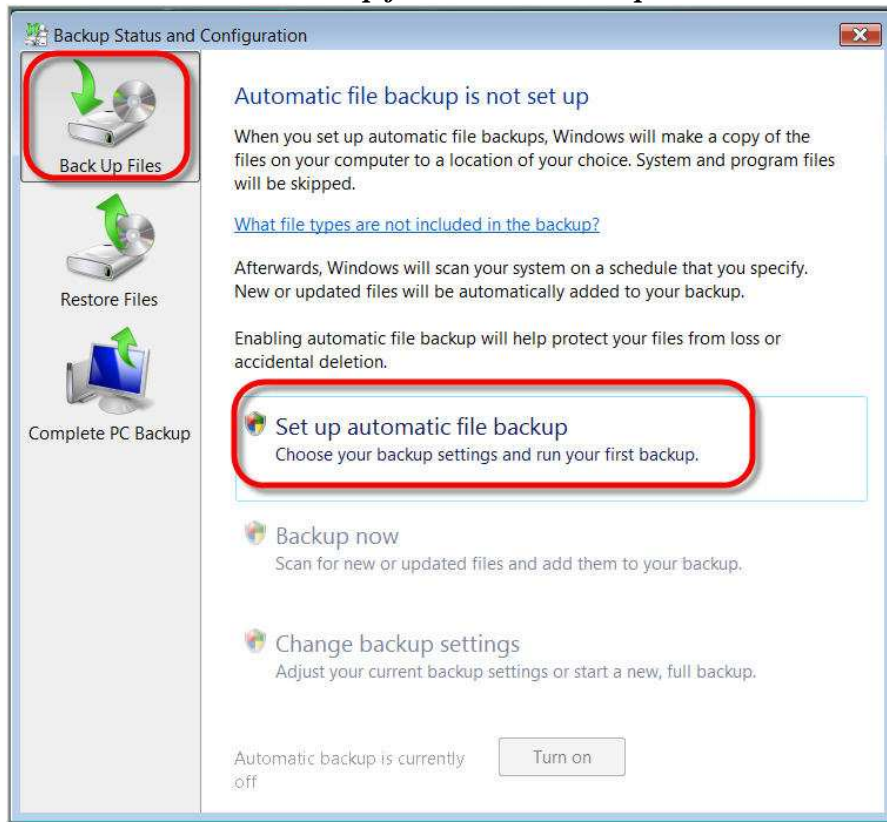
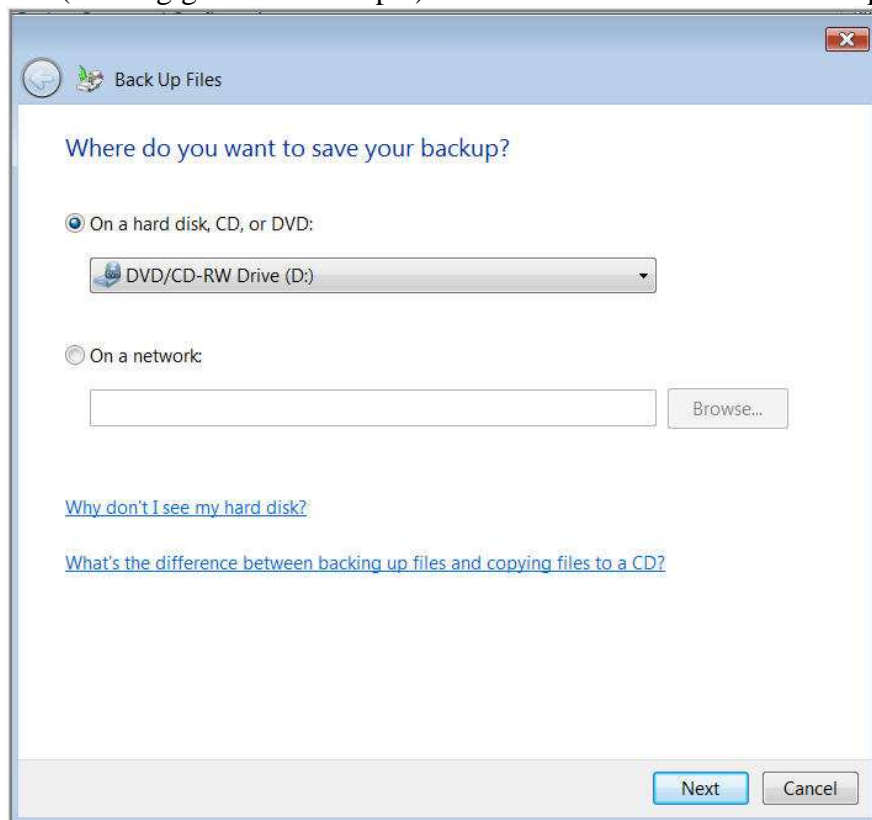


BACKUP DOCUMENTS AND SETTINGS IN VISTA

1. Go to **Start,/All Programs/Accessories/Systems tools/Backup & Configuration**. This will bring up a Wizard . Now click on the **Next** button
2. In the next window first click on **Back Up files** and then **Set up Automatic File Backup**.

