
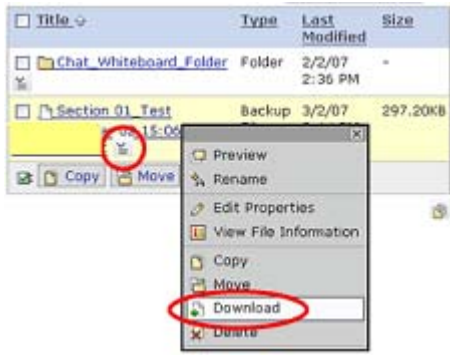
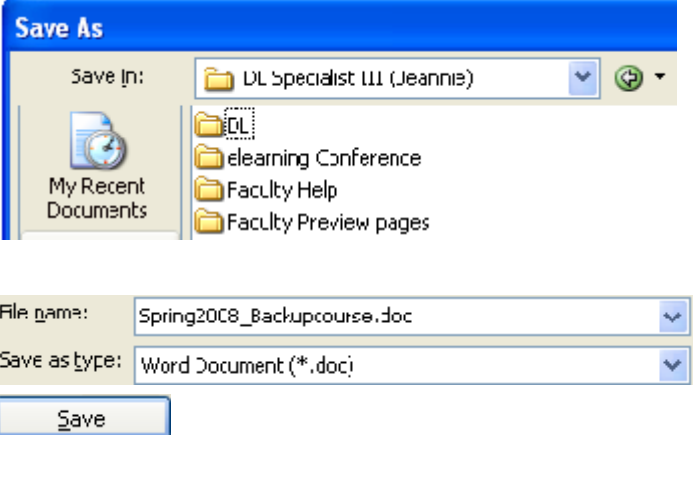
	<p>10) The default setting saves the backup file into the <b>My Files</b> area of the course file cabinet.</p> <p>11) Type in a file name that you will remember in the "save as" box or leave the assigned name as is, then click on the OK button. (This step may take a while).</p>
	<p>12) Click on the File Manager listing under the Designer Tools Menu.</p>
	<p>13) Look for the name of the file you just saved under the "My Files" area. Your file will end with the extension ".bak".</p> <p>14) Click on the drop down arrow after the file name and select "download."</p>
	<p>15) You should now see your operating systems screen saver.</p> <ol style="list-style-type: none"> <li>Select the folder in which you want to save the backup.</li> <li>Give your backup file a descriptive name.</li> <li>Press the Save button.</li> </ol>



Distance Learning Department  
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