

Use the Backup utility in Windows XP

This article describes how to use the Backup utility provided in Windows XP to back up files and folders on your computer. You must have rights as a backup administrator or moderator on the computer you want to back up.

This article describes how to use the Backup utility provided in Windows XP to back up files and folders on your computer.

Note : You must have rights as a backup administrator or moderator on the computer you want to back up. Backup administrators and administrators can back up, restore encrypted files and folders without decrypting the file or folder.

This article is for beginners who are familiar with computers. You can do it easily by following these steps.

How to back up files and folders

Step 1: Launch the Backup utility

- Click **Start** , select **Run** , enter **ntbackup.exe** and then click **OK**
- If the Backup or Restore Wizard starts, follow step 3. If you receive the following error message, the Backup utility may not have been installed:

Windows không tìm thấy 'ntbackup.exe'.

In this case, click **Exit** then follow step 2

Step 2: Install Backup utility

- Insert the Windows XP disc into the CD or DVD drive on your computer
- Click **Exit**
- **Go to Start**, select **Run** , enter the following command and then click **OK** :

***CDDrive* : valueaddmsftntbackupntbackup.msi**

Note : *CDDrive* is the drive symbol of the CD or DVD drive. If you don't know what it is, try the name 'D' or 'E'.

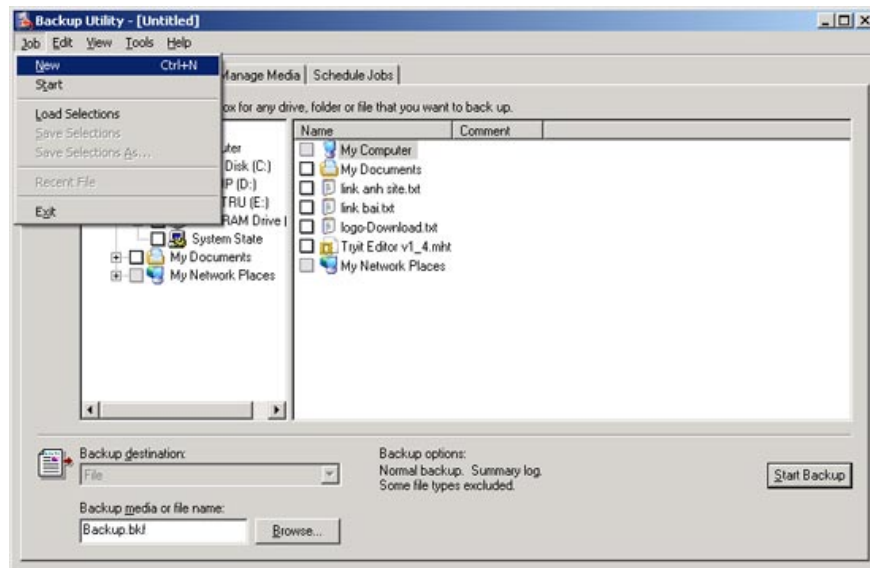
- When the Backup or Restorer Wizard appears, click **Finish** .
- Remove the Windows XP disc from the drive
- To launch the Backup utility, click **Start**, run **Run** , enter **ntbackup.exe** and click **OK** .

Step 3: Select the folder or drive to backup

- In the 'Welcome to the Backup and Restore Wizard' page, click **Advanced Mode** .

