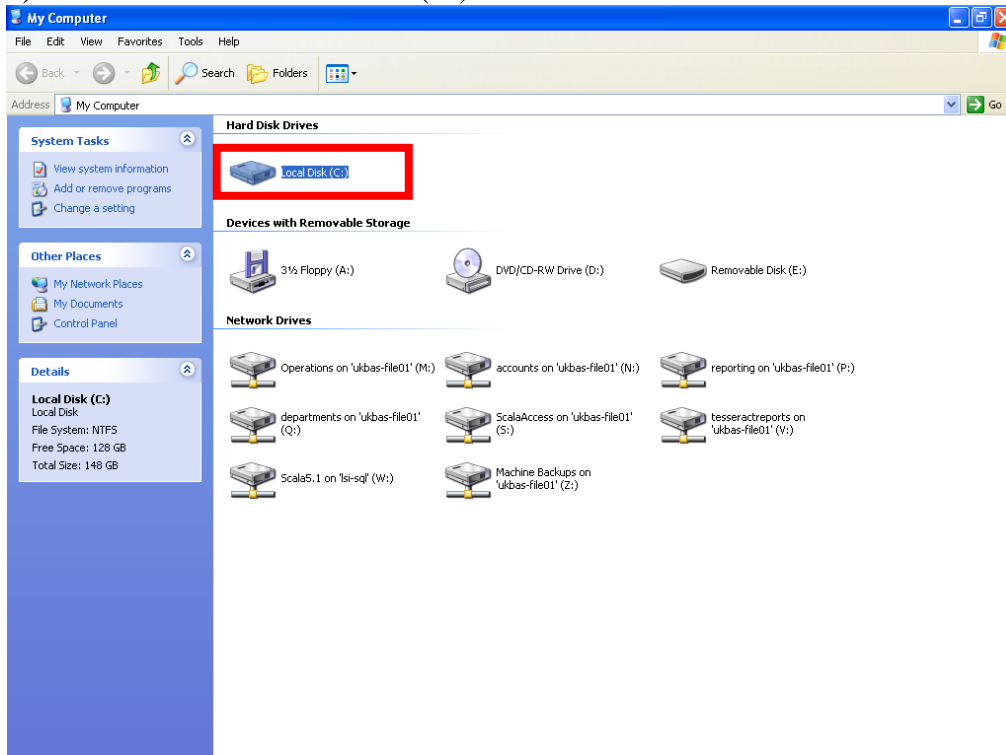


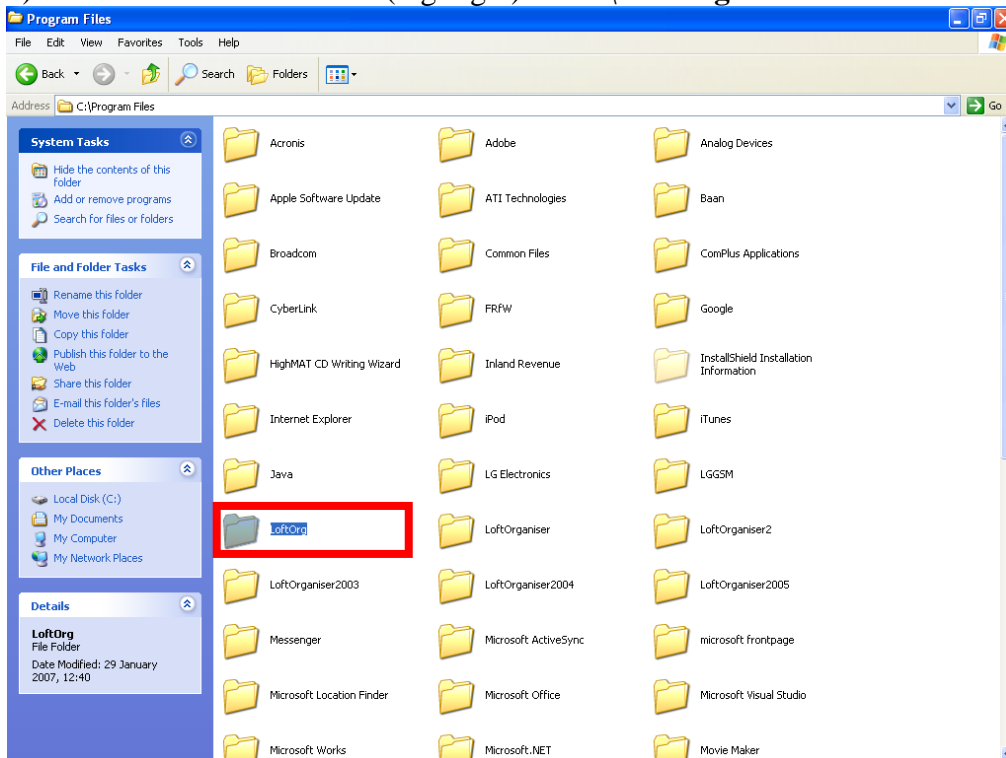
Backing Up LoftOrganiser to a Flash Drive

1) Open the **My Computer** utility from the *Desktop* or the *Windows Start* button

2) Double-click the **Local Disk (C:)**

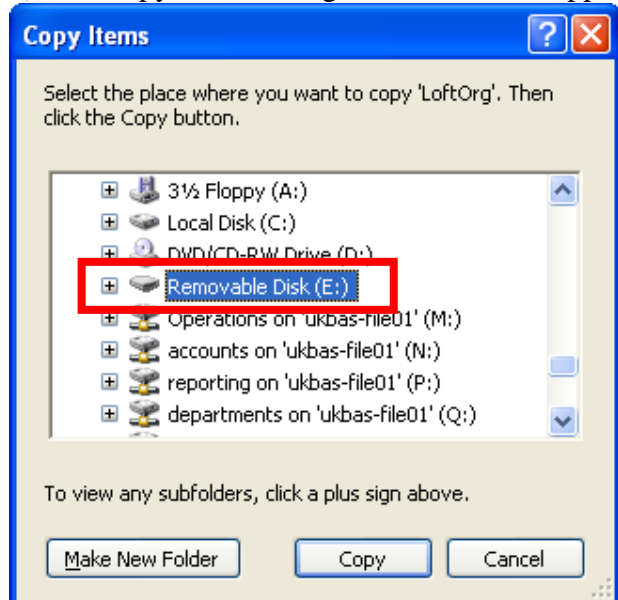


3) Locate and **SINGLE-click** (highlight) the **C:\LoftOrg** folder



4) Look down the **File and Folder Tasks** and click the **Copy this folder** option

5) The Copy Items dialogue box will now appear



6) Select the drive associated with your USB Memory Stick (aka Flash Drive) and then click the **Copy** button

7) Provided there is sufficient space available on the drive the LoftOrg folder and all its contents will be copied from the hard drive to the USB Memory Stick

8) To check that the copy process worked correctly go back to My Computer and double-click the drive associated with your USB Memory Stick ... whereupon you should see the LoftOrg folder.

9) It is recommended that you alternate backups to different Memory Sticks ... thus if one becomes corrupt or lost then you still have at least one backup

10) For additional security it is recommended that you copy the contents of the Memory Stick onto an entirely different PC (perhaps your PC at work or the PC of another family member)