

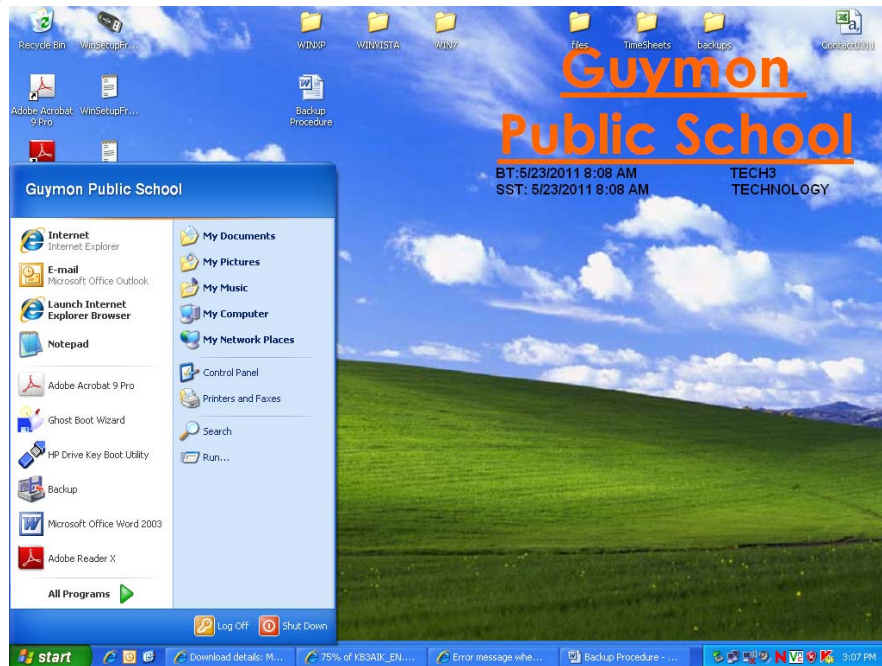
Before attempting to backup any of your files, please go out and purchase a flash drive of at least 8 gigabytes (GB) in size. These are available for purchase at Walmart –



Open the packaging and have your flash drive ready to use when before you start your backup. Then, plug your flash drive into a USB port on your computer before starting the backup process. This process should take no more than 20 to 30 minutes, but keep in mind that if you have a large number of files it might take longer – give yourself plenty of time to let the backup finish.

Follow these steps to backup your files:

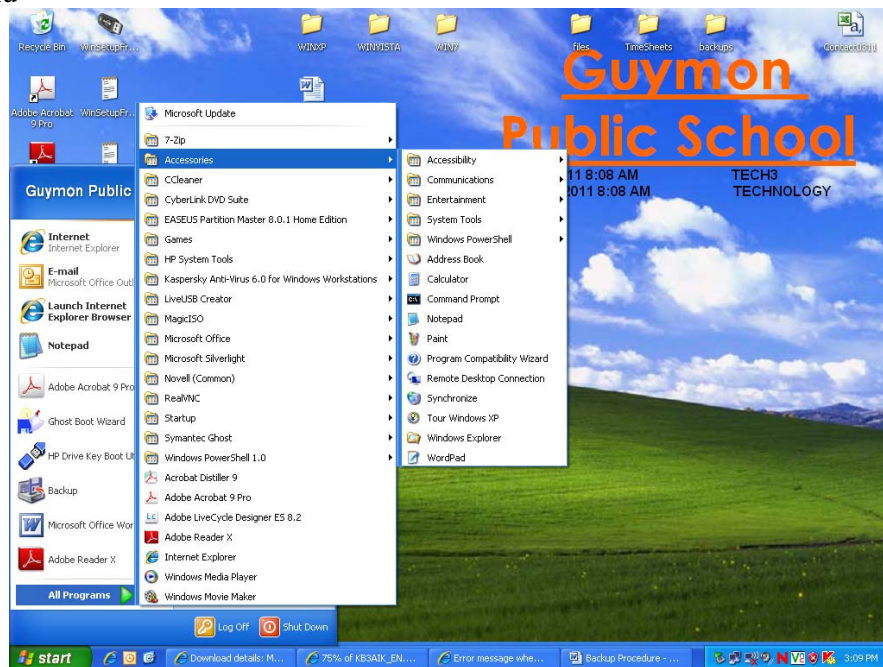
1. Using the mouse pointer, click on the Start Menu button in the bottom left corner of your screen



