



## Easy Backups

Backing up your data is an essential task with personal computer usage. Any number of usually unpredictable events, such as power surges and outages, unexplained corruption of files, virus attacks, inadvertent erasure of data and a whole host of other causes, can result in the loss of important data, usually under the worst of circumstances.

In order to allay certain confusion as to what **should** be backed up, it is important to note that **only data** needs to be backed up. Backing up applications (programs) unnecessarily clutters up valuable server space and, in most cases, is ineffective, not to mention, unnecessary.

The main problem with back ups is that they are usually a hassle to perform and take up valuable time you either cannot or are unwilling to sacrifice. The solution is to make them easy and effortless. Here's how: \*

The first step is to set up your system for easy backups. To do this, perform the following steps:

**A.** Create an **icon** on your **desktop** that will take you to your "**Z:**" drive folder on the SAU server. This is done as follows \*(If your operating system is Windows NT, see note at the end of these instructions):

1. **Double click** on the **My Computer** icon on your **desktop**
2. In the window that comes up, locate the icon that starts with your login name and ends with "**(Z:)**."
3. **Right click** on this icon and then
4. **Left click** on the "**Create Shortcut,**" option in the drop down menu.
5. Select the "**Yes**" option in the error message box that will pop up. This will then place a shortcut on your desktop, which you can rename, if you wish (not necessary, however).

**B.** Organize your "**Z:**" drive:

1. Go back to your **desktop** and **double click** on the **shortcut** you just created. This will put you into your "**Z:**" drive backup folder.
2. Create a new folder in the "**Z:**" drive folder by **right clicking** in it and selecting "**New**" from the drop down menu and then "**Folder,**" from the next



resulting menu. Name the new folder “**My Docs Backup**,” so as not to confuse it with the “My Documents” folder on your computer.

**C.** All of your data should be kept in the **My Documents** folder in your profile in the computer assigned to you, an **icon** for which is already on your desktop. This includes **all** of your data, regardless of type – word processing, spreadsheets, presentations, pictures, etc. The reason for this is that keeping everything in one place simplifies your backup process. It eliminates your having to look in various nooks and crannies on your hard drive for the various files you want to back up.

## Now to the actual backup

Now that you have set up your system for backing up your data, the rest is a piece of cake. To back up:

1. Double click on the **My Documents** icon on your computer’s desktop. This will display all of the data subfolders and other data that is stored in this folder, which, as I have noted above, is located in your profile on your computer.
2. Do a **Ctrl + A** to highlight the contents of this folder and then a **Ctrl + C** to copy them. (Ignore the hidden file notice you may see pop up)
3. Go back to your **desktop** and double click on the “**Z:**” drive shortcut **icon**.
4. Right click on the “**My Docs Backup**” folder and select “**Paste**.” This will copy the entire contents of your computer’s **My Documents** folder into the “**My Docs Backup**” documents backup folder on the “**Z:**” drive.
5. As the copying proceeds, error messages will appear from time to time, advising you that a given file already exists in the backup folder. Answer by clicking the “**Yes**” or “**Yes to all**” options, which allows the old data to be overwritten by the newer data.
6. Finally, you may want to back up your **Favorites** (favorite websites) and **Desktop** (should you have stored some data there). You can do this by clicking on **My Computer**, selecting “**Local Drive C:**”, then **Documents and Settings**. Look for your login name and click on it. There you will find the folders for which you are looking. Copy and paste them into your “**Z:**” drive backup folder, as well.
7. Finally, you will need to periodically delete the contents of the “**My Docs Backup**” folder prior to a backup to rid yourself of old files you have previously deleted from your computer and no longer wish to keep. However, do this with **great care**. Make sure that the data files on your computer are all you wish to keep, before you delete the backup files and, of course, you will need to immediately restore your current data files back to the **Z:My Docs Backup** folder before you do anything else.



# Information Technology Services



8. One added note – files you seldom use, but which you wish to archive for possible future reference, should be burned onto a CD ROM disk, if you have one available.

And that's all there is to it! Enjoy! Should any questions arise, the University Technology Services Department is ready to assist you.

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\* **Note:** These instructions are for those who have Windows 2000 or XP on their computers.