

## Simple Backup

This presentation performs a simple backup of a Windows Documents folder to an external USB drive. The presentation shows the backup through the graphical environment and command line environment.

Operating System: Windows 10 Anniversary Update

Preuss

9/16/2016



Recycle Bin

The presentation logs onto Windows 10.



usb drive picture - Bing × +

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### Images of usb drive

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The presentation inserts a USB drive into one of the USB ports on the computer.

Your USB drive may look different than the picture.



sd card to usb adapter | x +

bing.com/images/search?q=sd+ca [Bookmarks] [Favorites] [Menu] [Tools] [Share] [More]

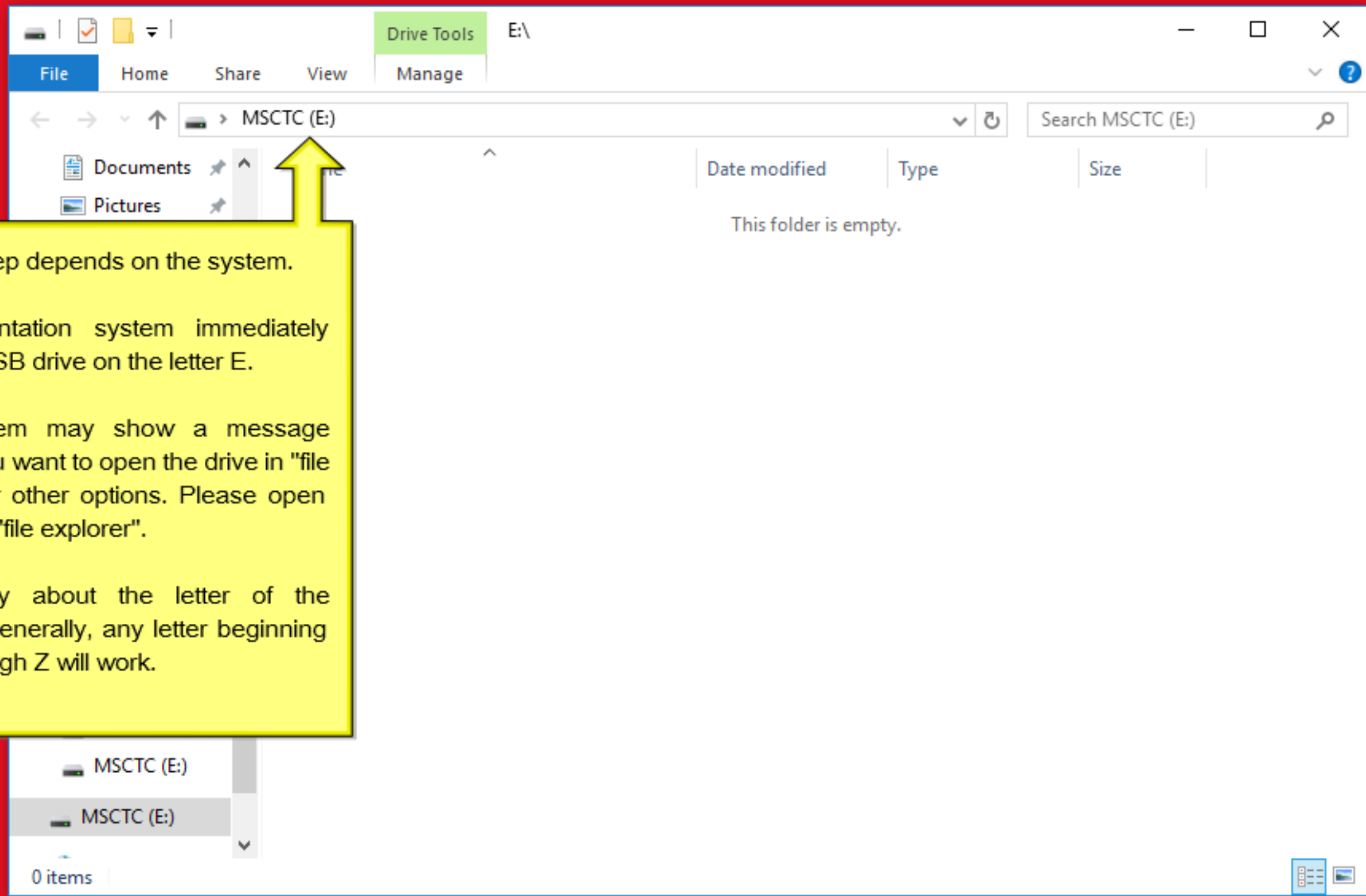
sd card to usb adapter [Search]

SD to USB Media Adapter | SD Card Reader

Feedback

Sometimes, people use a "SD card to USB" adapter.

