# 16.4.3 Lab: Data Backup and Recovery in Windows XP

# Introduction

Print and complete this lab.

In this lab, you will back up data. You will also perform a recovery of the data.

# **Recommended Equipment**

The following equipment is required for this exercise:

• A computer system running Windows XP is required for this exercise.

## Step 1

Log on to the computer as an administrator.

Navigate to the location where backed up files will be stored. For example, use the external hard drive H:\. Create a folder called **Backup Location**.

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."

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."

## Step 2

Click Start > All Programs > Accessories > System Tools > Backup. The Backup or Restore Wizard window appears.



Click Advanced Mode.

# Step 3

The Backup Utility window appears.

🛃 Backup Utility - [Untitled]	
Job Edit View Tools Help	
Welcome Backup, Restore and Manage Media Schedule Jobs	
Welcome to the Backup Utility Advanced Mode	
If you prefer, you can switch to <u>Wizard Mode</u> to use simplified settings for backup or restore.	
Backup Wizard (Advanced) The Backup wizard helps you create a backup of your programs and files.	
Restore Wizard (Advanced)           The Restore wizard helps you restore your data from a backup.	
Automated System Recovery Wizard           The ASR Preparation wizard helps you create a two-part backup of your system: a your system settings, and other media that contains a backup of your local system	

# Click the **Backup** tab.

Welcome	Backup Restore and Man	age Media Schedule	Jobs	
	Click to select the check box f	or any drive, folder or fi	le that you want to back up.	
	Work     Wy Comp     Syste     Coso     Syste     Coso     Syste     Sy	Name           Wy Comp           Backup L           Cisco           Disk reco           Family           Folder for           Hy Docu           New Aca           Printer dri           WirelessS           WirelessS           XMass tri	Comment	
<u>e</u> r	Backup destination: File Backup media or file name: H:\Backup Location\Backup.	Browse	Backup options: Incremental backup. Full log. Some file types excluded.	Start Backup

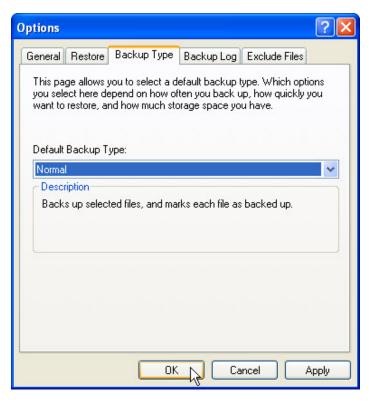
# Step 4

From the menu select **Tools > Options**.

Job         Edit         View         Tools         Help           Welcome         Back         Switch to Wizard Mode         Schedule Jobs           Elick to         Backup Wizard         e, folder or file that you want to back up.           ASR Wizard         Comment         Image: Comment	🛦 Backup Utility - [Untitled] 🛛 💽 🖃 🗖 🔀				
Welcome         Back         Schedule Jobs           Backup Wizard         Backup Wizard         e, folder or file that you want to back up.	Job Edit View	Tools Help			
Click to Restore Wizard e, folder or file that you want to back up.	Welcome Bac	Switch to Wizard Mode	a Schedule Jobs		
		Restore Wizard			
Catalog a backup file Media Tools Report Options Pamily Teac Work Disk reco Family Teac Disk reco Folder for Disk reco Folder for Disk reco Folder for Disk reco Folder for Disk reco Folder for Disk reco CD D New Aca Disk reco New Aca Disk reco Cisco Disk reco Cisco		MediaTools Report Options Back Control	Backup L Cisco Disk reco Family Folder for Lawn bills My Docu New Aca Printer dri WirelessS WRT54G XMass tri		
Backup destination: File Backup options: Incremental backup. Full log. Some file types excluded. Backup nedia or file name: H:\Backup Location\Backup. Browse	File Backup	o media or file name:	Some file types excluded.	Start Backup	

Select the default Backup Type to Normal.

