When you want to make sure your data is being backed up properly, here are a few simple things you can do.
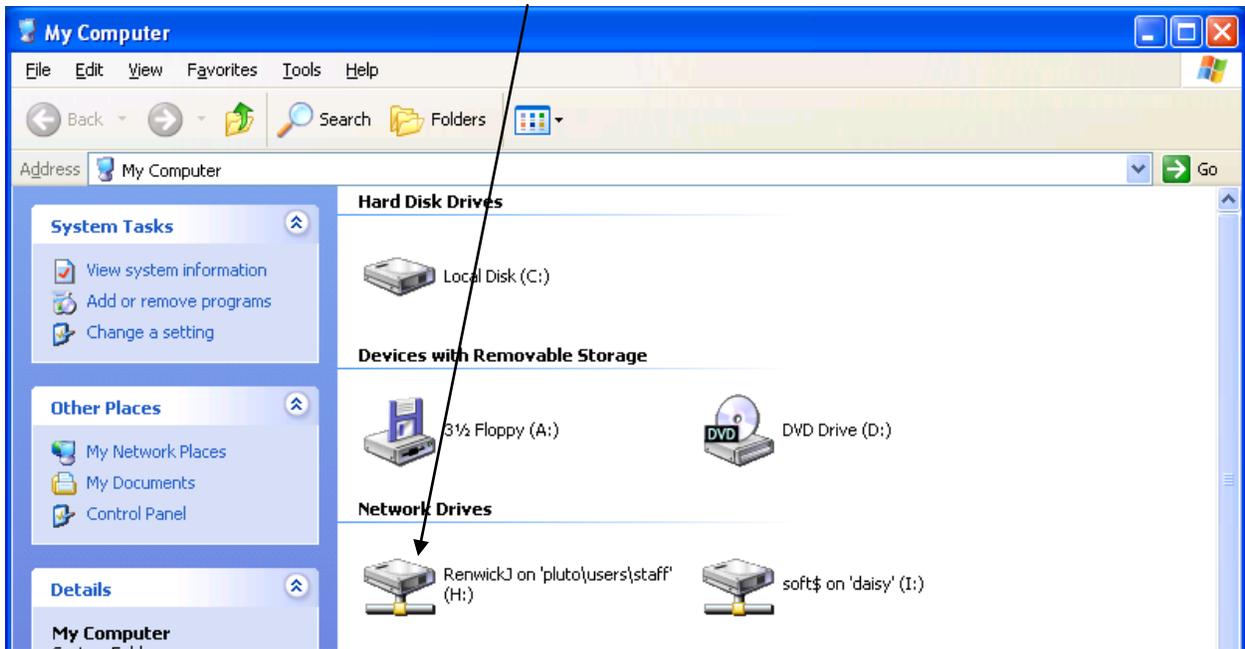
1. Always save your data to your network folder.

Your network folder sits on a remote server that is backed up every day.
Your network folder is located in "My Computer". Drive Letter H:

