



How to back up your data in Windows 7

Sharyland ISD Technology
Department

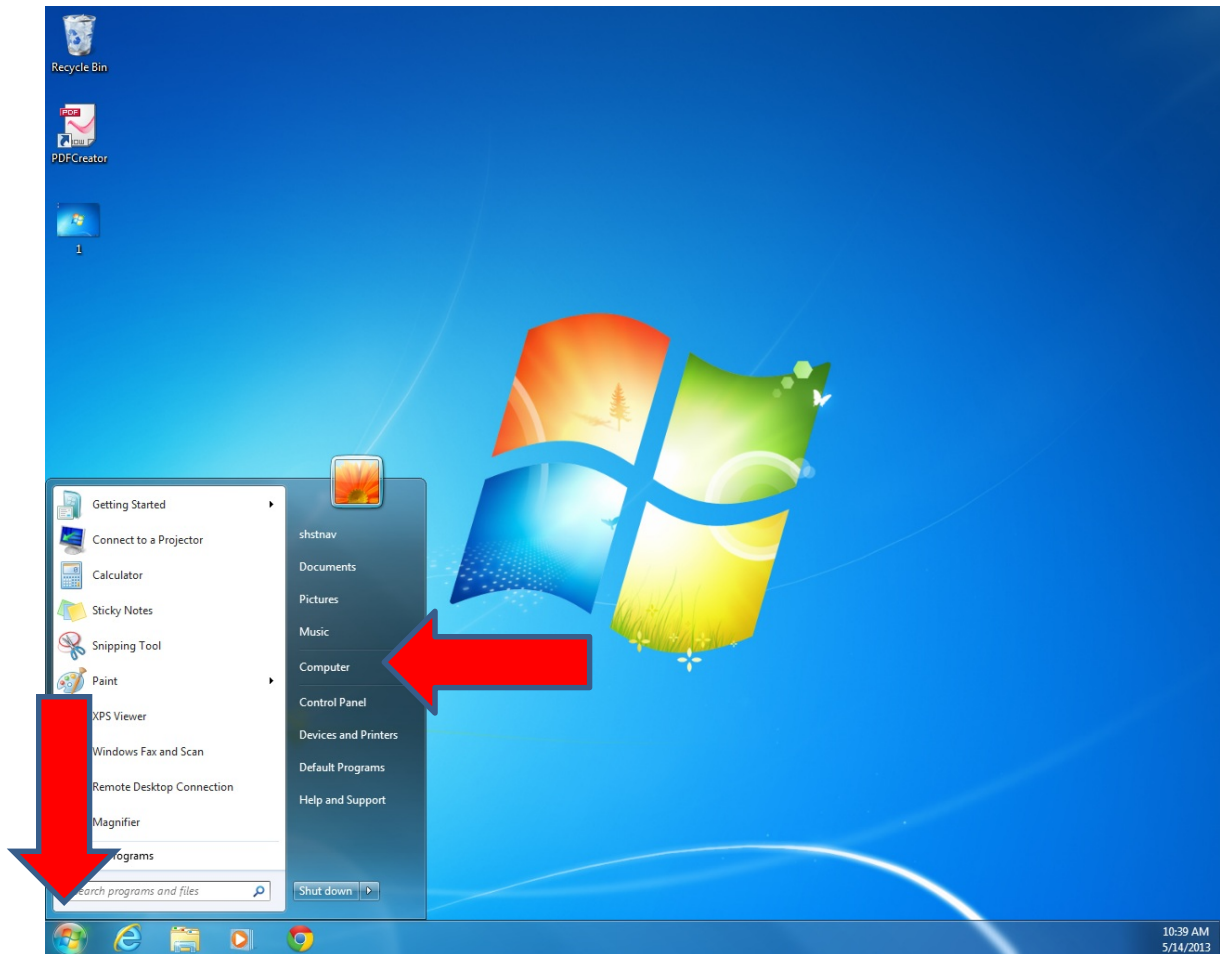
580-5200 EXT 1070

Start

