

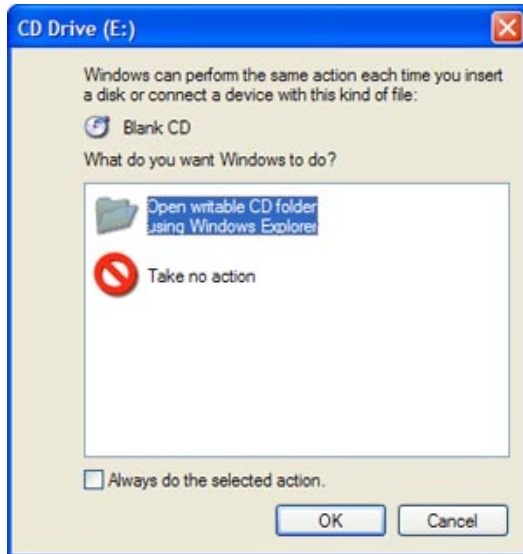
Bailey's Backup Instructions

Backup - Backup is the activity of copying files or databases so that they will be *preserved in case of equipment failure or other catastrophe*. Follow the Boy Scouts motto and "ALWAYS BE PREPARED!"

Steps to generate a backup cd.

Place blank cd in the cd-rw drive (look for cd-rw, cd writer, cd rewriter on the face of the cd door)

Wait and your PC will open a dialog box



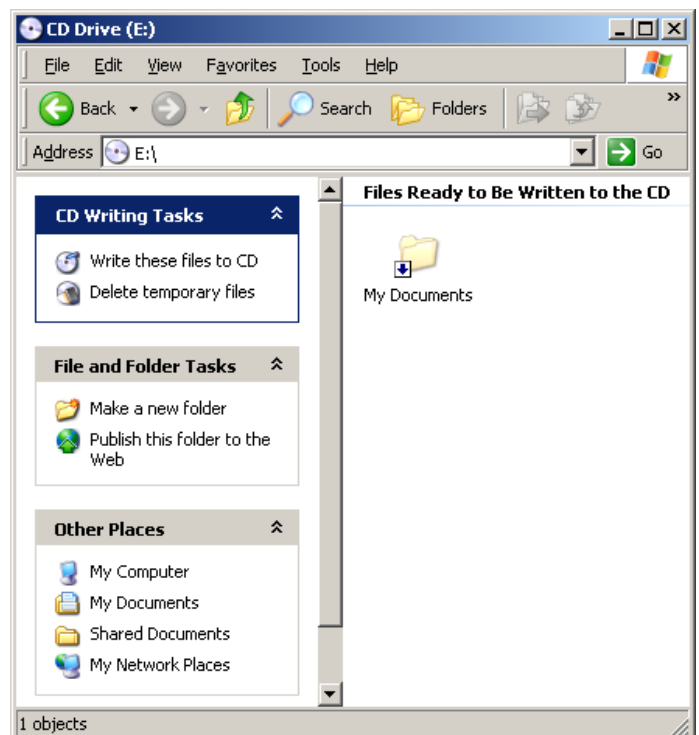
Click to Open a writable CD folder

Then click to open you're My Documents Folder in a separate window (You could click Start button, My Computer, My Documents).

Use your mouse on the corners of the two windows to reduce them in size so you can see both windows.

Click and drag individual files from the MY Documents folder to the CD Drive folder. This places a COPY of that file in memory to be recorded/burned to the cd. Or if you wish to backup the entire My Documents folder, click to open My Computer, look for a folder that says, for example, SKirk's Documents, and drag that folder over to the CD Drive folder.

When you are finished dragging files from your pc to the writable CD folder, click either File (from the menu bar), write these files to cd or click that option on the menu listing on the left.



Additional instructions on how to backup your Email address book, email addresses are detailed listed on the back of this sheet.

If you are using Microsoft Outlook Express:

To backup your email address book. (I would strongly recommend a printed backup copy as well!)

Then when you burn a cd backup be sure to include this file. This exported format is also easily printed to create a paper backup as well.

To backup your email messages...

Open Outlook Express –

Click on Tools from the Menu Bar and select Options

Click the MAINTENANCE Tab and then click on Store Folder

This box shows you the location of your Email folder

Right click on the folder location and choose Select All to highlight the complete path.

Press Control+C to copy the path

Click Cancel then Cancel again to close all dialog boxes.

Click The Start button, select RUN.

In the box press Control+V to past the email path

Then click OK

You should now have a window containing your email database *.dbx files

Click Edit from the Menu Bar, Select All to highlight all the messages

Click Edit from the Menu Bar (with all messages highlighted) and Click COPY

Close the window

Open you're My Document folder

Click File from the Menu Bar, select New, Folder

Type the folder name as EMAIL BACKUP and hit enter key

Double Click the EMAIL BACKUP folder you just created to open it. From the menu bar, select edit and paste to put a copy of your email messages in this folder

Include this folder when you create a backup cd

After the Backup CD is completed you may delete the contents of this folder :

Click to open you're My Documents folder

Click to open the EMAIL BACKUP folder

Click Edit from the Menu bar, then Select All to highlight all the backup email messages

Press the delete key.