- Using the mouse pointer, hover over All Programs to pop up a sub-menu

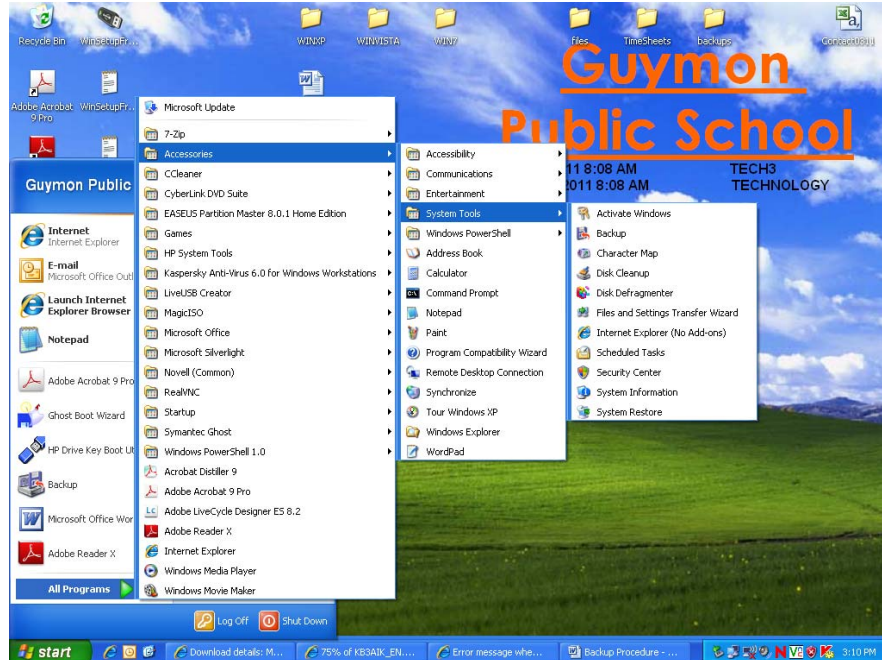


- In the Programs menu that pops up, find the Accessories folder
- With the mouse pointer, hover over the Accessories folder to pop up another sub-menu