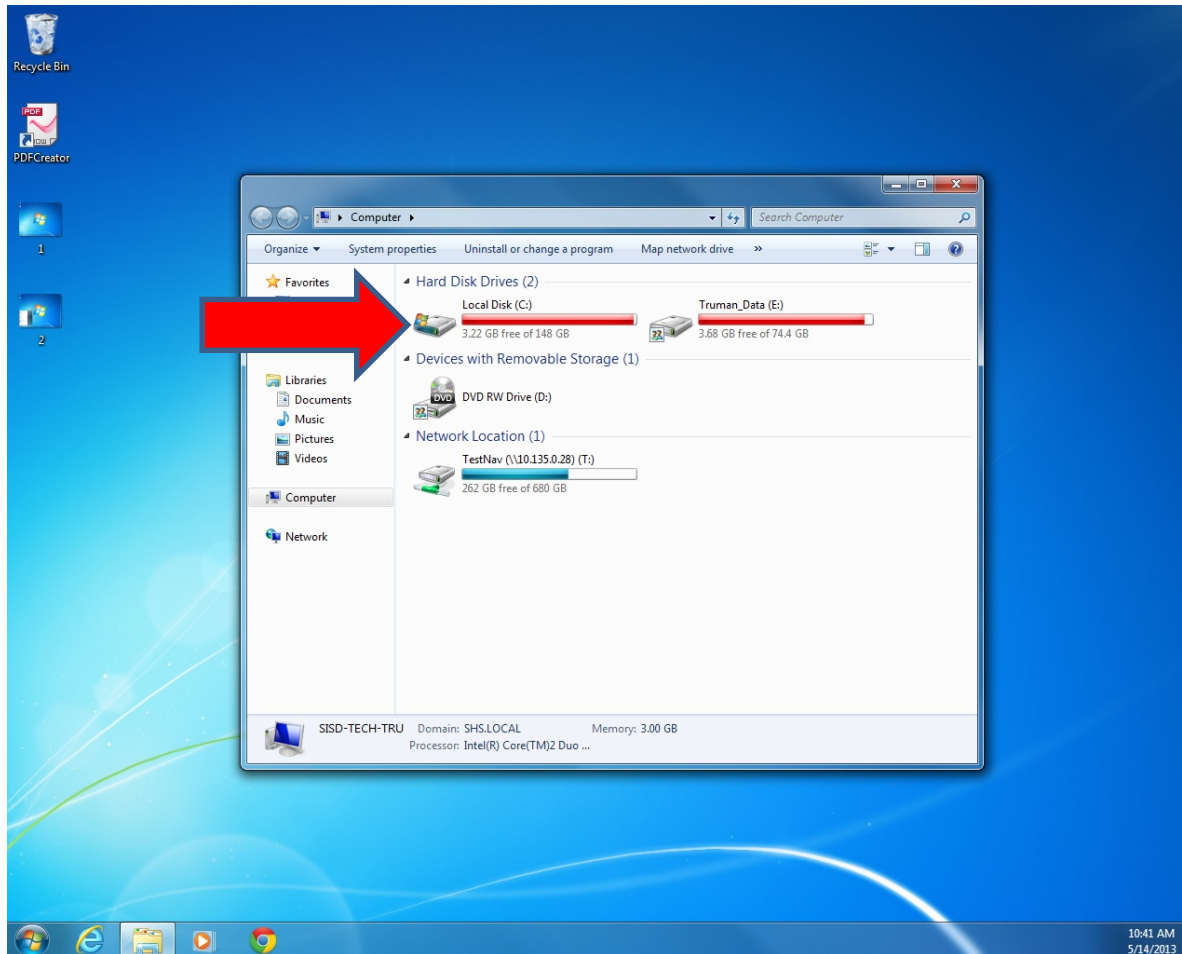


10:38 AM
5/14/2013

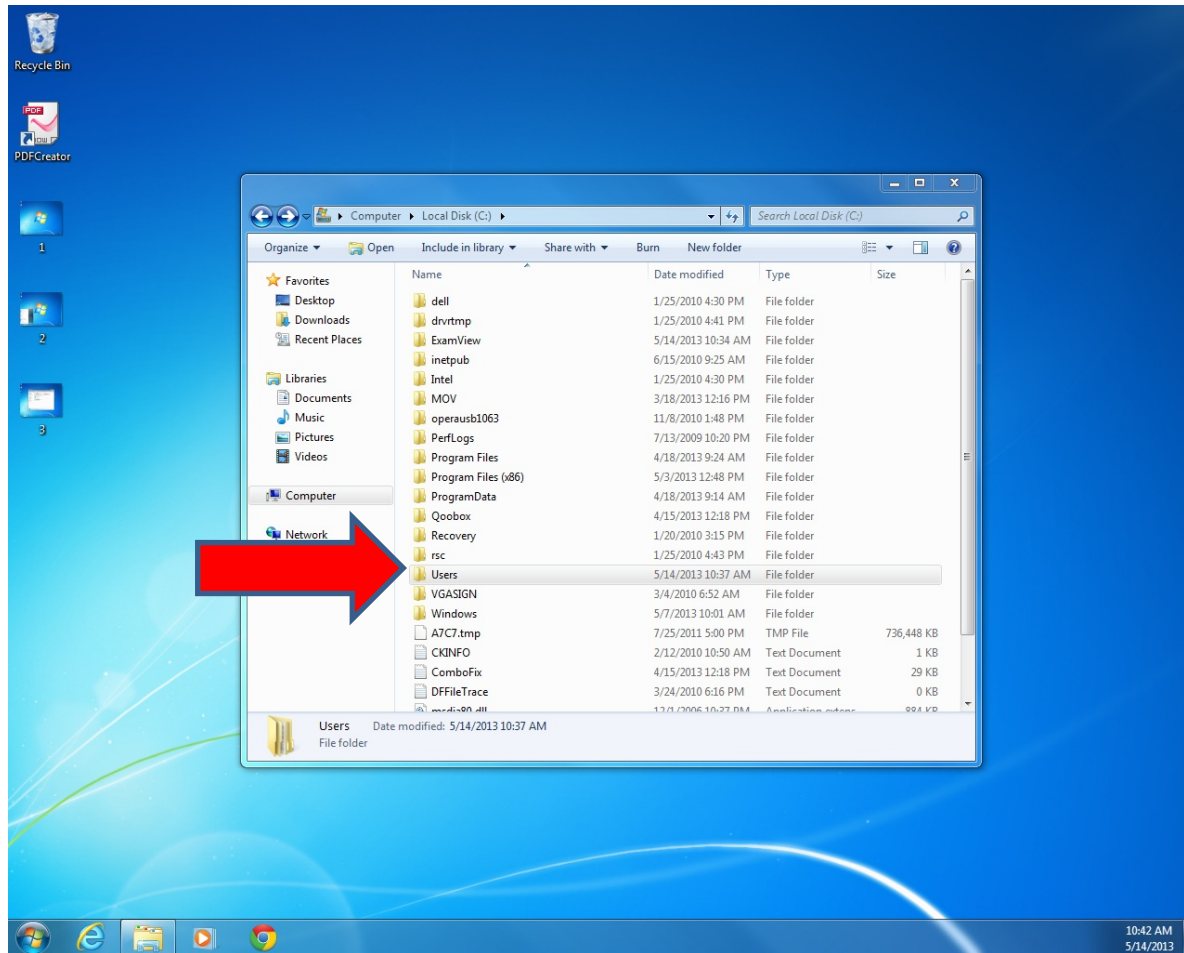
Log on to your PC as normal.
Click on (Start) then click on (Computer)



