

How To...

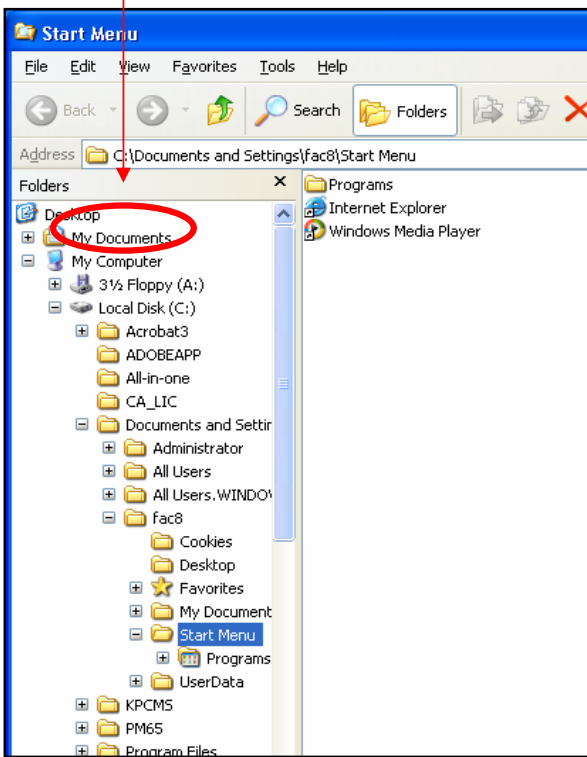
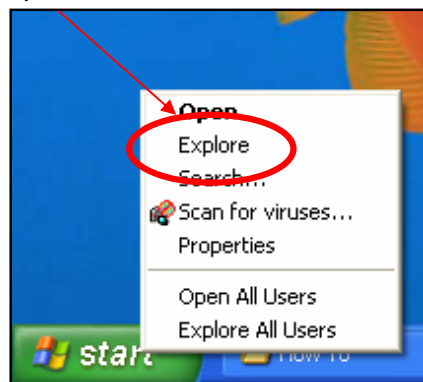
Back up Your Data

Backing up your data is becoming more and more important in our ever increasing era of electronic information. By following these simple steps and setting a routine of doing so, you can protect yourself against data loss.

First it is a good idea to store any and all files you edit or create in one location, most use the folder built in to Windows called "My Documents". This makes it easy to move all your files at once.

Second right-click on "Start" and choose "Explore".

At the top of the list is "Desktop" and "My Documents", click on "My Documents" once



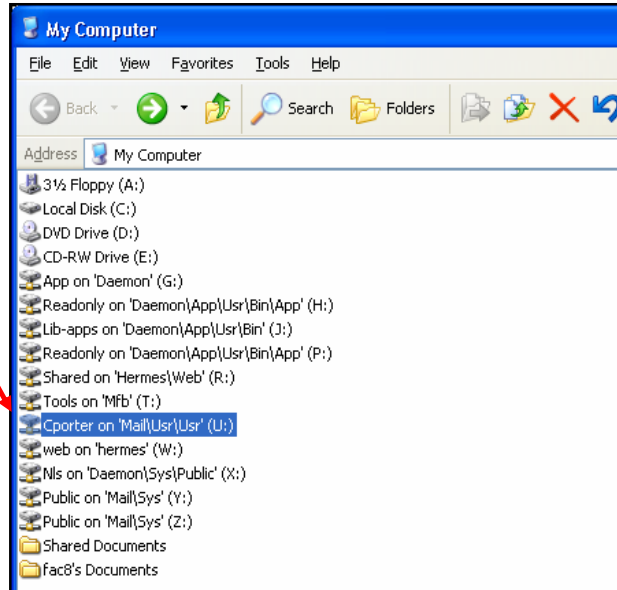
Then choose "Edit" from the menu bar, then "Select All" and then "Copy".

