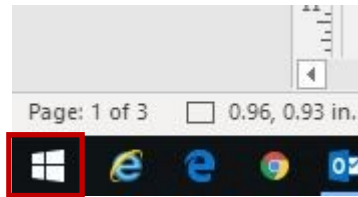
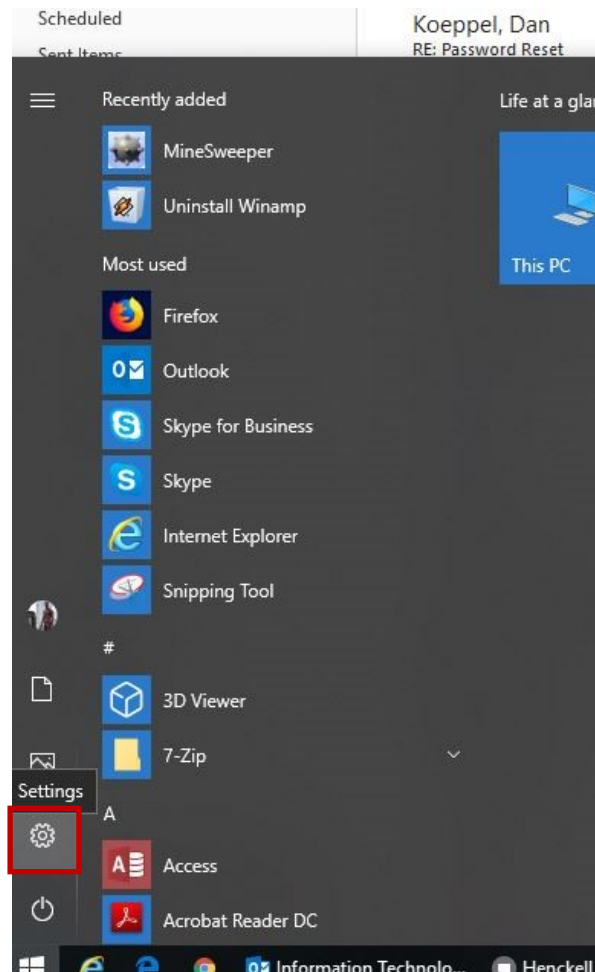


Backing up Files in Windows 10

Step 1: Click on **Start** at the bottom left of the desktop window.

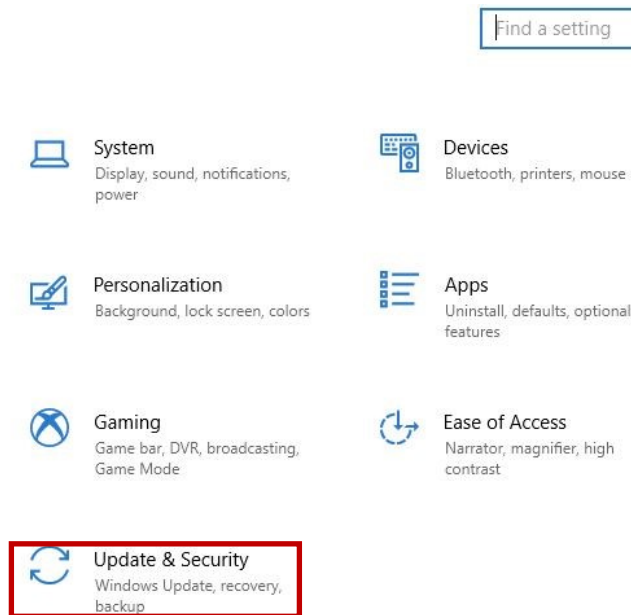


Step 2: Select **Settings**.

