

Manually Back Up Your Data-For Windows XP Professional Systems

Use this manual backup method for those times where you want to **immediately** backup your data files rather than wait for the automated scheduled timed backup task.

Before you can manually backup your data, you must have already created a backup task once. If not, complete the instructions for [How to set a daily back up \(WIN XP\)](#).

Step 1

Click on **Start > Control Panel > Performance and Maintenance > Scheduled Tasks**.

Step 2

Locate the scheduled task you created and **Right-Click** on the task.

Step 3

At the resulting pop up menu, click **Run**.

You have now manually backed up your data. The process will automatically close when done.