

LESSON 78

BACKING UP WITH WINDOWS 98

Windows 98 has a backup feature that works well, is easy to use, and that can prompt you to insert a new floppy disk when your backup requires more than just one disk. Let's look at the backup program and see how it works.

Double-click on My Computer and then on Control Panel. Open Add/Remove Programs and open the Windows Setup tab. Scroll down to and then highlight System Tools. Click on the Details button to open a list of installed components. If the backup program is installed, you'll see a checkmark in the box to the left of that line. If that box is blank, click on it to create the check mark. Now click on OK. You'll need your Windows 98 CD-ROM disk to install the backup program. If you don't have the CD-ROM disk point your computer to C:\WIN98. You'll need to restart your computer to finish installing the backup program.

To use the backup program click on Start, Programs, Accessories and then on System Tools. Double-click on Backup. You can now select "Create a new backup job", "Open an existing backup job" or "Restore backed up files." The default selection is "Create a new backup job." The first time you use the backup program you'll have to choose "Backup my computer", which backs up your entire hard drive, or "Backup Selected Files" which lets you select the files you want to back up. After making this selection you'll be prompted to select a destination for the backup. Click on the folder icon to open the "Where to back up" window. Here you can navigate through and select from available backup devices like a floppy disk, Zip disk, etc.

Now you'll enter a name for the backup files and select a regular backup, a backup optimized to save time, or one that will save disk space by compressing the backup file to make it smaller. Remember that if you use floppy disks for your backup, Windows will prompt you to add a new disk whenever the current disk is full. You can also elect to back up your files to a Zip drive, Jaz drive, a second hard drive, a tape drive, or a RW CD-ROM drive.

Now you have no excuses left to avoid making a fast and simple backup of your valuable files.

