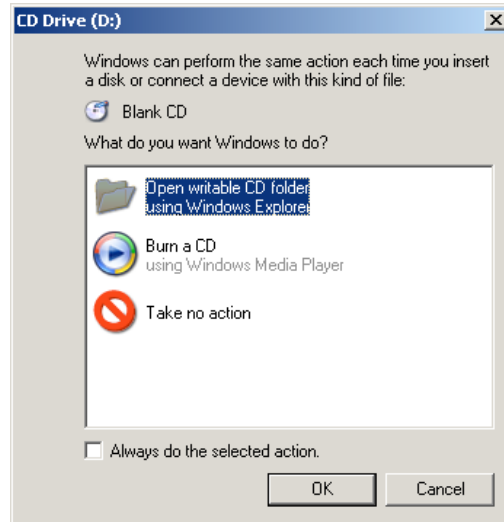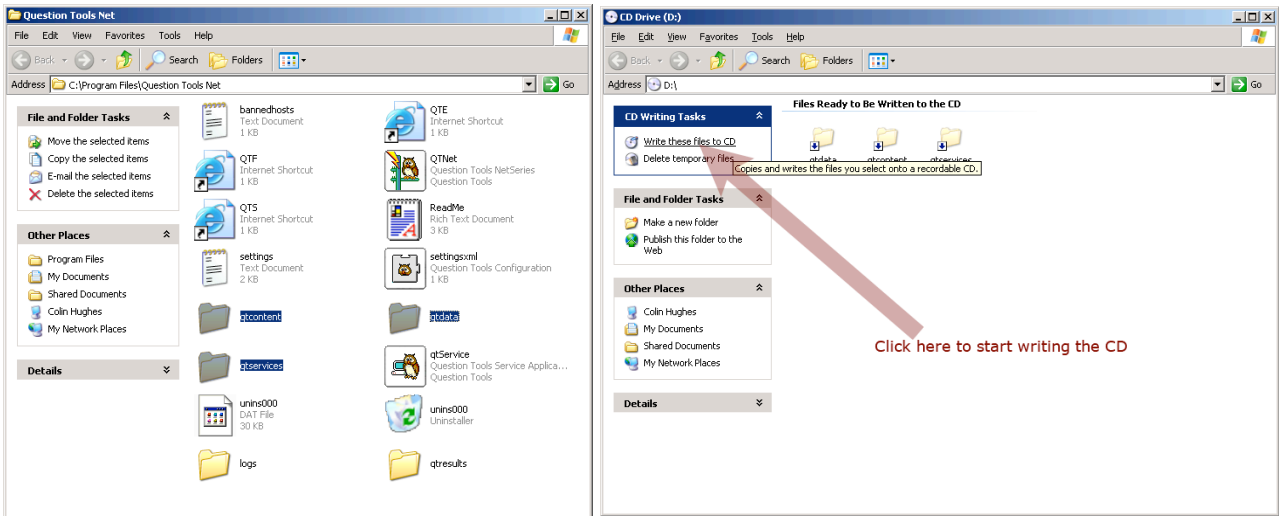# Creating a Backup

Insert a blank CD. A window like this will usually appear. If not, you can open it by finding the CD drive in the computer icon in the top, left of the desktop.

Open the folder with the data to copy by clicking on this folder in the task bar.
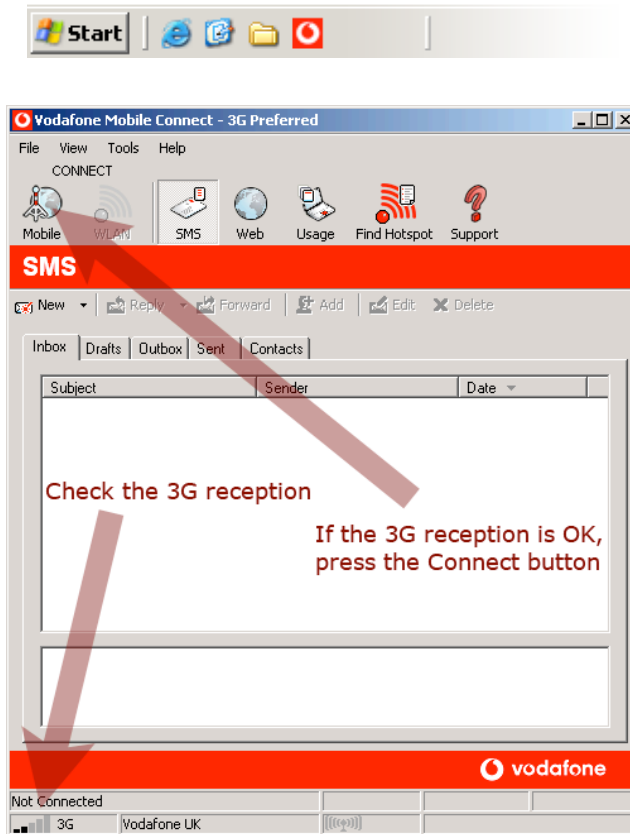