(	Options					?×
	General	Restore	Backup Type	Backup Log	Exclude Files	
	This page allows you to select a default backup type. Which options you select here depend on how often you back up, how quickly you want to restore, and how much storage space you have.					
	Default	Backup T	уре:			
	Increm	iental				~
	Normal Copy Differential Incremental Daily					
						S
	2					
			ОК	Ca	ncel A	pply

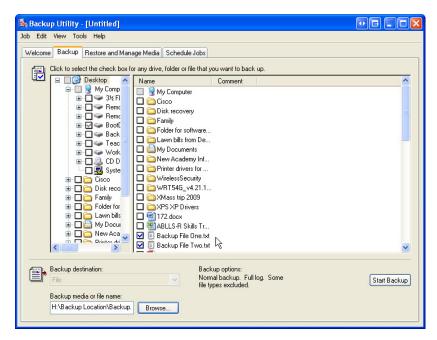


What is the description of a normal backup?

Click Ok.

### Step 5

Click the **Desktop:** icon in the left panel. Then locate in the right panel the files named **Backup File One** and **Backup File Two**, and place a check mark next to the files.



# Step 6

Click the **Browse** button. If asked to insert a disk into drive A, click **Cancel**.

Locate the **Drive H:** folder called **Backup Location**. Select the **Backup Location** folder and click **Open**. Click **Save**.

🛃 Backup I	Utility - [Untitle			• 2 .	
Job Edit Vi	ew Tools Help				
Welcome	Save As			<b>?</b> ×	
	Save in:	🚞 Backup Loca	tion 💽 🕝 🍺 📂 🖽 -		
	My Recent Documents				•
	Desktop				
	My Documents				
	My Computer				
<	<b>S</b>	File name:	Backup.bkf	Save	
Angli, Ba	My Network	Save as type:	Backup Files (*.bkf)	Cancel	
E E	e		Normal backup. Full log. Some file types excluded.	Start I	Backup
	ckup media or file na \Backup Location\B				

# Step 7

Click Start Backup button.

The Backup Job Information window appears. Keep the default settings.

😹 Backup Utility - [Untitled]	
Job Edit View Tools Help	
Welcome Backup Restore and Manage Media Schedule Jobs	
First Click to select the check box for any drive, folder or file that you want to back up.	
Click to select the check box for any drive, folder or file that you want to back up.	
Backup description: Start Backup	
Set created 9/28/2009 at 3:39 PM	<i>√</i>
If the media already contains backups	
Append this backup to the media.	
Cancel     Cancel	J
If the media is overwritten, use this label to identify the media:	
Backup.bkf created 9/28/2009 at 3:39 PM	
Allow only the owner and the Administrator access to the	
backup data.	
Backup dešunation. Backup options: File Vormal backup, Full log. Some	Start Backup
file types excluded. Backup media or file name:	
H:\Backup Location\Backup. Browse	

What is the default label for the backup file?

#### Click Start Backup.

The Backup Progress window appears.

Backup Prog	ress	? 🗙
		Cancel
Drive:	C: BootDisk	
Label:	Backup.bkf created 9/2	28/2009 at 3:39 PM
Status:	Backing up files from your computer	
Progress:		
Time:	Elapsed:	Estimated remaining:
Processing:	C:\ttings\John\Desktop\Backup File Two.txt	
	Processed:	Estimated:
Files:	2	2
Bytes:	0	708

When the backup is finished, click **Report**.

Backup Progress				
The backup is complete.				
To see detailed information, click Report				
Drive:	C: BootDisk			
Label:	Backup.bkf created 9/28/2009 at 3:39 PM			
Status:	Completed			
Time:	Elapsed:	Estimated remaining:		
	Processed:	Estimated:		
Files:	2	2		
Bytes:	825	825		

A backup log file opens. Scroll to the bottom of the file.

Ď backup06.log - Notepad		
File Edit Format View Help		
Backup Type: Normal		~
Backup started on 9/28/2009 at 7:25 PM. Folder C:\Documents and Settings\John\Deskt	:op	
Backup File One.txt 9/28/2009 3:12 PM	42	
Backup File Two.txt	83	
9/28/2009 6:03 PM Backup completed on 9/28/2009 at 7:25 PM. Directories: 4 Files: 2 Bytes: 825 Time: 1 second		
		*

What files were backed up?

