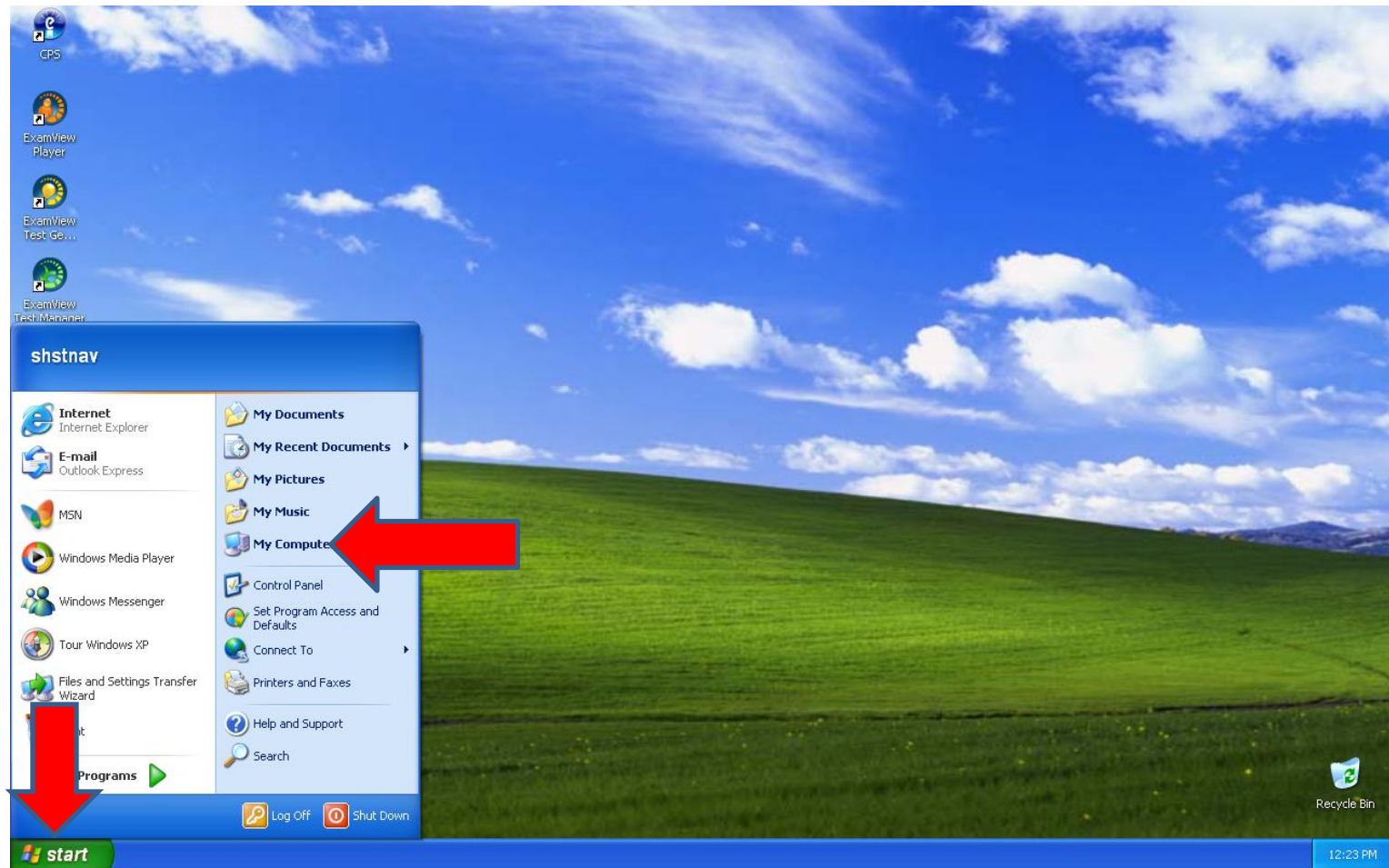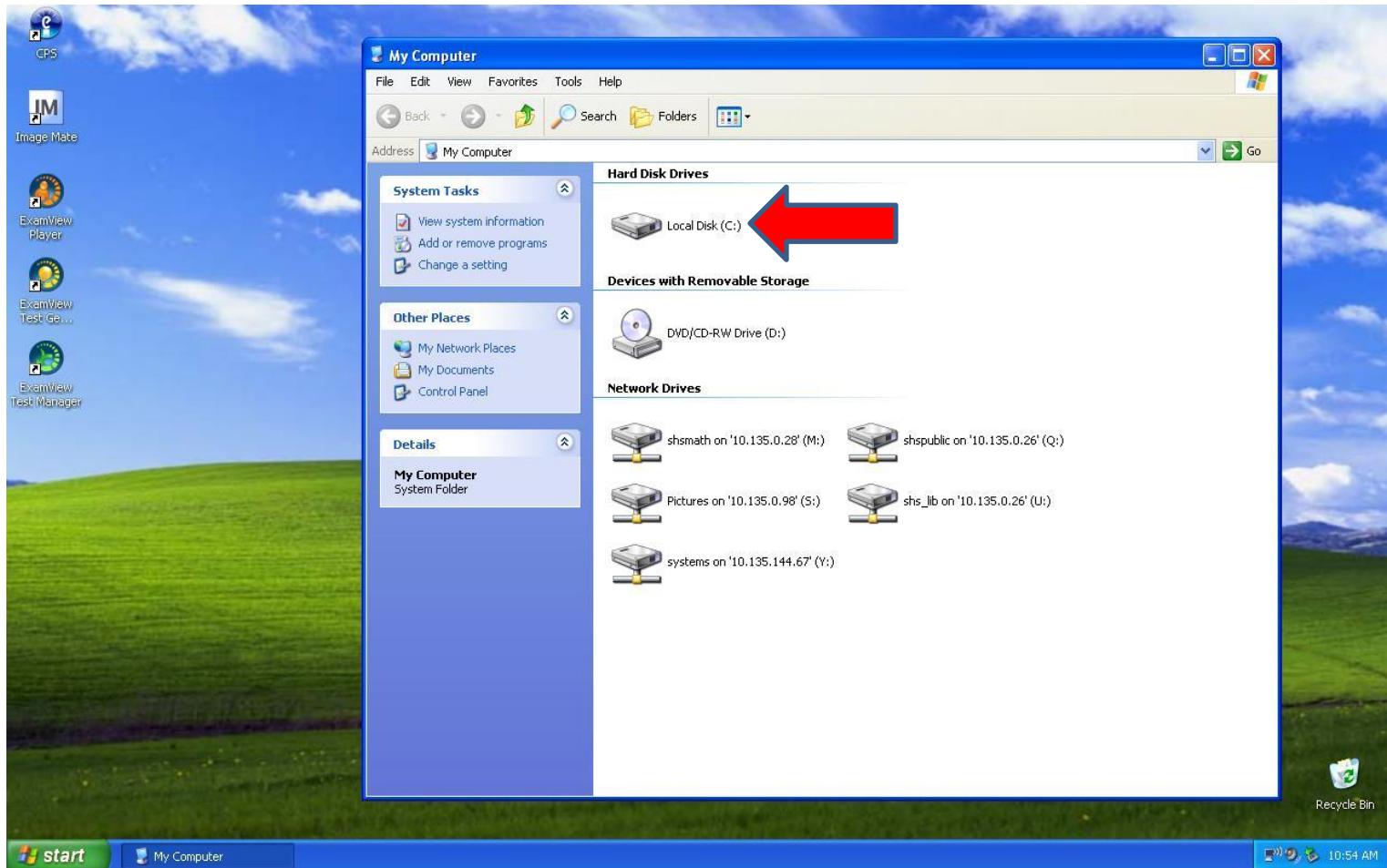# How