

*Example: Before Applying Structured/Modular Writing Techniques*

### **BACKING UP YOUR FILES ON A PERSONAL COMPUTER**

It is imperative to make frequent backups of your files to safeguard and preserve your data. If a file is deleted for some reason the only way to recover its data is from a backup copy. You should back up your files on a scheduled basis. Also, back up the files when they are new or when the information is highly critical.

The number of diskettes you will need for the backup depends on how much data is in a file. (A 3 and 1/2 inch diskette holds 1.44 megabytes.) Backup diskettes must be formatted ahead of time because formatting does not occur during the process of backup.

From the File Menu of the word processing program, highlight the name of the file to be backed up. From the Edit Menu, select the option BACKUP. A pop-up window will inform you to insert a diskette. At this point, insert a diskette into the drive and press ENTER to continue. If a pop-up window says the back up is completed, exit the Edit Menu. If the window says the back up is incomplete because there is insufficient space, replace the diskette with another formatted diskette then press ENTER to continue the backup.

Always remember to remove the diskette. It may be helpful to place a label on the diskette and write the name of the file on the label.

There are two sources of information in the event that you need more information on backing up your file. One is the user guide for the word processing software. The other is the PC Workstation Support Group.

## How to Back Up Files on the Personal Computer

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**Importance** It is important to back up files to safeguard and preserve your data. If a file is deleted or the hard drive fails, the backup copy is the only way that you can recover the lost information.

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**When to back up files** It is best to back up your files on a scheduled basis, especially when a file is new or the information is highly critical.

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**Before you begin** Before you begin a backup, you must have a sufficient number of formatted diskettes. (One 3 and 1/2 inch diskette holds 1.44 megabytes).

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**Procedure** From your word processing program, follow these steps to back up your file.

Step	Action						
1	Open the <b>File</b> Menu.						
2	Highlight the name of the file to be backed up.						
3	Open the <b>Edit</b> Menu.						
4	Select the option BACKUP.						
5	Insert a formatted diskette into the drive.						
6	Press the <b>Enter</b> key for the backup to occur.						
7	Wait until a message appears. <table border="1" data-bbox="565 1335 1386 1560"><thead><tr><th>IF this message appears...</th><th>THEN...</th></tr></thead><tbody><tr><td>Backup completed</td><td>go to Step 8.</td></tr><tr><td>Backup not completed -- insufficient space</td><td>a. remove the diskette b. insert another formatted diskette c. repeat Steps 6 and 7.</td></tr></tbody></table>	IF this message appears...	THEN...	Backup completed	go to Step 8.	Backup not completed -- insufficient space	a. remove the diskette b. insert another formatted diskette c. repeat Steps 6 and 7.
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Backup completed	go to Step 8.						
Backup not completed -- insufficient space	a. remove the diskette b. insert another formatted diskette c. repeat Steps 6 and 7.						
8	Exit the Edit Menu.						
9	Remove the diskette.						

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**For further information** For further information, either

- refer to the word processing software user guide, or
- contact your PC Workstation Support Group.

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