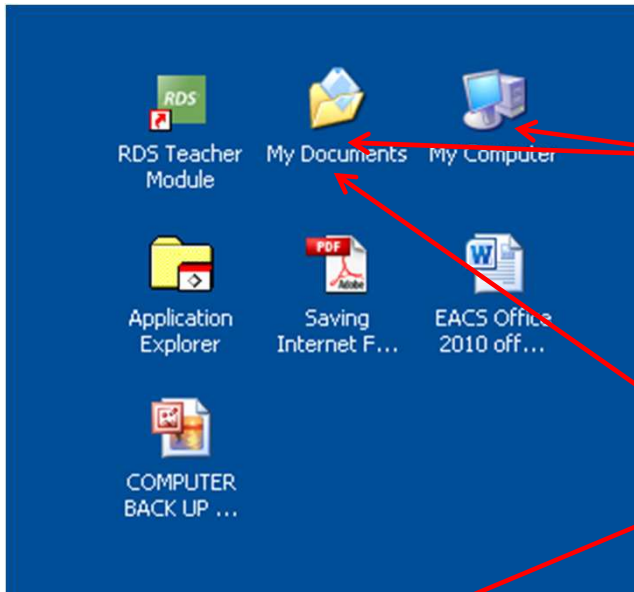
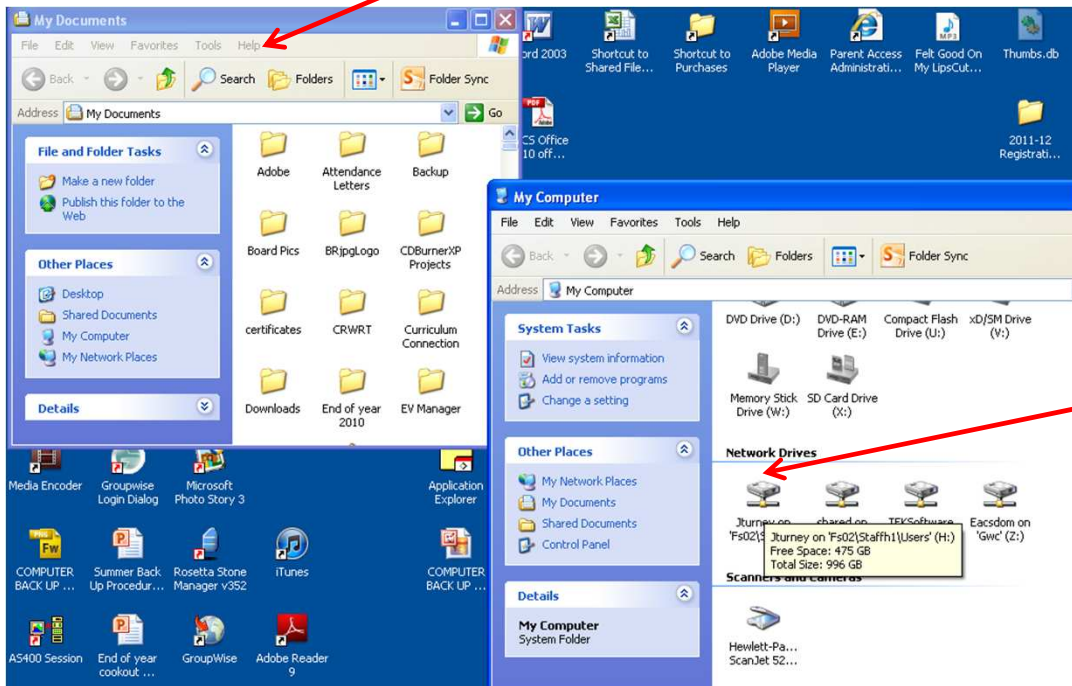


How to Back Up your Desk Top
Documents to your H Drive
(Summer Back Up Procedures)

