

# **AUTOMATICALLY SAVE ALL YOUR DATA FILES**

**(a second drive is required)**

*This is a decidedly handy feature that's worth devoting a large-capacity flash drive to, if only to preserve your most important data files.*

## **UNDERSTANDING WINDOWS 10'S FILE HISTORY BACKUP SYSTEM**

**Windows 10's goal: No-effort system backups.** File History is a backup application that **continuously** protects your personal files stored in **Documents, Pictures, Music, Videos, Desktop, Favorites, and Contacts folders**. It periodically (by default **every hour**) scans the file system for changes and copies changed files to another location safely tucked away from your hard drive. Every time any of your personal files have changed, its copy will be stored on a **dedicated, storage device** selected by you. Over time, File History builds a complete history of changes made to any personal file.

File History works and it's undeniably easy to use. Its all-but-invisible, automatic backups will be a boon to the majority of users who never before bothered to make backups.

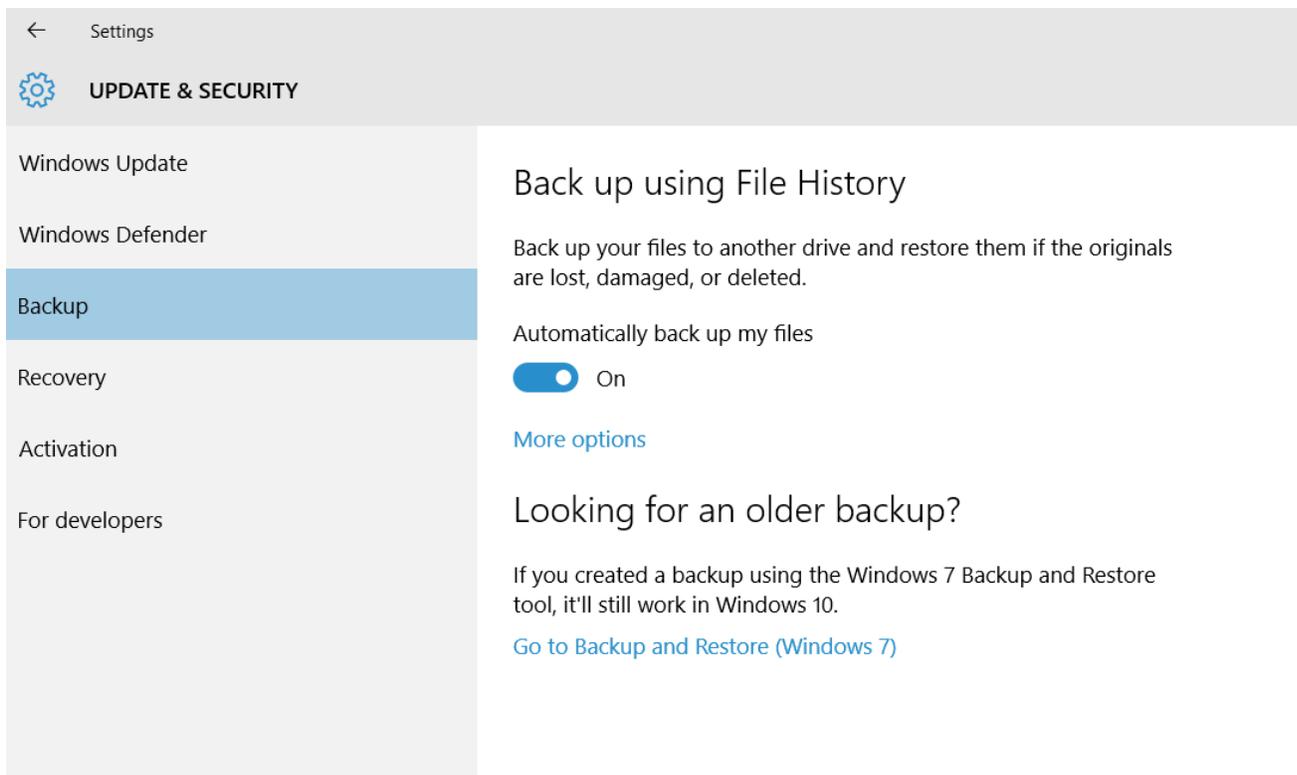
File History backs up only the aforementioned folders. If you have some folders elsewhere and want to also back them up, you can include them in one of your folders mentioned in the paragraph above.

By default, File History keeps all versions of all files it backs up, forever. However, it can be set to keep files either until space is needed or for a limited time period (such as a month or three months). You can then use File History to revert to a previous version of a file, if you need to. This feature works best with external storage devices such as hard disks or large USB memory drives that have sufficient space for the copied files. File copies can be restored at any time on the same computer or on other Windows devices and computers, which can be useful if your system crashes or encounters problems with corrupted data.

## **TO TURN ON FILE HISTORY**

To turn on File History and use it to back up your data files, plug an external hard disk into your computer, then follow these steps:

1. Go to Settings (Windows + I), then *Update and Security*, then *Backup*
2. A window as shown below will appear
3. Wait for File History to detect suitable drives for use; then click Turn On.



## CONFIGURE FILE HISTORY

You can configure how File History works and adjust settings such as how often File History saves copies of your files and how long it keeps saved versions of your files.

To set how it works, follow these steps:

1. Using Step 1 in the section above, arrive at the Backup using File History window.
2. Click More options. The Backup Options window appears.
3. Establish how you want File History to work by setting how often it should save copies of files and for how long it should keep saved versions. (Note that the default is to save every one hour.)
4. Now move down to the *Backup These Folders* section. Click on the + sign to add a folder.
5. Click on any folder that you wish to exclude from File History and then click on the related *remove* button.
6. Close File History.

## USING FILE HISTORY TO RESTORE FILES AND FOLDERS

Just as it's easy to get File History started, it's also easy to recover your data from File History.

Return to the File History window (Windows + I, Update and Security, then Backup) and click More Options, then *Restore files from a current backup* that appears at the bottom of the page.