to back up your data in Windows XP

Sharyland ISD Technology Department

580-5200 EXT 1070
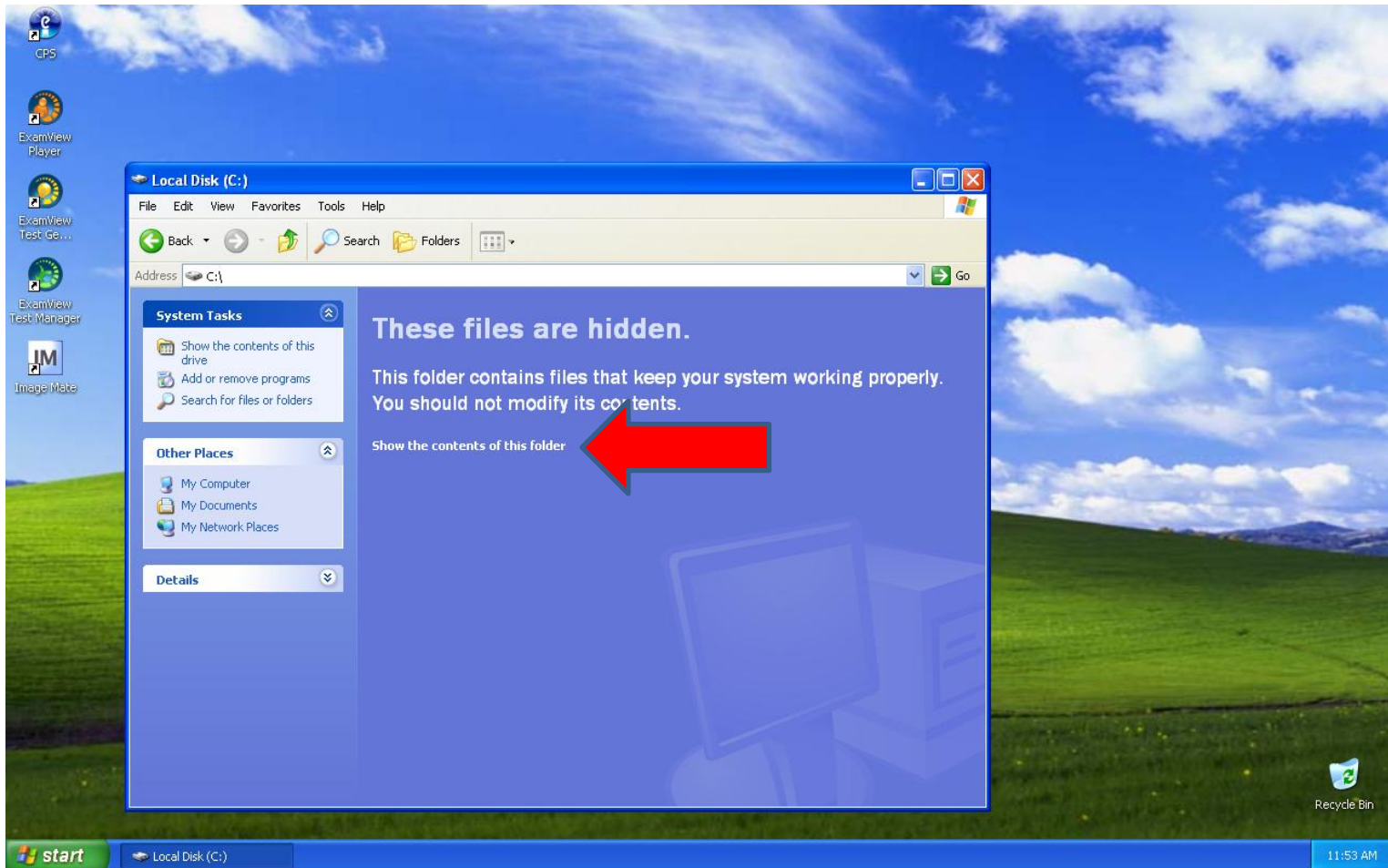
Log on to your PC as normal.