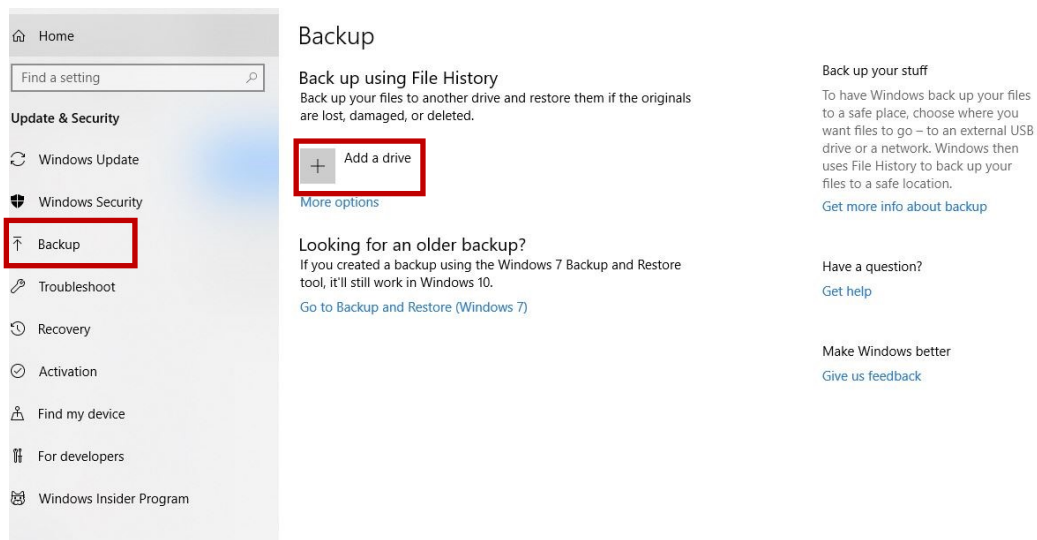


Backing up Files in Windows 10

Step 3: Select Update & Security.

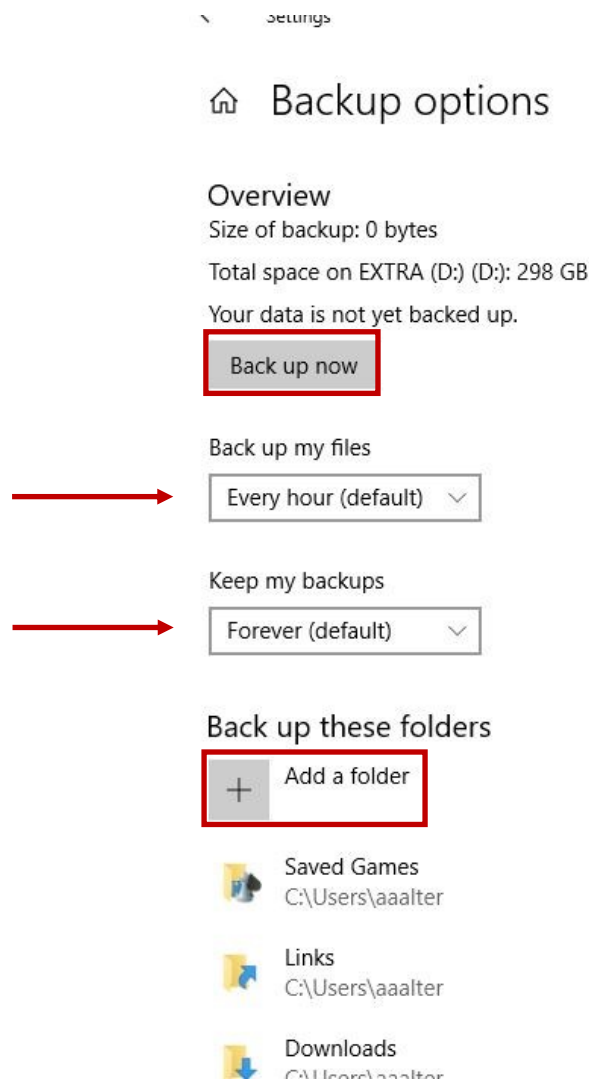


Step 4: Select **Backup** in the left menu and click on **Add a drive**.



