

NAPLES COMPUTERS HOW-TO • SETUP & HOW-TO

How to Back Up Your Important Files

If your computer died today, would you lose your photos or your tax records? This guide covers what to back up, the 3-2-1 idea in plain words, and how to set up backups that run on their own: an external drive with File History on Windows 11 or Time Machine on a Mac, plus a cloud copy with OneDrive or iCloud. Then test a restore, so you know it works.

What to back up

- ☐ Photos and videos
The things you can never replace
- ☐ Documents
Letters, spreadsheets, scans, recipes
- ☐ Taxes and financial records
Returns, statements, receipts
- ☐ Email and contacts
Often already in the cloud. Check with us if you're not sure

The 3-2-1 idea, in plain words

- ☐ 3 copies of anything important
The original, plus two backups
- ☐ 2 different kinds of storage
For example, an external drive and the cloud
- ☐ 1 copy away from your home
The cloud counts, so a fire, flood or theft can't take everything

Step by step

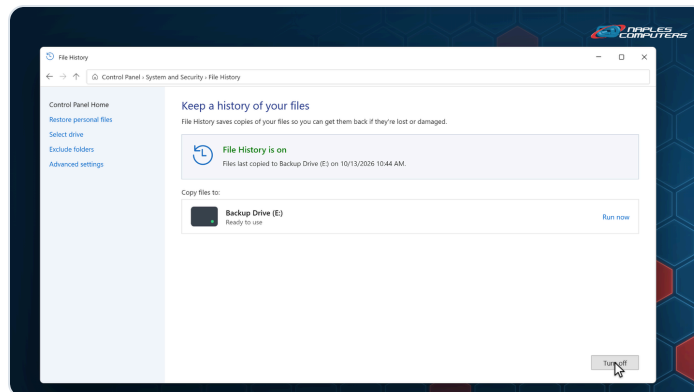
WINDOWS 11

1 Windows 11: turn on File History with an external drive

Plug in an external USB drive. Click Start, type File History, and open it. Your drive is listed under Copy files to.

WHAT TO DO

Click Turn on. File History keeps copies of your files, and older versions, every hour while the drive is plugged in.



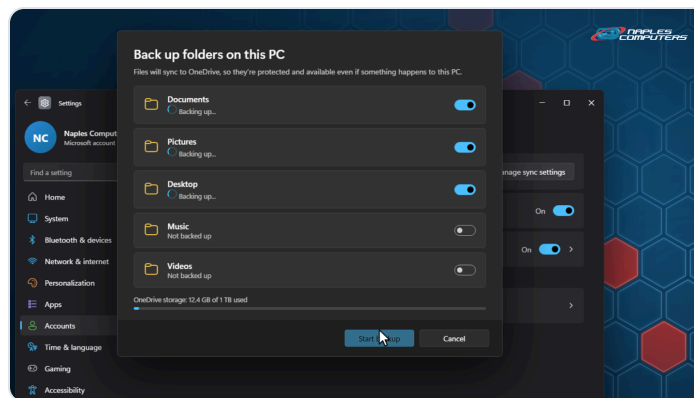
WINDOWS 11

2 Windows 11: add a cloud copy with OneDrive

Settings → Accounts → Windows backup. Next to OneDrive folder syncing, click Manage sync settings.

WHAT TO DO

Turn on Documents, Pictures and Desktop, then click Start backup. That's your off-site copy.



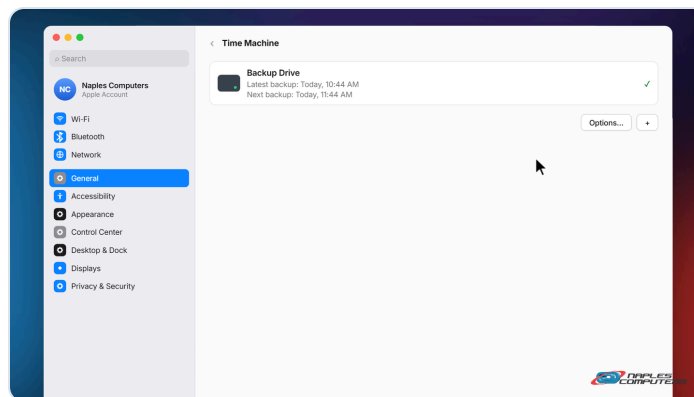
MAC

3 Mac: set up Time Machine with an external drive

Plug in an external drive. Apple menu → System Settings → General → Time Machine → Add Backup Disk.

WHAT TO DO

Select the drive and click Set Up Disk. Time Machine starts backing up right away, then every hour.



