

How to back up your important files to an external hard drive using Unstoppable Copier

YOU WILL NEED AN EXTERNAL STORAGE DEVICE LIKE A USB HARD DRIVE TO BACK UP YOUR FILES.

WARNING:

Before you proceed you need to realize what this process means. You are backing up ALL of your data. What this means is that you're also backing up any viruses you may have.

BE SURE TO RUN ANTI VIRUS SCANS ON YOUR BACKUP ONCE IT'S DONE.

If you fail to do this you're just going to restore the virus to your computer and be back at square one. EVERY program you use MUST be reinstalled. You cannot simply copy it back from the backup. This includes but is not limited to AOL Instant Messenger, Mozilla Firefox, Skype, iTunes, and any games you might have on your computer. If there are specific settings with those programs it IS possible to restore the settings but for most things it is just easier to start fresh.

Running Unstoppable Copier:

The first thing to do when backing up your files is getting a backup program. Here at Canisius we like Roadkil's Unstoppable Copier. It's free to use (which is why you like it) and performs very well / is reliable (which is why WE like it). You can find the program at <http://www.roadkil.net/program.php?ProgramID=29>

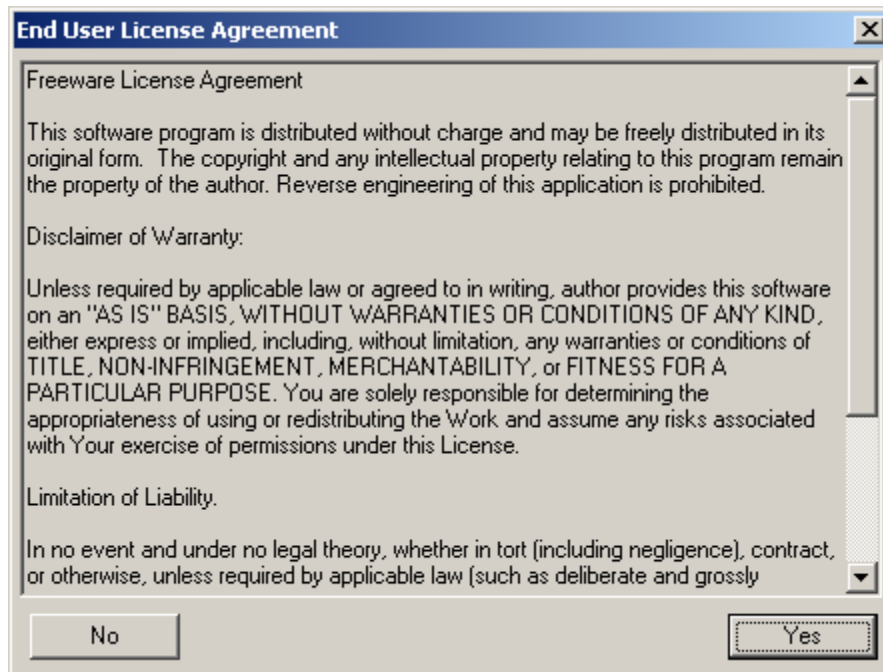
DO NOT USE YOUR COMPUTER DURING THE BACKUP PROCESS. CLOSE ALL APPLICATIONS LIKE WORD, INTERNET EXPLORER, FIREFOX, AIM, iTUNES. ANYTHING.

If you leave these applications open they use files on the drive, and files in use cannot be copied.

Save the program to your desktop.

