

Back Up Contents of My Documents to Your Private Folder

Situation:

Critical files are stored in My Documents which is on your laptop or desktop. If something bad happens to your computer, you will lose your files. Losing them will severely hurt your work.

Solution:

Save a copy of the files in My Documents to your Private folder. The Private folder is on the network so if something bad happens to your computer; you will be able to recover the files from the Private folder.

- **Do NOT backup pictures, mp3's, movies to Private.**
- These files take up too much room.
- Instead, burn them to a CD.

Overview of Steps:

Open My Documents window and My Computer window side by side

Select the files to backup in My Documents

Copy the files from My Documents into the Backup folder you create in your network Private folder

Open My Documents and My Computer

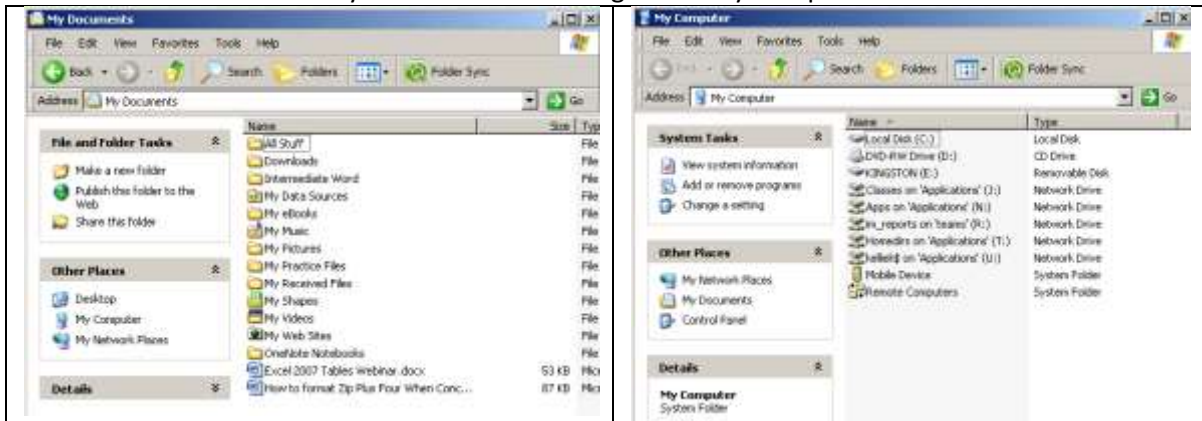
1. Double-click My Documents



2. Double-click My Computer



