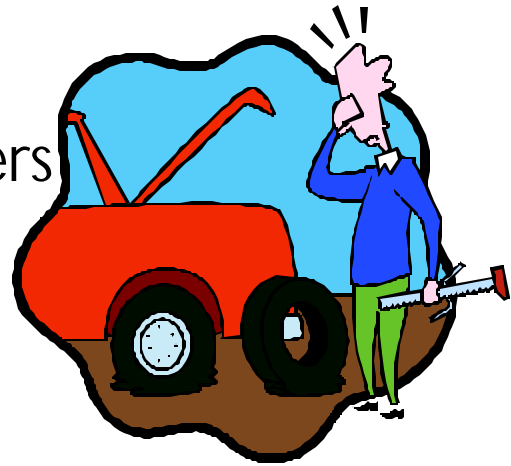


What Do Cars and Computers Have In Common?

They both need to have a “**spare**” on hand!



Don't find yourself stranded...

BACKUP YOUR FILES ON MULTIPLE DISKETTES!!!

1. Put the diskette that contains the file to be backed up into the A: drive.
2. Go to the Desktop and locate the “My Computer” icon. Double click on it. A “My Computer” window will open.
3. Double click on the 3 1/2 Floppy (A:) drive icon and double click on it.

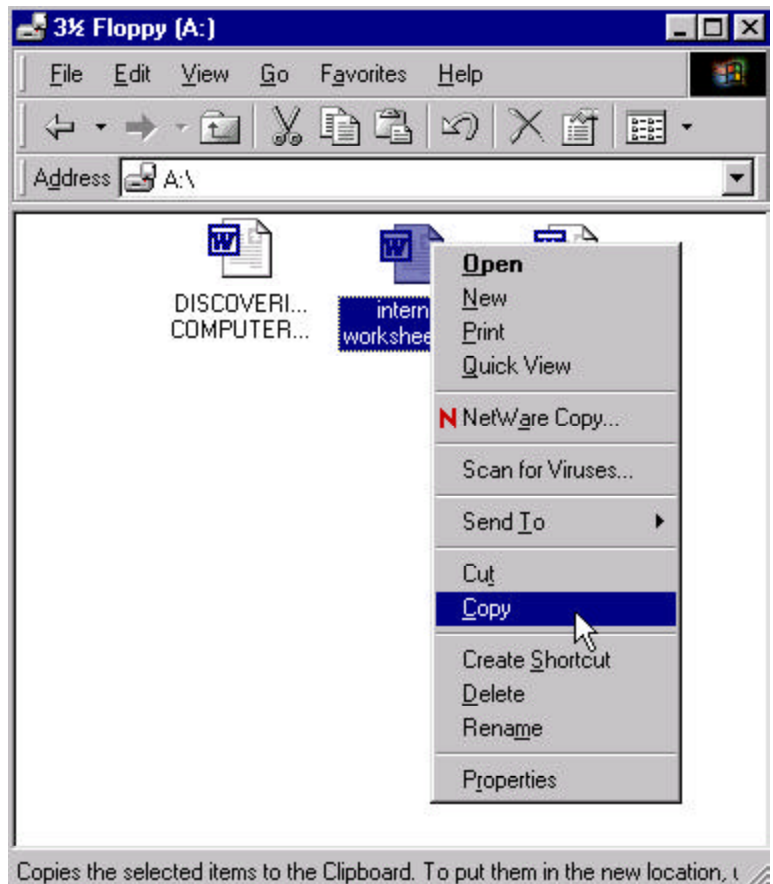


4. Locate the file (if you have created folders on the diskette, it may be necessary to open those folders to find the file). **RIGHT**-click on the file icon. (In this example, the file “internet worksheet.doc” will be backed up.)

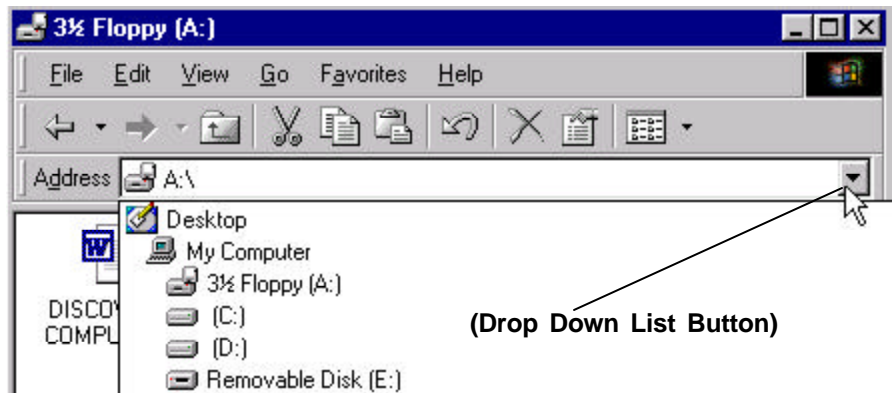
5. A shortcut menu will appear. Find the “Copy” command and click the **LEFT** mouse button on it one time. The green light on the diskette drive will illuminate while the copy is being made. WAIT until this light goes out before you do anything else.

