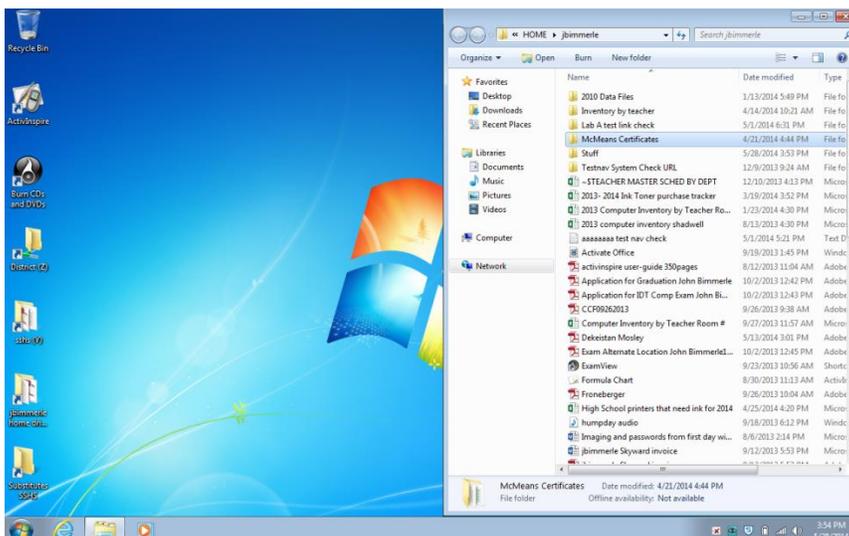


FILE BACKUP STEP BY STEP

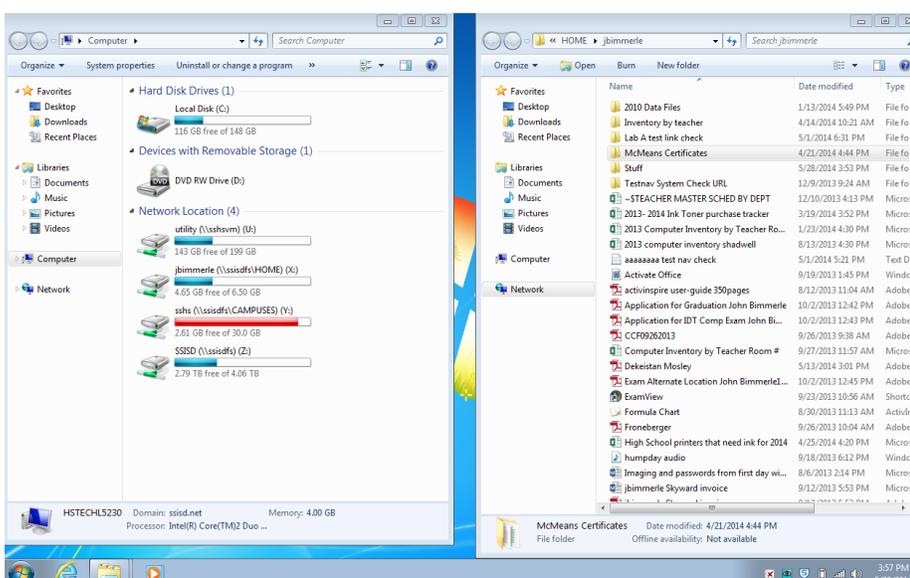
This is set up to provide one way of backing up files that you will want to save. There are other alternatives but for those of you uncomfortable with the process, this should help.

1. Double click on your home or X-Drive and resize the window so it occupies about half of your screen.

NOTE: (If saving personal music or image files please open your personal flash drive which can be found by this path. Start button(lower left of screen) > computer > your flash drive) Please do not use the X Drive for your personal music and image files



