

Backing-Up Data Is The Smart Choice

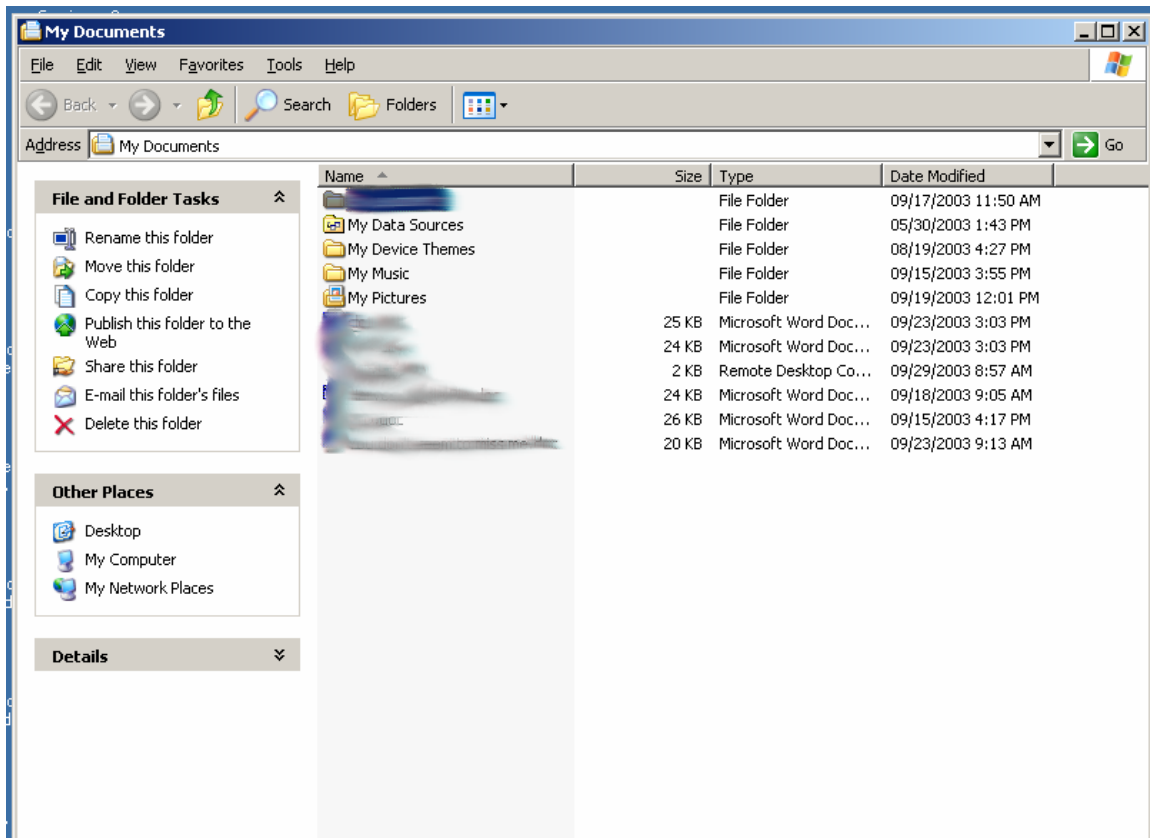
Have you backed up your data lately? What will you do if your computer quits working? [Did you know that if you haven't backed up your data to your H: drive and your computer crashes you could lose EVERYTHING!](#) Here's some step by step instruction on backing up your data.

By now most of the school district is on Windows 2000 or Windows XP and the Microsoft Office version should be Office XP.

