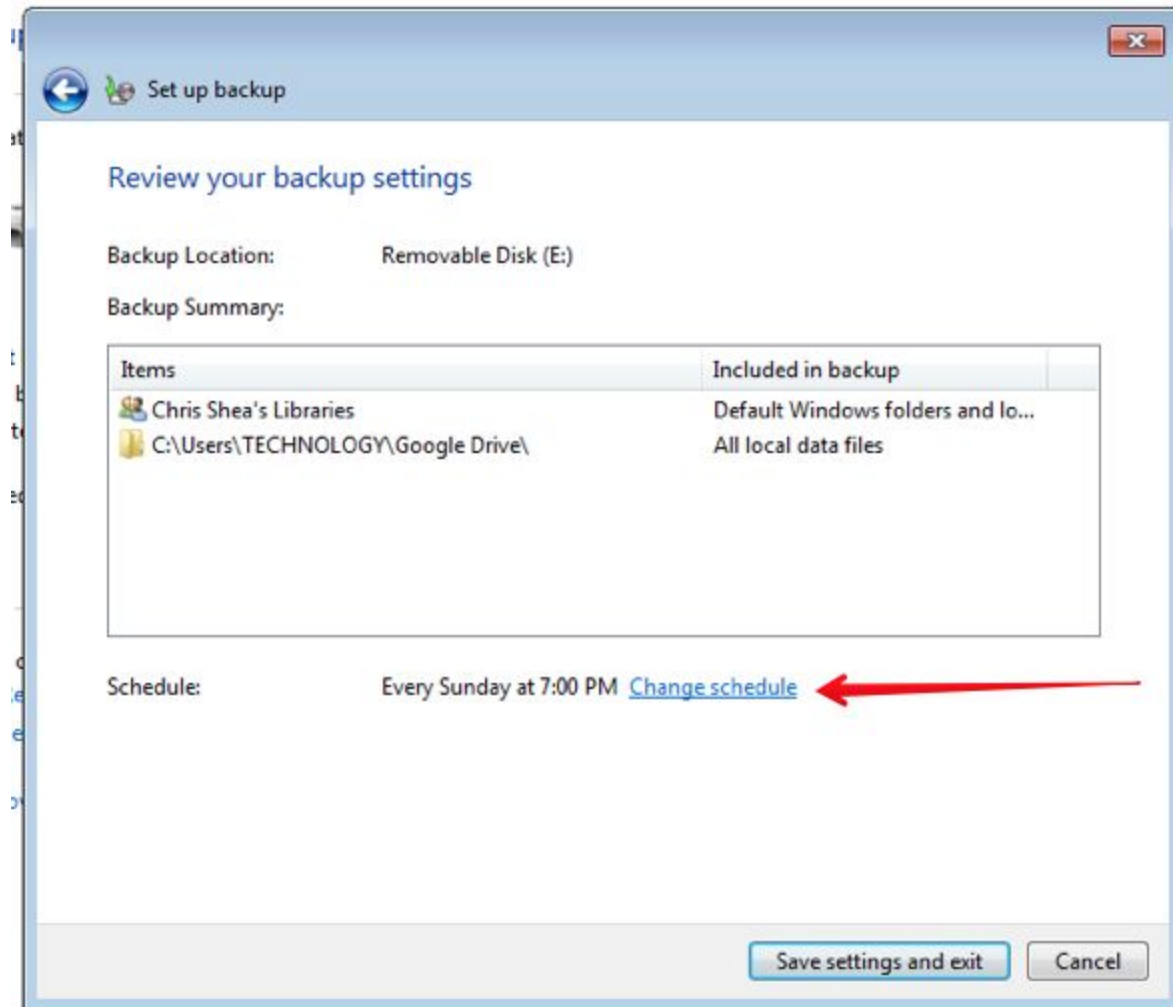
CLICK "NEXT".



YOU SHOULD see your LIBRARY and GOOGLE DRIVE LISTED.



CLICK ON "CHANGE SCHEDULE".

