

## Data Backup

Computer equipment does fail and it is important to make regular backups of anything you can't live without. You are responsible for backing up your own data throughout the school year. The network administrator will not do this for you but will provide assistance if requested. The data you have on your computer is not guaranteed in any way. With the end of the school year quickly approaching it is an excellent time to backup your data (files, documents, pictures, etc.). Most of your data will be in the "My Documents" folder. There are several methods to backup your data:

### Network

Everyone should have a network drive "P:". This is accessible by clicking on "Start" - "My Computer" and is listed under "Network Drives". This drive will only show up if you login to our Novell network (uncheck the "Workstation Only" box when you login). This drive has limited space and won't hold much more than word processor and spreadsheet type documents. If you don't have a P: drive under "My Computer" come talk with me.

### USB Drive (zip drive, thumb drive, flash drive, external USB hard drive)

You can also use a USB drive to backup your data. Insert your USB drive into a USB slot on the computer (usually on the front for the desktops and on the side for the laptops). A new drive will show up in "My Computer". It will usually say something like "Removable Drive E:\\" or the brand name of the USB Drive you are using (such as "Sandisk"). Copy your data from "My Documents" or other locations to the USB Drive.

Once the copy has been completed you will need to shutdown the USB drive before you can remove it from the computer. This is done by clicking on the "Safely Remove Hardware" icon on the "System Tray" (bottom right-side of the screen), and then selecting the drive letter listed such as "E:". You can now pull the USB drive out of your computer. You can also shutdown the computer and remove the USB drive.

### CD/DVD Burner/Writer

You can use DeepBurner to burn your data onto a CD or DVD disc.