

Backing Up Files to User Drive

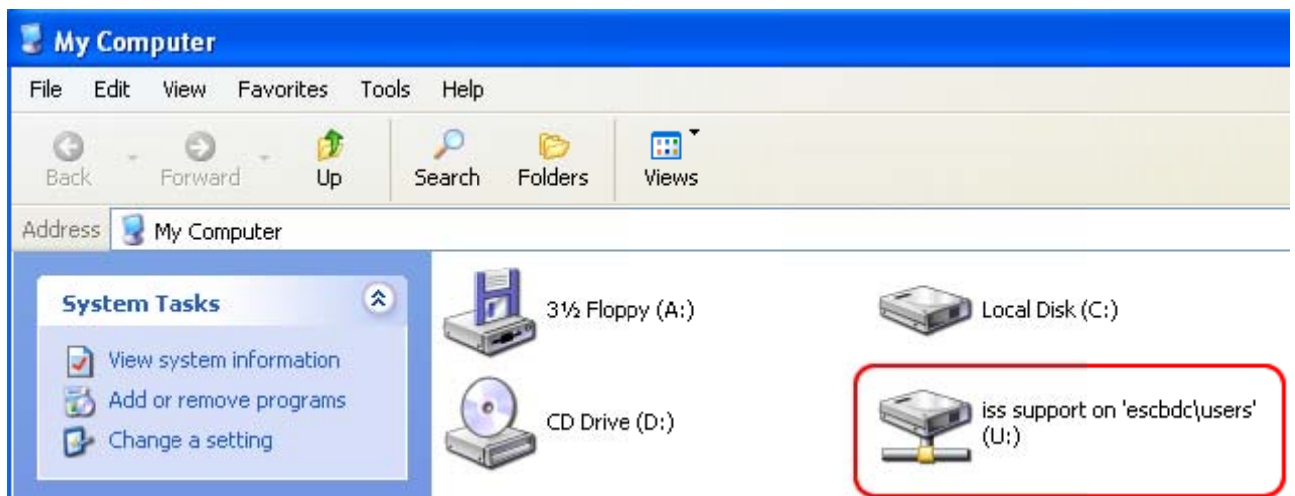
ISS recommends that users back up *critical files*. Please be aware that typically users are allotted only **300MB** of space on the site server. If a user saves data anywhere on the site server (user, shared and student folder) it will detract from their overall allotted space.

There are several ways to "backup" files to your user drive. You can [drag and drop](#), [copy and paste](#), [copy to folder](#) and [move to folder](#). Possible files to back up would include files in **My Documents, files or folders saved to your desktop, favorites, and other data files.**

Note: Do not back up **Programs or Applications**.

Backing up files with Drag and Drop

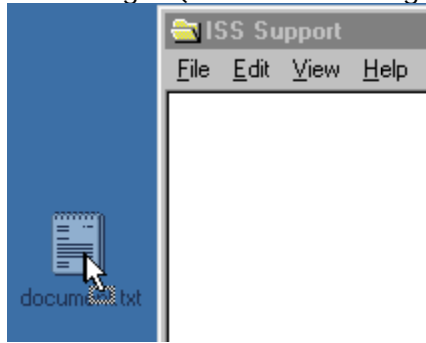
- Double Click **My Computer**
- Double Click **U:\ drive**



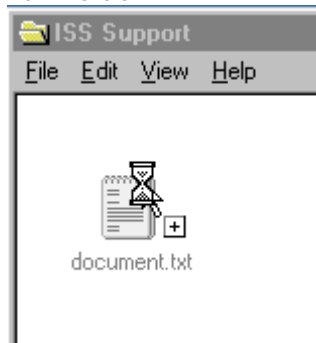
(Note: If you are using Windows 95 you will need to find the folder with your username and double click on it. Windows 2000 and XP should go directly to that folder. If not, call the help desk to have this checked.)

- This will open up your folder, you can now drag any items from other locations in here. You may need to resize or move the window so you can see it and where you are dragging the files from.
 - To drag and drop an item into your user folder, first left click and hold onto the item

- Then drag it (while still holding it) over to your user folder



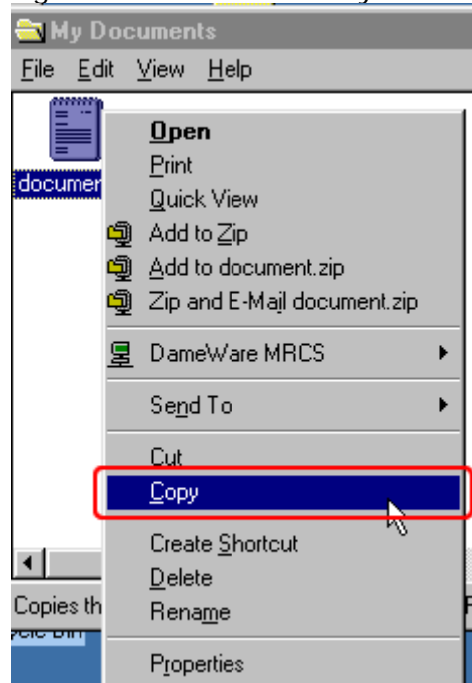
- A little plus sign will appear indicating that the file is being copied into the new folder.



