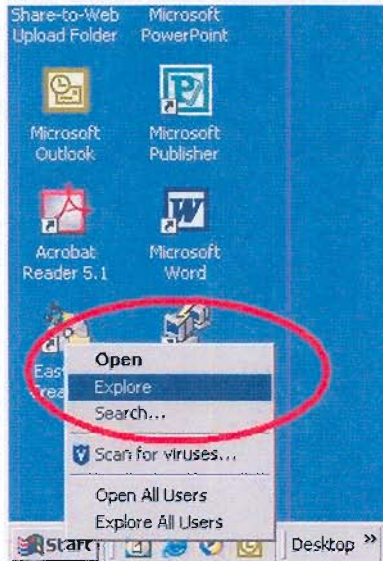
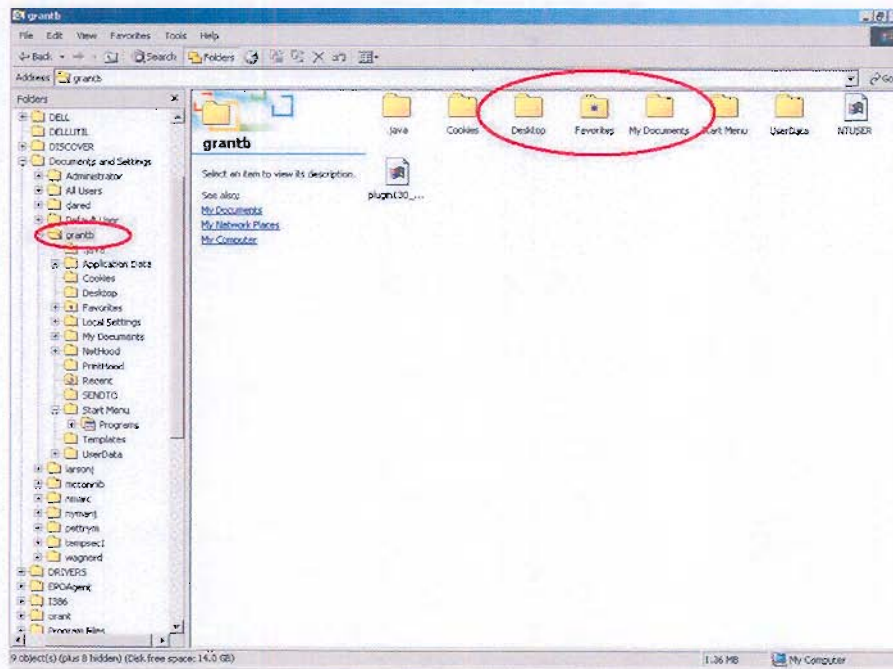


Backing up User Data to Home Directory

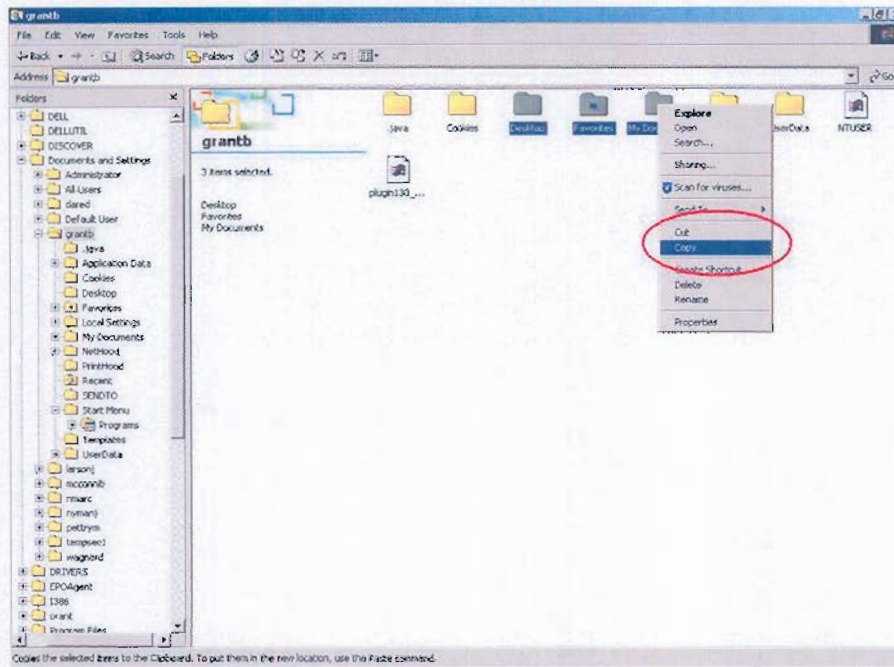
- Start out by [RIGHT CLICKING] on the [START] button. This will pop up the menu shown below.
- Once the menu shows up, select “Explore” which is the option circled in red.



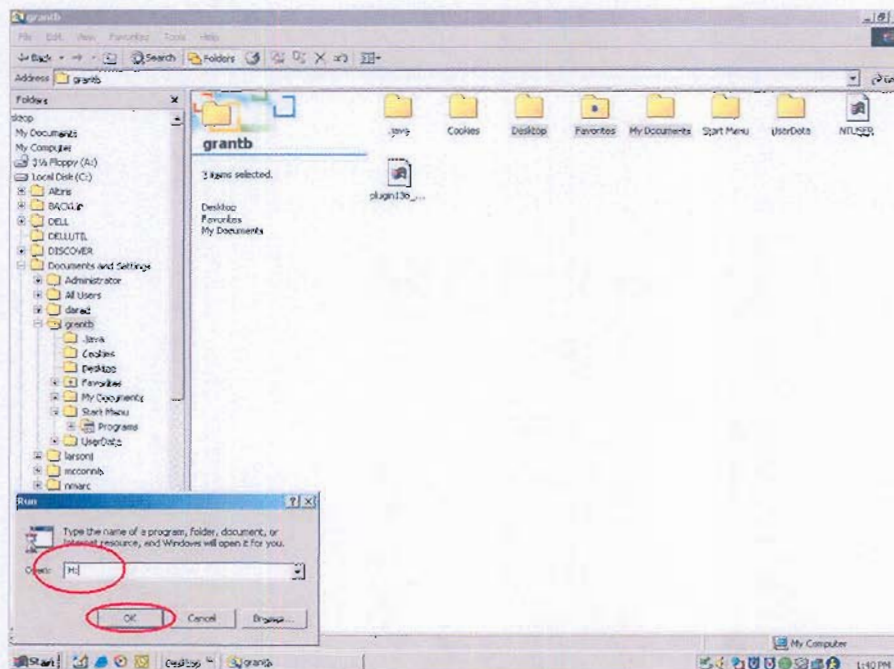
- A window will pop up with folders listed in the left and right panes. You will want to select your user name which would be the item circled in the left pane.
- Once you click on your user name, your personal folders will be displayed on the right. Of the folders you will want to find “My Documents, Favorites, and Desktop”. *These three items are circled in red.*



- Using the mouse, select the three folders, this can be achieved by holding the {CTRL} key and clicking each folder once.
- Once the three folders are highlighted in blue, right click on one of them. Another menu will show up.



- Once the menu displays select "Copy".
- Once you have selected copy, click the [START] button, and select "Run".
- When the Open: Prompt displays, type... H: (or of if Windows 98 you have to type the entire path which is... [\\w2k-9450-dat\users\USERNAME](#)) then click [OK]



- When your Home Directory comes up, click [EDIT] from the menu on the top of the screen.
 - Next, select "Paste"
- Your files may take a few moments to copy over. Once this is down, you may close all windows and have completed the backup.

