How to Back Up Data to Your S: Drive

1. Click **START**
2. Select **Computer** (located in the right-hand column)
3. Double-click your **S: drive**
   a. Create a new folder (name this folder BACKUP_date for convenience e.g.
      BACKUP_2014-15)
   b. Open the folder you created
4. Click **START**
5. Select **Computer**
6. Double-click the **C: drive** – locate your profile

Windows Vista/7
Path = Users > Your Username
e.g. C:\Users\gworden

7. *Resize both windows so they may be seen on your screen at the same time*
8. Select the window containing your profile
   a. Select the folders you would like to back up
   b. Use your right-mouse button to access the contextual menu and select COPY
9. Select the window containing your S: drive and open the backup folder you created
   a. Use your right-mouse button to access the contextual menu and select PASTE
   b. Repeat steps 8 and 9 until each of the folders you would like to back up are copied to
      your S: drive

How to Confirm You have Backup up Your Data Correctly

1. **SHUT DOWN** your computer
2. Log on to a **DIFFERENT** computer on your campus
3. Access your **S: drive**
4. **OPEN** one or more the files in your BACKUP folder. Internet shortcuts are an unreliable test. Be
   sure and open Word, PowerPoint, Excel, or Adobe PDF files to be sure you have backed up
   correctly.

Additional Information:

What Should I Back Up?

Windows Vista/7
✓ Desktop
✓ Favorites
✓ My Documents
✓ My Pictures (only those for school use)
✓ My Videos (only those for school use)
✓ ExamView test banks (only the bank, NOT the software!) Path = C:\ExamView\Banks

WISD:GPW

How to Back Up Data to Your S: Drive

What **NOT** to Back Up

- ✖ Music files stored on your computer
- ✖ Personal audio or video files
- ✖ Do NOT attempt to back up software installed on your computer to your S: drive

IMPORTANT NOTE:

Users should always back up to multiple locations such as your S: drive and also a personal flash drive or personal external USB hard drive. *Should our servers reach capacity, ALL MUSIC AND VIDEOS WILL BE DELETED FROM THE SERVER.*