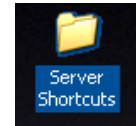


Backing Up Your Work to Your Personal Folder on the Student Server

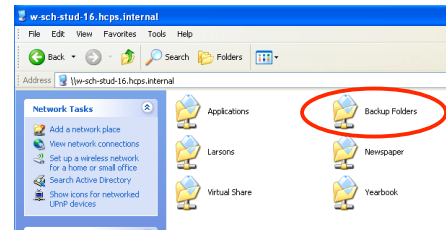
Steps 1-5 only need to be done one time. In the future, you will access your backup folder by double clicking the shortcut on your desktop.

1. Double click to open the **Server Shortcuts** folder.

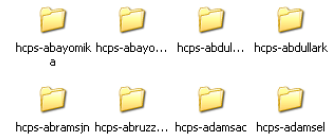


2. Double click the **Tucker Student Server**.

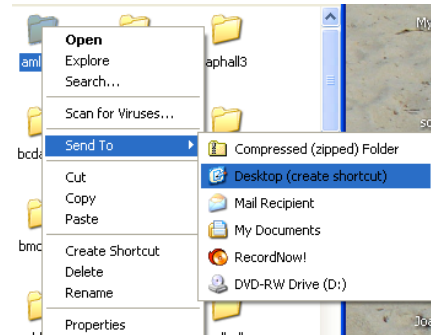
3. Double click **Backup Folders**.



4. Locate your backup folder with **your name**. You will not have access to any folders except your own.

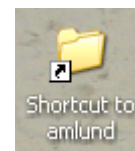


5. Right Click on the folder. **Choose Send To > Desktop (create shortcut)**



It is recommended that you backup your files and folders at least once a week!

6. Double click **shortcut** on desktop to open your folder.



7. Next we are going to open a second window. We still want to view your personal folder window, so use your **pointer** to reduce the length and width of the window and drag it to a corner by clicking and dragging the title bar.

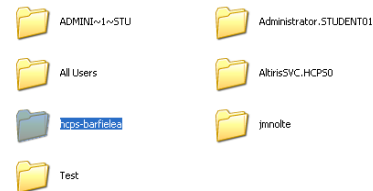
Do NOT backup the My Documents icon which is located on your Desktop! This is a *Shortcut* and does not actually contain any of your files or folders. To locate the *Original* My Documents folder, you need to navigate several levels deeper within the hard drive.

8. Double click the **Computer** icon with Your Name

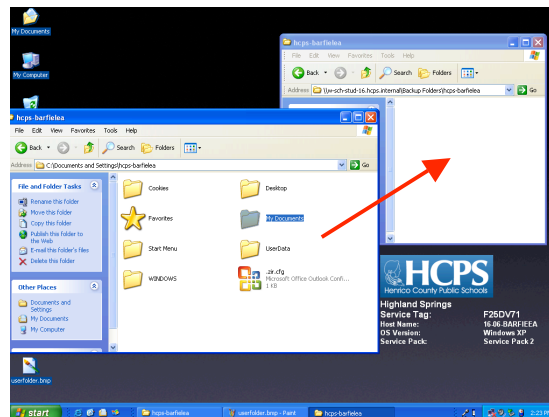


9. Double Click the **User Volume (D:)** drive.

10. Double click your user folder with **your name**.



11. Drag the **My Documents** folder from that Window into your backup folder window.



Last, you need to remove the My Music folder from the school server. HCPS Technology would like to remind you that it is a copyright violation for you to store copyrighted movie, or music files on school servers. Even if you have a paid subscription to a service such as iTunes, it is still not legal for you to store copies of those MP3s, etc. on a school server. Also, you are only allowed a limited amount of space on the school servers, and there is not enough room for you to back-up music.

12. In your backup folder, locate the folder called **My Music** and drag it to the **Recycle Bin** on your Desktop. This will delete the folder immediately. However, you will still have the My Music folder within your My Documents folder on your computer's hard drive.