Click on (Start) then click on (My Computer)

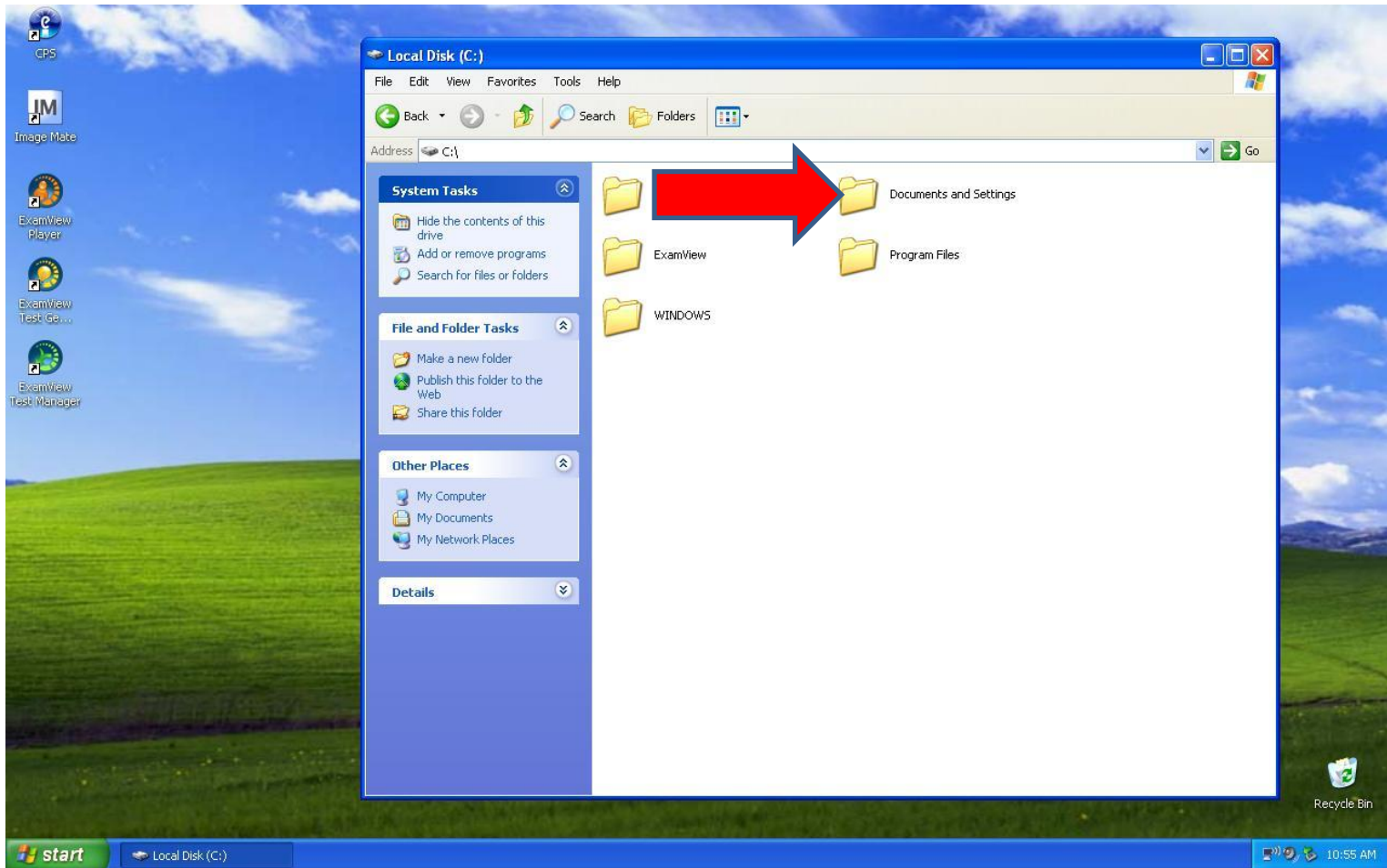# Locate and click