Backup and Recovery
User Guide

Product notice

This user guide describes features that are common to most models. Some features may not be available on your computer.

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1 Creating recovery discs

After setting up the computer for the first time, be sure to create a set of recovery discs of the full factory image. The recovery discs are used to start up (boot) the computer and recover the operating system and software to factory settings in case of system instability or failure.

Note the following guidelines before creating recovery discs:

- You will need high-quality CD-R, DVD-R, or DVD+R media (purchased separately).

  NOTE: Read-write discs, such as CD-RW and DVD±RW discs, are not compatible with Backup & Recovery Manager.

- The computer must be connected to AC power during the process.

- Only one set of the recovery discs can be created per computer.

- Number each disc before inserting it into the optical drive of the computer.

- If necessary, you can cancel the disc creation before you have finished creating the recovery discs. The next time you select **Create a set of recovery discs (Recommended)**, you will be prompted to continue the disc creation.

To create a set of recovery discs:

1. Select **Start > All Programs > HP Backup & Recovery > Backup & Recovery Manager**.

2. Click **Next**.

3. Click **Create a set of recovery discs (Recommended)**, and then click **Next**.

4. Follow the on-screen instructions.

2 Backing up your information

With HP Backup & Recovery Manager, you can perform the following tasks:

- Backing up your information regularly to protect your important system files

- Creating system recovery points that allow you to reverse undesireable changes to your computer by restoring the computer to an earlier state

- Scheduling backups at specific intervals or events

When to back up

- On a regularly scheduled basis

  NOTE: Set reminders to back up your information periodically.

- Before the computer is repaired or restored

- Before you add or modify hardware or software

Backup suggestions

- Create a set of recovery discs using HP Backup & Recovery Manager.

- Create system recovery points using HP Backup & Recovery Manager, and periodically copy them to disc.

- Store personal files in the Documents folder and back up these folders periodically.

- Back up templates stored in their associated programs.

- Save customized settings in a window, toolbar, or menu bar by taking a screen shot of your settings.

  The screen shot can be a time saver if you have to reset your preferences.

  To copy the screen and paste it into a word-processing document:

  a. Display the screen.

  b. Copy the screen.

  To copy only the active window, press **alt+fn+prt sc**.

  To copy the entire screen, press **fn+prt sc**.

  c. Open a word-processing document, and then select **Edit > Paste**.

NOTE: Before you can perform backup and recovery procedures, the computer must be connected to external power.

NOTE: Drivers, utilities, and applications installed by HP can be copied to a CD or to a DVD using HP Backup & Recovery Manager.

Backing up specific files or folders

You can back up specific files or folders to the recovery partition on the hard drive, to an optional external hard drive, or to optical discs (CDs or DVDs).

NOTE: This process will take several minutes, depending on the file size and the speed of the computer.

To back up specific files or folders:

1. Select **Start > All Programs > HP Backup & Recovery > Backup & Recovery Manager**.

2. Click **Next**.

3. Click **Create or manage backups**, and then click **Next**.

4. Click **Back up user created files and folders**, and then click **Next**.

5. Follow the on-screen instructions.

Backing up the entire hard drive

When you perform a complete backup of the hard drive, you are saving the full factory image, including the Windows® operating system, software applications, and all personal files and folders.

NOTE: A copy of the entire hard drive image can be stored on another hard drive, on a network drive, or on recovery discs that you create.

NOTE: This process may take over an hour, depending on your computer speed and the amount of data being stored.

To back up your entire hard drive:

1. Select **Start > All Programs > HP Backup & Recovery > Backup & Recovery Manager**.

2. Click **Next**.

3. Click **Create or manage backups**, and then click **Next**.

4. Click **Create or manage Entire Drive Backups**, and then click **Next**.

5. Follow the on-screen instructions.

Creating recovery points

When you back up modifications since your last backup, you are creating system recovery points. This allows you to save a snapshot of your hard drive at a specific point in time. You can then recover back to that point if you want to reverse subsequent changes made to your system.

NOTE: The first system recovery point, a snapshot of the entire image, is automatically created the first time you perform a backup. Subsequent recovery points make copies of changes made after that time.

HP recommends that you create recovery points at the following times:

● Before you add or extensively modify software or hardware

● Periodically, whenever the system is performing optimally

NOTE: Recovering to an earlier recovery point does not affect data files or e-mails created since that recovery point.

To create a system recovery point:

1. Select **Start > All Programs > HP Backup & Recovery > Backup & Recovery Manager**.

2. Click **Next**.

3. Click **Create or manage backups**, and then click **Next**.

4. Click **Create or manage Recovery Points**, and then click **Next**.

5. Follow the on-screen instructions.

Scheduling backups

Use HP Backup Scheduler to schedule backups for the entire system, for recovery points, or for specific files and folders. With this tool, you can schedule backups at specific intervals (daily, weekly, or monthly) or at specific events, such as at system restart or when you dock to an optional docking station (select models only).

To schedule backups:

1. Select **Start > All Programs > HP Backup & Recovery > HP Backup Scheduler**.

2. Follow the on-screen instructions.

3 Performing a recovery

NOTE: You can only recover files that you have previously backed up. HP recommends that you use HP Backup & Recovery Manager to create an entire drive backup as soon as you set up your computer.

HP Backup & Recovery Manager helps you with the following tasks for safeguarding your information and restoring it in case of a system failure:

- Recovering important files—This feature helps you reinstall important files without performing a full system recovery.

- Performing a full system recovery—With HP Backup & Recovery Manager, you can recover your full factory image if you experience system failure or instability. HP Backup & Recovery Manager works from a dedicated recovery partition on the hard drive or from recovery discs you create.

Performing a recovery from the recovery discs

To perform a recovery from the recovery discs, follow these steps:

1. Back up all personal files.

2. Insert the first recovery disc into the optical drive and restart the computer.

3. Follow the on-screen instructions.

Performing a recovery from the hard drive

There are 2 ways to initiate a recovery from the hard drive:

- From within Windows
- From the recovery partition

Initiating a recovery in Windows

To initiate a recovery in Windows, follow these steps:

1. Back up all personal files.

2. Select **Start > All Programs > HP Backup & Recovery > Backup & Recovery Manager**.

3. Click **Next**.

4. Click **Perform a recovery**, and then click **Next**.

5. Follow the on-screen instructions.

Initiating a recovery from the hard drive recovery partition

To initiate a recovery from the hard drive recovery partition, follow these steps:

1. Back up all personal files.

2. Restart the computer, and then press f8 before the Windows operating system loads.

3. Click a recovery option, and then click **Next**.

4. Follow the on-screen instructions.

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