

# Backing up your Data



For Windows-Based Computers

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## - WHAT NEEDS TO BE BACKED UP -

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|--|---|
| <input type="checkbox"/> <b>Docs : Word, Excel, Access, &amp; Powerpoint</b> | <input type="checkbox"/> <b>I.E. Favorites</b>            |
| <input type="checkbox"/> <b>Work related images/audio files</b>              | <input type="checkbox"/> <b>Mozilla Firefox Bookmarks</b> |
|  | <input type="checkbox"/> <b>Thunderbird Address Book</b>  |
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- Please do not attempt to backup any programs  
MHC computers being replaced will have software pre-installed for you. For personally purchased software, installer programs will have to be ran again. (Available on CD or via download over the network/internet.)
  - Personal pictures and music should **never** be backed up to any network space. Personal data is your responsibility and should be backed up to CD or external hard drive. MHC will not be transferring personal data for you during the installation of new systems due to time and space requirements.
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### **First, Create a backup folder:**

**Right**-click anywhere on the desktop and a menu will pop-up. Choose new, folder. Name the folder as your username. This is the location that you will be copying all the data to. Be sure to be COPY, not move the data. The TSR department will transfer this folder to your new computer on the day of delivery. (If you are only performing a routine backup for yourself, you may burn this folder to CD.)

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### **M.S. Office Documents : Word, Excel, Access, & PowerPoint**

- Double-click the My Computer icon
- Double-click (open) the local drive (C:)
- Open the "Documents and Settings" folder (Windows 98 users – skip down two steps)
- Open the "mhcuser" folder (This can vary depending on your username for the current system)
- You will see the "My Documents" folder, **single**-click to highlight it, go to the edit menu, and choose **copy**.
- Go to the desktop and open the backup folder that you made, (titled as your username)
- In the edit menu choose paste. You should see a progress bar while the files copy.

As you have been using your computer from day to day, you should have been saving all your work either to your network space or within your "My documents" folder. One reason behind this is for ease of locating files when you need to back them up. If you have not been saving all your documents to this location, you can go to the start menu, choose search – and then for "files and folders." Then, into the search field type \*.doc, and click the "search now" button. (Or \*.ppt, \*.xls, or \*.mdb .) Any of the files that it finds that are not within the My Documents folder you can now copy to your backup folder on the desktop.

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### **Work related Images & Audio files:**

This purpose of this process is to separate the music and images from the rest of the data because of the file sizes involved. Images and Music may be too large to copy up to the network, and would be more practical to be burned on their own separate CDs.

- Open your backup folder that you have just made that is on your desktop, (titled as your username)
- Open the My Documents folder within that folder, you will see two folders: "My Pictures", and "My Music".
- Click, hold, and drag both of these folders to the desktop. (Try one folder at a time.)

You may have more files stored on your hard disk that are images or music. You need to consult your settings or documentation depending on what specific software package you may use to manage your files of these media types. (Ex: iTunes, Winamp, Canon Zoom Browser, etc...) Once you find out where the files are stored, you can copy those files to the appropriate backup folder that you have on your desktop.

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**I.E. Favorites :**

- Double-click the My Computer icon
  - Double-click (open) the local drive (C:)
  - Open the "Documents and Settings" folder  
(Windows 98 users, go to the Windows directory and skip the next step.)
  - Open the "mhcuser" folder (This can vary depending on your username for the current system)
  - You will see the "Favorites" folder, **single**-click to highlight it, go to the edit menu, and choose **copy**.
  - Go to the desktop and open your backup folder
  - In the edit menu choose paste. You should see a progress bar while the files copy.
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**Mozilla Firefox Bookmarks:**

- Launch Mozilla Firefox, go to the Bookmarks menu and choose Organize Bookmarks
  - In the window that appears that lists your bookmarks, go to the file menu and choose "Export"
  - A dialogue window will appear asking you where you wish to save the bookmark file, select your desktop, go into your backup folder by double-clicking it and then click the save button
  - There is now a file within your backup folder named bookmarks.html
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**Mozilla Thunderbird Address Books:**

- Launch Thunderbird, and under the "Window" menu, select "Address Book". The address book window will open  
(For Netscape 4.xx go to the menu "communicator")
  - Within the tools menu of the address book window, select "Export"
  - A dialogue window will appear asking you where you want to save the address book, choose desktop from the "save in" drop-down list, open the backup folder you have made, give the address book a name within the filename field, and click the save button  
(Note: The LDIF format is the default/standard for Netscape to use as it's address book)
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**LOCAL Mail:**

You should not have any mail saved locally. In the event that you do, you will need to move it up to the mail server. (Local mail risks being permanently lost if hard drives fail or viruses infect your computer.) To check if you do have local folders, launch your mail program and look in the left hand column of mail folders. There should be a section stating the word "local". Look within this section to see if there are any mail folders that you have created and that contain messages. (Empty drafts, sent, and trash folders are normal to find here.)

If you have local mail folders, you need to contact the helpdesk in order to back up this email. The helpdesk phone number is X-2600. Be aware this procedure requires some time and therefore a visit to your machine.