on the (C:)Drive

You may see this screen appear,
if so click on(Show the contents of this folder),
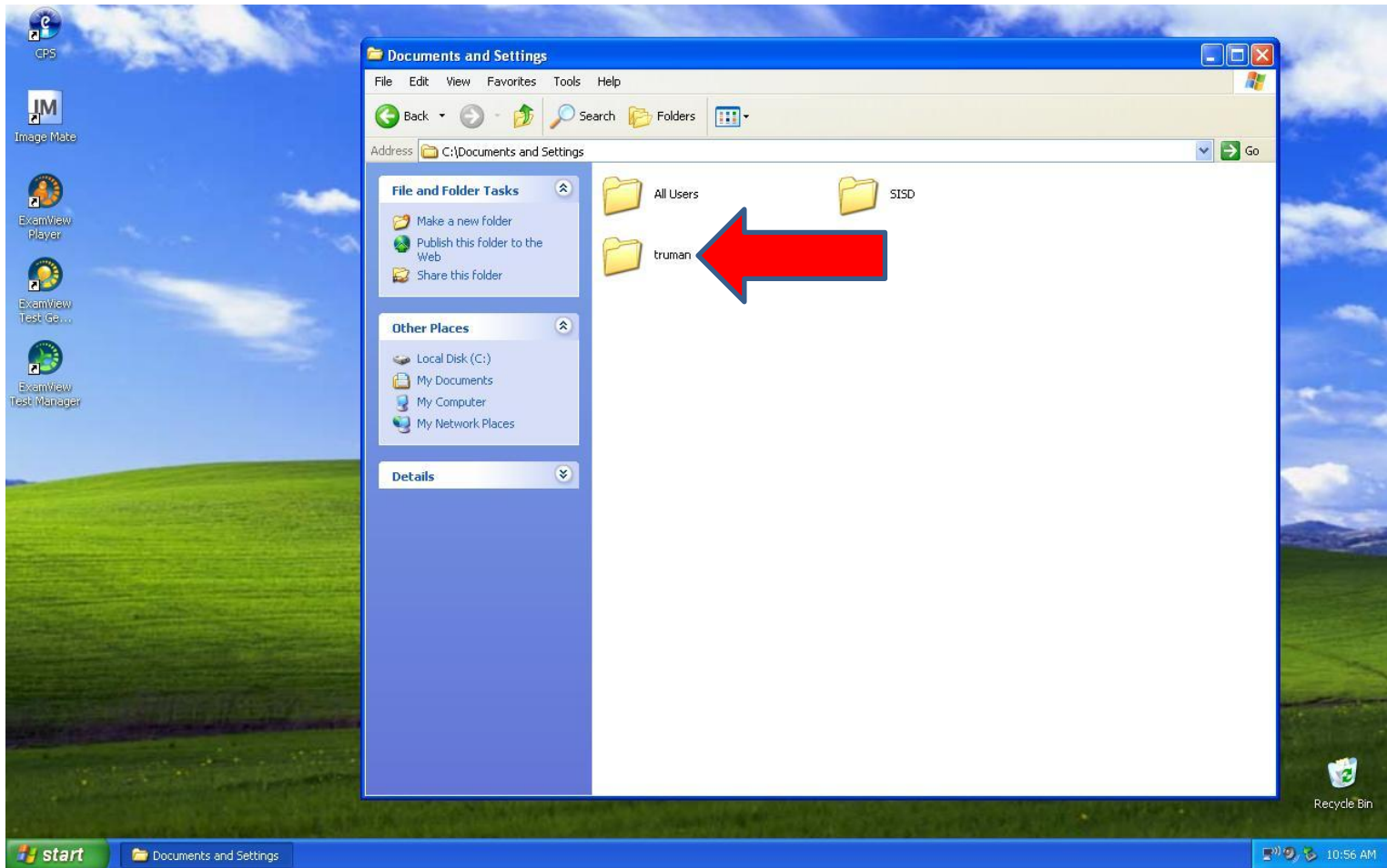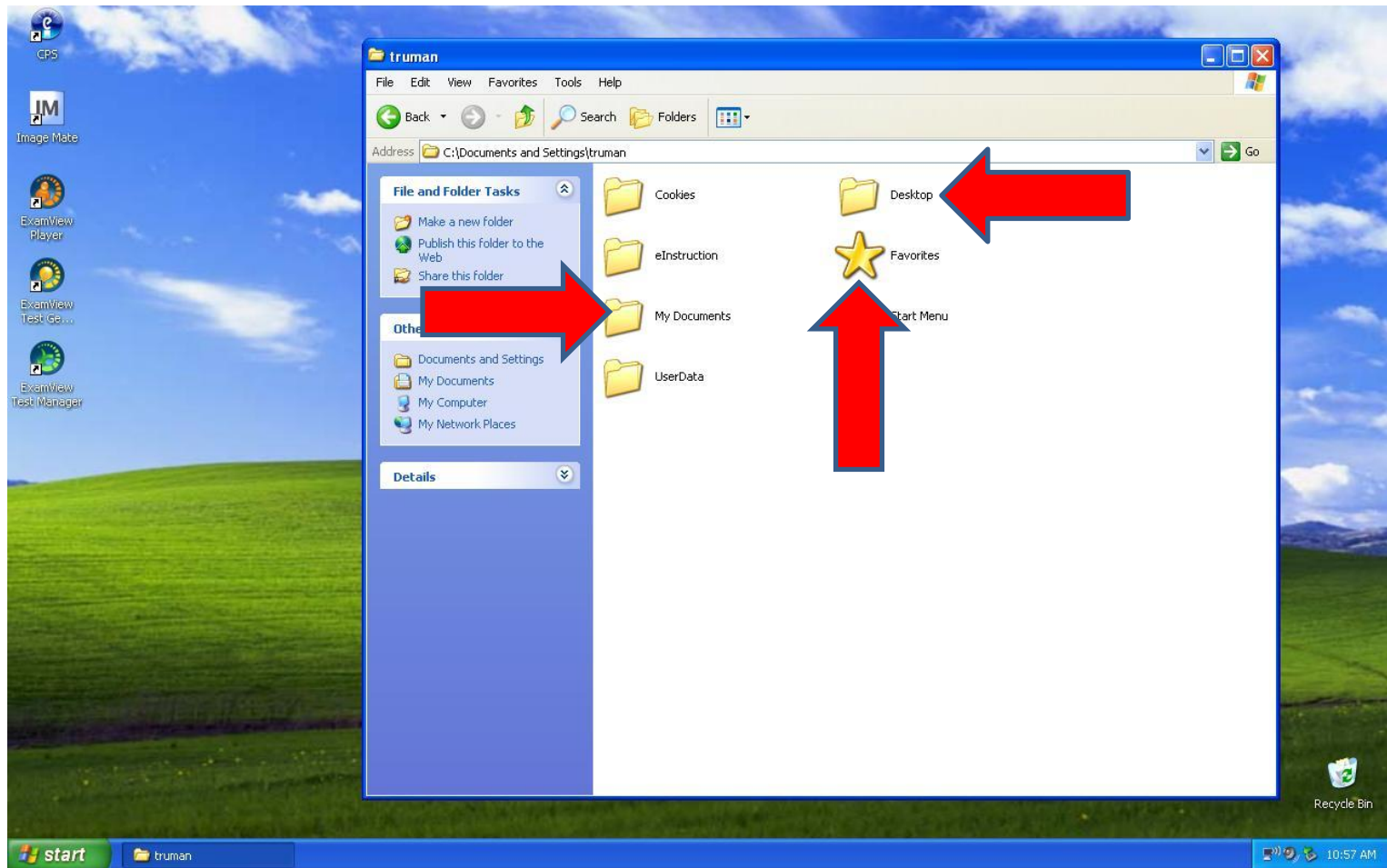If not continue to next step.