Close the notepad document.

Click Close to exit Backup Progress.

# Step 8

Navigate to the Desktop. Delete Backup File One and Backup File Two.

Empty the Recycle Bin.

# Step 9

Click on the **Backup Utility** window so it is activated.

Click the Restore and Manage Media tab.

🛃 Backu	🐁 Backup Utility - [Restore and Manage Media]				
Job Edit	Job Edit View Tools Help				
Welcome	Welcome Backup Restore and Manage Media, Schedule Jobs				
<b>A</b>	L				
	🗉 🔛 🔐 File	Backup Identification Label	Media Location		
		Backup.bkf created 10/18/2009 at 12:			
		🔲 🖶 Backup.bkf created 9/28/2009 at 2:27			
		Backup.bkf created 9/28/2009 at 3:39	C:\Documents and Settings\John\		
		<	>		
	Restore files to:	If files already exist:			
	Original location	Do not replace	Start Restore		

In the left panel expand the most recent backup file. Place a check mark in the checkbox.

😹 Backup Utility - [Restore and Manage Medi	a]		• 6 - 0 🛛
Job Edit View Tools Help			
Expand the desired media item, then check the	edule Jobs box for the items to restore. Right click	on a media item for options:	
<ul> <li>File</li> <li>File</li> <li>Backup.bkf created 10/18/20</li> <li>Documents and Settin</li> <li>Documents and Settin</li> <li>Documents</li> <li>Desktop</li> <li>Backup.bkf created 9/28/200</li> <li>Backup.bkf created 9/28/200</li> </ul>	Name	Size OKB 10/18/2009 1 OKB 10/18/2009 1	
Restore files to: Original location	If files already exist: Do not replace		Start Restore

Make sure the **Restore file to** is set to **Original location**.

#### Click Start Restore > OK.

When the restore is finished, click **Close**.

Restore Pr	ogress	? 🛛	
The restore	is complete.	Close	
To see deta	iled information, click Report.	Report	
Drive:	C:		
Label:	Backup.bkf created 9/28/2009 at 3:39 PM		
Status:	Completed		
Time:	Elapsed:	Estimated remaining:	
	Processed:	Estimated:	
Files:	0	2	
Bytes:	308	0	

Navigate to the desktop.

Are the two files restored to the desktop?

### Step 10

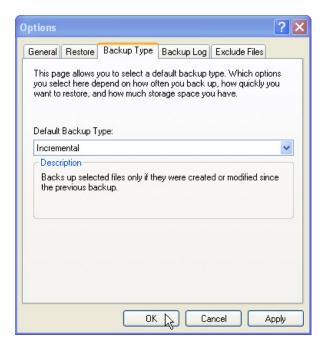
Open file **Backup File Two**. Add the following text "More text added." to the file. Save the file.

### Step 11

Click the Backup Utility window.

In the main menu select Tools > Options > Backup Type tab.

Change the default Backup Type to Incremental.



What is the description of an incremental backup?

Click Ok.

## Step 12

Click the **Backup Tab**. Click the **Desktop** icon in the left panel. Locate in the right panel the file named **Backup File One** and **Backup File Two**. Place a check mark next to the files.

Click Start Backup button.

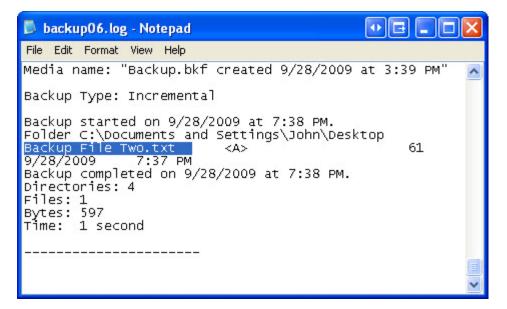
The Backup Job Information window appears. Keep the default settings.

What is the default label for the backup file?

### Click Start Backup.

When the backup is finished, click **Report**.

Scroll to the bottom of the file.



What file(s) were backed up?

Close the notepad document.