Select the folders called **qtdata**, **qtcontent** and **qtservices**, and copy them from the folder shown on the left (the folder with the files to be copied) to the folder displayed on the right (the folder for the blank CD). It takes a while, and the folders are shown as shortcuts. Once this has finished, click on the link to start writing the CD, and then complete the wizard that appears.
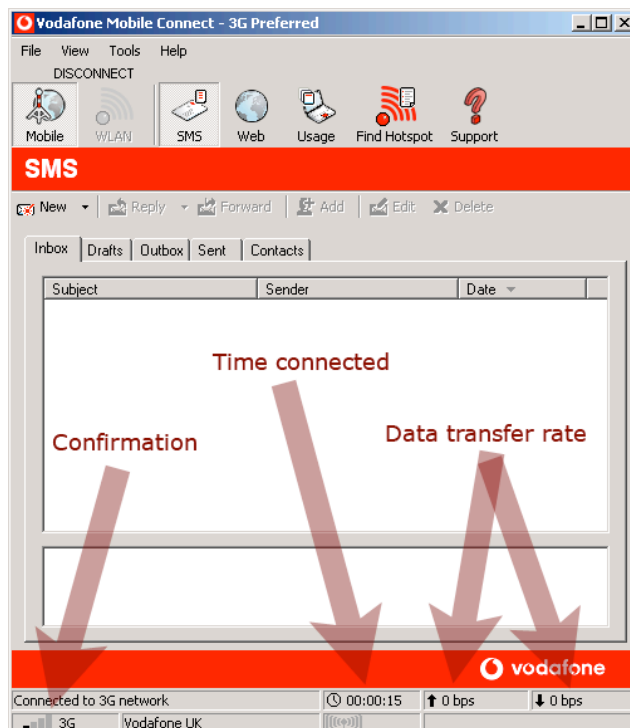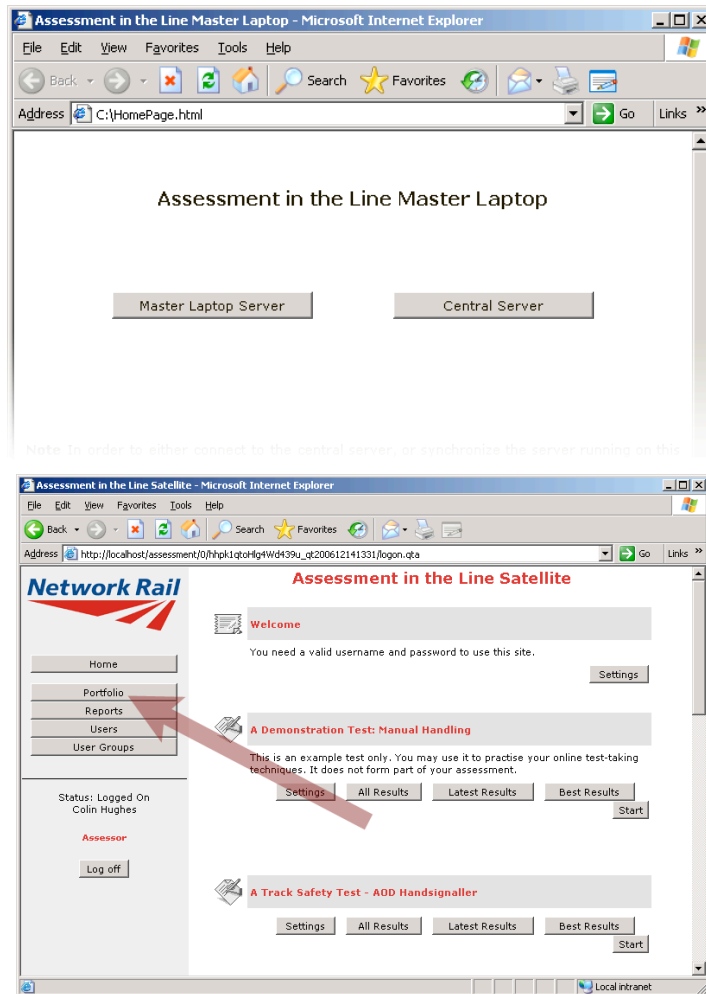
Synchronizing

