

USE FILE HISTORY TO BACKUP YOUR FILES

(a second drive is required)

File History automatically backs up files that are in your Documents, Pictures, Music, Videos, email contacts, web favorites, Microsoft OneDrive files and files on your desktop. If the originals are lost, damaged, or deleted, you can restore all or any of them. You can also find different versions of your files from a specific point in time. Over time, you'll have a complete history of your files. If you have files or folders elsewhere that you want backed up, you can add them to one of your existing Documents, Pictures, Music, or Videos folders.

File History requires an extra internal hard drive or some kind of external storage: a large-capacity USB flash drive, a portable USB hard drive, or network drive. The more space you devote to File History, the deeper your backup will go.

Here's how to get started:

1. Go to Settings (Windows + I), then *Update and Security*, then **Files Backup**.
2. By default, the feature is turned off. Have ready whatever storage device you intend to use (an internal hard drive, an external hard drive or a large capacity flash drive).
3. Then click the *Refresh* icon next to the address bar. If you're using network storage, click *Use network location* instead, then choose your desired drive.
4. Click the button marked *On*.
5. File History will make an initial backup of your folders, then scan those folders once per hour (the default) and make additional backups of any new or changed files it finds.

How to Recover Your Files

If you need to recover your files, just return to the File History window (Windows + I, Update and Security, File Backup) and click More Options, then *Restore files from a current backup* (in small print) that appears at the bottom of the page. (You can also manually navigate into the File History folder created on your storage drive, but you'll have to click through numerous sub-folders to find your data.)

This is a decidedly handy feature that's worth devoting a large-capacity flash drive to, if only to preserve your most precious data files.