

# Backing Up Your Data

## Instructions for Windows XP

This guide is designed to help a faculty or staff member prepare their computer for the imaging process. You need be aware that ALL files on your computer will be deleted as a result of this process. This guide will assist you in taking the necessary measures to ensure a smooth transition to your new system.

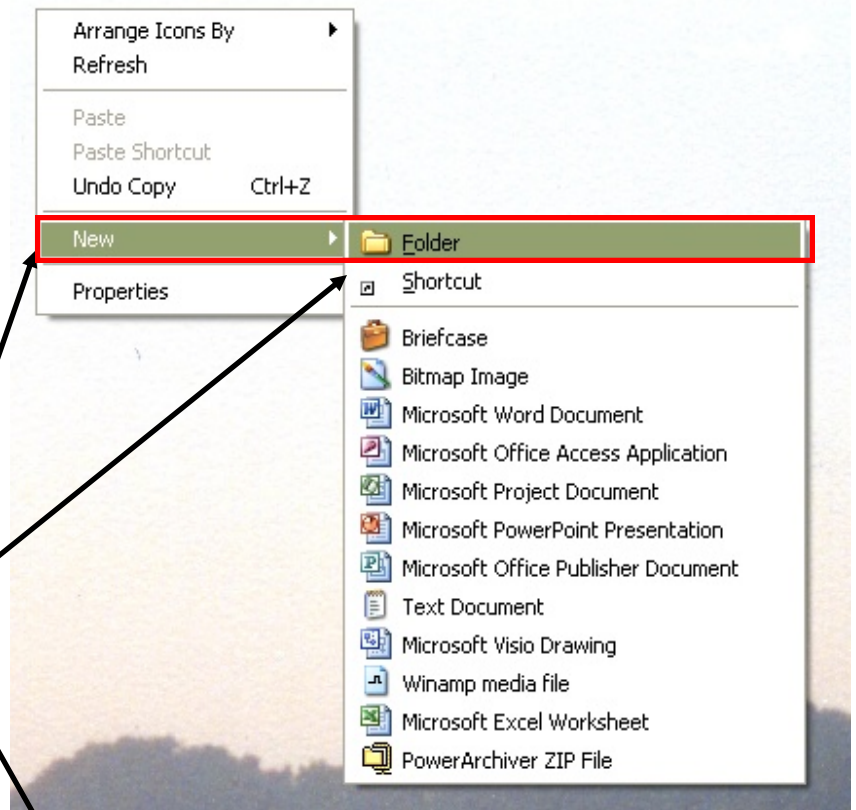
**MEMBERS OF COMPUTING SERVICES ARE NOT PERMITTED TO PERFORM THESE BACKUPS, AND WILL NOT BE RESPONSIBLE FOR ANY LOST DATA.**

## Creating Your Backup Location

The first step in backing up your data is to create a centralized storage folder. The best practice is to create a folder on your desktop for ease of use.

To do this, simply right-click on your desktop and select "New" and then "Folder" from the sub-menu.

A folder labeled "New Folder" will appear on your desktop, and can be renamed. Simply right-click on the new folder and select "Rename" on the menu.