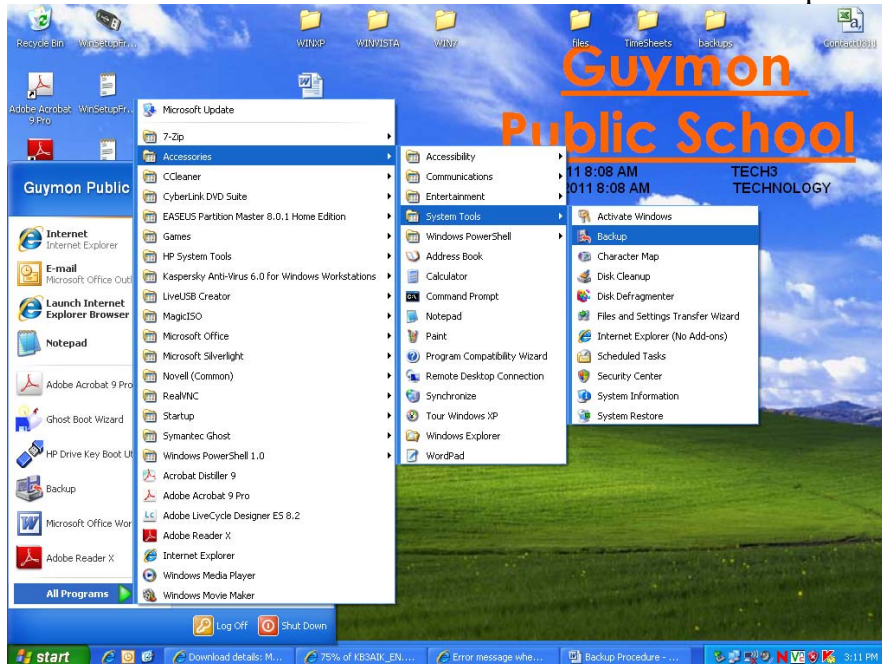


- Move the mouse into the sub-menu and find the System Tools folder

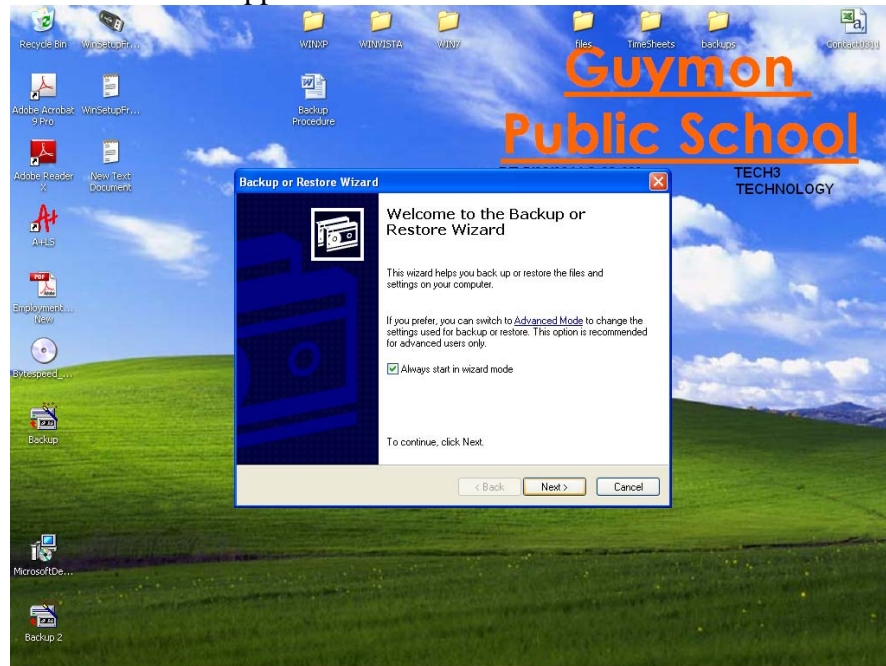
6. With the mouse pointer, hover over the System Tools folder to pop up another sub-menu



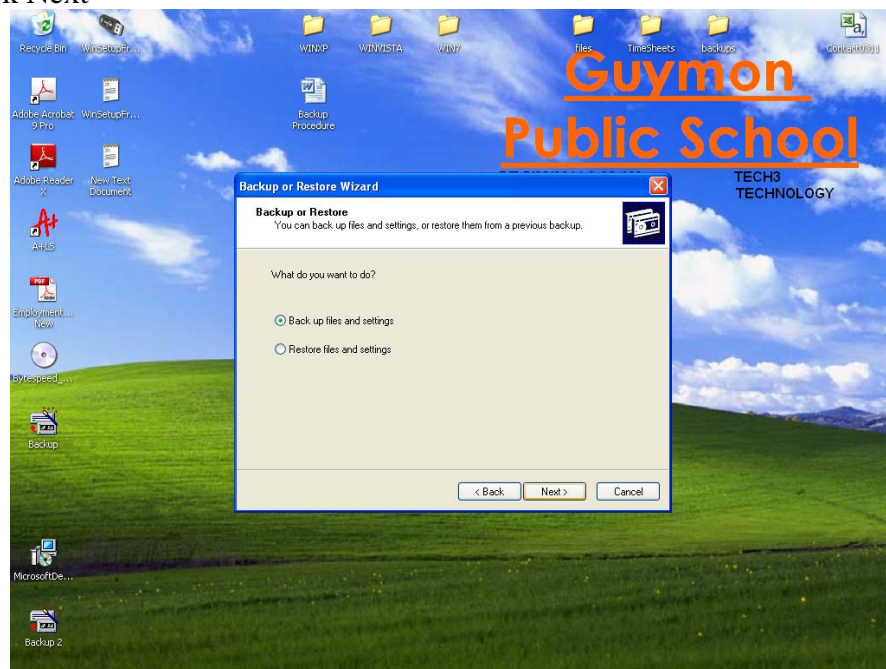
7. Move the mouse into the sub-menu and find the icon named Backup



