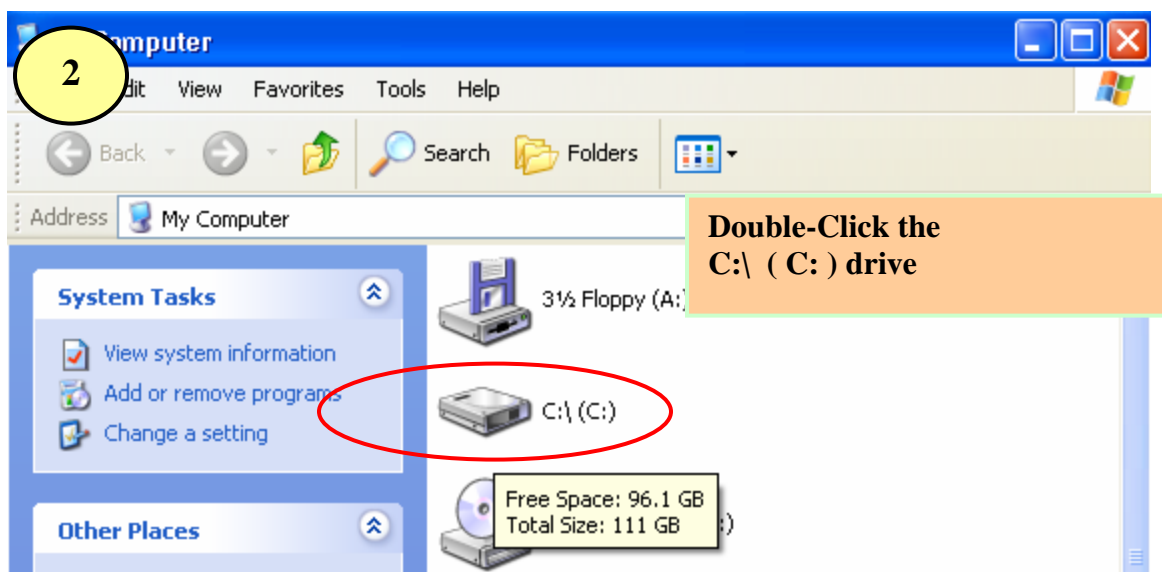
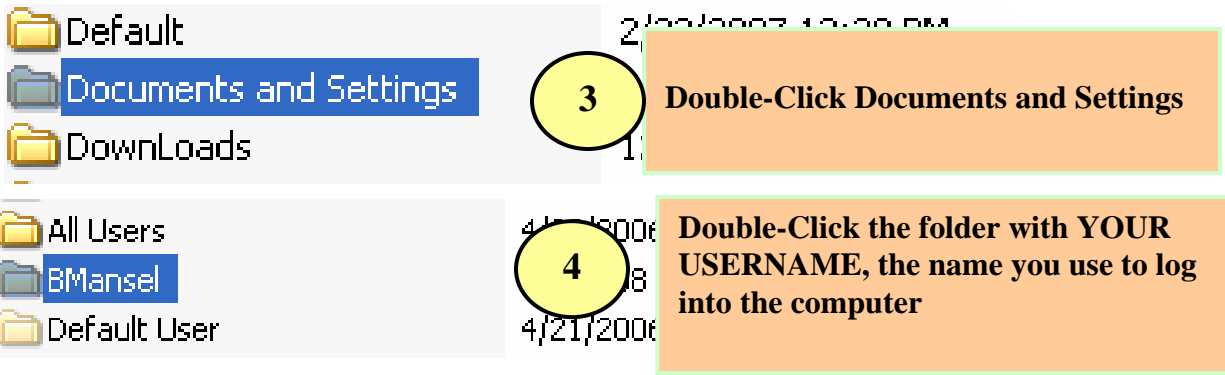


Backing up your hard drive (C:\)

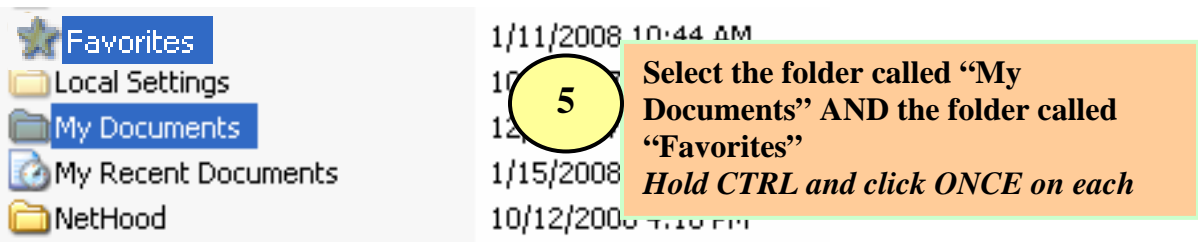
You should **periodically** back up your local (C:\) hard drive. Your desktop or laptop computer could crash at any time and you will lose any data stored on the local machine if you do not back up your data. Anyone (yes, you) can do this.