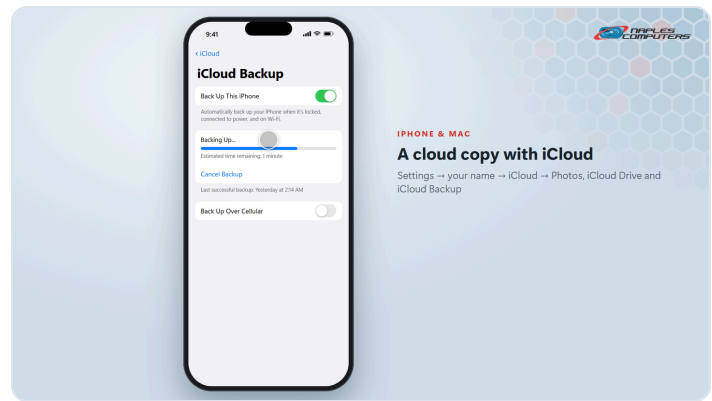
IPHONE

4 iPhone, iPad and Mac: a cloud copy with iCloud

Settings → your name → iCloud. Turn on Photos and iCloud Drive, then open iCloud Backup and tap Back Up Now.

WHAT TO DO

On a Mac, turn on iCloud Drive and Photos in System Settings → your name → iCloud.



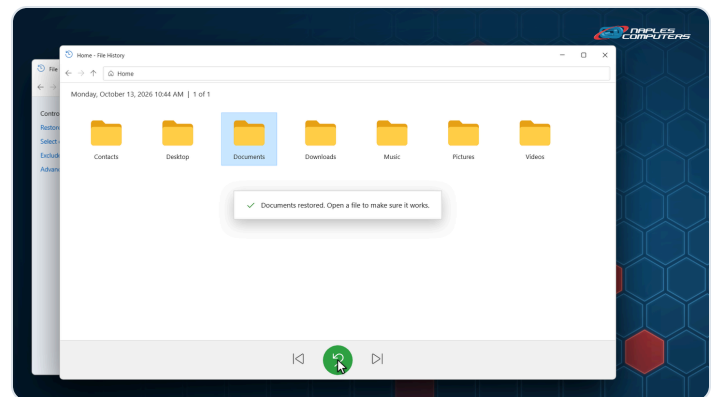
MOST IMPORTANT

5 Test a restore, so you know it works

A backup you've never tested is just a hope. In File History, click Restore personal files, pick a folder, and click the green restore button.

WHAT TO DO

Open a restored file to make sure it works. Check the date of your last backup once a month.



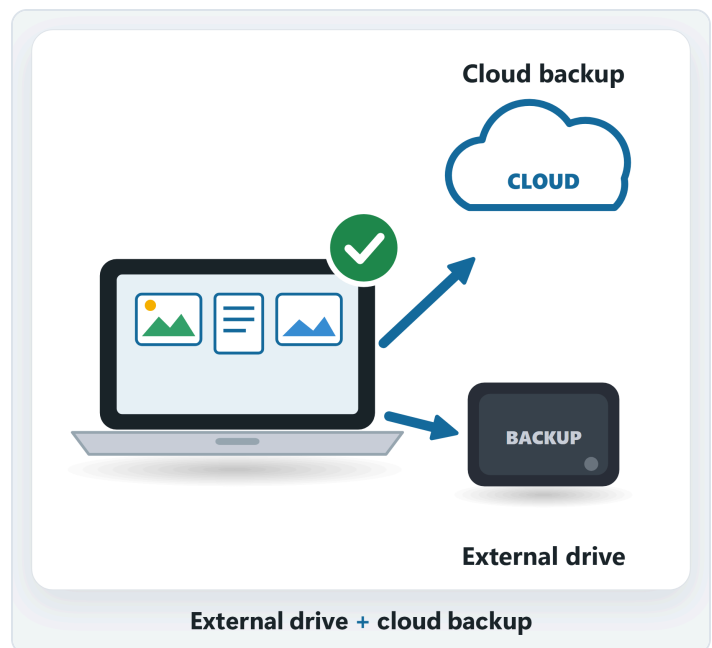
WE CAN HELP

+ We'll set it up and check it

For home clients, Naples Computers sets up an external backup drive plus a cloud backup, OneDrive or Carbonite, and makes sure both are actually working.

WHAT TO DO

Call 239-513-1960, or bring your computer by our shop at 2308 Immokalee Rd.



Recap: **back up your files**

- | | |
|--|---|
| ☐ Photos, documents, records | ☐ Cloud: OneDrive / iCloud |
| ☐ 3 copies, 2 kinds, 1 away | ☐ Test a restore |
| ☐ External drive: File History / Time Machine | ☐ Check the date monthly |

Hurricane coming? Take your backup drive with you, or keep it in a waterproof bag, and make sure your cloud backup is up to date. Naples Computers sets up an external drive plus OneDrive or Carbonite for home clients. Call 239-513-1960.



Want us to set up your backups and test them?

Call 239-513-1960

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