



# Safe-guarding Data Before the Move: Backing Up Your PC

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## Backup FAQ

Q: Which files should be backed up?

A: Any file that cannot be restored from an installation media. This includes all documents that you created, and includes word files, pictures, media, explorer favorites and email.

Q: Which files should we exclude?

A: Operating System and software applications that can be re-installed.

## Importance of External Media

All backups should ideally be stored on external media, to avoid problems arising from an attempted restore from a damaged hard disk. External media includes external hard disks, Flash sticks or CD/DVDs.

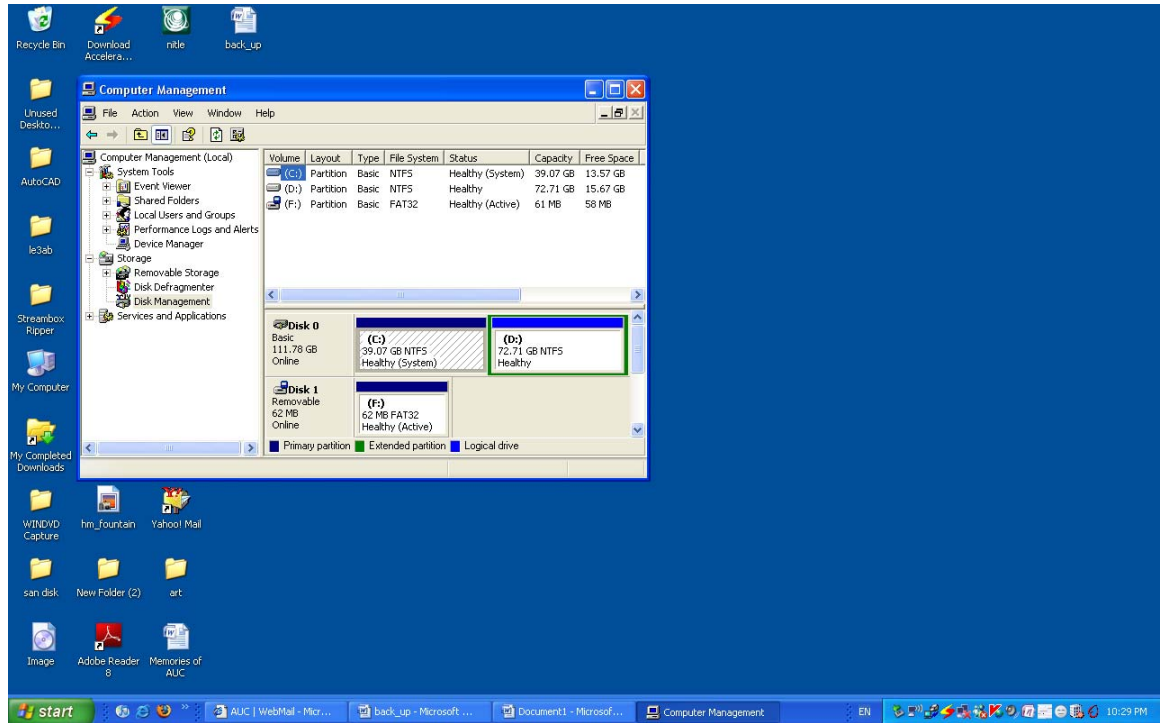
## Preparing a new External Hard Disk for use

External HDs are sometimes not formatted out of the box, and need to be formatted to be ready for use.

1. Right click "My Computer" then click "Manage"



## 2. Go to “Disk Management”



3. If the external Hard disk drive labeled as “Unallocated”, as shown in the figure below, proceed with the following steps. If not then your External Hard disk is ready for use; skip to the “Back-up Techniques” section.



4. Right click on the unallocated Hard Disk and create a new partition
5. Proceed with the wizard by pressing “Next”, “Next” .... till you get the “Finish” button, then start formatting the Hard Disk.
6. The External Hard disk is now ready for use.

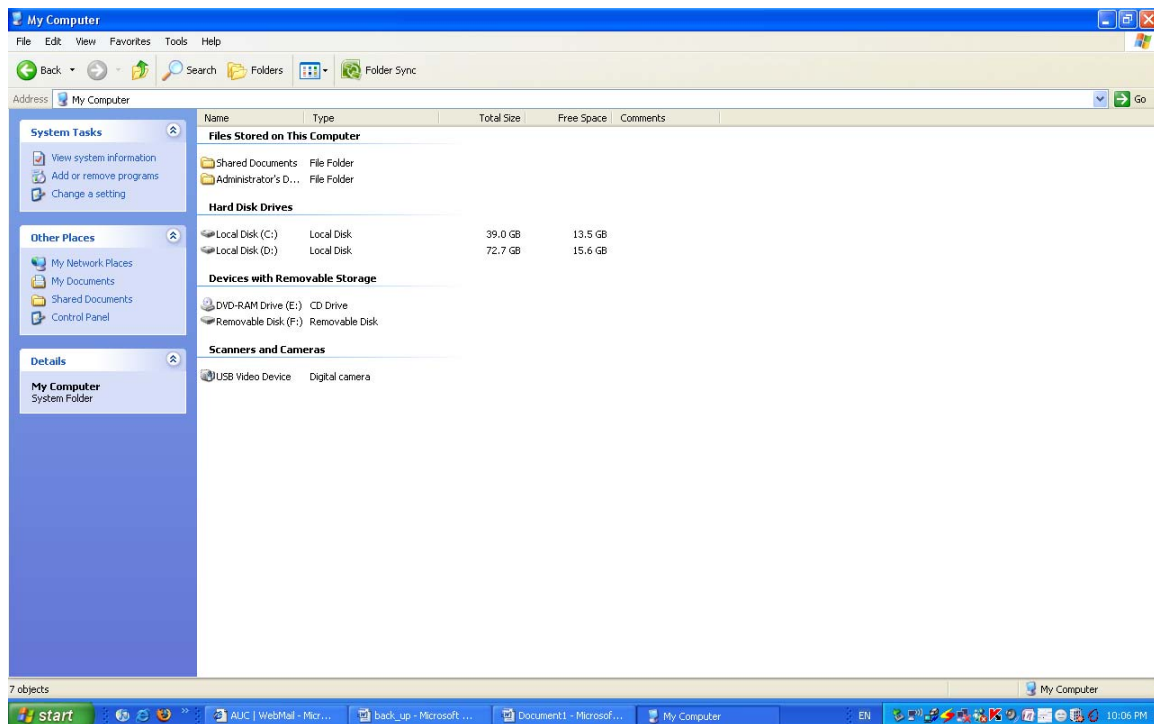
# Backup Techniques

## Technique 1: Copy & Paste

- Plug your external Hard Disk into your USB port (located either on the front panel of the PC, or at the back.
- To be sure that your external Hard Disk is successfully plugged in, make sure to see the green arrow at the right bottom bar (see figure)



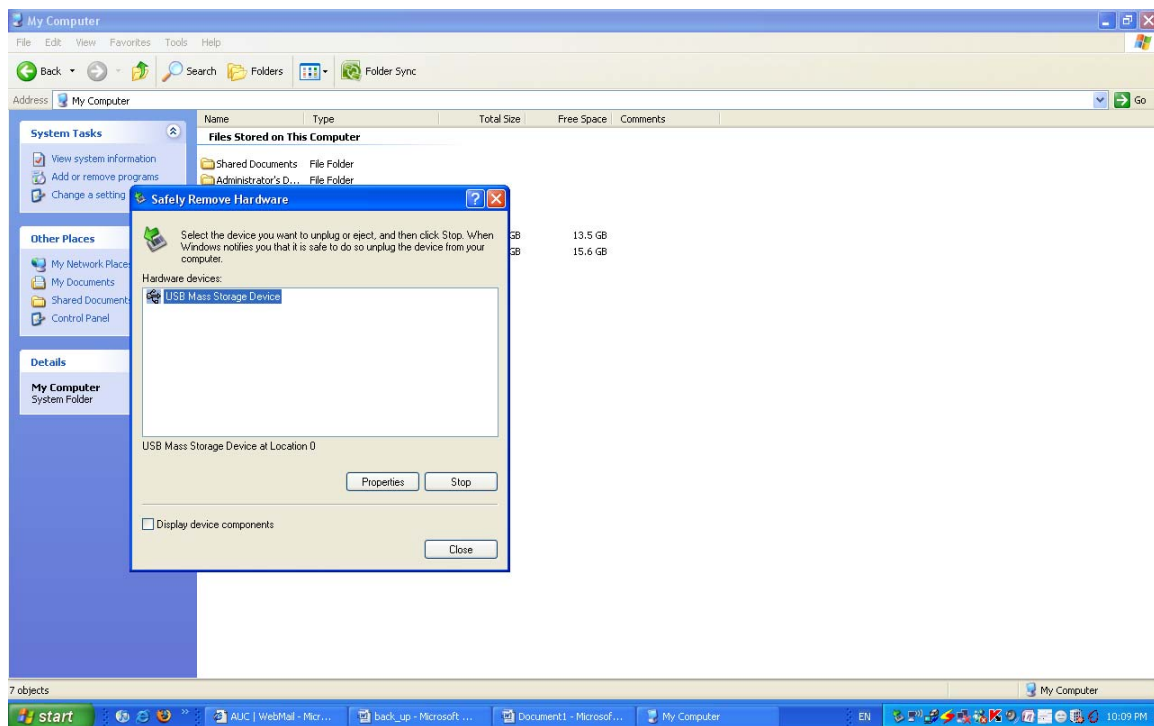
- Double click on “My computer”, then double click on drive D (where you have all your data files)
- Select the folders you need to backup by clicking on each one while keeping the “ctrl” button pressed down. You will notice that all the folders you chose are shaded
- From the “Edit” pull down menu, choose the “copy” option
- Click on the “Back” button at the top of the window then double click on drive F – see figure (which is the new drive that appeared because you have placed the external Hard Disk in your USB port. You will find it called “Removable Disk”. *Note that it may be called E in some computers*)



- Create a new folder in your name under this drive by right clicking inside the window of drive E and choosing “new” then “ folder”
- Give this folder your name
- Double click on your folder
- From the “Edit” pull down menu, choose “paste”
- Now all the data files you selected will start being copied to the external hard disk
- When the copy is over close the whole window
- Go to the green arrow at the right bottom bar (see figure) and double click the arrow.



- You will get a new window as below



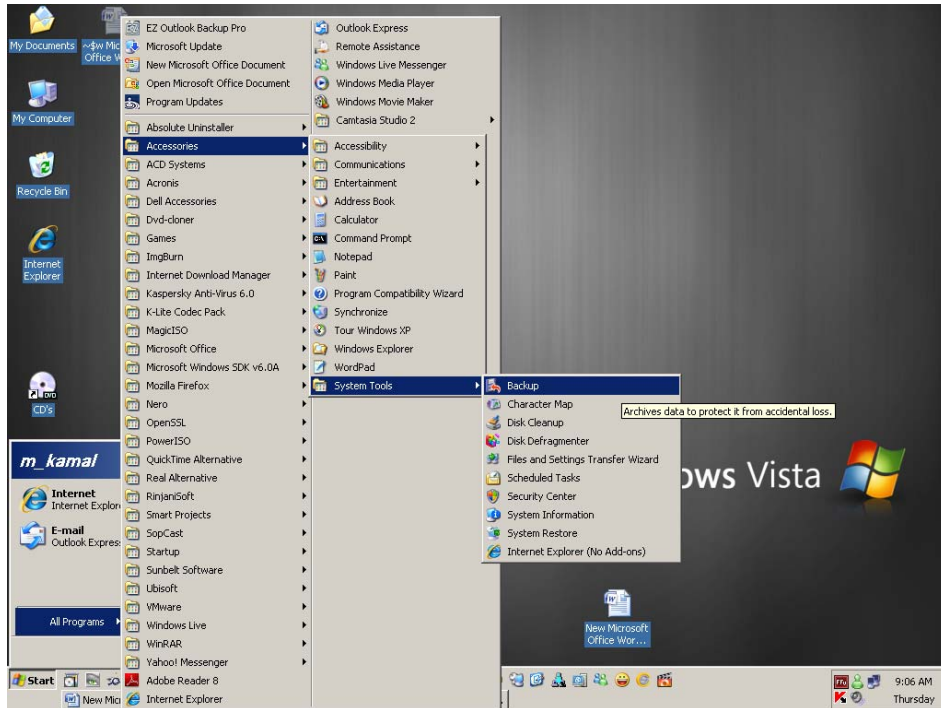
- Press the “stop” button then “ok”
- Finally close the whole window and plug out your external Hard Disk

## Technique 2: Backup Utility

Windows XP includes a backup utility that be used for backup of files and folders, and creates an archive in a single file of type .bkf, for e.g. backup.bkf.