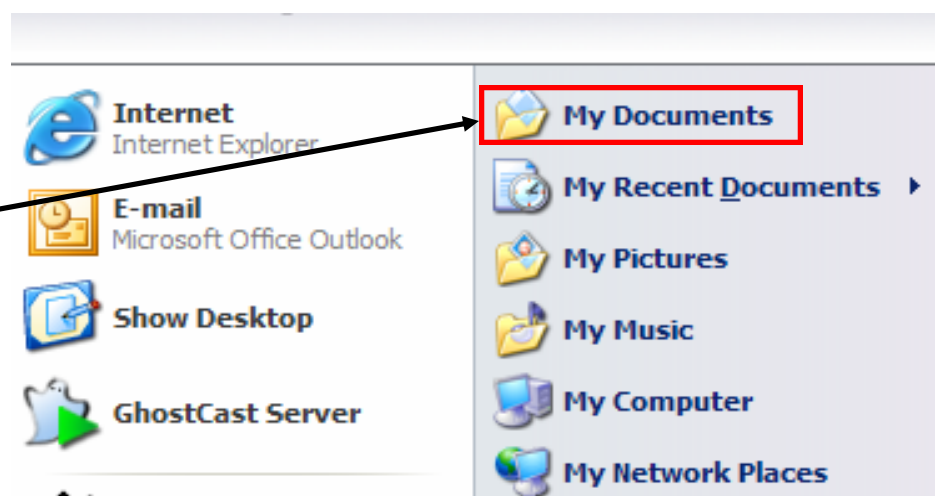


# Documents and Other Files

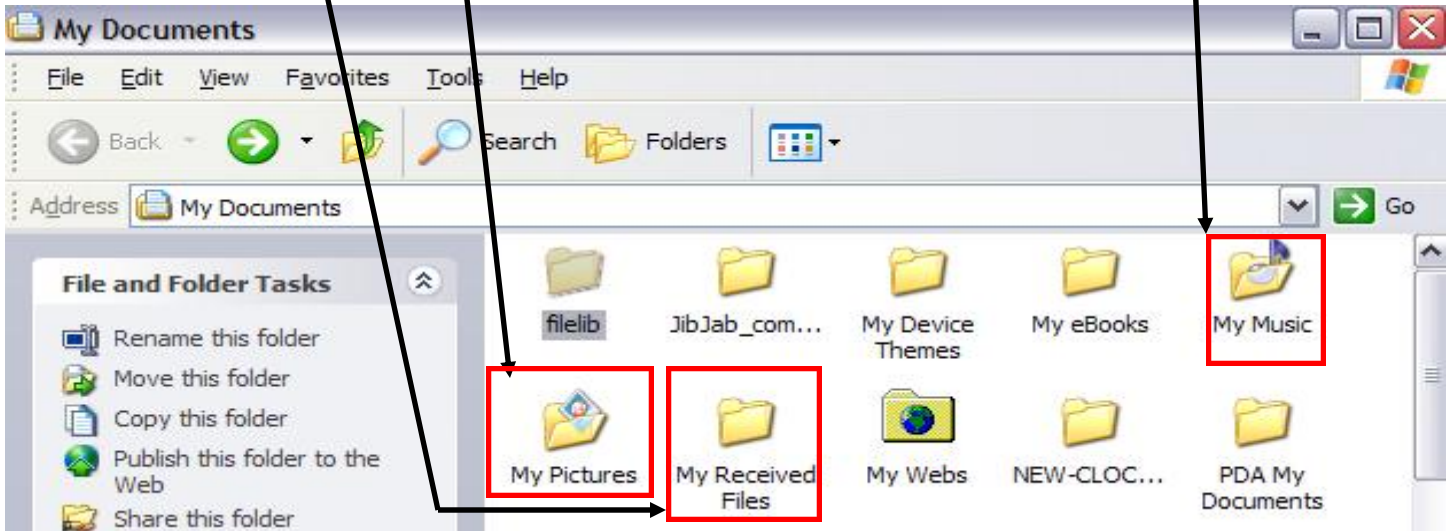
All applications produce file extensions for all saved files. Here are several listed file extensions that may be found on your computer. **However, this list does not include other software that you may use. You should make a list of your files and extension types to ensure the backup of your data.**

Application or File Type	File Extension
Word	.doc
Excel	.xls
Powerpoint	.ppt
Access	.mbd
Publisher	.pub
Frontpage	.asp, .htm, .html
Adobe Acrobat	.pdf
Picture Files	.jpg, .bmp, .gif
Sound Files	.wav, .mp3

The default storage folder for Microsoft Office products is the "My Documents" folder. You can locate your "My Documents" folder on your start menu or on your desktop (if a shortcut exists).