When you are creating or editing a document such as a Word document, you have a number of ways to save the document. Here is an easy way to make sure you are saving to your network folder. When you are ready to save your work, click on the Office Logo at the top left hand side of the screen, then click on "Save as"
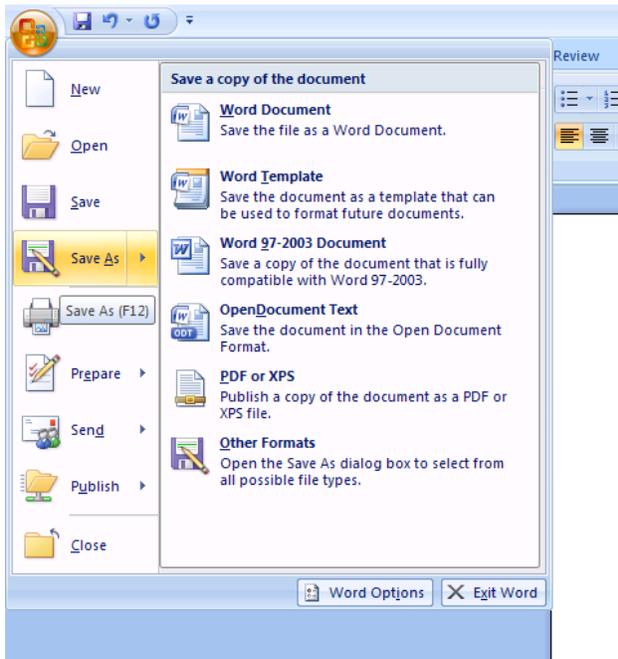
Choose how you want to save it, then where you want to save it. By Default, it will save to your "My Documents" folder. You can change that by clicking on the Drop down arrow to the Right of "Save in" then choose your network folder or by clicking on "My Computer" on the right.
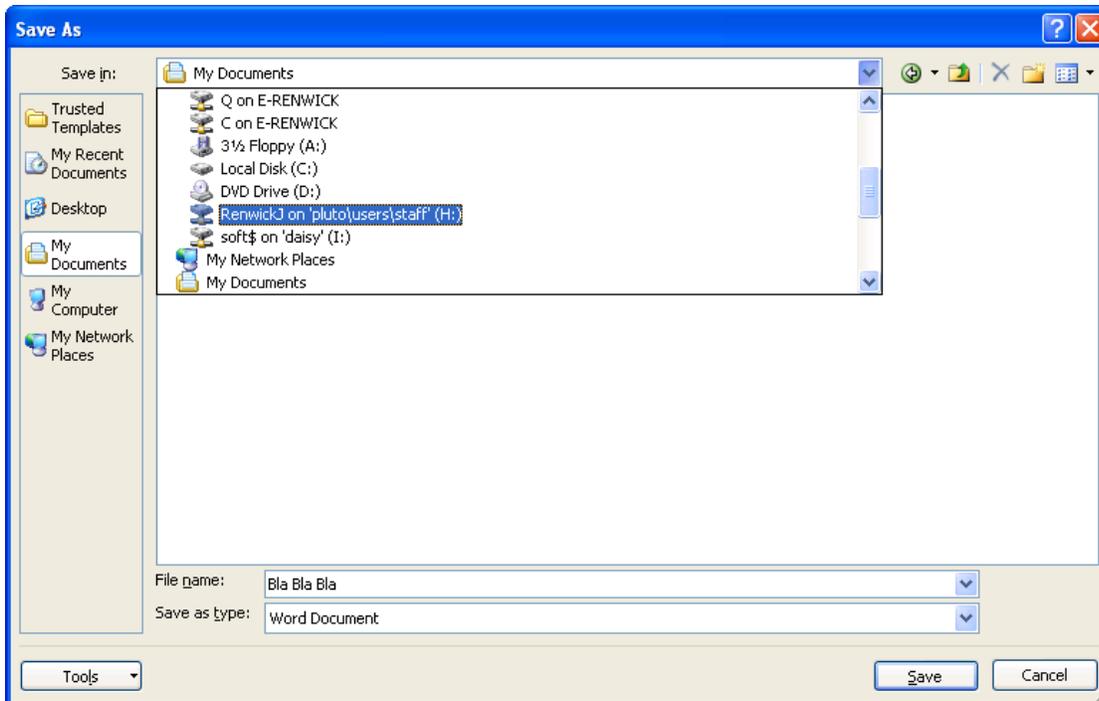
Some of you may have your "My Documents folder automatically saving to your network folder. To check this, click on the START button, then right click on "My Documents" then click Properties.
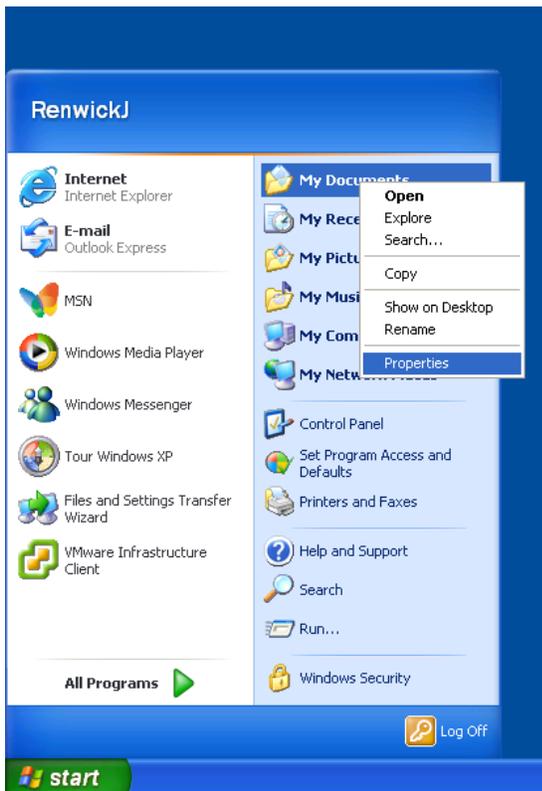
Find where it says Target. If the target displays **H:** then your "My Documents folder on your computer is saving to your network folder. If it displays : **"C:\Documents and Settings*yourusername*\My Documents"** then you are saving to your computer and you will need to copy your data to your network folder if you want it backed up daily.
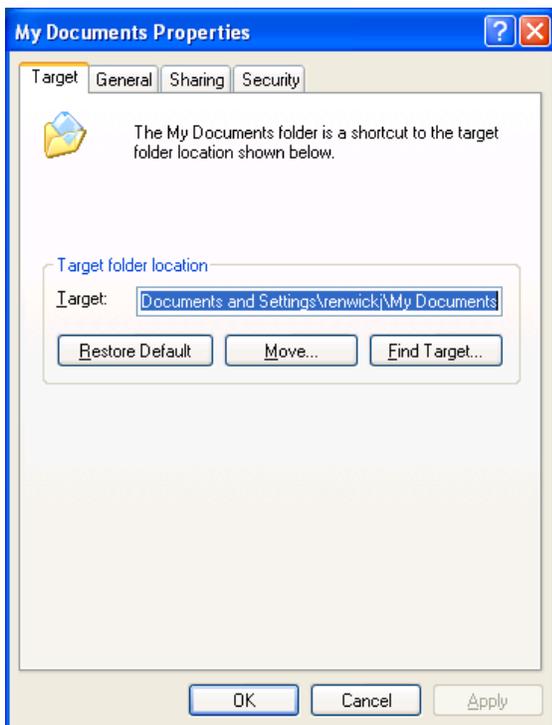
2.Copy your Data to your network folder.