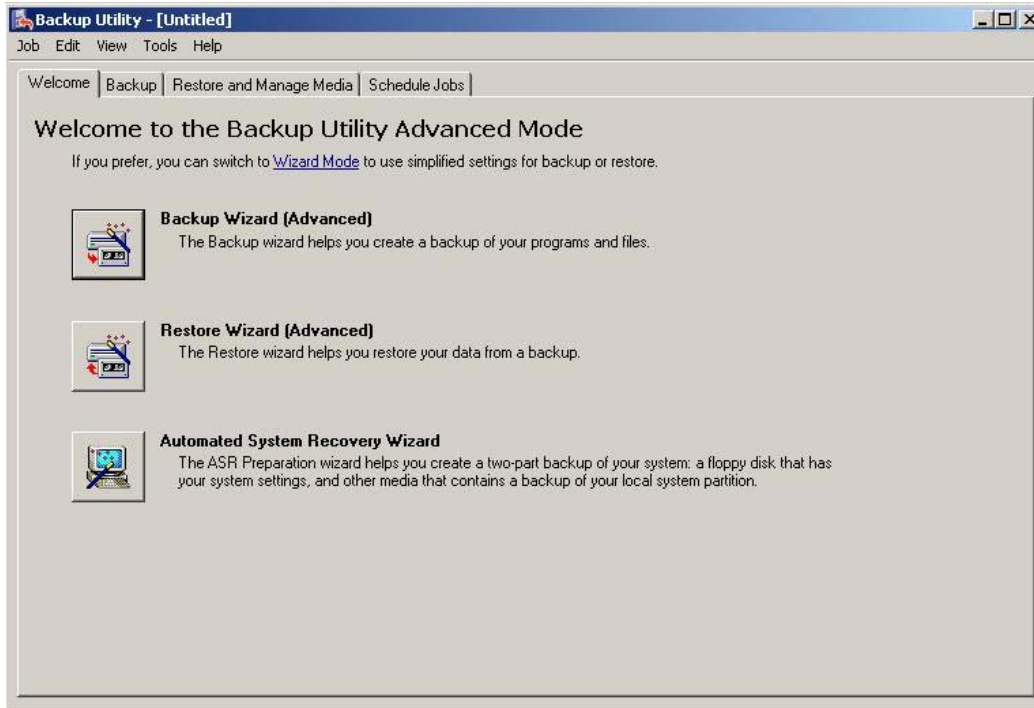
### Backup Procedure

1. Click "start" , "All programs" , "Accessories" , "System Tools" & click "Backup"

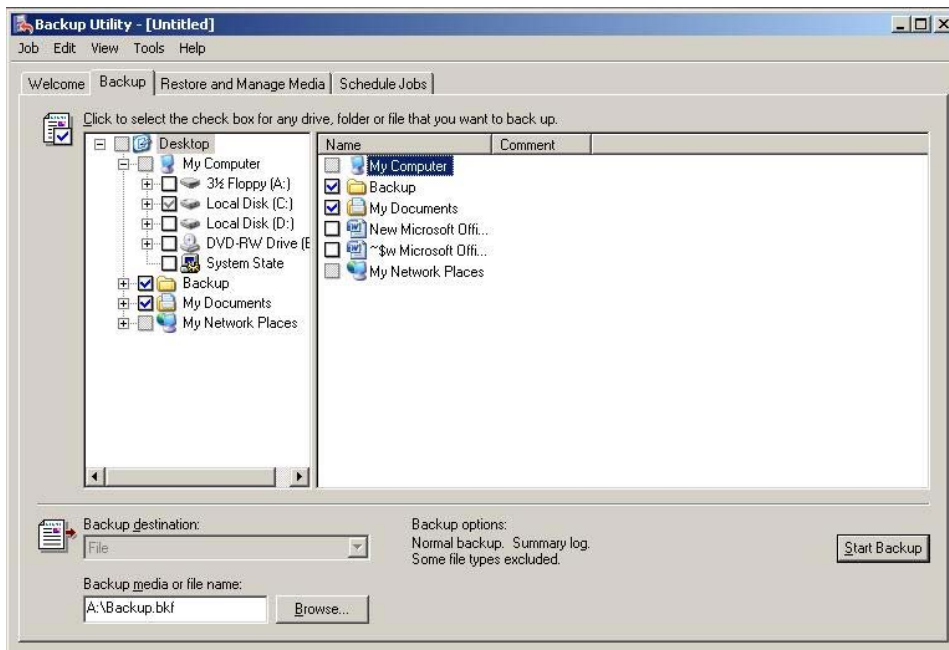


2. In backup & restore wizard click "advanced mode"



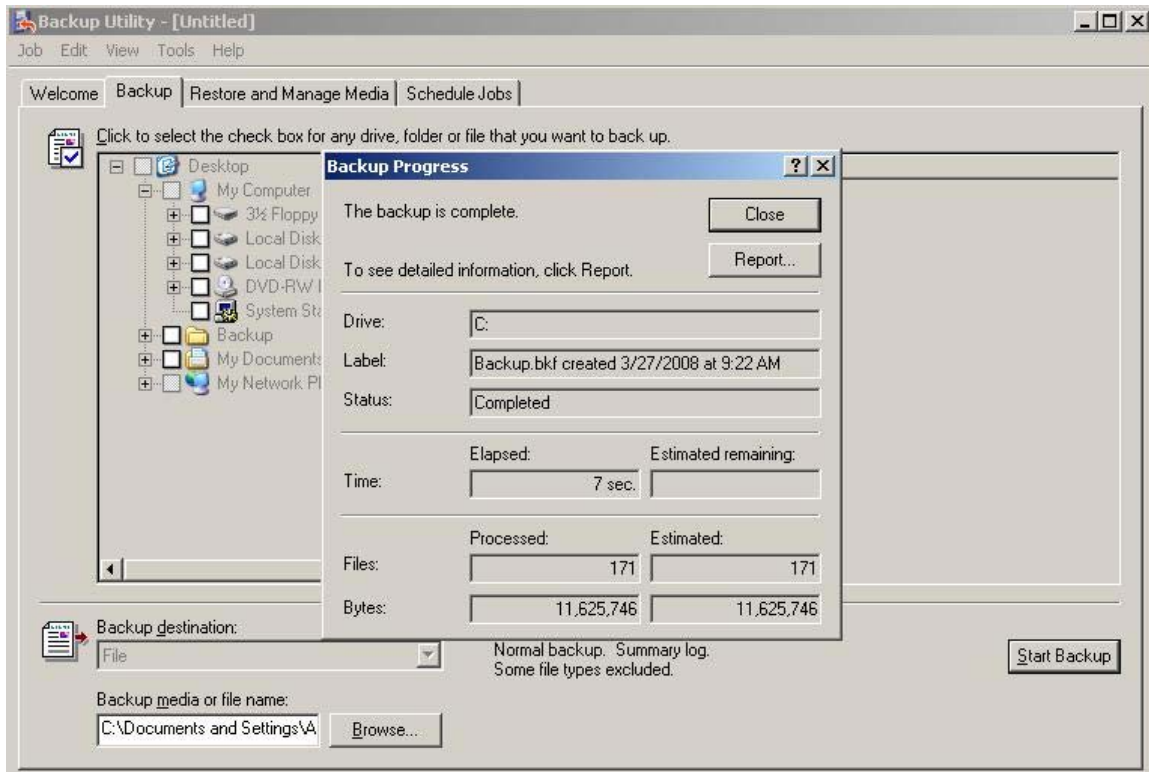


3. On backup Tab click , select your files & folders you want to backup for example **My Documents**



4. Go to "backup media or Filename, click browse, locate your backup destination path .

5. Then click start back up

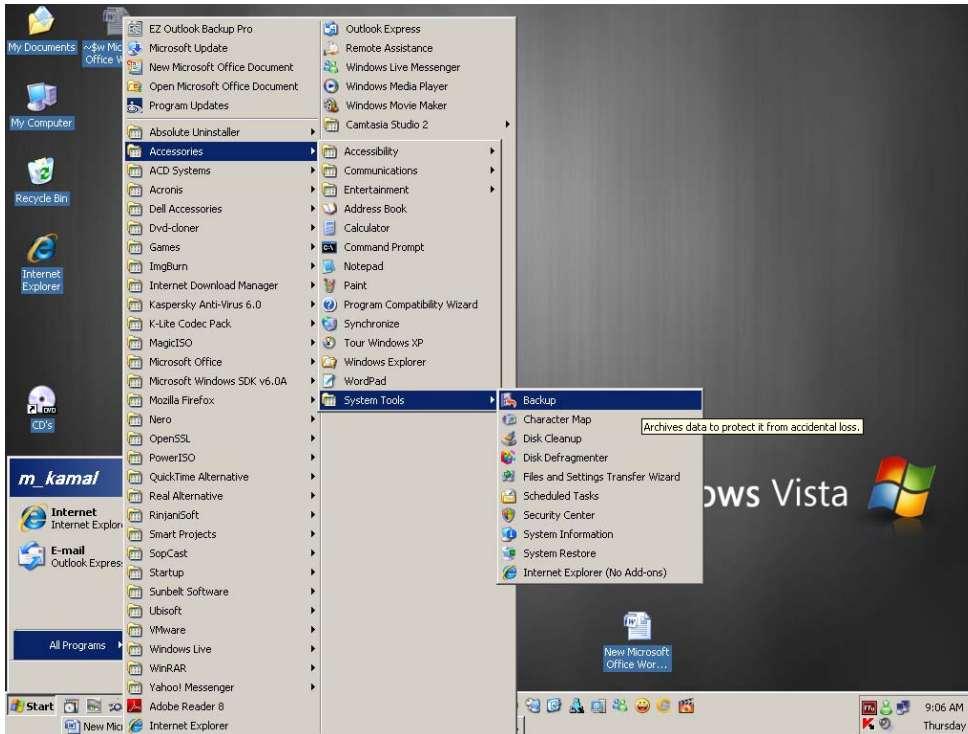


6. When the backup is complete click close to finish.

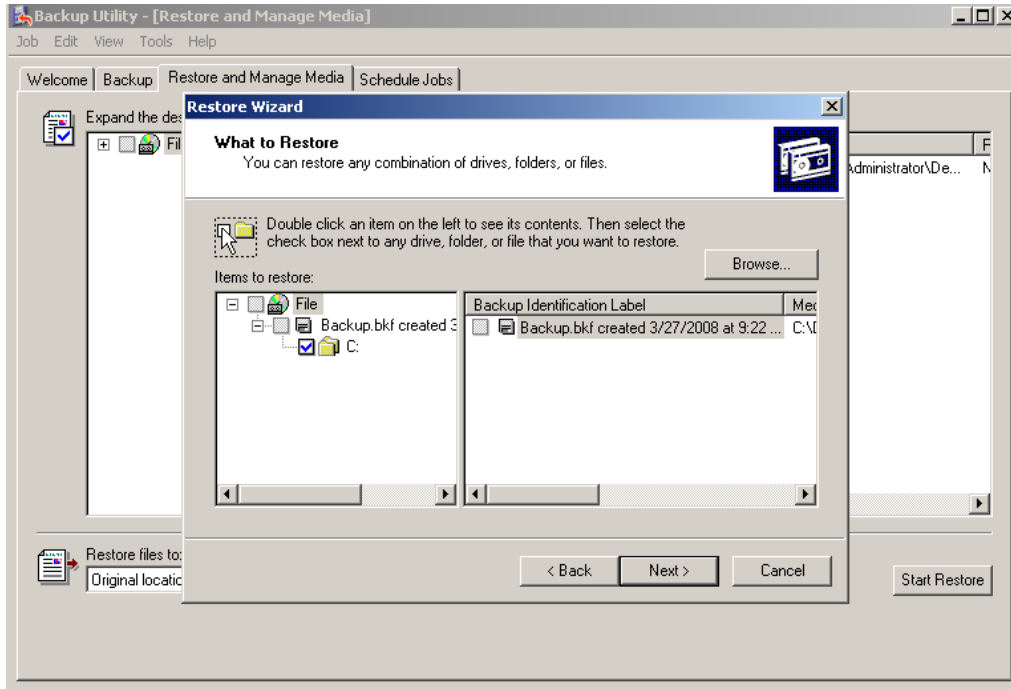
## Restore Procedure

Use the Restore utility that is included in Windows XP to restore files and folders from previously created backup files as follows:

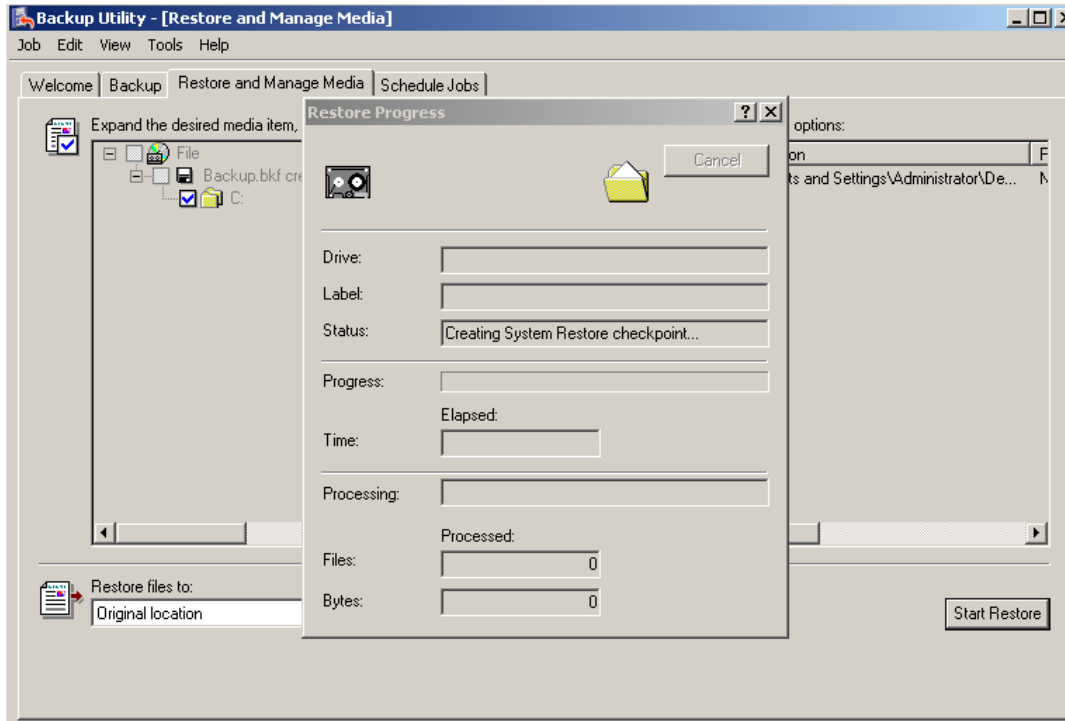
1. Click "start", point on "All programs", point on "accessories" "point system tools"& click "backup"



2. Using the restore wizard , locate the backup file



3. click next , then finish

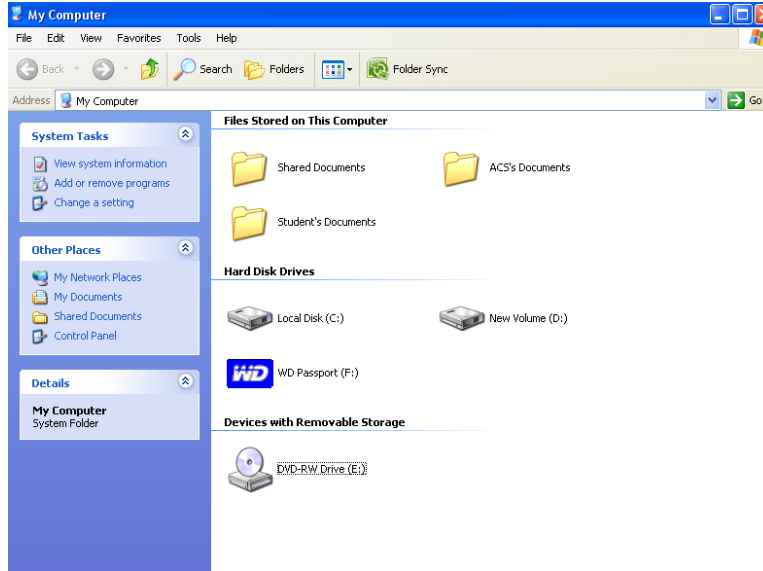


4. When Restore is complete click close to close the backup.

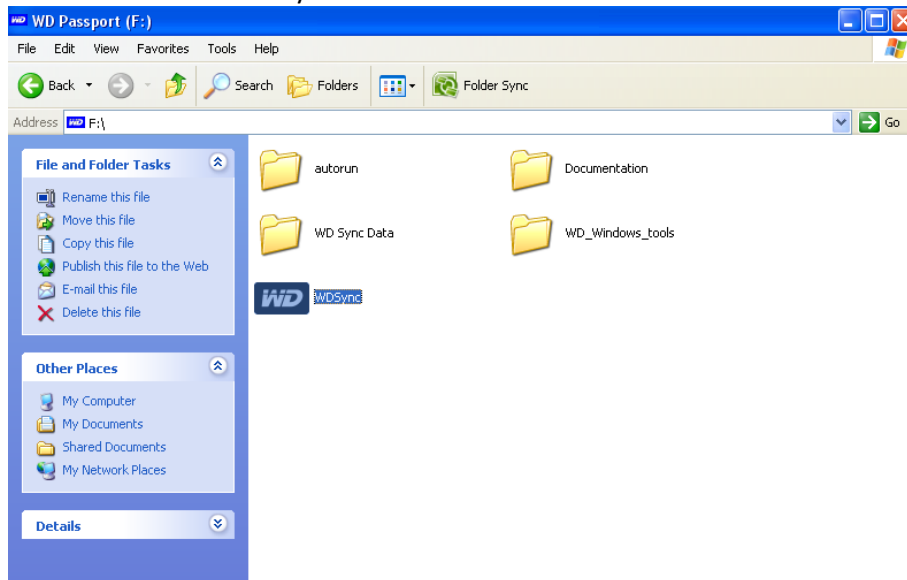
## Technique 3: Using Western Digital Synchronize Software

### Backup Procedure

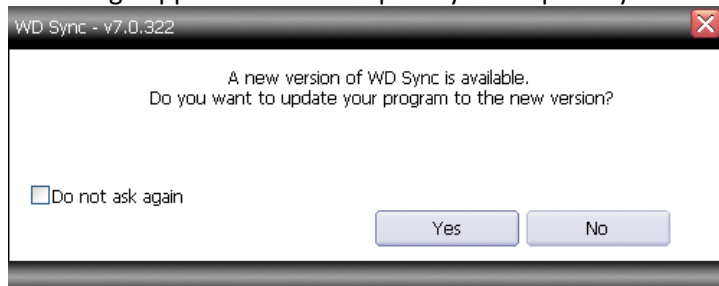
1. Connect the WD passport portable hard drive through a USB port located on your computer
2. Open My Computer and browse to your WD passport portable hard drive.



3. Double click on the WDSync file.



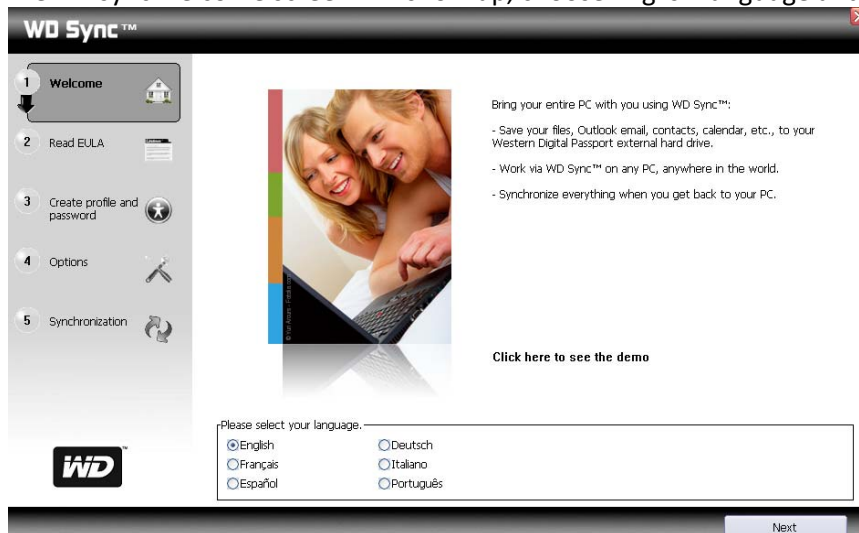
4. A message appears as follows: press yes to update your software copy.



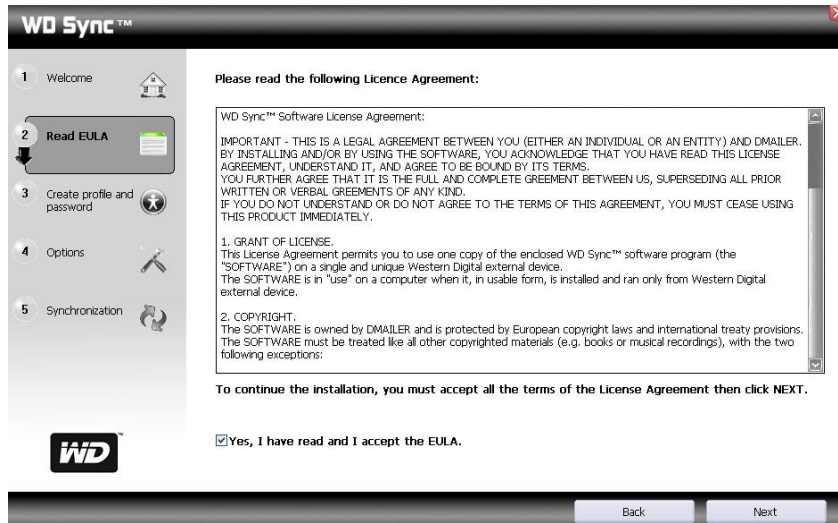
5. A connection will be established to the Internet to download the new version.



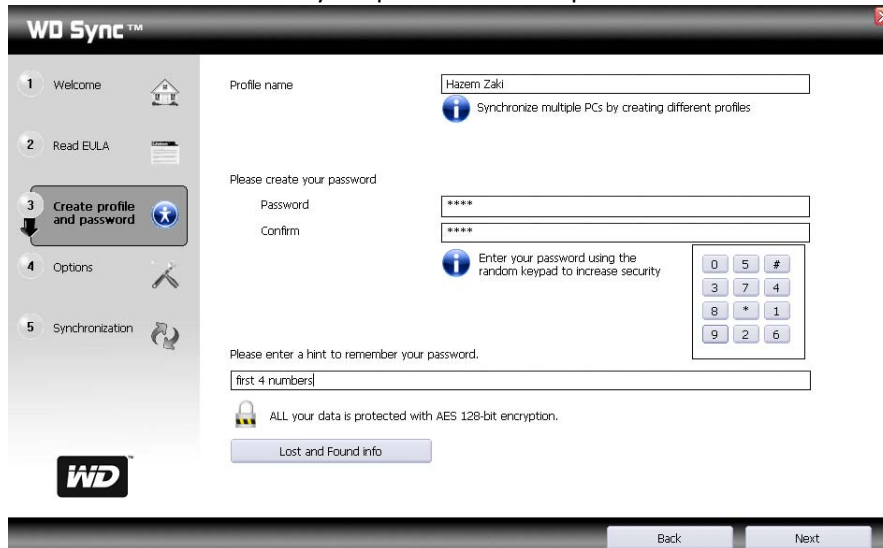
6. The WDSync welcome screen will show up, choose English language and press Next.



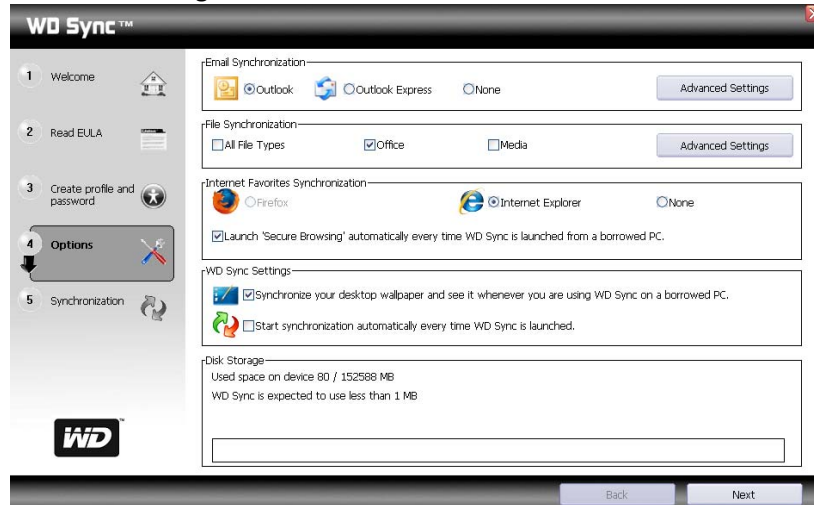
7. Read EULA screen show up, click on (Yes, I have read and I accept the EULA.) then press Next.



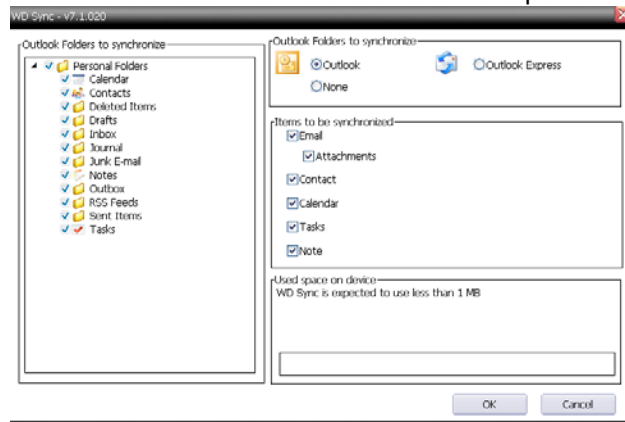
8. A create profile and password screen appears; input a profile name and a password and then confirm you password (the password should be minimum 6 characters). Also can enter a hint to remember your password. Then press Next.



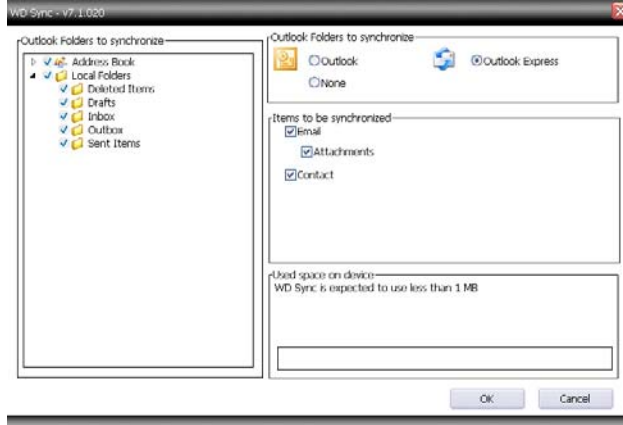
- An Options menu appears. You can choose e-mail backup form Microsoft outlook or outlook express or none if you use the web mail. Make a choice regarding the file type and media, and whether to backup Internet favorites you use in Internet explorer or Fire Fox browsers. A backup of your desktop wallpaper can also be taken. Click on advanced settings.



