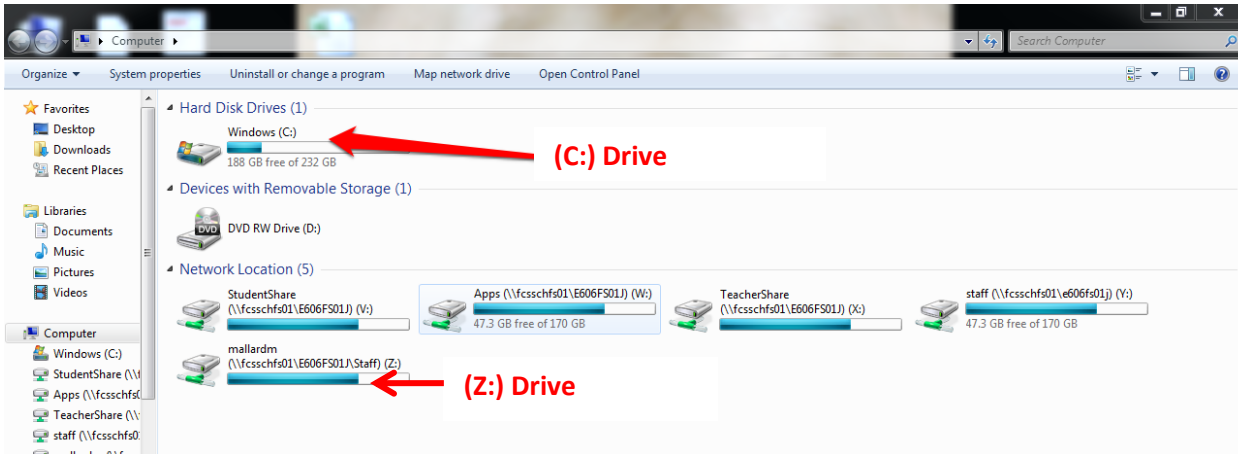
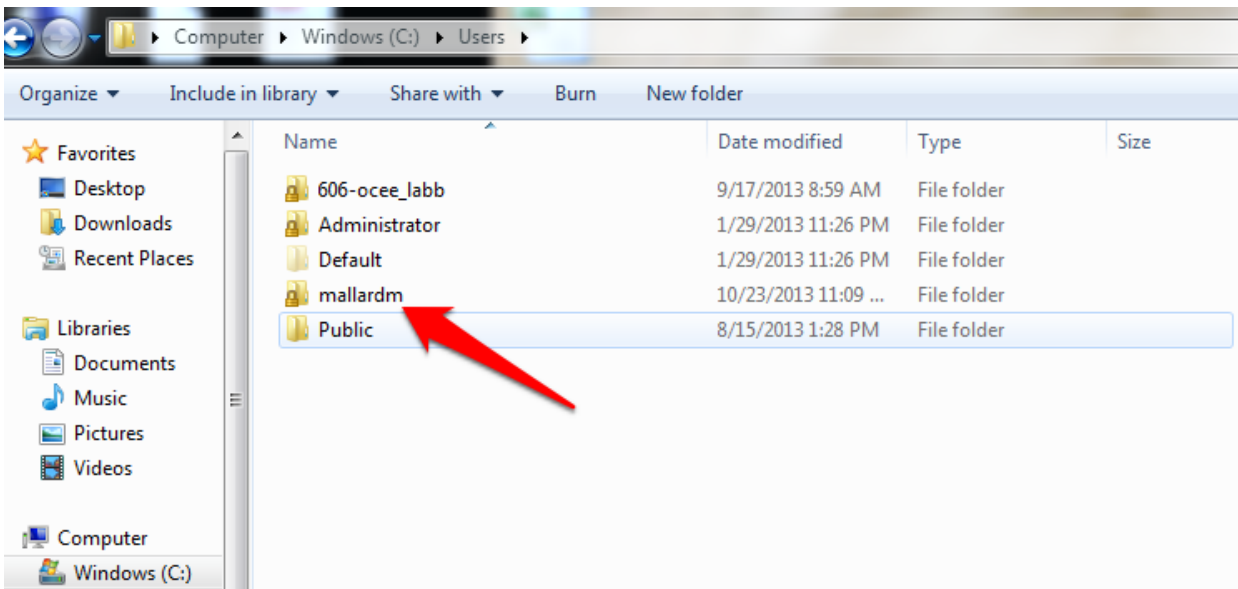