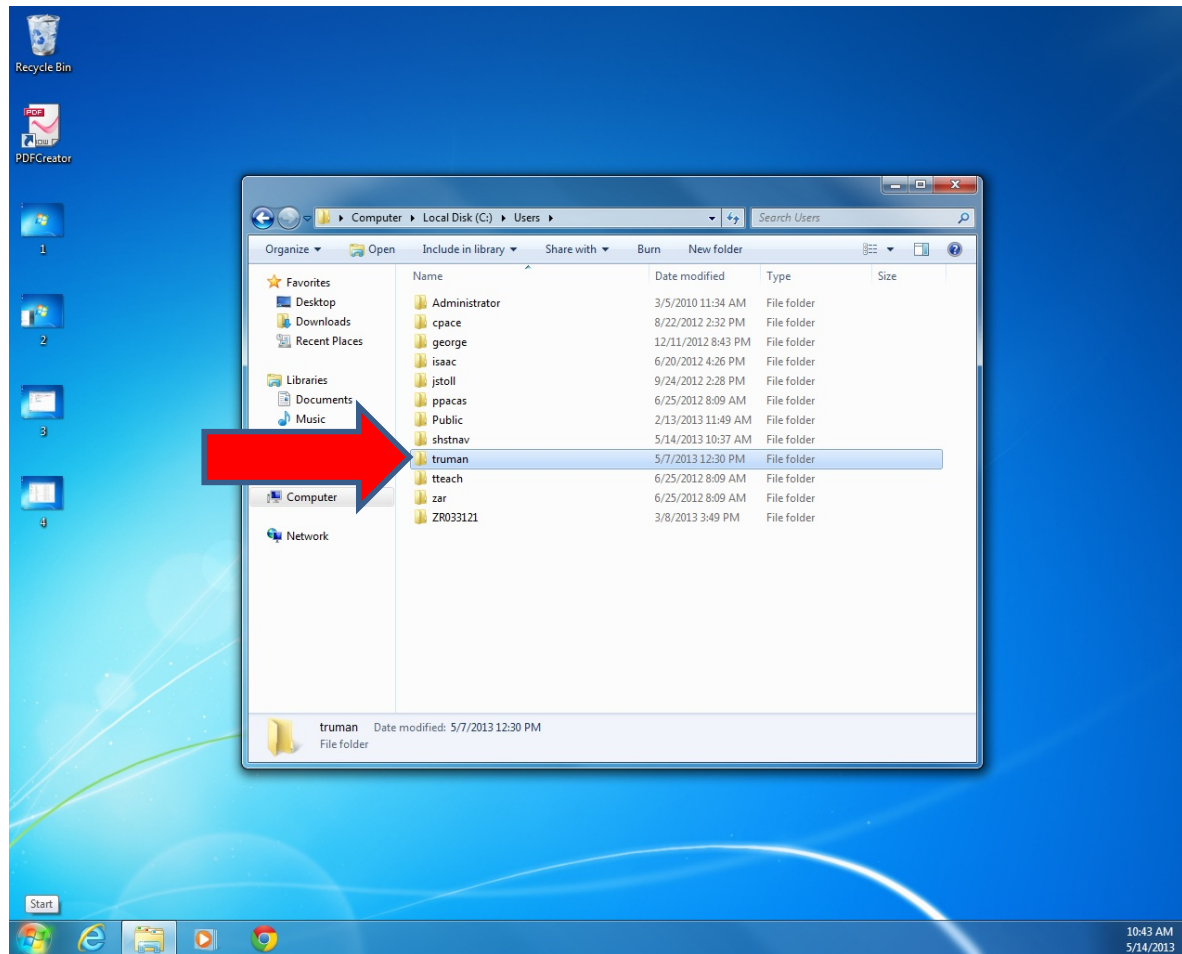
Locate and click on the (C:)Drive