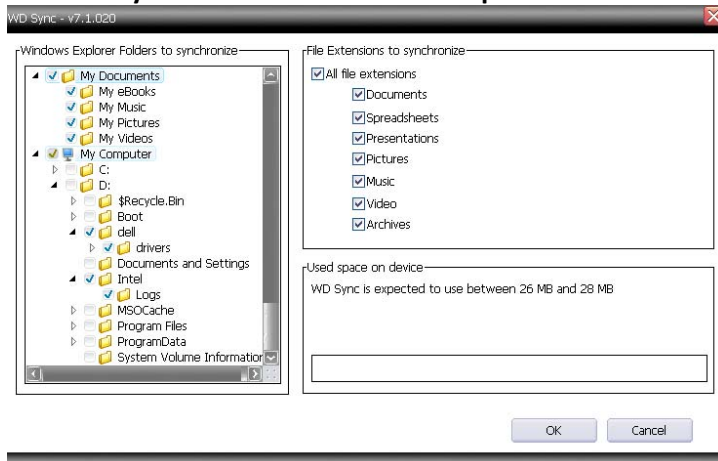
- The advanced settings screen appears - E-mail Synchronization advanced settings for **Microsoft outlook**: select attachments and press OK



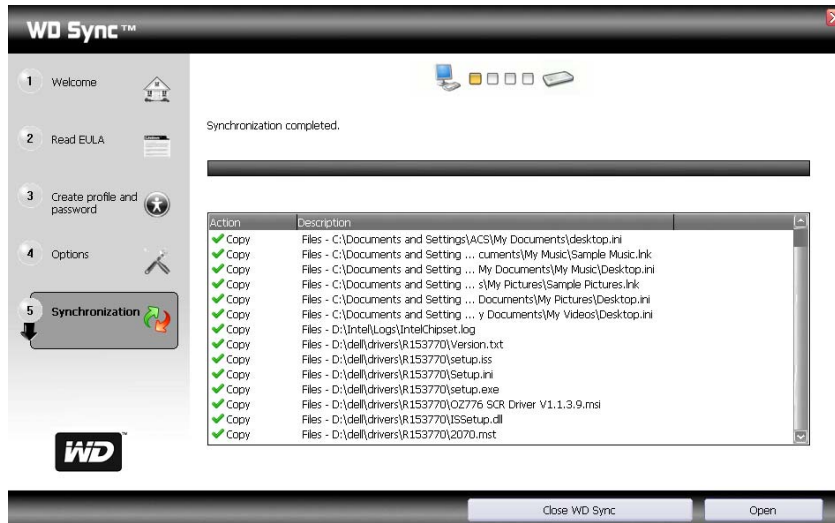
11. The advanced settings screen appears -E-mail synchronization advanced setting for **outlook express**: select attachment and press ok



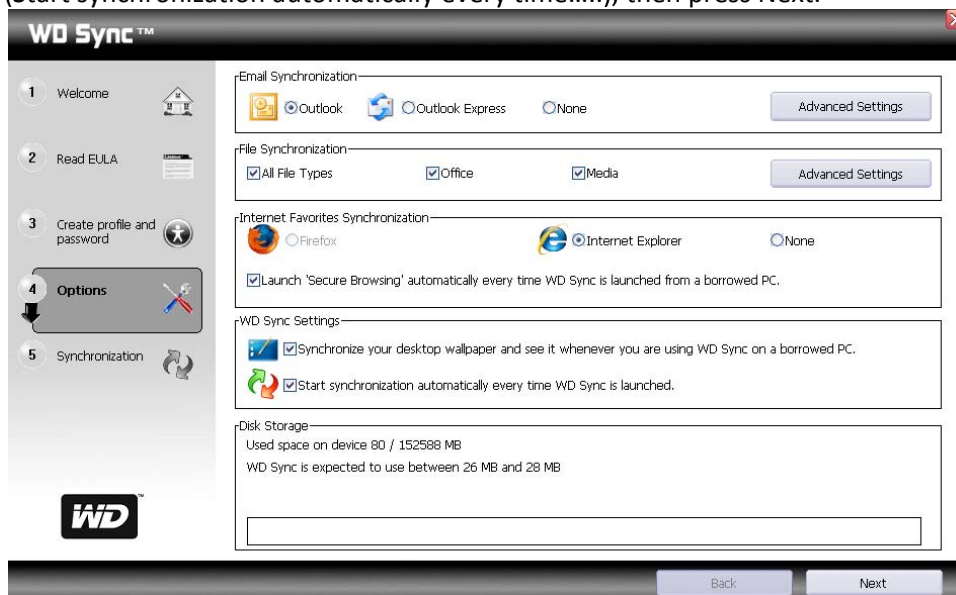
12. The following screen appears -file synchronization advanced settings: **select All file extensions**, select My Documents; in addition browse My Computer and select more than one folder for backup as desired. Then press OK  
**Important notice: Subfolders will not automatically selected, but have to be checked individually to be included in the backup**



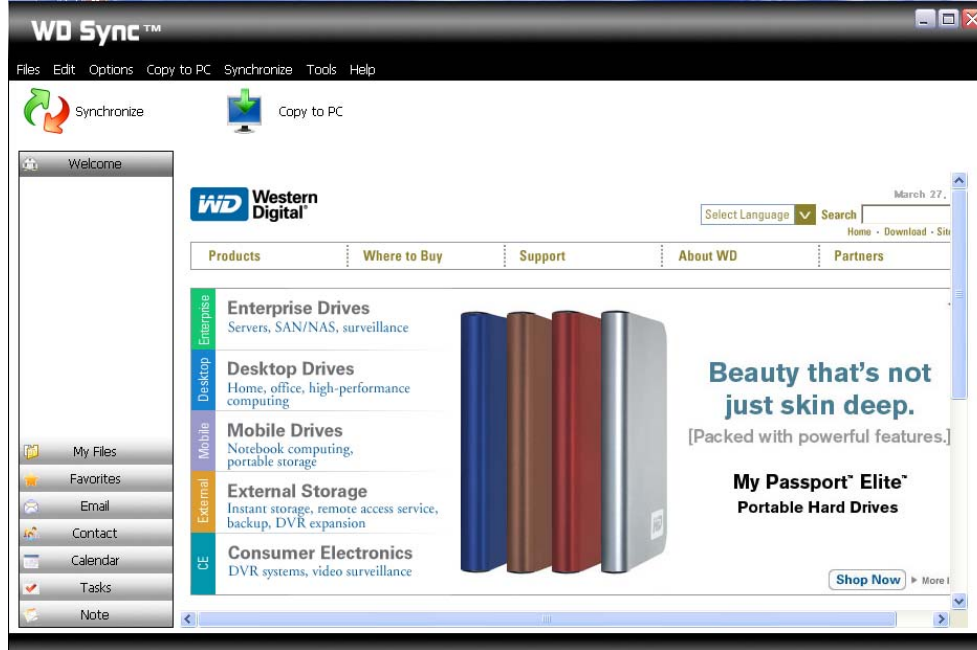
13. Wait till Synchronization finishes then click Open.



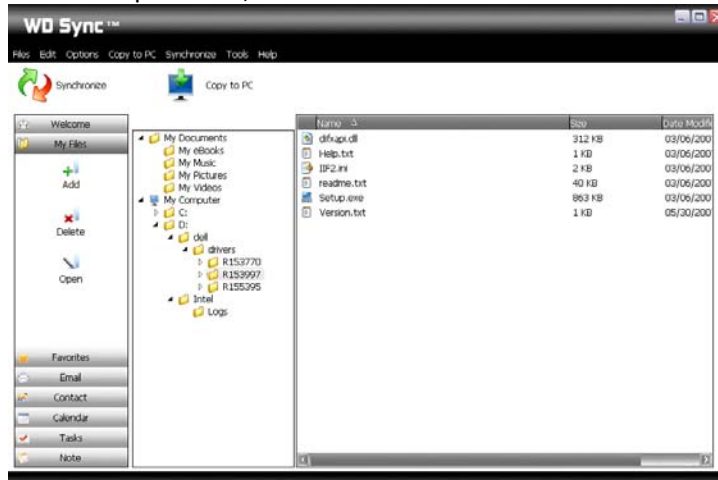
14. In WD Sync settings check the two boxes (Synchronize your desktop wallpaper....) and (Start synchronization automatically every time.....), then press Next.



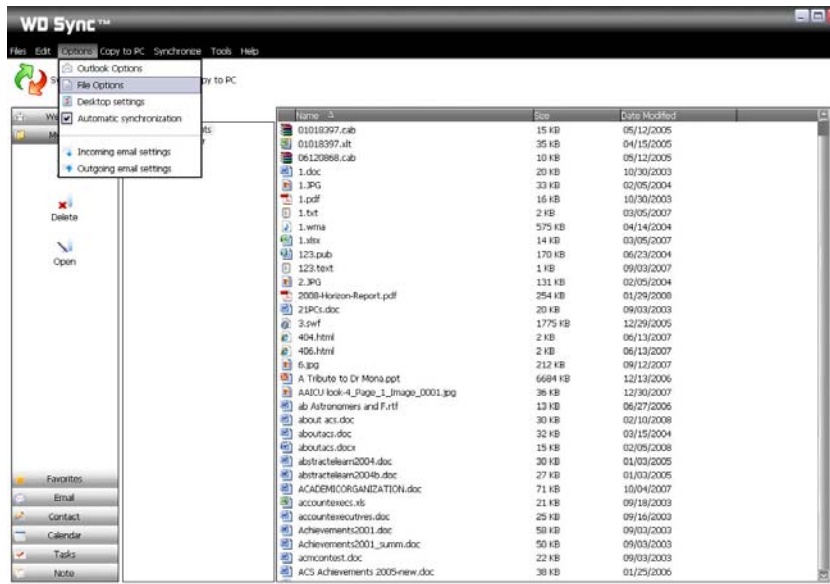
15. The WD Sync welcome page appears. On the left side you will find My File, favorites, Email, Contact, Tasks, Note. All the data selected for backup should appear here.



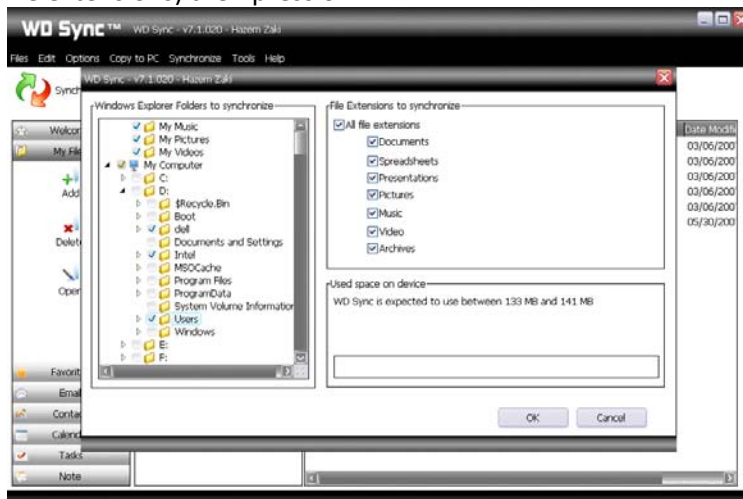
16. Click My files on the left navigation, and the following screen appears. You can add, delete or open a file, but not folders.



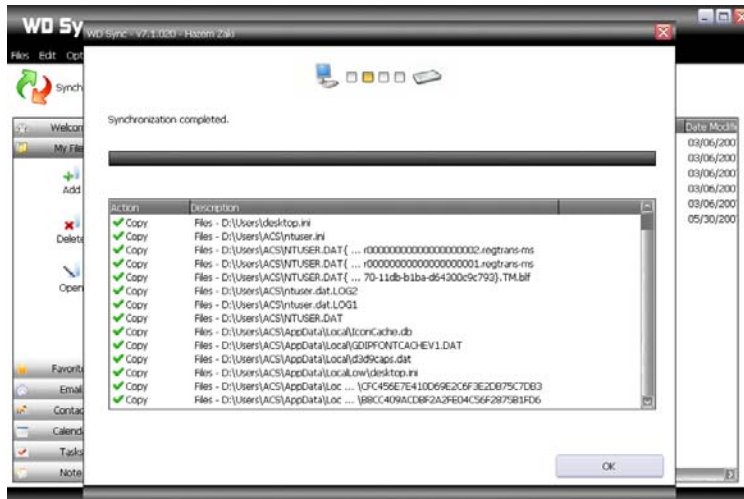
17. To add a new folder to synchronize, click on options in the menu bar at the top of the screen, and choose file options;



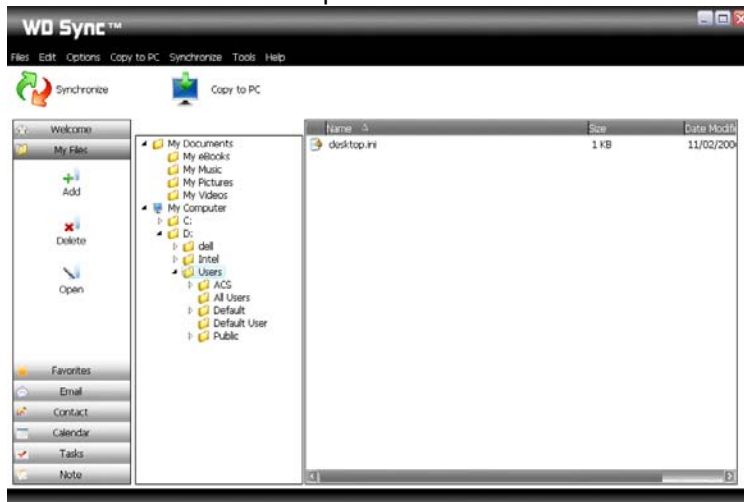
18. Select the new folder(s) to be synchronized and make sure that you checked the box (All file extensions) then press ok



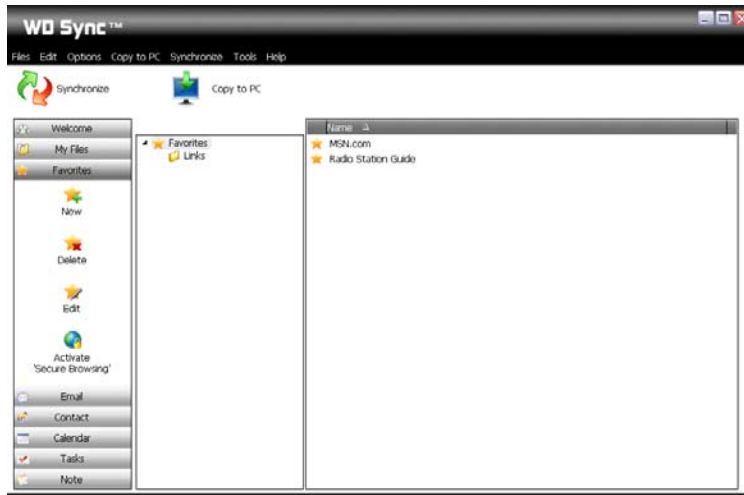
19. Wait till synchronization finishes then press OK



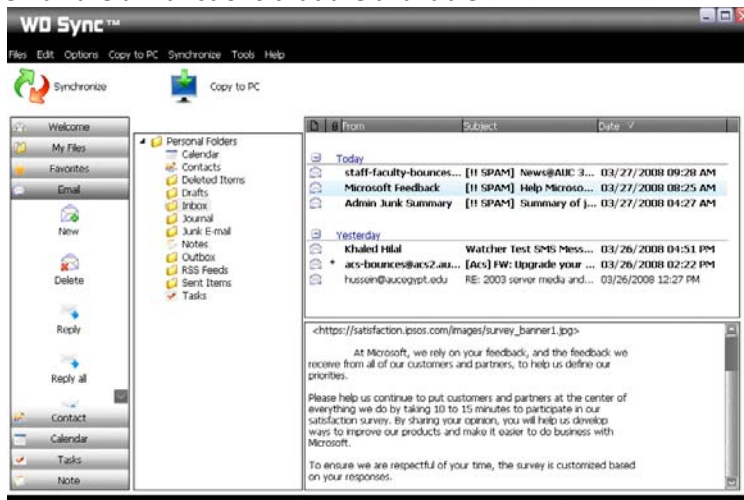
20. The new folder will show up in the menu



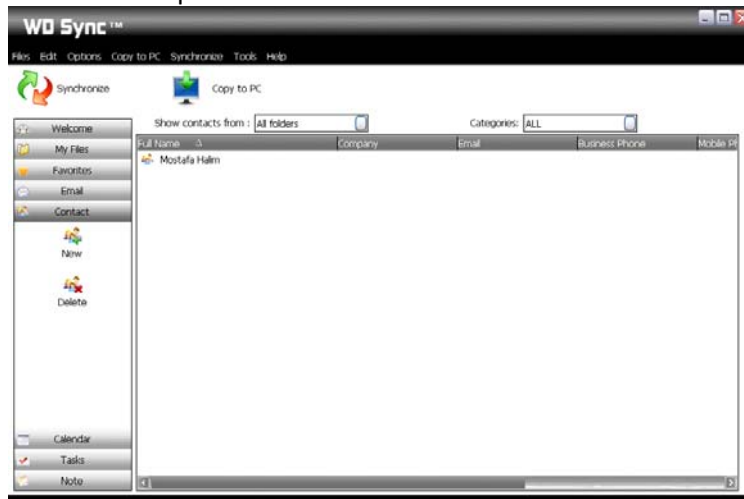
21. Click Favorites in the navigation menu, and the following screen appears: add new, delete or edit favorites



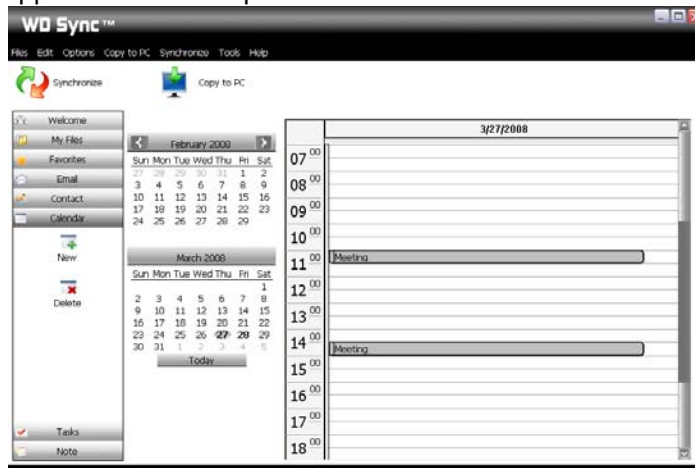
22. Click Email in the navigation menu, and the following screen appears: an interface similar to your email client; create new, delete, reply, reply all, forward and receive email are all functions that are available.



23. Click Contact in the navigation menu and the following screen appears: add or delete contacts as required.



24. Click Calendar in the navigation menu and the following screen appears; add or delete appointments as required.

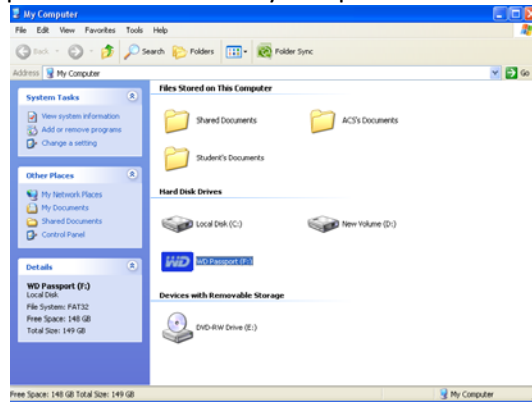


25. Similar screens exist for tasks and notes in Outlook.

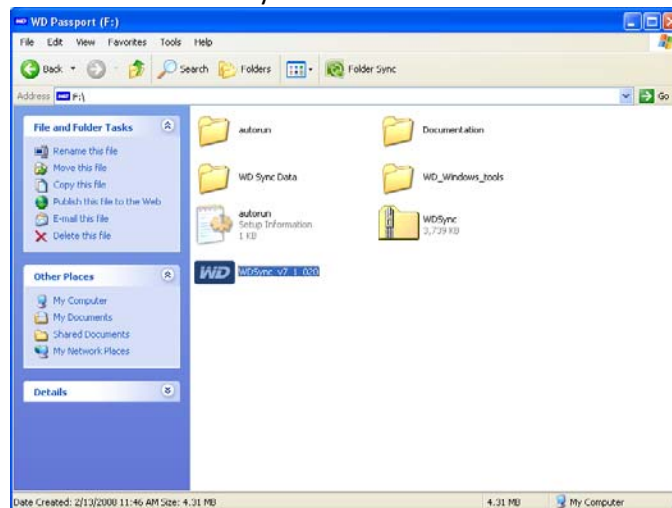
## Restore Procedure

**Important notice:** MS-outlook or outlook express users need to set up their email accounts before connecting the WD passport portable hard drive.

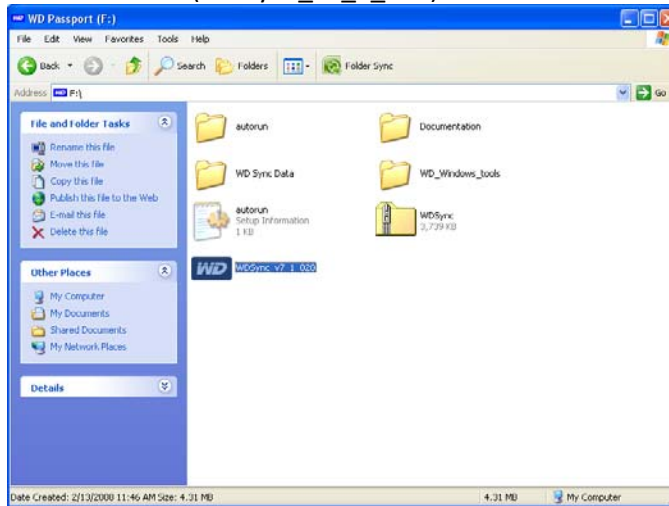
1. Connect the WD passport portable hard drive to the computer through an available USB port and browse to My computer.



2. Double click on WD Sync



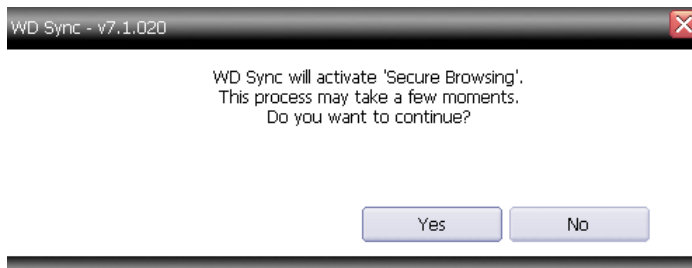
3. Double click on (WDSync\_v7\_1\_020).



