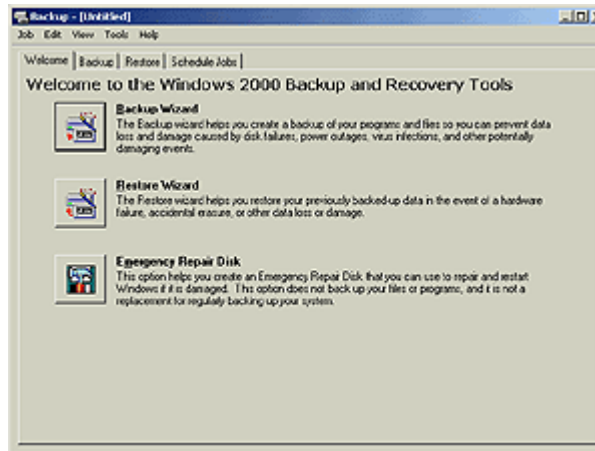


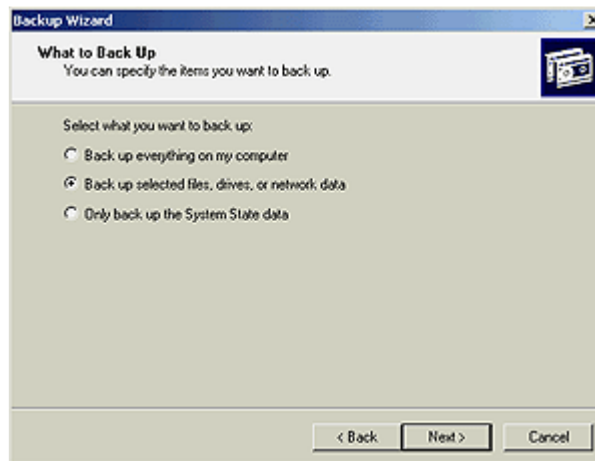
# Back Up Selected Files

## Step 1: Start Backup



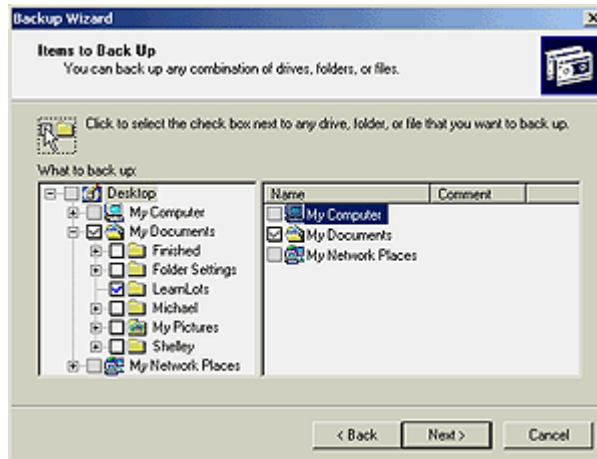
You can start the Backup program by clicking Start, selecting Programs, selecting Accessories, and then selecting System Tools. Click the Backup program icon. You see the Backup program window.

## Step 2: Start Backup Wizard



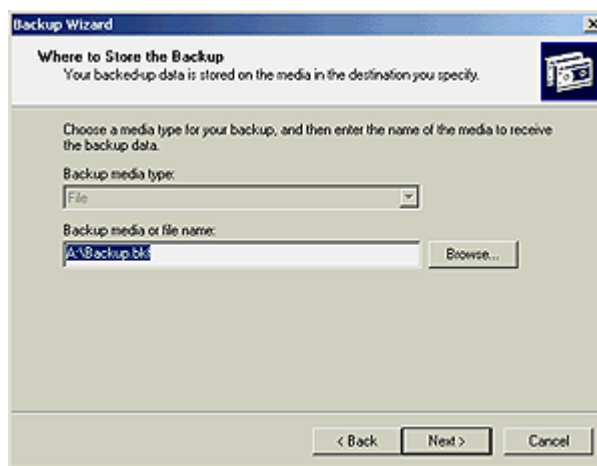
To lead you through the process of creating a backup, you can use the Backup Wizard. Click this button. Then click Next to move past the Welcome screen. When prompted to select what to back up, choose Back up selected files, drives, or network data. Then click Next.

## Step 3: Choose What to Back Up



You next select the drives or folders you want to back up. You can expand the list of drives and folders by clicking the plus sign next to the drive or folder. To include a folder in the backup, check its box. When you are done selecting folders, click the Next button.

#### Step 4: Select Storage Spot



If you have a tape backup drive, you can select this as the backup media. Or you can back up to floppy disks, Zip disks, or another hard drive. Select the backup media or file name, and then click Next.

#### Step 5: Start Backup



You see a summary of your backup selections. To start the backup, click Finish. You see the progress of the backup. Follow any on-screen instructions (inserting additional disks as needed). When the backup is complete, you see a message. Close the message by clicking the Close button, and then close the Backup program by clicking its Close (X) button.