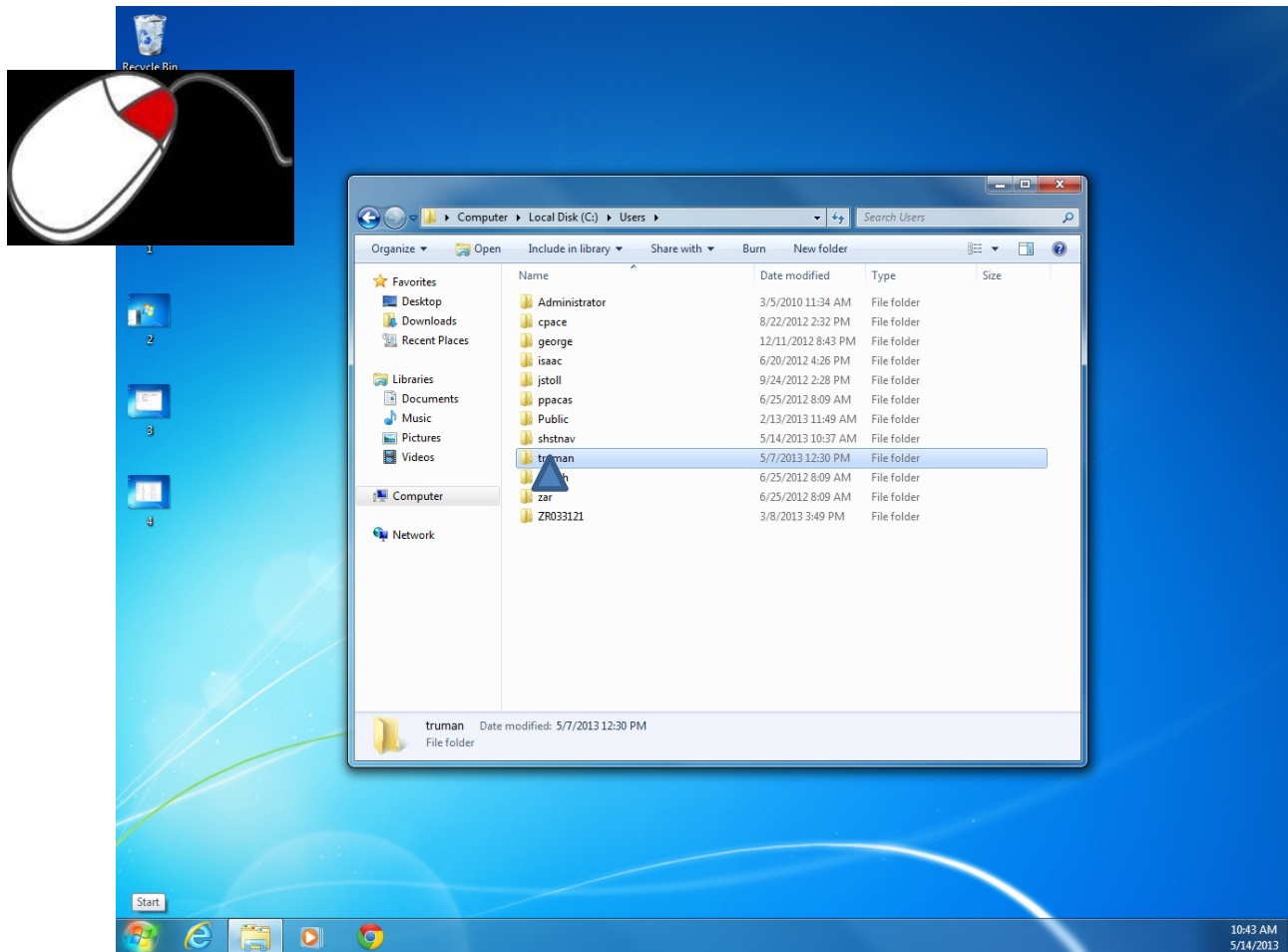
Backing up Documents Click on (Users)