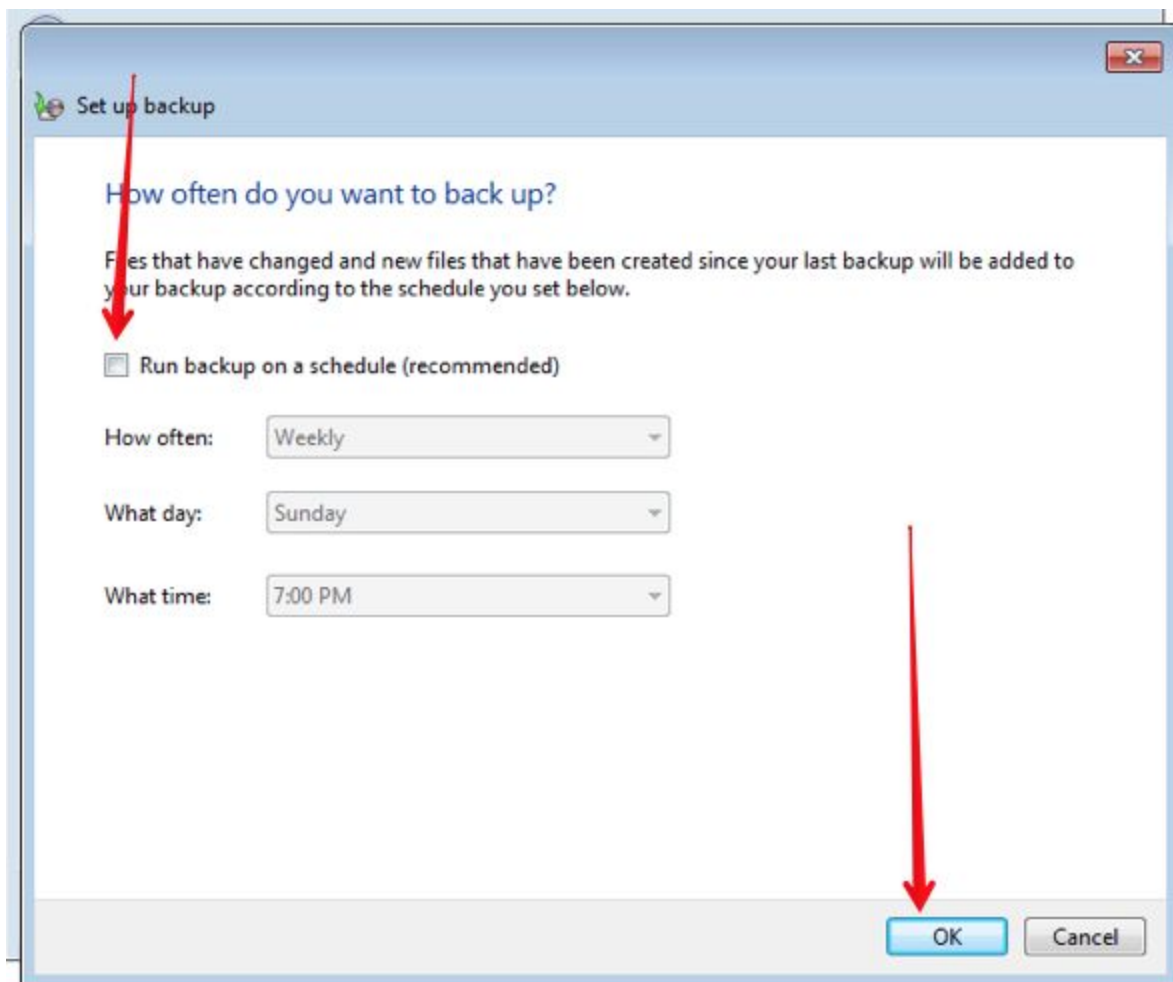


Remove the checkmark next to "Run backup on a schedule".

If you run the backup on a schedule you will have to leave your flash drive in the computer.