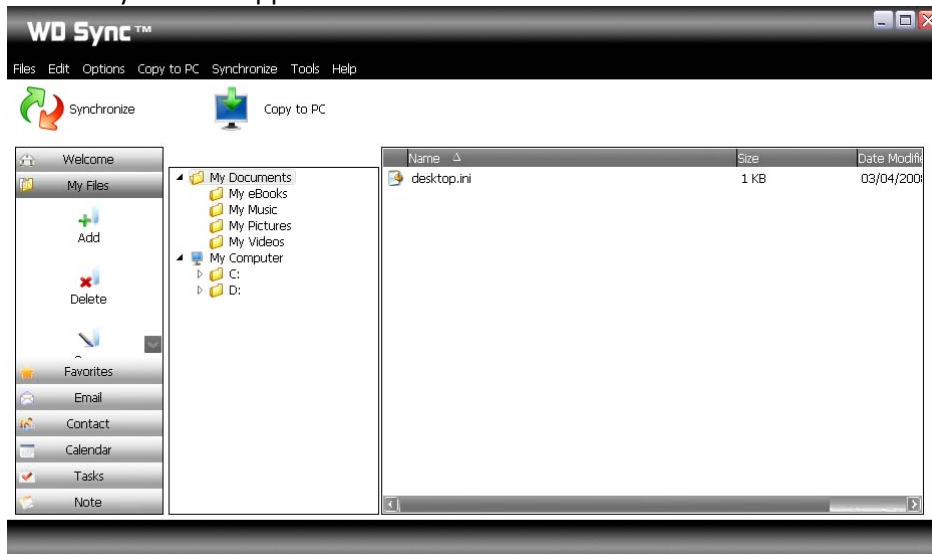
4. A synchronize – WD Sync - screen appears as below; input your backup password , then press OK



5. A message appears noting that the process may take a few moments. Press Yes to continue.

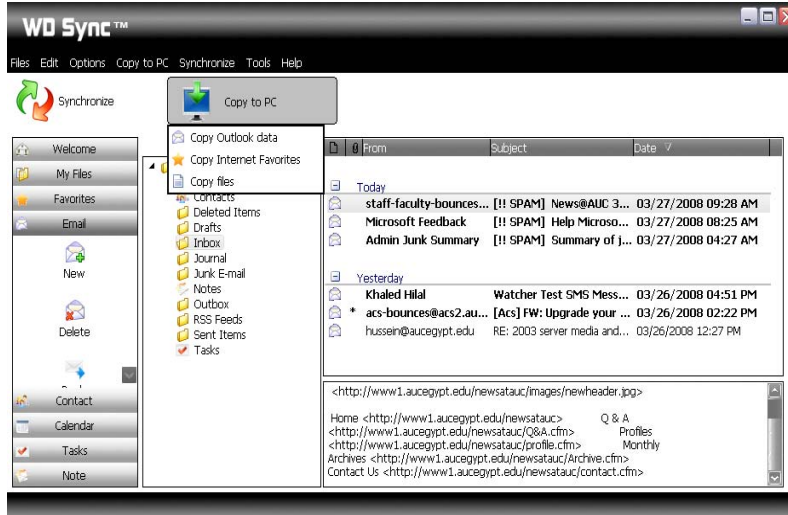


6. The WD Sync menu appears as below

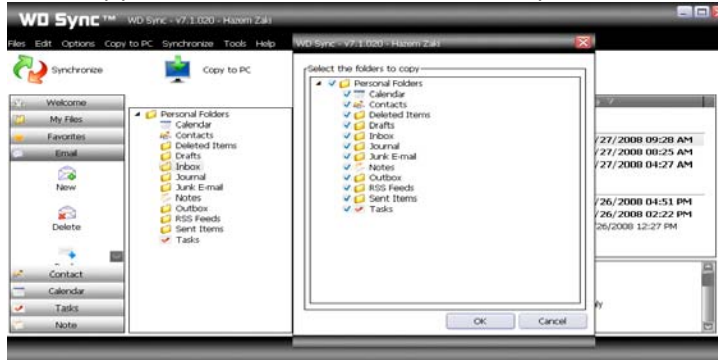


7. If you are connected to the same PC you performed the backup from, an automatic synchronize operation occurs, synchronizing files on your PC & External disk.

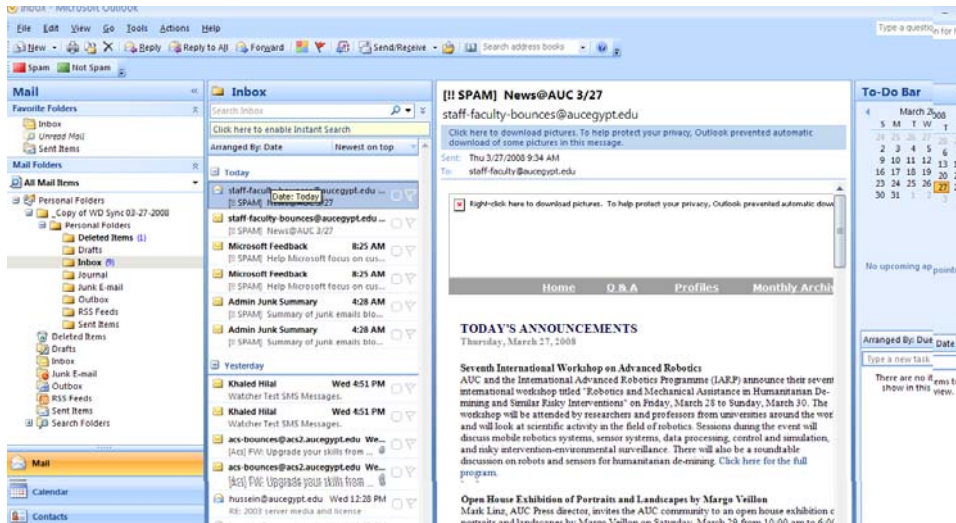
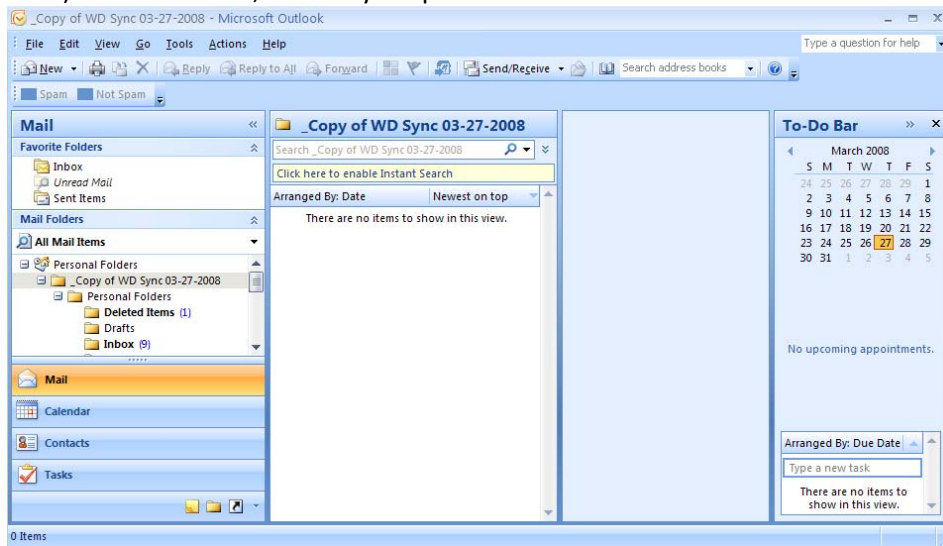
8. Click on Copy to PC if you are restoring your data to a newly formatted machine. Click on copy outlook data, copy internet favorites, and copy files in turn to restore these files.



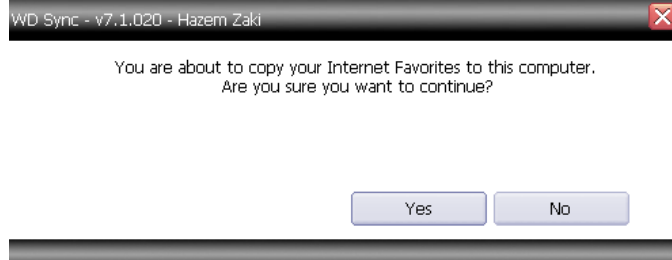
9. From Copy outlook data select all folder and press OK.



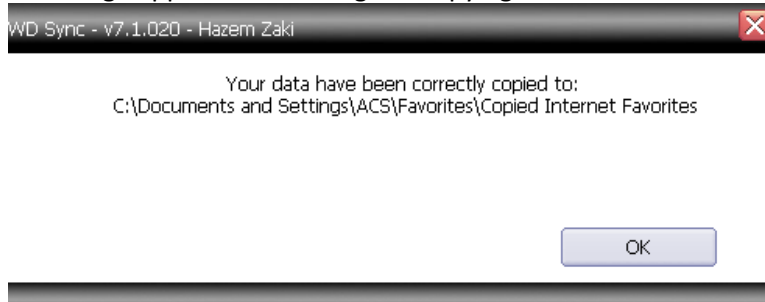
10. After the restore operation, in Ms-outlook a folder similar to (\_Copy of WD Sync 03-27-2008) will be created, with all your personal folders .



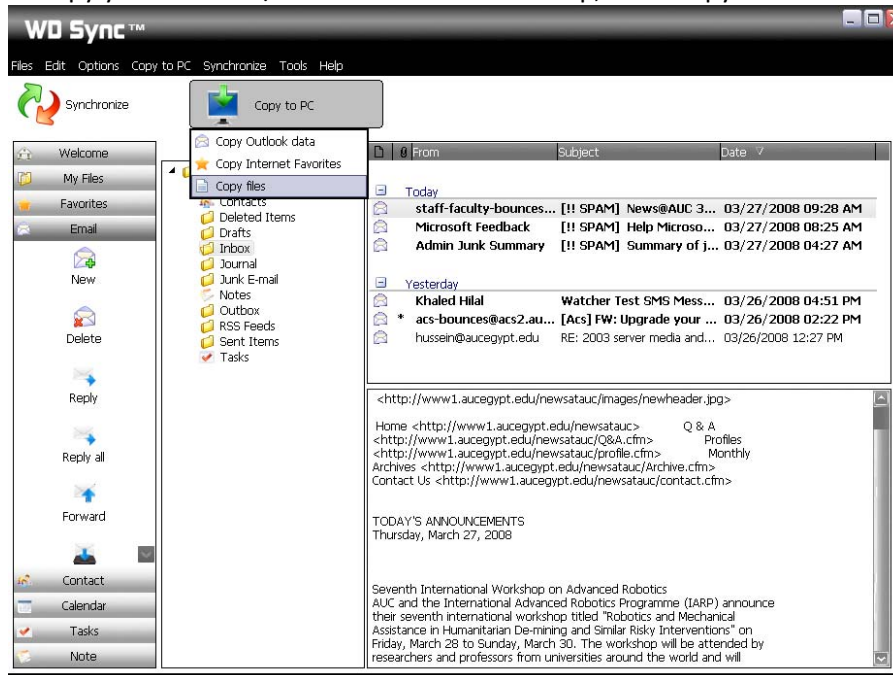
11. To restore Internet favorites click on Copy to PC the click on Copy internet Favorites. The following WD Sync message appears; Press Yes to continue.



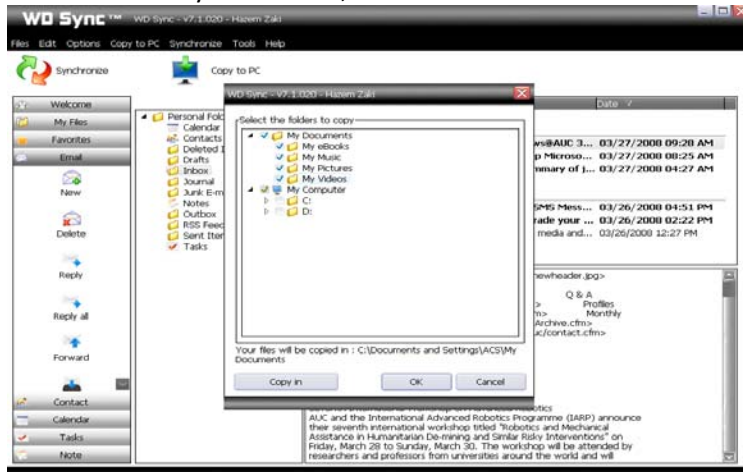
12. A message appears confirming the copying of Internet Favorites; Press OK.



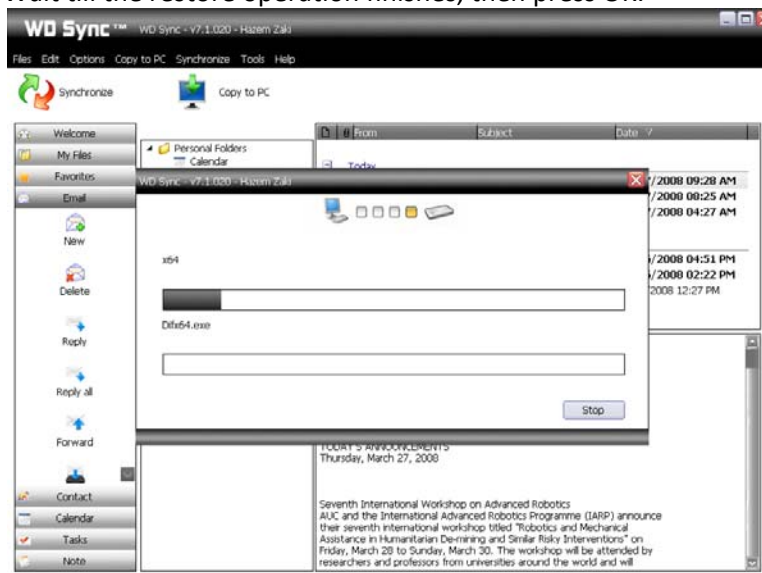
13. To copy your files and/or folders from the backup, click Copy to PC click then Copy Files



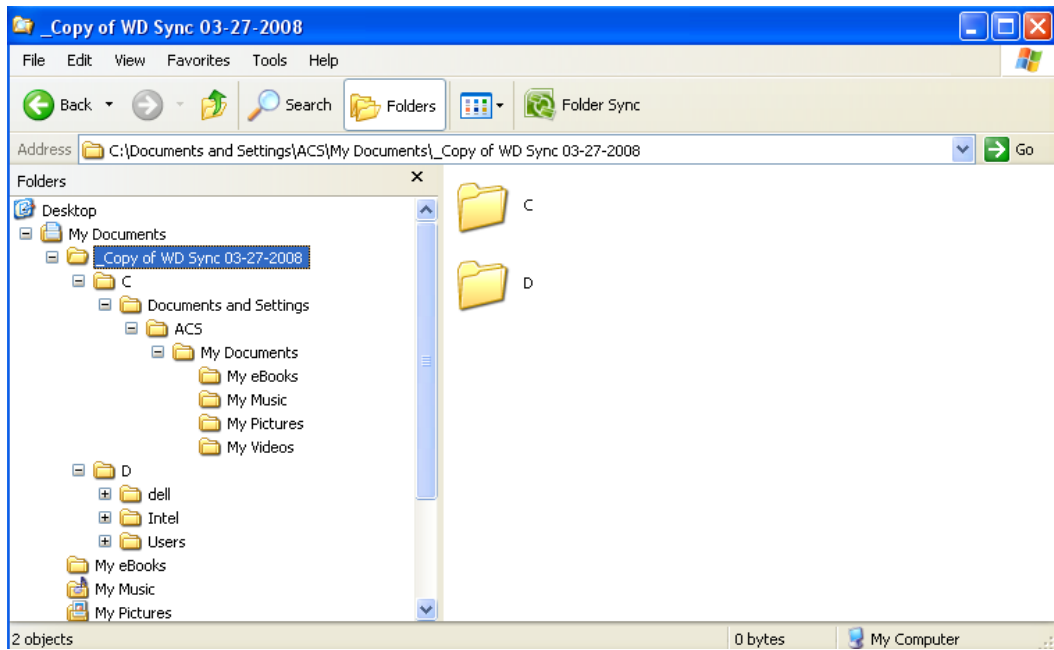
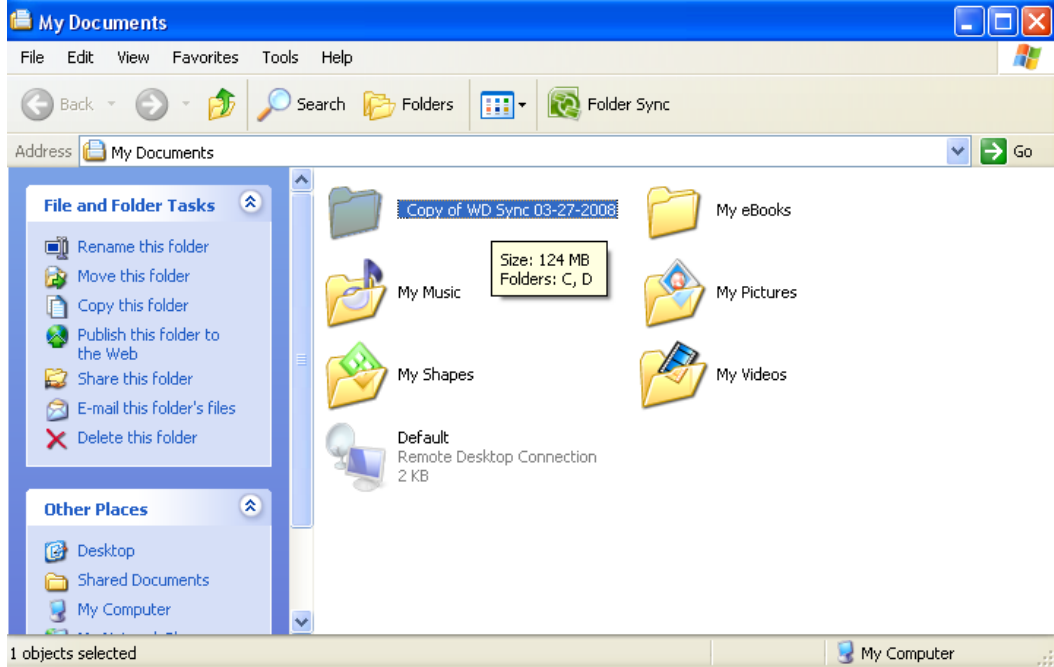
14. The following screen appears, with the folders and files in your backup. Select the folders you want to restore, and then press OK. Note that you have the option to select the location for your restore; otherwise the files are restored to their default location.



15. Wait till the restore operation finishes, then press OK.



16. In the My Documents folder, a folder similar to (\_Copy of WD Sync 03-27-2008) will be created, containing all folders and files you backed up.



## Email Backup

### Outlook Express

Outlook express stores messages, the address book and accounts information in a special 'Store folder'. In order to make a backup of your email, a copy of this folder must be made to another location, preferably on an external hard disk or flash disk.