Backing up Documents
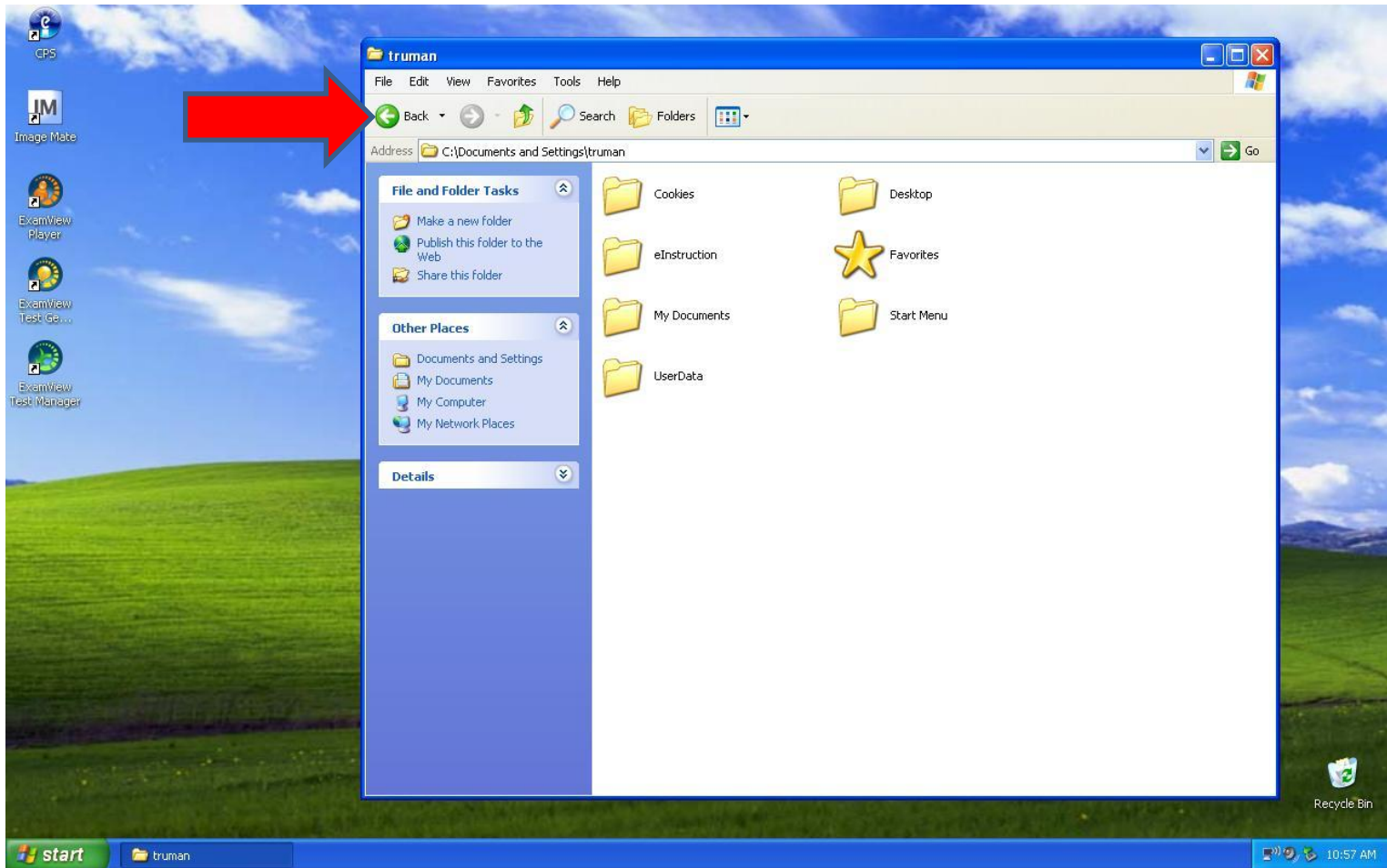# Click on (Documents and Settings)

Select the folder with your name on it.