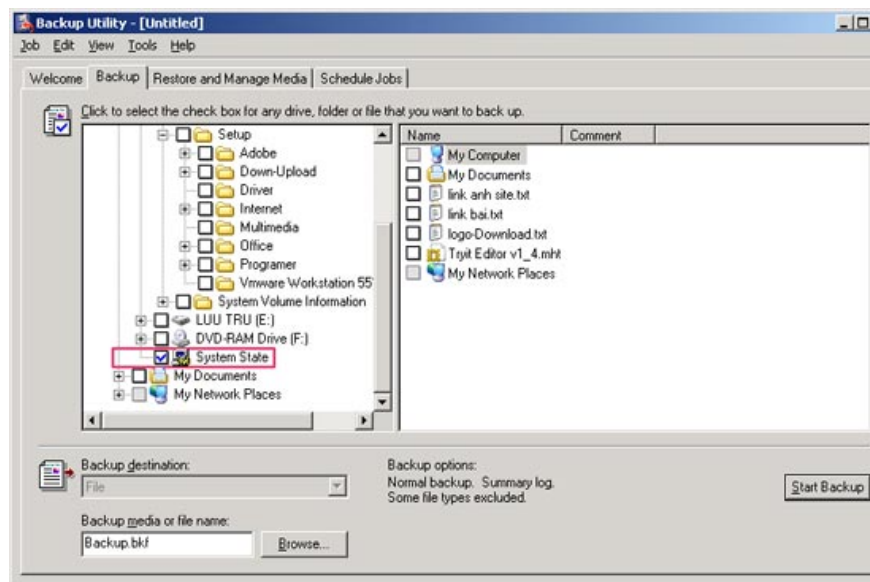


- Select **Backup** tab
- On the **Job** menu, select **New**



- Click the box corresponding to the drives you want to backup. If you want more detailed options, expand the section inside the corresponding drive, click the box to select the files and folders you want to backup.

- Click on the **System State** box.



Note : If you want to back up system settings and data files, back up all the data on the computer to include the System State data. System State data are information such as registry, COM + registration database, files in the Windows File Protection section and boot files.

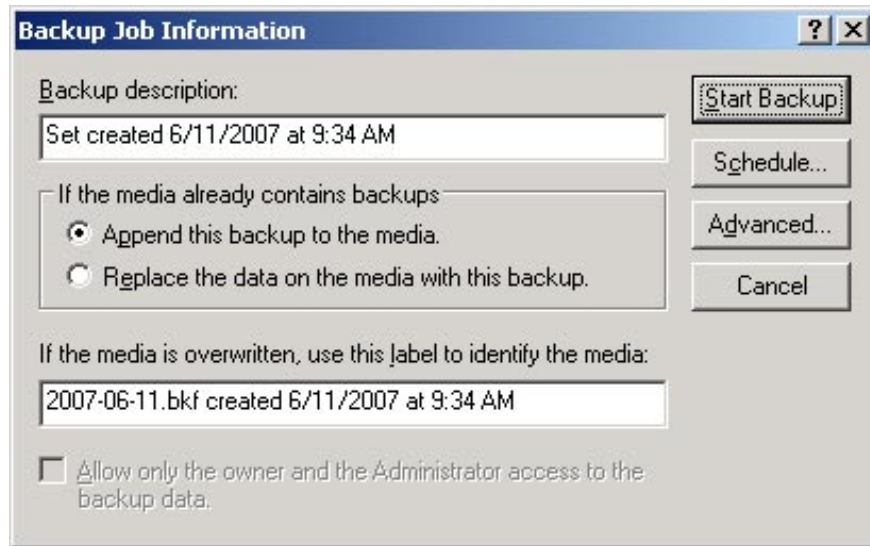
Step 4: Select the location of the backup files

- In the **Backup destination** list, click on the destination to place the backup files you want.

- If you clicked **File** in the previous step, click **Browse** and select the location where you want to place the backup file. You can use network sharing to have a destination location for the backup file.

Step 5: Backup files

- In the **Backup** tab, select **Start Backup** . The **Backup Job Information** dialog box will appear.

