

Windsor Senior Computer Users' Group

**File Organization  
and  
Backup**

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May 14, 2018*

# Today's Agenda

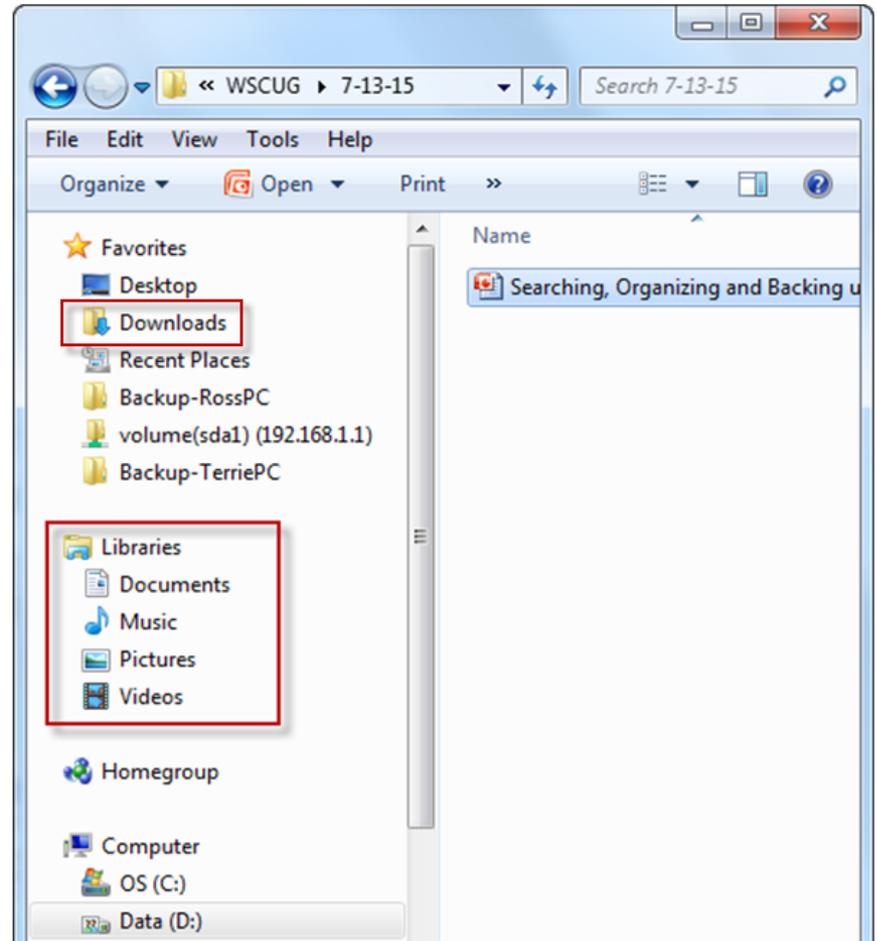
- ▶ How to organize files  
and the Side-by-Side trick
- ▶ Backup using the manual method of  
copying files to an external drive
- ▶ Backup using the Window 7 and Windows  
10 built-in application
- ▶ Backup using a cloud-based paid service

# Organizing Your Documents

- ▶ Do you save your documents on your desktop?
- ▶ Do you save documents in various folders on your hard drive?
- ▶ Do you know where your Downloads folder is? Or where your camera puts pictures?
- ▶ What are Libraries?

# Organizing Your Documents

- ▶ Best practice when creating documents or copying pictures from your camera/phone is to put them in the appropriate folders. That's what Libraries are for. Got a Word doc? Put it in Documents. Pictures? Store them in subfolders in the Pictures folder



# Organizing Your Documents

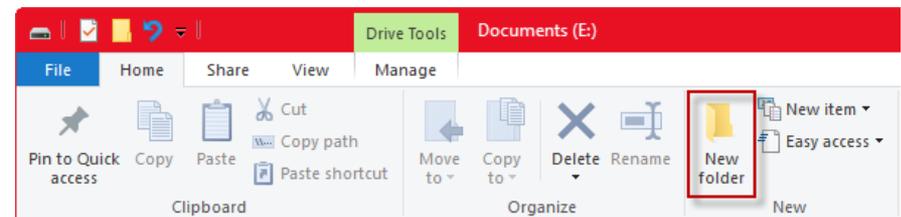
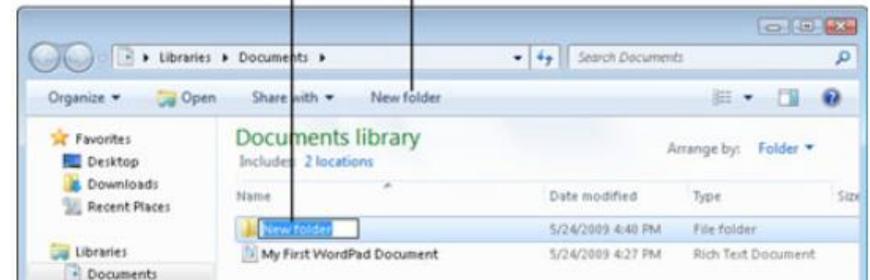
- ▶ Give folders descriptive names so that you can easily identify them.
- ▶ To create a new folder in Windows 7, open Windows Explorer (the little yellow folder on the task bar), click New Folder, Rename it.
- ▶ In Win10, click New Folder on the Ribbon, Rename it.
- ▶ Remember that you cannot use any of the following characters in a folder or file name:

\ / : \* ? " < > |



Type a name for the new folder.

Click new folder.