Here are some easy ways to copy your data to your network folder.

Example 1. I have a lot of folders and files in "My Documents" and I want them in my network folder. I will open "My Documents"
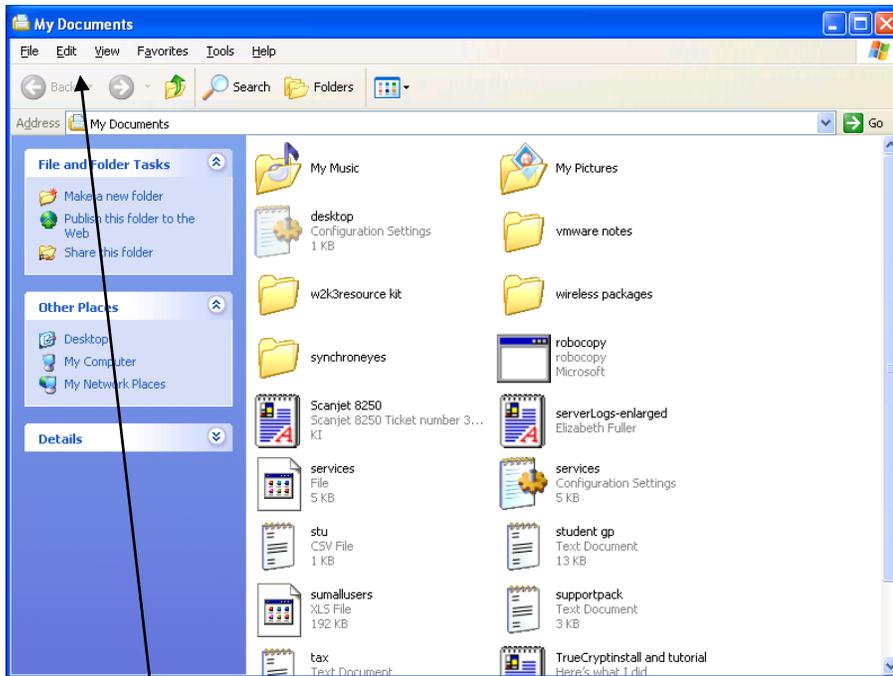
I will click "Edit