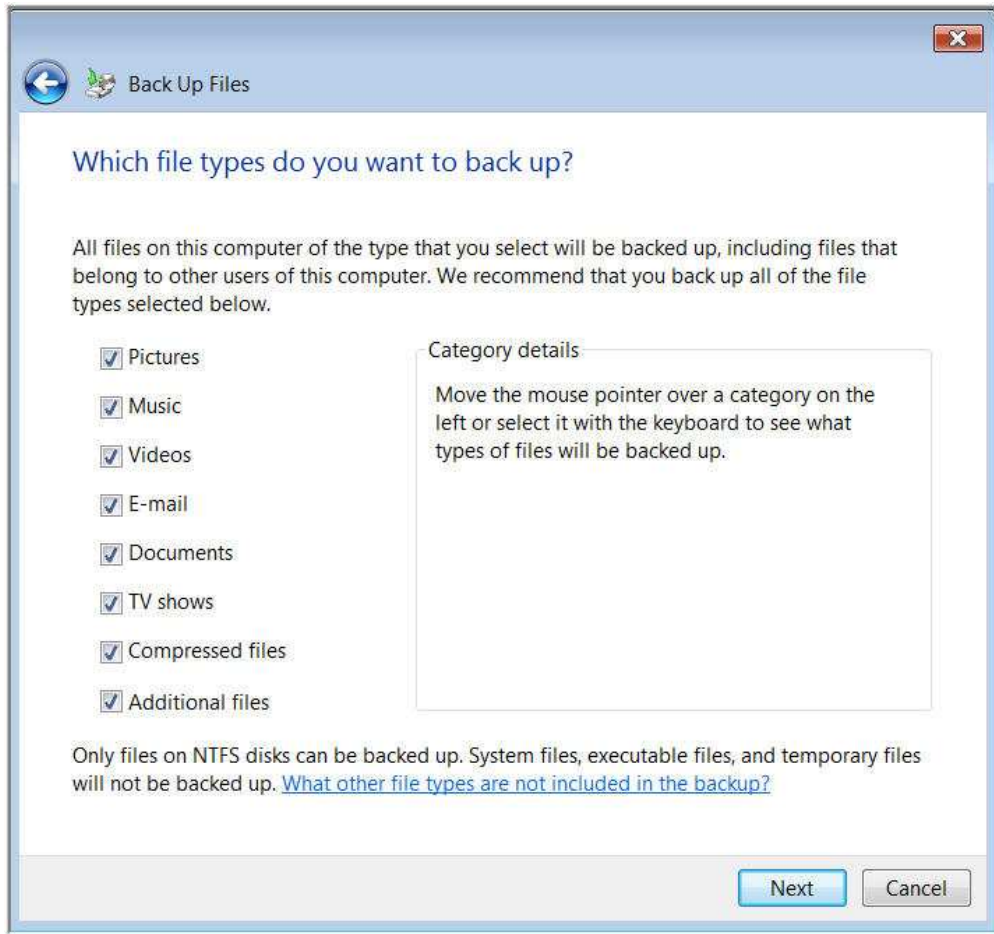


3. In the next window Choose where you want your Backup to be saved. If you have a portable hard drive, flash drive (a two gig should be ample) or a DVD that would be the ideal place. Click **Next**

