


## Backing Up Data

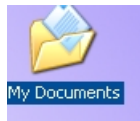
Any person who uses a computer must know how to back up their data files and folders. A backup is a duplicate of a file, program, or disk that can be used if the original is lost damaged or destroyed. **Backing up** means to copy; **restore** means to replace.

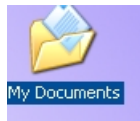
You can copy important data to the type of media your computer can read and write to. For your convenience, the following chart is provided:

 <b>Media Storage Type and Capacity</b>	
<b>Media</b>	<b>Storage Space</b>
▪ 3.5-inch High Density Floppy Disk	▪ 1.44 MB
▪ Zip Disk	▪ 100 to 250 MB
▪ CD-ROM	▪ Usually 650 MB
▪ Jaz Disk	▪ 2 GB
▪ DVD	▪ 4.7 GB
▪ USB Drive (aka Flash, Memory Key or Stick, Thumb Drive)	▪ 64 MB to 2 GB

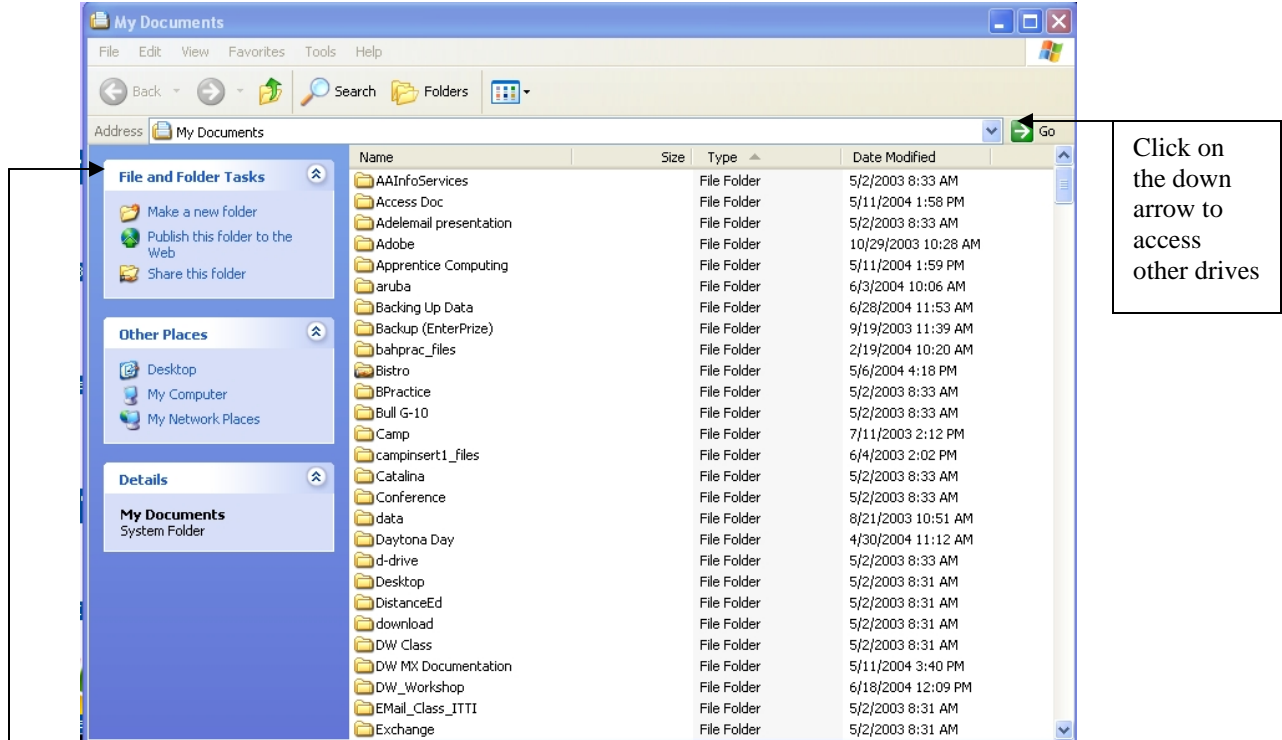
In addition to making a backup of important files and folders, it is also recommended that an occasional system backup be produced. Contact the Faculty/Staff Help Desk for information regarding system backups (x3350 or [helpdesk@wcupa.edu](mailto:helpdesk@wcupa.edu)).



