



## How to Back Up Files

**Back up any files you do not want to lose.** This includes any Open Office or Star Office files, Grade book data, files stored in the “MY Documents” folder, files on the desktop, Internet Explorer Favorites, etc.

**Tip:** The My Documents folder on the desktop is only a shortcut. If you right click and copy it, you will only be copying the shortcut and not your files in the folder.

### **How to Back Up your important files:**

#### **1-Create a Back Up folder on your desktop.**

To create a folder: Right Click on the blank area of the desktop. Choose New, and then left click on Folder. Start typing Back Up.

Then press Enter. To rename the folder you may right click and choose rename.

Open the new folder by dbl left clicking on it. Make it smaller by clicking one of the corners and dragging it inwards.

#### **2-Create a “Back Up” folder for your files and documents:**

- Go to Start, My Documents. You may make the My Documents folder window smaller also by dragging the corner inward. You should be able to see both the open Back Up folder and the open My Documents folder.
- In the My Documents folder on the top menu bar, click on **Edit**, scroll down to **Select All**. All of the documents and folders should be selected. (Highlighted)
- In the Menu bar click **Edit**, and **Copy**. (If it ask about hidden files just click OK)
- In the Back up folder Click **Edit** and **Paste**.
- When the My Documents files are finished copying, copy the files and folders that you have saved on your desktop (the ones not included in the back up folder). You will Right click on the document and choose copy. Go to the Back Up folder and Right click and paste.  
You do not need to save shortcuts.
- Close both the My Documents folder and the Backup folder.

**3-Now that you have a backup folder created you will need to save it to an external source.** Examples of external sources: CD, Flash Drive, online storage such as [www.dropbox.com](http://www.dropbox.com) or <http://skydrive.live.com>, Home H: drive (if at your campus)

**If you are have a flash drive, save to it:**

Insert the flash drive into the USB port at the front of the computer.

- Open My Computer and you should see a Removable Drive- it should be your flash drive. Double Click it.
- Right Click and Drag the Backup folder to the Removable Drive folder. Select Copy Here.  
Open the files just to make sure everything has copied to it and will open.

**IF saving to the Home drive** (if available at your campus)

H:\ Drive Access:

Some campuses have access to a Home drive on the server. This drive letter will be “H” and can be accessed by clicking on *My Computer*.

Create a folder on your H:\called 2009 Backup and copy and paste what you want to save there. You may save docs. and your IE favorites there. Remember no pics, music or applications may be saved on your H:.

**IF saving to an online storage area, here are a couple of choices:**

[www.dropbox.com](http://www.dropbox.com)

<http://skydrive.live.com>

See “Saving Internet Explorer Bookmarks” document at [http://itsies.pbworks.com/End-Of-Year\\_Instructions](http://itsies.pbworks.com/End-Of-Year_Instructions) for those instructions.

If you have further questions, please contact your Instructional Technology Specialist (ITSie).