

Backing Up Your Files

Quick Reference Card — keep this near your computer!

CRAIG'S LAW:

"A restart fixes 85% of all IT related problems."

This applies to your computer, printer, phone, router, email and more.
It sounds obvious — but more than likely, it will work!

Backup method	How to set up	How often
OneDrive (cloud)	Sign in to OneDrive; select folders to back up	Automatic when online
USB drive	Plug in; copy Pictures, Documents, Desktop folders	Monthly — set a reminder
External drive	Settings → Backup → File History	Automatic when connected

File type	Where to find it
Photos	Pictures folder
Documents	Documents folder
Desktop files	Desktop folder
Downloads	Downloads folder
Videos	Videos folder

REMEMBER: A BACKUP YOU HAVEN'T TESTED IS JUST A HOPE

Every few months, open your backup drive or OneDrive and check your photos are actually there. If you've never done this — do it today.

Need more help? Call Craig on 0411 147 909 | seniorsguide.net.au

Get the full Backup eBook for \$14.95 at seniorsguide.net.au