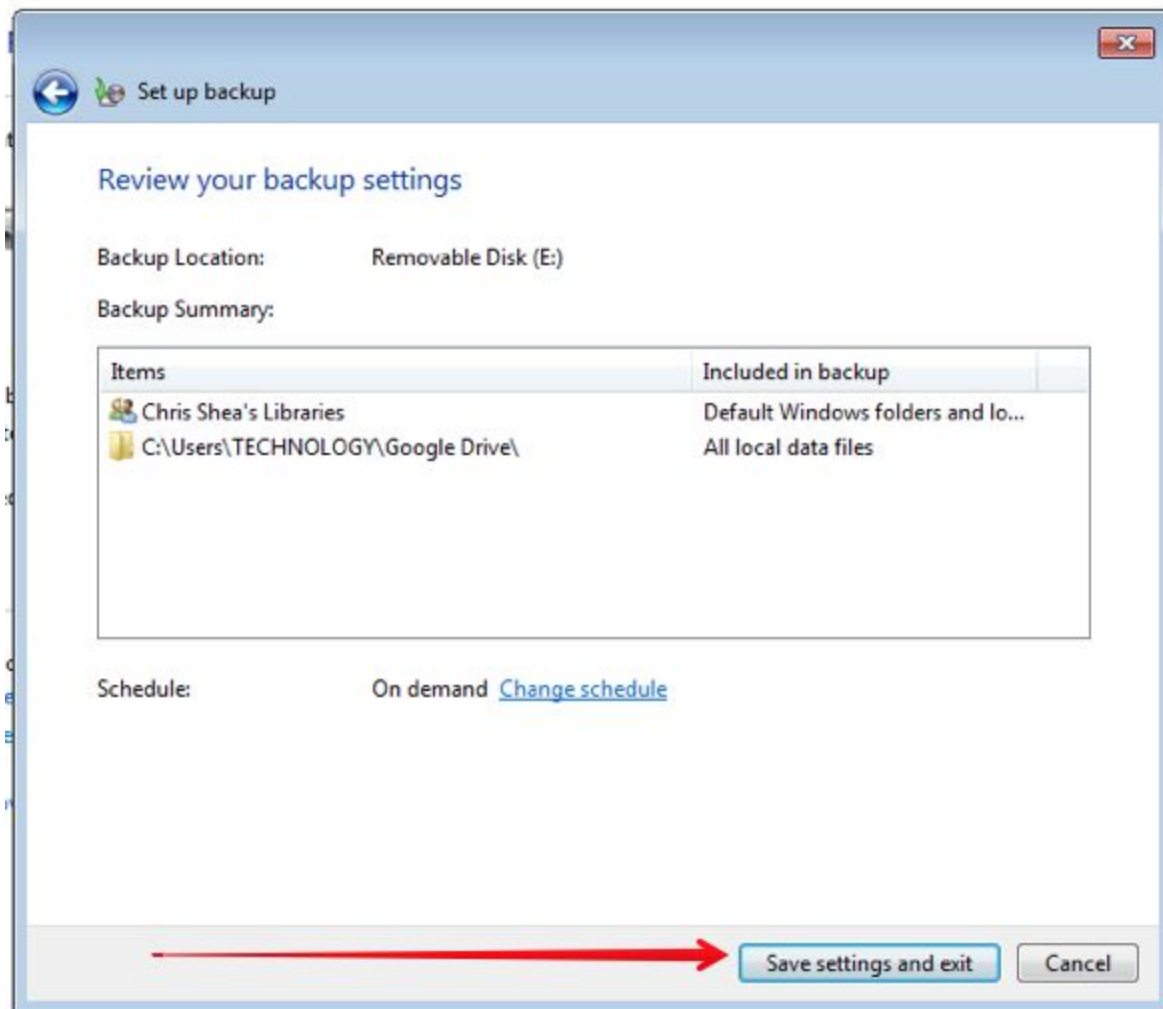
If your flashdrive is in the computer when you get a virus, the virus will infect the flash drive and you will have no backup. Always remove the flashdrive after the backup is complete.