# Two Steps to Moving Documents

You've got a computer full of documents in no particular order and in multiple locations. We need to get them in the appropriate Libraries

- ▶ 1. In the following exercise we will open File (or Windows) Explorer in two separate windows so that we can have the existing location window open side-by-side with the future location.
- ▶ 2. Then we will click and drag documents to the appropriate Library and sub-folder

# How to Open Windows Side-by-Side

1. Open File Explorer (yellow folder on task bar)
2. Click on the top bar of the window and slide the window to the left until you hit the edge of the screen. The window will expand to exactly half of the screen (as shown in next slide)
3. Open File Explorer by right clicking on the yellow folder, click File Explorer, click the top bar and slide it all the way to the right until it expands in the other half of the screen
4. Begin moving documents from the left window to right window

# Side-by-Side Example

Original Location



Destination Location

**Click here and move all the way to the left of the screen**

**Click here and move all the way to the right of the screen**

25 items

9d668e7635239eb28ed973931f6ee437  
File folder  
Date modified: 10/7/2011 7:36 PM

8:39 PM  
Monday  
7/6/2015

# Moving to Documents Folder

- ▶ Once you've gotten your windows side by side, you can begin clicking and dragging files from the left screen to the right screen.
- ▶ Drag the file to the right screen and hover over the folder you wish to put the file in, then let go of the mouse button and “drop” the file into the folder



# Backup

- ▶ There are several ways to backup the documents and pictures on your computer:
  - Manually copying documents to an external hard drive
  - Use the built-in Windows backup application along with an external drive
  - Pay a monthly or yearly fee for a backup service hosted in the cloud, no external drive necessary

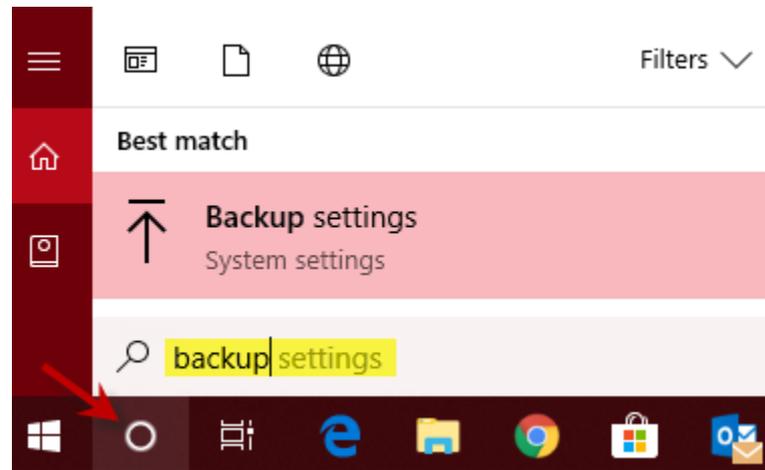
# External Drives

- ▶ What is an external drive? An external drive is a small box that contains a hard drive and it connects to your computer via a USB cable. The common manufacturers are Seagate, Western Digital (aka WD), Toshiba, Samsung and LaCie
- ▶ You will use an external drive to backup your documents either manually, using the manufacturer's backup software, using Windows Backup or subscribing to a cloud service
- ▶ A word of caution if you decide to use a thumbdrive instead of an external drive....Thumbdrives are not recommended for long-term use as they can wear out or become corrupt easily, losing your data in the process.



# Backup using Windows File History in Windows 10

- ▶ This is perhaps the easiest way to backup your computer.
- ▶ Using Cortana type the words highlighted in yellow:



# Backup using Windows File History in Windows 10

- ▶ This command will bring up the File History window, Click Add a drive and select it (your external drive must be attached already)

The image shows a screenshot of the Windows Settings application. On the left, the 'Settings' app is open to the 'Update & Security' section, with 'Backup' selected. On the right, the 'Backup' settings page is displayed. The main heading is 'Backup', followed by 'Back up using File History' and a description: 'Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.' Below this, there is a '+ Add a drive' button. A dropdown menu is open from this button, showing a list of available drives: 'Local Disk (G:) 320 GB free of 931 GB', 'TOSHIBA EXT (H:) 213 GB free of 298 GB', and 'Seagate Backup Plus Drive (F:) 323 GB free of 931 GB'. Two red arrows point to the 'Add a drive' button and the 'Select a drive' option in the dropdown menu. The 'Backup' page also shows a 'Looking for a drive?' section with a 'Go to Backup and Restore' link.

# Backup using Windows File History in Windows 10

- ▶ Choosing an external drive is a one-time process. Click “More options”

## Backup

### Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.

Automatically back up my files

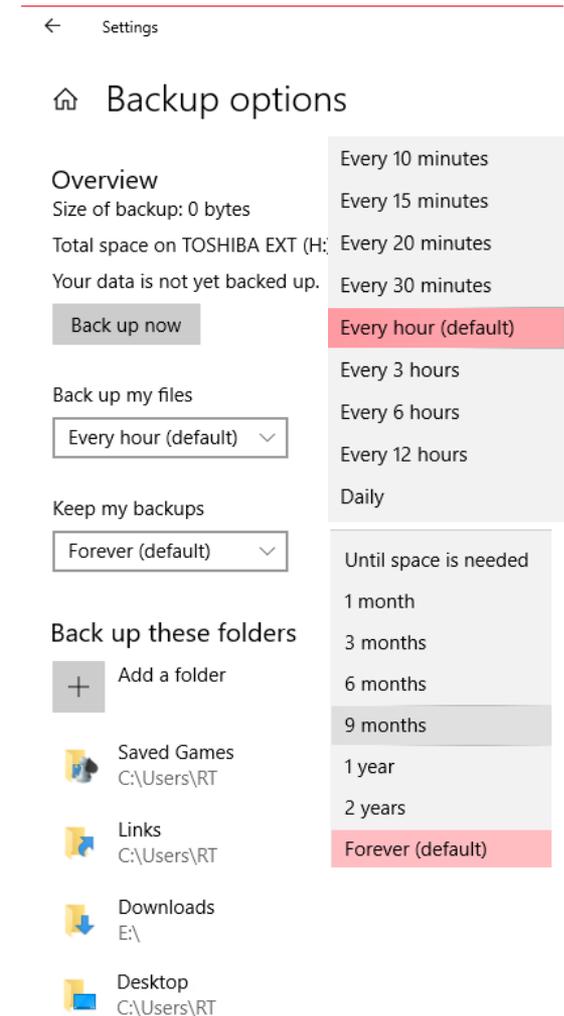


On

[More options](#)