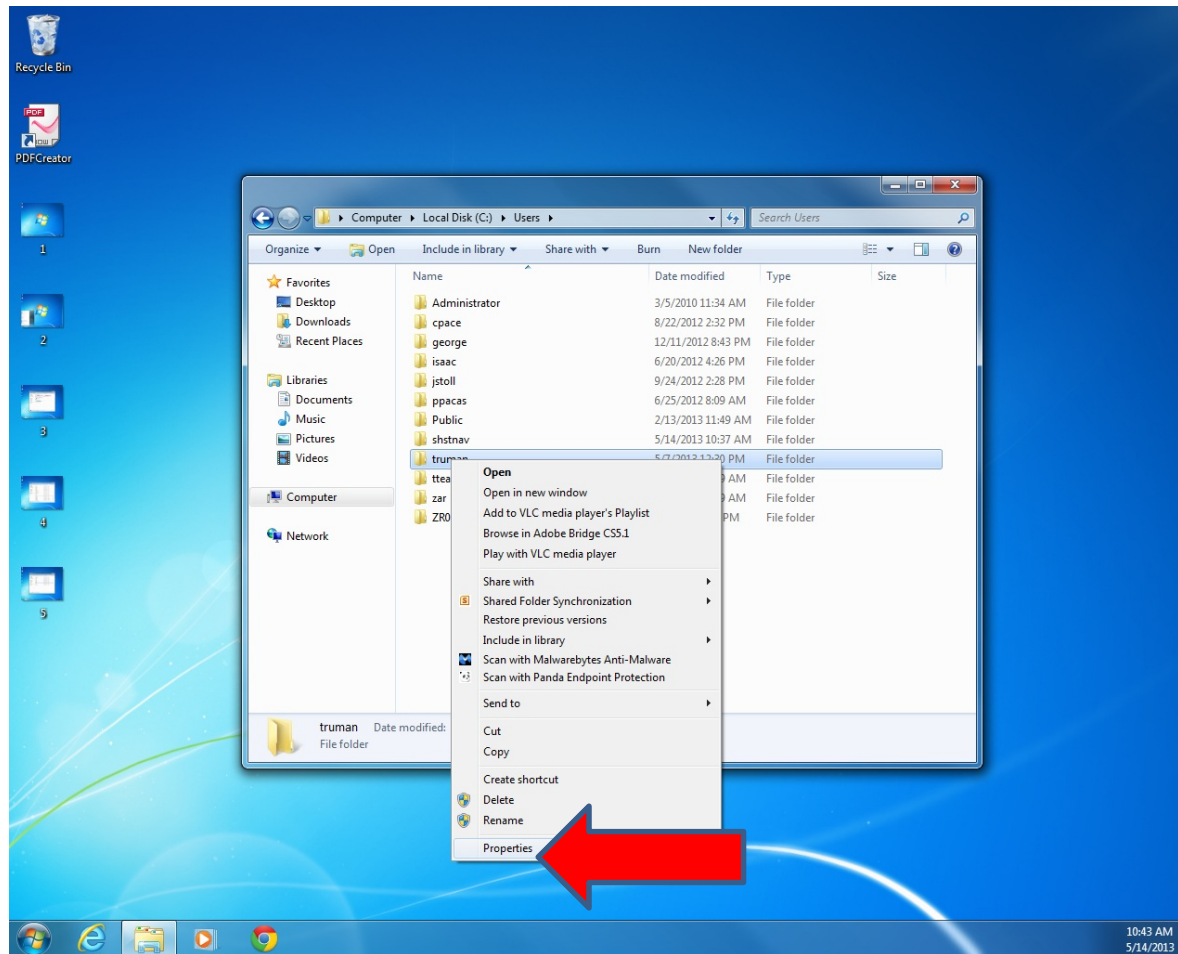
Find the folder with your name on it.