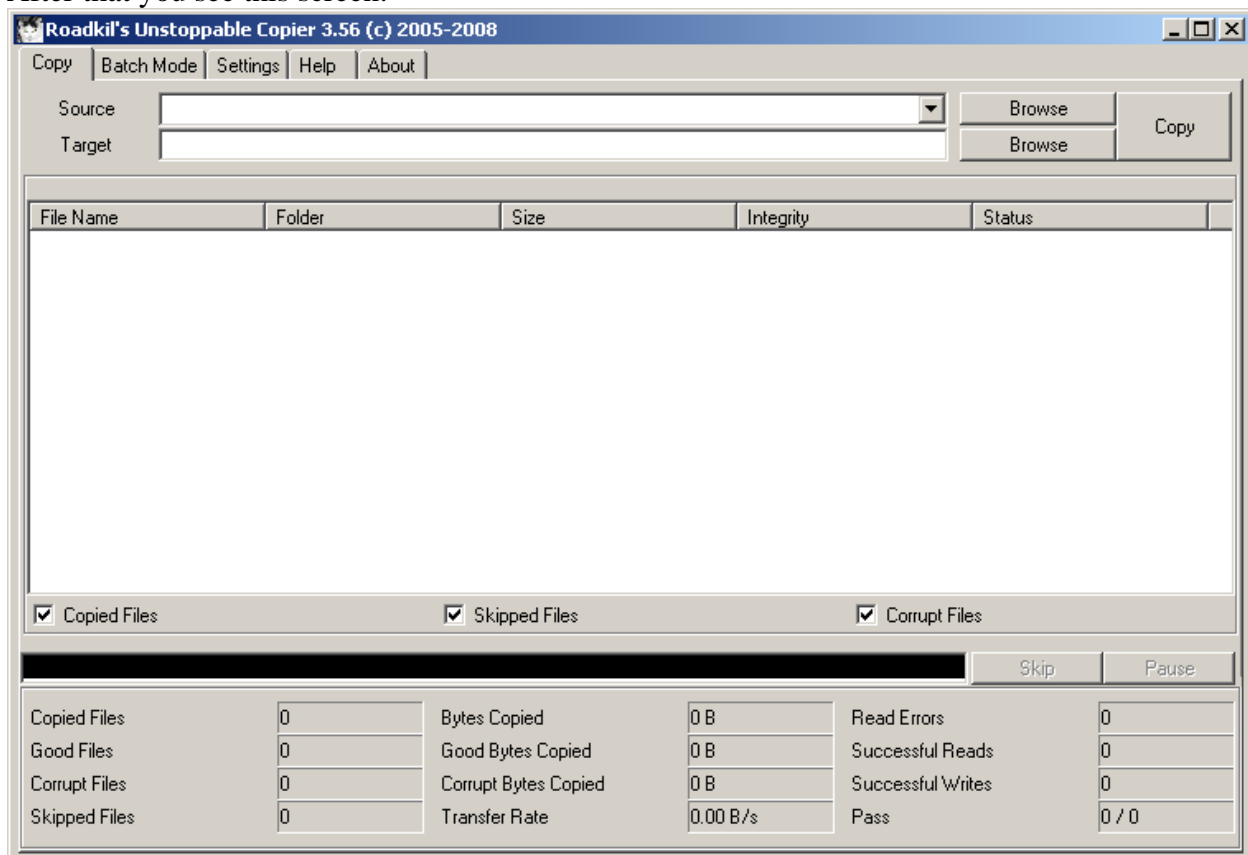
Double click "unstopcp.exe" - it should have a cat as its icon.

You will see the following license agreement:



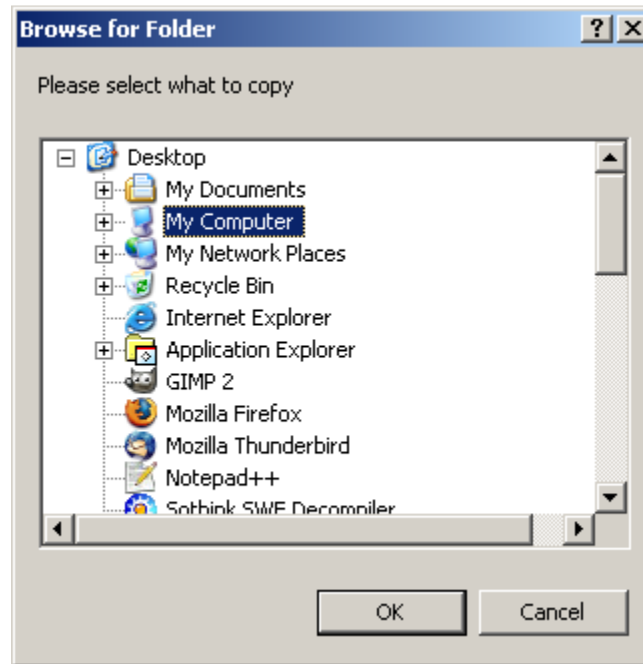
The license agreement states that the author of the program is not liable for any data loss that may occur during the process (which is highly unlikely to happen).

