



Student Guide for Backing up Data To a External Drive

Prepared by

Information Technology Division

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Organizing Your Files

Intro/Purpose

What Files to Back Up

You can only back up data files such as.

1. Word documents
2. Excel spreadsheets
3. PowerPoint presentations
4. Address Book
5. Bookmarks
6. E-mail

Location of Files on the Hard Drive

1. Word, Excel, and PowerPoint documents, by default, are saved in a folder on the C drive called My Documents. You may have selected a different folder(s). If so, it is recommended that the files be moved to "Documents". Please see "Moving Files" below.
2. E-mail, address books, and bookmarks are all stored in special system directories located under your Windows profile. Your data files will be located in a folder that depends on which application and version (Outlook) you have. Please see "Locating, E-mail, Bookmarks, and Address Book..." for the application that you are using.

Moving Files to the “My Documents” Folder

1. Click on Start, Programs, Accessories, Windows Explorer.
2. All documents to be backed up should be contained in My Documents folder. If you have files in other folders you will have to move them.

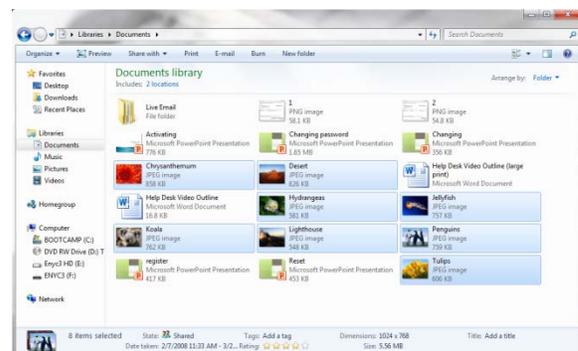
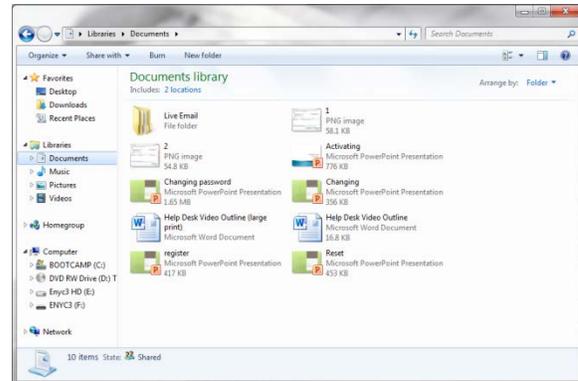
Select the files to be moved, as in the picture to the right. To do this:

3. Click on the first file to be moved.
4. Holding down the Control (Ctrl) key, click on each subsequent file to be moved, until all files have been selected.
5. To move the files, click on Edit, Copy.

To move the files into the My Documents folder:

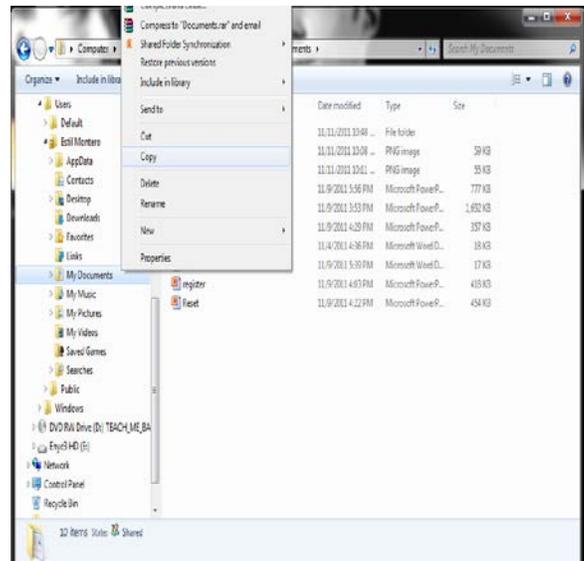
6. Click on My Documents to highlight it.
7. Click on Edit, Paste.

The files will appear on the right hand side.

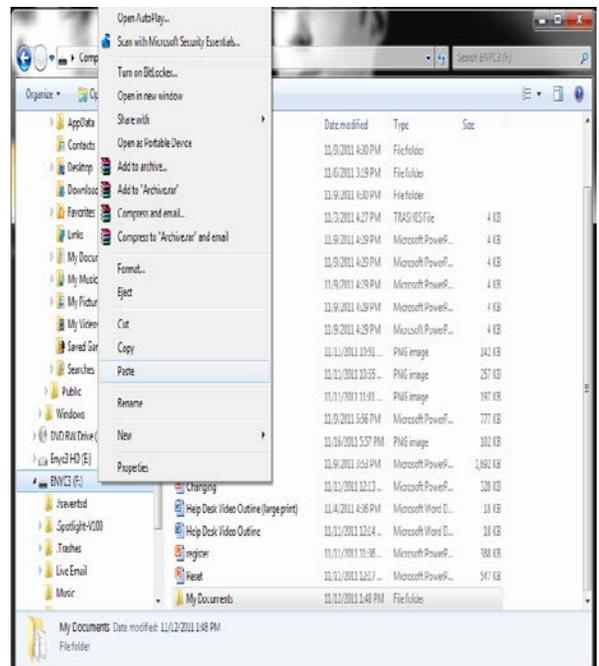


Backing Up Your Files to an External Drive

1. Right-click on the My Documents folder.
2. Click on Copy.

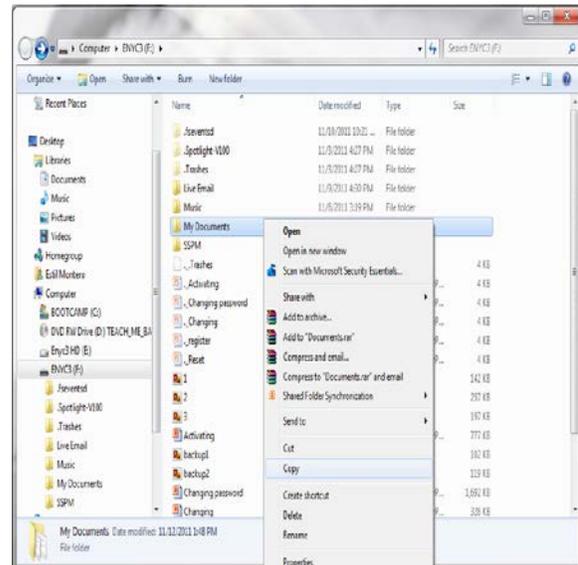


3. Right-click on the Removable Drive folder.
4. Click on Paste.



Restoring Backed Up Files from an External Drive

5. Reattach the External drive to your computer.
6. Open Windows Explorer and navigate to the Removable Drive folder. Double-click to open.



7. Move your files from the Removable Drive to the location(s) you found them in before backing them up. (Refer to the above section(s) of the documentation for each set of files)