Other computers have a SD card slot. An SD card may be put directly into the computer.



The next step depends on the system.

The presentation system immediately open the USB drive on the letter E.

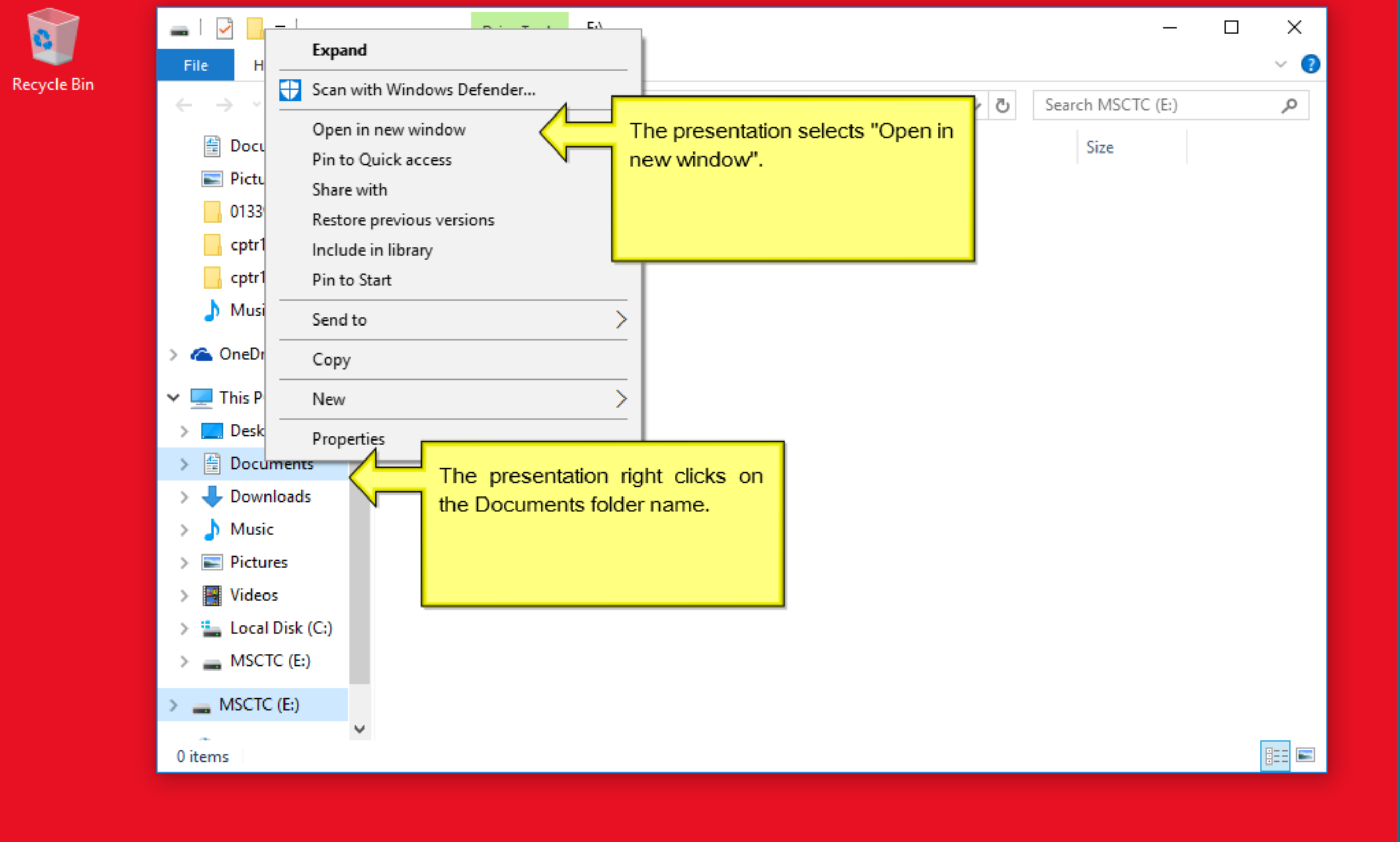
Other system may show a message asking if you want to open the drive in "file explorer" or other options. Please open the drive in "file explorer".

