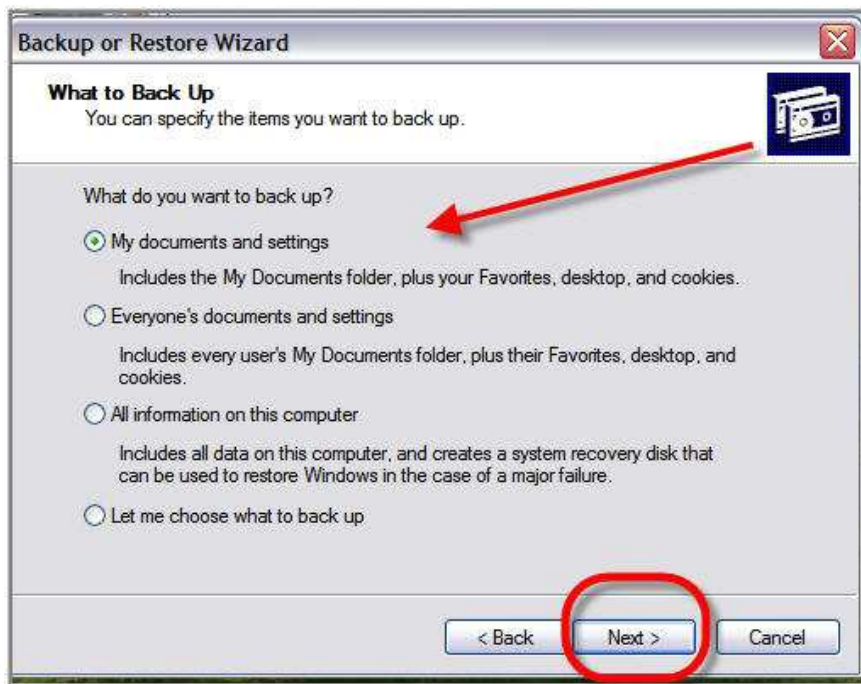


BACKUP DOCUMENTS AND SETTINGS IN XP

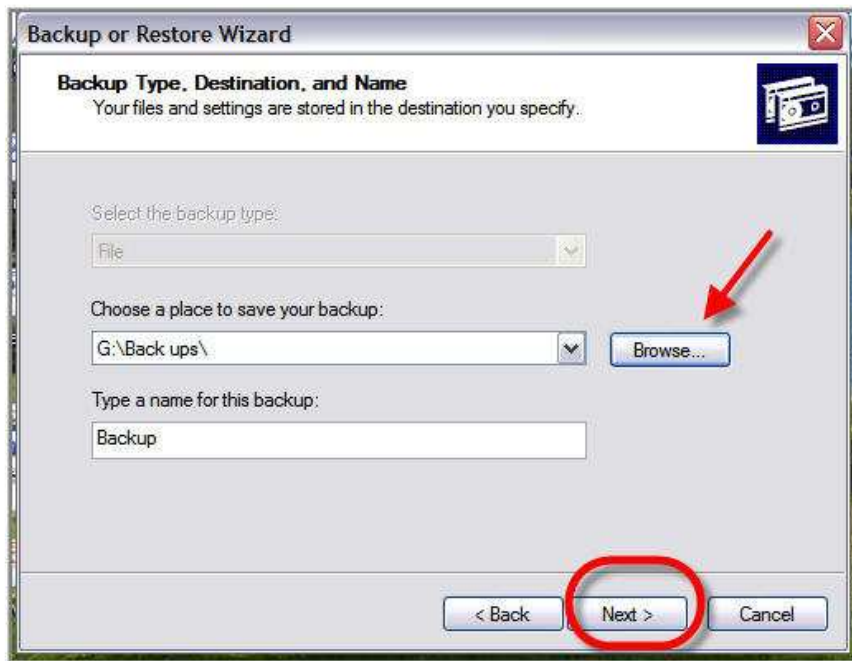
1. Go to *Start,/All Programs/Accessories/Systems tools/Backup* . This will bring up a Wizard . Now click on the *Next* button
2. In the next window make sure there is a dot in *Back up files and settings*. Then Click the *Next* button



In the next window select *My documents and settings*.



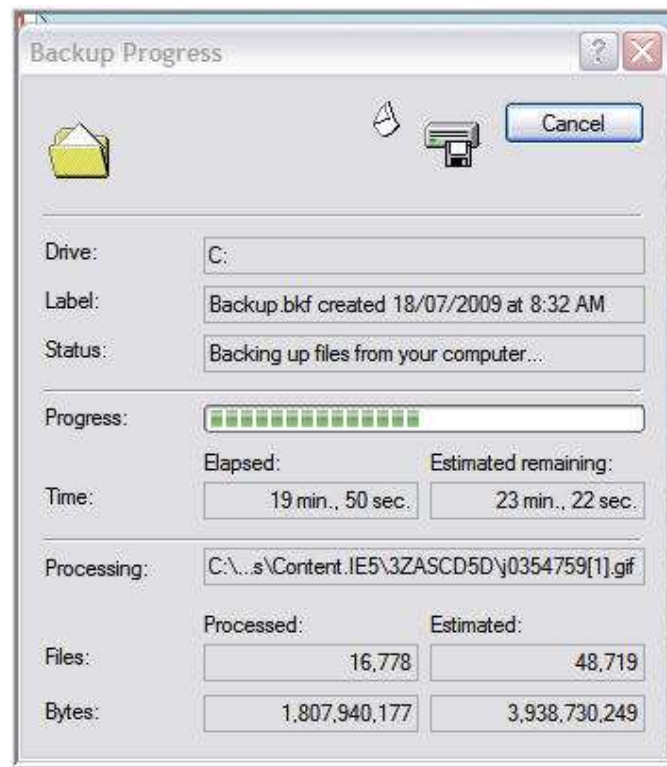
3. In the next window Choose where you want your Backup to be saved. If you have a portable hard drive, flash drive (a two gig should be ample) or a DVD that would be the ideal place. **Don't save the Backup your C Drive** as it will be useless if you have a computer crash.



4. Click *Next* button and the following window appears. Once you click the *Finish* button the Backup will begin. The time will depend on how much you have on your C Drive.



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.

It is suggested that you do a regular Backup. Every time you do a new one you can delete the previous one.

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