Then click "Select All" and all the folders and files will turn Blue
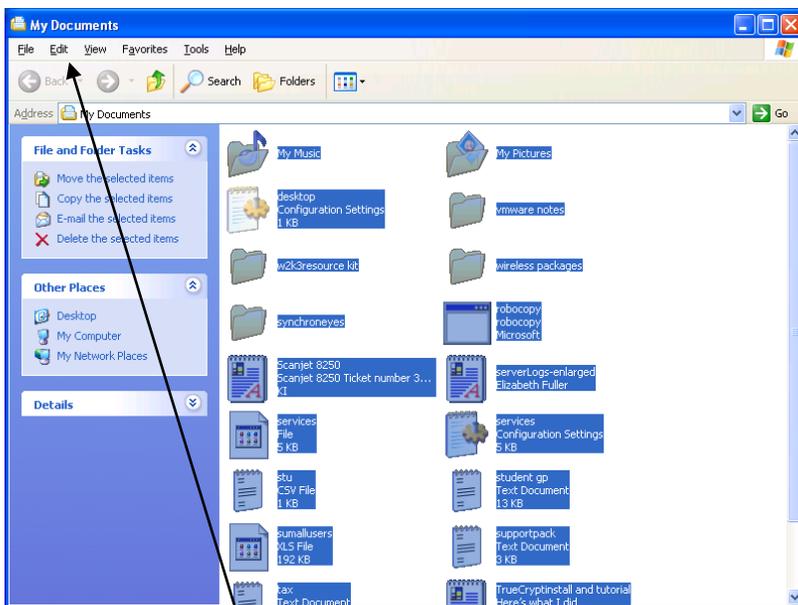
Then I will click "Edit" again, and then click "copy"