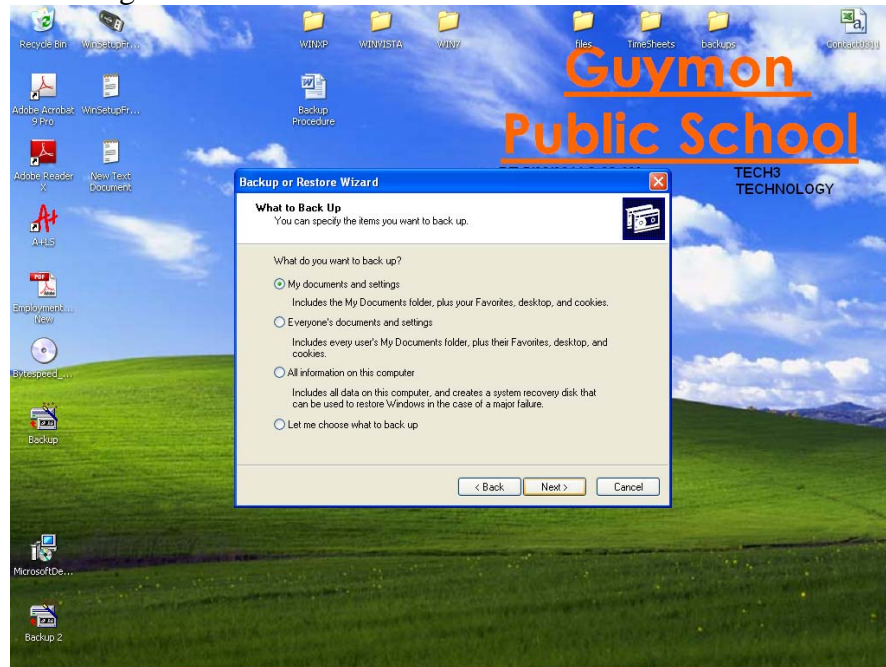
8. Hover over the Backup icon and left-click to open up the Backup program – a window will pop up in the center of your screen that has the title Backup or Restore Wizard in its upper left corner



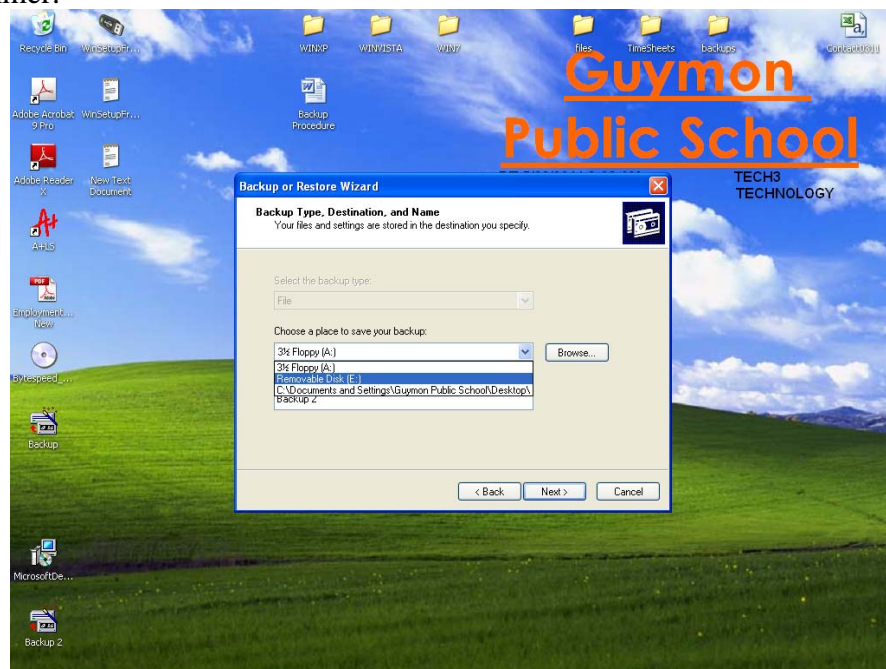
9. In the Backup or Restore Wizard window that popped up, click Next
10. Click Next