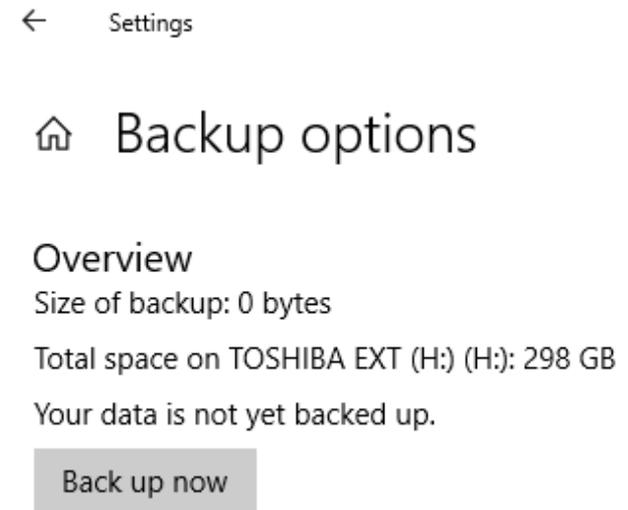
# Backup using Windows File History in Windows 10

- ▶ More options gives you a chance to pick how frequently you wish to backup, and how long to keep each individual backup.
- ▶ This window will also show you what folders are being backed up. By default, all of your Libraries (Documents, Pictures, Videos, etc) are backed up.
- ▶ If you haven't kept documents in Libraries, then you will have to manually add them to the list. You can see why it is important to properly organize your files.



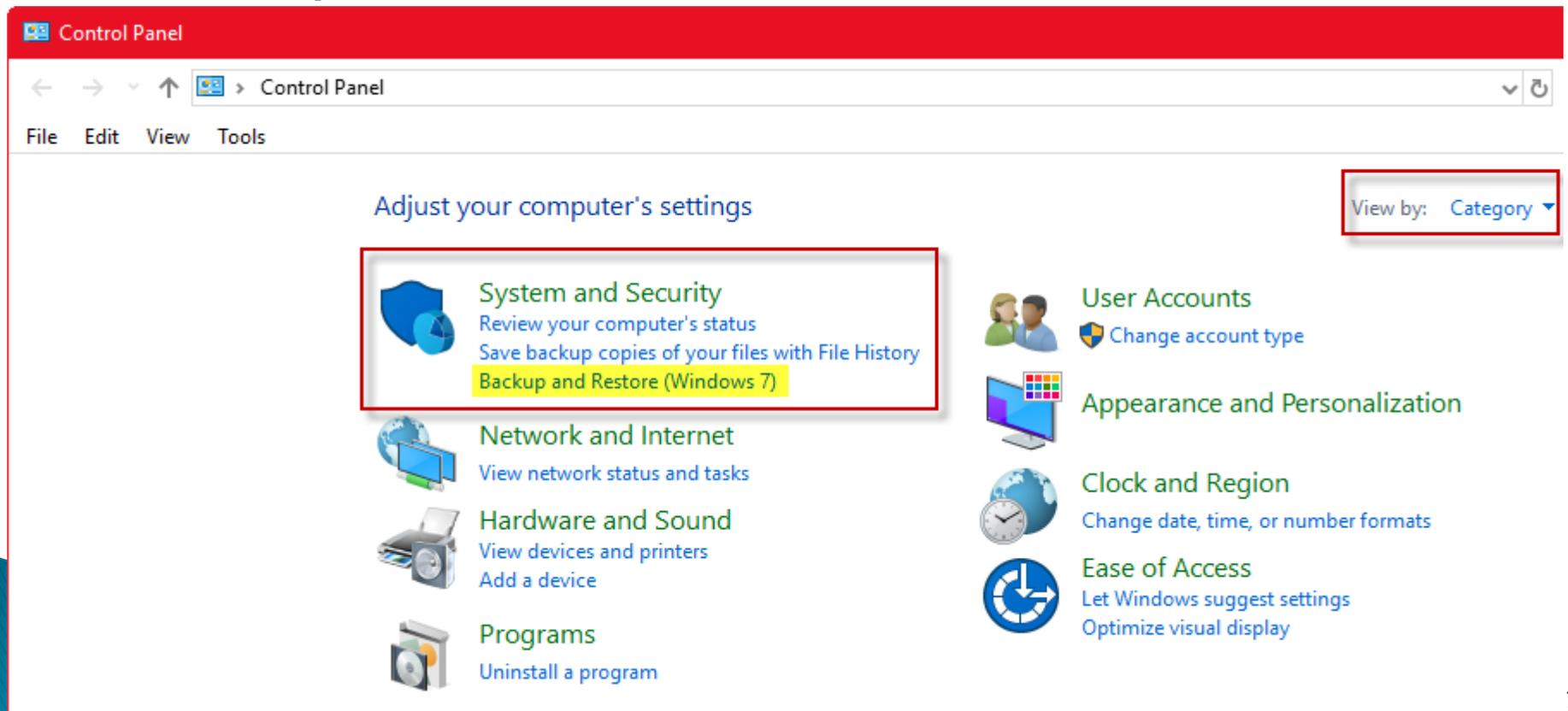
# Backup using Windows File History in Windows 10

- ▶ After you've chosen how often to backup and how long to keep the backups, you simply click the Back up now button and Windows 10 will do the rest.