Click "OK"



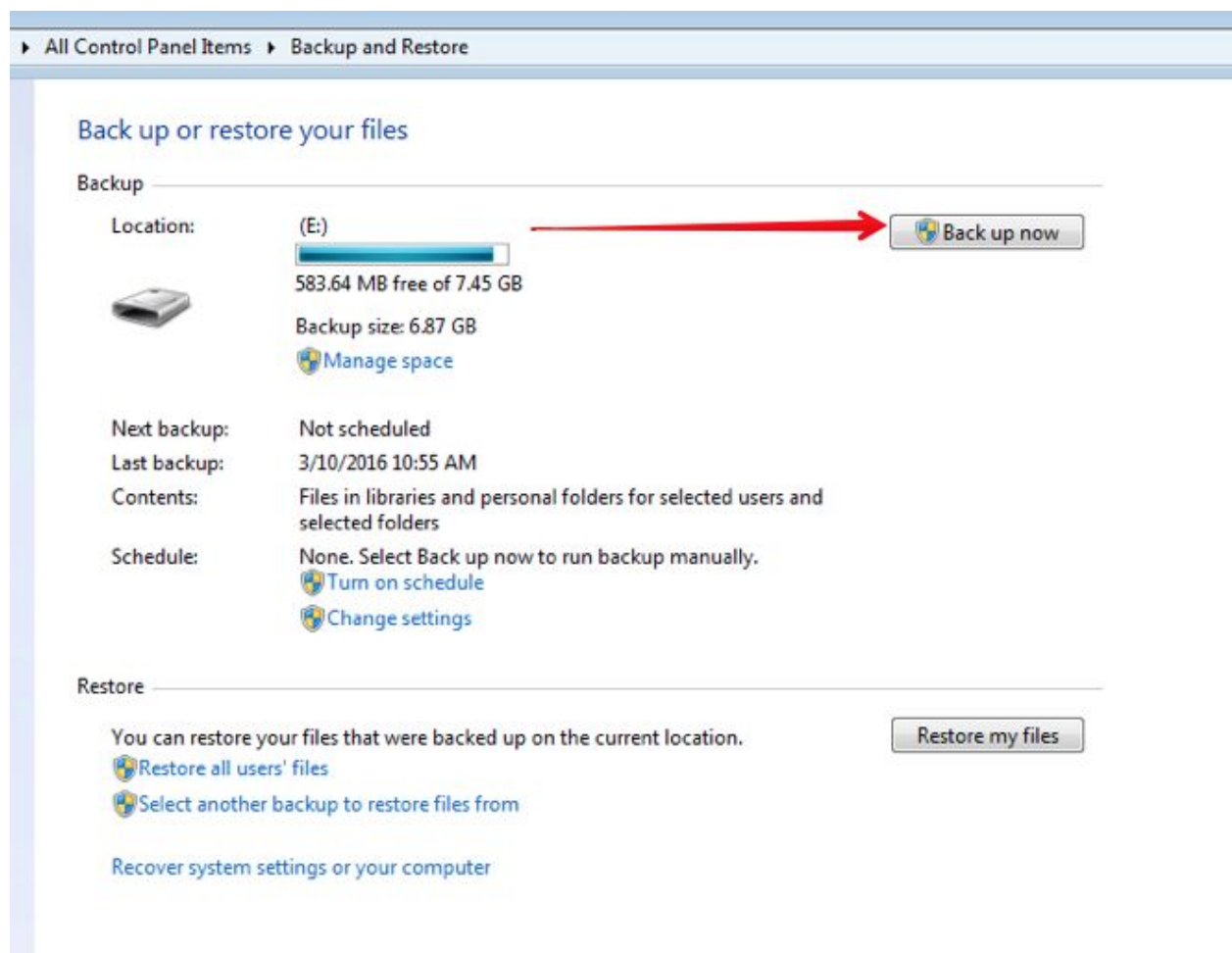
YOU WILL HAVE ONE OF TWO CHOICES
HERE, EITHER "SAVE SETTINGS AND EXIT"
OR "SAVE SETTINGS AND BACKUP NOW"

CLICK WHICHEVER ONE IS THERE.