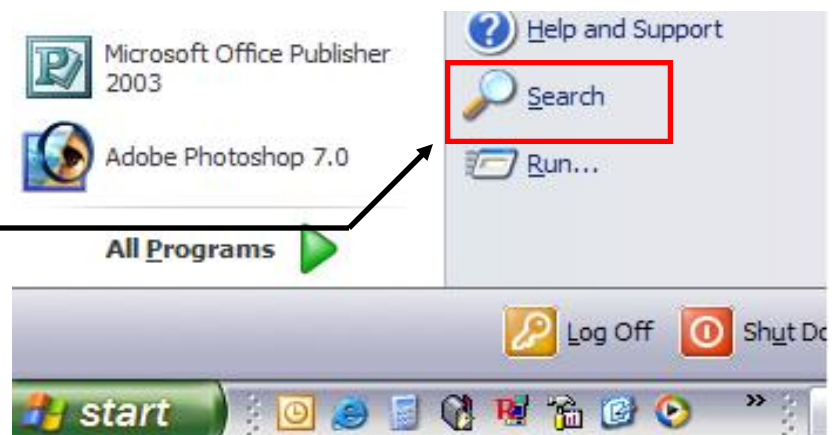
You may notice several files that reside in the "My Documents" folder. "My Pictures" is the Windows XP default photo file folder, "My Received Files" is the default for files sent through Messenger on email, and the default location for music is the "My Music" folder.



While the "My Documents" folder is the default for Microsoft Office products, the files are not limited to this folder. You may have files on your desktop, or in other folders. You may also have applications that are not included here, and you will need to locate the file stores for those as well. The best method to locate certain files is to know the file extension, and use the "Search" feature. The next section outlines the procedure to search for a group of files based on the file extension.

## File Search

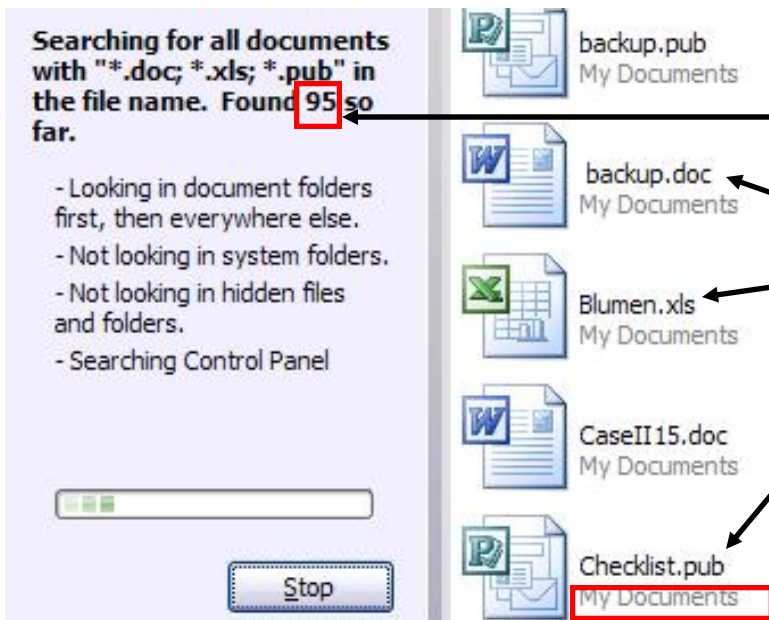
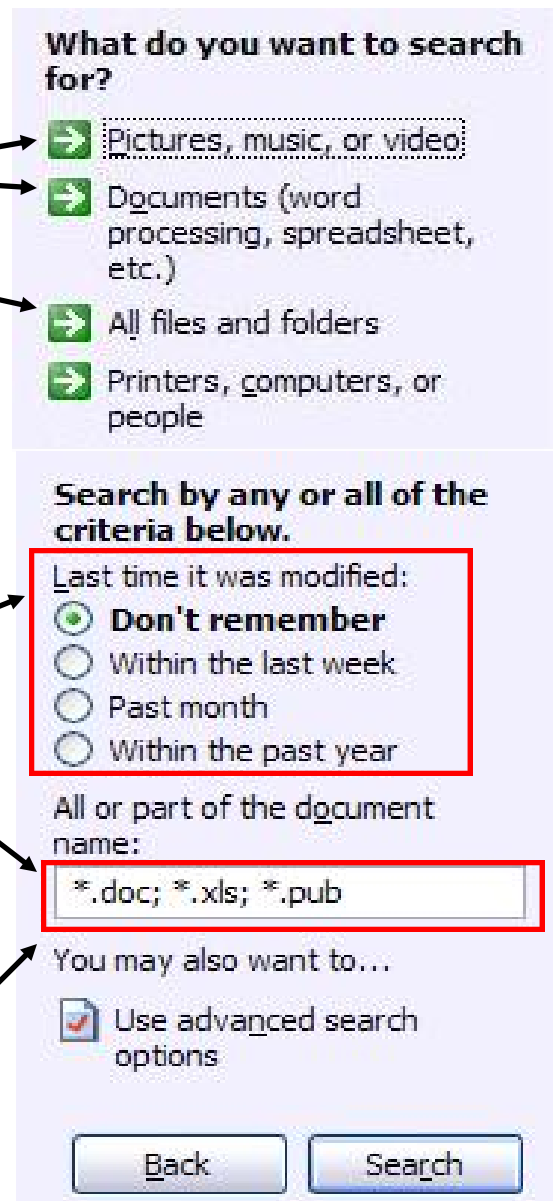
To use the "Search" feature, click on your "Start" button and click on "Search".