After that you see this screen:



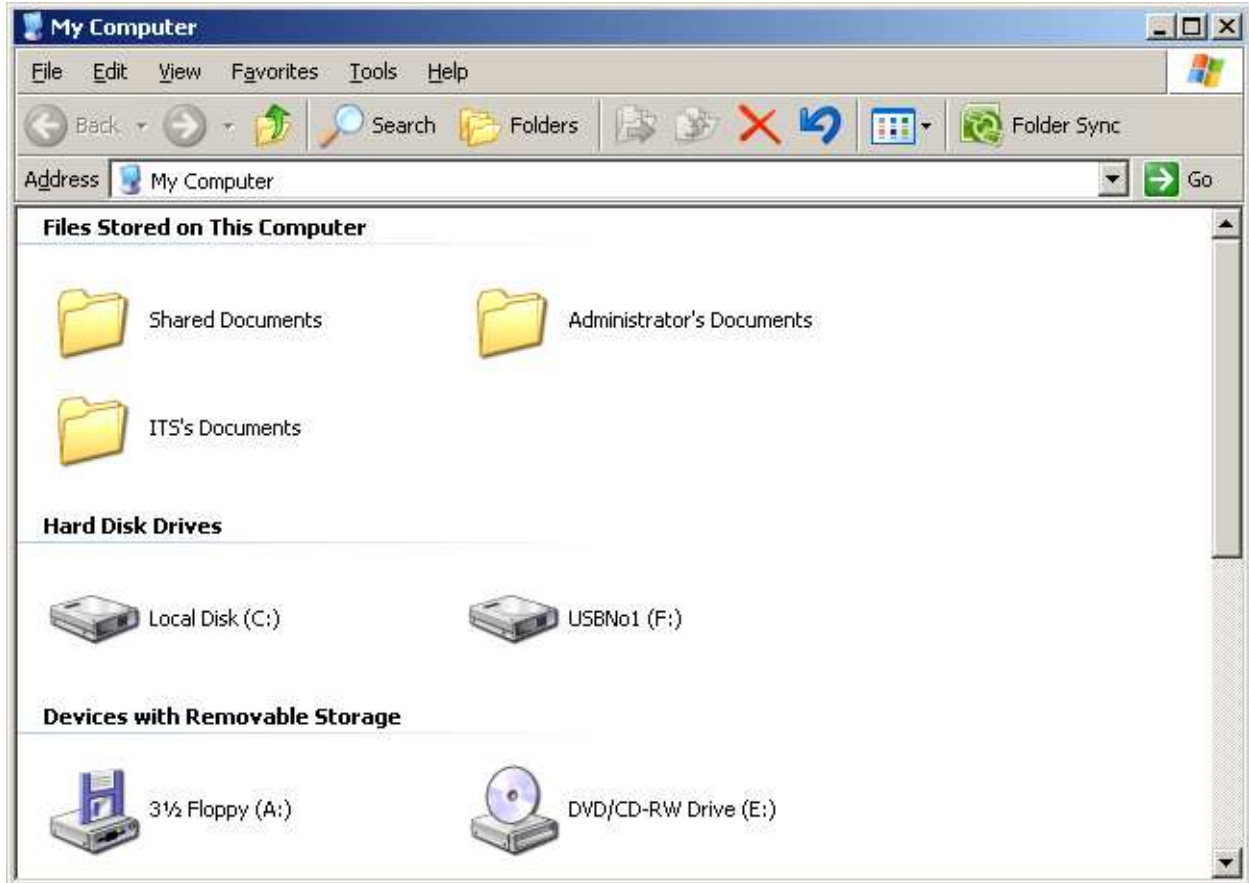
To do a backup you need to set a “**Source**” folder and a “**Target**” folder. The source folder is the folder that everything is backed up from, so in other words it’s the folder you want to back up. The target folder is where you want to back up to, everything from the source folder will be sent to this folder.