Don't worry about the letter of the alphabet. Generally, any letter beginning with E through Z will work.

MSCTC (E:)

MSCTC (E:)

0 items



The presentation selects "Open in new window".

The presentation right clicks on the Documents folder name.

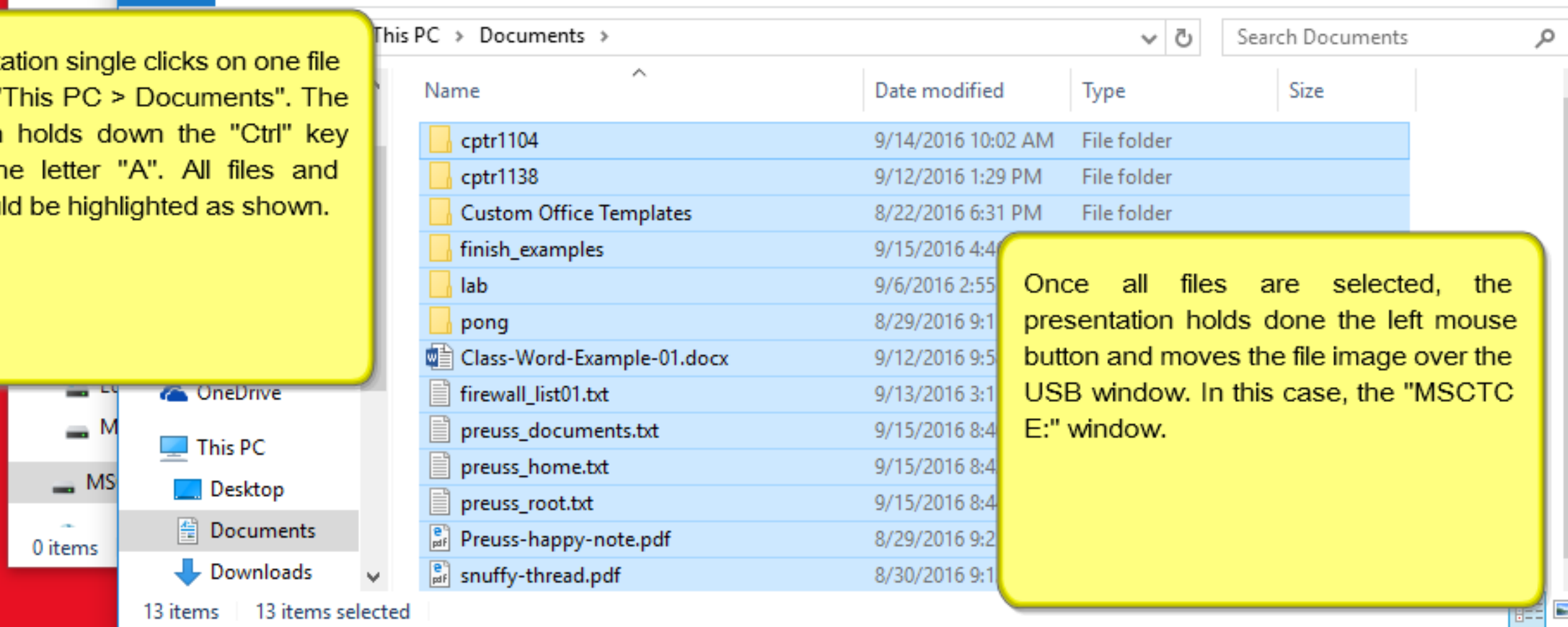
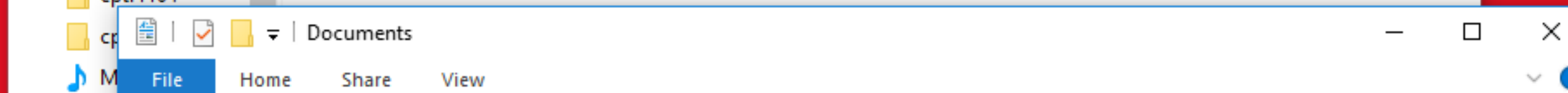
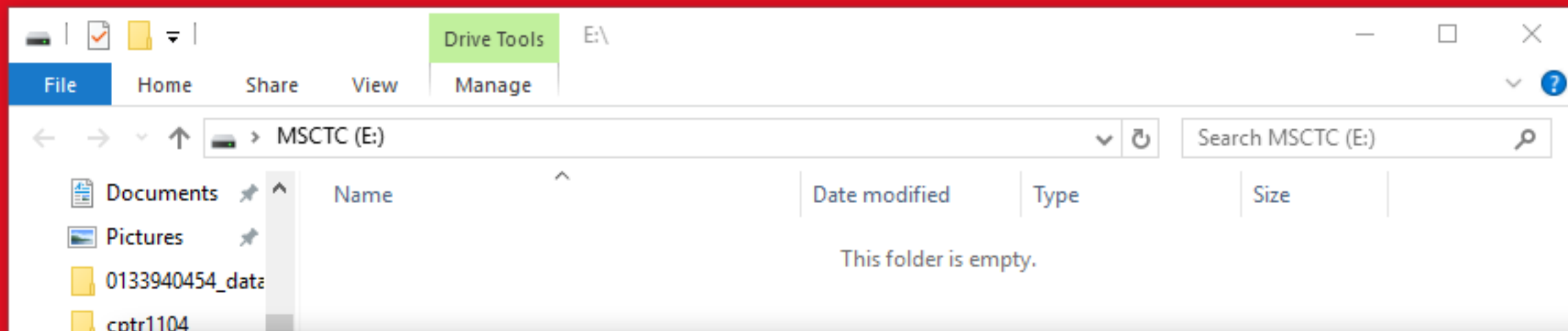
File Explorer window showing MSCTC (E:) drive. The folder is empty.