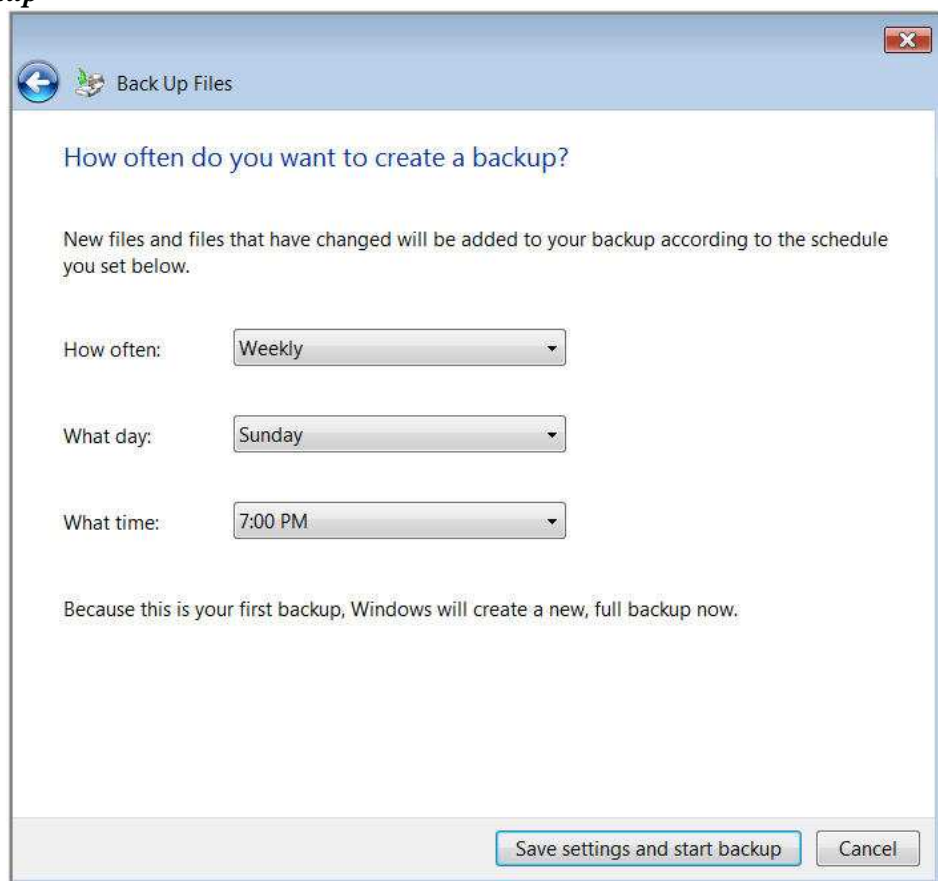


Don't save the Backup your C Drive as it will be useless if you have a computer crash.

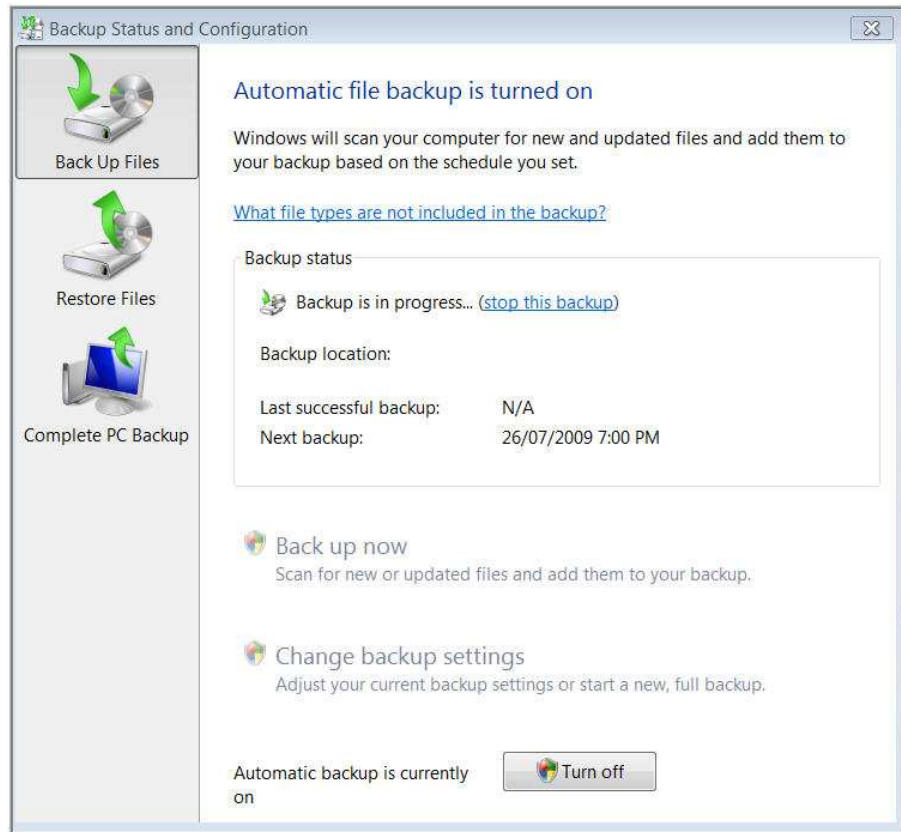
4. In the next window choose the files you want to backup, then click *Next*



5. In the next window choose how often you want to do a backup –then click on *Save Settings and Start Backup*



6. When the backup is completed the following window appears.



Go away and have a cuppa while the backup is being done.

On completion the following icon will appear in the drive you specified.



Now if you have a crash you will have all your documents, and settings saved so they can be restored once your computer is up and going again.

Right clicking on the icon will tell you the date and size of the backup.