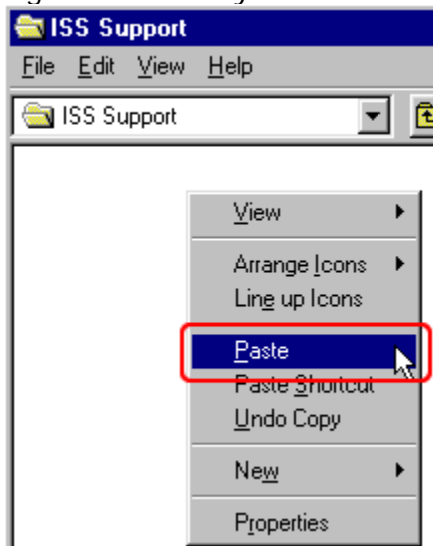
Backing up files with Copy and Paste

- First open the folder where your files are stored (that you want to copy)
- Second open your user folder as previously explained

- o Right click the folder/files you want to back up, highlight and left click **copy**



- o Right click inside your user folder, highlight and left click **paste**



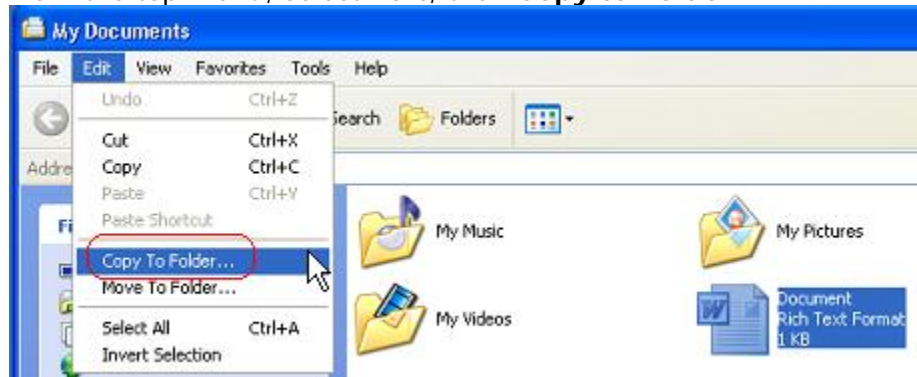
- o This will paste the copied document into your user folder

Backing up files with Copy to Folder

Windows 2000/XP Only

- o First open the folder where your files are stored (that you want to copy)
- o Select the document(s) you want to copy.

- o From the top menu, select **Edit**, then **Copy to Folder**



- o Scroll down until you find the location you want the file copied too. (ex. *your user folder*)
- o Select the drive, then folder (if necessary) and click **Copy**



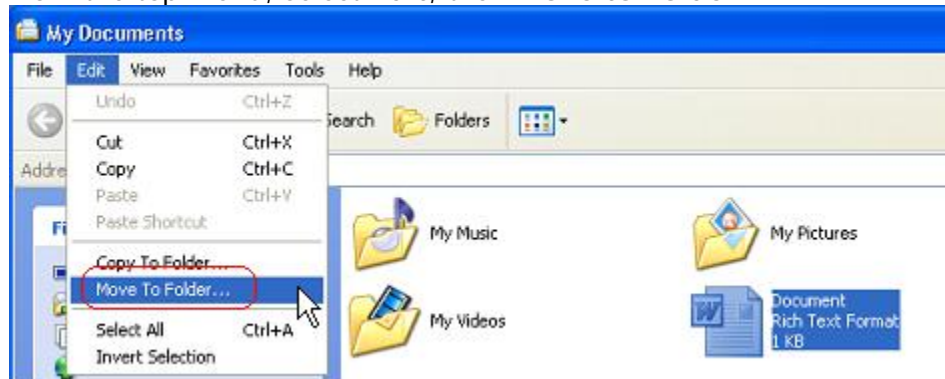
- o This will copy the document into your user folder

Backing up files with Move to Folder

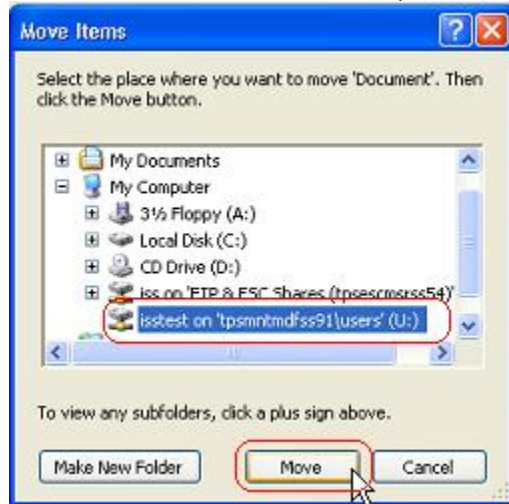
Windows 2000/XP Only

- o First open the folder where your files are stored (that you want to move)
- o Select the document(s) you want to move.

- o From the top menu, select **Edit**, then **Move to Folder**



- o Scroll down until you find the location you want the file moved too. (ex. *your user folder*)
- o Select the drive, then folder (if necessary) and click **Move**



- o This will move the document into your user folder