

2<sup>nd</sup> Backup (Recommended to do this at least every 6 months)

Plug in External Hard Drive and Wait 60 seconds

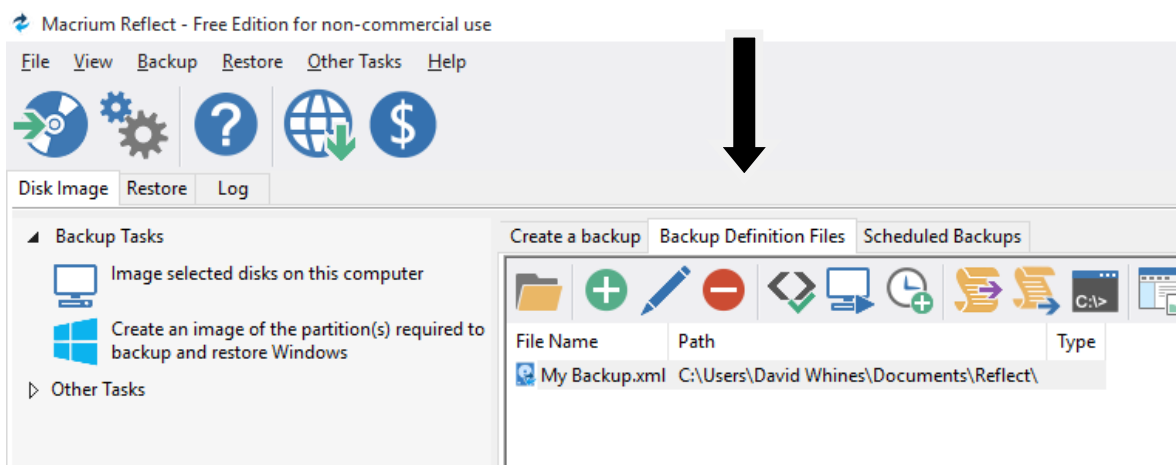
If any windows pop up, close them

Double Click Reflect

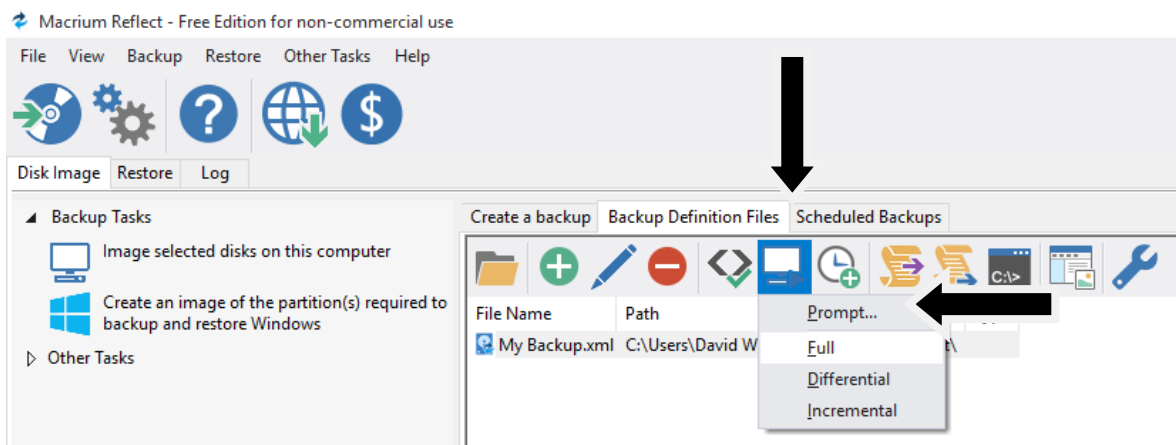


The screen will darken and a box will appear in the middle, click YES

Click Backup Definition Tab



Click the Computer icon, then click Full



A status window will appear this may take some time to run and may look as if its frozen at times (this is normal).

When its finally finished a Small box will appear telling you its completed click OK

Click Close, then close any windows left open

Shutdown your computer (as you normally would) wait till all the lights on the computer go out, then unplug your external drive and store the external drive somewhere safe.