In the "Search" window, you will see this section on the left side. You can specify your search for file types or perform a general search.

In our example, we will perform a document search.

Click the "Documents" section, you will see this on the left of the window. You have the opportunity to specify the last modification date, and search for several file types at once. Notice the use of the star (shift + 8) to allow all files with the .doc file extension to be displayed. In this example, we are searching for all Word documents, Excel spreadsheets, and Publisher documents by entering in the search criteria: \*.doc; \*.xls; \*.pub. Use a semicolon for separation.

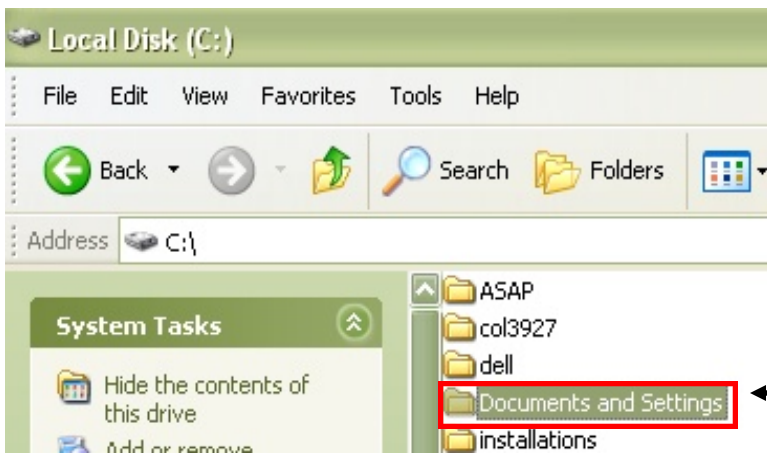


The results of the file search are displayed, as well as how many have been found. Notice three different file types are shown as well as their location. You can copy and paste directly from this window to the desktop folder to prepare for backup.