Name	Date modified	Type	Size
This folder is empty.			

File Explorer window showing This PC > Documents. A list of files and folders is displayed.

Name	Date modified	Type	Size
cptr1104	9/14/2016 10:02 AM	File folder	
cptr1138	9/12/2016 1:29 PM	File folder	
Custom Office Templates	8/22/2016 6:31 PM	File folder	
finish_examples	9/15/2016 4:46 PM	File folder	
lab	9/6/2016 2:55 PM	File folder	
pong	8/29/2016 9:11 AM	File folder	
Class-Word-Example-01.docx	9/12/2016 9:58 AM	Microsoft Word D...	14 KB
firewall_list01.txt	9/13/2016 3:11 PM	Text Document	39 KB
preuss_documents.txt	9/15/2016 8:40 AM	Text Document	5 KB
preuss_home.txt	9/15/2016 8:42 AM	Text Document	887 KB
preuss_root.txt	9/15/2016 8:44 AM	Text Document	17,098 KB
Preuss-happy-note.pdf	8/29/2016 9:25 AM	PDF File	292 KB
snuffy-thread.pdf	8/30/2016 9:13 AM	PDF File	226 KB

The presentation arranges the windows to see both windows at once.



The presentation single clicks on one file or folder in "This PC > Documents". The presentation holds down the "Ctrl" key and taps the letter "A". All files and folders should be highlighted as shown.

Once all files are selected, the presentation holds down the left mouse button and moves the file image over the USB window. In this case, the "MSCTC E:" window.





