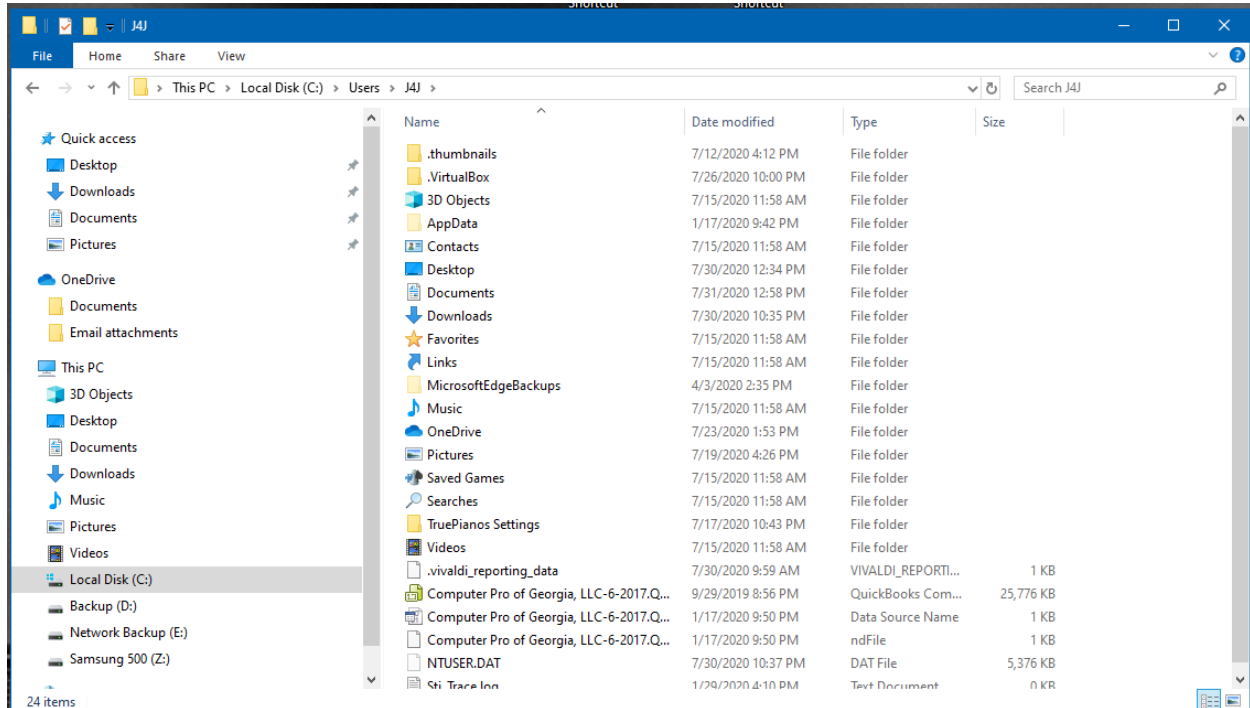


## File Backup

Insert a flash drive or a external backup drive.

Go to c:/users

Look at the users' names and choose which folder you want to backup



Copy Desktop, Documents, Favorites, Pictures, and music (if they don't have a lot)

Then paste them on the flash drive/external hard drive, in a new folder.

To copy, hold Ctrl and click on each folder that you want to copy. After that, (make sure the folders are highlighted), hold Ctrl and press C

Then open the new folder you created on the other drive (flash drive/external hard drive) and hold Ctrl and press V (Ctrl V is to paste)

To paste.

After the reset is done, you can go to Go to c:/users, choose the user name and copy the backup folders directly into the folder (overwrite if that box comes up)