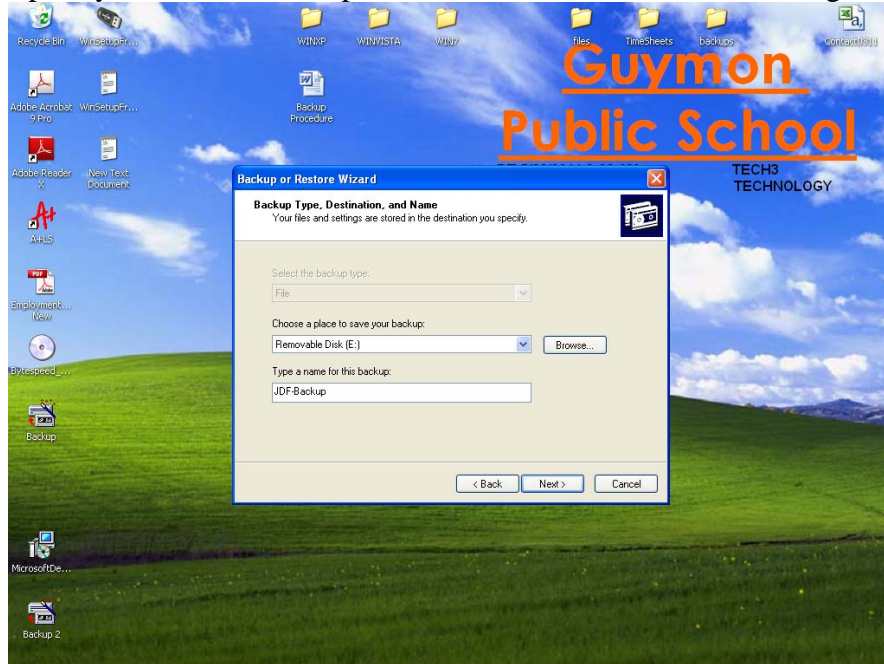
11. Click Next Again



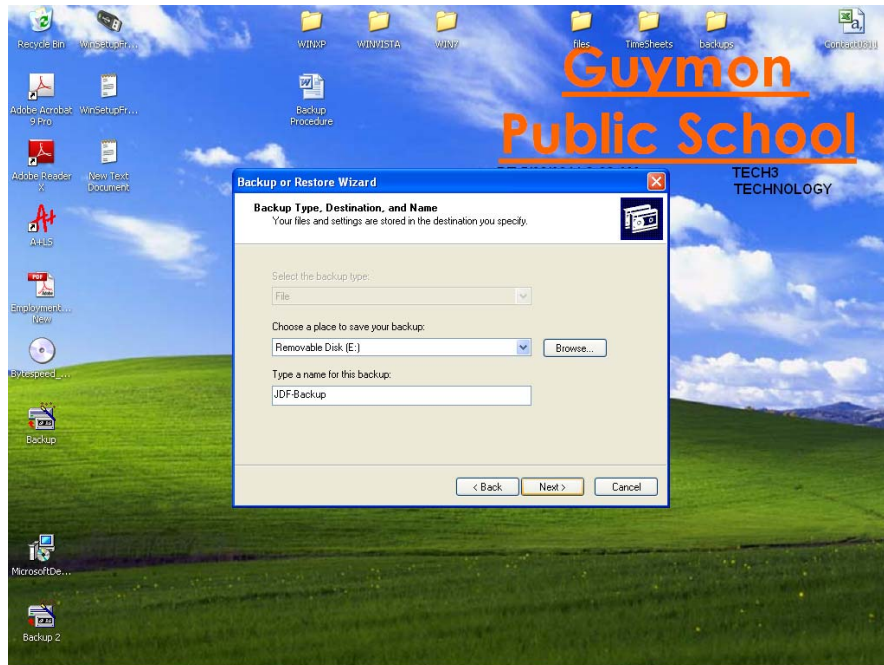
12. Under the heading “Choose a place to save your backup”, click the arrow to drop down a list of available places to save your files. Hover over and click to choose your flash drive. If you save anywhere else your files will be lost over the summer.