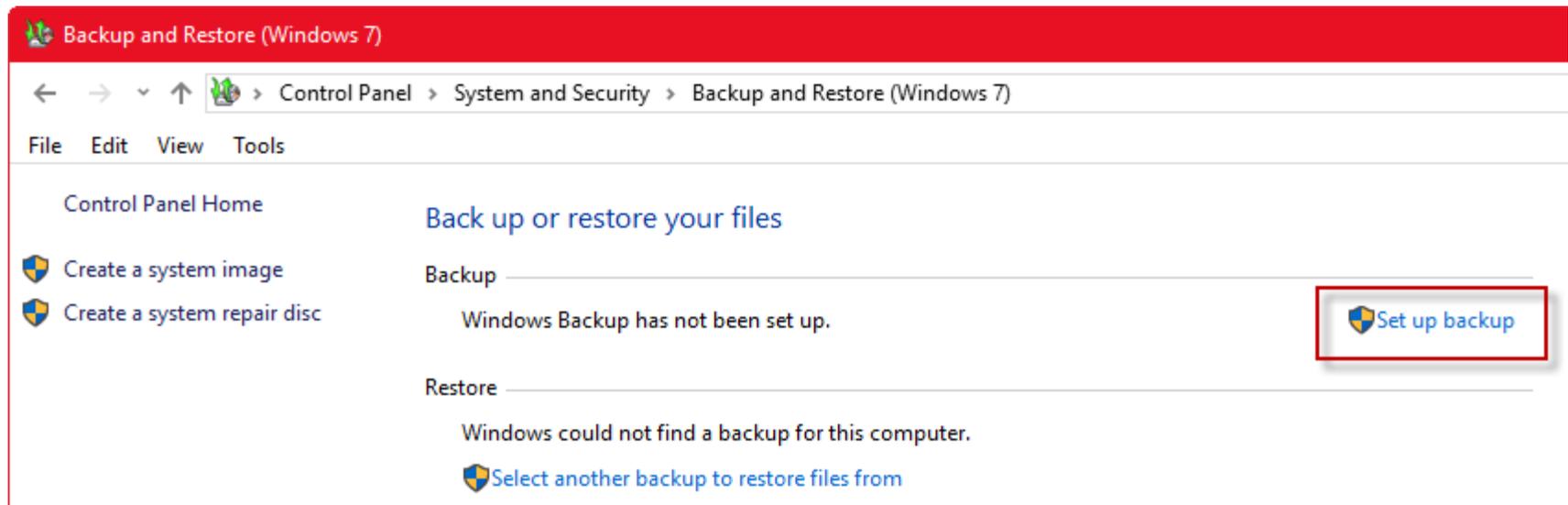
# Backup using Backup and Restore in Windows 7

- ▶ Click on the Start button, select Control Panel, then System and Maintenance and finally Backup and Restore



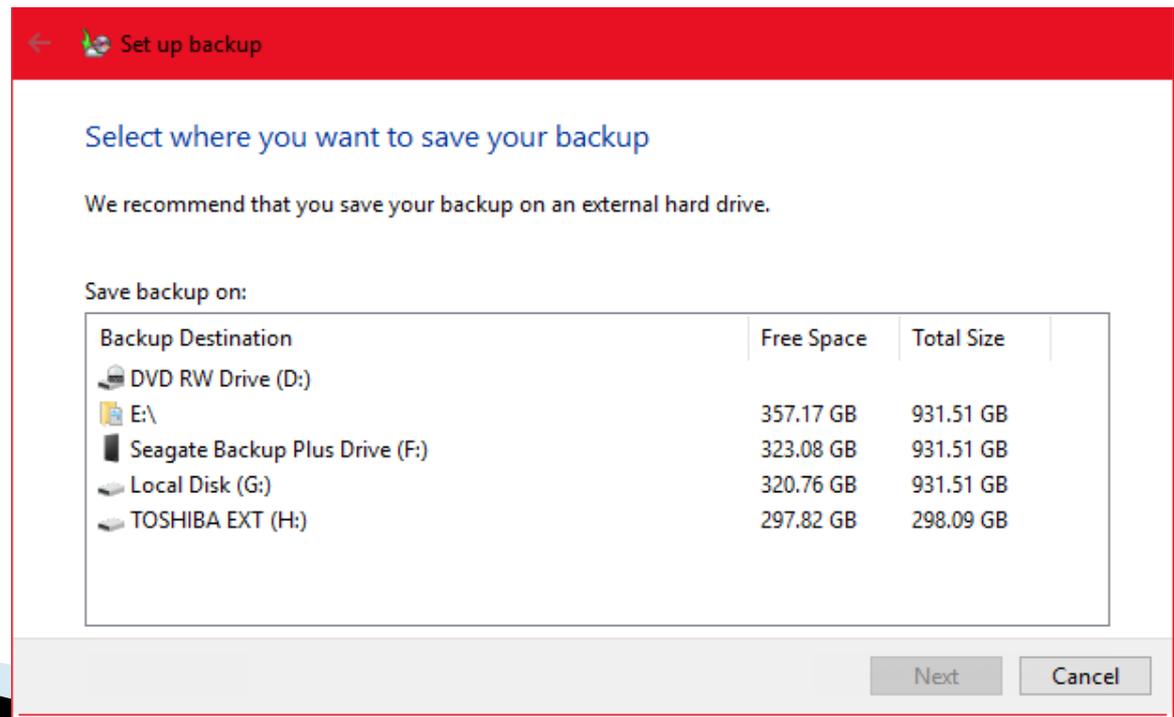
# Backup using Backup and Restore in Windows 7

- ▶ If you've never used Windows Backup before, then you will see the option to Set up backup. Select it.