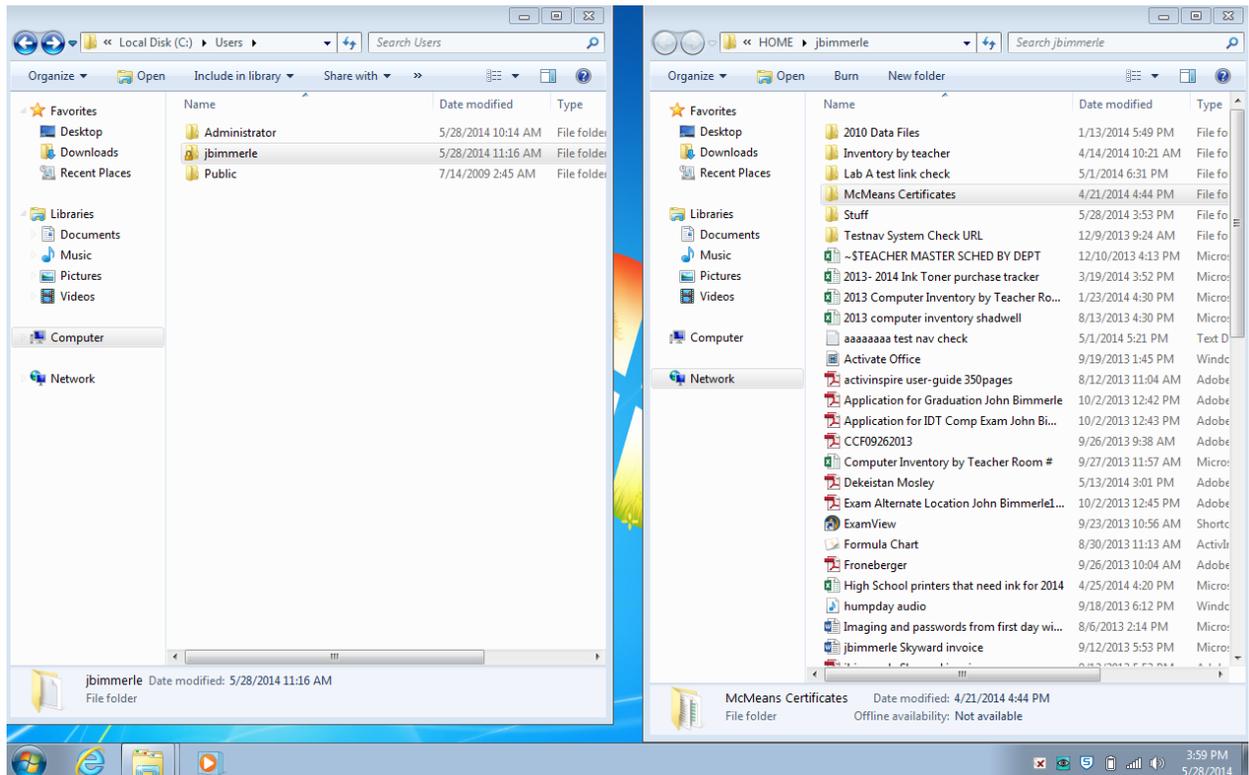
2. Click Start Menu (lower Left) > Computer and it will open a second window showing the contents various drives of your computer. Resize that box in the other half of your screen.

