

Prepare for the worst,  
bounce back from the inevitable.

# BACKING UP IN WINDOWS 10

Never lose data again  
using tools you already have  
and tools you get for free

An Ask Leo! Book!

Updated for  
EaseUS Todo 11

LEO A. NOTENBOOM

# Backing Up In Windows 10

Never lose data again,  
using tools you already have  
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An ***Ask Leo!*** Book

Version 1.1

by

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<https://askleo.com>

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## The Ask Leo! Manifesto

I believe personal technology is essential to humanity's future.

It has amazing potential to empower individuals,  
but it can also frustrate and intimidate.

I want to make technology work for you.

I want to replace that *frustration* and *intimidation*  
with the *amazement* and *wonder* that I feel every day.

I want it to be a *resource* rather than a *roadblock*;  
a *valuable tool*, instead of a source of *irritation*.

I want personal technology to empower you,  
so you can be a part of that amazing future.

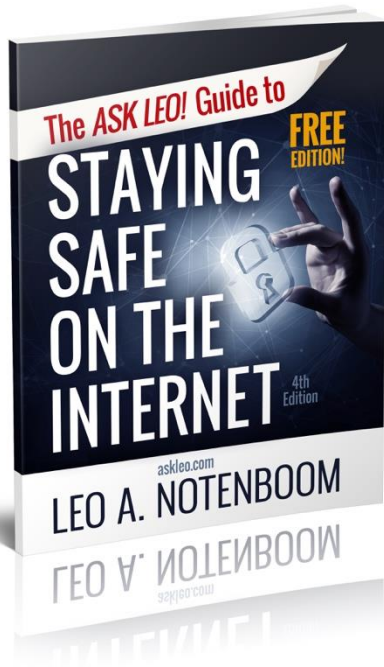
That's why *Ask Leo!* exists.



Leo A. Notenboom

<https://askleo.com>

## First: A Freebie for You



Before we dive in, I have something for you: a copy of *The Ask Leo! Guide to Staying Safe on the Internet – FREE Edition*. This ebook will help you identify the most important steps you can take to keep your computer and yourself safe as you navigate today’s digital landscape.

It’s yours free when you subscribe to my weekly *Ask Leo!* newsletter.

Each week, you’ll find fixes to common problems, tips to keep your computer and online information safe and secure, commentary on technology issues of the day, and even the occasional explanation as to just why things are the way they are. It’s educational and fun, and can help you be more effective, more confident, and less frustrated as you use technology.

And it’s completely FREE.

Visit <https://go.askleo.com/news101> to learn more, browse the archives, and sign up, today!

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## A NOTE ABOUT SOFTWARE VERSIONS

If there's one unchanging thing about computer software it's change. Updates are applied, bugs are fixed, features are tweaked, and occasionally an entire user interface is revamped.

That can make documenting software a bit of a challenge.

If you find current versions of the software are newer than those mentioned in this book my advice is not to panic.

And definitely don't give up.

My experience so far has shown one simple truth: concepts rarely change. Oh, the position of a button or the label of a text box may move or look different, but the underlying operations and functionality most often remain exactly the same. Even across a recent and fairly striking user interface change, the actual step-by-step procedure didn't change at all.

I encourage you to pay attention to the *concepts* in this book – or any book or documentation for that matter – not just the “click here” instructions. Software will change and those instructions will, at some point, become out of date. The process and procedures, however, will remain.

### My policy

My experience is that even version-to-version changes are often minor in impact to the instructions I lay out in my books. If that's the case I may elect to defer updating a book.

If a change is large enough to warrant it, I'll revise the book as appropriate.

This is why I encourage you to [register your book](#): digital copies of the updated book will be made available for download to all registered owners. (Sadly I cannot offer updated paper copies.)

## INTRODUCTION

I'm sure you're aware by now that I'm a huge fan of backing up.

Microsoft Windows includes several tools that, used together, can provide a suitable backup strategy to protect you from most of the things that can go wrong.

Let's review what it means to use those tools together properly and get you backed up. We'll also review the impact of Microsoft's decision to phase out one of those tools.

### 1. Make an image



Start by making an image backup of your computer. It doesn't matter if you don't know what to do with it—that'll come later. By creating an image of your computer, you'll have a known point to which you can always return should anything go wrong in the future.

[Creating a Backup Image Using Windows' Built-in Backup](#) walks through the steps to create a complete image backup of your machine on an external hard drive, using

what Windows 10 calls the "Windows 7" backup and restore tool.