Next I will open "My Computer" and double click on my network folder, Drive H:
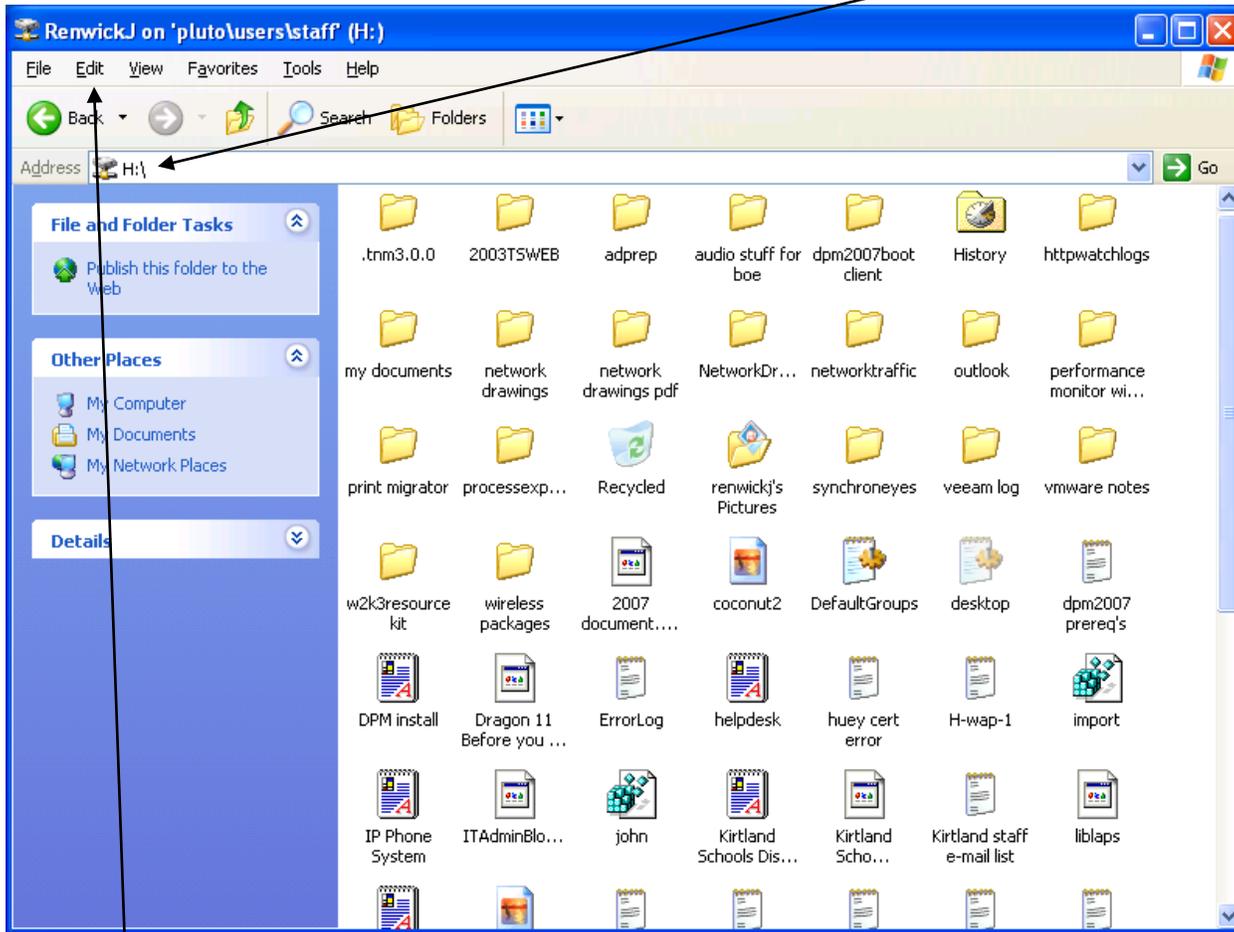
Now I will click "Edit" and "Paste" then all the files from "My Documents" will copy to my network folder.

If you only want to copy certain files and/or folders see example 2.

There are also keyboard shortcuts you can use if you like. When you click on "Edit" the keyboard shortcuts are displayed next to the commands.

"Select All" is: CTRL Key +A

"Copy" is: CTRL Key +C

"Paste" is: CTRL Key +V

Example 2.

A Lot of people like to save files and folders to their desktop. The same principles apply from example 1 but there are a few shortcuts to make things go faster. Let's say that I have a lot of files/folders on my desktop and I only want to save certain ones to my network folder, here are 2 ways to do this in a speedy manner.