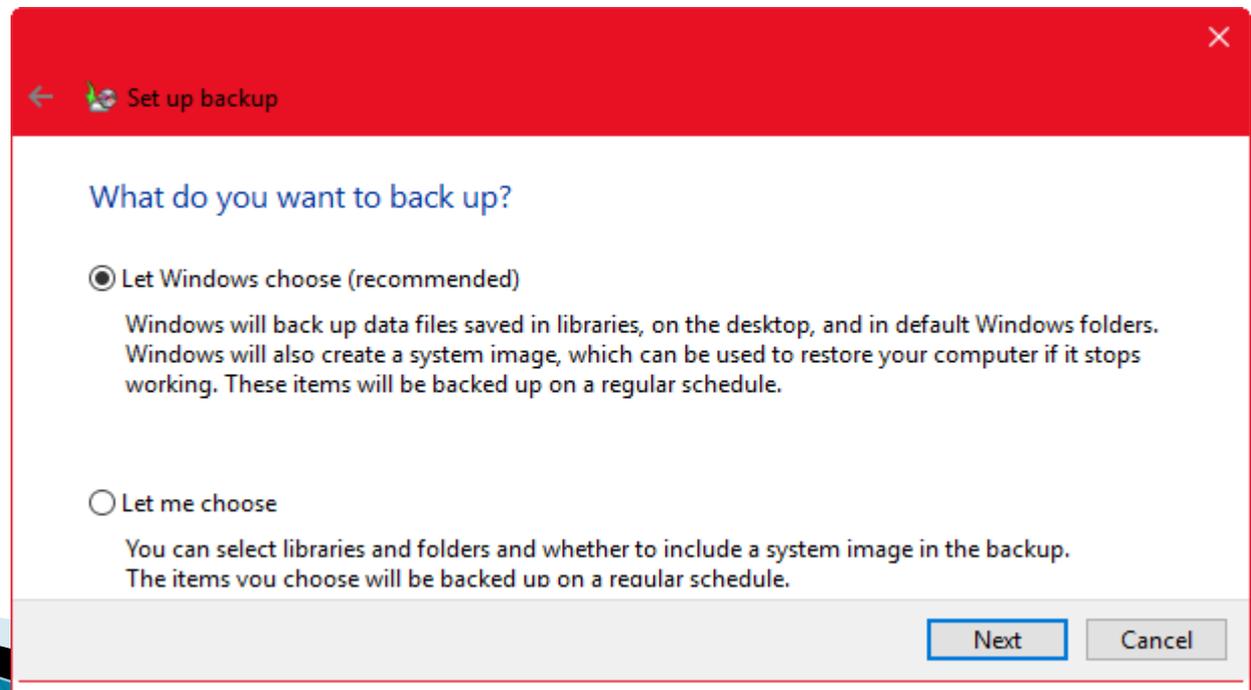
# Backup using Backup and Restore in Windows 7

- ▶ On this page, you'll select where to save your backup. Click the external drive name that matches the drive you've previously connected to your computer. In the example below, I have several external drives connected to my computer.



# Backup using Backup and Restore in Windows 7

- ▶ After you've selected the external drive, you must tell Windows what you want to back up. Select Let Windows choose. Assuming you've organized your files correctly, i.e. in Libraries, the backup will capture all of your data. If you decide to manually choose what to back up, then select Let me choose.



# Backup using Backup and Restore in Windows 7

- ▶ Next, you will choose how often to backup (Daily, Weekly, Monthly), which day to backup if you choose to backup weekly, and what time.

Set up backup

How often do you want to back up?

Files that have changed and new files that have been created since your last backup will be added to your backup according to the schedule you set below.

Run backup on a schedule (recommended)

