

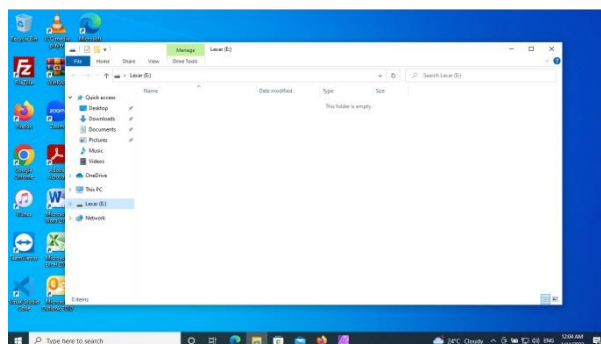
Backup files from your computer to a USB Drive

This document outlines the process for backing up your personal files to USB for Windows PC's

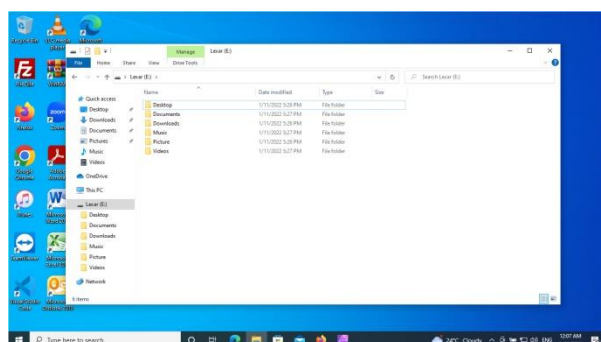
- The following document is created for general use and does not guarantee the backup of all your files.
- 1 x 64GB USB Drive is recommended to successfully complete this procedure
- If at any stage of this procedure an error message appears that has not been mentioned in this procedure, stop and contact Tweed Coast It or your local I.T professional.

Step 1 – Setup the folder structure on your USB Drive

1. Insert your USB Drive into a USB port on your computer. File manager should open automatically but if it does not type “file explorer” in your search box, open it and click on your USB drive.
2. Create a folder named “My Backups 07-11-22” on the USB Drive by right clicking in the middle of the white space and selecting “New” then “Folder”.

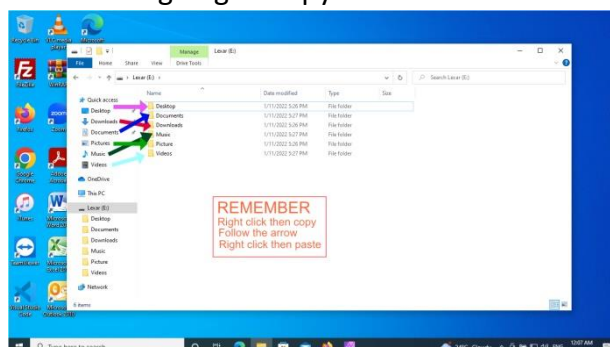


3. Inside the “My Backups 07-11-22” folder create 6 x new sub folders as per the picture.
 - Documents
 - Downloads
 - Music
 - Pictures
 - Videos



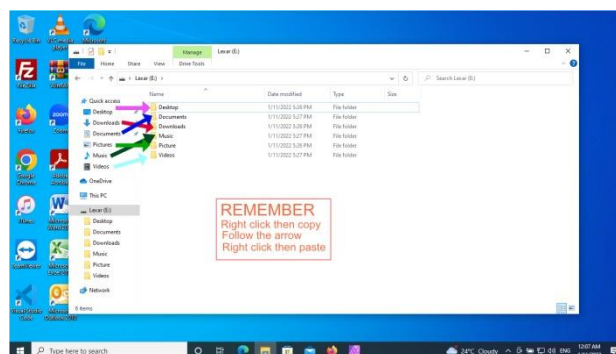
Step 2 – Copy and paste folders from your computer to your USB drive

1. You will notice folders of the same name under Quick Access at the top of the left column. These are located on your laptop hard drive. We are now going to copy the contents from them to your newly created folders on your USB Drive
2. Under Quick Access right click on Desktop and select copy.
3. Right click the Desktop folder you created on your USB Drive and select paste.



4. Repeat steps 2 and 3 for the remaining five folders:

- Documents
- Downloads
- Music
- Pictures
- Videos



Please Note:

The setup process should take less than 10 minutes but depending on how many and the size of your files the copying process could take up to 4 hours. Leave your computer and check intermittently for any errors.