

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

To protect your information, use Windows® Backup and Restore to back up individual files and folders, back up your entire hard drive (select models only), create system repair discs (select models only), or create system restore points. In case of system failure, you can use the backup files to restore the contents of your computer.

Windows Backup and Restore provides the following options:

- Creating a system repair disc (select models only)
- Backing up individual files and folders
- Creating a system image (select models only)
- Scheduling automatic backups (select models only)
- Creating system restore points
- Recovering individual files
- Restoring the computer to a previous state
- Recovering information using recovery tools

 **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.

2 Backing up your information

Recovery after a system failure is as complete as your most current backup. You should create system repair discs (select models only) and 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. The system repair discs (select models only) are used to start up (boot) the computer and repair the operating system in case of system instability or failure. Your initial and subsequent backups allow you to restore your data and settings if a failure occurs.

You can back up your information to an optional external hard drive, a network drive, or discs.

Note the following when backing up:

- Store personal files in the Documents library, and back it up regularly.
- Back up templates that are 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 create a screen shot:

1. Display the screen you want to save.

2. Copy the screen image:

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


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

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

The screen image is added to the document.

4. Save the document.

- When backing up to discs, use any of the following types of discs (purchased separately): CD-R, CD-RW, DVD+R, DVD+R DL, DVD-R, DVD-R DL, or DVD±RW. The discs you use will depend on the type of optical drive installed in your computer.

 **NOTE:** DVDs and DVDs with double-layer (DL) support store more information than CDs, so using them for backup reduces the number of recovery discs required.


- When backing up to discs, number each disc before inserting it into the optical drive of the computer.

To create a backup using Backup and Restore, follow these steps:

 **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.


1. Select **Start > All Programs > Maintenance > Backup and Restore**.
2. Follow the on-screen instructions to set up your backup, create a system image (select models only), or create a system repair disc (select models only).

 **NOTE:** Windows® includes the User Account Control feature to improve the security of your computer. You may be prompted for your permission or password for tasks such as installing software, running utilities, or changing Windows settings. Refer to Help and Support for more information.

3 Performing a recovery

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


- Windows recovery tools: You can use Windows Backup and Restore to recover information you have previously backed up. You can also use Windows Startup Repair to fix problems that might prevent Windows from starting correctly.
- **f11** recovery tools: You can use the **f11** recovery tools to recover your original hard drive image. The image includes the Windows operating system and software programs installed at the factory.

 **NOTE:** If you are unable to boot (start up) your computer and you cannot use the system repair discs you previously created (select models only), you must purchase a Windows 7 operating system DVD to reboot the computer and repair the operating system. For additional information, refer to the “Using a Windows 7 operating system DVD (purchased separately)” section in this guide.


Using the Windows recovery tools

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

1. Select **Start > All Programs > Maintenance > Backup and Restore**.
2. Follow the on-screen instructions to recover your system settings, your computer (select models only), or your files.

 **NOTE:** Windows includes the User Account Control feature to improve the security of your computer. You may be prompted for your permission or password for tasks such as installing software, running utilities, or changing Windows settings. Refer to Help and Support for more information.


To recover your information using Startup Repair, follow these steps:

 **CAUTION:** Using Startup Repair completely erases hard drive contents and reformats the hard drive. All files you have created and any software installed on the computer are permanently removed. When reformatting is complete, the recovery process restores the operating system, as well as the drivers, software, and utilities from the backup used for recovery.


1. If possible, back up all personal files.
2. If possible, check for the presence of the Windows partition and the HP Recovery partition.

To check for the Windows partition, select **Start > Computer**.

To check for the HP Recovery partition, select **Start**, right-click **Computer**, click **Manage**, and then click **Disk Management**.

 **NOTE:** If the Windows partition and the HP Recovery partition are not listed, you must recover your operating system and programs using the Windows 7 operating system DVD and the *Driver Recovery* disc (both purchased separately). For additional information, refer to the “Using a Windows 7 operating system DVD (purchased separately)” section in this guide.

3. If the Windows partition and the HP Recovery partition are listed, restart the computer, and then press **F8** before the Windows operating system loads.
4. Select **Startup Repair**.
5. Follow the on-screen instructions.


 **NOTE:** For additional information on recovering information using the Windows tools, perform a search for these topics in Help and Support.

Using f11

- △ **CAUTION:** Using **f11** completely erases hard drive contents and reformats the hard drive. All files you have created and any software installed on the computer are permanently removed. The **f11** recovery tool reinstalls the operating system and HP programs and drivers that were installed at the factory. Software not installed at the factory must be reinstalled.
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To recover the original hard drive image using **f11**, follow these steps:

1. If possible, back up all personal files.
2. If possible, check for the presence of the HP Recovery partition: select **Start**, right-click **Computer**, click **Manage**, and then click **Disk Management**.

 **NOTE:** If the HP Recovery partition is not listed, you must recover your operating system and programs using the Windows 7 operating system DVD and the *Driver Recovery* disc (both purchased separately). For additional information, refer to the “Using a Windows 7 operating system DVD (purchased separately)” section in this guide.


3. If the HP Recovery partition is listed, restart the computer, and then press **esc** while the “Press the ESC key for Startup Menu” message is displayed at the bottom of the screen.
4. Press **f11** while the “Press <F11> for recovery” message is displayed on the screen.
5. Follow the on-screen instructions.

Using a Windows 7 operating system DVD (purchased separately)

If you are unable to boot (start up) your computer and you cannot use the system repair discs you previously created (select models only), you must purchase a Windows 7 operating system DVD to reboot the computer and repair the operating system. Make sure that your most recent backup (stored on discs or on an external drive) is easily accessible. To order a Windows 7 operating system DVD, go to <http://www.hp.com/support>, select your country or region, and follow the on-screen instructions. You can also order the DVD by calling technical support. For contact information, refer to the *Worldwide Telephone Numbers* booklet included with the computer.

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- △ **CAUTION:** Using a Windows 7 operating system DVD completely erases hard drive contents and reformats the hard drive. All files you have created and any software installed on the computer are permanently removed. When reformatting is complete, the recovery process helps you restore the operating system, as well as drivers, software, and utilities.
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To initiate recovery using a Windows 7 operating system DVD, follow these steps:

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-  **NOTE:** This process takes several minutes.
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1. If possible, back up all personal files.
2. Restart the computer, and then insert the Windows 7 operating system DVD into the optical drive before the Windows operating system loads.
3. When prompted, press any keyboard key.
4. Follow the on-screen instructions.
5. Click **Next**.
6. Select **Repair your computer**.
7. Follow the on-screen instructions.

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