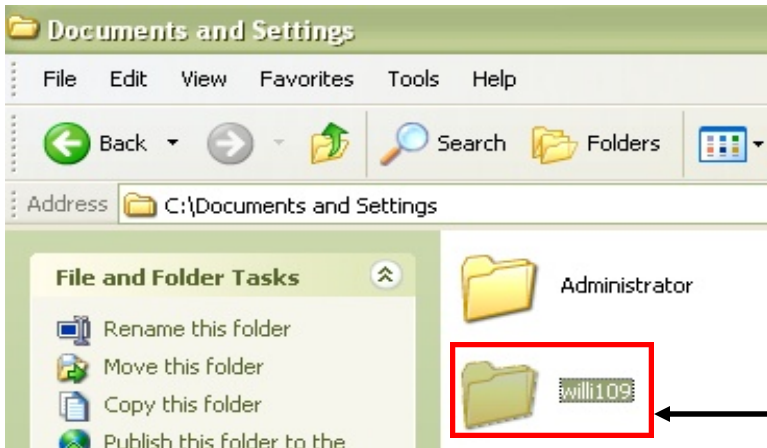
# Internet Explorer Favorites



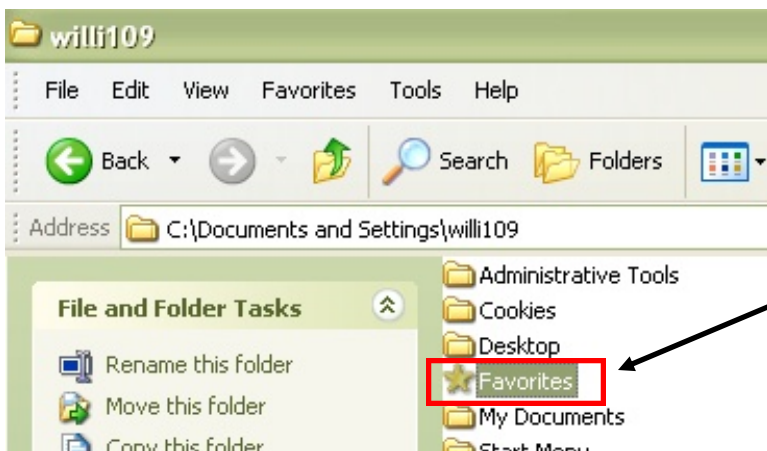
Saving your Internet Explorer favorites is an easy process. The first step is to open the "My Computer" icon and then open the "C" drive.



Once you have opened the "C" drive, look for the folder labeled "Documents and Settings" and open it.



In the "Documents and Settings" folder, look for the folder that is labeled with your username and open it.

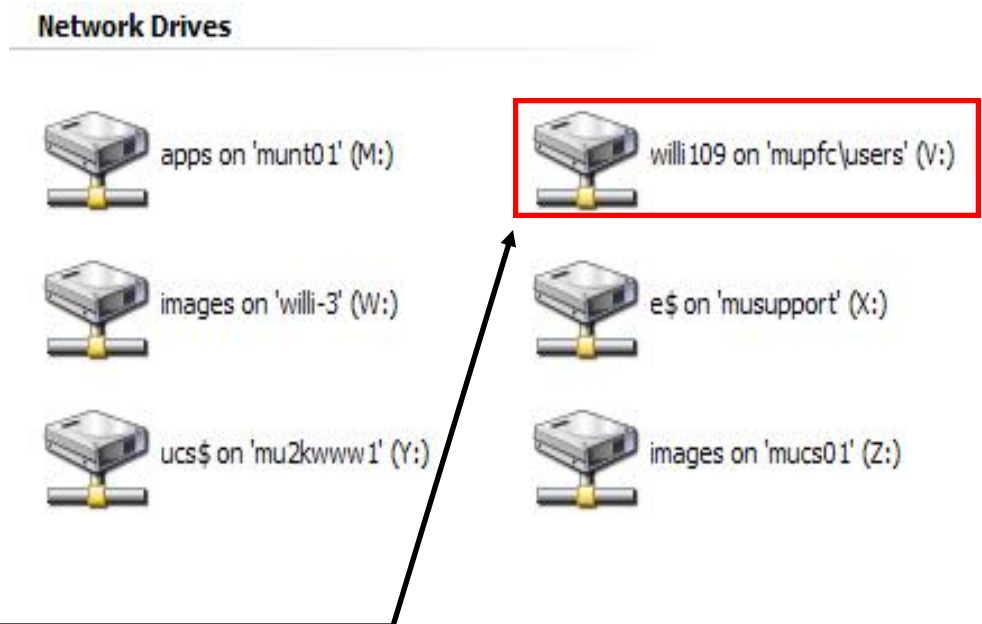


Inside that folder, look for the "Favorites" folder. Simply right-click and chose "Copy" or click and drag this into your backup folder.

