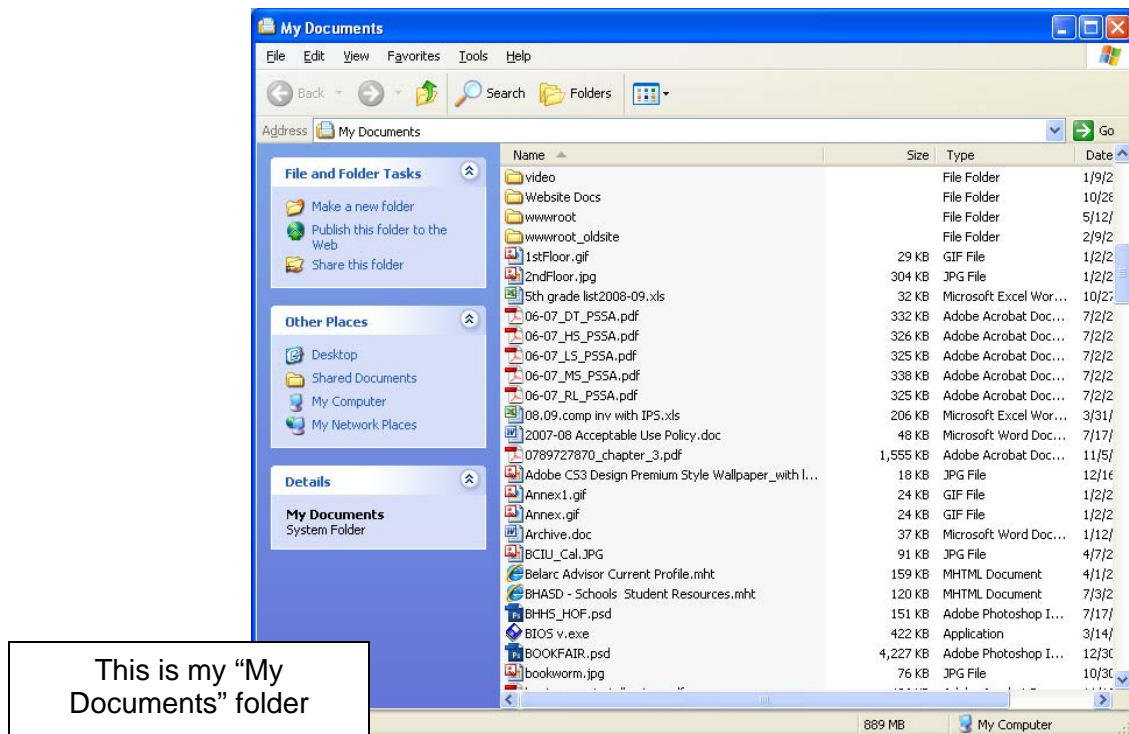


## END OF YEAR COMPUTER CLEANUP



### Steps to Copy/Backup your Files: If your files are located in "My Documents"....

1. Open your "My Documents" folder
2. At the top, go to Edit > Select All
3. Edit > Copy
4. Close the "My Documents" folder
5. Open your Network Drive
6. At the top, go to Edit > Paste  
(a message may appear "this folder already contains a file named...., would you like to replace the existing file..." - Select YES TO ALL

### Steps to Copy/Backup your Files: If your files are located on your "Desktop"....

1. Hold down the CTRL key and select the files you want to copy to your network drive
2. Once you have selected all the files on your desktop, let go of the control key and right click on one of the files that are highlighted on your desktop
3. Choose Copy
4. Open your Network Drive
5. At the top, go to Edit > Paste  
(a message may appear "this folder already contains a file named...., would you like to replace the existing file...") - Select YES TO ALL

Either process **copies all your files to your network drive.**

Why should you do this? It is very possible for your hard drive to crash, it is possible for files to be lost or become corrupt. Most importantly, we back up the server on a regular basis.