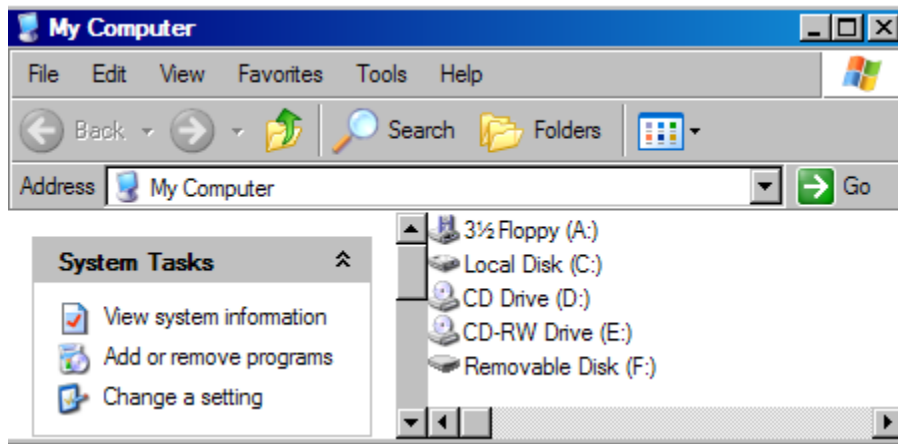


# Backing Up ALL Blue Ribbon Youth Enrollment Data May/October Instructions

- 1) Verify the location of your Youth Enrollment data by opening Blue Ribbon, look at the gray title bar at the bottom of the screen. It will look similar to the one below. Please note if your data is on a Network drive you will need to adjust the remaining steps to the appropriate drive letter.

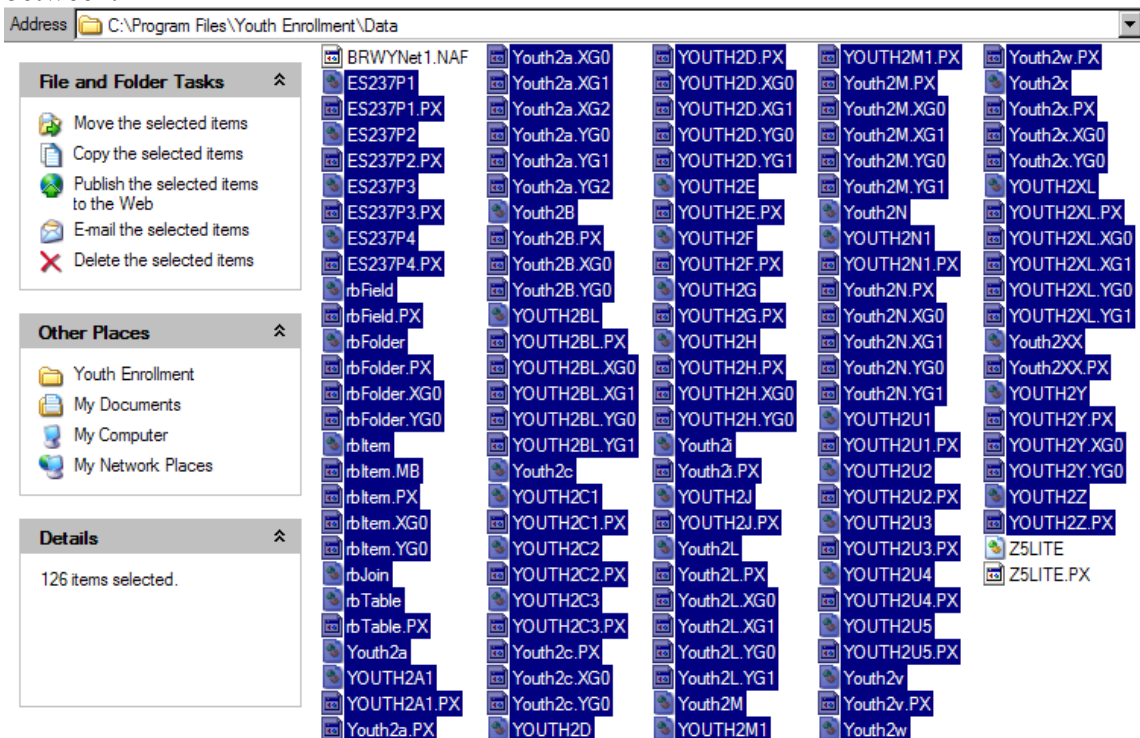
User Code: 00032 | Data Path: W:\May06Data\Kowa

- 2) Locate 1 or more “empty” and “formatted” floppy diskette or zip disk, CD (or in using WinZip and Email go to: <http://www.ext.colostate.edu/ye/help/winzip.pdf>) insert into proper slot on your computer.
- 3) Double click “My Computer” or Right click on Start and select “Explore”



- 4) Double click the “Local Disk (C:)” or appropriate network drive letter.
- 5) Double click “Program Files”.
- 6) Double click “Youth Enrollment”/
- 7) Double click “Data”.

- 8) Once you have the data folder open, single click on “ES237P1”. Hold the “Shift Key” and single click on the last “Youth2z.px” file and all files should be select in between.



- 9) From the toolbar, Select Edit | Copy.
- 10) Under “Other Places” on the Left Side Menu, middle section. Click “My Computer”.
- 11) Select appropriate drive letter where you will be saving (ie: a: (floppy), zip disk or CD -- *Note if using CD, don't forget to “Write files to CD AFTER you have copied the files)* From the toolbar, Select Edit | Paste.
- 12) If you are using the floppy disk method you will be prompted to insert a new diskette if data files exceed limit of diskette.
- 13) That's it! Close all programs – Label media appropriately and store in a safe place or send a copy to State 4-H Office.