### 2. Make a recovery disk

Next, I recommend making a Windows recovery disk. This is a disk (a DVD or USB thumb drive) from which you would boot your machine to restore the image you took in the first step. The Windows recovery disk also includes additional tools to examine and possibly repair your system, as well as the ability to reinstall Windows 10 from scratch if needed.

[Create a Windows 10 Recovery Drive](#) walks through the process of creating a recovery drive. You may also want to review the article [How do I boot from CD/DVD/USB in Windows 8 & 10?](#) and test to make sure you can boot successfully from the recovery drive you've created.

### 3. Restoring an image

Restoring an image is the process of taking a backup image you've previously created and putting it back on your computer's hard drive (which erases anything currently on that hard drive). An image restore is exactly what you would do after replacing a faulty hard drive with a new, empty one.

[Restoring an Image Backup Using Windows 10's Built-In Backup](#) uses the image we took in step 1 and the recovery drive created in step 2, and walks through the process of restoring that image to your computer.

## 4. Restoring files from an image

I rely on image backups primarily because there's no question about what's in them: everything. But sometimes you don't want to restore everything; you just want a single file, folder, or collection. Microsoft doesn't make it obvious, but you can do that with a backup image you create using the Windows backup tool.

[Restore Individual Files from a Windows Image Backup](#) shows you how.

## 5. Set up File History

With image backups under our belt, we can move on to more silent, "in the background" backing up in the form of File History. File History sets aside some amount of space on your hard disk—ideally an external hard disk, and possibly the same one containing your backup images—to which it writes copies of your data files each time they are changed. Using File History, you can recover a file as it was an hour ago, a week ago, or sometime in between, depending on how often files change and how much space you've set aside for it.

[Enable File History in Windows 10](#) tells you how to set it all up.

## 6. Restore a File using File History

After you've had File History running for a while, you'll surely encounter a point where you want to recover a file that has been backed up.

[Restoring Files with File History](#) show you how to browse what's been backed up, locate the file or files you want, and restore them.

## 7. Use OneDrive for Backup

Backing up to a completely different physical location—often called "offsite" backup—has never been easier with the advent of cloud storage and synchronization tools like OneDrive.

[Using OneDrive for Nearly Continuous Backup](#) shows you not only how to set up and configure OneDrive itself, but also discusses a couple of simple changes to your workflow that result in almost continuous cloud backup of all your work in progress.

## 8. Restore a file from OneDrive history

Just like File History, the day will come when you need to recover a file that's been backed up to the cloud.

[Recover Deleted Files in OneDrive](#) points out that OneDrive has a Recycle Bin from which you can recover deleted files. As a bonus, [Recovering from Ransomware with an Online Backup](#) discusses how it can even save you from ransomware.



Used together, those eight steps and three tools (image backups, File History, and OneDrive), can provide an adequate level of backup for the average user. Best of all, they're tools you already have in Windows 10.

For now.

Apparently, Microsoft has decided to pull the plug on the “Windows 7 Backup and Restore” tool in Windows 10. It is at least “deprecated,” and will likely be removed from a future Windows 10 update. The official word from Microsoft is that you should use third-party utilities instead.

The following bonus four steps do exactly that: show you how to perform the same tasks using the *free* edition of EaseUS Todo, instead of Windows' own image backup tool.



## 9. Make an Image using EaseUS Todo

[Creating a Backup Image Using EaseUS Todo Free](#) shows you how to create an image backup of your system to your external hard disk.

## 10. Make a recovery disk for EaseUS Todo

[Creating an EaseUS Todo Emergency Disk](#) walks you through the process of creating a recovery disk—what EaseUS calls an “emergency disk”—that can be used to restore an EaseUS Todo image. It won't have the additional tools that the Windows recovery disk created in step 2 had, so you may want both, but you'll need an EaseUS emergency disk to be able to restore images created by EaseUS Todo.

## 11. Restore an image using EaseUS Todo

[Restoring an Image Using EaseUS Todo](#) shows you how to restore a backup image created by EaseUS Todo to your hard disk, replacing everything on it.

## 12. Restore an individual file from an image using EaseUS Todo

[Restoring a File from an EaseUS Todo Image Backup](#): EaseUS Todo makes restoring individual files and folders from an image backup easy, and this article walks you through the process.



Backing up is important. I say it so often because it's so true.

I also say it because I see so much data loss, and accompanying heartbreak, because people don't realize just *how* important it is until it's too late.

You can use the steps above to make sure you're appropriately backed up and never suffer data loss again.