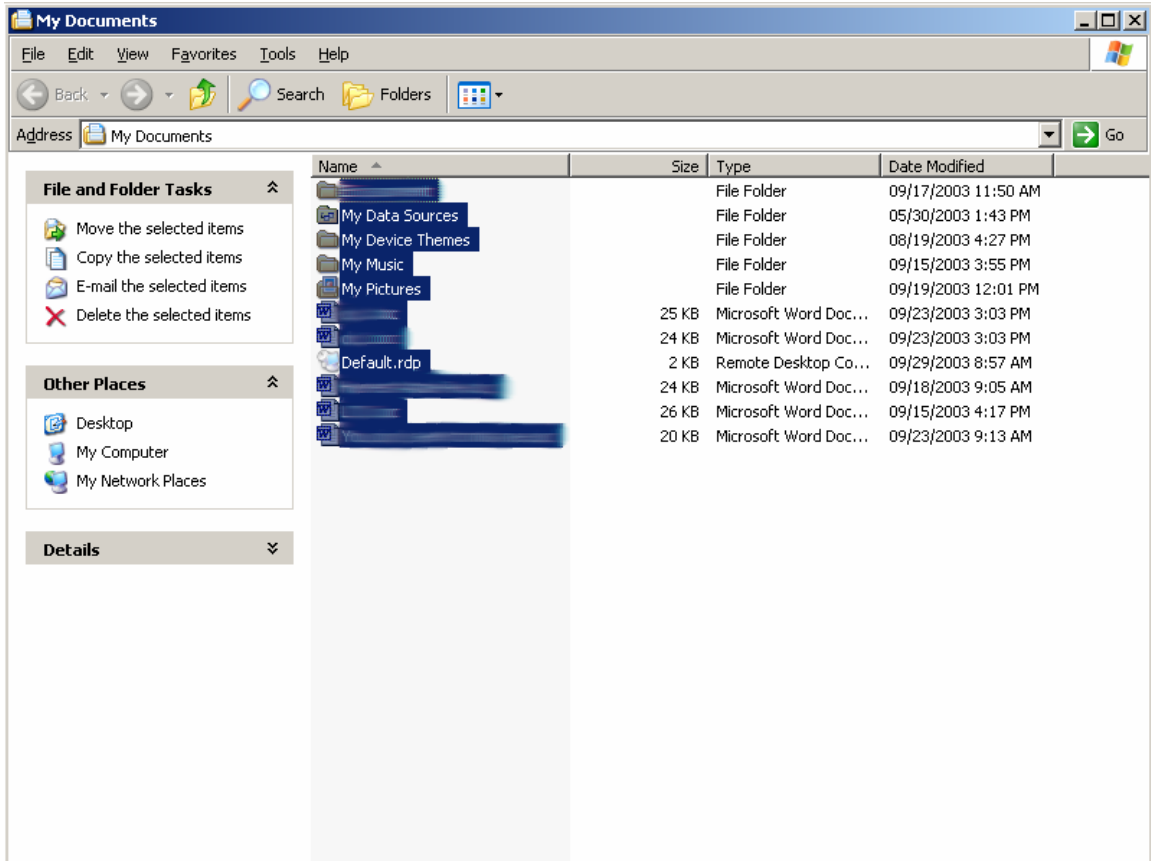
First of all on your computer Desktop you will find an icon that looks like this:



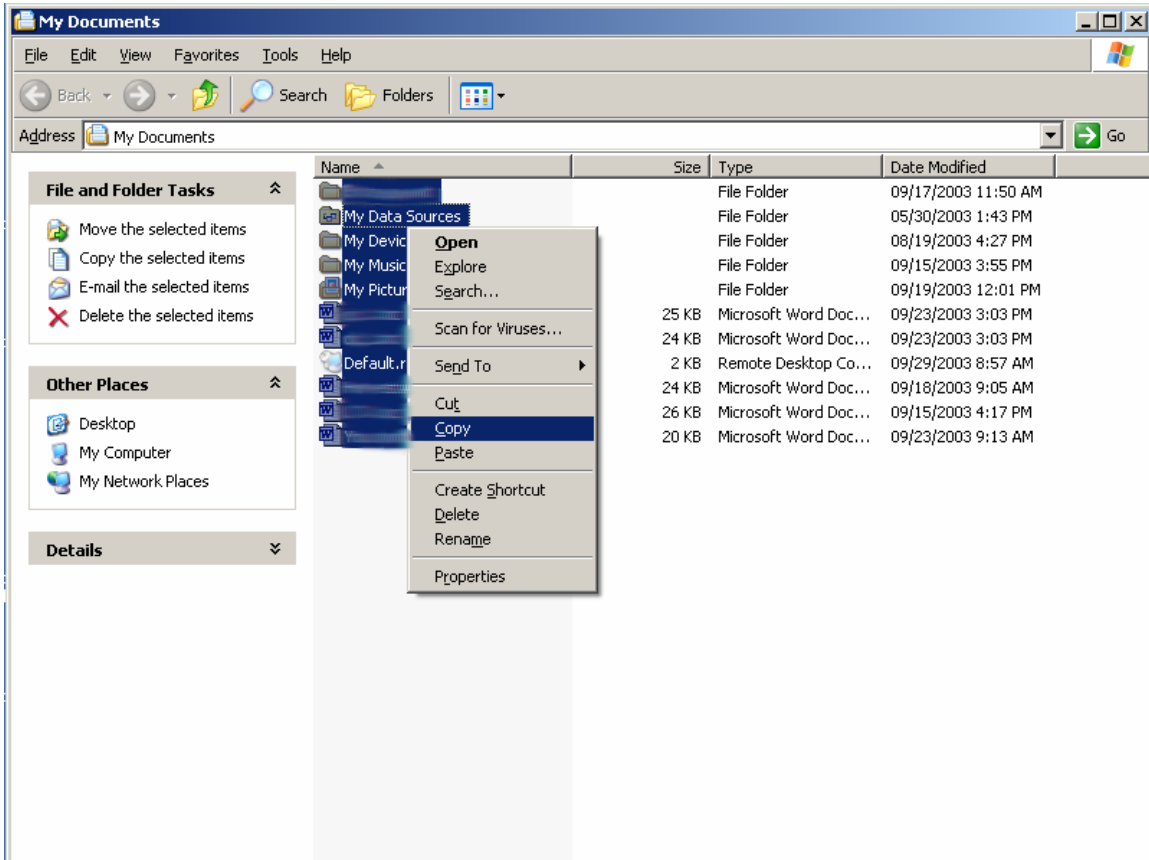
Double click on the icon to open the My Documents folder. This is what it will look like [\(of course yours may look different depending upon what you have stored in it\).](#)