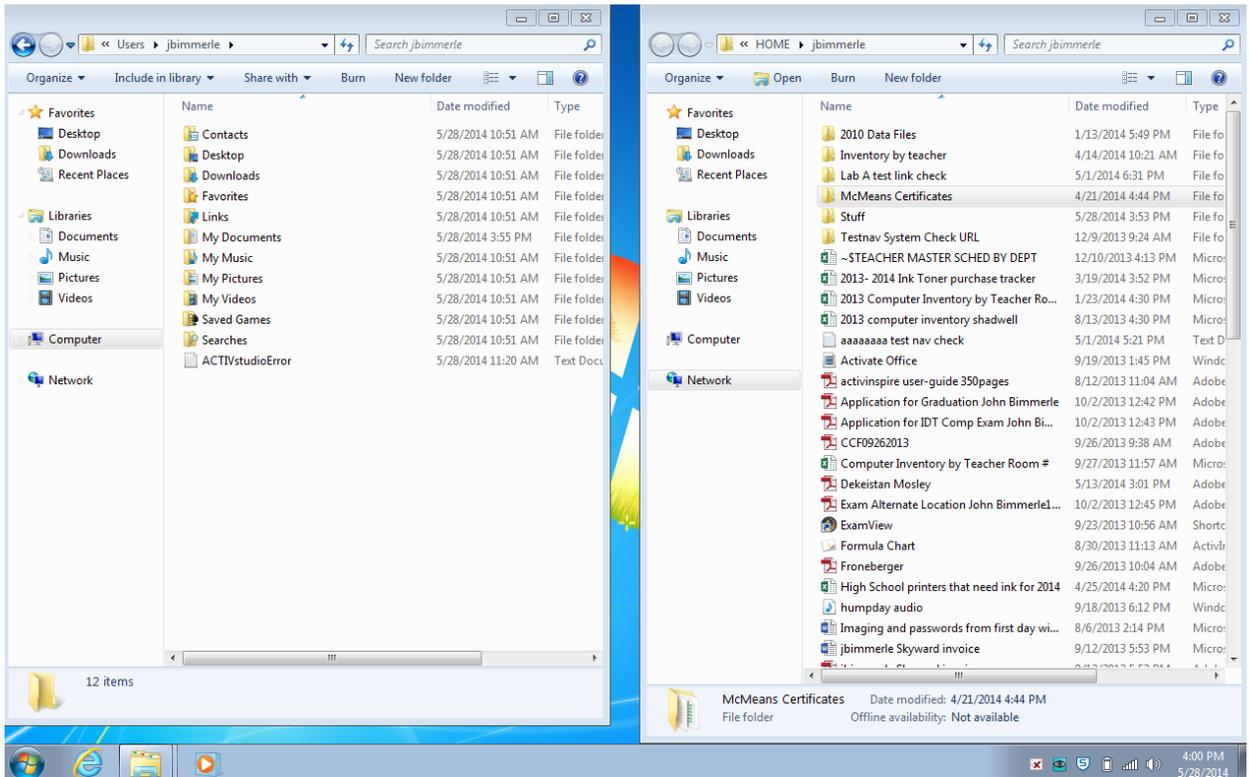


3. Double Click on the Local Disk C: Drive

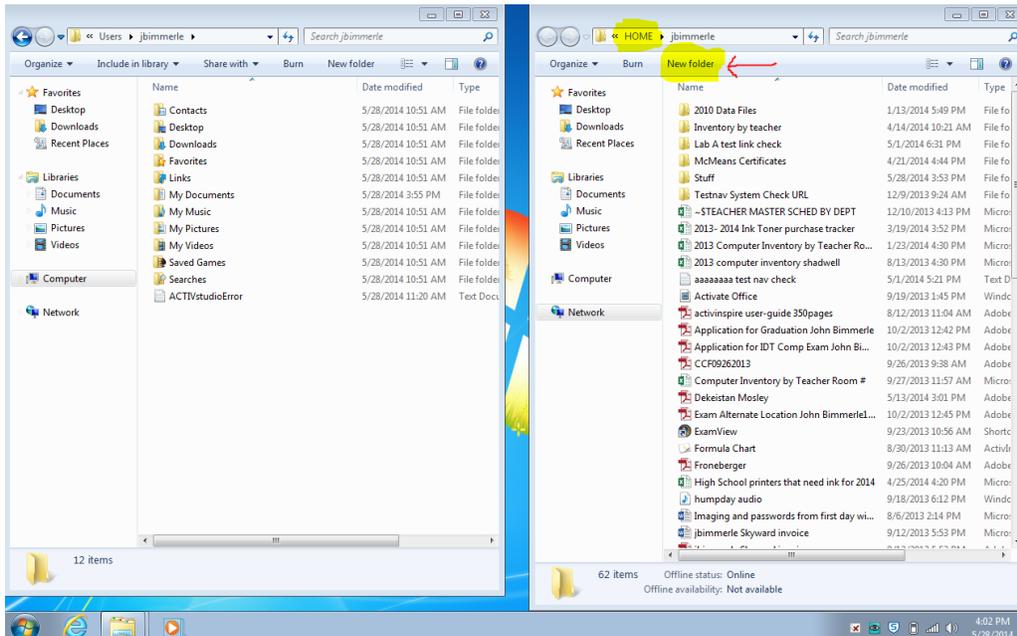
4. Double Click on Users, then scroll until you find the folder with your name on it and double click to open. The contents of this folder should be where anything you saved locally have been stored. We will have a few folders that we will want to copy.

Additional Note for XP – After you click on C: drive you will click on Documents and Settings – not users – and then find the folder with your name. You might also have to click the text stating view contents of this folder in some cases.