Click **Close** to exit Backup Progress.

## Step 13

Click the Schedule Job tab.

elcome Backu	p Restore and Man		lovember,	2000		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	System Event

Click Add Job > Next.

Select Back up selected files, drivers, or network data.

Click Next.

Locate and place a check mark next to files Backup File One and Backup File Two.

Click Next.

Click the **Browse** button, then locate and select the **Backup Location** folder. Click **Open > Save**.

Click Next.

Set backup type to **Daily**.

Backup Wizard	
<b>Type of Backup</b> You can choose the type of backup that fits your needs.	<b>B</b>
Select the type of backup:	
Daily	×
Description Backs up only files that were created or modified today.	
< Back	Next > Cancel

What is the description of a daily backup?

#### Click Next > Next > Next.

The When to Back Up window appears, select Later.

Backup Wizard	
When to Back You can run I	Up the backup now or schedule it for later.
When do you	want to run the backup?
🚫 Now	
💽 Later	
- Schedule e	ntry
Job name:	Daily Work Files
Start date:	Sunday, November 29, 2009 at 12:00 AM
	Set Schedule
	<pre></pre>

For Job name type **Daily Work Files**, then click **Set Schedule**.

Schedule Job	<b>?</b> ×
Schedule Settings	
At 2:00 AM every day, starting 11/29/2009	
Schedule Task: Start time:	
Daily 😪 2:00 AM 📚 Advanced	
Schedule Task Daily Every 1 algorithm day(s)	
Show multiple schedules.	
ОК С	ancel

Set Schedule Task to **Daily**, Start time to **2:00 AM**, Schedule Task Daily Every **1** day(s), and then click the **Advanced** button.

The Advanced Schedule Options window appears, click Cancel.

Advanced Schedule Opt	ions ? 🗙
Start Date:	Sunday , November 29, 2009 💌
End Date:	×
Repeat task	
Every:	×
Until: 🔘 Time:	•
O Duration:	hour(s) 👘 minute(s)
🗌 If the task is s	till running, stop it at this time.
	OK Cancel

Click the Settings tab.

Schedule Job
Schedule Settings
Scheduled Task Completed Delete the task if it is not scheduled to run again. Stop the task if it runs for: 72 🔷 hour(s) 0 🛟 minute(s).
Idle Time Doly start the task if the computer has been idle for at least: immute(s) If the computer has not been idle that long, retry for up to: immute(s) Stop the task if the computer ceases to be idle.
Power Management Don't start the task if the computer is running on batteries. Stop the task if battery mode begins. Wake the computer to run this task.
OK Cancel

What is the default maximum time allowed to run a backup?

Click OK.

Enter the administrator password and confirm the password.

Set Account Information	×
Run as:	JOHN-DESKTOP\John
Password:	•••••
Confirm password:	•••••
окр	Cancel

Click OK.

The When to Back Up screen appears with the new settings.

Backup Wizard	×
When to Back You can run	Up the backup now or schedule it for later.
When do you	i want to run the backup?
🚫 Now	
💿 Later	
Schedule e	ntry
Job name:	Daily Work Files
Start date:	Sunday, November 29, 2009 at 2:00 AM
	Set Schedule
	< Back Next > Cancel

Click Next > OK.

Backup Wizard		×	
1	Comple	eting the Backup Wizard	
	You have successfully completed the Backup wizard. You specified the following settings:		
	Description:	Set created 9/28/2009 at 6:49 PM	
	What:	Back up only certain files, folders, or drives	
	Media type:	File	
	Media:	C:\Documents and Settings\John\Desk	
	When:	Sunday, November 29, 2009 at 2:00 AM	
	How:	Verify off, Do not use hardware compression, Append to my media, Daily backup.	
	Press Finish to schedule the backup.		
		< Back Finish Cancel	

Click **Cancel**. Do not save the scheduled backup. Close the **Backup Utility [Schedule Jobs]** window.

# Step 14

Delete the following from the Desktop: **Backup File One**, and **Backup File Two**.

Delete the **Backup Location** folder from Drive H:.

Empty the trash.