How often: Weekly

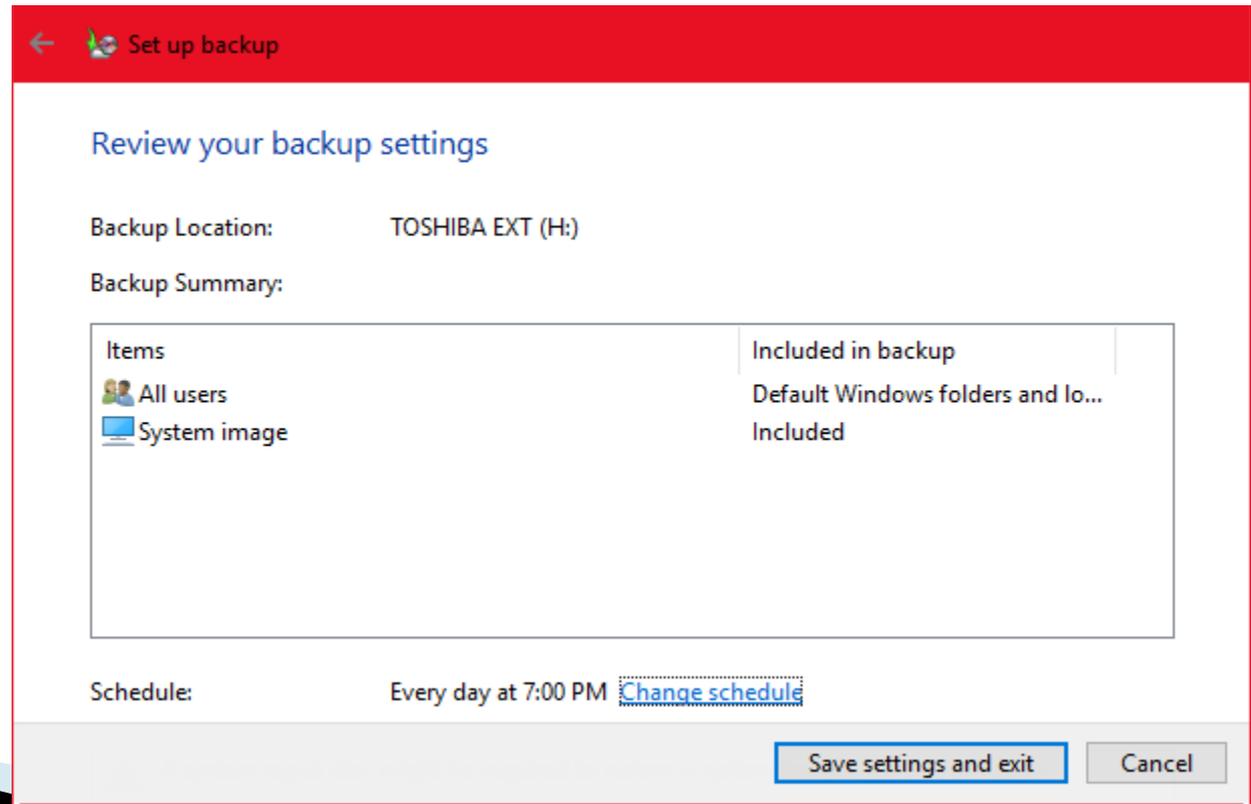
What day: Sunday

What time: 7:00 PM

OK Cancel

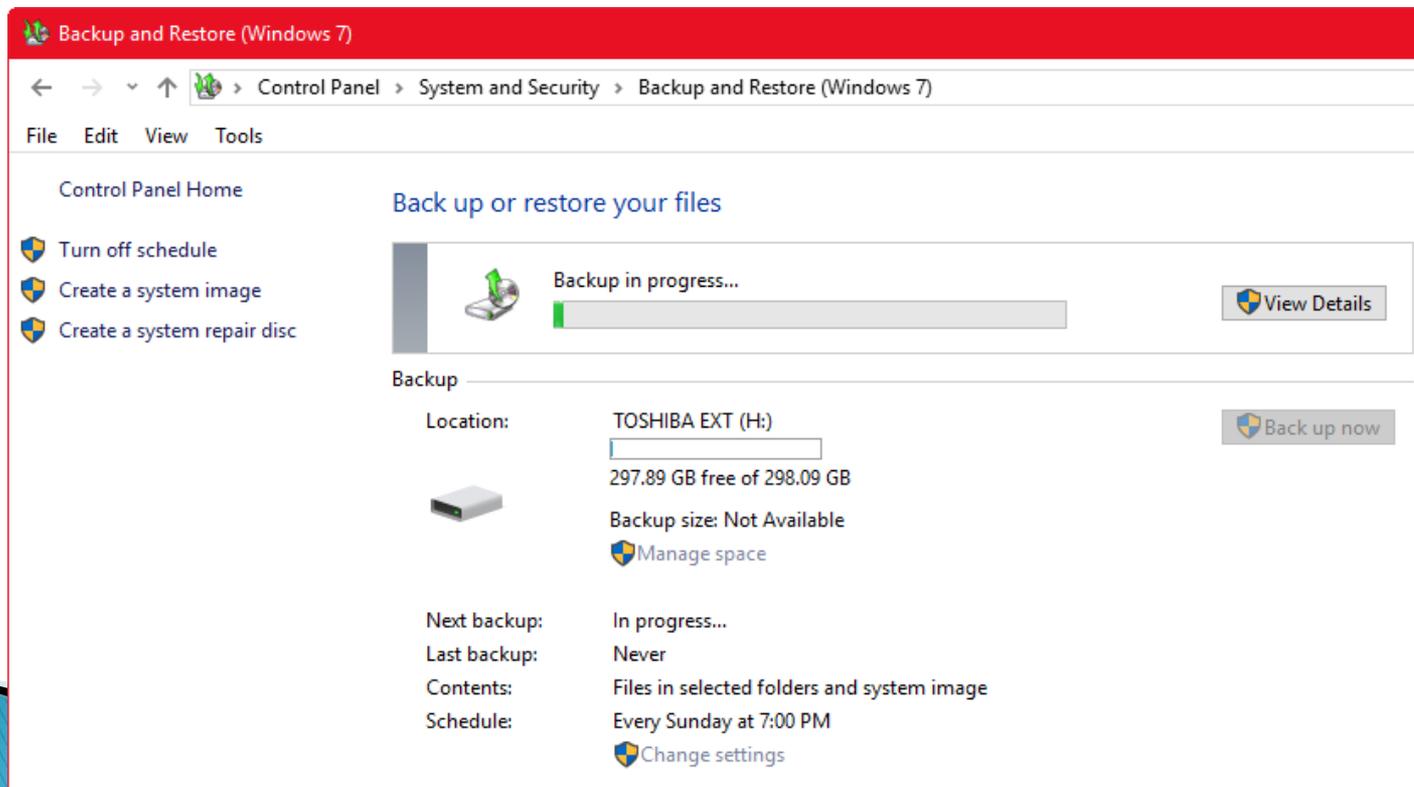
# Backup using Backup and Restore in Windows 7

- ▶ In this window, you'll have a chance to review your settings, click Save settings and exit



# Backup using Backup and Restore in Windows 7

- ▶ Once you exit, your backup will start and you'll see a progress window



# Backup using a paid cloud service

- ▶ What is a cloud backup service? It basically means that a special program which you buy will copy and send all of your data through the internet up to a computer somewhere in the United States. Your data is encrypted while it is flying through the clouds which means no one can see or steal your data while it is being backed up. The advantage of this kind of service is that your data is preserved in the event that your computer at home fails, gets stolen or destroyed in some disaster (think of the October fires!)