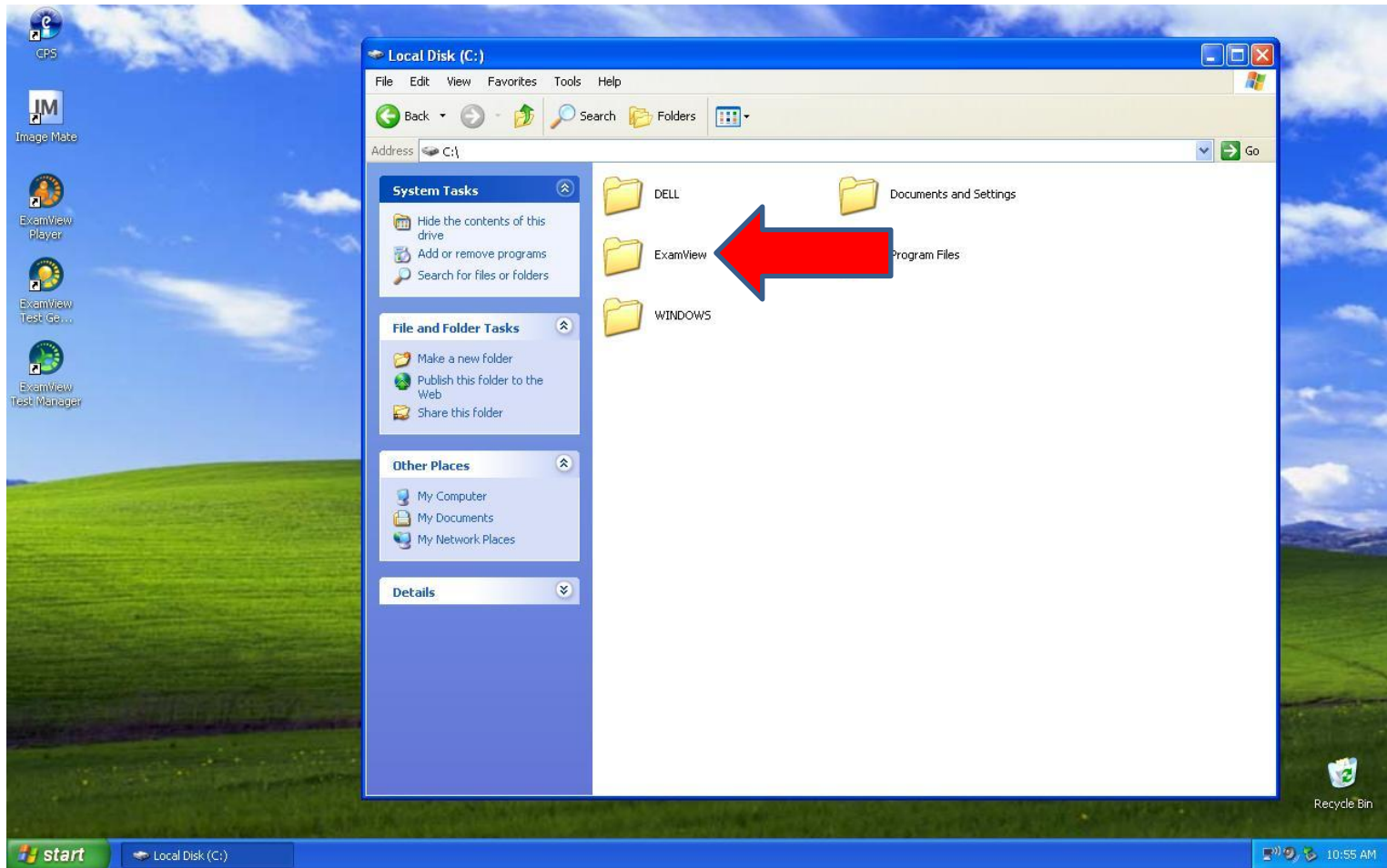# Copy the (My Documents) (Desktop) and (Favorites) folders to your external drive.

Click the green (Back) button twice

Backing up ExamView
Click on ExamView Folder

Copy both (Banks) and (Tests) folders and save them to your external storage drive.