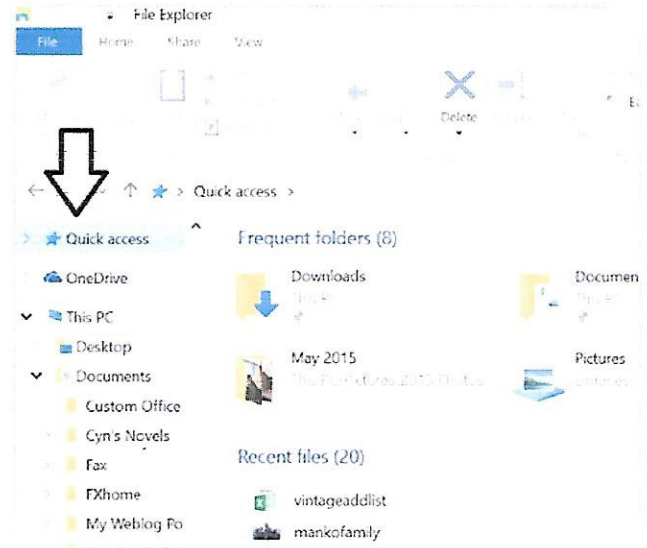


Copy File from Windows PC

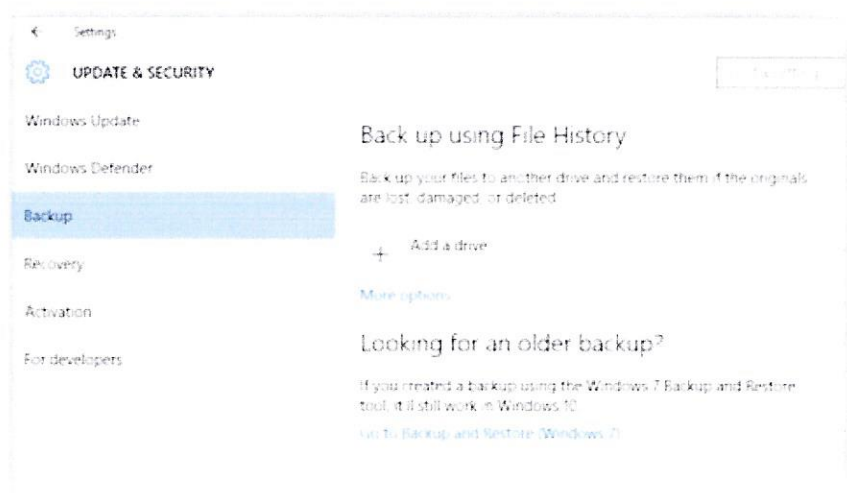
1. If you want a copy of your files (.docx, .xlsx, .jpg, .pdf) then use the Copy feature in Windows File Explorer.
2. Click the yellow folder icon located in your taskbar, and the following window appears:
3. From the left sidebar, single click on Documents to locate your files. (alternately click on Downloads to locate your files that have been downloaded from your internet browser)
4. Select the files to be copied. Click the Copy button in the ribbon toolbar.
5. To get the copies on to your external storage device, plug it in to the USB port and select the source from the left sidebar.
6. Click the Paste button in the ribbon toolbar.



Backup with Windows File History

Windows 10's File History is an easy way to get started with backing up your personal files.

The feature takes snapshots of versions of your files and stores them on an external hard drive. Over time, you build up a library of past versions that you can recover if need be. Say, for example, you really liked a sentence from the first version of a document, but you deleted it long ago and are now battling with regret. You can dip into File History, retrieve the right version of your document, and copy the sentence.



In Windows 10, you can still get at File History from the Control Panel, but there's also an easier way via the Settings app. To access this version, open the Settings app and go to Update & Security > Backup

Once you're there, plug in your external hard drive and then in the Settings app click the "+" next to Add a drive. You'll see a prompt to choose an external drive. Choose the one you want. File History is now archiving your data. An on/off slider will now appear under a new heading called "Automatically back up my files." By default, File History will back up all the folders in your User folder. To add other folders to File History, or to remove some, click on More options under the on/off slider and scroll down to "Back up these folders." Once File History is enabled, you can access older versions of a file by right-clicking on it in File Explorer, and then selecting Properties. In the new window that opens, select the Previous Versions tab for quick access to archival versions of your file.

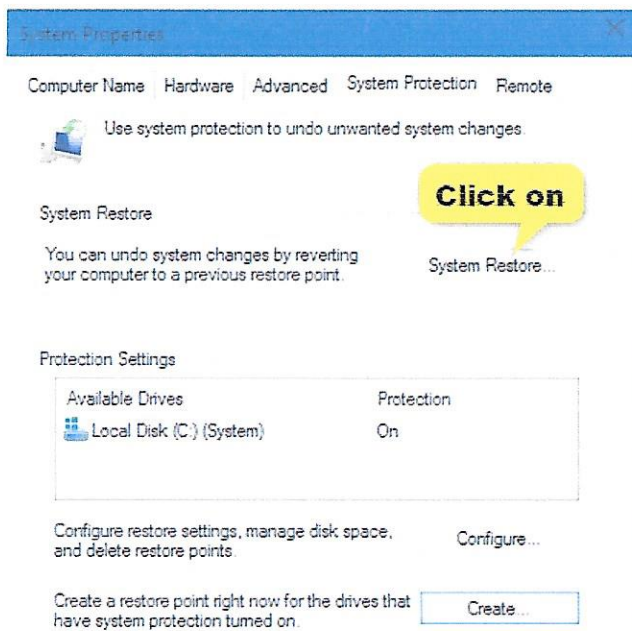
Restore Files from a Hard Disk Crash

If you have a major hard disk failure, you can use File History to restore the most recent versions of all your files. Once you have Windows 10 installed on your new hard disk, reconnect your external hard disk and launch File History.

To do so, access Settings from the Start menu or from the Action Center, select the Upgrade & Security tile in the Settings window, and select the Backup tab. On the Back Up Using File History page, click the Add A Drive button. Windows 10 will then search for and prompt you to select a drive. When you select the drive containing your backup, File History will recognize that it already contains a set of files. You can begin the restore operation using the steps I explained above for restoring individual files and folders.

Windows System Restore

System Restore is a way to undo system changes by using restore points to return your system files and settings to an earlier point in time without affecting personal files of users. System Restore uses a feature called system protection that regularly creates and saves information about your PC's drivers, programs, registry, system files, and settings as restore points.



If you are having recent problems with Windows 10, then you could do a System Restore to restore Windows back to an earlier point in time, called a restore point.

1. Go to the Control panel
2. Click the System icon
3. Click on the System protection link on the left
4. Click on the System Restore button