IF YOU CLICKED ON "save SETTINGS and EXIT", YOU WILL COME TO THIS PAGE. CLICK ON "BACKUP".


IF YOU CLICKED ON "save and BACKUP NOW" YOU WILL COME TO THE NEXT PAGE.



The screenshot shows the Windows Backup and Restore control panel window. The title bar reads "All Control Panel Items > Backup and Restore". The main heading is "Back up or restore your files".

Backup

Location: (E:)  [Back up now](#)

 583.64 MB free of 7.45 GB

Backup size: 6.87 GB

[Manage space](#)

Next backup: Not scheduled

Last backup: 3/10/2016 10:55 AM

Contents: Files in libraries and personal folders for selected users and selected folders

Schedule: None. Select Back up now to run backup manually.

[Turn on schedule](#)

[Change settings](#)

Restore

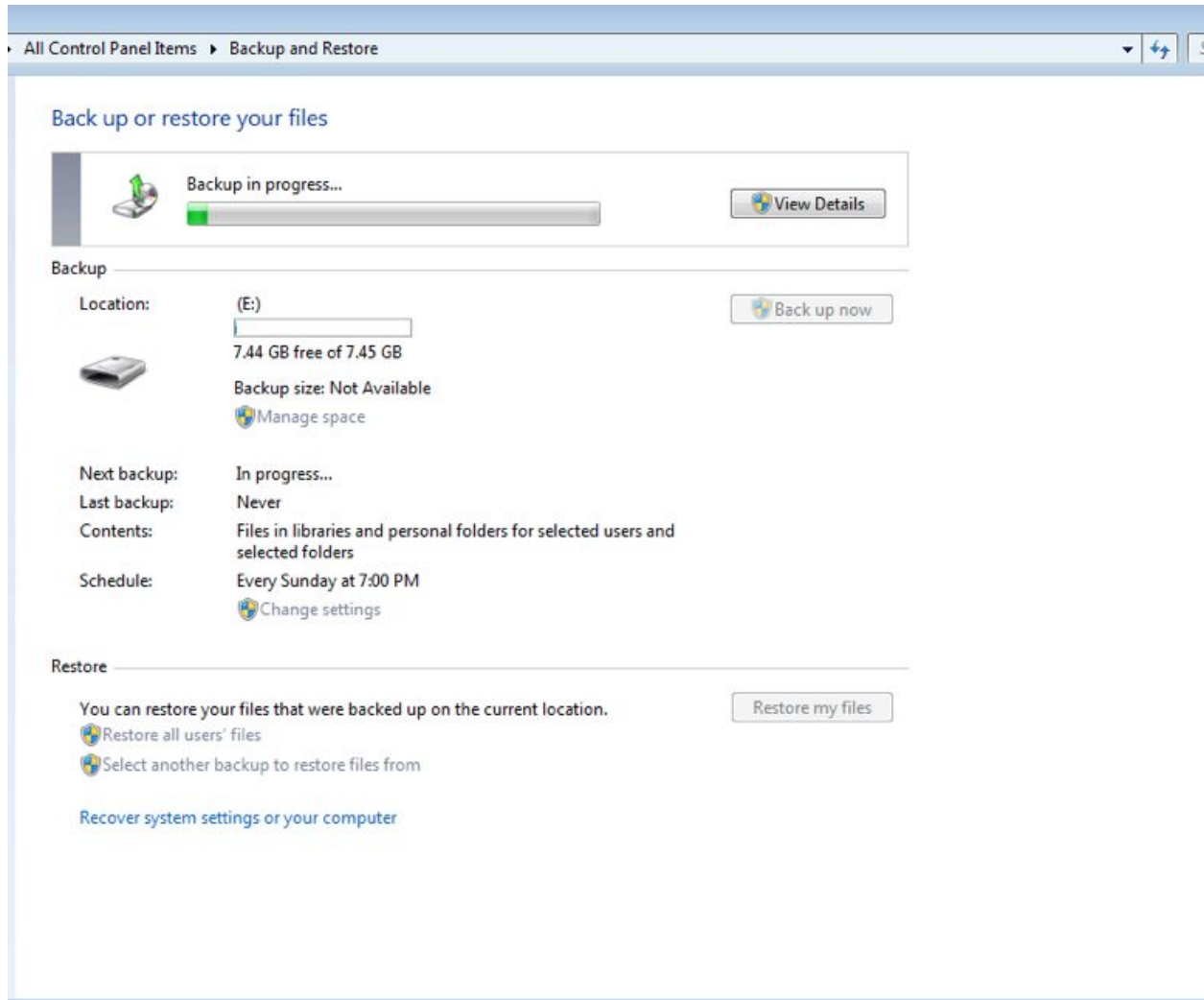
You can restore your files that were backed up on the current location. [Restore my files](#)