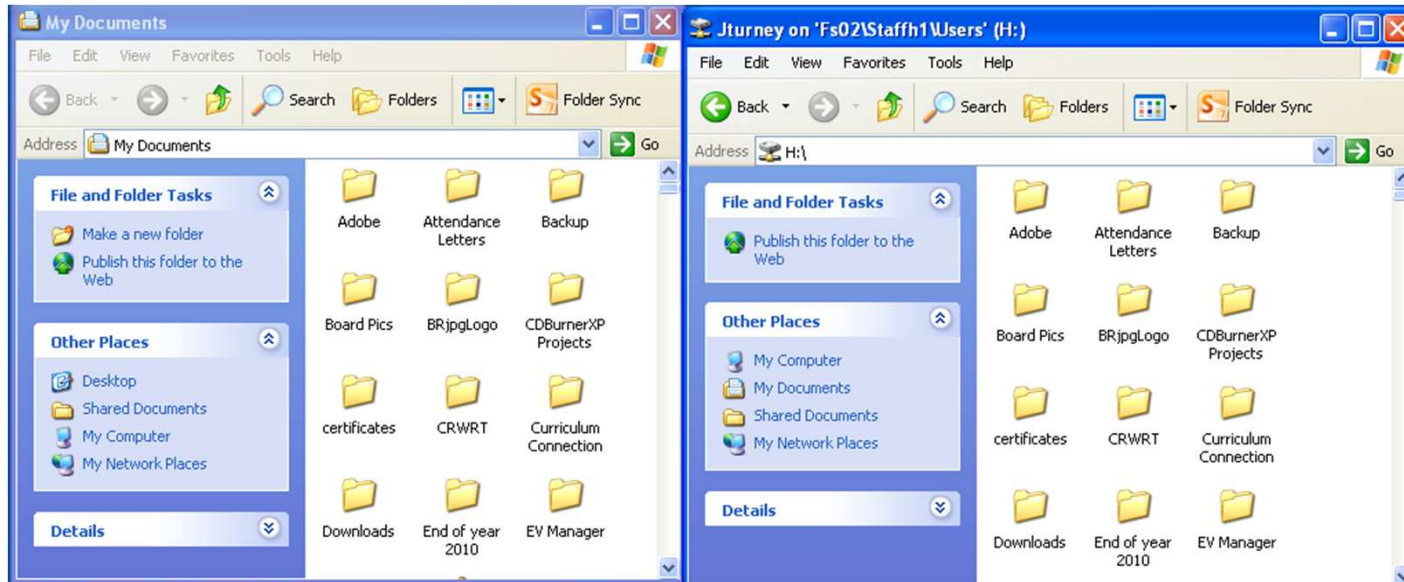


First verify your My Documents/ Server Documents and H drive are pointed/saving to the same area.

To do this, double click on the My Documents icon and drag this window to the side.

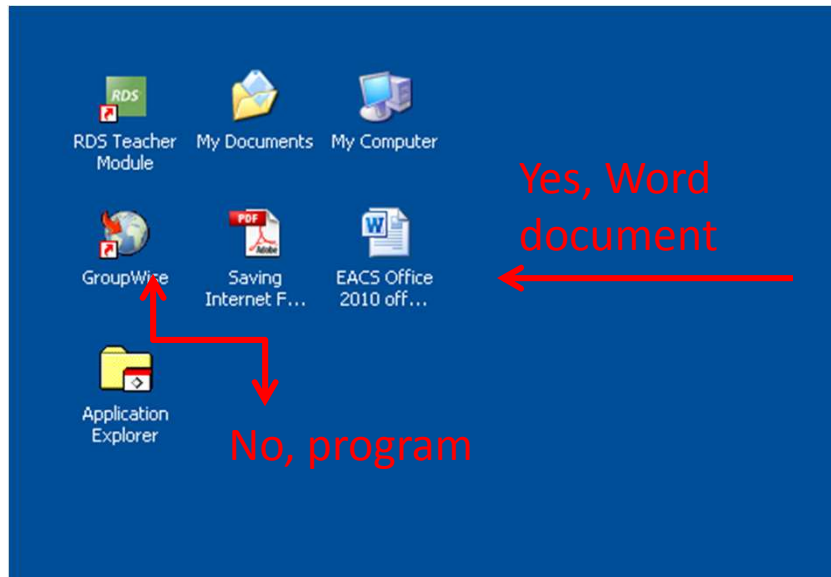


Next, double click on the My Computer icon and then double click on your H drive.



Verify the documents in each area are the same.
IF NOT, PLEASE CONTACT HELP DESK.

If your MY DOCUMENTS and H: Drive contain same items, continue on.



Only documents need to be backed up your H drive NOT any of your programs.

To back up the document, right click on the icon, move cursor to SEND TO>MY DOCUMENTS

If you have any questions, please contact the help desk at X4357