To assign the source and target just click on the browse buttons on the right, it will bring up a file explorer for each that looks like this:

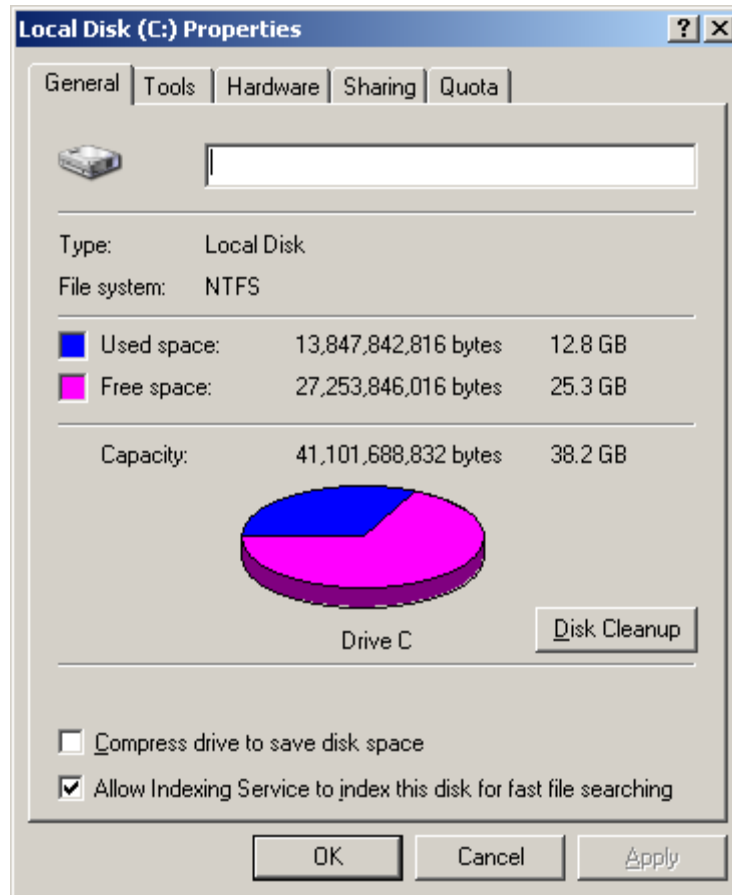


So for your source if you want the My Documents folder, navigate to it on your C: drive.

The target location for your backup should be your external hard drive. You shouldn’t use your internal drive (C:) because the point of a backup is to make a copy somewhere else, so if something happens to the originals you have your backup to fall back on. As mentioned, the external hard drive should be as big as or bigger than your current internal drive. To check how large your drive is open My Computer.



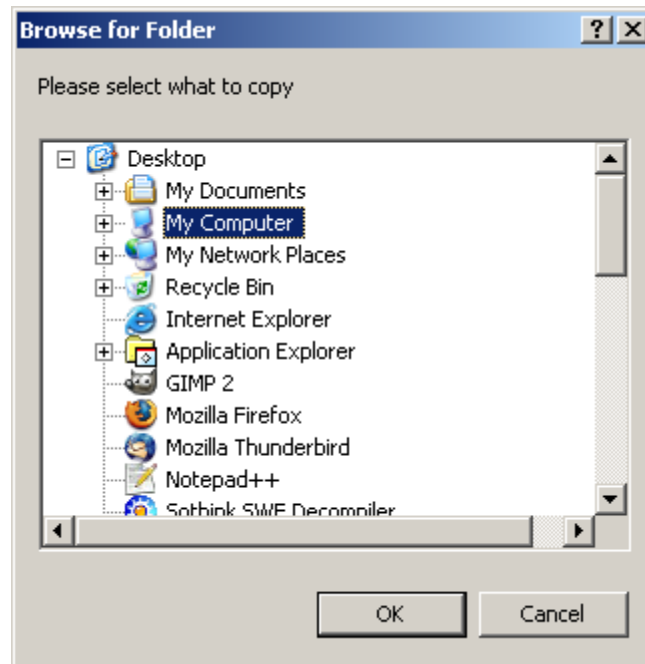
Right click on your C: drive, and go to properties.



