

## **Losing Your Files Stored On Your Computer Make Every Friday “Backup Friday” - ONLY TAKES 2 MINUTES**

Have ever wondered about the importance of keeping a backup? Imagine how you would feel if your hard drive crashed, (the hardware in your computer that stores all your data.) Were your files recoverable and restored to your hard drive? Or did you lose your files completely?

Losing your files is something that is going to happen to you one day, not something that might happen, and if you do not backup your data it will be a disaster. Files can be lost in many ways, most of which are beyond your control. The most common reasons for data loss are:-

- |                           |                        |
|---------------------------|------------------------|
| 1) 42% Mechanical Failure | 4) 6% Viruses          |
| 2) 34% Human Error        | 5) 3% Natural Disaster |
| 3) 15% Software Failure   |                        |

All hard drives crash at some point in time. But you don't need to be a victim of losing all of your data files. YOU can prevent this by backing up your files to the network here at school.

### **Things you need to know:**

- You should store your files in more than one place. It is recommended to have it stored in three places.
- No one but YOU (or IT department on a as needed basis) can access YOUR network folders. your information is safe and secure.
- We run backups on the server.
- Backups should be done on a weekly basis, or bi-weekly at the very least  
Why - if your hard drive crashes, at the most you have lost a week's worth of work, versus, the entire year or EVERYTHING for that matter.

### **How to access your network folder:**

- You must be logged into the (Novell) network.
- Start > My Computer (or double click on the My Computer icon on your desktop)
- Locate the drive that has your username/login next to it (possibly the K: drive)  
For example: Nikki Konyak's, a teacher in the Middle School, looks like this:  
*Nickon on Bhasd\_main\Data\Users\Teachers\Ms' (K)*

### **How to do a backup to your network folder:**

- Copy all your files, whether they are stored on your desktop or located in your “My Documents”  
You can do this by holding down the CTRL key and selecting individual files
- or -  
If files are located in a folder, go to Edit > Select All (or CTRL A = copy all, shortcut command), Edit > Copy
- or -  
If files are in rows, either on your desktop or in a folder, hold down the SHIFT key, select the first file in the row, then select last file in the row. Go to Edit > Copy (or CTRL C = keyboard shortcut.)

Once you have selected your files and have done the copy command, open up your network folder (Start, My Computer, find drive with your username/login) and go to: Edit > Paste.

**\*\* Note:** You may get the following message (especially since you should be doing this on a weekly basis): *“This folder already contains the file named 'blah', would you like to replace the existing file.”* Your options are; yes, yes to all, no or cancel - Choose “Yes to All.” This places the newest version of the file into your backup folder.

You can also copy / make a backup to a flash drive, or burn to a CD if you are comfortable in doing so and have the necessary hardware to do so.  
This process would be done the same way on your other computers / laptops you have, whether at home or elsewhere.