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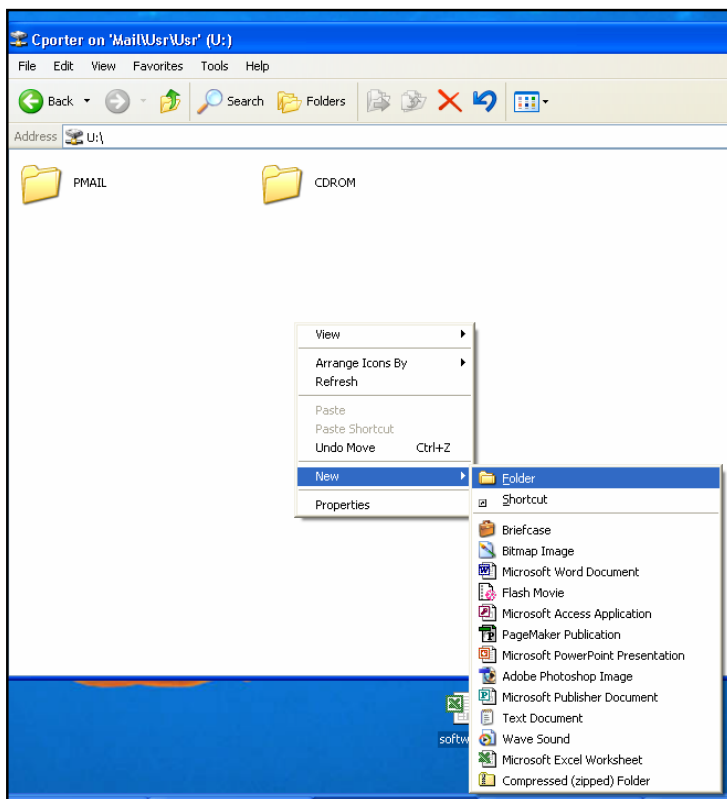
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Next Create a Folder on your personal drive.

1. Double click my computer
2. Locate your personal drive inside "my computer". NOTE: for academic it is usually the "I" drive and for admin it is usually the "U" drive, it should start with your Novell username.



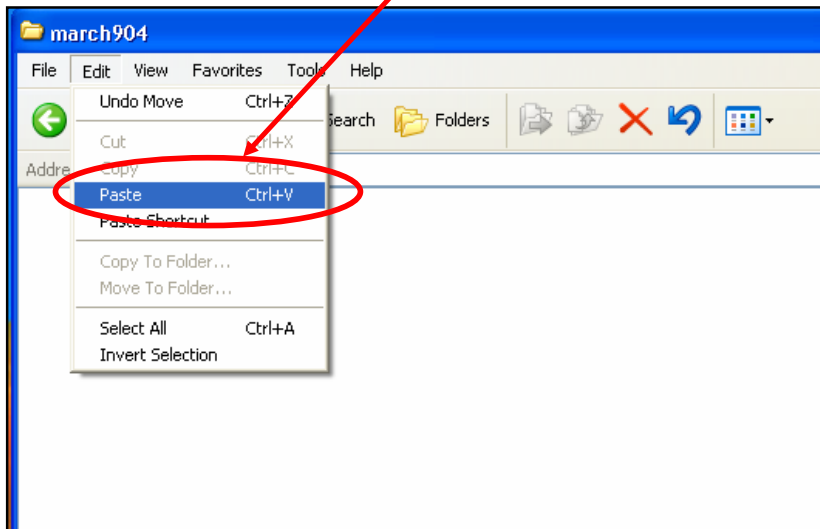
3. Double click your drive
4. In the white space right click and choose "New" and "Folder"



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5. Type in today's date and press enter
6. Double click the new folder you created and choose "Edit" from the menu bar and then click "Paste".



Finally once a month burn those folders on your personal drive to a CD.
NOTE: see [Burn file\(s\) on CD](#) in our guides section.