Next go to Edit chose Select All.

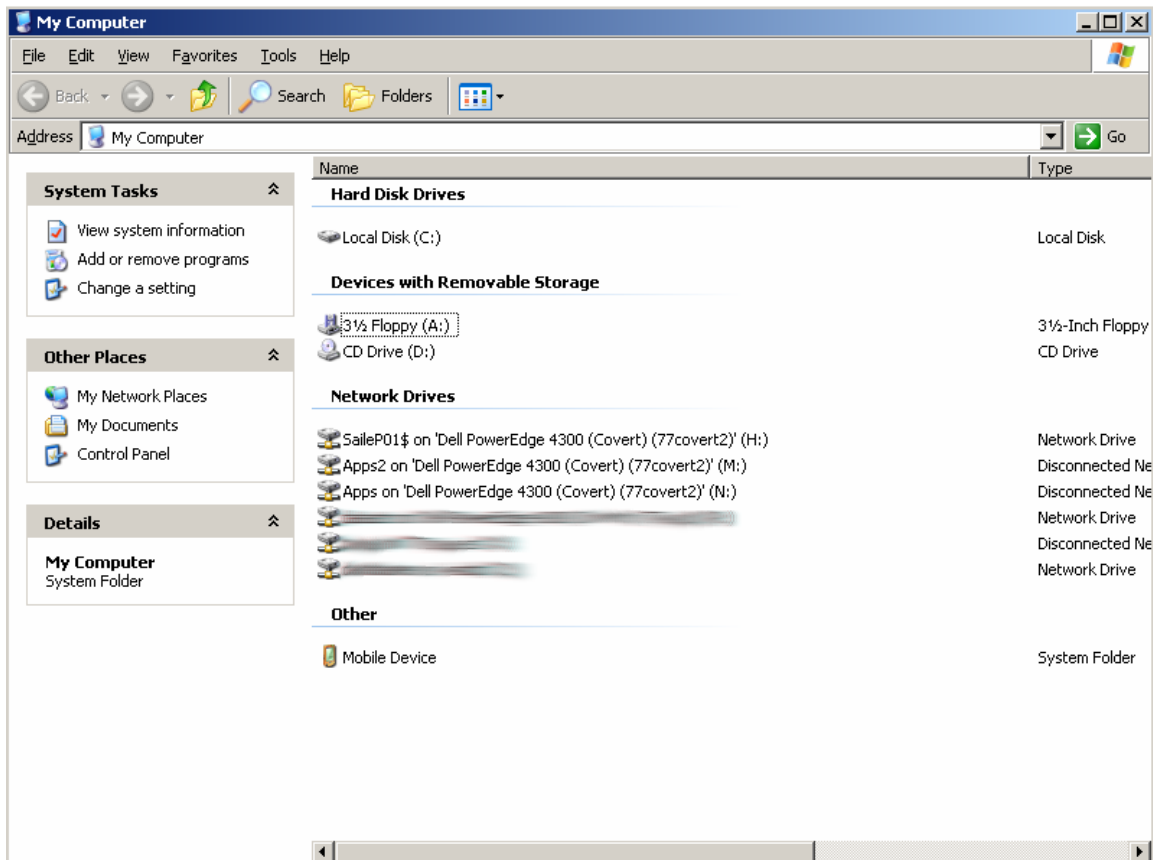


Once the data in your My Documents folder is highlighted, right click on the mouse and choose Copy.

