

Backing up your important Files!

and keeping the Backup current.

What is Backup?

It means, to have a copy of your work some where else, other than on your main computer's Hard Drive. Such as a floppy Disk, Thumb Drive, a second Hard Drive or a CD rom Disk.

However, To keep your backup copy current, I recommend using a program such as MS Backup, Backup My PC by Stomp or make it easy on you and use the Briefcase which comes with any Windows OS.

The Briefcase

Choosing between using Briefcase or Offline Files

Windows offers tools for working with files that are stored on your main computer or with files that are stored on a network. You should choose the appropriate tool depending on your needs.

Briefcase is the best tool if you frequently transfer files between computers using a **direct cable connection** or a **removable disk**.

Using Briefcase, you can synchronize the files you modified on another computer with their counterparts on your main computer.

You can keep your files organized by creating multiple briefcases.

Offline Files is the best tool if you want to work with shared files on a network. Using Offline Files, you can make changes to shared files while disconnected from the network and synchronize them the next time you are connected to the network.

To create a new Briefcase

Open My Computer, click **Start**, and then click **My Computer**.

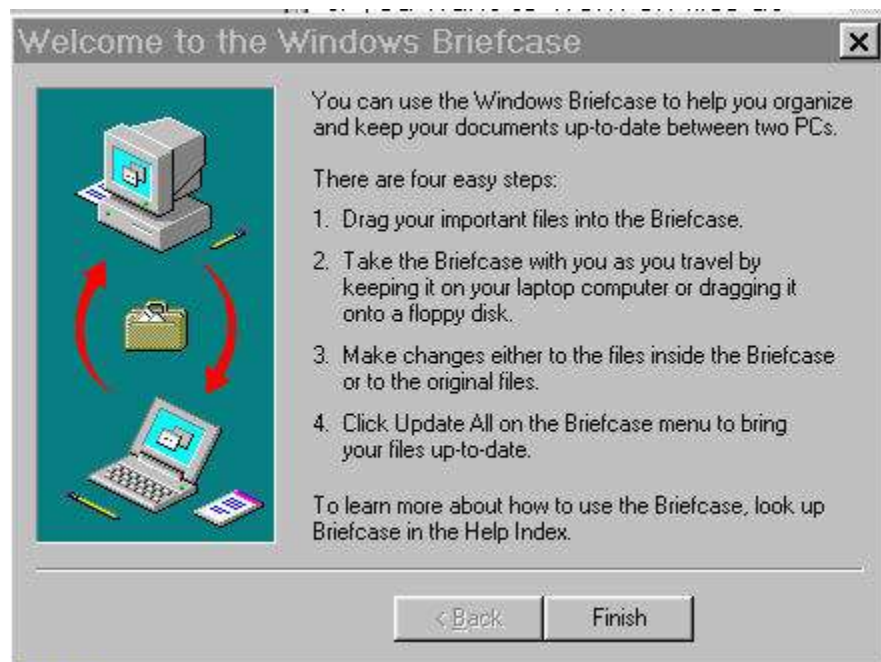
Click the folder in which you want to create the new Briefcase.

On the **File** menu, point to **New**, and then click **Briefcase**.

Note:

- To create a new Briefcase on your desktop, right-click anywhere on the desktop, click **New**, and then click **Briefcase**.

Copying Files to Your new Briefcase Folder



To synchronize files stored on a removable disk using Briefcase

Insert a removable disk into a disk drive on your main computer.

Open Briefcase, and then copy the appropriate files to Briefcase.

Drag Briefcase to the disk.

The files in Briefcase are copied to the disk.

Remove the disk from your main computer and insert it into a disk drive on your portable computer.

Open Briefcase from the disk and work on the files. When you are ready to synchronize the files, remove the disk from your portable computer and reinsert it into a disk drive on your main computer.

Open Briefcase from the disk, and then do one of the following:

To update all the files, on the **Briefcase** menu, click **Update All**. To update only some of the files, select the files you want to update, and then on the **Briefcase** menu, click **Update Selection**.