
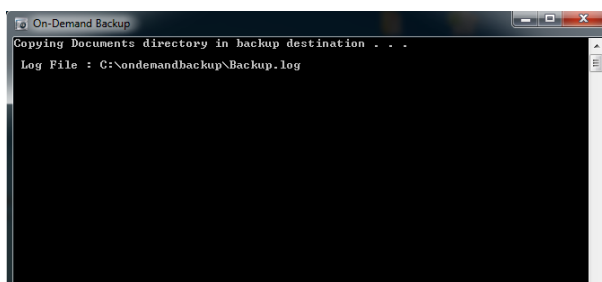


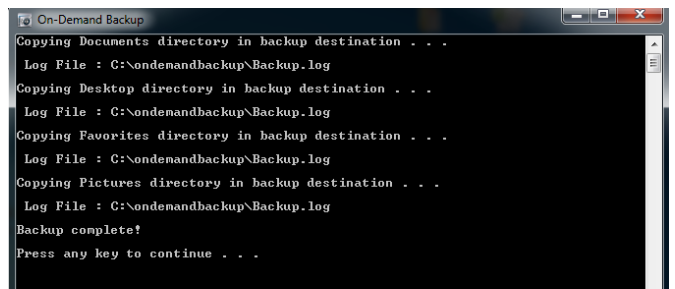
## On-Demand Backup Use

1. Locate the “On-Demand Backup” icon on your desktop. The icon will look like this:  Double-click this icon to begin the backup process.

2. **The backup utility will copy over all files located in the following areas: Documents, Desktop, Favorites, Pictures. Any files you have worked on since your last Backup will be overwritten and the newer copy will be saved.**

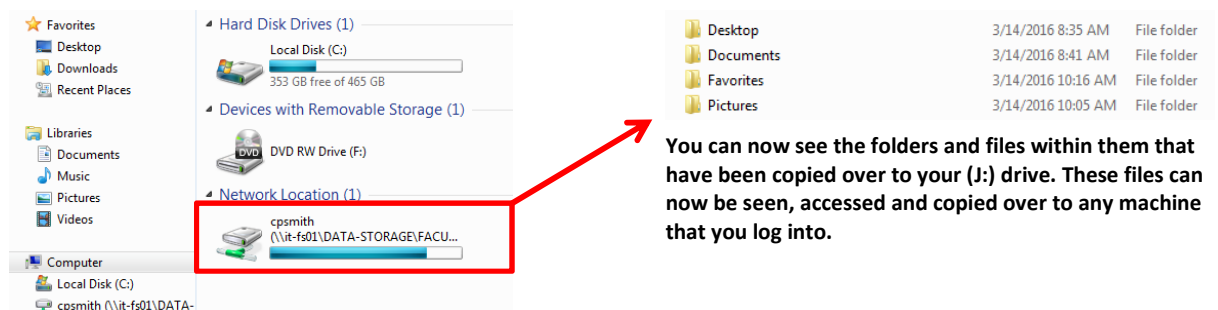


This is what the Backup utility will look like when it begins and is in the process of copying your files over.



This is what the Backup utility will look like once it has finished copying over all files. You can press any key to close once finished.

3. Your files can now be accessed from your (J:) drive, or sometimes referred to as your personal drive. This drive can be pulled up by navigating to the “Computer” area of your machine. This is the same area you see your (C:) drive and other mapped drives you may or may not have.



In this example, there is only one networked drive. The (J:) drive will normally be named after the person that is using it. Double click this drive to access it and the file contents inside.

You can now see the folders and files within them that have been copied over to your (J:) drive. These files can now be seen, accessed and copied over to any machine that you log into.

4. If there are any files you want to copy over to your (J:) drive that aren't located in your Documents, Desktop, Favorites, or Pictures folder, you can manually copy these extra files over by opening up your (J:) drive as pictured above, and adding them to your drive yourself. You can create additional folders if you need to for organizational purposes as well.