3. Resize both windows with My Documents on the right and My Computer on the left



Create a Backup Folder

1. Click in the My Computer window

2. Navigate to your Private folder

Double-click your user drive



Double-click Private



3. Create a folder in Private

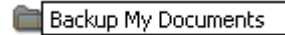
Menu: File, New, Folder

New Folder is highlighted



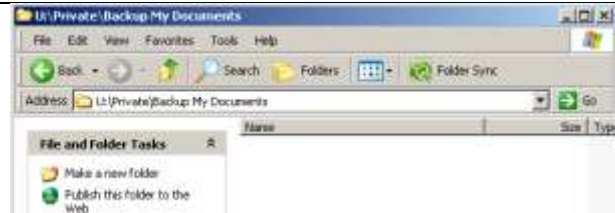
Type over New Folder

Name the folder Backup My Documents



Press ENTER twice

4. Backup My Documents is open



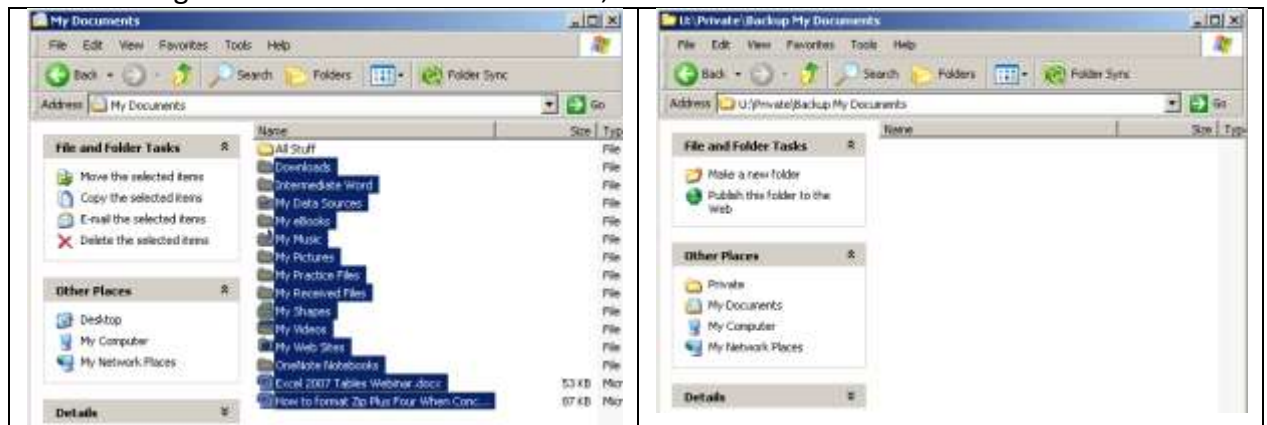
5. Leave Backup My Documents folder open

Copy Files from My Documents to Private\Backup My Documents

1. Click in the My Documents window

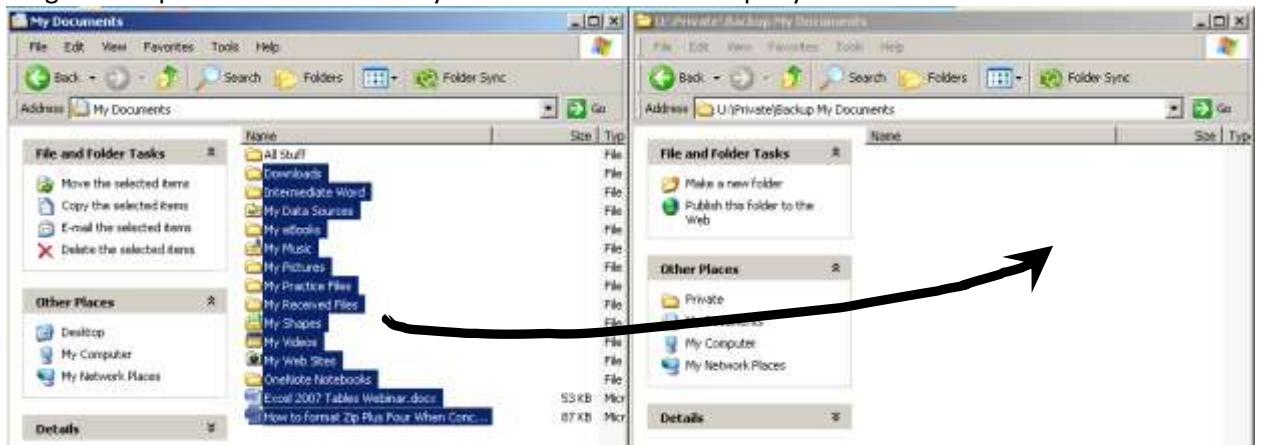
2. Select the files you want to back up

- All Files – Press: Control + A
- Selected files – Click 1st file, Control + click other files
Be careful not to drag when you Control + click, because this will make copies of the files
- Contiguous Files – click on the first file, SHIFT + click on the last file