How to Back Up Files

Click on “Computer” on your Desktop and select the (C:) Drive



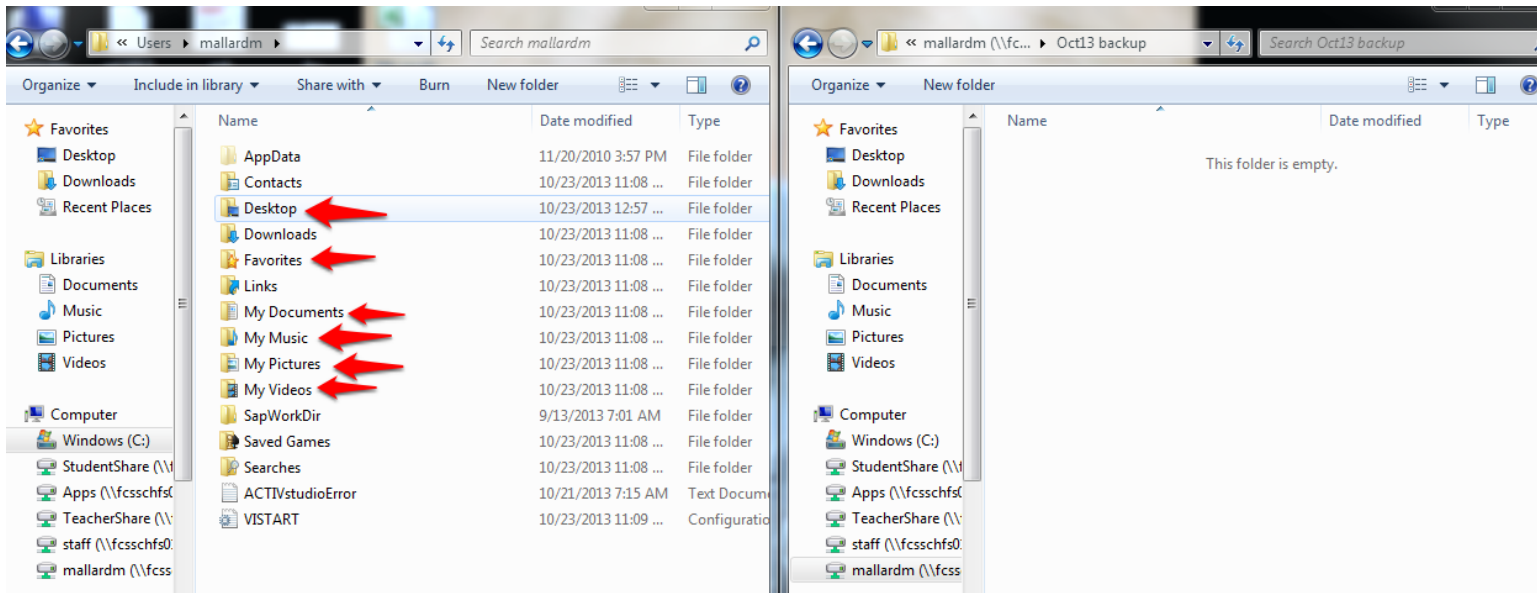
Click on Users and select your name



Now you will want to create a folder in your (Z:) Drive (or external hard drive/cloud drive)

Click on your (Z:) Drive and create a back up folder: (Ctrl+shift+N) and name it backup and date then open folder.

Open both folders side by side: (⌨ + right or left arrow to move active window)



Then copy and paste (or drag) the above folders to your backup folder.