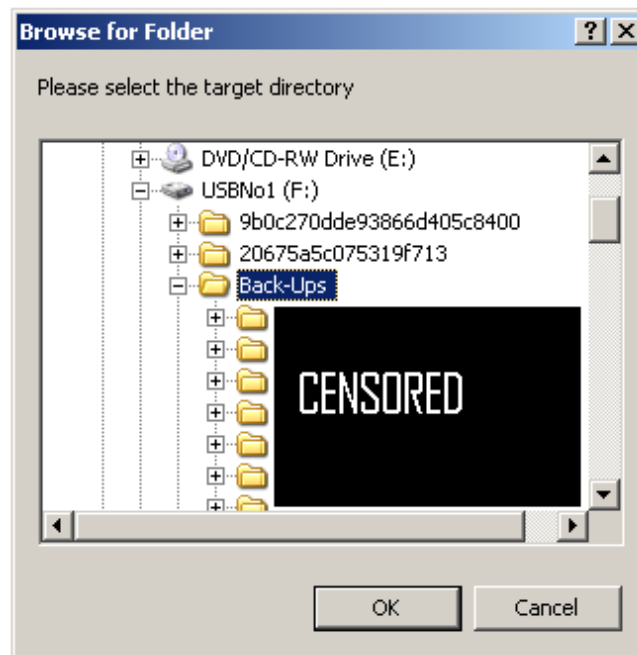
The blue portion is used space and the pink is free space.

Plug in your external hard drive now. Wait a few moments until Windows indicates your device is ready to use, or if it asks you what to do just press CANCEL.

Now bring up the Unstoppable Copier window again and press the browse button for the target folder.



This is familiar...

