

Backup and Recovery User Guide

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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

Recovery after a system failure is as complete as your most current backup. HP recommends that you create recovery discs 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.

Tools provided by the operating system and HP Recovery Manager software are designed to help you with the following tasks for safeguarding your information and restoring it in case of a system failure:


- Creating a set of recovery discs (Recovery Manager software feature). Recovery discs are used to start up (boot) your computer and restore the operating system and software programs to factory settings in case of system failure or instability.
- Backing up your information regularly to protect your important system files.
- Creating system restore points (operating system feature). System restore points allow you to reverse undesirable changes to your computer by restoring the computer to an earlier state.
- Recovering a program or driver (Recovery Manager software feature). This feature helps you reinstall a program or driver without performing a full system recovery.
- Performing a full system recovery (Recovery Manager software feature). With Recovery Manager, you can recover your full factory image if you experience system failure or instability. Recovery Manager works from a dedicated recovery partition (select models only) on the hard drive or from recovery discs you create.

 **NOTE:** If your computer includes a solid-state drive (SSD), you may not have a recovery partition. Recovery discs have been included for computers that do not have a partition. Use these discs to recover your operating system and software. To check for the presence of a recovery partition, select **Start > Computer**. If the partition is present, an HP Recovery drive is listed in the Hard Disk Drives section of the window.

2 Creating recovery discs


HP recommends that you create recovery discs to be sure that you can restore your system to its original factory state if you experience serious system failure or instability. Create these discs after setting up the computer for the first time.

Handle these discs carefully and keep them in a safe place. The software allows the creation of only one set of recovery discs.

 **NOTE:** If your computer does not include an internal optical drive, you can use an optional external optical drive (purchased separately) to create recovery discs, or you can purchase recovery discs for your computer from the HP Web site.

Note the following guidelines before creating recovery discs:

- You will need high-quality DVD-R, double-layer DVD-R, DVD+R, double-layer DVD+R, BD-R (writable Blu-ray), or CD-R discs. All these discs are purchased separately. DVDs and BDs have a much higher capacity than CDs. If you use CDs, up to 20 discs may be required, whereas only a few DVDs or BDs are required.

 **NOTE:** Read-write discs, such as CD-RW, DVD±RW, double-layer DVD±RW, and BD-RE (rewritable Blu-ray) discs, are not compatible with the Recovery Manager software.


- The computer must be connected to AC power during this process.
- Only one set of recovery discs can be created per computer.
- Number each disc before inserting it into the optical drive.
- If necessary, you can exit the program before you have finished creating the recovery discs. The next time you open Recovery Manager, you will be prompted to continue the disc creation process.

To create a set of recovery discs:

1. Select **Start > All Programs > Recovery Manager > Recovery Manager**.

Recovery Manager opens.

2. Click **Advanced Options**.

 **NOTE:** If you are operating the computer on battery power, you will be prompted to connect to AC power before you can go to the next step.

3. Click **Recovery disc creation**, and then click **Next**.
4. Follow the on-screen instructions.

3 Backing up your information

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 Recovery Manager.
- Create system restore points using the Windows® System Restore feature, and periodically copy them to disc.
- Store personal files in the Documents folder and back up this folder 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, follow these steps:

- 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**.

Using system restore points


When you back up your system, you are creating a system restore point. A system restore point allows you to save and name 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:** Recovering to an earlier restore point does not affect data files saved or e-mails created since the last restore point.

You also can create additional restore points to provide increased protection for your system files and settings.

When to create restore points

- Before you add or extensively modify software or hardware
- Periodically, whenever the system is performing optimally

 **NOTE:** If you revert to a restore point and then change your mind, you can reverse the restoration.

Create a system restore point


1. Select **Start > Control Panel > System and Maintenance > System**.
2. In the left pane, click **System Protection**.
3. Click the **System Protection** tab.
4. Under **Automatic restore points**, select the disk for which you want to create a restore point.
5. Click **Create**.
The System Protection window opens.
6. Follow the on-screen instructions.

Restore to a previous date and time


To revert to a restore point (created at a previous date and time), when the computer was functioning optimally, follow these steps:

1. Select **Start > Control Panel > System and Maintenance > System**.
2. In the left pane, click **System protection**.
3. Click the **System Protection** tab.
4. Click the **System Restore** button, and then click **Next**.
The System Restore window opens.
5. Follow the on-screen instructions.

4 Performing a recovery

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

Recovery Manager software allows you to repair or restore the system if you experience system failure or instability. Recovery Manager works from recovery discs or from a dedicated recovery partition (select models only) on the hard drive. However, if your computer includes a solid-state drive (SSD), you may not have a recovery partition. If that is the case, recovery discs have been included with your computer. Use these discs to recover your operating system and software.

 **NOTE:** Windows has its own built-in repair features, such as System Restore and driver roll-back capabilities. If you have not already tried these features, try them before using Recovery Manager.


NOTE: Recovery Manager recovers only software that was preinstalled at the factory. Software not provided with this computer must be downloaded from the manufacturer's Web site or reinstalled from the disc provided by the manufacturer.

Recovering from the recovery discs

To restore the system from the recovery discs:

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.

Recovering from the dedicated recovery partition (select models only)

 **NOTE:** If your computer includes an SSD, you may not have a recovery partition. You will not be able to recover using this procedure. Recovery discs have been included for computers that do not have a partition. Use these discs to recover your operating system and software.

On some models, you can perform a recovery from the partition on the hard drive from either the Start button or **f11**. This restores the computer to its factory condition.

To restore the system from the partition, follow these steps:

1. Access Recovery Manager in either of the following ways:
 - Select **Start > All Programs > Recovery Manager > Recovery Manager**.
 - or –
 - Restart the computer and press **f11** while the “Press <F11> for recovery” message is displayed on the screen. Then select **Recovery Manager**.

Recovery Manager opens.

2. Click **Advanced Options**.
3. Click **System recovery**, and then click **Next**.
4. Follow the on-screen instructions.

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