Drive Tools E:\

2% complete

Copying 193 items from Documents to MSCTC (E:)

2% complete

Name: Ch 6 FY2012.mdb  
Time remaining: Calculating...  
Items remaining: 176 (84.9 MB)

Fewer details

Downloads  
Music  
Pictures  
Videos  
Local Disk (C:)  
MSCTC (E:)  
MSCTC (E:)  
cptr1138

1 item

modified	Type	Size
2016 1:29 PM	File folder	

snuffy-thread.pdf 8/30/2016 9:13 AM PDF File 226 KB

13 items 13 items selected

All the highlighted items are being copied from the local machine "Documents" to the USB drive "MSCTC (E:)"

File Explorer (MSCTC (E:))

- Pictures
- 0133940454\_data
- cptr1104
- cptr1138
- Music
- OneDrive
- This PC
  - Desktop
  - Documents
  - Downloads
  - Music
  - Pictures
  - Videos
- Local Disk (C:)
- MSCTC (E:)
- MSCTC (E:)
  - cptr1104
  - cptr1138

13 items | 13 items selected

File Explorer (MSCTC (E:))

MSCTC (E:)

Name	Date modified	Type
cptr1138	9/16/2016 10:23 AM	File folder
Custom Office Templates	8/22/2016 6:31 PM	File folder

The same files are found in both Windows. One window is on your local machine (This PC > Documents) . The other window shows the same files copied to the USB Drive "MSCTC (E:)"

File Explorer (Documents)

This PC > Documents

Name	Date modified	Type	Size
cptr1104	9/14/2016 10:02 AM	File folder	
cptr1138	9/12/2016 1:29 PM	File folder	
Custom Office Templates	8/22/2016 6:31 PM	File folder	
finish_examples	9/15/2016 4:46 PM	File folder	
lab	9/6/2016 2:55 PM	File folder	
pong		File folder	
Class-Word-Example-01.d		...	14 KB
firewall_list01.txt		...	39 KB
preuss_documents.txt		...	5 KB
preuss_home.txt		...	887 KB
preuss_root.txt		...	17,098 KB
Preuss-happy-note.pdf		...	292 KB
snuffy-thread.pdf		...	226 KB

The next step is safely removing the USB drive. The presentation click/selects the ^ below the arrow.



Recycle Bin

The presentation double clicks on the "Open Devices and Printers" icon immediately below the arrow.





Recycle Bin

**Open Devices and Printers**

WIN10-CPTR1104

- Eject VMware VMaudio (VMAUDIO) (WDM)
- Eject Standard Enhanced PCI to USB Host Controller
- Eject Standard Universal PCI to USB Host Controller
- Eject Standard SATA AHCI Controller

Eject USB Root Hub (xHCI)

Eject VMware, VMware Virtual S SCSI Disk Device

- Local Disk (C:)

Eject Intel(R) 82574L Gigabit Network Connection

Eject DataTraveler 2.0

- MSCTC (E:)