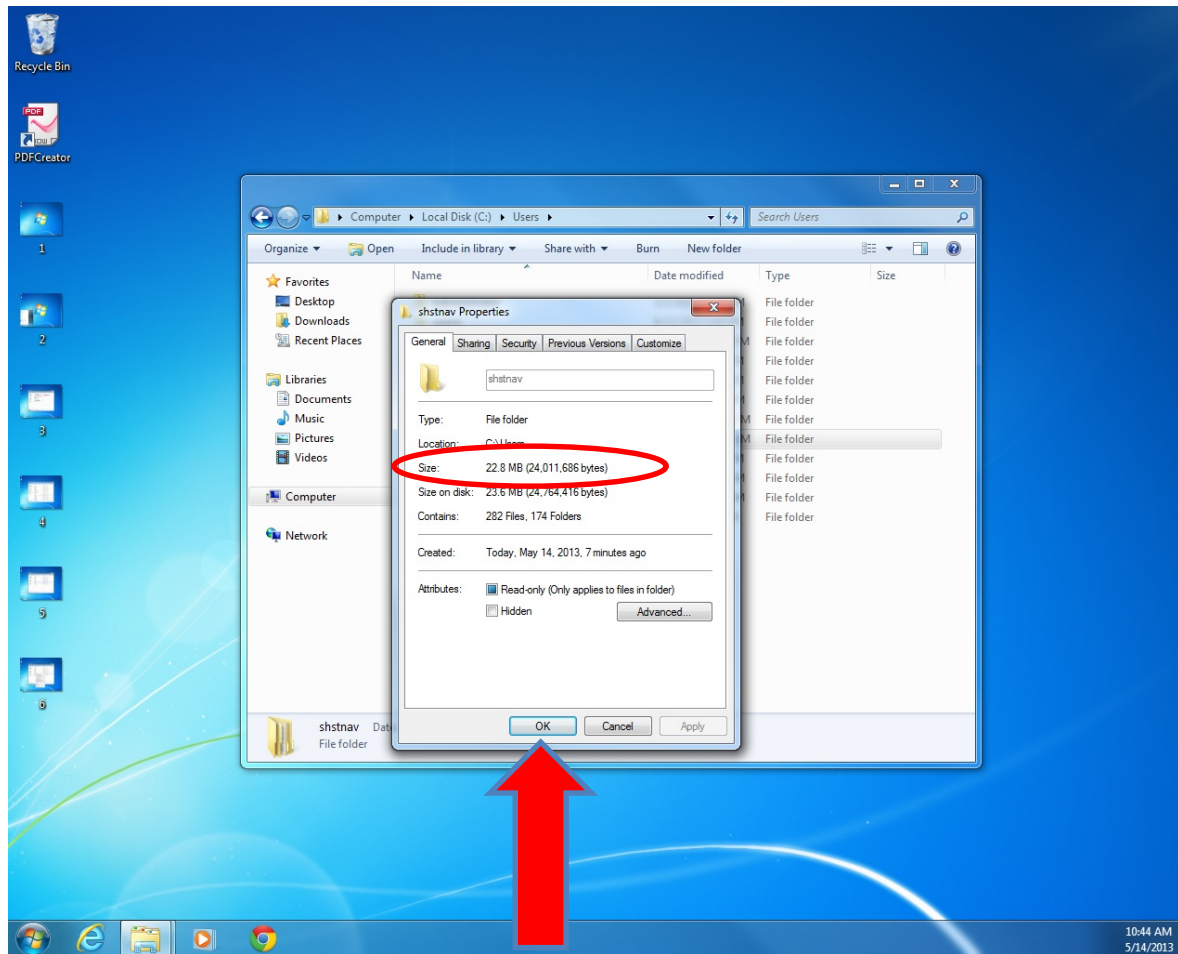
Click the Right Mouse button while holding the cursor over your folder.



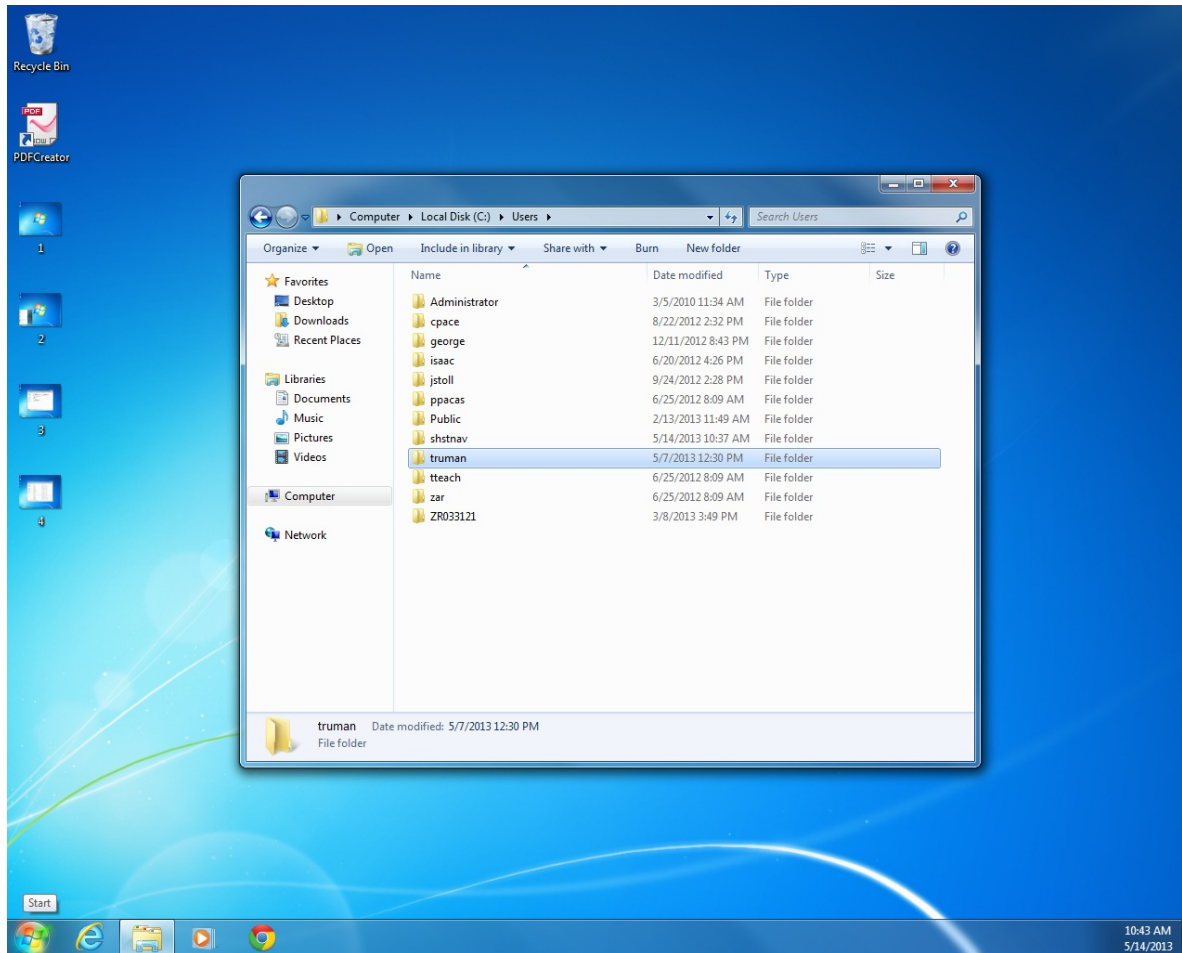
Select (Properties) in the new window.