Make sure the Vodaphone PC card is inserted into your laptop. Start the Mobile Connect software by clicking on its red icon in the Task Bar.
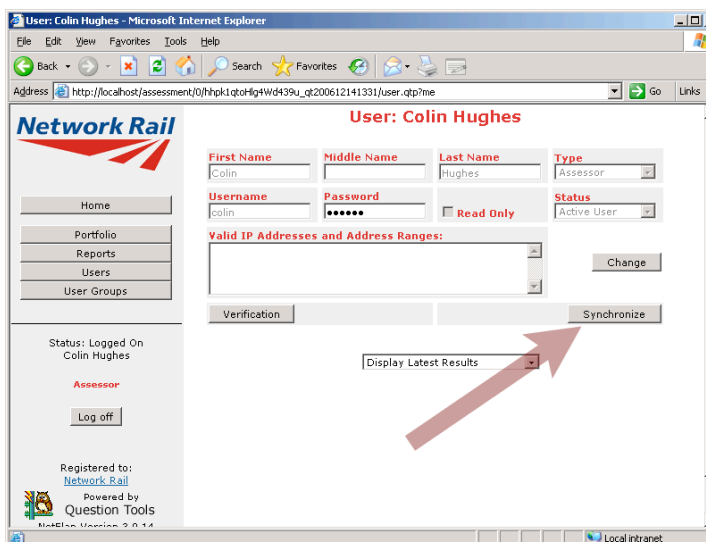

