

# Windows 7 for Real Estate Agents!

## WINDOWS 7 SERIES ARTICLES, EDITION #15

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- **Lettuce backup a bit**

- *Creating system repair discs, backing up your personal files*

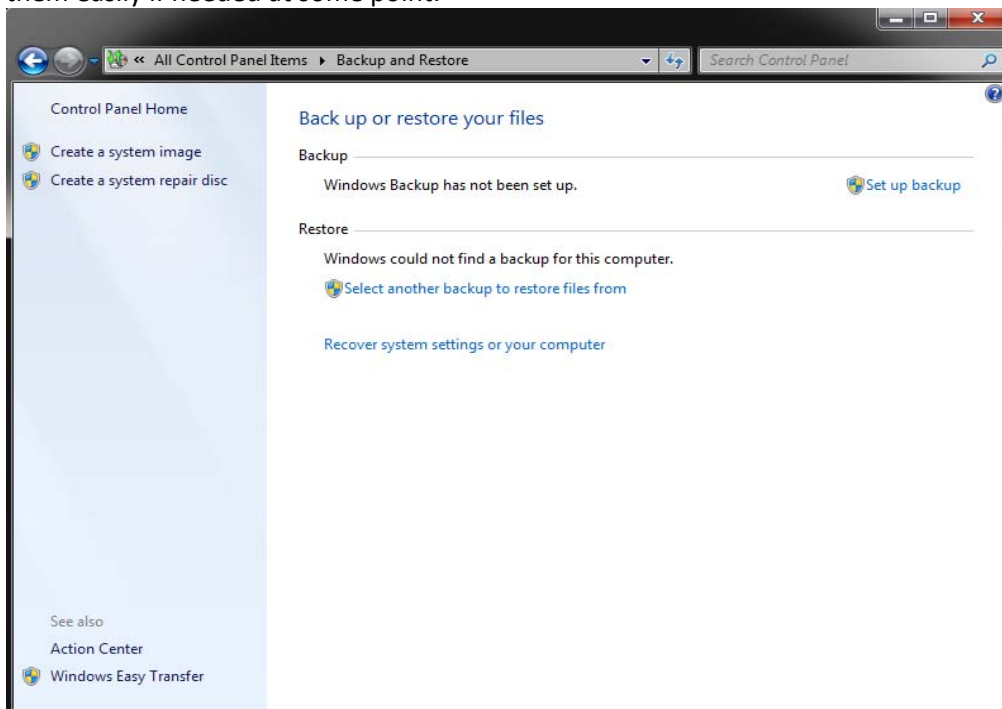
Let's' now look at backing up in two important phases.

1) Creating system repair discs

2) Backing up your personal files

First, when you create a set of system discs, you are backing up your entire hard drive including your operating system. You usually do this only once and at the point when you first buy your computer. With system repair discs, if your system crashes, this may end up becoming one of the possible options used for a Tech person to repair it. If you did not create the discs when you bought your computer, you can still create them at a latter point such as right now. Make sure you have 3 DVD's on hand for this.

Go to Start, Control Panel then click on the *Backup and Restore* icon. Click on the *Create a System recovery disc* link in the left blue pane. (See screenshot below). From there you can create your system repair discs. Then store these in a place you remember where you can get to them easily if needed at some point.



This next part could be the most critical point of all my writings because this involves protecting you from what could be the severe consequence of data loss, data that may be unrecoverable if it is not replicated elsewhere. For you, the real estate agent, backing up your personal files regularly should be mandatory above all else.

The following is a simplified version of my article titled "The Greatest Backup on Earth" which is located on ccarhelp.com. I am going to provide a simple and effective solution that I use. I use a combination of a USB Flash drive and free software from allwaysync.com. The reason I use a flash drive is because wherever I go, it goes. If you have an external drive sitting at home, that is great if your computer crashes but NOT good if your computer and external hard drive are stolen or worse yet, your house burns down.

You can buy a USB Flash drive for around \$25.00. Make sure you get one that is 8-16 gigabytes. The one I use is SanDisk Cruzer Micro because it has password protection and a nice large flashing light when it is running a backup. You can search for this model on the internet if you like. After you download Allwaysync, you will be able to choose the source and destination folders, the source being your documents folder on your computer and the destination being a folder on your USB Flash drive. Then once each week or so you just have to click on one button on the Allwaysync interface to synchronize changed files, added files, and deleted files. If you have any questions, feel free to contact me at Tech Support.

**In the next article** you will learn how to turn back time on your computer to when it was working properly.