#### Copy message files to a backup folder

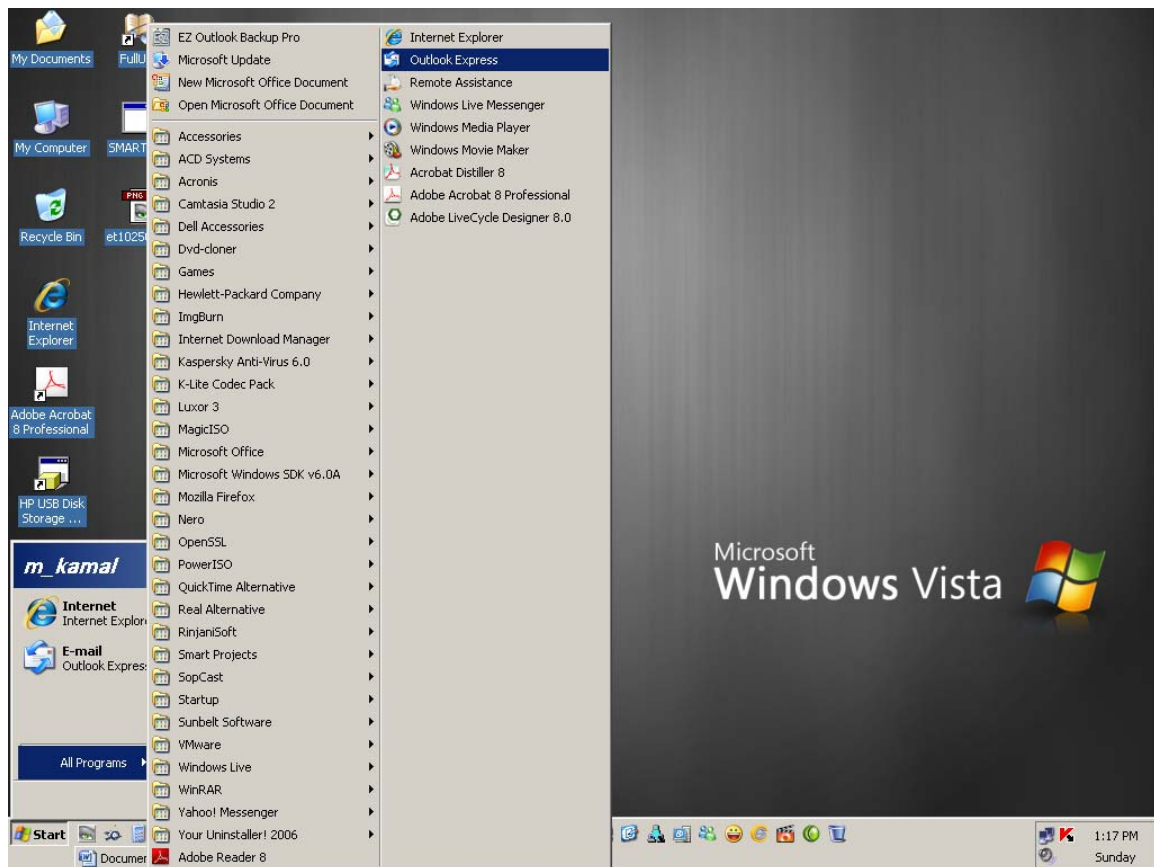
Proceed with the following steps

Step (1) copy message files to a backup folder

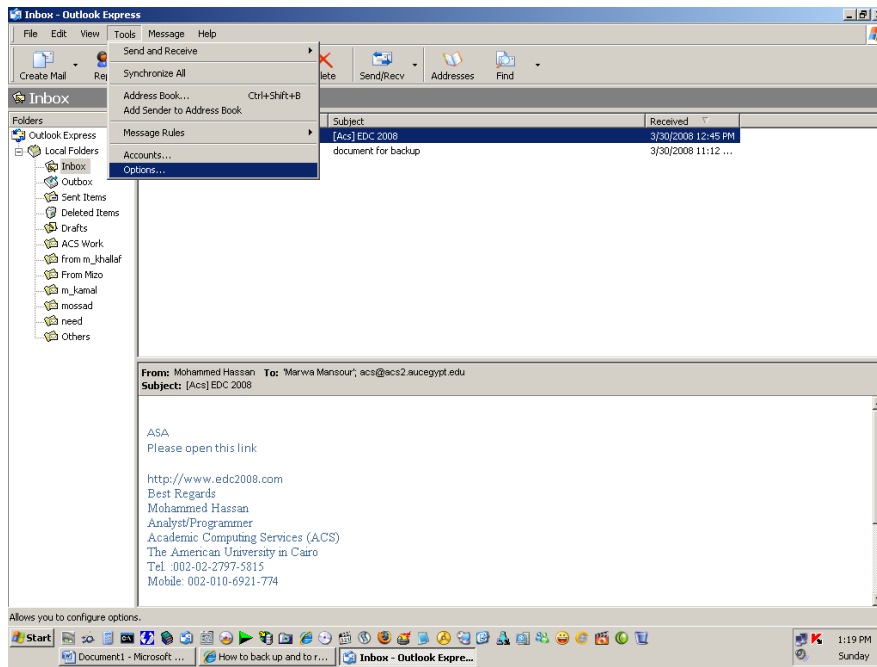
##### Step A: Locate the Store folder

1. Start Outlook Express.

Click start button go to all programs & point on outlook express icon



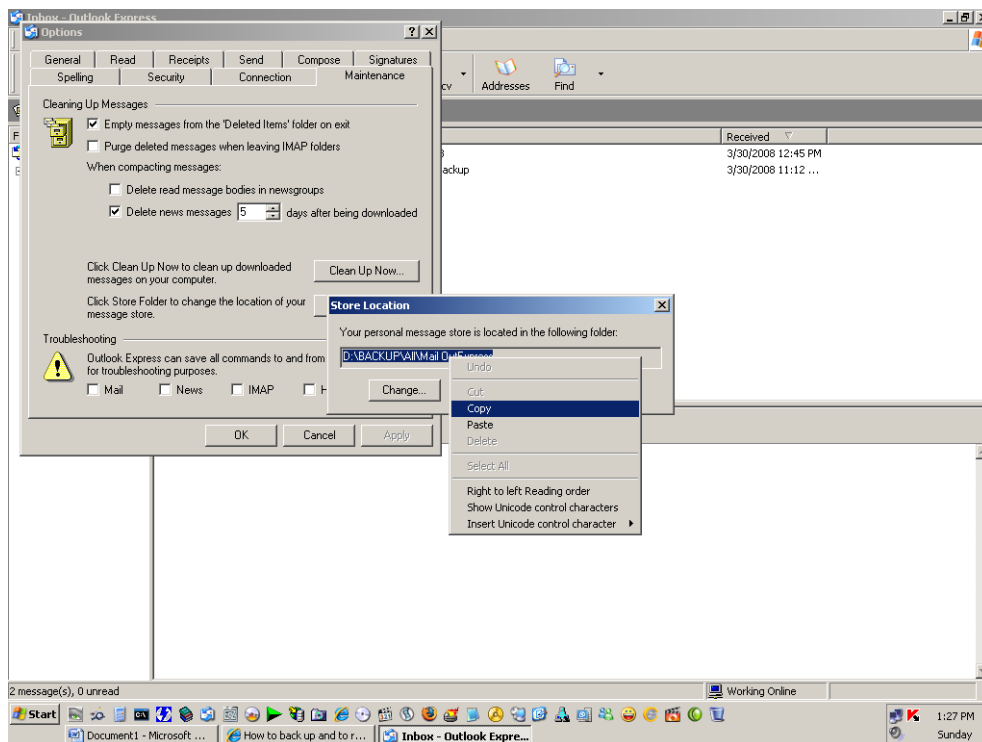
2. Click **Tools**, and then click **Options**



3. On the **Maintenance** tab, click **Store Folder**

4. In the Store Location dialog box, copy the store location. To do this, follow these steps:

a. Put the mouse pointer at one end of the box under the **Your personal message store is located in the following folder** box.



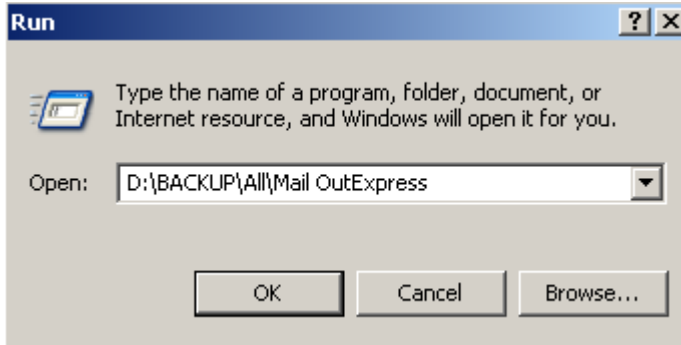
b. Press and hold the right mouse button, and then drag the mouse pointer across the **Your personal message store is located in the following folder** box.

c. Point on copy the location.

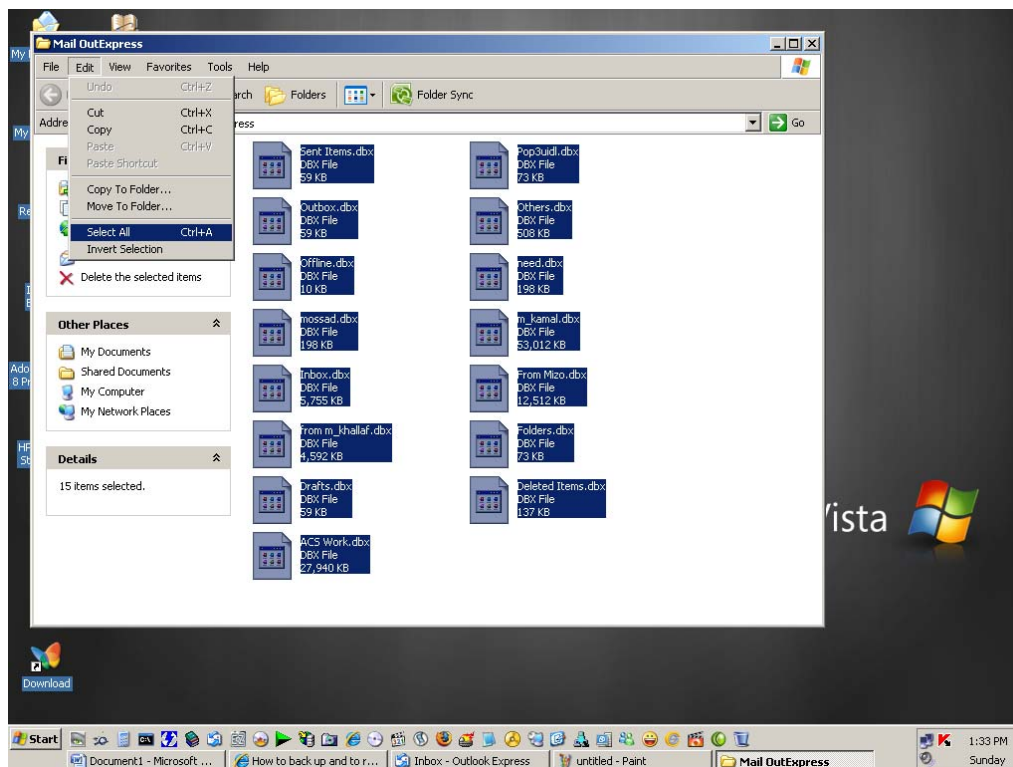
5. Click **Cancel**, and then click **Cancel** again to close the dialog box.

### Step B: Copy the contents of the Store folder

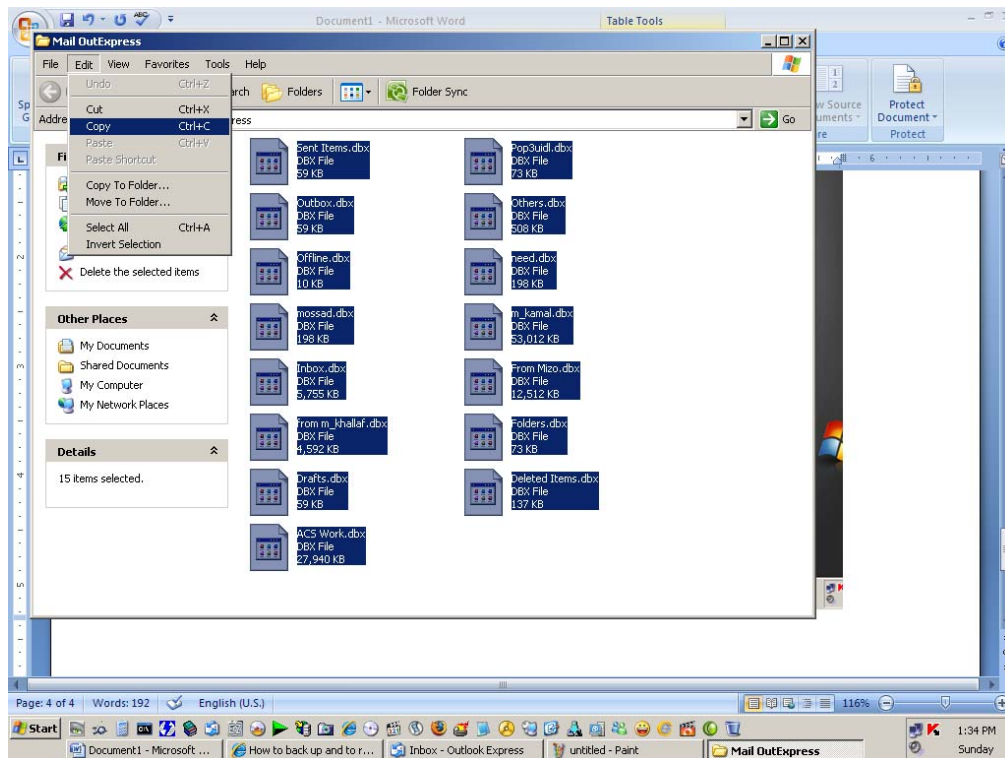
1. Click **Start**, click **Run**, press CTRL+V, and then click **OK**.



2. On the **Edit** menu, click **Select All**.

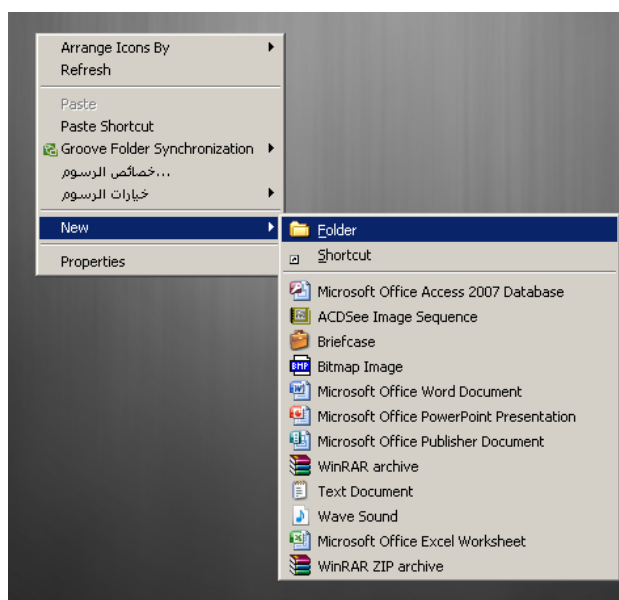


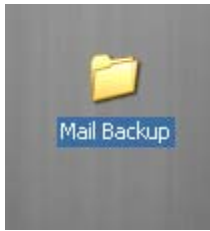
3. On the **Edit** menu, click **Copy**, and then close the window.



### Step C: Create a backup folder

1. Right-click any empty area on your desktop, click **New**, and then click **Folder**.
2. Type **Mail Backup** for the folder name, and then press ENTER.



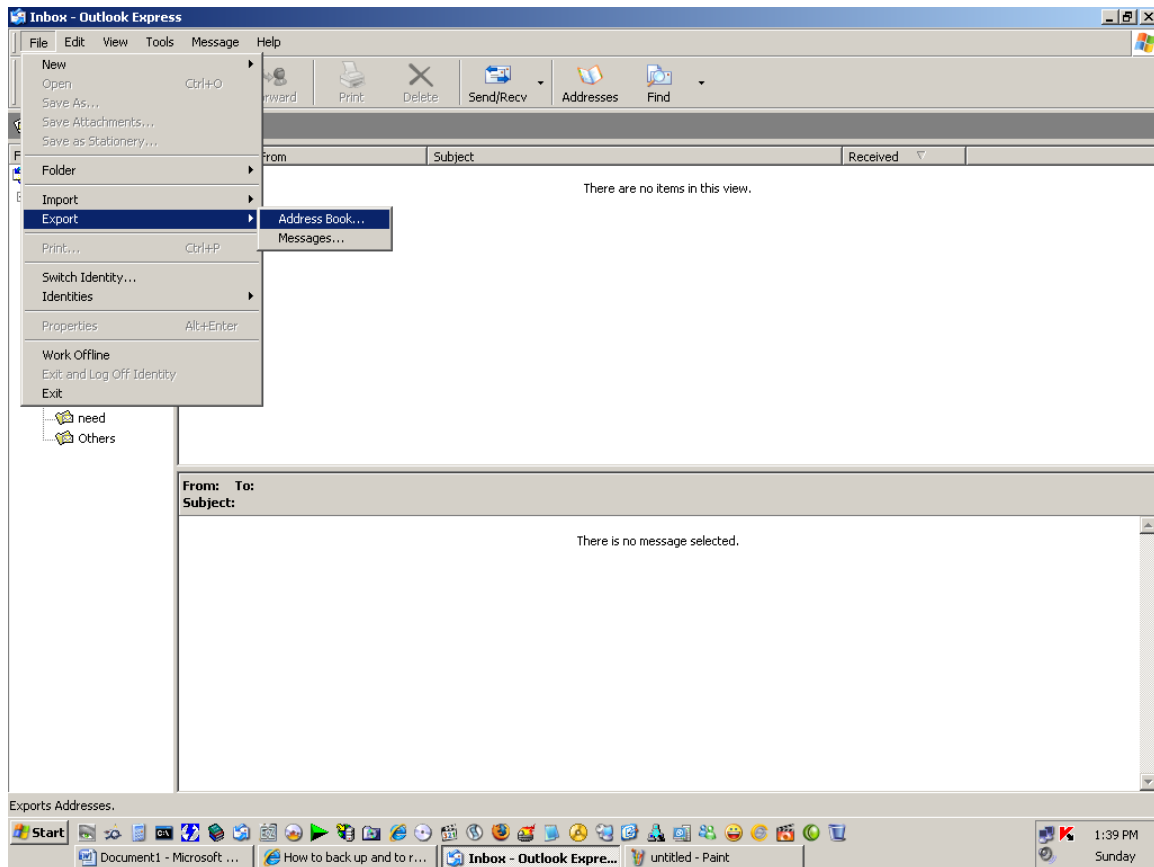


3. Double-click the **Mail Backup** folder to open it.
4. Right-click inside the **Mail Backup** folder window, and then click **Paste**.

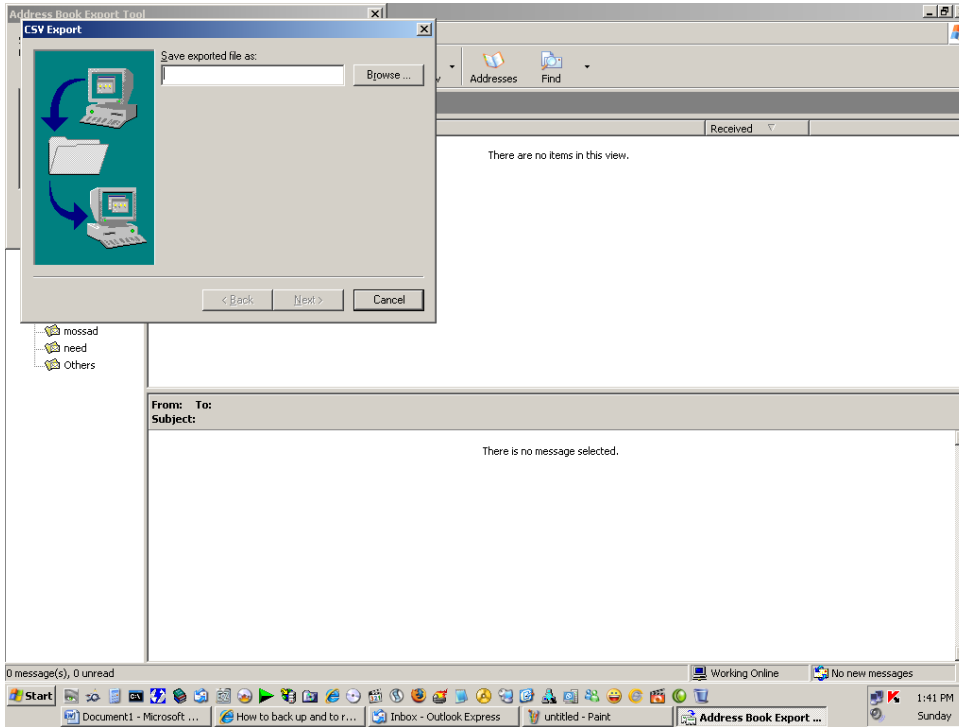
### Export the Address Book to a .csv file

To export the Address Book to a .csv file, follow these steps:

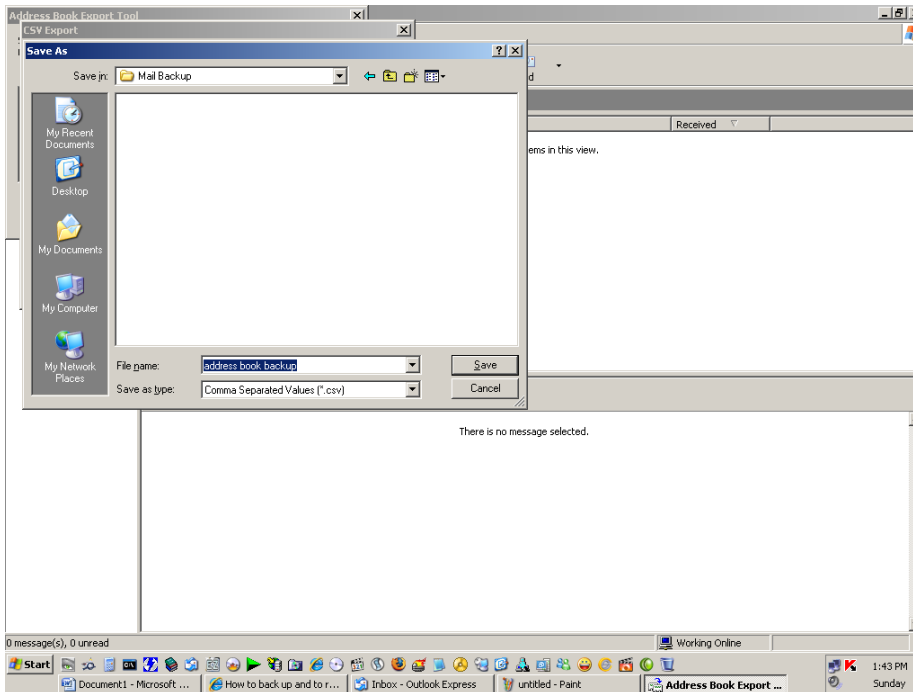
1. On the **File** menu, click **Export**, and then click **Address Book**.