[Restore all users' files](#)

[Select another backup to restore files from](#)

[Recover system settings or your computer](#)

THIS IS YOUR COMPUTER DOING a BACKUP.



The screenshot shows the Windows Backup and Restore control panel window. The title bar reads "All Control Panel Items > Backup and Restore". The main heading is "Back up or restore your files".

Backup in progress...

A progress bar is shown with a small green segment on the left. A "View Details" button is located to the right of the progress bar.

Backup

Location: (E:) Back up now

7.44 GB free of 7.45 GB

Backup size: Not Available Manage space

Next backup: In progress...

Last backup: Never

Contents: Files in libraries and personal folders for selected users and selected folders

Schedule: Every Sunday at 7:00 PM Change settings

Restore

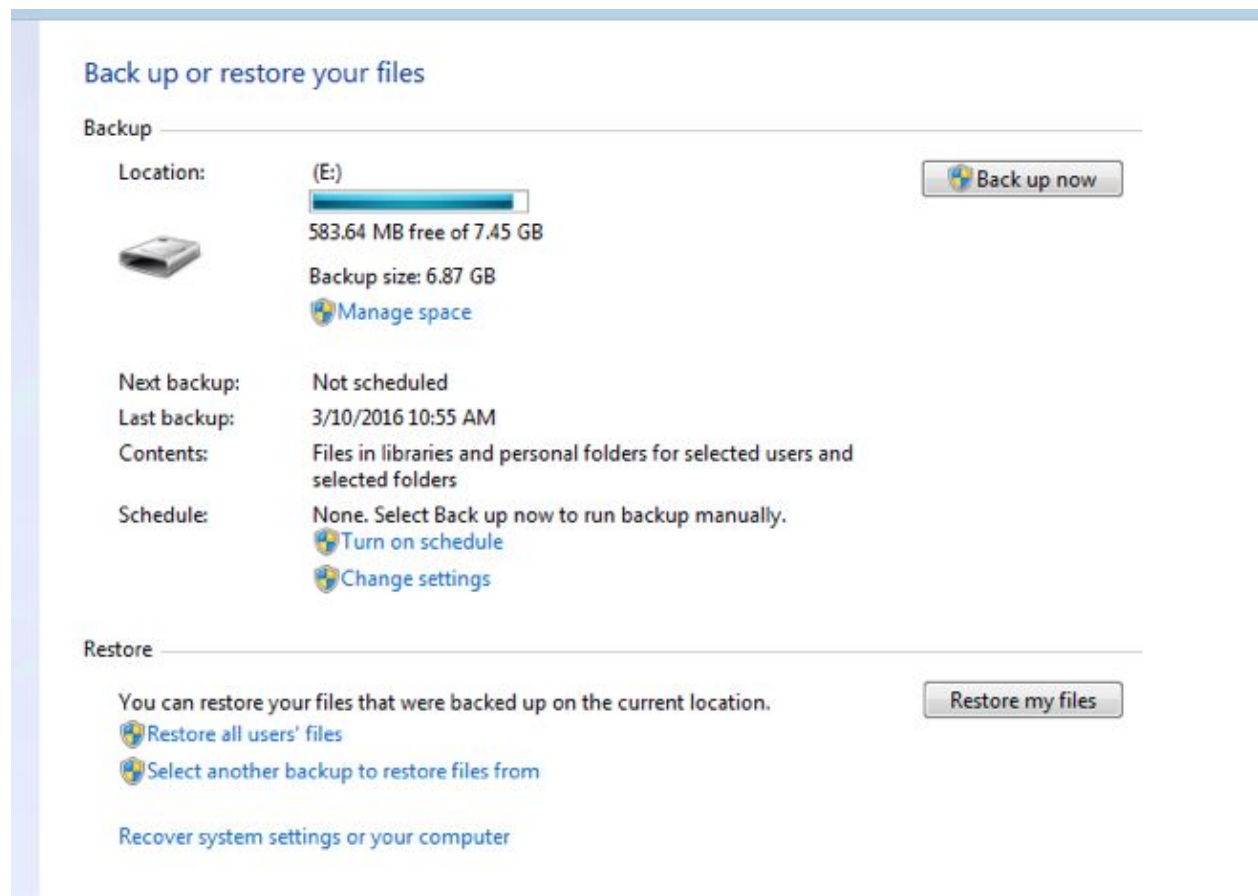
You can restore your files that were backed up on the current location. Restore my files

