

How to back up your files from your computer

- 1) Double Click on **MY COMPUTER** from your desktop – **If it says files are hidden** – click on “Show Contents of Hidden Files”
- 2) Double Click on **LOCAL DISK (C:)** drive
- 3) Double click on **DOCUMENTS & SETTINGS**
- 4) Double click on the **folder with YOUR Username**
- 5) Left click on the **DESKTOP** folder then **HOLD the CTRL Key** & select the **FAVORITES & MY DOCUMENTS** folder
- 6) While on the selected folders – **RIGHT** click and select **COPY**
- 7) Click over to the left where it says **MY COMPUTER** (under Other Places)
- 8) Double click on where it has your Username with **(H:)** at the end (This is your network H:drive)
- 9) Right click in a blank space
- 10) Left click on **PASTE** --- **IF** asked to replace an existing file Select **YES TO ALL**