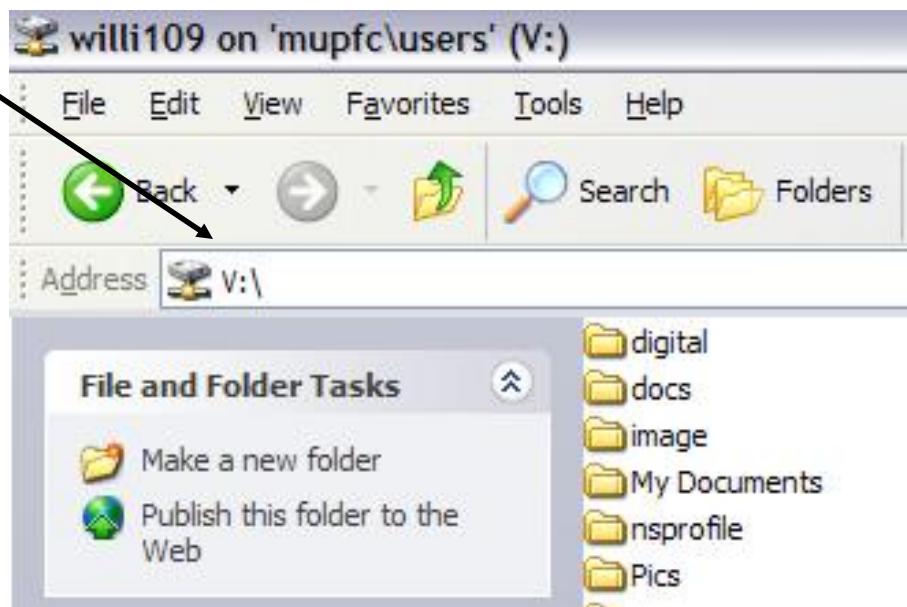
Once you have located and stored all of the files you want backup in the desktop folder that you have created, you will then choose your method of backup. We recommend using your V Drive or your CD burner.

## Using Your V Drive

If the amount of data needed to be saved is 100Mb or less, you may have space available on your network drive space, displayed as the "V" drive. To access the V drive, double click on "My Computer". In that window, locate your V drive icon and double click.



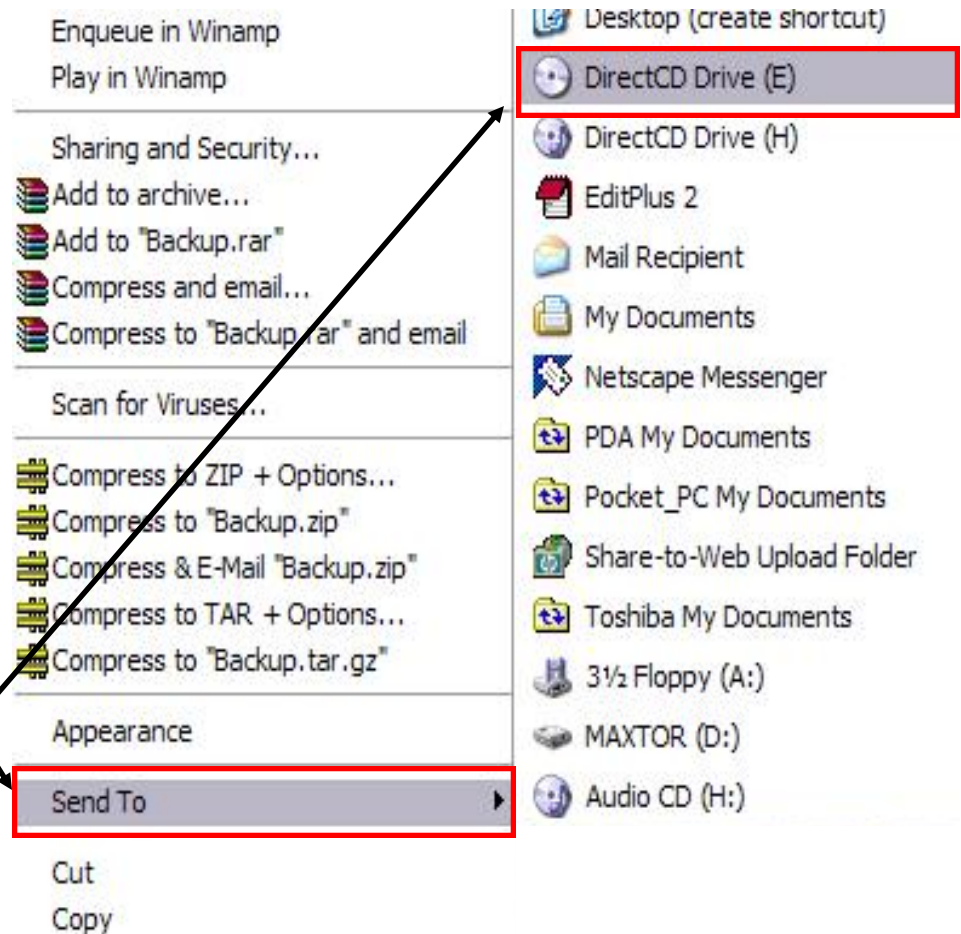
Once the V drive window is opened, simply click, drag and drop your backup folder into it. If the folder does not exceed the size limitations of the V drive (currently 100 Mb), your files will copy and be safely backed up.