[Restore all users' files](#)

[Select another backup to restore files from](#)

[Recover system settings or your computer](#)

WHEN IT IS DONE YOU WILL SEE THIS. YOU CAN CLOSE OUT NOW. REMOVE YOUR FLASH DRIVE AND PUT IT IN A SAFE LOCATION. IF YOU LEAVE IT IN THE COMPUTER AND GET A VIRUS, IT WILL INFECT THE FLASH DRIVE.



The screenshot shows the Windows Backup and Restore control panel window. The title bar reads "Back up or restore your files". The "Backup" section is active, showing the backup location as drive (E:). A progress bar indicates that 583.64 MB of space is free out of a total of 7.45 GB. The backup size is listed as 6.87 GB. A "Back up now" button is visible in the top right of this section. Below the progress bar, there are links for "Manage space". The "Next backup" is "Not scheduled", and the "Last backup" was on 3/10/2016 at 10:55 AM. The "Contents" are described as "Files in libraries and personal folders for selected users and selected folders". The "Schedule" is set to "None", with instructions to "Select Back up now to run backup manually." and links for "Turn on schedule" and "Change settings". The "Restore" section is also visible, with the text "You can restore your files that were backed up on the current location." and a "Restore my files" button. Below this, there are links for "Restore all users' files" and "Select another backup to restore files from". At the bottom, there is a link for "Recover system settings or your computer".

Back up or restore your files

Backup

Location: (E:)

583.64 MB free of 7.45 GB

Backup size: 6.87 GB

[Manage space](#)

Next backup: Not scheduled

Last backup: 3/10/2016 10:55 AM

Contents: Files in libraries and personal folders for selected users and selected folders

Schedule: None. Select Back up now to run backup manually.

[Turn on schedule](#)

[Change settings](#)

Restore

You can restore your files that were backed up on the current location.

[Restore all users' files](#)

[Select another backup to restore files from](#)

