

BACKING UP FILES & FAVORITES

If you keep documents on your computer's hard drive, they could be lost to an unpredictable disk crash. So it is wise to make backup copies on your G: drive on the district server, which the district is supposed to keep a backup of as well. With new computers coming to all BHS classrooms, it is imperative that you backup your documents so they can be used on your new computer.

You also may have bookmarked a collection of favorite websites in Internet Explorer. You also need to back those up to the server (or use something like Google Notebook to make them available anywhere online).

Backing Up Files to the Server

1. Open "Windows Explorer" or "My Computer" and navigate to the list of files and directories to be copied (e.g. open "My Documents").
2. Select the files:
 - a. To select all of the files in the list, you either hit CTRL-A or open the EDIT menu and click SELECT ALL.
 - b. If you instead want to just select a few individual files, hold down the CTRL key and click on each file you want to copy so they are highlighted.
 - c. If you want to copy just part of a filelist, you can click on the first file to highlight it, then hold down SHIFT while clicking on the last file of interest and those files and all of the ones between them will be highlighted.
3. Once you've highlighted the appropriate files/directories, hit CTRL-C for copy -OR- open the EDIT menu and click COPY.
4. Navigate to your G: drive on the server (or to a flash drive or somewhere else you want to copy the files).
5. Hit CTRL-V for paste -OR- open the EDIT menu and click PASTE.

All of the files (and any subdirectories) you selected will be copied to your G: drive. You should be worried primarily about documents and data files. You usually don't backup programs unless you have a special program installed and lack access to its installation CD.

Backing Up Internet Explorer Favorites

1. In Internet Explorer open "File" and click "Import and Export".
2. The "Import/Export Wizard" will appear. Click "Next".
3. Click "Export Favorites" then "Next".
4. Click "Next".
5. Select "Export to a File or Address" if it is not already selected.
6. Click "Browse" and navigate to your G: drive on the server (or to a removable media drive).
7. For the filename, use "favorites.htm" and press ENTER.
8. Click "Next".
9. Click "Finish".
10. Click "OK" to confirm the Favorites have been successfully exported.

To later retrieve those favorites on a different computer:

1. In Internet Explorer open "File" and click "Import and Export".
2. The "Import/Export Wizard" will appear. Click "Next".
3. Click "Import Favorites" then "Next".
4. Select "Import from a File or Address" if it is not already selected.
5. Click the "Browse" button and find your G: drive on the server (or the removable media drive).
6. Double-click "favorites.htm".
7. Click "Next" twice.
8. Click "Finish".
9. Click "OK" to confirm the Favorites have been successfully imported.