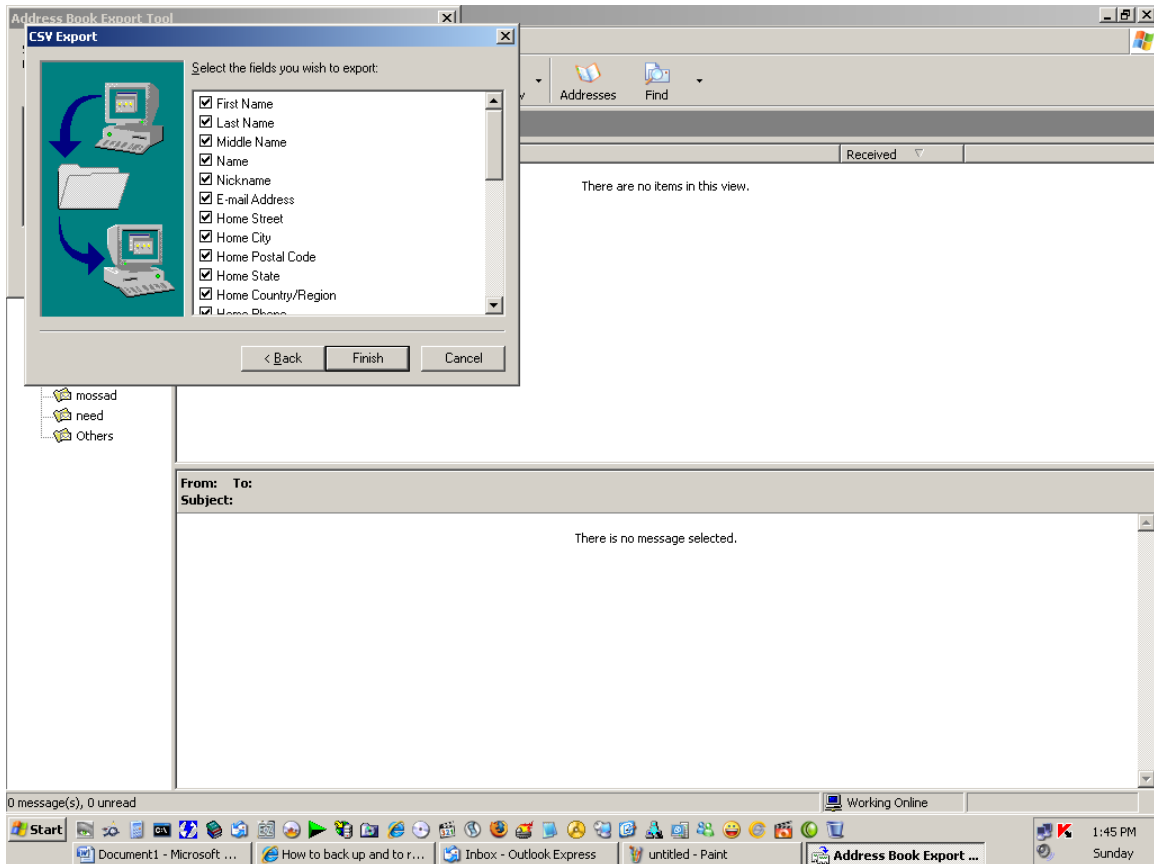
2. Click **Text File (Comma Separated Values)**, and then click **Export**.
3. Click **Browse**.



Select the **Mail Backup** folder that you created



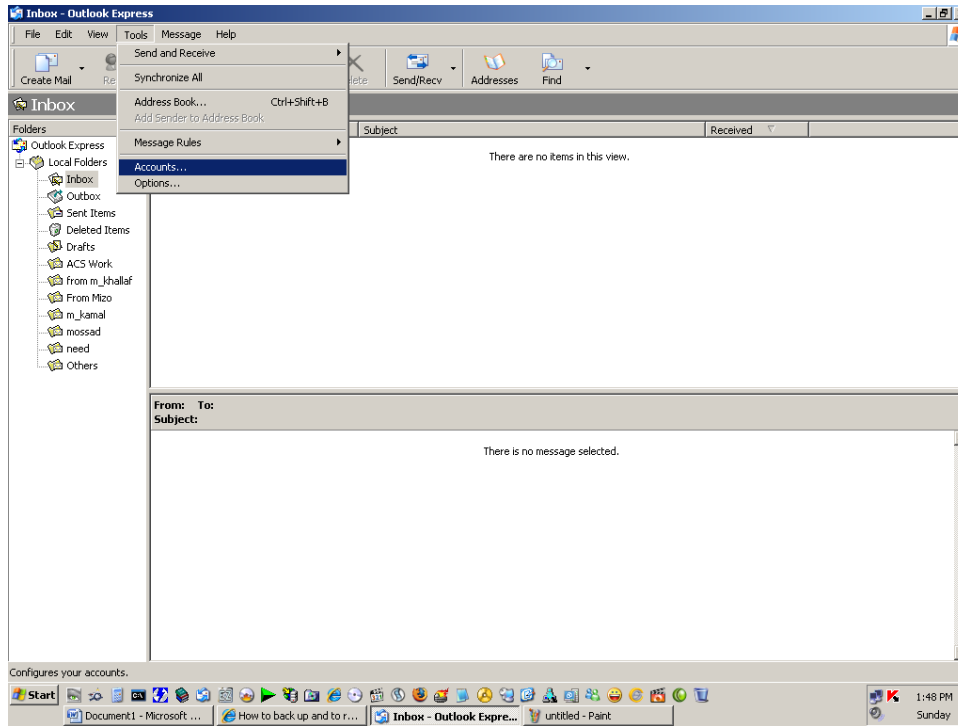
6. Click **Next**.



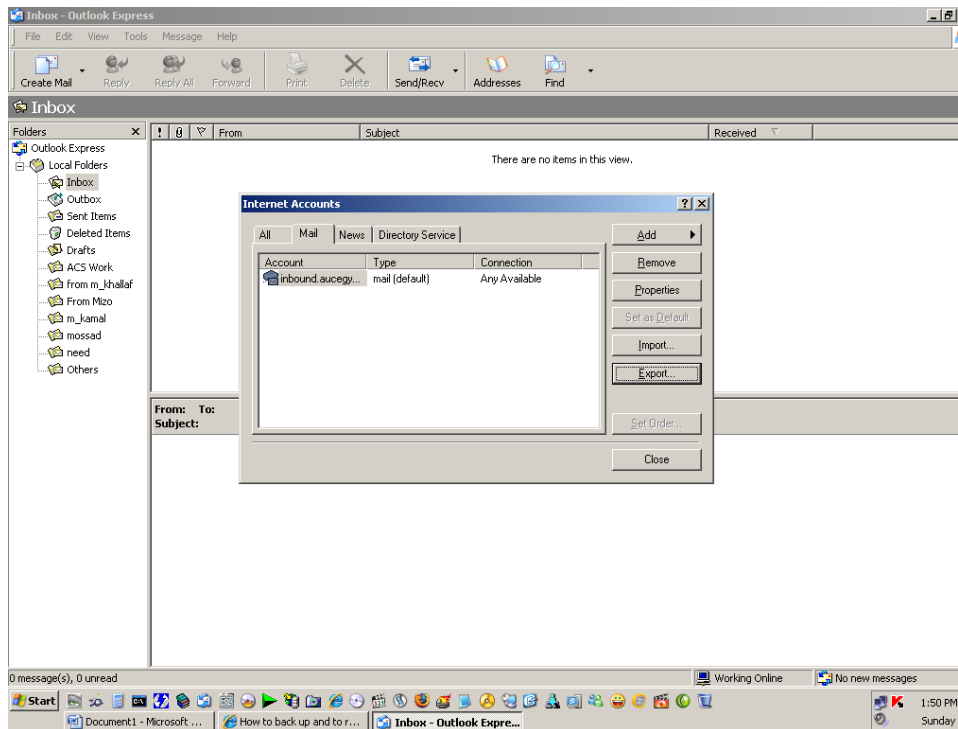
7. Click to select the check boxes for the fields that you want to export, and then click **Finish**.
8. Click **OK**, and then click **Close**.

## Export the mail account to a file

1. On the **Tools** menu, click **Accounts**.



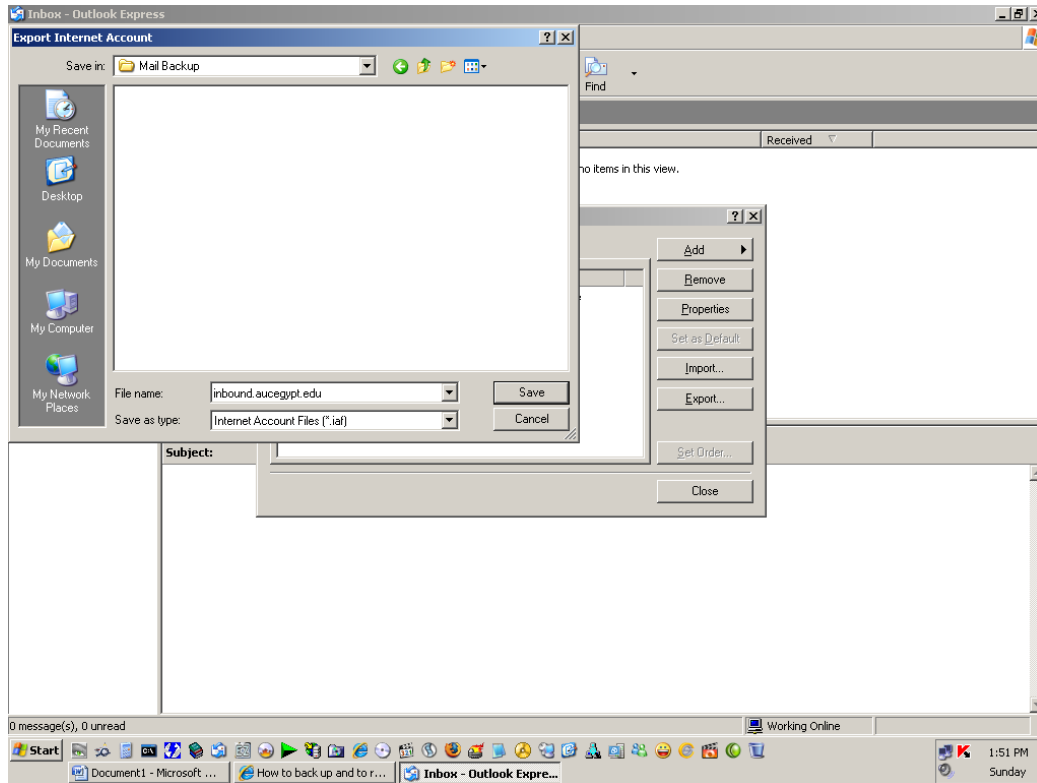
2. On the **Mail** tab, click the mail account that you want to export, and then click **Export**.



In the **Save In** box, select the **Mail Backup** folder, and then click **Save**.

Repeat these steps for each mail account that you want to export.

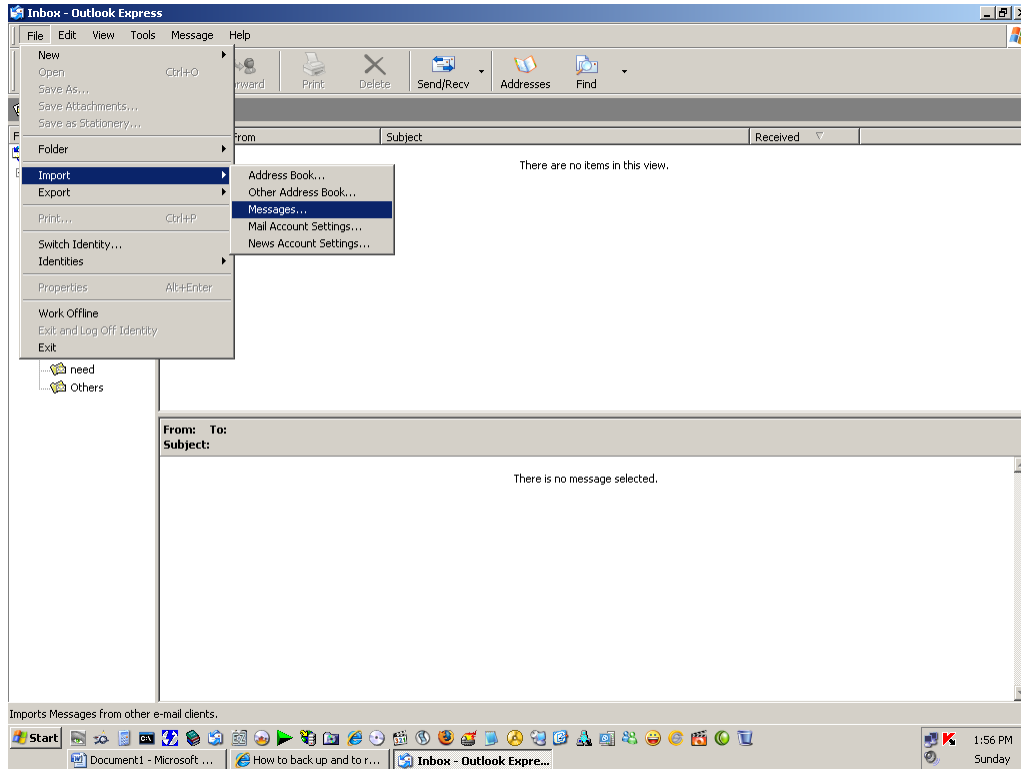
Click **Close**.



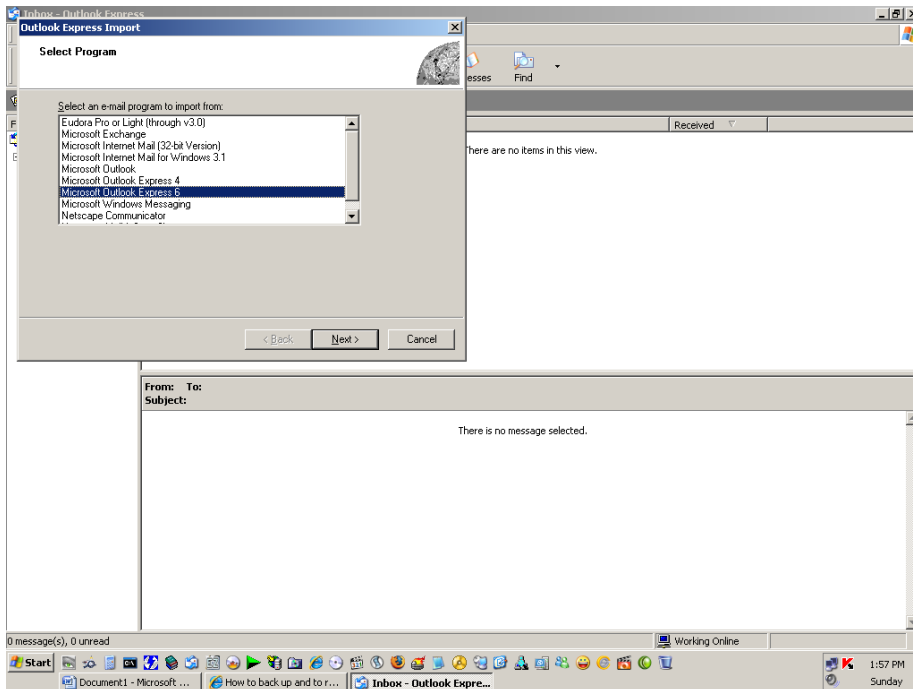
## How to restore Outlook Express items

### Import messages from the backup folder

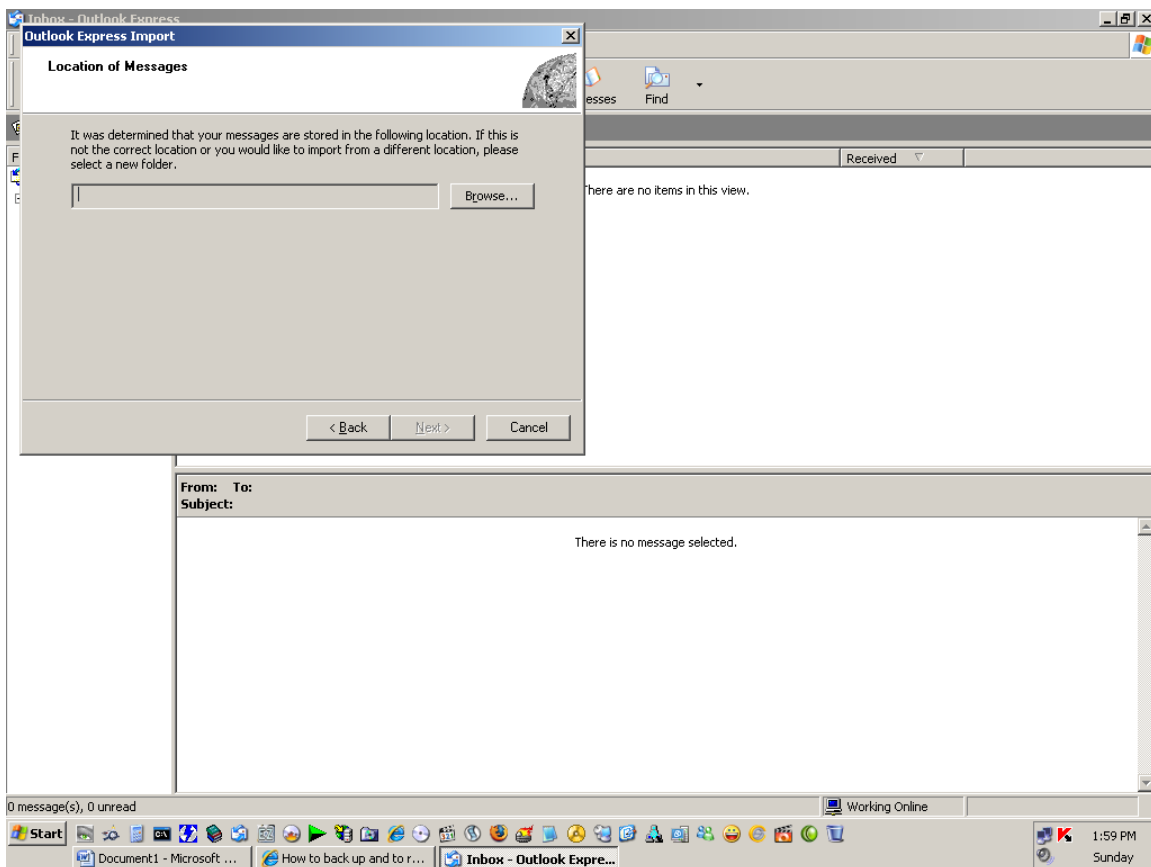
1. On the **File** menu, point to **Import**, and then click **Messages**