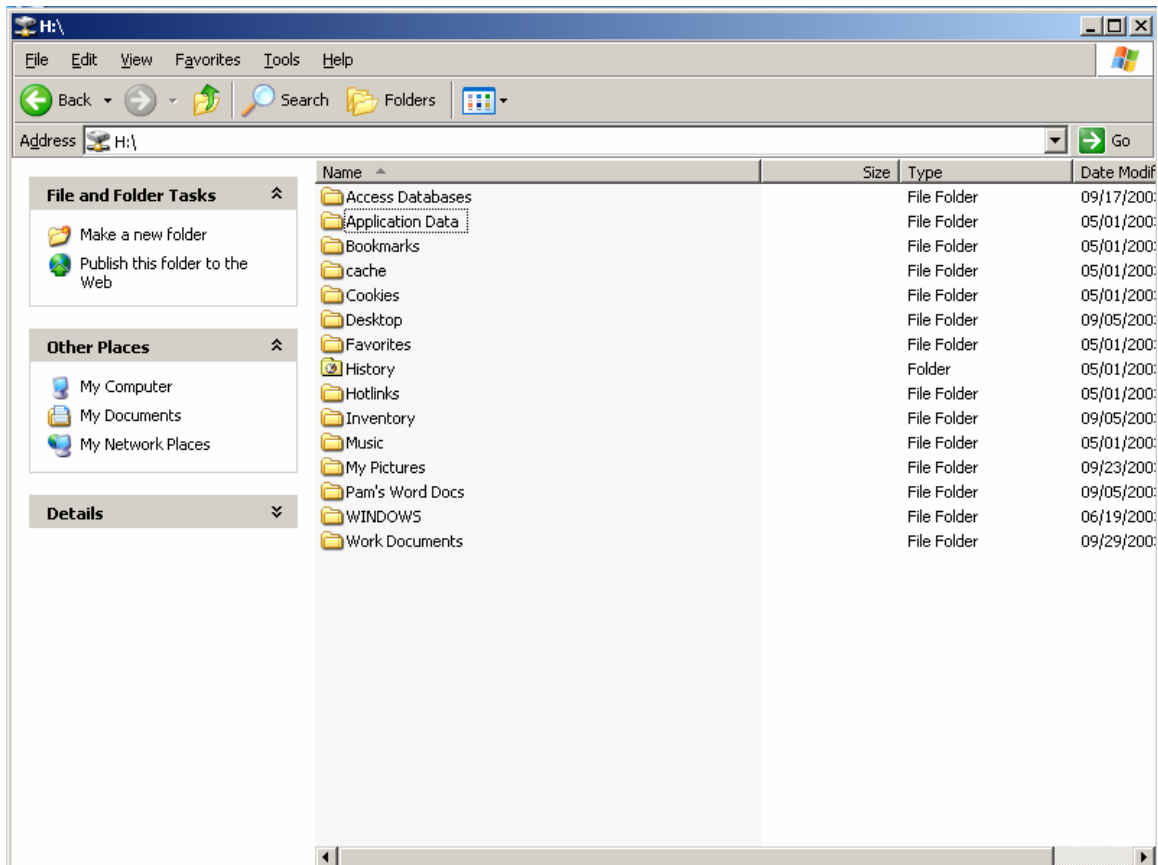


Now that you've done that, where do you put it??? In your H: Home Drive. Yes, it is very safe there. The server that holds your H: drive is backed up on a regular basis.

Now let's go to your H: Drive. Double click on the My Computer icon. You should have a drive that looks like your user id, example: SaileP01. That is your H: Home Drive.



Double click on your H: drive.



This will open the H: Drive. Now right click on an empty area and select Paste, the items you copied from My Documents will now copy over to your H: Drive. The key to this is to remember to do it often. You never know when something will happen to the computer. [Also, if you store any data in other areas of the computer other than "my documents" you will want to repeat these steps for those folders as well.](#)

Posted By Webmaster

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