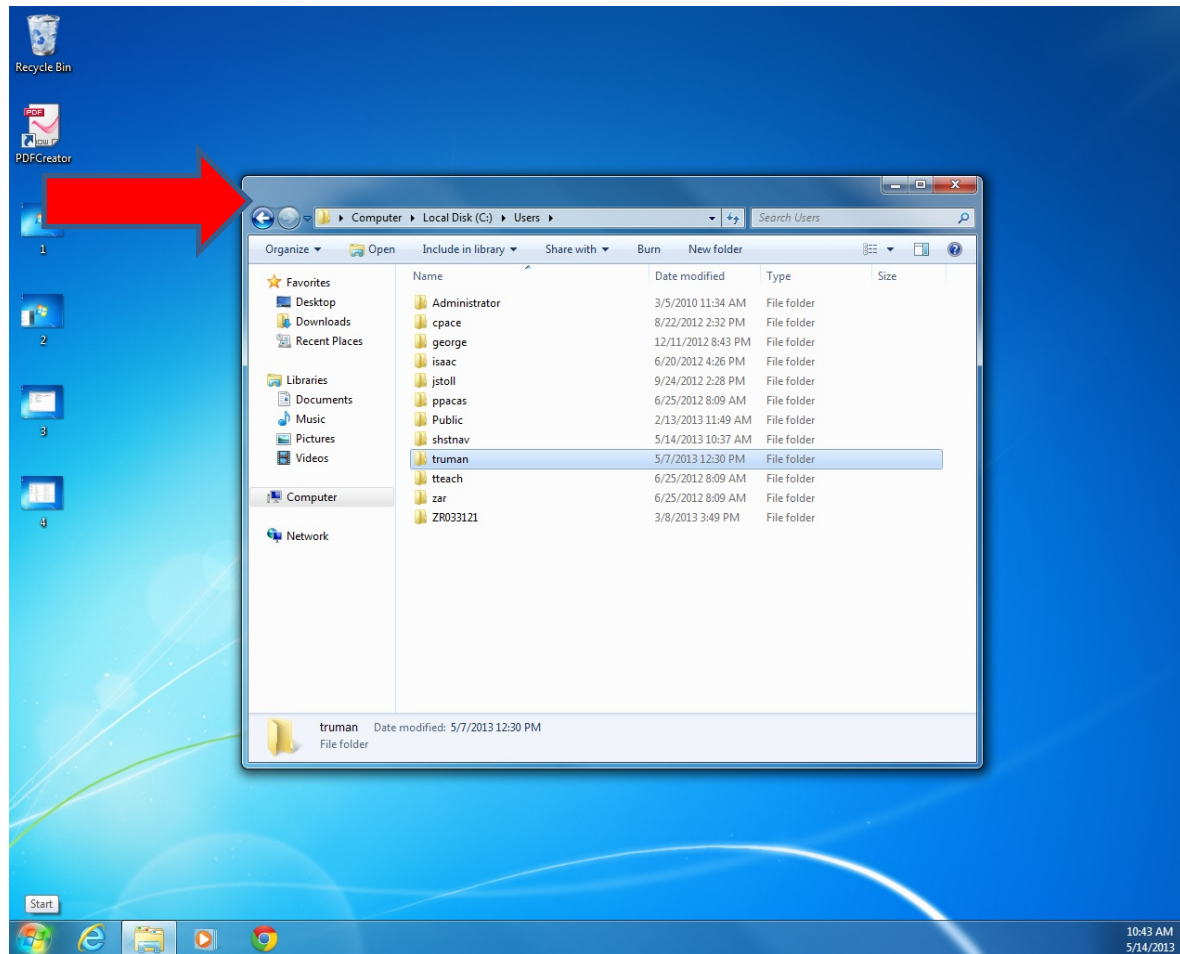
This will give you the size of your files. Please make sure you have enough room on your external drive to hold the data. Click (OK) when done.



