

Backing up Windows 10 and 8 to a flash drive

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Important - if you are using special programs like Quicken or QuickBooks, be sure they are backing up your data files somewhere in the documents folder so they will be included in this backup. Otherwise you will have to back those up thru the program itself.

1. Start at your desktop screen with no programs running.
Insert your flash drive into a USB port.
Any popups you don't understand, just close them down or ignore them.
2. Open the File Explorer. It may have opened automatically. Maximize the screen if needed.
Otherwise you can open it by clicking on the yellow folder in the lower left corner of the Desktop.
Or you can move the mouse to the lower left corner of any screen, right click, and choose "File Explorer" from the list.
3. Format the flash drive to erase it. (Warning - any existing files will be deleted)
To do this find your flash drive letter on either side of the screen.
Right click the drive, then choose "Format", insure "Quick" is checked, then click the Start button.
Continue when the warning message shows.
4. When done formatting close it down, but stay in the File Explorer.
If the File Explorer closes down, open it up again.
5. Find the Documents folder along the left side between "This PC and drive C:
DO NOT use any folder above "This PC" in the "Quick access" area.
6. Optional step - find out how big the Documents or Pictures folders are.
To do this find your folder along the left.
Right click that folder, then left click on Properties.
Look for the "Size" line. You need to make sure you have a large enough flash drive.
7. Now it's time to backup.
Right click the Documents folder along the left, choose "Send To", then click your flash drive.
If you see any prompts like "Property Loss" just continue.
8. Repeat the steps for other folders like Desktop, Pictures, Music, and Downloads.
9. After everything has finished copying, find your flash drive along the left and click on it.
You may have to click the small arrow to the left of "This PC" to see the drives.
Look at the contents of the flash drive and make sure your folders and files made it there.
10. Get back at your desktop with no programs running, wait 15 seconds, then remove your flash drive.
You can also use the system tray eject button.