

Backup your files onto a CD or USB Flash Drive.

What does backup mean?

Backing up your data is a process which saves a copy of your data on an external storage location.

The advantages of this are:

1. Data can be restored to a state after an unforeseen disaster has occurred.
2. To restore small numbers of files after they have been accidentally deleted or corrupted.

How often should I backup my data?

Depending on the importance of the document, we usually recommend that you backup data monthly. That is not to say that you can't do it everyday, or week. Daily /Weekly backups will obviously give you a more up to date backup of your data

What can the backup be stored on?

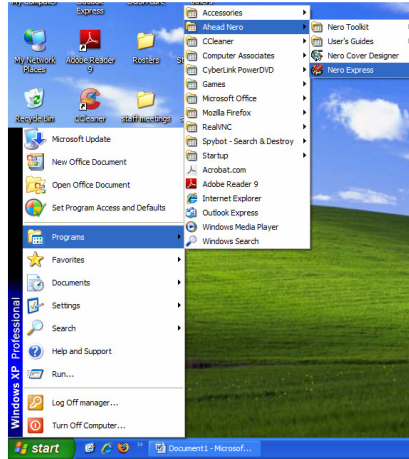
1. A USB Flash drive
2. A Writable CD

Backing up onto your USB flash drive

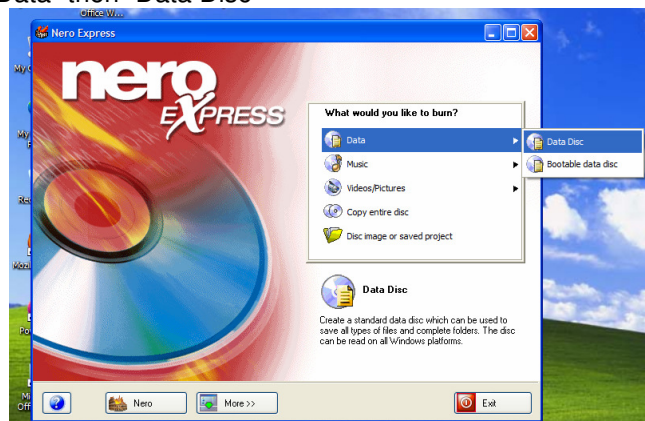
1. Insert your USB drive into your PC into one of the USB ports. USB ports are located on both the front and back of your PC, they are a small rectangular port.
2. Open the USB drive to view its content, it will reside under "My Computer" which is on your desktop.
3. Create a new folder under you USB drive with the date of the backup. For Example "Backup_25012009"
4. With this folder still open, drag the files you require to be backed up into the "Backup_25012009" folder, or alternatively you can copy then paste files into this folder.

Backing up data onto a CD

1. Insert a writeable CD into the CD drive of your computer.
2. Go to the start menu, then select “All Programs” > “Nero” > “Nero Startsmart”



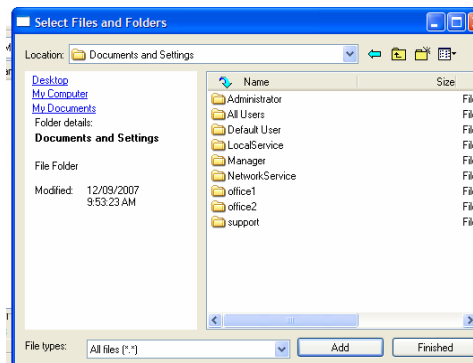
3. Select “Data” then “Data Disc”



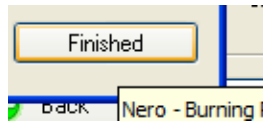
4. Select the “Add” Button



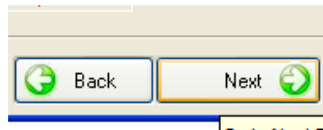
5. Search then add the folder/s or file/s by selecting the “Add” button



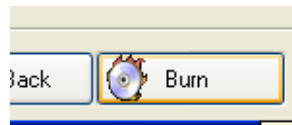
6. Select the "Finished" button



7. Select "Next"



8. Select "Burn"



9. When the CD has finished burning your files, it will eject the CD, then your data should be backed up. Double check by going to " My Computer", selecting the CD drive (usually (D:)) then checking your files are there.