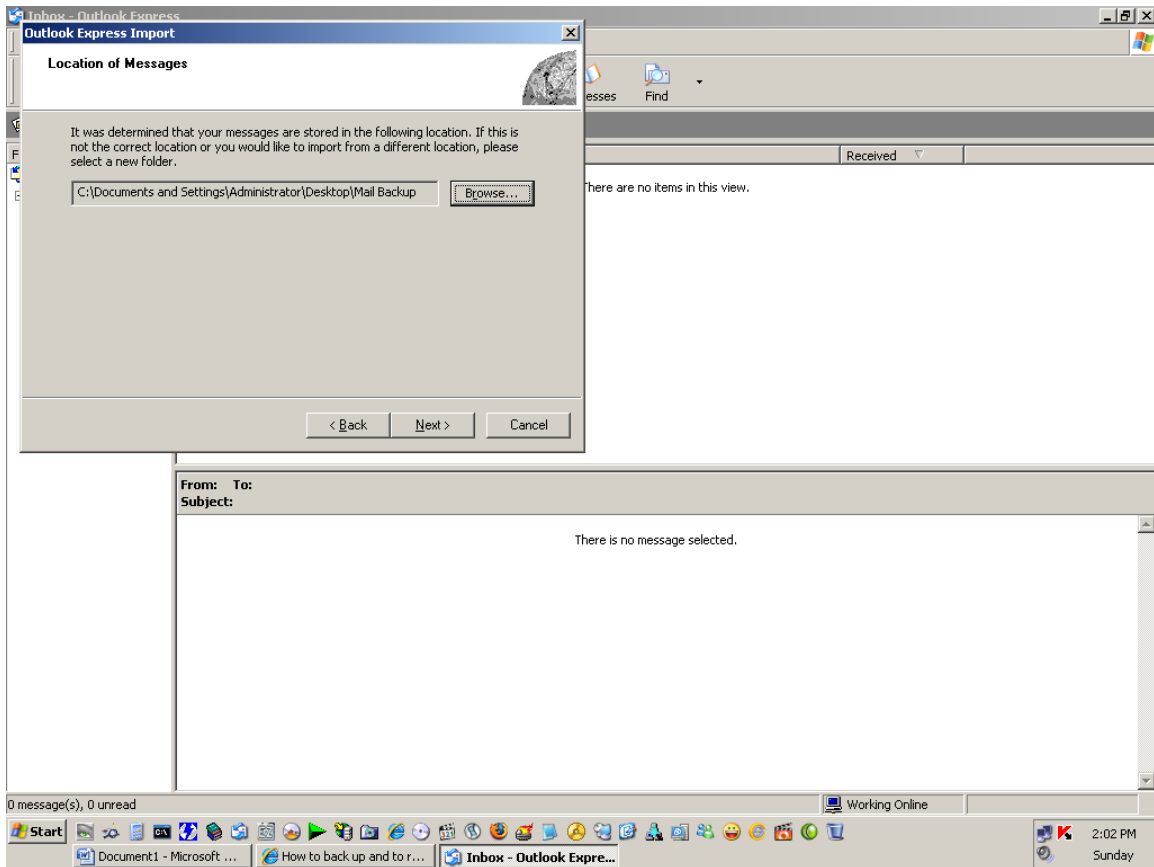
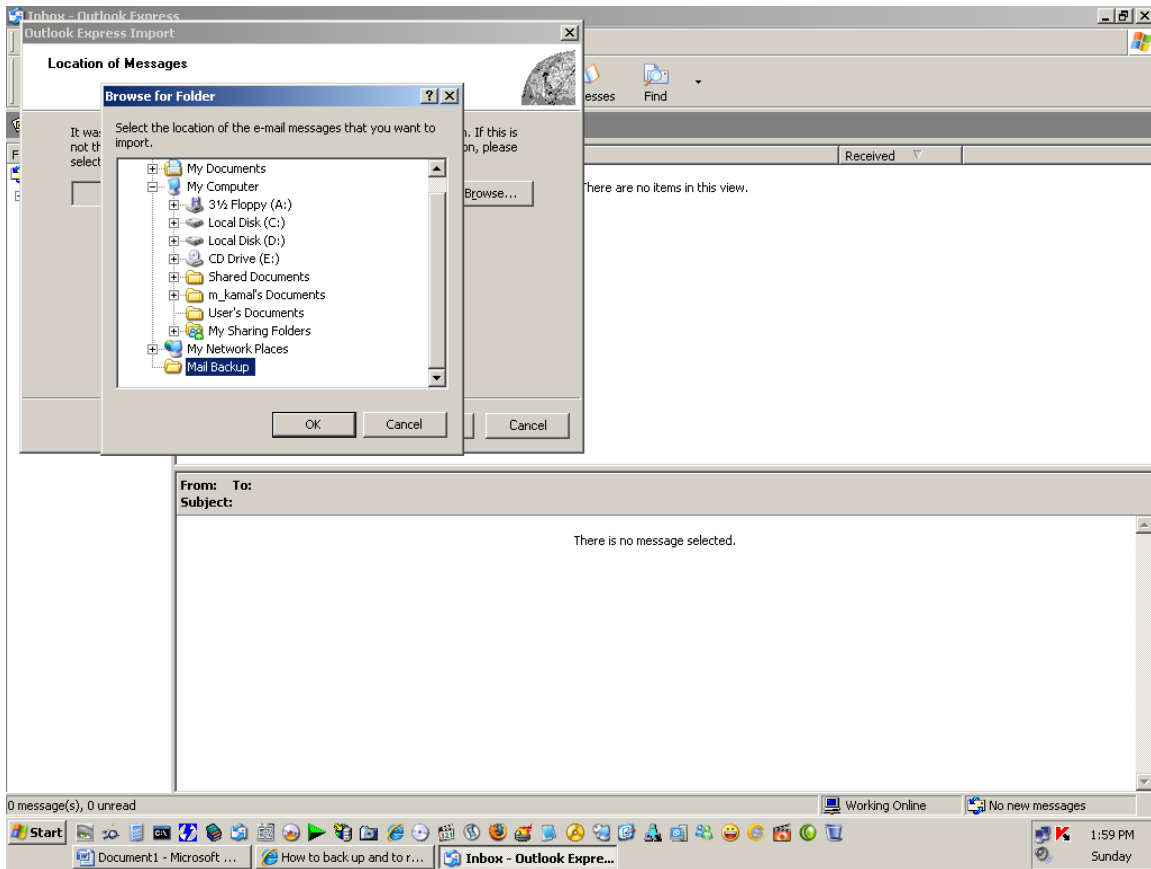
2. In the **Select an e-mail program to import from** box, click **Microsoft Outlook Express 5** or **Microsoft Outlook Express 6**, and then click **Next**.



3. Click Import mail from an OE5 store directory or Import mail from an OE6 store directory, and then click OK.



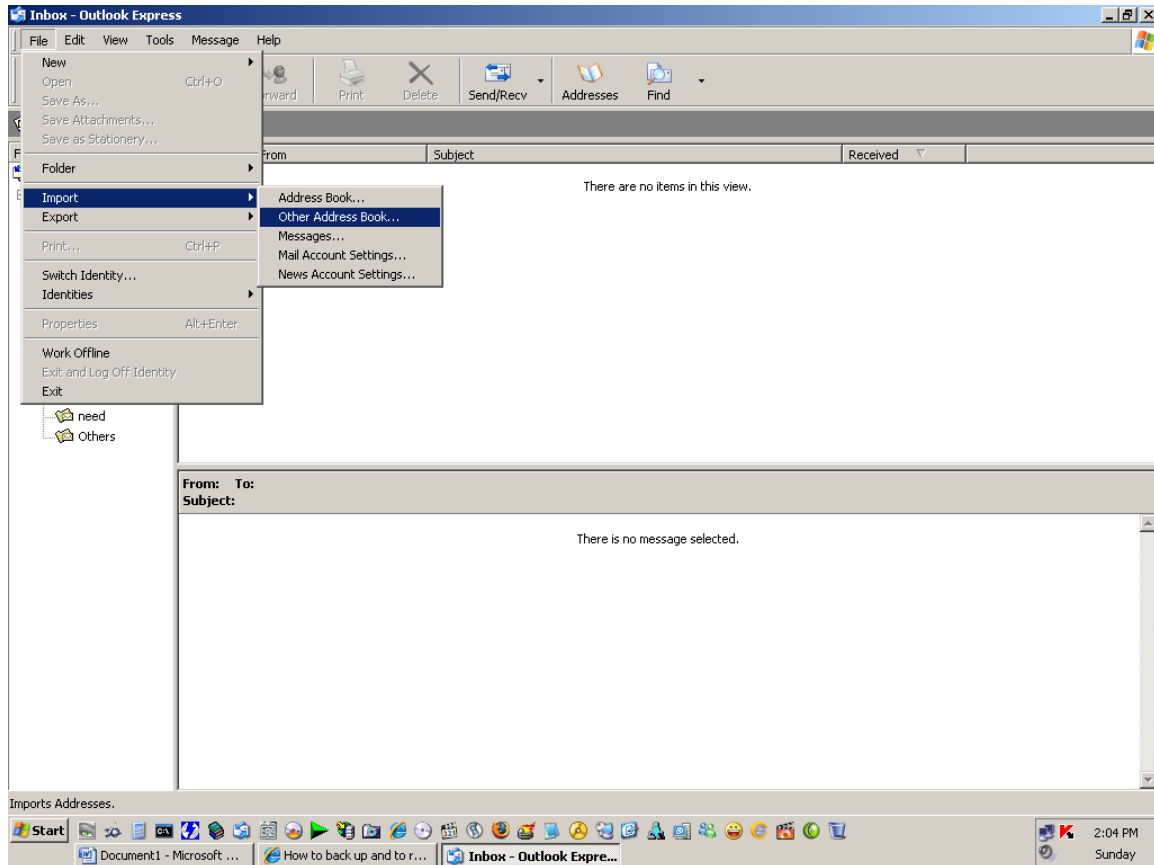
4. Click Browse, and then click the Mail Backup folder.



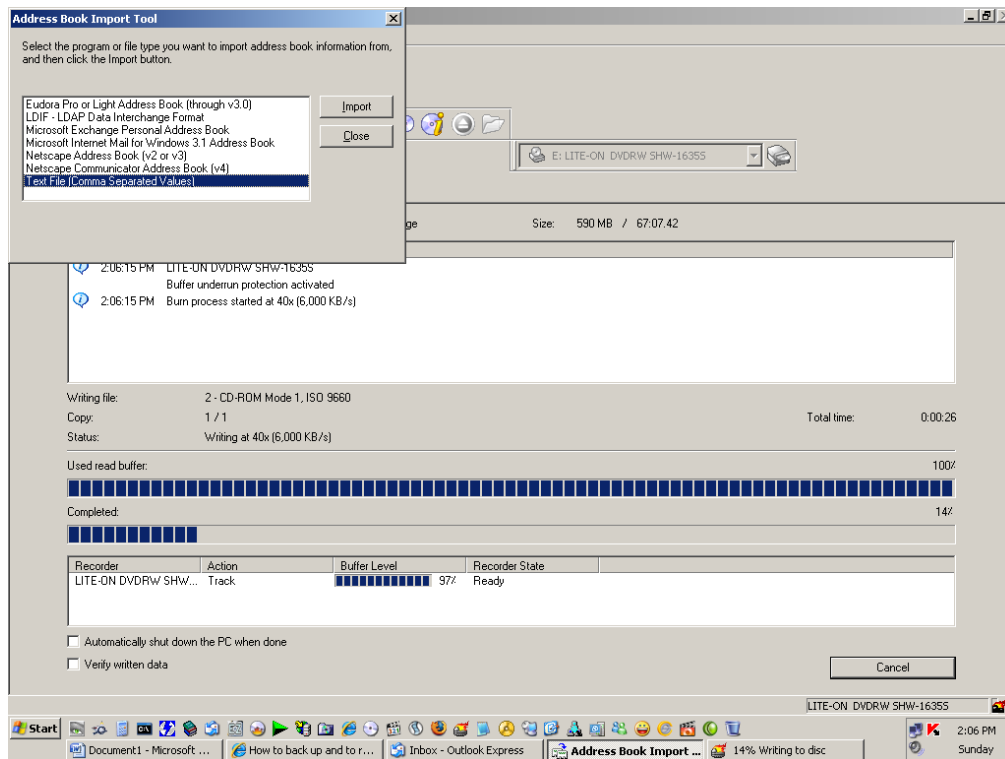
5. Click **OK**, and then click **Next**.
6. Click **All folders**, click **Next**, and then click **Finish**.

## Import the Address Book file

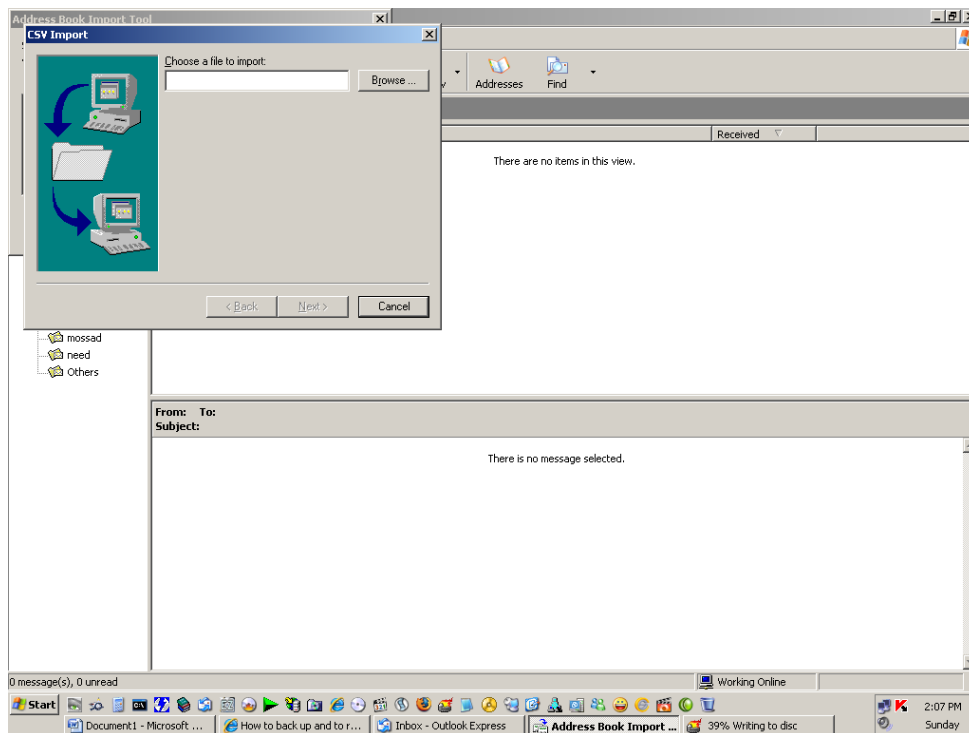
1. On the **File** menu, click **Import**, and then click **Other Address Book**



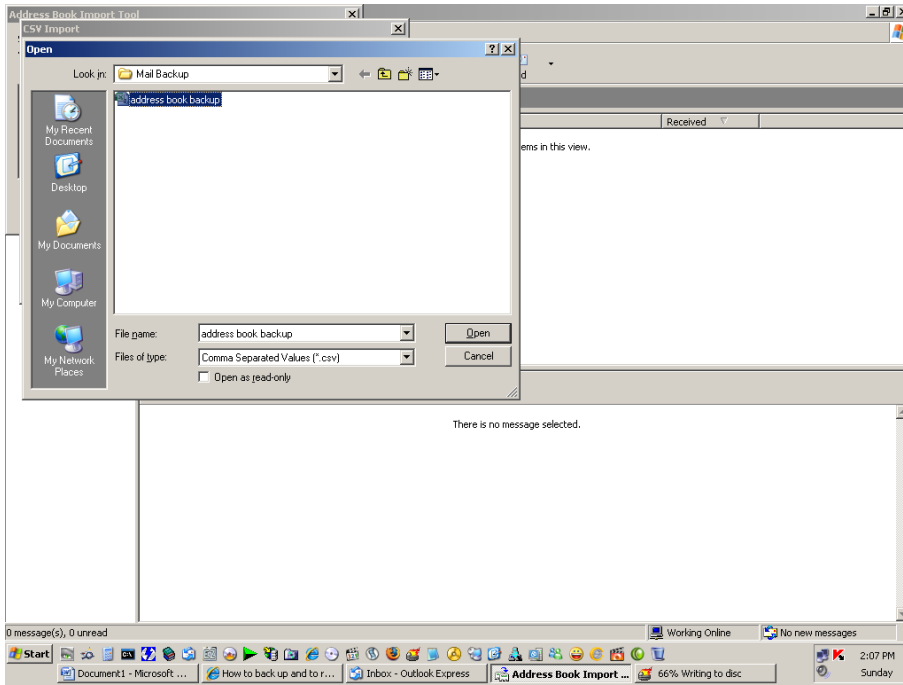
2. Click **Text File (Comma Separated Values)**, and then click **Import**.



3. Click **Browse**.

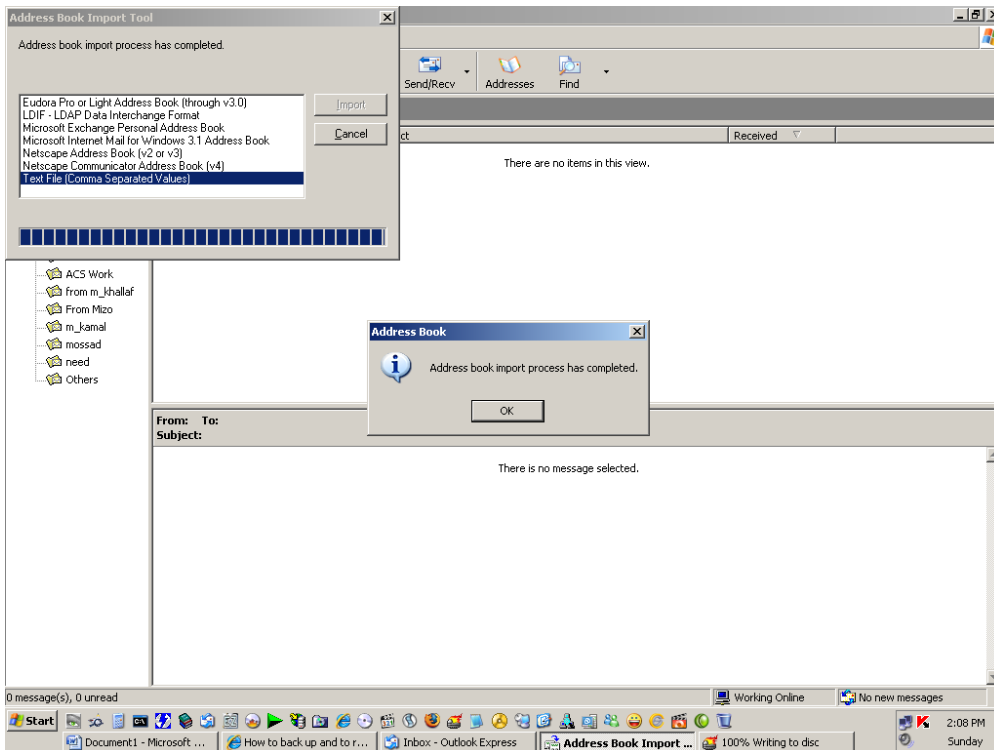


4. Select the **Mail Backup** folder, click the **address book backup.csv** file, and then click **Open**.



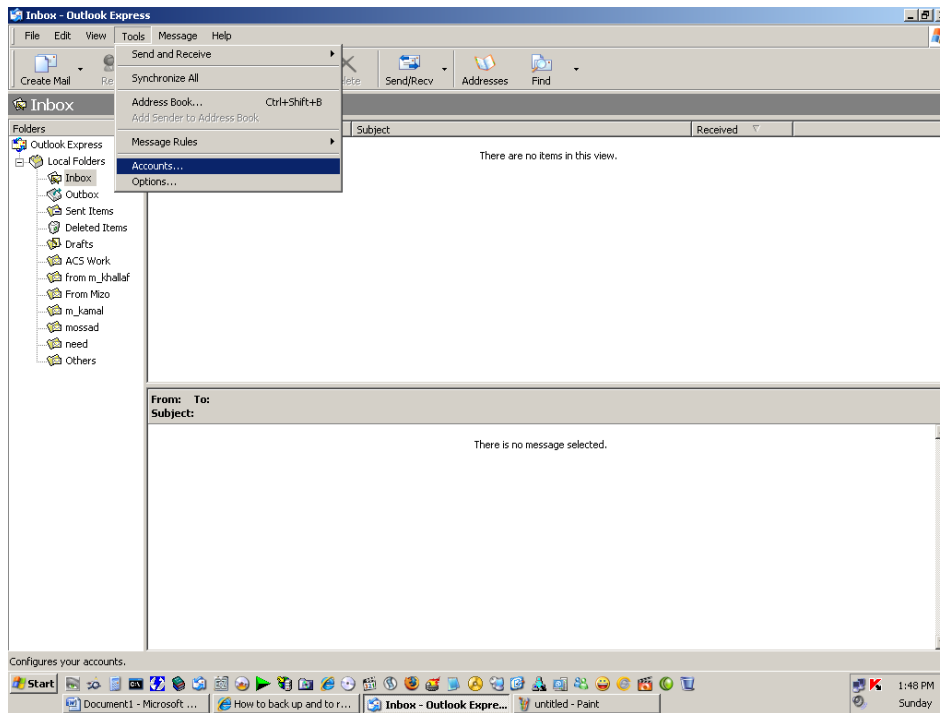
5. Click **Next**, and then click **Finish**.

6. Click **OK**, and then click **Close**.

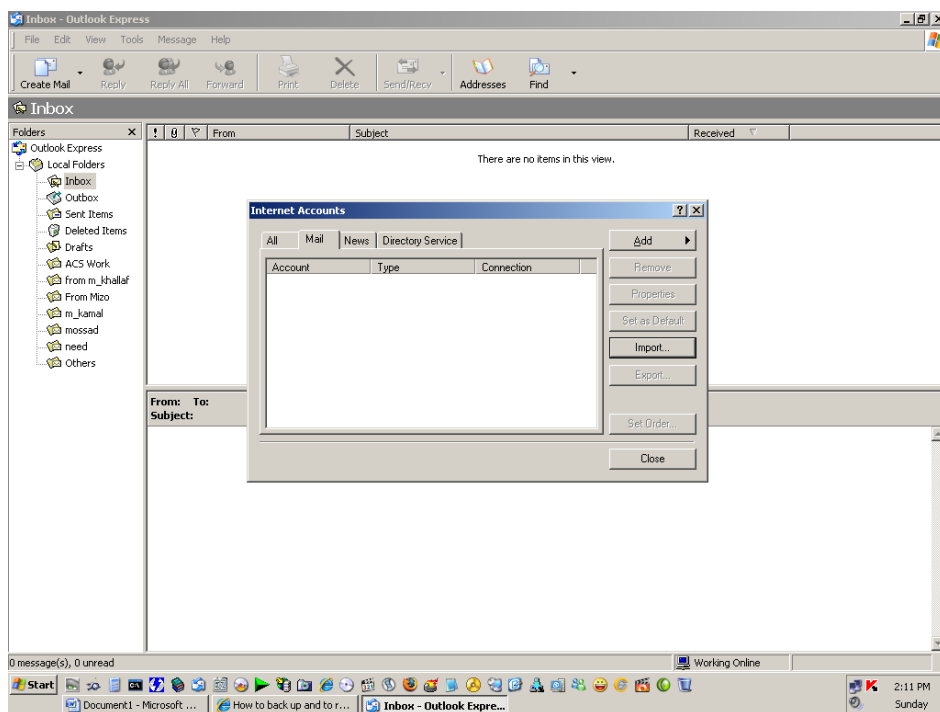


## Import the mail account file

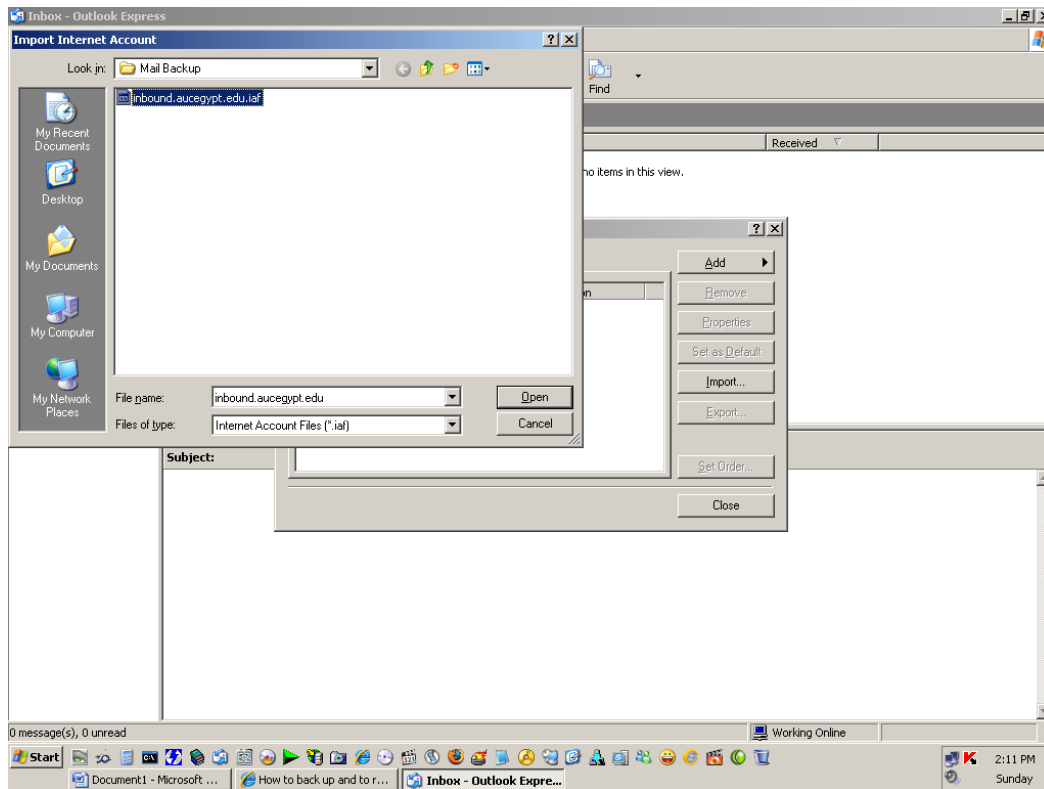
1. On the **Tools** menu, click **Accounts**.



