

BACKING UP/RESTORING DATA

Section One:

Create a folder on your server:

(Make sure you are logged onto the network.)

1. **Right** click on **My Computer**.
2. Go to *Map Network Drive*.
3. For *Drive*, accept first available letter, except g:.
4. For path, type in \\stevenms-bdc\common. Check *Reconnect at logon*
5. Click OK.
6. Go to **File, New Folder**. Name the folder. Example: JJameson This is where you will temporarily store your documents and other files. Keep the window open.

Section Two:

Find your files on your hard drive and copy to your folder:

- Most users store all their data in their **My Documents** folder (Word, Excel, Access and PowerPoint).
- To verify this, locate files by going to *Start, Search, All Files and Folders*. Make sure you are looking at your hard drive, usually C.
- In the box labeled *Named*, type in *.xxx, where xxx is your file extension. (Example: *.doc) Your files will be listed in the bottom pane of the window.
- Drag or copy over your files to the folder you created and named. (You may have to adjust the windows to see both at the same time.)
- Repeat the steps for each of the following extension types:

.doc	Word documents
.mdb	Access databases
.pst	Personal E-Mail folders
.ppt	PowerPoint presentations
.xls	Excel spreadsheets

****Warning:** These files extensions are associated with programs in HISD PCs. If you have installed additional programs, such as PrintShop, and have created documents using them, you will need to save those files also.**

Section Three:

Once your computer has been set up on the network, you may download the copied files to it. Using the steps in Section One, repeat steps 1-5. Locate your folder and copy your files to your hard drive, preferably into your My Documents folder.

Section Four:

Once you are satisfied that all your documents have copied over successfully, you may delete the folder you created on the server.