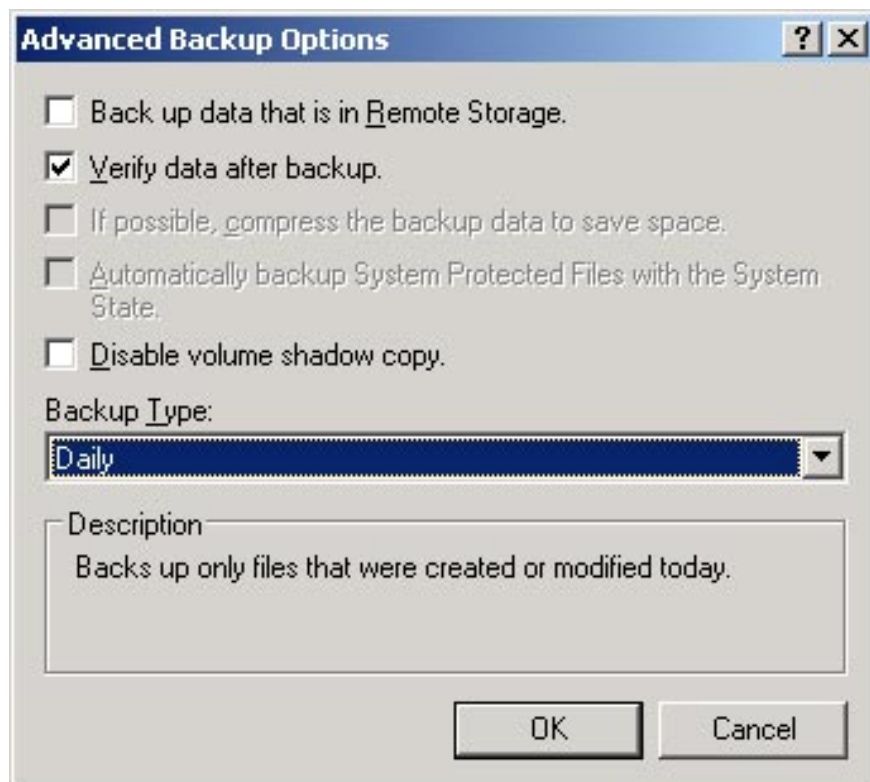


- Under **If the media already contains backups** , use one of the following steps:

1. If you want to **append this backup** to previous backups, click **Append this backup to the media** .
2. If you want to overwrite this backup to previous backups, click **Replace the data on the media with this backup** .

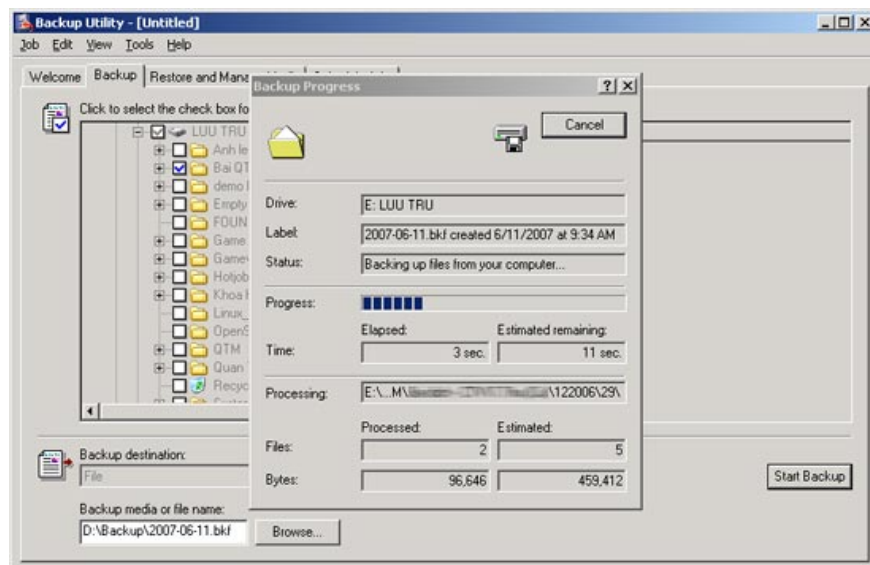
- Click **Advanced**

- Click on **Verify data** section **after backup** .



- In the **Backup Type** dialog box, click the type of backup you want. When you select a backup type, the description of that backup type will appear in the ' *Description* ' section.

- Click **OK** and then click **Start Backup** . A **Backup Progress** dialog box will appear and the backup process starts.



Step 6: Close the Backup utility

- When the backup process is complete, click **Close**

- In the **Job** menu, select **Exit**

Video instructions on how to use the Backup utility

Note : To view this video, Windows Media Player on your computer must have version 7.0 or higher and you use Internet Explorer.

You finished reading the article "**Use the Backup utility in Windows XP**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
