

Restoring your hard drive (C:\)

After you backup your documents to the network folder, you might need to restore them to your PC or laptop. To restore My Documents and My Favorites:

Middle School Students

In My Computer:

1. Open Middle School (M:\) server
2. Open Students 2007 folder
3. Open student's own folder (MSLPT#)
4. Holding the CTRL key down, click on MY Documents and on My Favorites
5. In the Common Tasks column (blue at left) Click **Copy selected items**
6. Select C:\ C: drive
7. Select Documents and Settings
8. Select the folder with your login name
9. Click Copy
10. When asked to overwrite existing files and folders, choose "yes to all"

High School Students

In My Computer:

1. Open High School Students (N:\) server
2. Open Students 2007 folder
3. Open student's own folder (HSLPT#)
4. Holding the CTRL key down, click on MY Documents and on My Favorites
5. In the Common Tasks column (blue at left) Click **Copy selected items**
6. Select C:\ C: drive
7. Select Documents and Settings
8. Select the folder with your login name
9. Click Copy
10. When asked to overwrite existing files and folders, choose "yes to all"

Teachers / Staff

In My Computer:

1. Open (M:\) server
2. Open Teachers folder
3. Open Your folder
4. Holding the CTRL key down, click on MY Documents and on My Favorites
5. In the Common Tasks column (blue at left) Click **Copy selected items**
6. Select C:\ C: drive
7. Select Documents and Settings
8. Select the folder with your login name
9. Click Copy
10. When asked to overwrite existing files and folders, choose "yes to all"