Assuming that you have all documents and folders in My Documents, Here's how:

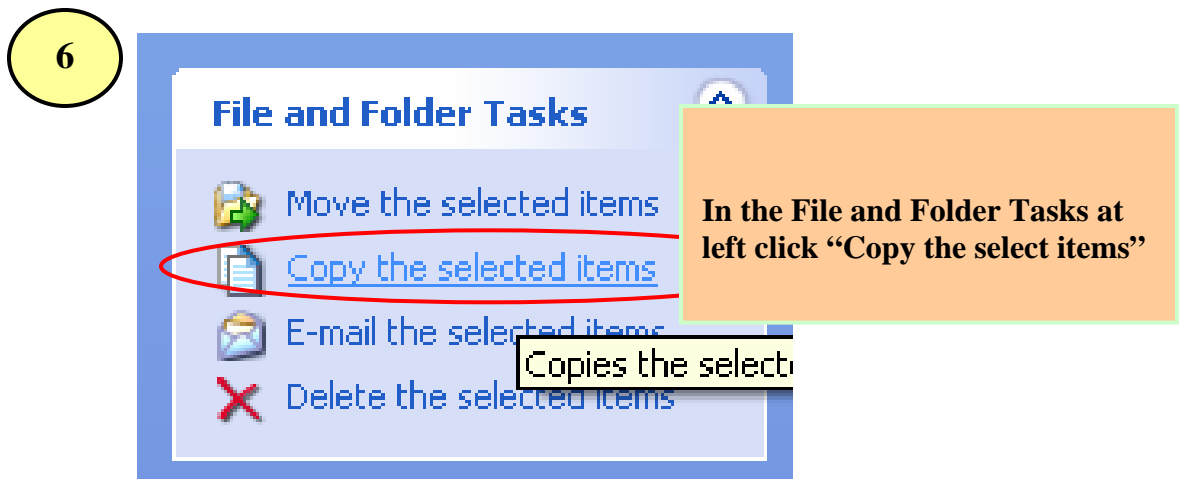




NOTE: for staff members, this will look similar to the above graphic; for students, they will find their MSLPT# or their HSLPT# which doubles as their username.



NOTE: hold the CTRL button and click once on each folder.