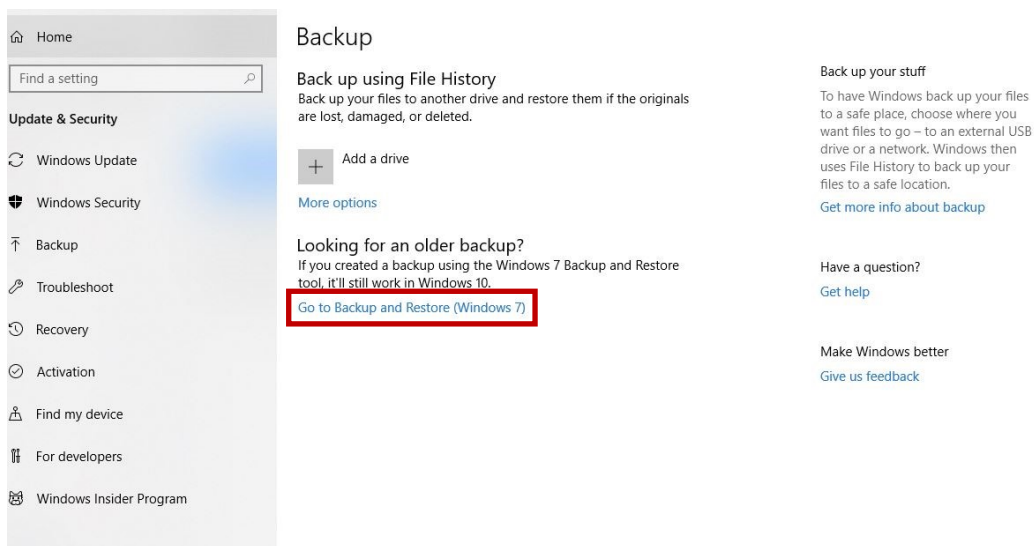
Backing up Files in Windows 10

Step 5: Select how often to back up the computer and whether to keep the backup files or delete them when a new backup has been created. Verify the folders to backup and add additional if needed such as the pictures, music, videos, etc... and select **Back up now**. This will backup all the files and folders selected.

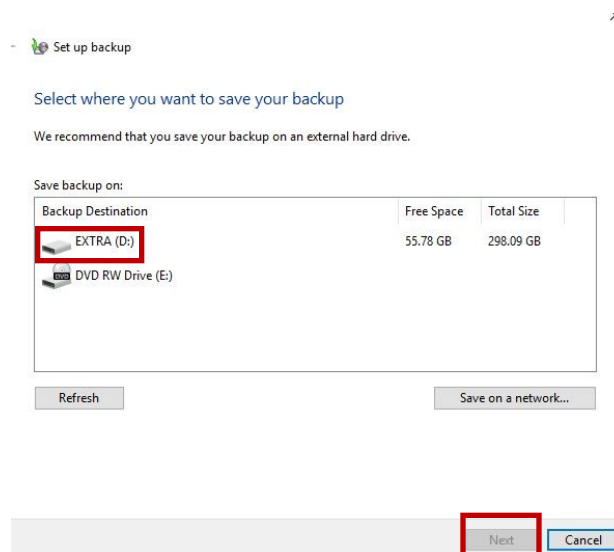


Backing up Files in Windows 10

Step 6: You can also select to select **Go to Backup and Restore (Windows 7)**. This will use the Control Panel exactly as setting a backup through Windows 7.

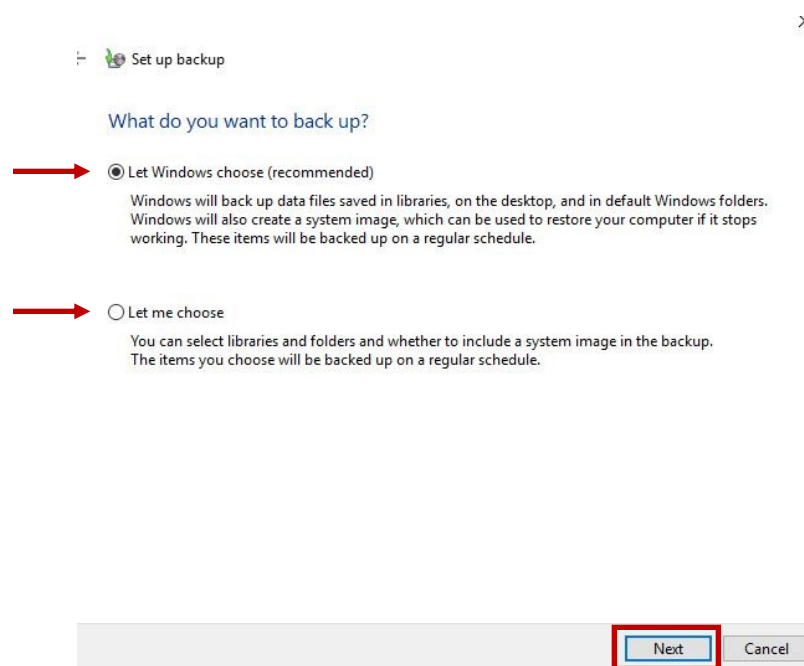


Step 7: Select the Drive/Partition you want to back up your files to, **Extra (D:)** and select **Next**.



Backing up Files in Windows 10

Step 8: You can select to **Let Windows choose** the default folders, or you can select **Let me choose** to manually add additional folders.



Step 9: You can select any additional folders or libraries on the computer, click on **Next** and it will begin backing up your files and folders.