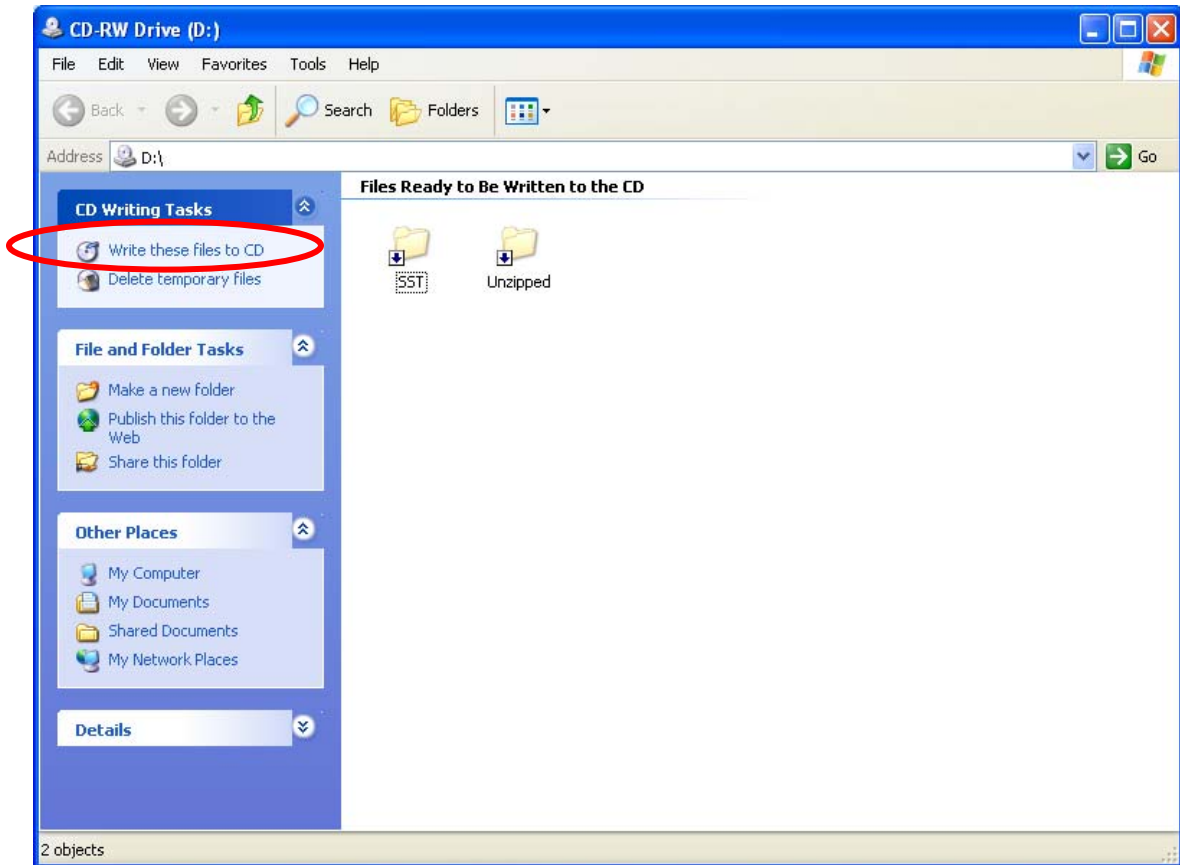
This will leave the folder empty for the next time you are ready to backup your email messages.

I would suggest you make the backup process part of your weekly routine. At the very minimum a monthly backup should be completed. In addition, you can archive/backup old email addresses to CD then delete them from your pc to prevent “overload” at a time appropriate for you, such as end of the school year.

I will be glad to guide you through this process the first couple of times you complete the steps. BUT I ENCOURAGE you to learn this skill so that you can protect your own data.

BACKUP YOUR STUFF! (Continued)

Click “Write these files to CD” to burn your files to your CD. Check to be sure the files were written by reinserting the CD into the drive. Don’t open the files, but just verify that they files are actually on the disk.



BACKUP INTERNET EXPLORER FAVORITES (BOOKMARKS)

Open Internet Explorer

On the menu bar, Click File, Import & Export

Click the next button

Select Export Favorites from the list

Click the next button

Choice is presented:

Select which folder you want to explore from

- Highlight the top folder named Favorites

Choice is presented:

Select where you would like your favorites exported to

- Use the browse button to navigate to the cd burner drive (CD-R should already be in place) OR place on desktop to then burn to cd

Click the Next Button

Click Finished

An internet explorer file named BOOKMARK was saved to the location you specified.

This page can be opened and read from any web browser – so this is a good way to take your school bookmarks home.