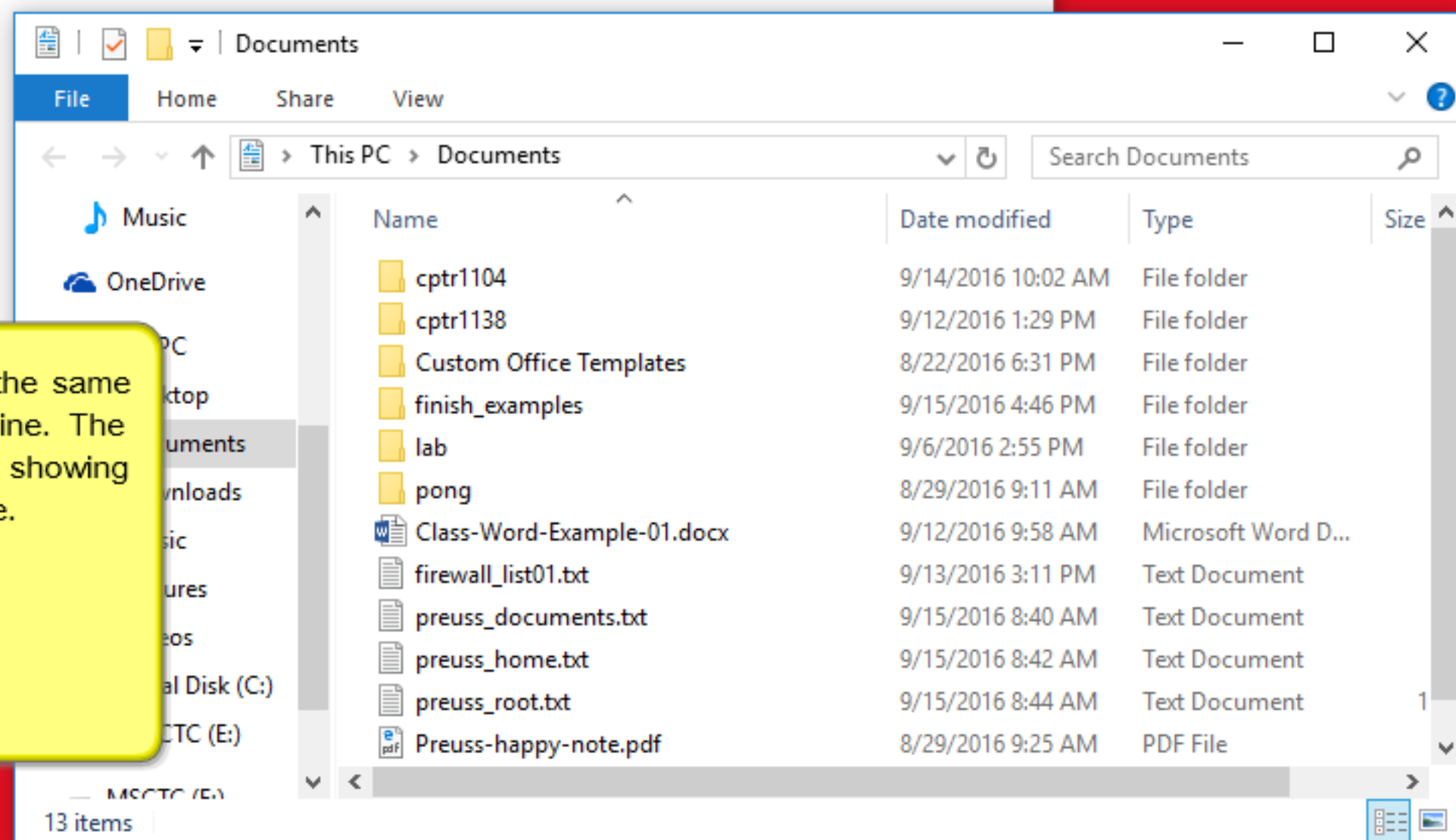
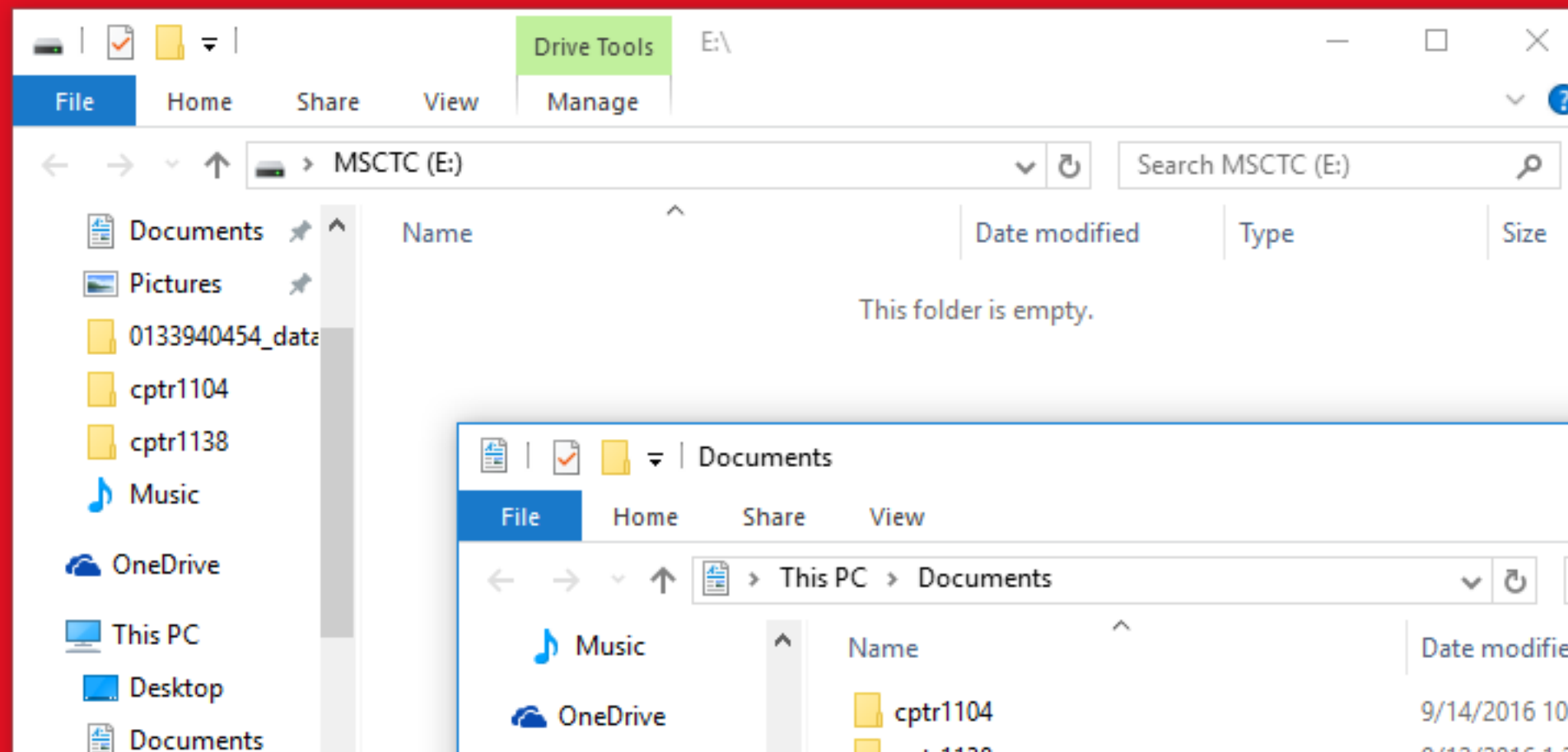
The presentation double clicks "Eject Data Traveler 2.0". This is drive E: on the computer or the USB Drive used.