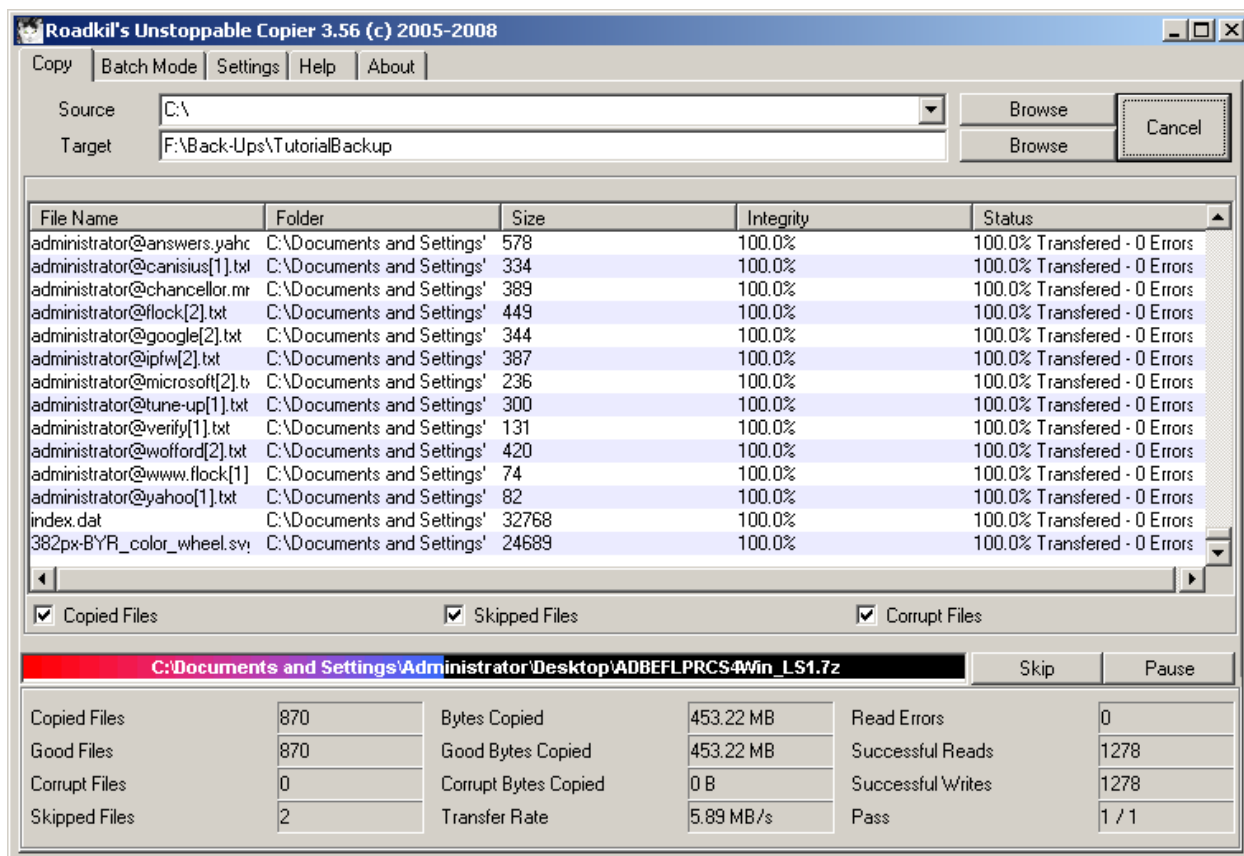


You can put your backup anywhere in your external hard drive, notice how this is drive F: and not C:, it may be different for you.

Pick a location on your external hard drive and press OK.

Once you're ready press the big COPY button on the main program.

It will begin copying your files. You will know it's working when a list of files shows up in the main workspace, it should look something like this:

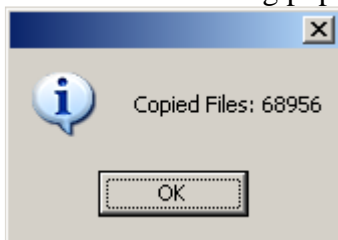


Oh neat, data!

At this point you can walk away from your computer. Copying time will vary depending on file types, the number of files in the backup and the overall speed of your computer.

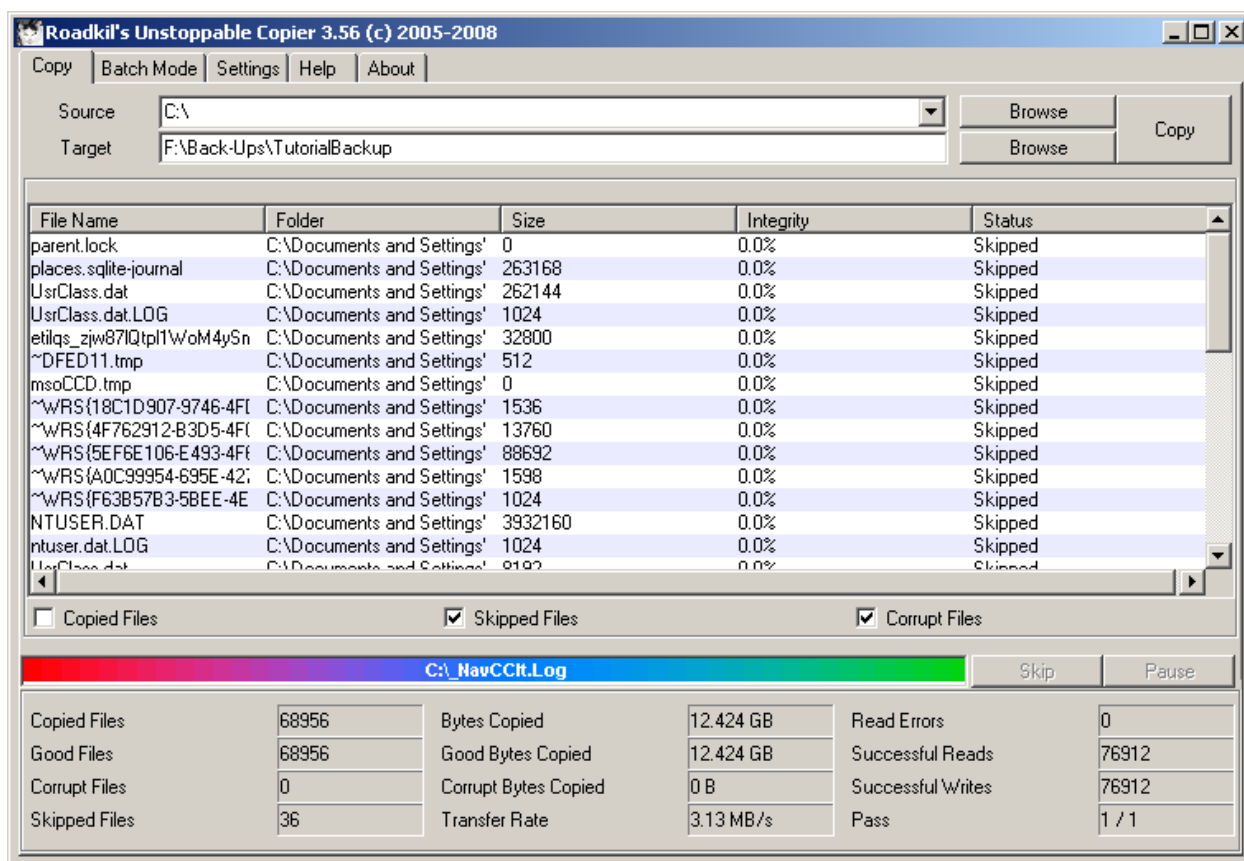
DO NOT INTERRUPT THE PROCESS BY TURNING OFF YOUR COMPUTER, this is very bad and you could corrupt both your computer as well as your external hard drive. If you need to stop the backup for whatever reason use the CANCEL button, which is the same as the COPY button you pressed earlier. Please note this will require you to start ALL OVER.