A copy of the file is now being held in a temporary storage area called the *clipboard*. The goal is to move this copy onto another diskette, thus creating a backup of the file.

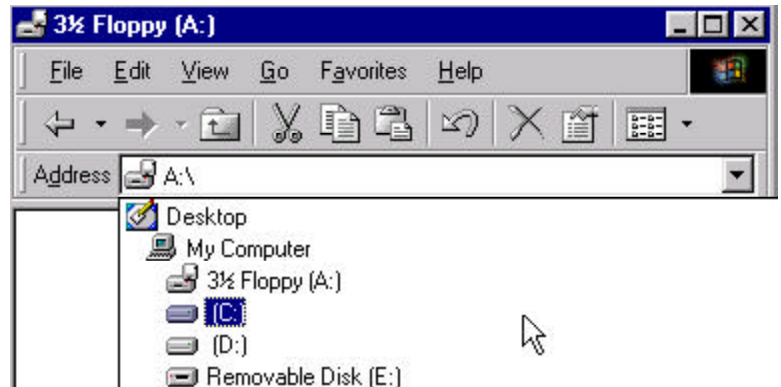
First, you must properly close the access to the A: drive (to avoid corrupting files). The easiest way to do this is to simply open a different drive. (TURN THE PAGE)



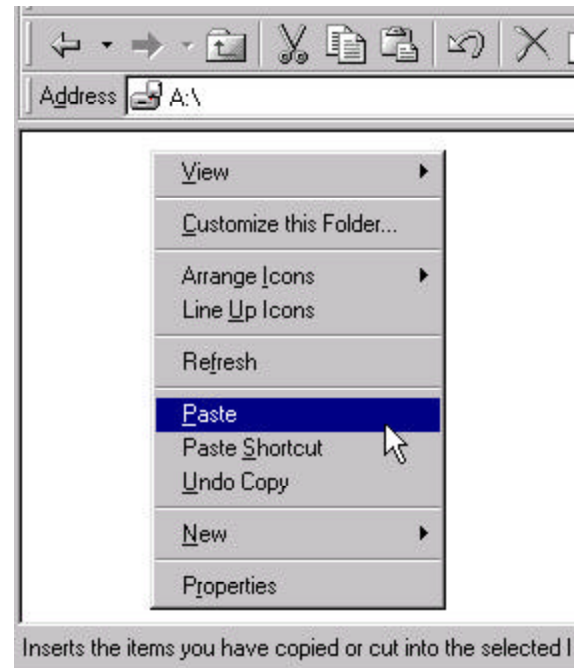
Click your mouse on the drop down list button at the end the “Address” bar. (A notation on the figure to the right identifies this button.) A list of available drives will be displayed. Click on the (C:) drive to open a list of files on that drive. The window will change to display the folders and files on the C: drive.



6. Remove the original diskette from the A: drive. Put the backup diskette into the A: drive. Click the drop down list button again, and then click on the 31/2 Floppy (A:) drive in order to access the A: drive. A new window will open and a list of its current contents will be displayed. Keep in mind that if the diskette is empty, the window will be empty also.



7. Find a blank area in the window below the Address bar in the area where file and folder icons are displayed (avoid placing the mouse on or near any existing file icons or folders). This is called the “content pane.” **RIGHT** click the mouse one time and a shortcut menu will be displayed.



8. Click the **LEFT** mouse button one time on the “Paste” command. The copy of the file that is currently on the computer Clipboard will be copied onto the diskette in the A: drive. During the copy process, the green light on the floppy diskette drive will be illuminated. WAIT until this light goes out before you do anything else. You will see the “Copying...” window shown below during the copy process. When this window closes, and the green light goes out, CLOSE the “A:” drive window and the “My Computer” window. It is also safe to remove your diskette.

NOTE: A backup of your file now resides on the second diskette. When you make revisions to your file, make sure you copy the revisions (re-copy the file) to your backup diskette.