2. On the **Mail** tab, click **Import**.



3. In the **Look In** box, select the **Mail Backup** folder.



4. Click the mail account that you want to import, and then click **Open**.

5. Repeat these steps for each mail account that you want to import.

6. Click **Close**.

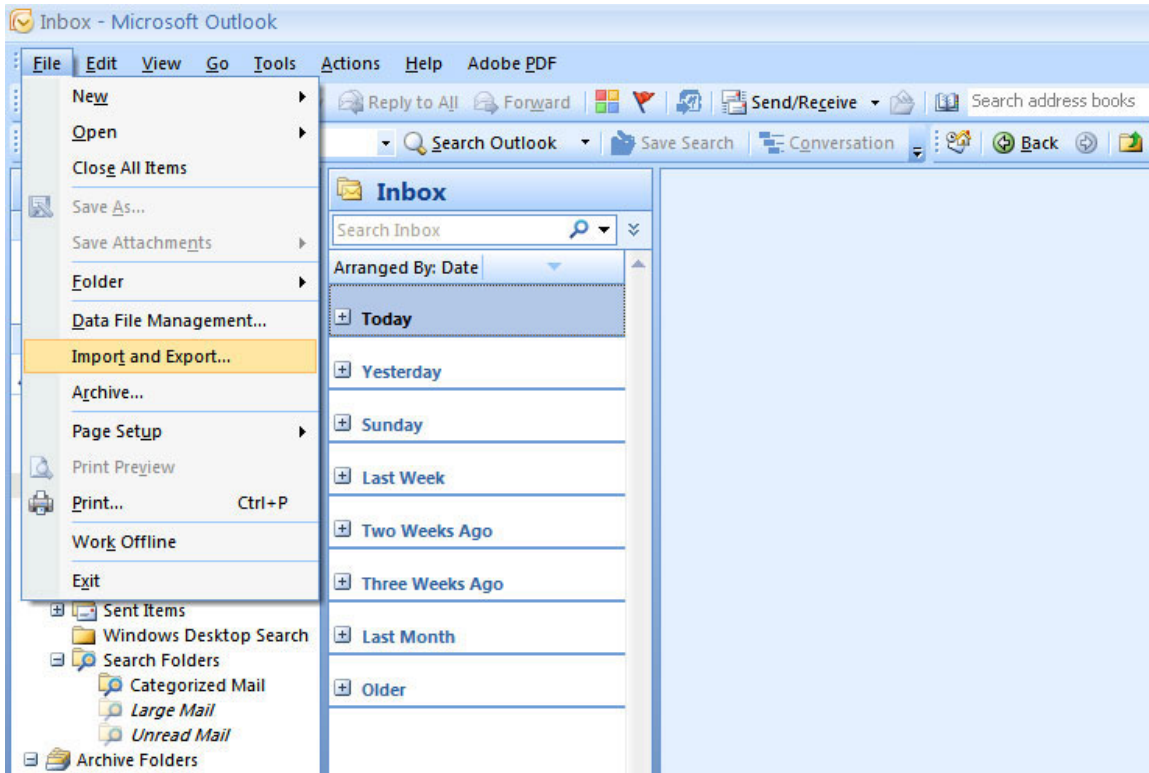
**\*\* APPLIES TO**

- Microsoft Outlook Express 6.0
  - Microsoft Outlook Express 5.5
  - Microsoft Outlook Express 5.01 Service Pack 2
  - Microsoft Outlook Express 5.0
  - Microsoft Outlook Express 5.01 Service Pack 1
  - Microsoft Outlook Express 5.01
- Microsoft Windows Millennium Edition

# Outlook 2007

## Backup Procedure

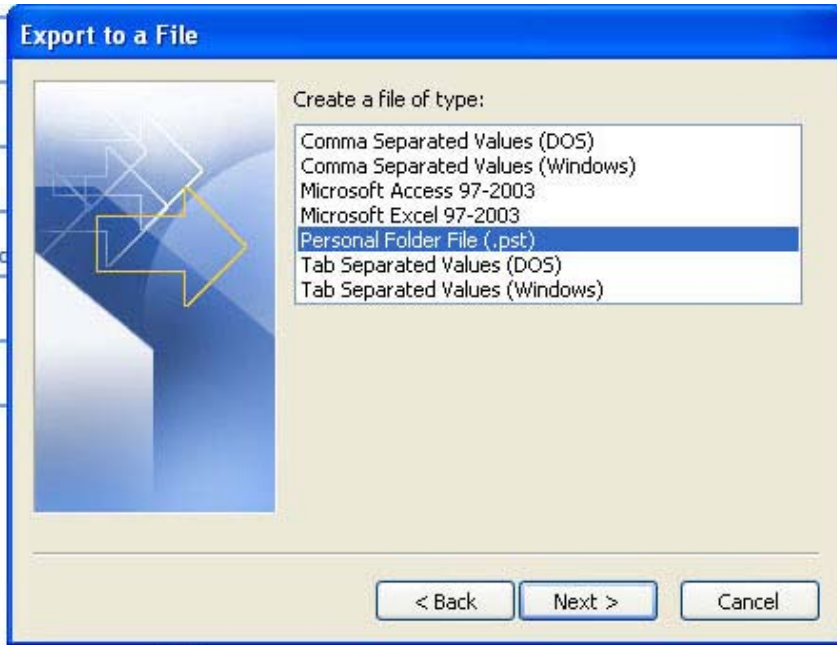
1. On the **File** menu, click **Import and Export**.



2. Click **Export to a file**, and then click **Next**.



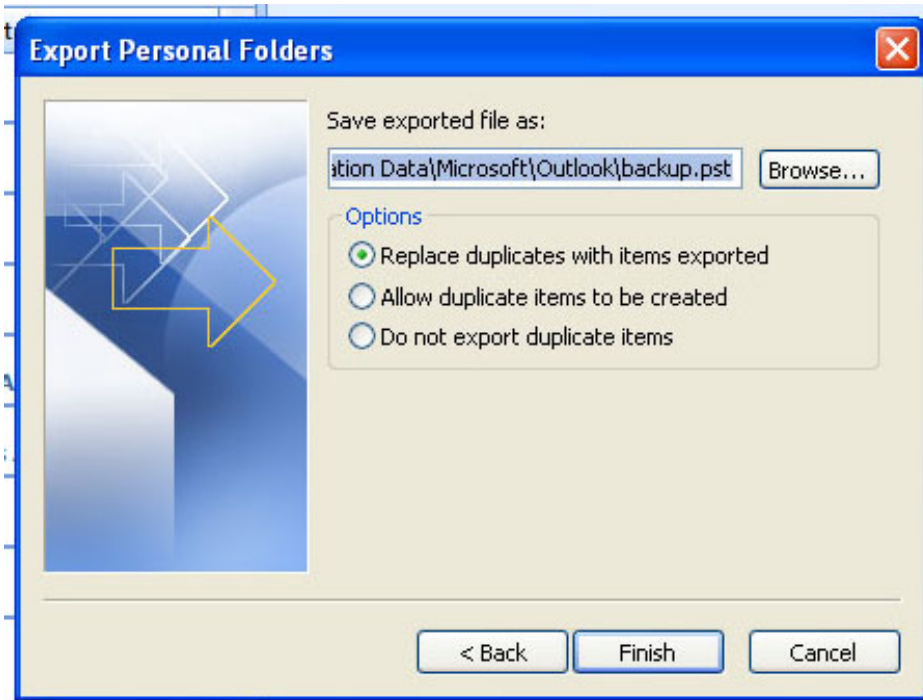
3. In the list, click **Personal Folder File (.pst)**, and then click **Next**.



4. Click the folder that contains the messages you want to back up. If the folder contains a subfolder that you want to include, select the **Include Subfolders** check box, and then click **Next**.



5. Under **Save exported file as**, click **Browse**, and then specify a name and location for your backup file, for example, **backup.pst**.. **Make sure that the file is saved to an external hard disk or flash disk.**



6. If you back up a .pst file that you have backed up to before, click one of the following:

**Replace duplicates with items exported** Existing data will be overwritten with the information in the file being exported.

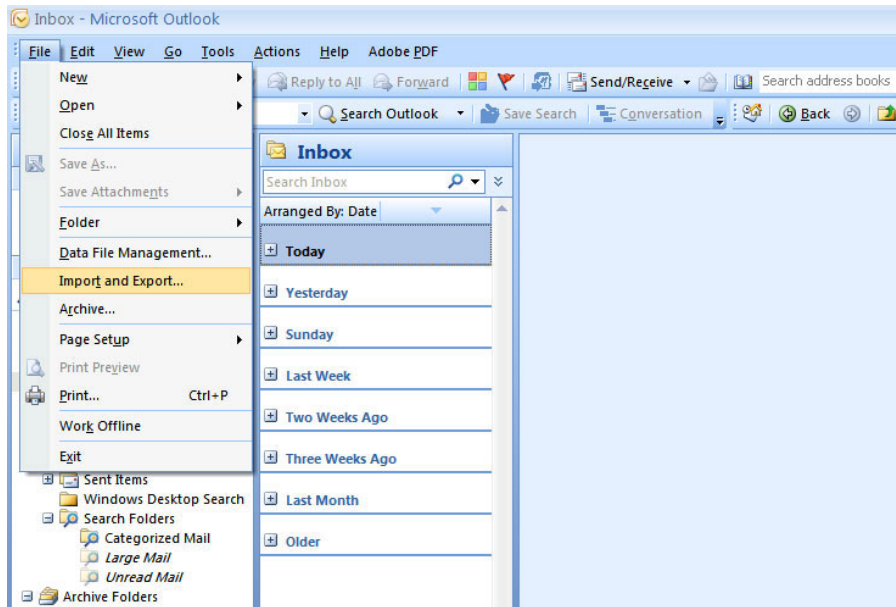
**Allow duplicate items to be created** Existing data will not be overwritten, and duplicate information will be added to the backup file.

**Do not export duplicate items** Existing data will be kept, and the duplicate information in the folder will not be copied to the backup file.

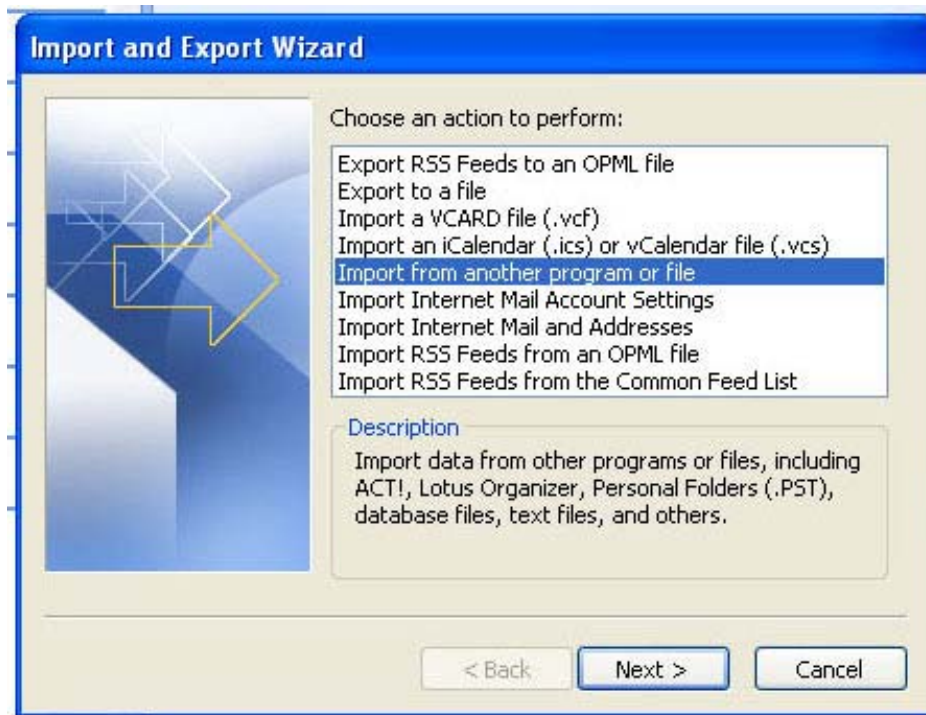
7. Click **Finish**.

## Restoring Outlook Data

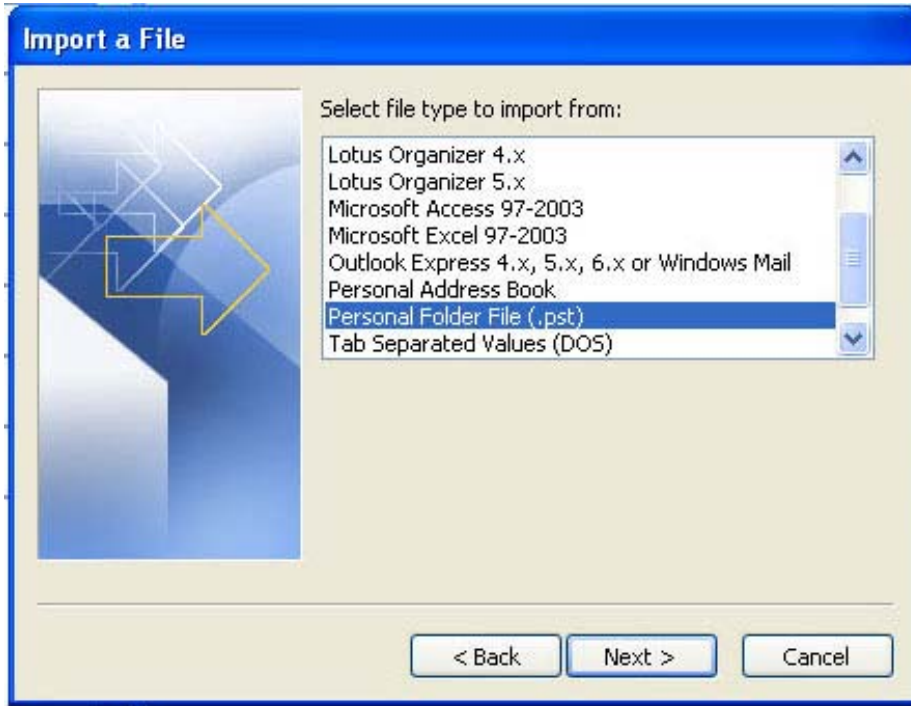
- On the **File** menu click **Import and Export**



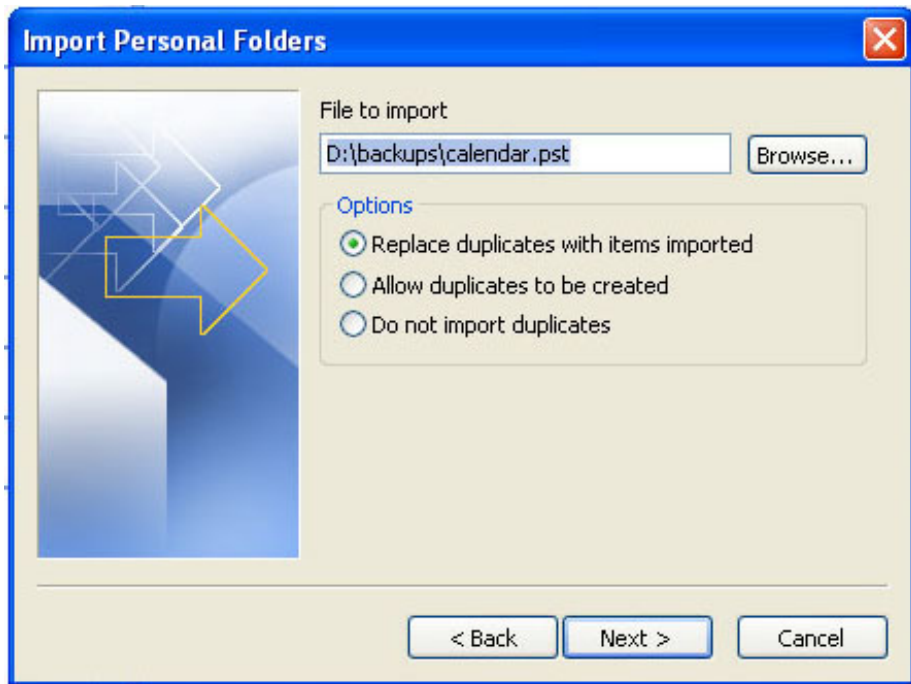
- Select **Import from another program or file** and click **Next**



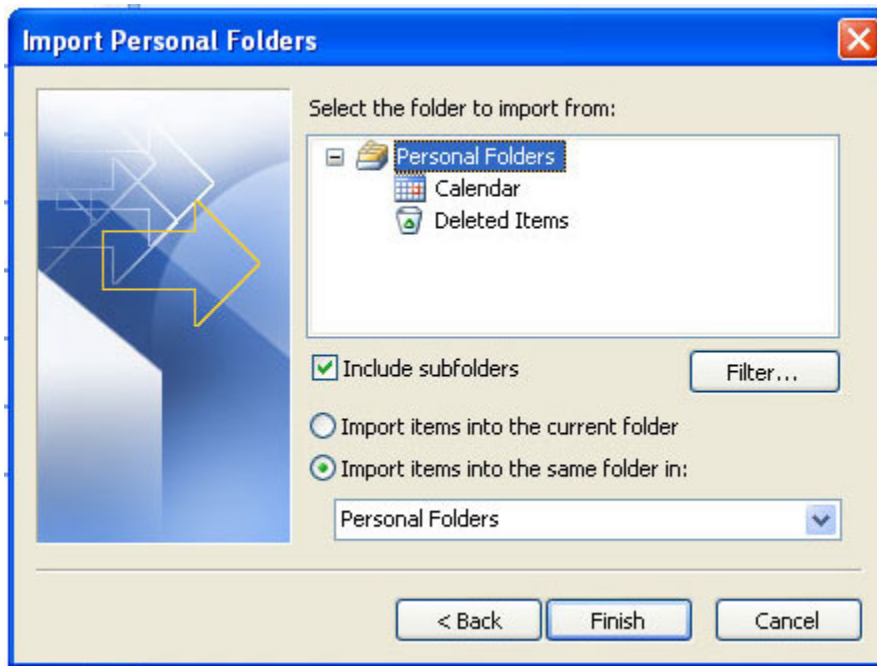
- Choose the file type to import from by selecting **Personal Folder File (.pst)** and click **Next**



- Select the file to import from by clicking on the browse button to locate your backup file



- Select the folder to import from in your backup file, make sure the **Include Subfolders** checkbox is selected, then **select Import items into same folder in**, select the folder name from the pull down menu , and click **Next**



- Click **Finish**

## Recommended External Hard Disk

(choose either the 160GB or 250GB capacity)

1- Western digital



## ACS Technical Support Team Contact Info

**If you need any help please don't hesitate to contact ACS support team:**

Hazem Hassib Ext. 5338

Mostafa Abdel Halim Ext. 5353

Mohamed Mostafa Ext. 5653

Mohamed Kamal Ext. 5571