# Paid backup services

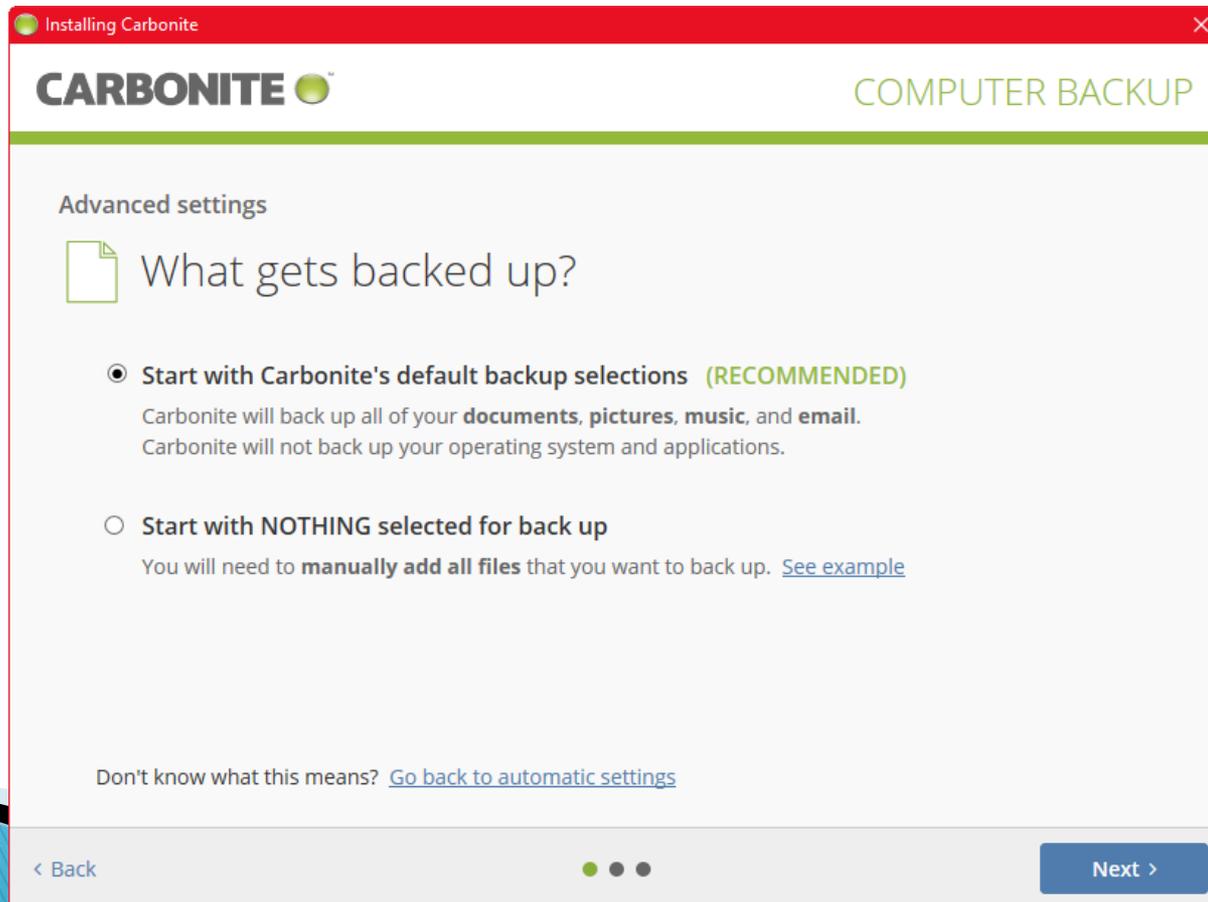
- ▶ There are many services to choose from, some of the most highly rated ones are:
  - BackBlaze
  - Carbonite
  - Idrive
  - Acronis True Image
  - Norton Online Backup

# Paid backup services

- ▶ For this presentation, I installed demo versions of both BackBlaze and Carbonite on my home computer. I found both to be capable services but BackBlaze was a little more clunky than Carbonite, and therefore I can't really recommend it although it comes highly praised in online reviews.
- ▶ Carbonite allowed me to backup my computer for free for 15 days. After that it is \$6/month or \$72/year
- ▶ BackBlaze also allowed me to backup for free for 15 days and is \$5/month or \$50/year.
- ▶ Here is a website for you to review some of the cloud-based backup services:
  - <https://www.tomsguide.com/us/best-cloud-backup,review-2678.html>

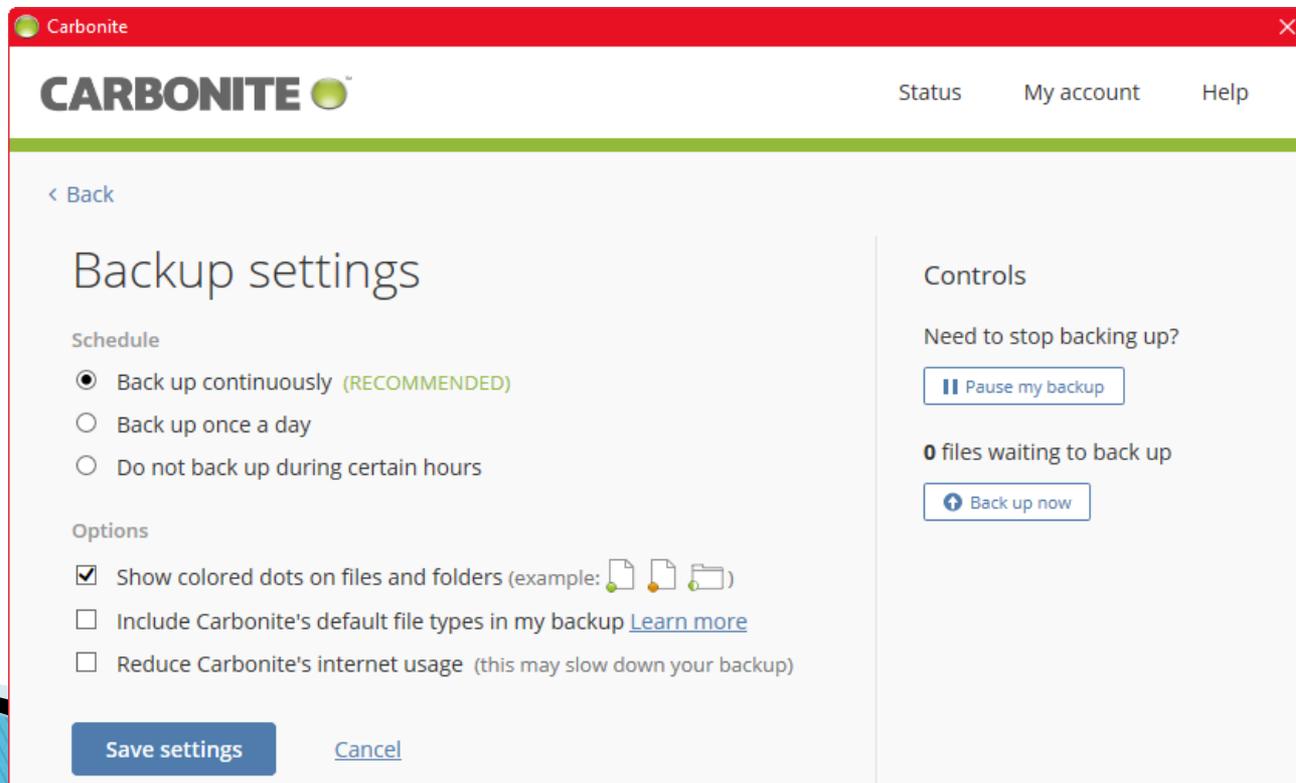
# Paid backup services – Installing Carbonite