### Backup Files and Folders:



1. Double click the My Documents  Icon on your desktop.
2. Locate the folder or file you want to copy (backup).

Example:



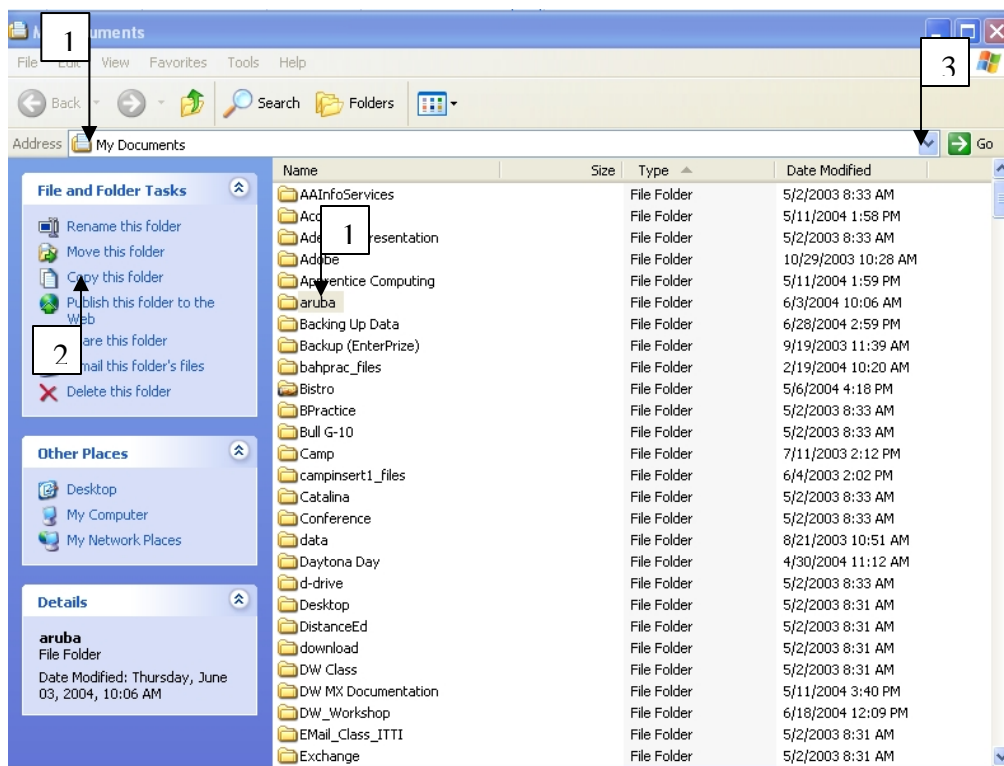
3. You will now copy the folder/file to a new location. Once you have selected the file/folder, there are several ways to copy.
  - a. Right-mouse click and left click on **COPY**
  - b. In the Menu Bar, click on the pull-down menu Edit, click on **COPY**
  - c. Use the Files and Folders common task pane, select  option. (Note: to expand the Files and Folders view, click on the collapse and expand  roller button.)
  - d. If you have the source window AND the destination drive window OPEN, you can click and drag the file to the new location. (Notice the small + sign which accompanies the cursor; this signifies the copy process.)

## ILLUSTRATION:

### Copy File from My Documents (PC Hard Drive) to USB Removable Flash Drive



1. Locate *My Documents*, click on the *Aruba* folder,
2. Click on Copy this folder on the common task pane
3. Click on the down arrow in the “Look In” window
4. Click on the drive assigned to the Memory Stick (in this case it is F)
5. Right click the mouse and left click on Paste



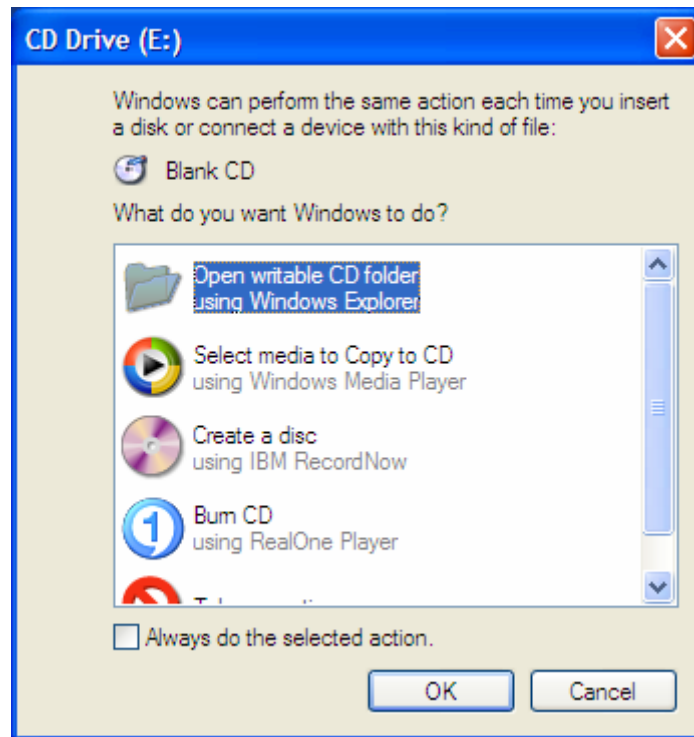
The folder, Aruba, will be copied to the .