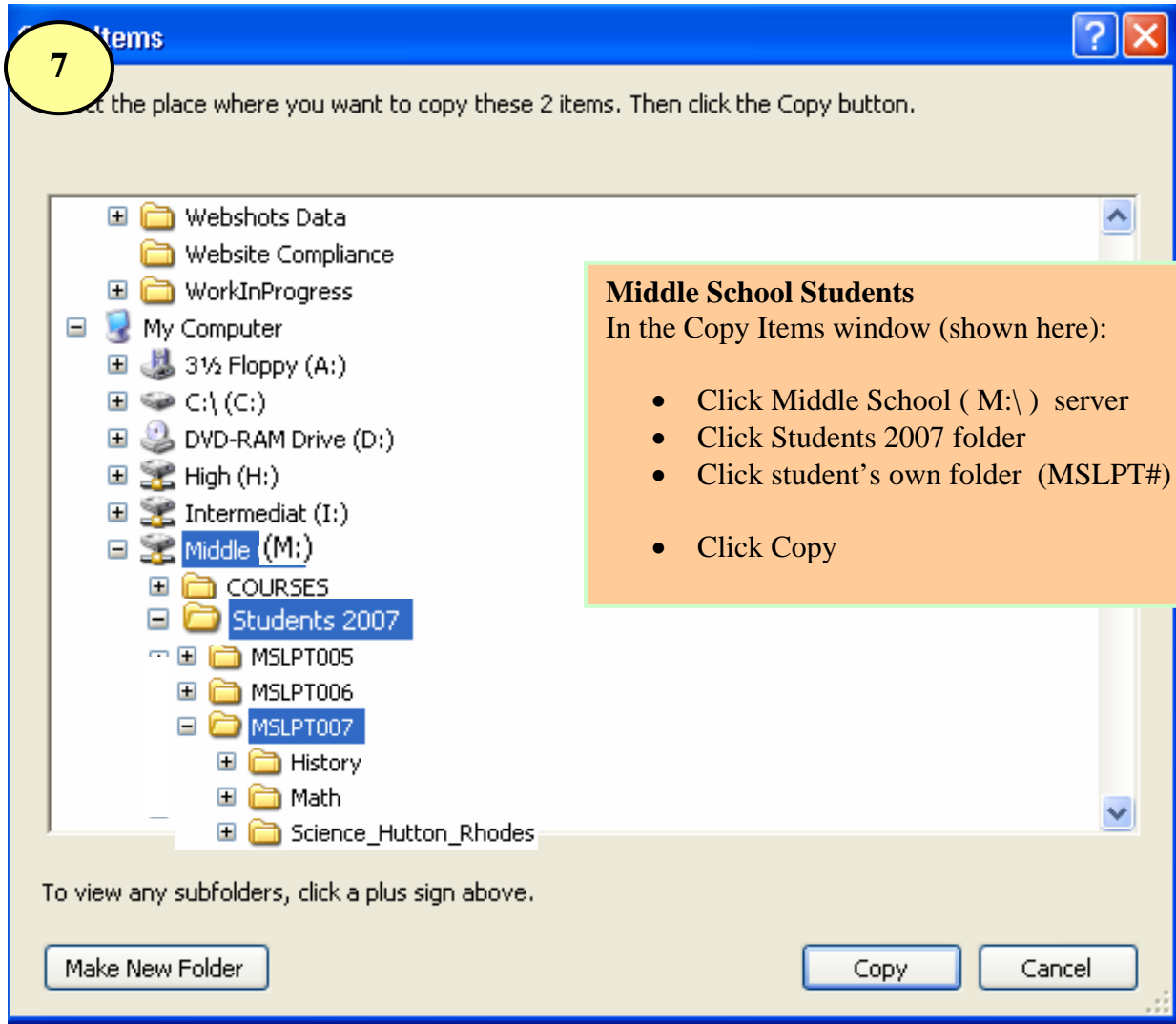


Problem: Don't have blue column at left?

Don't worry.

1. Click **Tools** on the Menu bar and then click **Folder Options...**
2. Click **Show common tasks in folders** and then click **OK**.
3. Go back to step # 5 above.

Example for Middle School Students
Instructions for teachers and HS students are listed below screen shot



Teachers/Staff

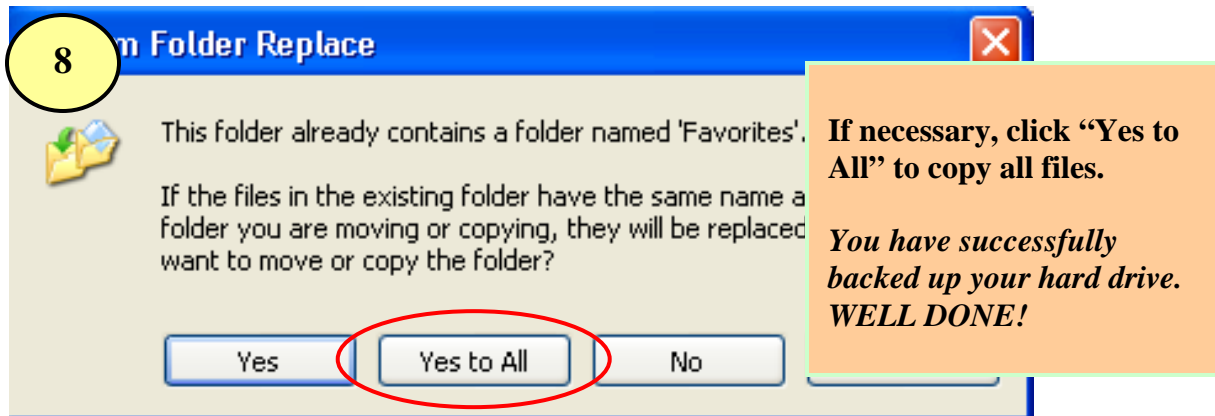
In the Copy Items window (shown above):

- Click (M:\) server
- Click Teachers folder
- Find and click your own folder
- Click Copy

High School Students

In the Copy Items window (shown here):

- Click HS Students (N:\) server
- Click Students 2007 folder
- Find and click student’s own folder (HSLPT#)
- Click Copy



You have successfully backed up your hard drive. Well Done!

NOTES:

- ***Make sure that all your data documents and folders are in My Documents. If you have folders and/or documents stored on your desktop, or if you have created folders elsewhere on your C:\ drive, you should move them to My Documents before you back up.***
- ***Have only one copy of My Documents backed up in your network folder, and overwrite each time you back up.***
- ***Network storage space is limited. Periodically remove any obsolete documents and/or folders from My Documents.***
- ***Store your personal Music, Video, and photos on CDs and not in your network folder.***
- ***Middle and High School teachers: You should back up your My Documents folder often (weekly?) You never know when your laptop might crash.***
- ***Also, help your students back up their work on a regular basis.***

Getting Help

If you have questions or problems backing up your documents please feel free to contact Technology. We will be glad to help.