Select your file again and copy it to your external drive.

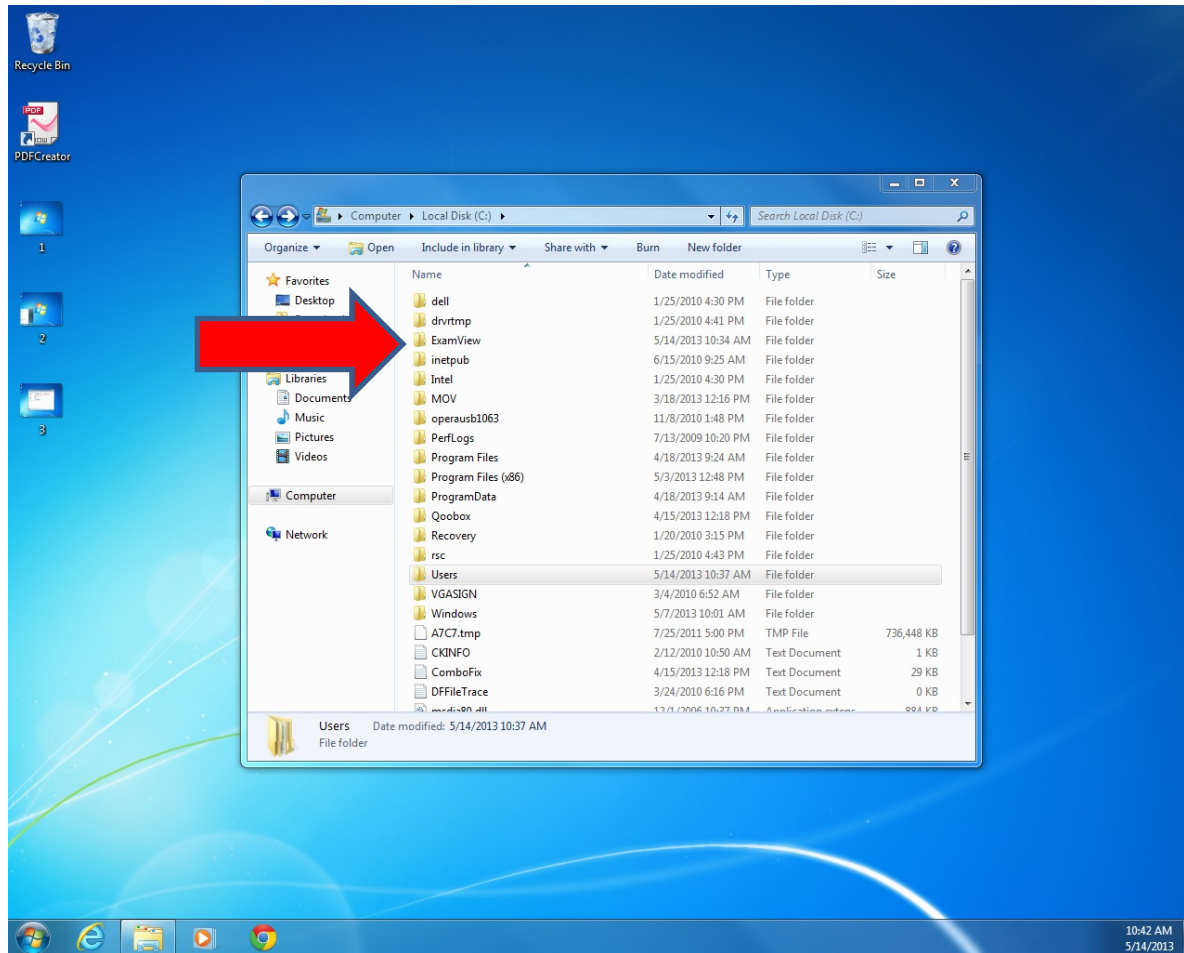


Click the Blue (Back) button twice



Backing up ExamView

Click on ExamView Folder



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

