

How to back-up / copy your data files to your Digital Locker

It is essential that you back-up your data files prior to the end of the school year. Failure to do so will result in the loss of your data files.

Please NOTE: Info Tech will **not** be able to retrieve your data files from your old computer so please back them up. Thank you!

Objective 1 - locate and gather all data files into one main folder.

You know, those word documents (letters, lesson plans, tests, lists, etc.) pictures, PowerPoint presentations, Outlook messages, bookmarks, movies, etc. Hopefully you have already been saving your documents into one main folder (this can include many folders within the one main folder). However, if not, please create a folder on your computer and place all your data files into it. You might want to give the main folder a name like: all my files (or something similar).

Objective 2 - copy your data files from your computer into your "digital locker" (your folder on the file server).

Login to the server - see directions titled: **How to Login to your Digital Locker**

Copy (click and drag) your main folder from your computer into your Digital Locker on the file server. Please give the computer a few minutes to copy all files into your Digital Locker. Depending on how many data files you have this process could take anywhere from 2 seconds to hours.

Questions and Answers

What if I don't have all of my documents located in one main folder on my computer?

We suggest that you create a main folder and drag all of your documents into it.

How do I create a new folder (main folder) on my computer?

Under the File menu (at the top of the computer screen)

Select "New Folder" (the new folder will appear as "Untitled Folder")

Change the name of the new folder to something more appropriate. **Examples: my data files; my files; or main folder.**

Where do I find my Outlook files/folders?

Your "personal" Outlook files/folders are usually stored in the Microsoft Outlook folder (located in the Applications folder on your computer's hard drive). However, some individuals may have chosen to keep their "personal" Outlook files/folders in their Documents folder. If you save your Outlook messages into "personal" folders, please make sure to back-up these files.

Can I back-up my Bookmarks?

Yes, a back-up file of your Bookmarks can be made by selecting to "Export" your Bookmarks out of your Internet browser. You should save this exported file into your main documents folder on your computer. This will ensure that all of your Bookmarks are transferred to your new computer.

How can I tell that my files have been backed-up to the file server?

To verify that your files have been backed-up, open your Digital Locker on the server and check that the data files are there.

What do I do when I'm finished backing-up my documents?

You should always "eject" or "put away" your Digital Locker when you are finished with it. ("Eject" is located under the Special Menu and "Put Away" is located under the File Menu. Click once on your digital locker and then select either one of these commands.) Staying connected for lengthy periods of time is not recommended. It is suggested that you back-up the files on your computer on a weekly basis (minimum). That way if you ever lose your hard drive you will have a fairly recent copy of your data.