

Back Up Check List

Items to Back Up (directions listed below):

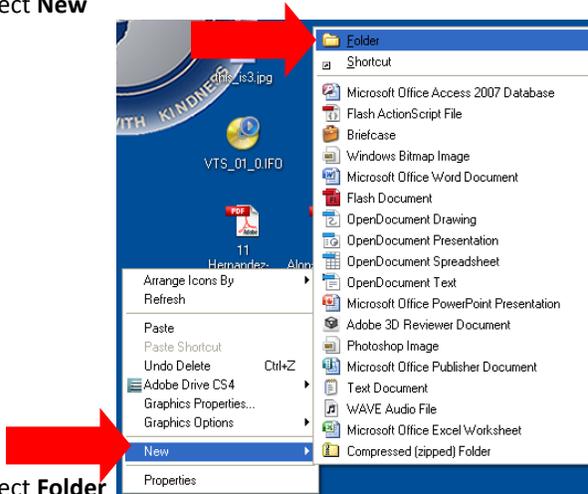
1. Any files/folders on desktop
2. All data files in **My Documents** folder
3. **IE Favorites**
4. **Outlook Archive** – you will only back this up if you archive

Instructions: All mouse clicks are left clicks unless otherwise noted

File and Folder Back Up

Step 1: Create a Back Up Folder on your desktop

1. RIGHT click on your desktop
2. Select **New**

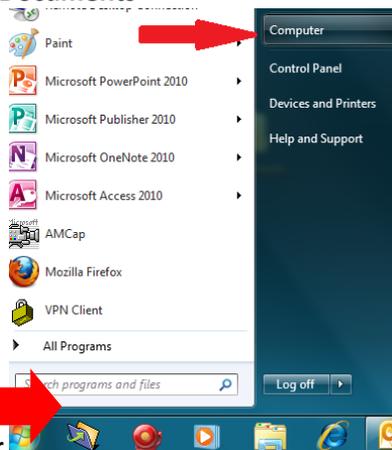


3. Select **Folder**
4. Name your back up folder **username_campusname2013**



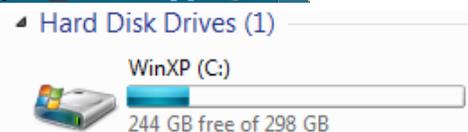
Example: **sorr_nrayzor2013**

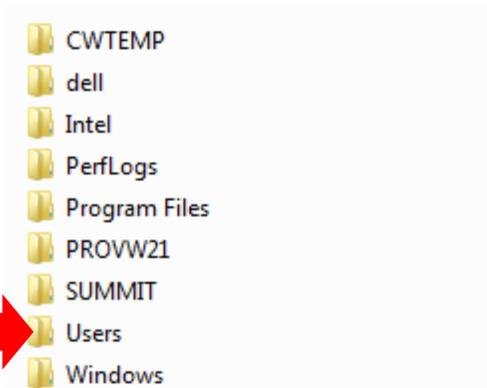
Step 2: Favorites and My Documents



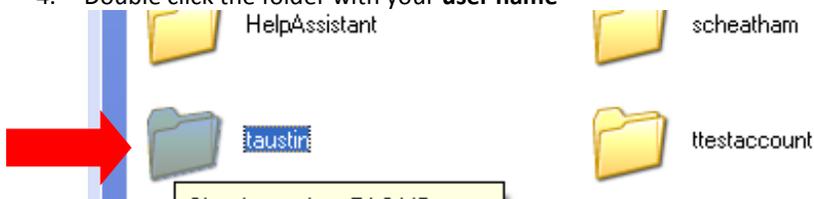
1. Open **Computer**

2. Double click **WinXP (C):**

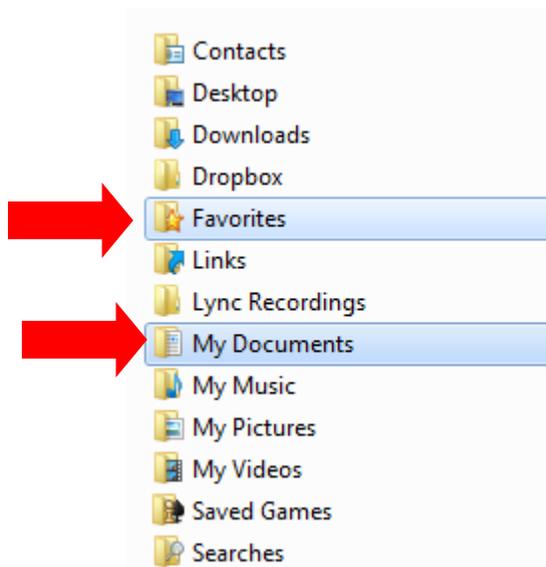




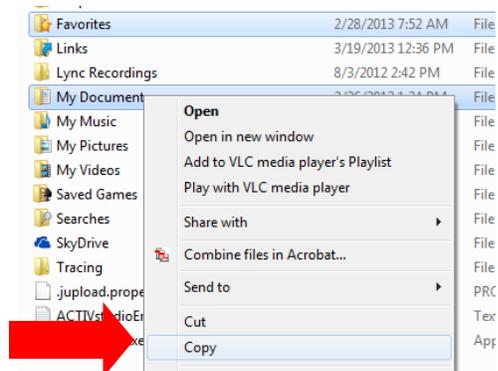
3. Double click **Users**
4. Double click the folder with your **user name**



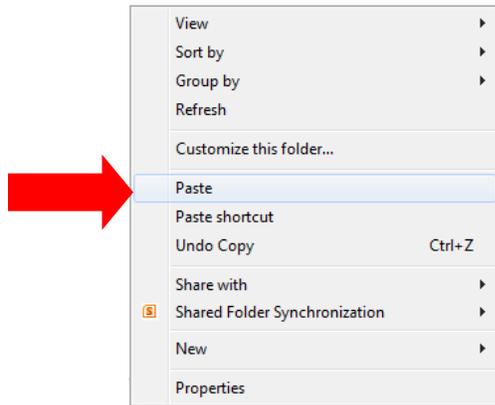
5. Click Favorites once, hold down the Ctrl Key and click My Documents once, My Music once, My Pictures once and My Videos once



6. **RIGHT** click My Documents
7. Choose **Copy**

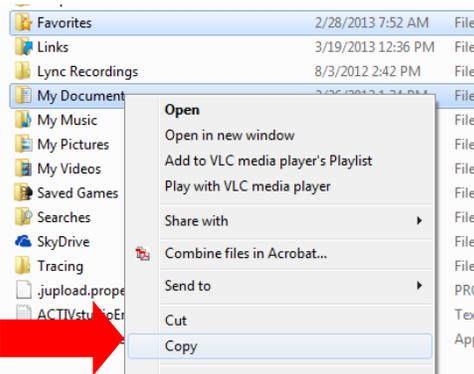