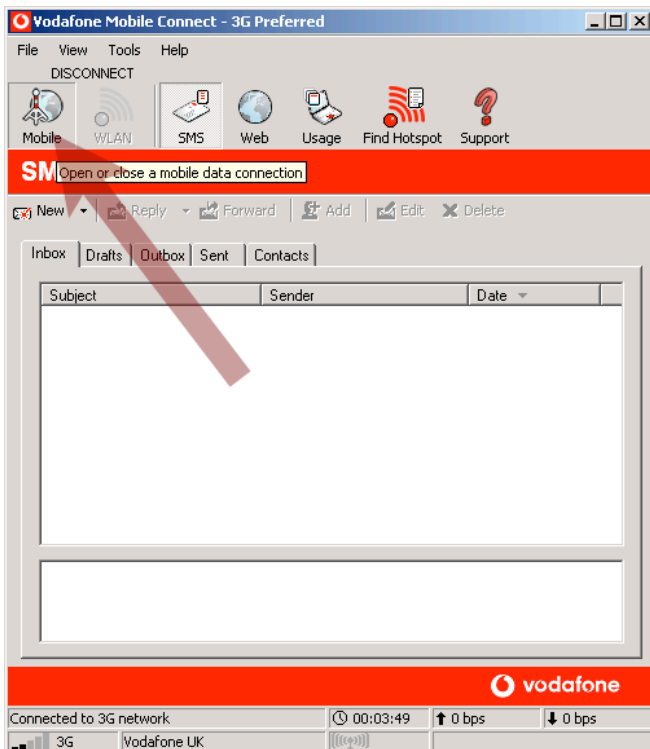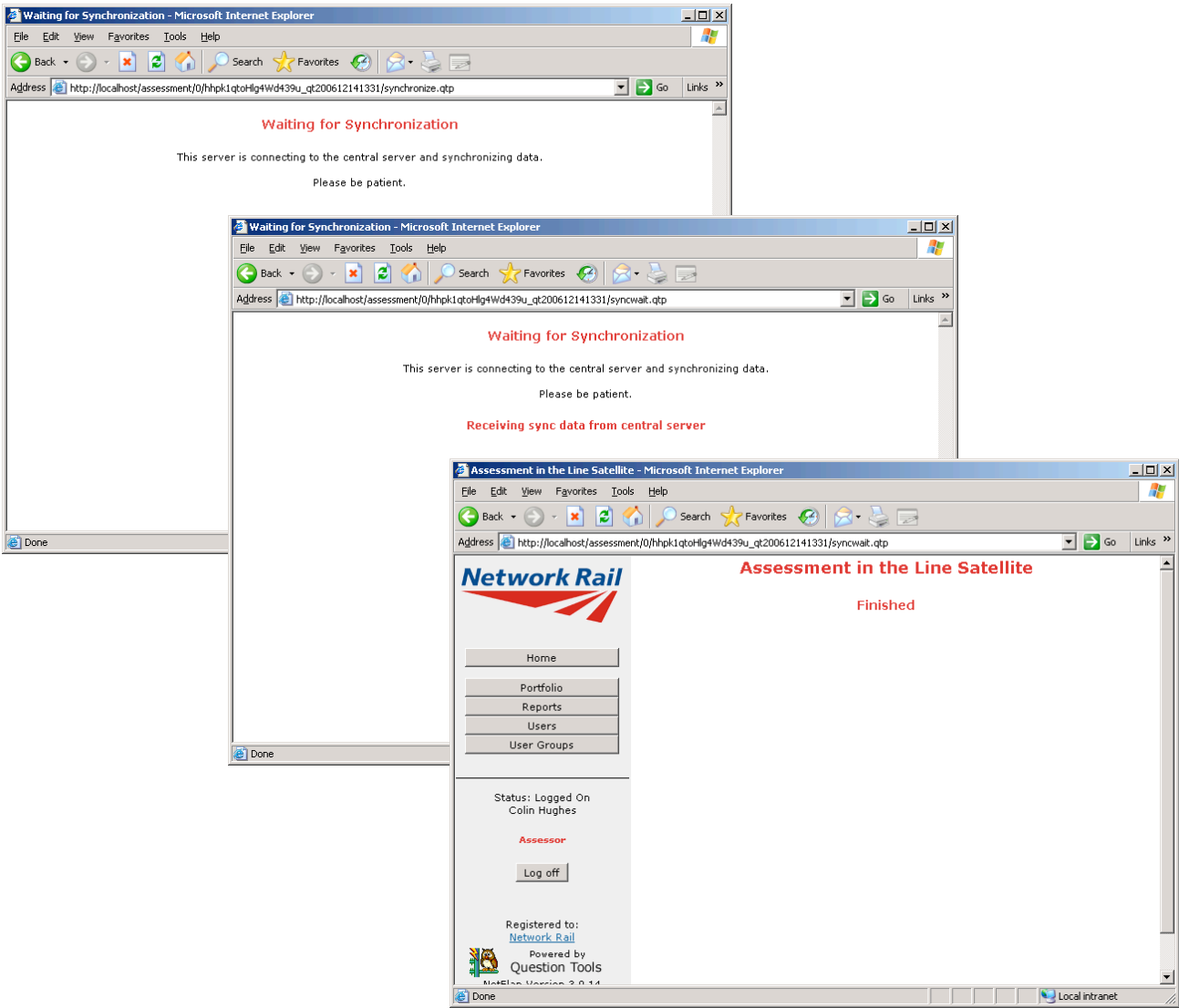Once connected, the indicators in the window below are displayed.

Start Internet Explorer, press the **Master Laptop Server** button, and log on.

Once logged on, press the **Portfolio** button.

Once in the Portfolio screen, press the **Synchronize** button.

Some synchronizations can take a long time (sometimes up to an hour or more). You do need to be patient. The synchronization process will download any new tests, data, and results from other master laptops onto your machine, before sending in the results you have collected.

Once the synchronization process has finished you can close the 3G connection by pressing the **Connect**/**Disconnect** button.