Recycle Bin

The presentation removes the USB Drive after this message appears.

**Safe To Remove Hardware**  
The 'USB Mass Storage Device' device can now be safely removed from the computer.  
Windows Explorer



The presentation will perform the same backup using the command line. The presentation opens a window showing the local files and the USB Drive.

C:\&gt; Command Prompt

— □ ×

```
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.
```

```
C:\Users\preuss>dir e:
Volume in drive E is MSCTC
Volume Serial Number is 829B-0C48
```

```
Directory of E:\
```

```
File Not Found
```

```
C:\Users\preuss>_
```

The presentation opens a command prompt.

Since drive E: is the USB drive, the presentation gets a directory listing of E:. This is not really necessary.

C:\&gt; Command Prompt

— □ ×

```
Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.
```

```
C:\Users\preuss>dir e:
Volume in drive E is MSCTC
Volume Serial Number is 829B-0C48
```

```
Directory of E:\
```

```
File Not Found
```

```
C:\Users\preuss>xcopy %HOMEPATH%\documents\*.* e:\ /v/s/e
```

The presentation enters the command listed. This will copy all the files and folders from the home directory documents folder to drive E:.

The command "help xcopy" will provide more documentation about the command used.



C:\&gt; Command Prompt

— □ ×

```
X
R \Users\preuss\documents\finish_examples\Word 2016\Word Module 3\WD 3-Personal Fax Coversheet.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 3\WD 3-Personal Letterhead.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 3\WD 3-Todays Specials.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 3\WD 3-Valley Parking.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 4\WD 4-Chapter 8.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 4\WD 4-Garden.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 4\WD 4-Lone Tree Catering.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 4\WD 4-Research Paper.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 4\WD 4-Seaside Fitness.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 4\WD 4-Travel Health 2Go.docx
 \Users\preuss\documents\finish_examples\Word 2016\Word Module 4\WD 4-Valley Parking.docx
 \Users\preuss\documents\lab\lab_happy1.txt
 \Users\preuss\documents\pong\malato-pong.zip
 \Users\preuss\documents\pong\malato-pong\##_Ler_##_txt.txt
 \Users\preuss\documents\pong\malato-pong\keys.txt
165 File(s) copied

C:\Users\preuss>
```

The presentation sees the copy is complete.





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Recycle Bin

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