

## Windows FileHistory

This is a built in tool you can use to backup selected data files and folders to an external drive

This contrasts with Macrium Reflect covered two months ago which “Images” whole drives

External drive examples are Flash Drives or Portable SSD's.

The capacity needed for the external drive will depend on what you choose to back up

Flash drives are about \$25 for 125 GB

Portable SSD are about \$120 for 500 GB

Macrium Reflect, File History and other data can coexist on the same backup drive.

A written description of how File History works  
( the actual process is illustrated two pages later)

Initially a copy of all your chosen folders and files is made on the backup drive  
The backup drive is “tagged” so that it is the only one that is used.

File history then scans those files for changes at an interval you chose  
If a change is detected another copy is made i.e. a version  
alongside the initial file.

To distinguish between versions Windows adds numeric date info to the file  
FileName+2022 08 05 1025 33  
( i.e. adds year month day hour minute seconds referenced to GMT)  
You can choose how many versions to keep – older ones are deleted

Once File History is set up and the first “run” is completed you can leave the drive in place or remove it for say a week.

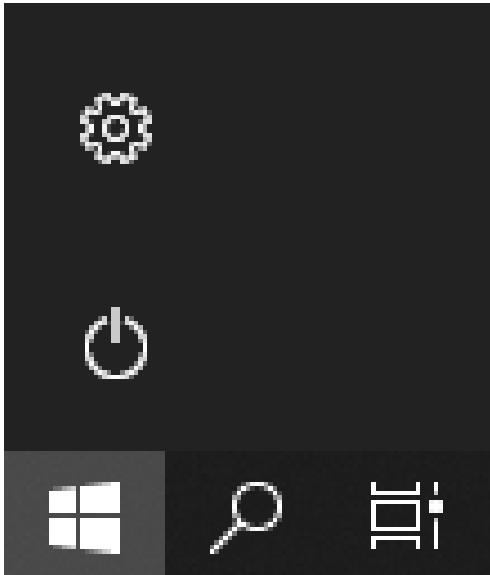
When File history finds the tagged backup drive missing it performs the same scans but saves these to an internal folder

When you next connect the tagged backup drive the temporary information used to bring it up to date.

There are two reasons for disconnecting the backup drive.

- 1) It could be cumbersome to move.
- 2) It makes a physical break from your PC and hence is likely to prevent Ransomware spreading to the backups.

## Access File History via **Settings**



**Choose Backup**



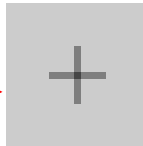
### Update & Security

-  Windows Update
-  Delivery Optimisation
-  Windows Security
-  Backup

## Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged or deleted.

Choose your backup drive



Add a drive

This drive is “tagged” as the one to use for backups

Google Drive and One Drive are excluded

## Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged or deleted.

Automatically back up my files

On



On

Choose



[More options](#)

# 🏠 Back-up options

## Overview

Size of backup: 83.4 GB

Total space on New Volume (E): Disconnected

Your data is not yet backed up.

Don't click while setting up



Back up now

How often 10 min to daily



Back up my files

Every hour (default)



When to delete older versions

From "when disk is full"



To never

Keep my backups

Forever (default)



# 🏠 Back-up options

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## Back up these folders

Choose a folder  
using file explorer



Add a folder

## Exclude these folders

Exclude a folder



Add a folder

“Untag” a backup drive



## Back up to a different drive

You'll need to stop using your current back-up drive before you add a new one. This won't delete any files from your current back-up drive.

Stop using drive

File History recovery to retrieve a backup file

Enter the same FileHistory settings with tagged drive installed

Choose advanced settings

You are moved to the Control Panel heading File History

Use restore personal files

You can access all historic versions and up to the latest backup down to individual files

The version indicated by yyymmddhhmmss (year/month/day/hour/minute/seconds)



Restoring a folder  
Advanced settings  
take you to Control  
Panel

→ Related settings  
→ [See advanced settings](#)

← → ↕ ↑  > Control Panel > All Control Panel Items > File History

[Control Panel Home](#)

[Restore personal files](#) ←


[Select drive](#)

[Exclude folders](#)

[Advanced settings](#)

## Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

 We can't finish copying your files. Connect your File History drive and refresh this page to continue.

### File History is on

Copy files from: Libraries, Desktop, Contacts and Favourites

Copy files to:



New Volume (E:)  
*Disconnected*

[Run now](#)