BACKING UP STUDENT NETBOOKS WITH SyncToy
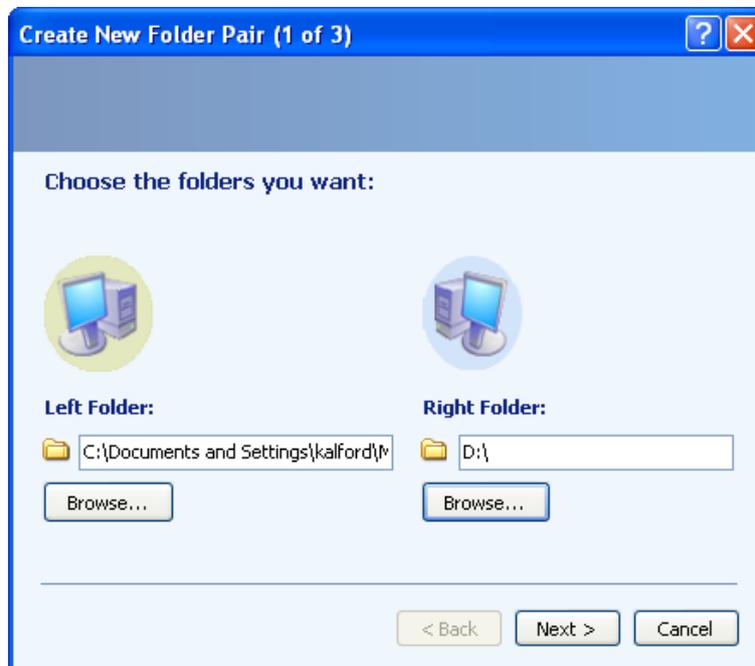
1. Click on *Create New Folder Pair*.

2. *Browse* on left to find folder to be backed up in *Left Folder* box then *Browse* on right to find folder to save backup to in *Right Folder* box.

3. Click on **Echo** to save netbook files as a master copy to the thumb drive. Otherwise click on **Synchronise** to save the latest file changes to both the netbook and the thumb drive.
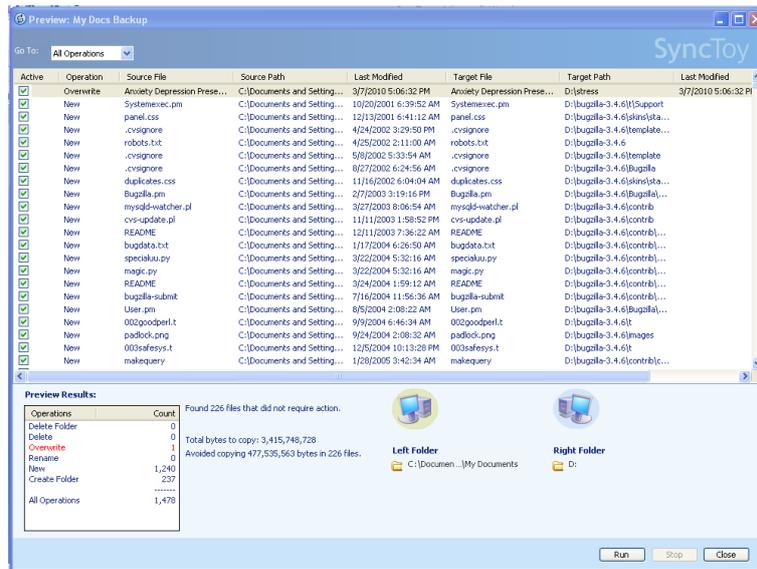

4. Enter a name to call this Folder Pair to save this sync for future use then click on **Finish**.

5. To preview the file changes before saving click on ***Preview***. If you are happy with the changes then click on ***Run***.

6. Otherwise if you are happy to proceed without previewing the changes then just click on ***Run***.