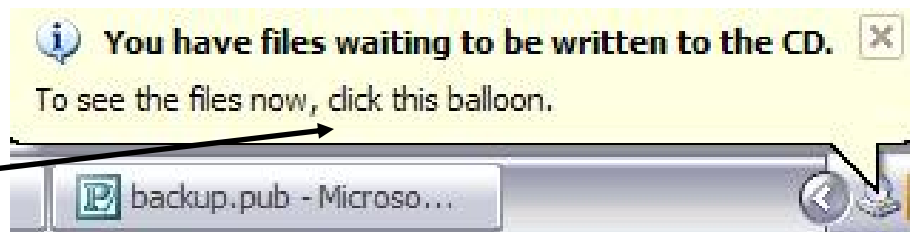
# Using Your CD/DVD Burner Drive

If the amount of data exceeds 100Mb, then use your CD or DVD burner to create a file backup.

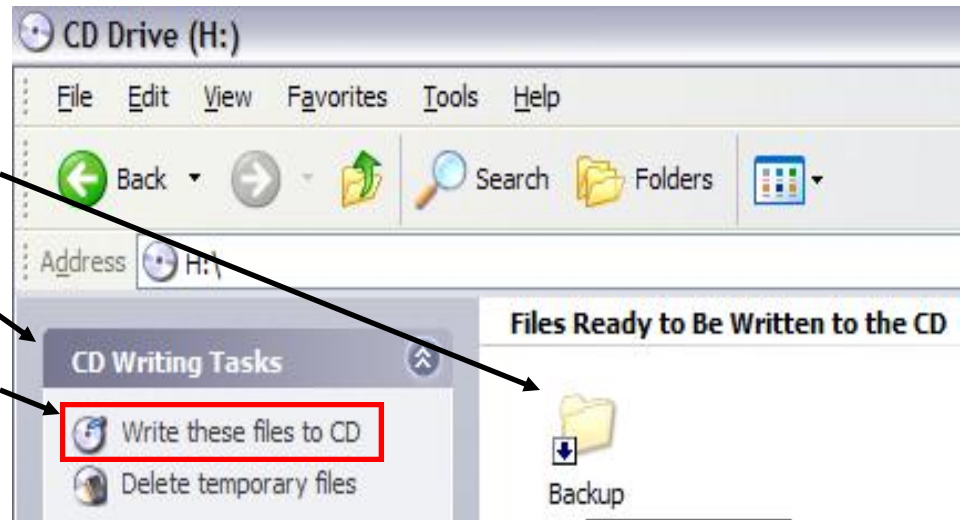
Insert the appropriate blank media (CDR, CDRW, DVDR, DVDRW) into the CD or DVD burner. If you are using Windows XP, the burning process is a simple one. Right-click on the folder to be backed up. In the menu, highlight the "Send to" option and then click on the appropriate drive. (your drive choice may be different)



You should be prompted to click on a balloon near the system tray, alerting you that your files are waiting to be written to the CD or DVD.



In the CD drive window, you will be shown the files to be written to the CD and be prompted to write or delete these files. Choose the write option.



You will be given the option to name your CD. Once you have entered in the name, click Next.



A status bar will appear and display the time left while writing to the CD. Once the process is complete, you will have a safe backup of your data.