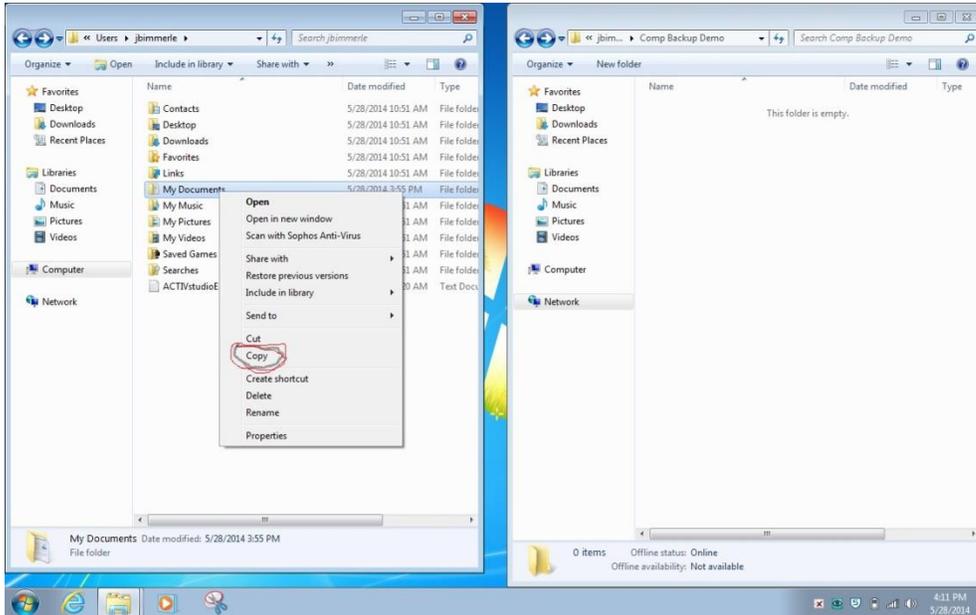
5. Move to the Open window for your X Drive and click New Folder at the top of the window box. Name that folder something like Computer file backup or whatever you want. This is the folder in your X Drive where you will want to transfer your files into.



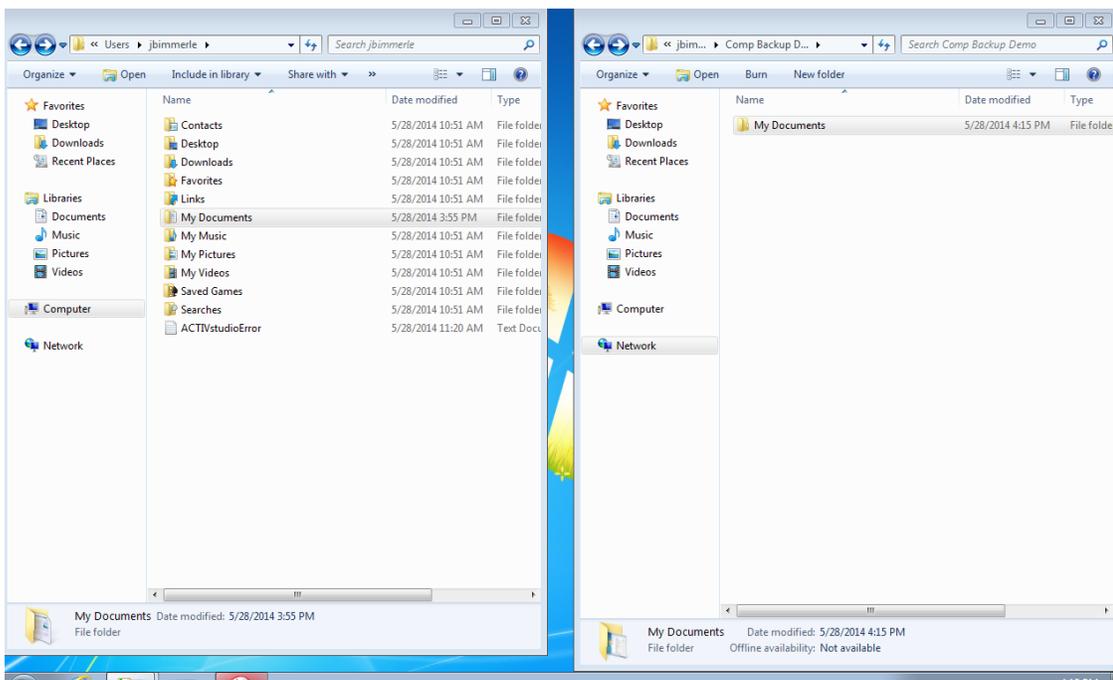
6. The main files that people need to back up should be in the following folders. My Documents, Desktop, and Favorites. If you have not saved anything locally to your

