

# Backup and Recovery

## User Guide

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Second Edition: June 2008

First Edition: June 2008

Document Part Number: 487525-002

#### **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 Overview

To protect your information, use the Windows® Backup utility (select models only) to back up files and folders or create recovery points. In case of system failure, you can use the backup files to restore your computer.

Windows provides the following options:

- Backing up individual files and folders
- Backing up all files and folders
- Scheduling automatic backups
- Creating recovery points
- Recovering information

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 **NOTE:** For detailed instructions, perform a search for these topics in Help and Support.

**NOTE:** In case of system instability, HP recommends that you print the recovery procedures and save them for later use.

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## 2 Backing up your information

Recovery after a system failure is as complete as your most current backup. You should create your initial backup immediately after software setup. As you add new software and data files, you should continue to back up your system on a regular basis to maintain a reasonably current backup.

You can back up individual files or folders to an optional external hard drive or to a network drive.

Note the following when backing up:


- Store personal files in the My Documents folder, and back it up periodically.
- Back up templates stored in their associated programs.
- Save customized settings that appear 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 you want to save.
- b. Copy the screen image:  
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, click **Edit > Paste**.  
The screen image is added to the document.
- d. Save the document.

To create a backup using the Windows Backup utility (select models only), follow these steps:

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 **NOTE:** Be sure that the computer is connected to AC power before you start the backup process.

**NOTE:** The backup process may take over an hour, depending on file size and the speed of the computer.

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1. Click **Start > All Programs > Accessories > System Tools > Backup**.
2. Follow the on-screen instructions.

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## 3 Performing a recovery

In case of system failure or instability, the computer provides the following tools to recover your files:


- Windows recovery tools (select models only): You can use the Windows Backup utility to recover information you have previously backed up.
- *Operating System* and *Driver Recovery* discs (included with your computer): You can use the discs to recover your operating system and programs installed at the factory.

### Recovering your information

To recover information you previously backed up, follow these steps:

1. If possible, back up all personal files.
2. Click **Start > All Programs > Accessories > System Tools > Backup**.  
The Backup or Restore Wizard opens.
3. Click **Restore files and settings**, and then click **Next**.
4. Follow the on-screen instructions.

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 **NOTE:** For additional information on initiating a recovery in Windows, perform a search for this topic in Help and Support.

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# Recovering the operating system and programs

△ **CAUTION:** The recovery process reformats and completely erases the hard drive. All files you have created and any software installed on the computer are permanently removed. The recovery process reinstalls the original operating system, software, and drivers. Software, drivers, and updates not installed by HP must be manually reinstalled.

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To recover your operating system and programs, follow these steps:

1. If possible, back up all personal files.
2. Insert the *Operating System* disc into the optical drive.
3. Shut down the computer.
4. Turn on the computer.
5. Follow the on-screen instructions to install the operating system.
6. After the operating system is installed, remove the *Operating System* disc and insert the *Driver Recovery* disc.
7. Follow the on-screen instructions to install the drivers and programs.



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