13. Name the backup something that you can remember – for example, School File Backup, or your initials-Backup. The window should look something like this -



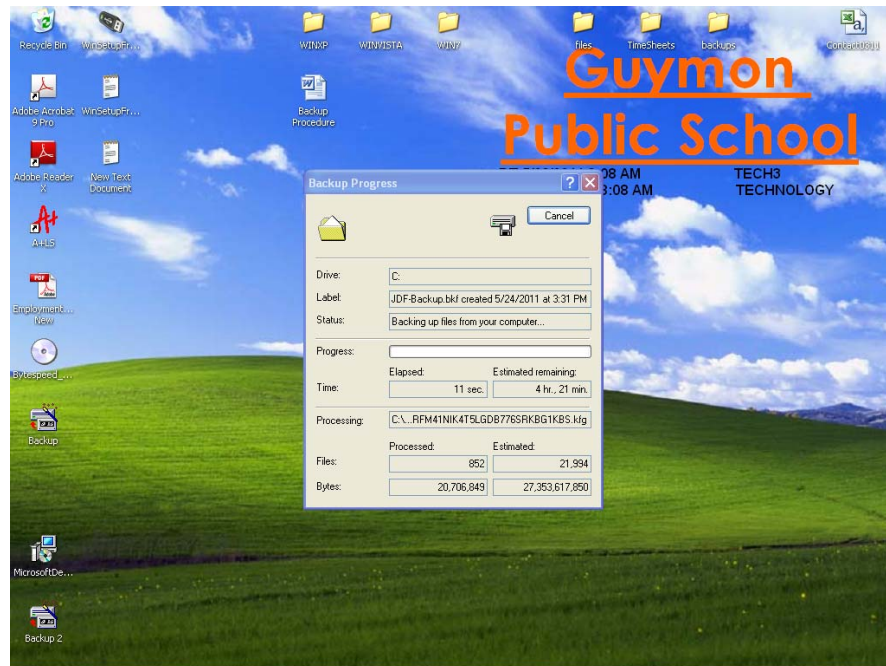
14. Click Next



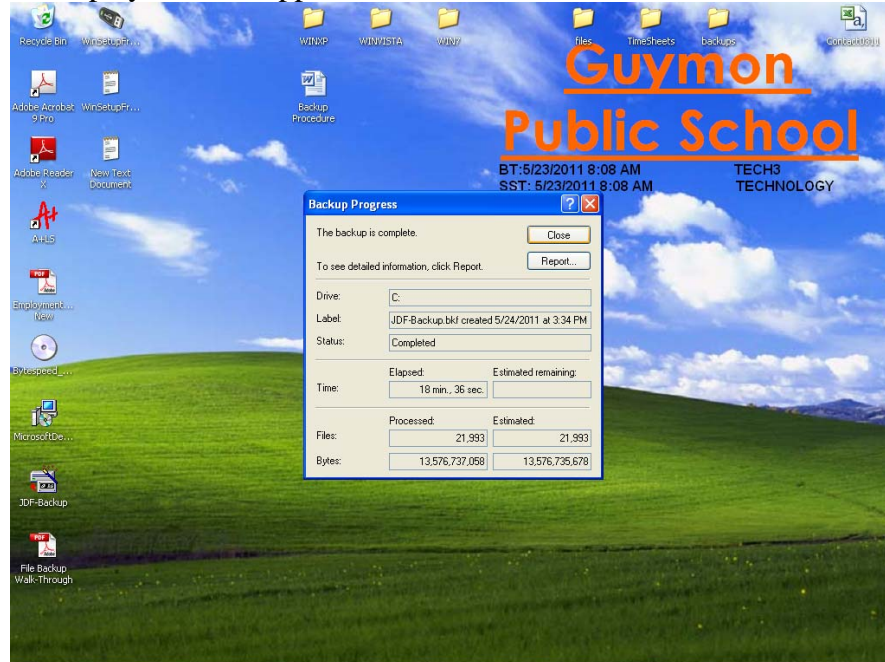
15. The window should look like the image below. Click Finish



16. A new window will pop up and your file backup will begin. Just leave the computer running and the program will back up your files automatically. The window will look like this –



17. Once the backup completes successfully, the message “The backup is complete.” Will be displayed in the upper left of the window. Click Close



18. Shut down your computer. Once it has shut down, you can remove your flash drive. Take it with you for the summer, and if you want to be able to restore your files for next semester then you need to keep it where you can find it.