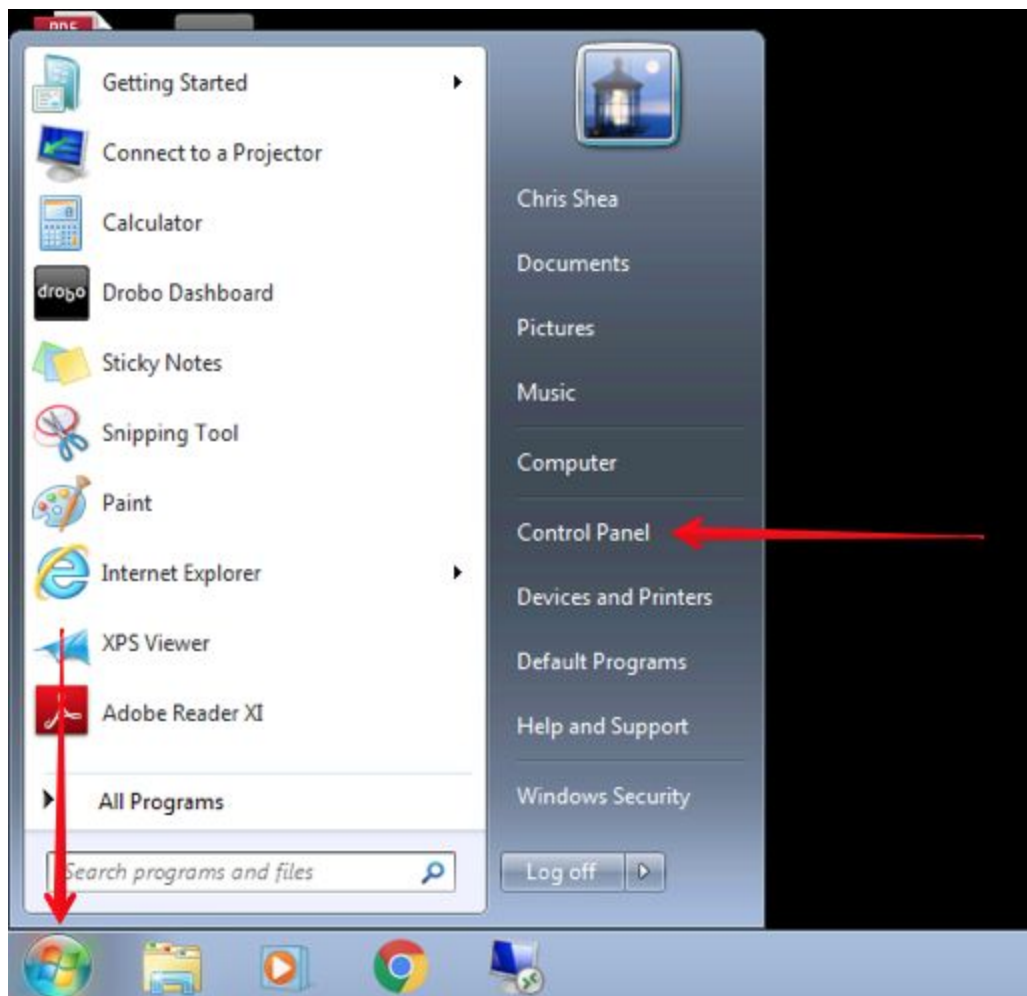
[Recover system settings or your computer](#)

[Back up now](#)

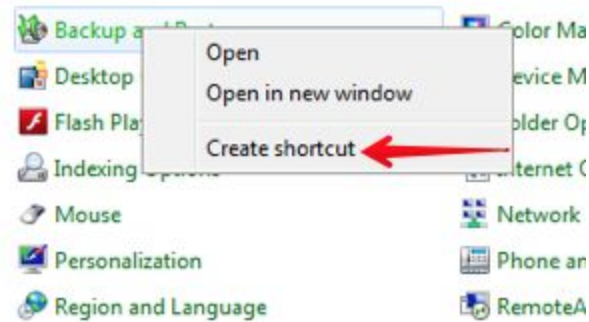
[Restore my files](#)

IF YOU WOULD LIKE TO PUT a BACKUP SHORTCUT ON THE DESKTOP, DO THE FOLLOWING.

CLICK ON THE START menu and THEN CLICK ON CONTROL PANEL.



RIGHT CLICK ON "BACKUP" and THEN
CLICK ON "create shortcut".



YOU WILL NOW HAVE THIS SHORTCUT ON
YOUR DESKTOP.

I recommend DOING a BACK UP AT
LEAST once a week.

