Backing up *Bookmark* Data to USB or CD for the ELR Survey

We would prefer for your backup to be supplied on USB flash drive.

However, backups can also be provided on CD. Contact elr@esa.edu.au if you require further assistance.

**Backing up *Bookmark* to USB (or memory stick) for the ELR Survey**

Plug in the USB flash drive and *find the correct drive letter for it.*

![Image of file explorer with drive letter highlighted]

**Note:** Your screen view and drive letter may vary!

Then open *Bookmark* and make a standard backup to USB flash drive.

From the main Menu:
- `<9>` Utilities. Enter access code or password.
- `<1>` Backup.
- `<3>` Backup to USB Flash drive

Make sure the flash drive is plugged in

Enter the drive letter for the flash drive.

On the next screen, press Enter to start the process.

When finished, press Enter again.

Please return the backup to the address below using the enclosed pre-paid (no postage cost) envelope provided.

ELR
Education Services Australia
Reply Paid 177
Carlton South Vic 3053