8. Open your **back up folder on the desktop by double clicking it**
9. **Right click and choose Paste**

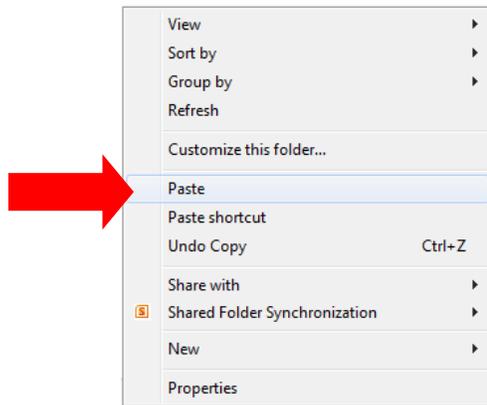


Step 3: Back up Desktop Files and Folders

1. **RIGHT** click on the file or folder to be backed up; you can select multiple files as once by holding down the Ctrl Key and clicking once on more files/folders, you just need to right click on one after you have selected all you want to copy
2. Choose **Copy**



3. Double click **Back Up Folder you created on your desktop**
4. **RIGHT** click inside **Back Up Folder**
5. Choose **Paste**



Outlook Back Up

Step 1: Outlook Archive (only for those who have set up Archiving of email)

When setting up Archiving, users have the option to change the default path or location to save.

Default Path/Location

1. Double Click **Computer**
2. Double Click **Click C:**
3. Double Click **Users**
4. Double Click **your user profile**

5. Double Click **Local Settings**
6. Double Click **Application Data**
7. Double Click **Microsoft**
8. Double Click **Outlook**
9. R**I**G**H**T click on **archive.pst**
10. Select **Copy**
11. Open **your back up folder**
12. Click **Edit, Paste**

Users who have changed the default will need to check the path or location where the Archive folder resides.