- **Note: You can copy more than one file or folder at a time.**

To select consecutive files or folders, click the first item, press and hold down SHIFT, and then click the last item. To select nonconsecutive files or folders, press and hold down CTRL, and then click each item.

## How to backup data onto a CD in Windows XP

1. Place your blank CD in the CD-RW drive. The following window will open:

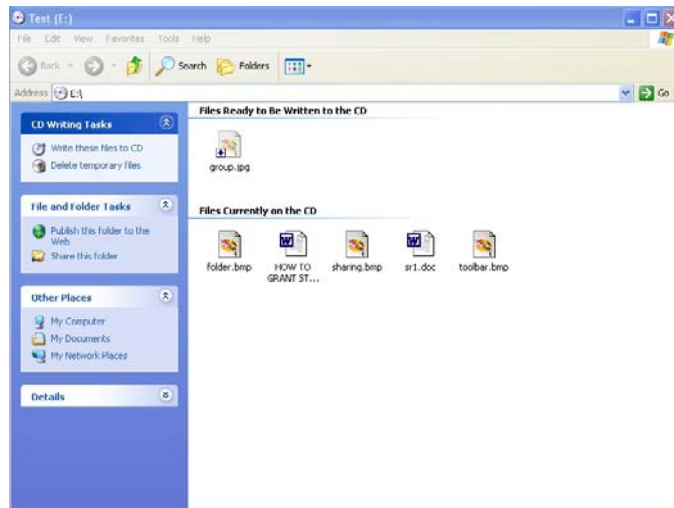


2. Select, Open writable CD folder using Windows Explorer.
  3. Open another Windows Explorer window.  
Click Start- All Programs- Accessories- Windows Explorer
  4. Under My Documents, click on the files that you would like to place on your disk.
  5. Then once you have all your documents selected drag them to your CD-RW drive.
  6. A balloon will now pop-up in the lower right hand corner of your screen, click on the balloon.
- The balloon will say the following:

You have files waiting to be written to the CD.  
To see the files now, click this balloon.

7. Once you've selected the balloon the following screen will appear. This box allows you to view the files you selected. Once you are finished viewing these files click File- Write these files to CD.

**(The Wizard will now begin)**

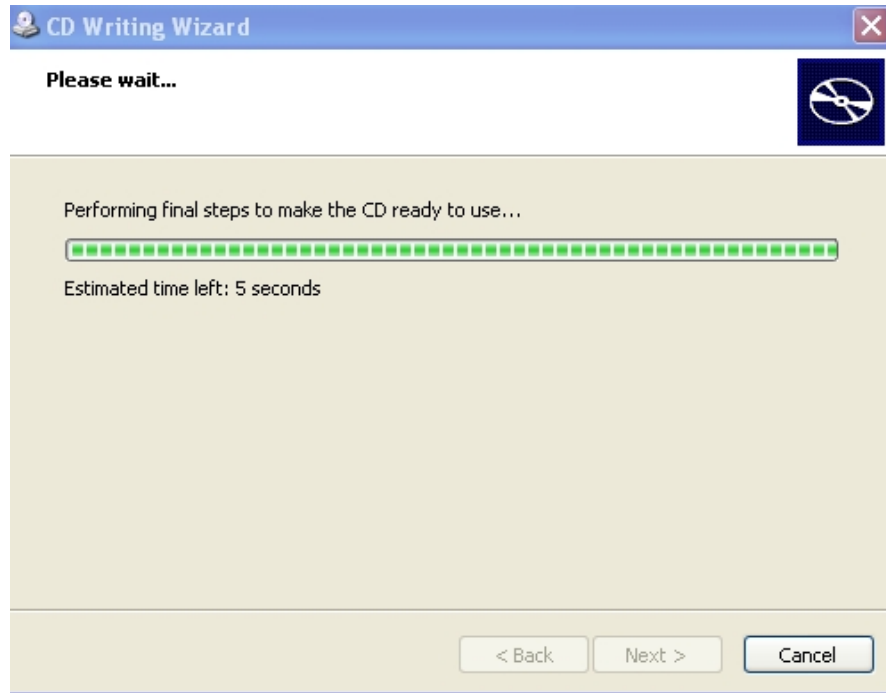


The Wizard box should now appear:

1. Give the CD a name or leave the default name.
2. Click Next



3. The files are now being written to the CD.
4. Click Next



5. You have now completed writing your files to your CD.
6. Click Finish

