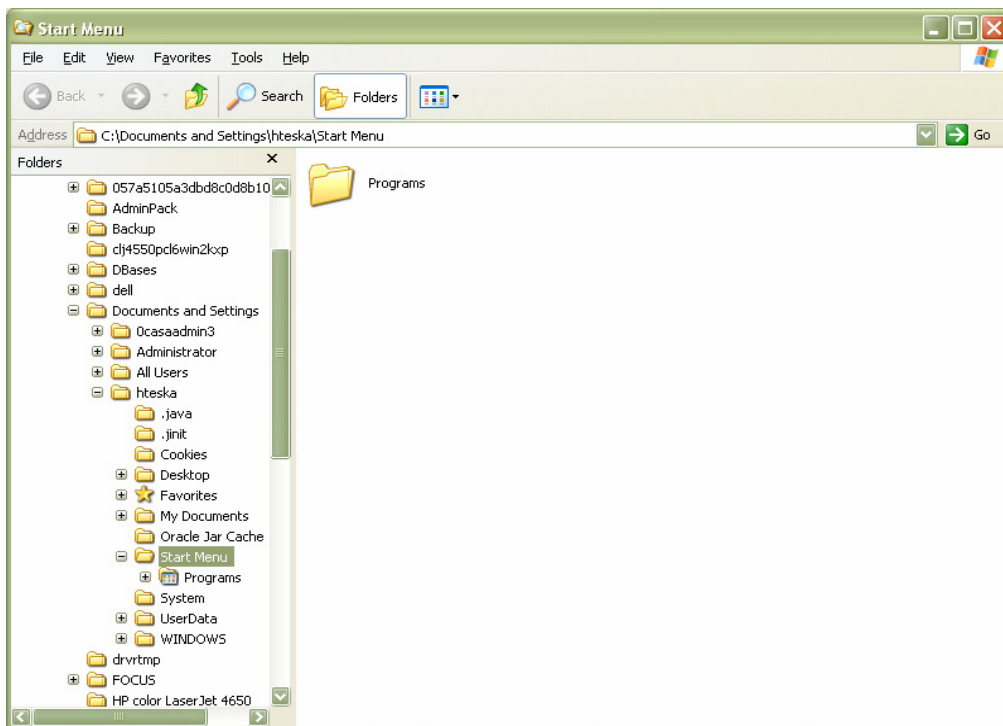


## Backing up "My Documents"

(these instructions will work for any folder that you wish to backup)

Notes: Any documents that are not stored in My Documents folder will not be included in this backup. This also holds true for any documents that you have stored on your desktop. This is why I recommend that you store all your files and folders in "My Documents" that is located on the desktop. I would also recommend backing up your PST file from Outlook BEFORE you backup your "My Documents" folder. This will save you a little bit of time.

- Be sure all your documents are stored in the "My Documents" folder that is located on your desktop. Once you have cleaned up your files and folders, you may proceed with the instructions below.
1. Right click on your "Start" button in the lower left corner of your window. When the shortcut menu appears, left click on "Explore".
  2. A Windows Explorer window will appear. You should see the following image:

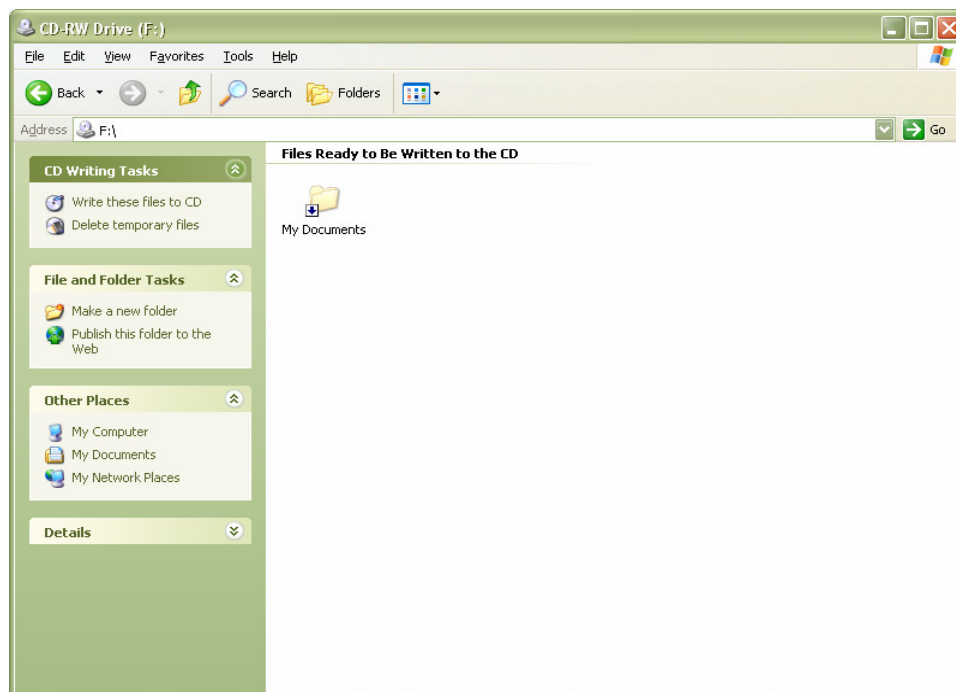


Windows Explorer window

3. Notice that the "Start Menu" that is within the "hteska" profile has been highlighted. On your computer, you will see similar results except you will see the Start Menu under your profile highlighted. (Your profile name might be OCAP or your name.) This will always highlight the profile that you are working in.
4. Look for "My Documents" that is right above the highlighted "Start Menu". That is the folder that you would like to copy or "back up".
5. Once you have found "My Documents", left click on it once. Then right click and left click on "Copy".
6. Then insert your CD-R or CD-RW into the CD burner. On the Dell Optiplex GX270's, this is the 2<sup>nd</sup> CD-ROM drive on your computer. You

may get a pop-up window asking you what you would like to do, click "Cancel" to close that window.

7. Once the CD has been inserted, go to "My Computer" on your desktop. Double click it so that you can see all the drives that are connected to your computer. You will see an "A" drive, "C" drive, etc. The CD-RW drive is usually the E drive on the Dell OptiPlex computer.
8. Double click on your "CD-RW" drive. Once you have the CD-RW drive open, right click in the white area on the right side of your screen. Then left click on "Paste".
9. You will see the file transfer take place. Wait until all the files have been transferred to the computer's temporary memory, you will know this when you see a faded image of "My Documents" on the right side of the screen. The icon will also have a small white arrow towards the lower left corner. You should see the following screen:



10. Then click on "Write these files to CD" on the left side of the screen under "CD Writing Tasks". This will begin the CD burning or CD ripping process.
  11. You will be prompted to name the CD. You can either use your name or the date as the name of the CD. Then follow the prompts until your CD has been completed.
- DO NOT attempt to eject the CD until this has been completed. The CD will automatically be ejected once it has completed the CD.
  - *Since you have backed up your Outlook PST file to My Documents, it will be backed up along with the rest of your files.*
  - Do not use a ballpoint pen to mark your CD. Use a sharpie marker and mark the CD so that you know your files are stored on the CD.
  - You can also back up your Internet Explorer "Favorites" folder by following the same process as listed above. The "Favorites" folder is located right above "My Documents" in the Windows Explorer window.