

SETTING AUTOMATIC BACKUPS

ARCHIVING

Once you've determined the form of external backup device you require, the next step is to establish automatic updates. These updates should occur at least once weekly.

Major computer brands provide built-in backup utilities. You can set up scheduled automatic backups of your devices using these utilities.

Remember:

If you choose to encrypt your backup location, only those with the password can access the backups.

Windows Backup

The first time you use Windows Backup, a wizard opens that automatically creates a schedule for you. You can change the schedule by opening Backup and Restore.

1. Click Start, click Control Panel, click System and Maintenance, and then click Backup and Restore (Backup and Restore Center in Windows Vista).

2a. If you're setting up Windows Backup for the first time, click Set up backup. Follow the wizard's instructions.

2b. If you're altering the schedule, click Change settings to set your new schedule (then click Change backup settings in Windows Vista).

Remember:

Your computer will skip the backup if it is off, sleeping, or hibernating. Otherwise, Backup and Restore waits until the next scheduled backup.

Mac Time Machine

Time Machine creates daily, weekly and monthly backups supported by:

- a. External drives that connect directly to the USB, FireWire, or Thunderbolt port
- b. USB drive connected to the USB port of a Time Capsule.
- c. Networked volume served by OS X server using Apple File Protocol

The first time you plug in your external drive to your Mac, it should prompt you to use the drive as the backup destination for Time Machine. Click Use as Backup Disk.

If that doesn't appear,

1. Click the apple on the top left of the screen. Click System Preferences. Click Time Machine.

2. Click Select Backup Disk

3. Select preferred backup location. Click Use Disk.

Remember:

Unless your Mac supports Power Nap, it must be plugged in, on, and awake for Time Machine to work. Once your backup location is full, the oldest backups are deleted to make room.

Backing Up iPhone to iCloud

You can backup Apple iPhones using the iCloud.

To turn on iCloud, go to Settings and click iCloud and then turn on Backup.

Remember:

The phone must be on, connected to WiFi and connected to a power source.