Once it finishes you will be presented with the following popup:



Obviously the number will vary, but once you see this popup hit OK.

Now your backup is complete. Verify everything important was copied. At the bottom of the Unstoppable Copier window are three checkboxes, Copied Files, Skipped Files and Corrupt Files. Uncheck "Copied Files"



Browse through the “skipped” list. If you recognize any files there make sure you go and manually copy them to your backup. If you don’t recognize the files don’t worry, they aren’t important. A recognizable file would be something like a word document or excel spreadsheet such as any homework you may have done or essays you’ve written.

Once you’re done with this you can close Unstoppable Copier.

At this point you have a complete backup of your data. Remember WHERE you backed up your data too, so that you can get to your information again.

VITAL DATA CHEAT SHEET:

Within Windows there are locations where you store your data. Typically it either “My Documents” or the “Users” folder (depending on if you use Windows XP or Windows Vista) These locations are all accessible via folder navigation however, and can be reached directly through the C: drive.

There are a few variables you need to know to use this chart:

[ROOT] – The root of your backup, or the folder you backed everything up to in your external hard drive.

[USERNAME] - YOUR OLD ACCOUNT USERNAME: Even if you don’t have to log into your computer you have a user account. This is the name that’s displayed when you press the start menu. It is displayed at the top. You need to know this name before the OS is restored.

Knowing those variables, here are the key locations of data as they will appear in your backup:

FOR WINDOWS XP USERS:

My Documents: (contains My Music and My Pictures)

[ROOT]\Documents and Settings\[USERNAME]\[USERNAME]'s Documents

Your old desktop:

[ROOT]\Documents and Settings\[USERNAME]\Desktop

Your favorites from IE:

[ROOT]\Documents and Settings\[USERNAME]\Favorites

Firefox data:

[ROOT]\Documents and Settings\[USERNAME]\Application
Data\Mozilla\Firefox\Profiles\[RANDOM].default

NOTE: For Firefox data you need to run Firefox at least ONCE on your restored machine, copy the old data **INSIDE** the folder above instead of the entire folder itself, there will be a similarly generated random folder for Firefox on your restored computer.

FOR WINDOWS VISTA USERS:

Documents:

[ROOT]\Users\[USERNAME]\Documents

Music:

[ROOT]\Users\[USERNAME]\Music

Video:

[ROOT]\Users\[USERNAME]\Videos

Desktop:

[ROOT]\Users\[USERNAME]\Desktop

Favorites from IE:

[ROOT]\Users\[USERNAME]\Favorites

Firefox data:

[ROOT]\Users\[USERNAME]\Application Data\Mozilla\Firefox\Profiles\[RANDOM].default

NOTE: For Firefox data you need to run Firefox at least ONCE on your restored machine, copy the old data **INSIDE** the folder above instead of the entire folder itself, there will be a similarly generated random folder for Firefox on your restored computer.