- ▶ After I downloaded the Carbonite program from their website and then installed it, I was presented with this window:



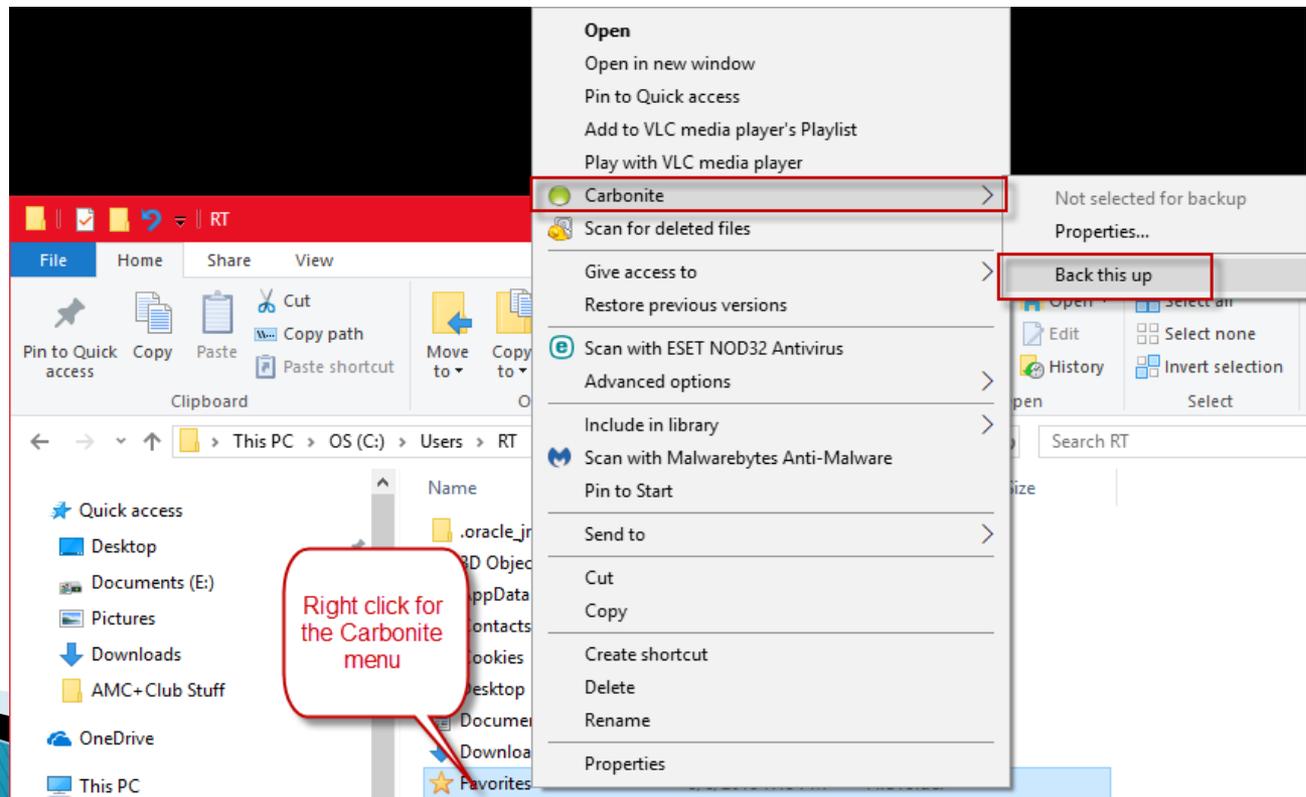
# Paid backup services – Installing Carbonite

- ▶ As with the Windows backup program, you can choose how often to backup and either take the recommended backup options or choose which files to backup.



# Paid backup services – Installing Carbonite

- ▶ What I liked most about Carbonite which wasn't offered in BackBlaze was the ability to add files to the backup by simply right clicking on the file. This gave me a new menu which would be handy if you happened to save a file outside of the normal Library.



# Paid backup services – Installing Carbonite

- ▶ Once Carbonite was finished backing up it gave me a summary.

The screenshot shows the Carbonite web interface. At the top, there is a red header with the Carbonite logo and navigation links for 'Status', 'My account', and 'Help'. Below the header, a green banner indicates 'Carbonite free trial - 15 days left' with a 'BUY NOW' link. The main content area features a large green checkmark and the text 'Your files are safely backed up'. Below this, a diagram shows a computer icon on the left, a green arrow pointing to a cloud icon on the right, with the text '10 files - 4.2 MB' above the arrow and 'Updated about 31 seconds ago' below it. There are three buttons: 'Settings & controls' (a link), 'Get my files back' (a blue button), and 'View my backup' (a link). At the bottom, a white pop-up window titled 'Welcome to Carbonite' contains the text 'While we start your backup, here are a few things you should know to get the most out of Carbonite...' and a 'Take the tour' link.

# Restoring Files from Backup

- ▶ Now that we've backed up all of our data, how do we get it back if we need it?
- ▶ Windows 10: Type Restore files in Cortana, select Restore your files with File History, browse for the file you wish to restore, click Restore
- ▶ Windows 7: Click Start > Control Panel > System and Maintenance > Backup and Restore > Restore my files. Then you will have the option of browsing through the files on your external drive
- ▶ In Carbonite, click Get my files back from the Summary page shown in a previous slide, select either the Choose files button or Get all my files button, and choose the file you wish to restore

# >> *The End* <<

*To create this presentation, I used:*



*- A copy of this presentation can be found  
at the link below in Adobe Reader format:*

<http://guistino.com/Training/FileOrganization-Backup.pdf>