1. Open **Outlook** client
2. Click **File**
3. Select **Archive**
4. The user set path/location will be visible in the **Archive File** box at the bottom of the screen
5. Navigate to the path/location
6. **Copy** the **.pst** file
7. **Paste** into your back up folder

Software List

Create a list of all software you currently use. That way if you move rooms/campuses or your computer is reimaged you will have a list of what you need on your new machine. Once the new school year starts if you are in a new location check to see what software you need added. Then you will need to submit a HEAT ticket that lists all software needed. You will also need the service tag number to your machine.

Step 1: Create/document software list on your current machine:

1. Click **Start**
2. Select **All Programs**
3. Use MS Word to note all programs you use such as Photoshop, Adobe Acrobat, File Maker, etc. You will not need to include Microsoft Office Products such as MS Word as these will already be loaded onto your new machine. Be sure to include version if you know it.
4. **Save** this list to your **Back Up folder**
5. Print it and tape it to the computer you need the software on

Save Back Up Folder

Save your back up folder to an external flash drive, hard drive, DVD or CD. If your back up folder is over 700 mb, you will **not** be able to back up to a CD. You will need to save to a flash drive, external hard drive or a DVD if your machine has a writer.

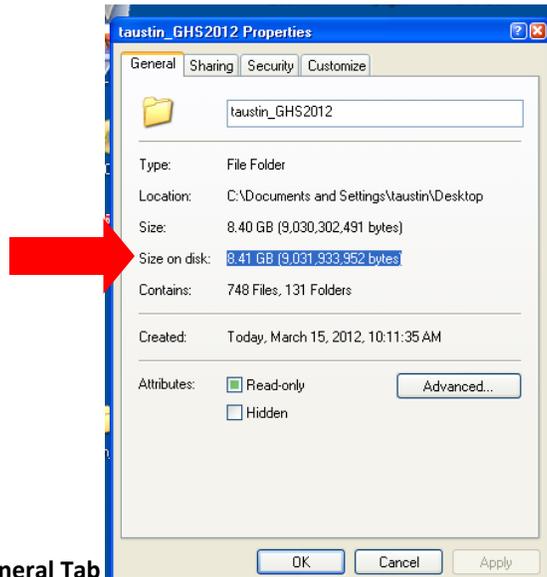
If your back up folder is over 700mb, and you do not have a flash drive, external hard drive or dvd writer, please submit a HEAT ticket stating this information.

Step 1: Check the size of your back up folder:

1. R**I**G**H**T click on your back up folder



2. Select **Properties**

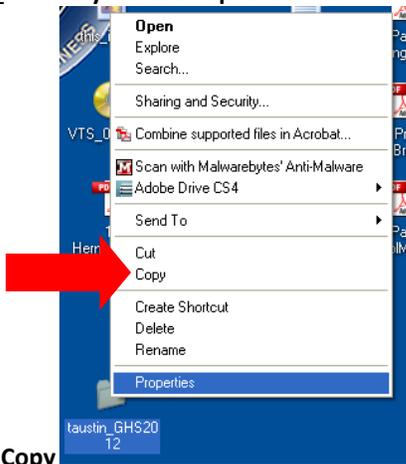


3. Size will be displayed on the **General Tab**

Step 2: Save your back up folder

To save to an external flash or hard drive:

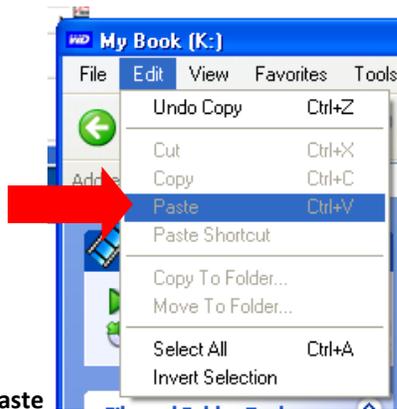
1. Connect your external drive
2. RIGHT click on your back up folder



3. Select **Copy**



4. Select **My Computer**
5. Open your external drive



6. Edit, Paste

To save to a CD/DVD:

1. Insert **CD/DVD** into your computer
2. RIGHT click on your back up folder
3. Select **Copy**
4. Open **My Computer**
5. Select **your CD/DVD**
6. **Edit, Paste**
7. Remove CD from drive and place in safe location to import to your new computer.

If you have any questions, please feel free to contact Mary or Tammy.