(http://www.uni.edu/its)

Windows Workstation Free Backup Procedure

How to...

Setting up this procedure may seem a bit long (5 to 30 minutes depending upon your skill level), however, once setup it provides automated backups of critical workstation documents and files. For disaster recovery purposes it is important that you keep a copy of the output file (Backup.bkf) in another physical location (i.e. NOT RIGHT NEXT TO THE PC) !!!

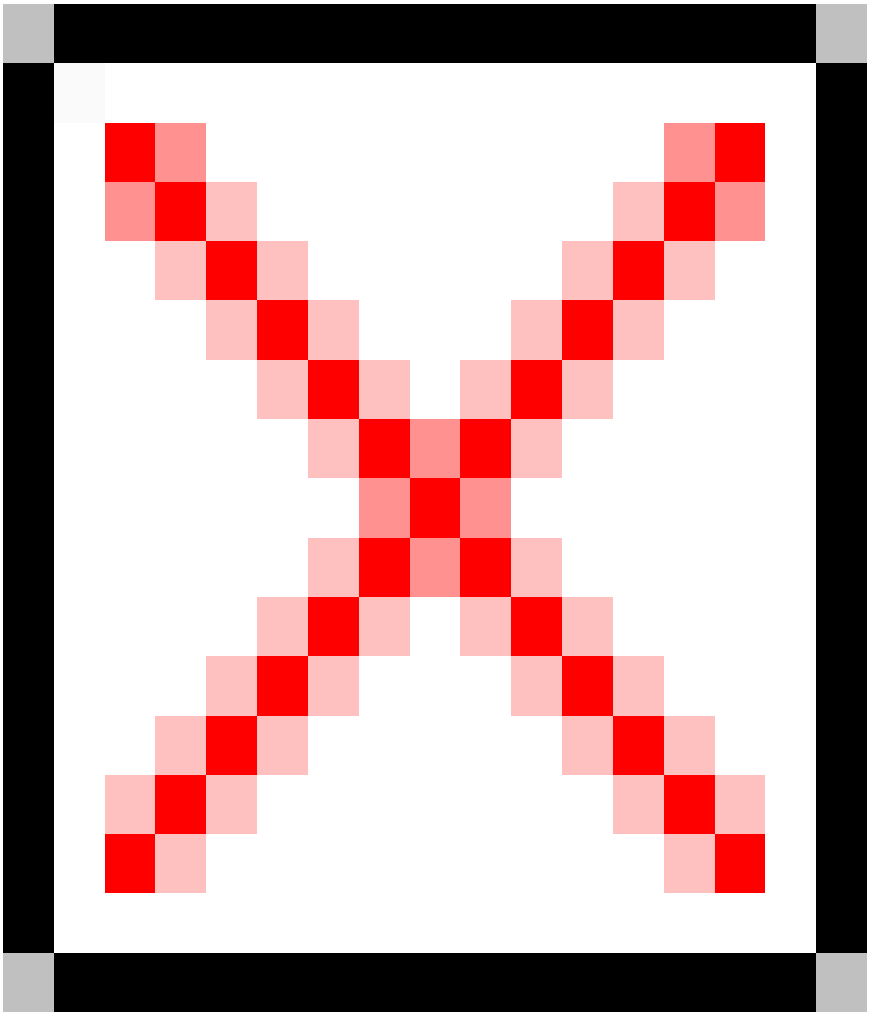
Why use local PC storage in the first place..., Click Here [1]

Utilizes Windows XP Backup Utility (NTBackup.exe; XP-Home and Vista users must install 1st) to:

- Windows 7 - How to Install NtBackup.exe from the Windows XP CD [2]
- Create/Modify the backup file set (My Documents\Backup Job\Backup.bks)
- Perform backup to a single file (Backup.bkf) on user?s network or hard drive
- If not using a network drive then user should periodically copy this one file to a memory stick or burn to a CD and keep in a different location for safe keeping (i.e. NOT RIGHT NEXT TO THE PC) !!!
- Backup Documentation Procedure [3]
- What to check if your backup quits running... [4]

This procedure can be very easily changed for home workstation use by modifying one line of the Backup.bat file.

- Create this folder on your PC ->> My Documents\Backup Job
- Backup.bat file - Download into this folder on your PC -> My Documents\Backup Job
  (you may have to right-mouse-click this link and do a "save link as") [5]
- Backup.bks file - Download into this folder on your PC -> My Documents\Backup Job
  (you may have to right-mouse-click this link and do a "save link as") [6]
- Follow This Backup Documentation Procedure (You May Want To Print) [3]
  Note, although this documentation details installation for ITS User Services supported areas, the processes can easily be adapted to other UNI offices or home use.



Source URL: http://www.uni.edu/its/support/article/520

Links:
[1] http://www.uni.edu/its/us/document/backup/LocalvsNetworkStorage.pdf
[2] http://support.microsoft.com/default.aspx?scid=kb;en-us;q302894
[3] http://www.uni.edu/its/us/document/backup/BackupDoc.pdf
[4] http://www.uni.edu/its/us/document/backup/ResetPassword.htm
[5] http://www.uni.edu/its/us/document/backup/Backup.bat
[6] http://www.uni.edu/its/us/document/backup/Backup.bks