

Develop Good Computing Habits - Toshiba P100-ST1072 User Manual

P100-st1072 user's guide

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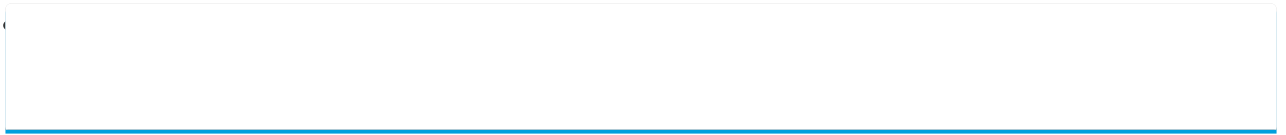
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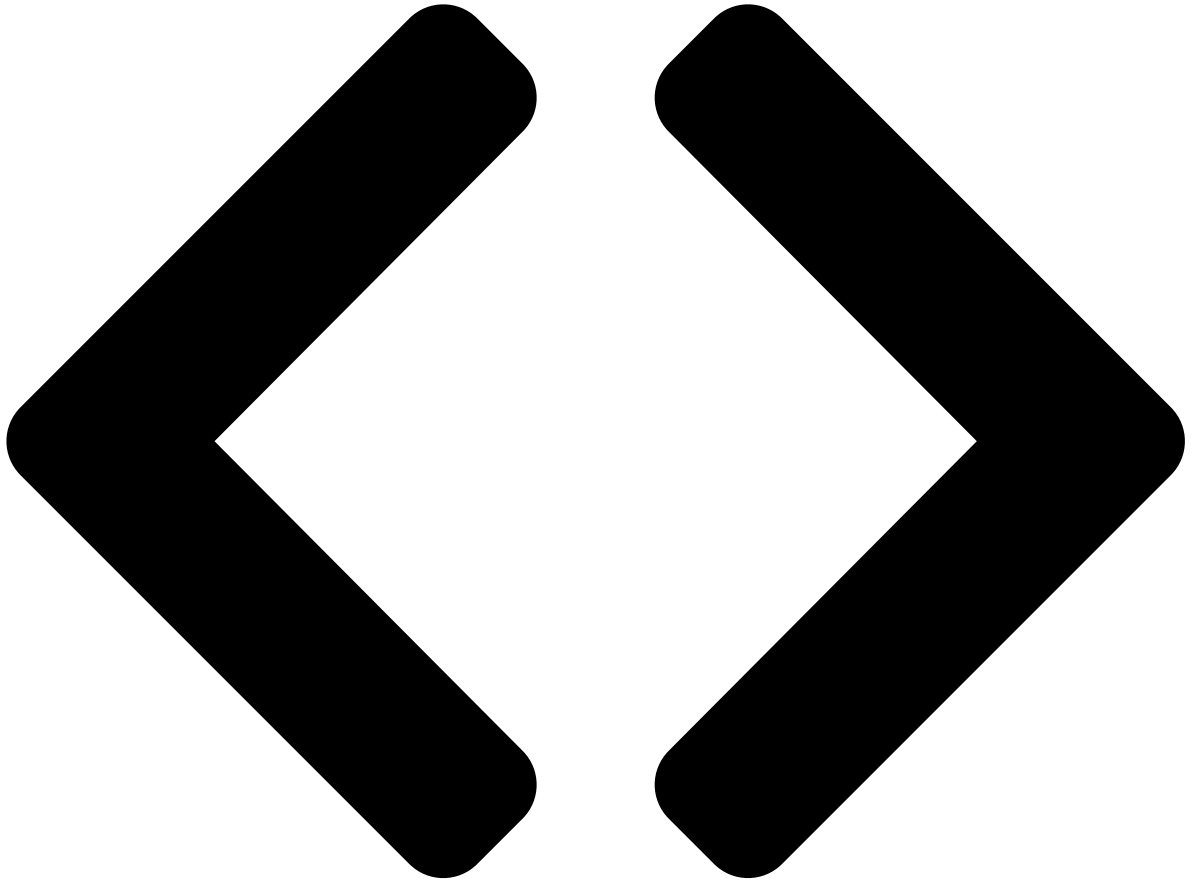


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If Something Goes Wrong

Develop good computing habits

Develop good computing habits

Save your work frequently.

You can never predict when your computer will lock, forcing you to

close a program and lose unsaved changes. Many software programs build in an automatic backup, but you should not rely solely on this feature. Save your work! See

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On a regular basis, back up the information stored on your hard disk.

Use Windows

DVD, or external hard disk. Here are some ways you can do this:



Use the Windows
entire computer to a CD, DVD, or external hard disk.



Copy files to diskette.



Copy files to a rewritable external storage device.



Connect a writable CD/DVD or hard drive to the system and use specialized software to copy everything on the hard disk to a CD/DVD or hard drive.



Connect your computer to the office network and copy files to your network partition.

Some people use a combination of these methods, backing up all files to tape weekly and copying critical files to diskette on a daily basis.

If you have installed your own programs, you should back up these

programs as well as your data files. If something goes wrong that requires you to reformat your hard disk and start again, reloading all your programs and data files from a backup source will save time.

Read the user's guides.

It is very difficult to provide a fail-safe set of steps you can follow every time you experience a problem with the computer. Your ability to solve problems will improve as you learn about how the computer and its software work together.

Get familiar with all the user's guides provided with your computer, as well as the manuals that come with the programs and devices you purchase.

Your local computer store or book store sells a variety of self-help books you can use to supplement the information in the manuals. for instructions.

®

to back up files, or the entire computer, to a CD,

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operating system to back up files or your

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