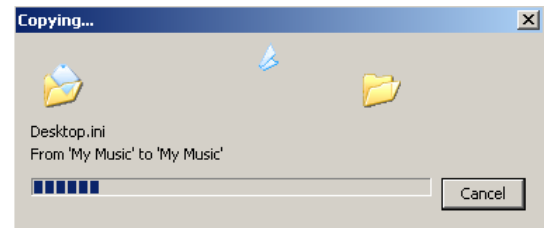


3. Point to the selected files in My Documents window

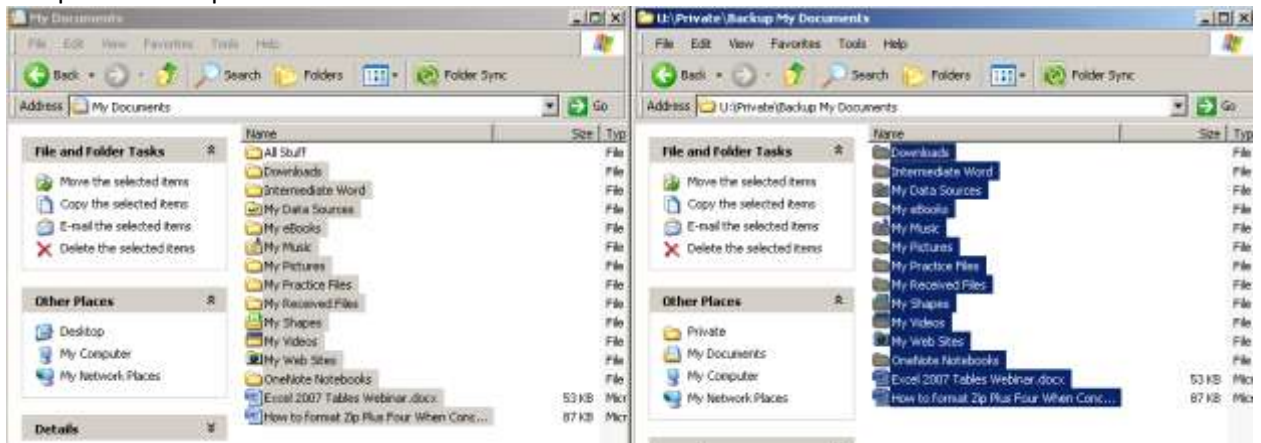
4. Hold the mouse button down
5. Drag and drop selected files from My Documents to the Backup My Documents window



6. Files are copied



7. Completed backup

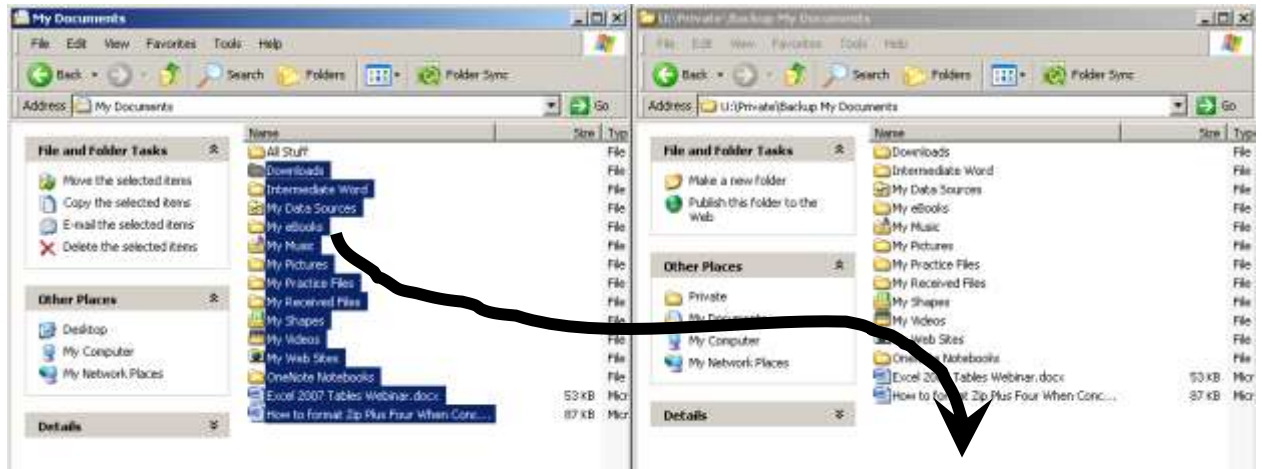


Backup Frequently – at Least Once a Week

1. [Perform the steps for Copy Files from My Documents to Private\Backup My Documents](#)

2. [Step 5](#)

Drag the selected files from My Documents to a **BLANK** space in Backup My Documents



3. [Step 6](#)

Warning that files will be replaced in Backup My Documents

Click Yes

