

A Manual Computer Data Back-Up

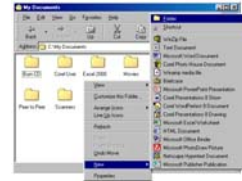
When Microsoft® wrote the Disk Operating System (DOS), they included a very handy back-up command – XCOPY.

This procedure is designed to show the creation of a DOS batch file that can be run to perform a data back-up.

An Example

1. In the My Documents folder create a subfolder called Test

Double click My Computer and open the “C” drive.
Right click in the content area.
Select New then Folder. Type Test and hit the Enter Key.




2. Go to the Command Prompt. Click Start -> Programs -> MS-DOS Prompt

(in XP Click Start the RUN and type CMD,
In Vista go to Programs then Accessories then Run and type CMD)



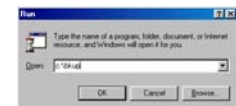
3. Type the following lines, exactly as listed, hitting the Enter Key at the end of each line.

```
EDIT C:\BKUP.BAT  
ECHO OFF  
REM COPIES ALL BMP FILES  
REM REM STATEMENTS ARE JUST REMARKS!  
XCOPY C:\WINDOWS\*.BMP C:\TEST/S/E/Y  
REM /S COPIES SUBDIRECTORIES  
REM /E COPIES SUBDIRECTORIES EVEN IF EMPTY  
REM /Y OVERWRITES EXISTING FILES  
REM THE SYNTAX IS COMMAND SPACE FROM SPACE TO  
CLS  
ECHO BAKUP COMPLETE ...
```

Using the mouse, select File then Save, then File then Exit.
Click the  to leave the Command Prompt

Congratulations !!! you just wrote a DOS batch file.

4. Next, run the file by clicking Start -> Run -> fill-in C:\bkup then click OK



5. Check your work. Are there files in the Test folder?
Can you modify this for your use?