1. I am going to select only certain files and folders by holding the CTRL Key and clicking on each folder or file that I want to copy just 1 time and the file/folder will turn blue
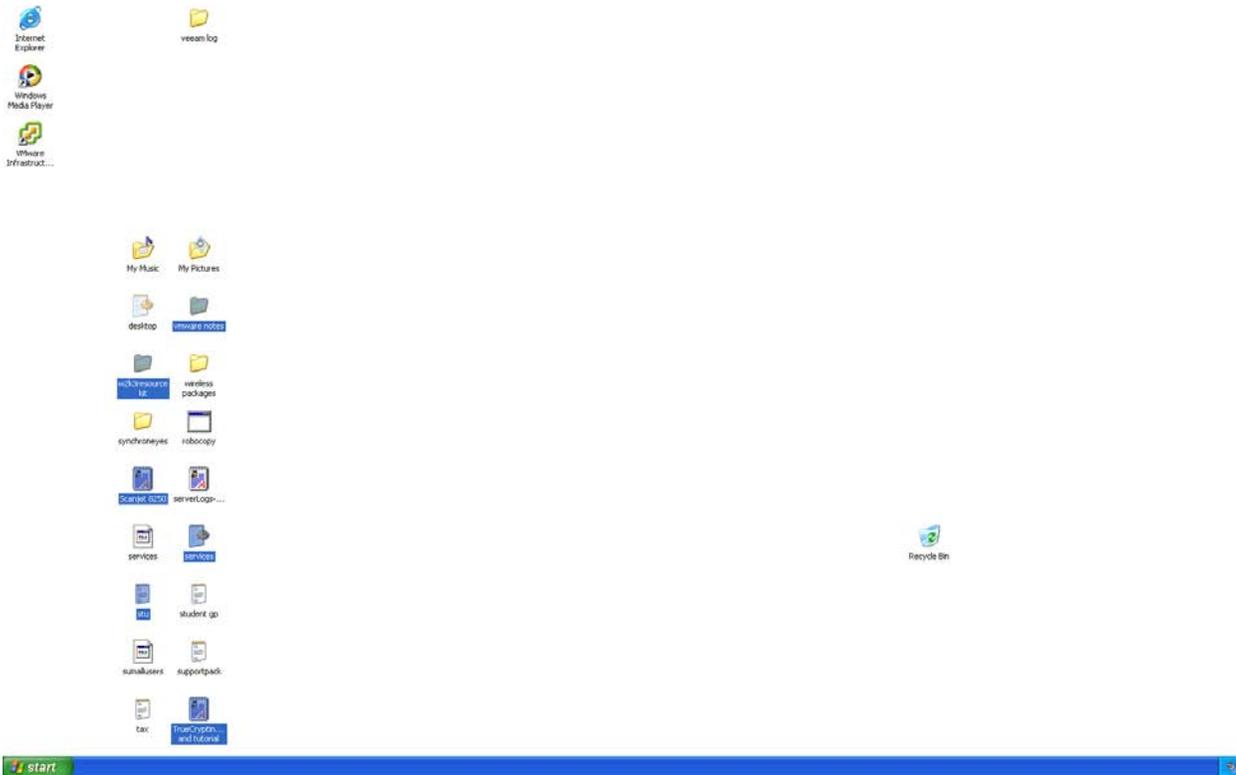
As you can see in the screen shot, I have selected 5 folders or files. Next I will put the mouse cursor over one of the folders or files I have highlighted and right click, then click copy.

Next I will open "My computer" and double click on my network folder, click "Edit", click "Paste" and the files will copy to my network folder.

2. I am going to select all the files/folders in a certain area. I will click 1 time on the first file or folder to highlight it, then I will hold down the Shift key and use the down, left, or right arrow to highlight the remainder of the files/folders.

As you can see, all the files/folders in one section are highlighted and ready to copy.
I will follow the same procedure for copying the files/folders to my network folder as described above. The same can also be done with the mouse by placing the mouse cursor next to the first file or folder you want to copy, then clicking and holding the left mouse button. As you move the mouse and keep your finger on the left button, you will see a square being drawn on the screen. You can highlight as many files/folders you want, and then follow the same procedure as described above to copy the data.

These same basic instructions can be used for a flash drive. Just note what drive letter appears when you plug in the flash drive. We recommend saving in multiple locations.

Some of you have probably noticed the "Move" command. We do not recommend using the move command when going from a local to remote Drive and here is why in case you want to read. The move command actually copies and deletes all in 1 shot. If there were any network issues while you were using the move command, the computer would not know that your data was copied successfully or not, then it would delete it from your computer and you would have nothing when you were done. Believe us, it happens. There are too many variables in between to risk it. If you want to delete items after you copied it then feel free after you make sure that your data was copied successfully.