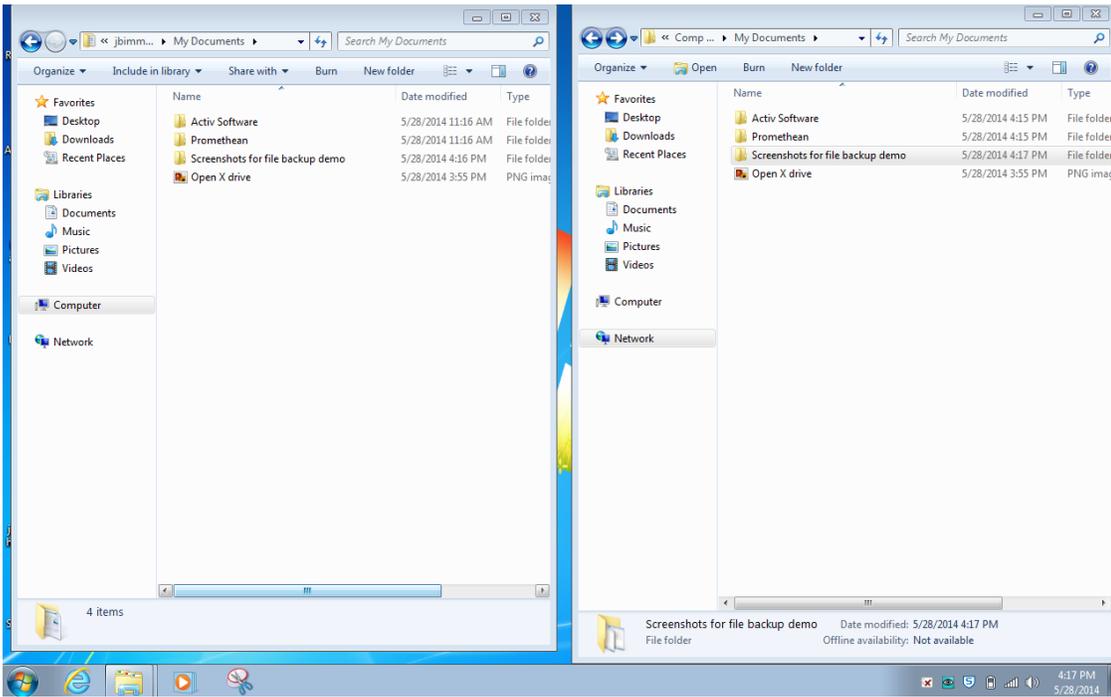
computer, you may not have anything to copy. But My Documents and Desktop are the most common locations where we find things if you are not using the X Drive. Please remember that the Images and Music folders may also have files you do not want to lose. If these are your personal files, you should be saving them elsewhere. The favorites folder is optional, but if you feel you need these, backing them up is possible.

7. We will back up the My Documents folder first. Right click on the My Documents Folder and select Copy



8. Move to the other open window for your X Drive and make sure you have opened your newly created folder in step 5. Right click anywhere in that folder space and select Paste. Your files should start copying and a folder called My Documents will be made. When it finishes copying your files you can click on that folder to see the contents inside.





Repeat these steps for the Desktop, and Favorites folders or any other folder that you know you have stuff stored locally on the computer.

If you have Exam View files, you will want to continue with this step by step but if you do not, you are finished after backing up whichever folders you need to copy.

Exam View Backups

These backups can be done the same way, but there are only two folders that really need to be saved. The Test Banks and the Tests Folders.

Find these folders by the following path

Start (lower Left) > Computer > Local Disk (C:) > Exam View

You will then see the Banks and Tests folders. Copy each of these folders to your X drive as well so you can use them later.

XP Users will need to click programs after clicking on the C: drive.