

# Backing Up Files to Your U Drive

- The U drive is a secure location to save copies of important files and folders
- There are several ways to back up files and folders to the U Drive

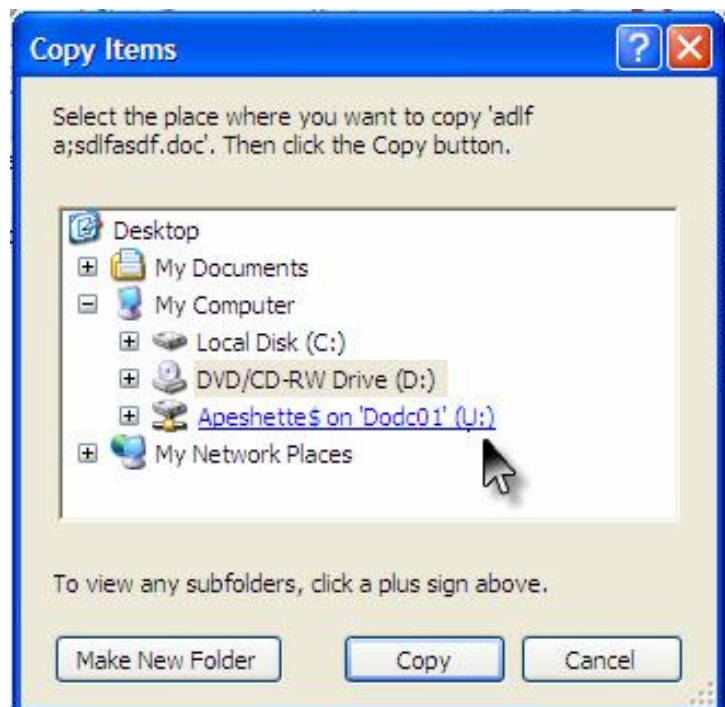
## Method #1 - Copying Files and Folders in My Documents

### Selecting Files and Folders

1. Left double-click on **My Documents** to open the folder
2. Left click on a file or folder to select it
3. **To select a group of contiguous files:** Left click on the first file, hold down the **Shift key** on the keyboard and left click on the last file. This will highlight and select the entire group of files
4. **To select multiple individual files:** Left click on a file, hold down the **CTRL key** on the keyboard and continue to left click on additional files
5. Go to **Edit, Copy to Folder** and left click

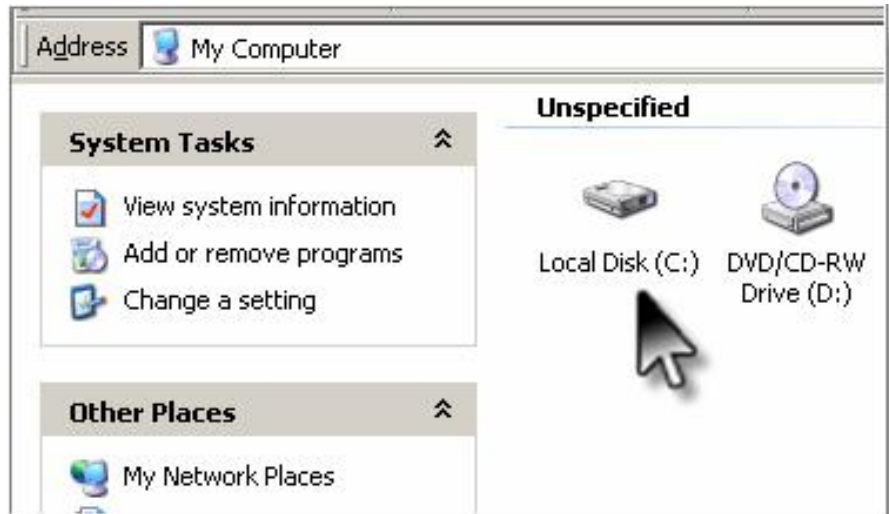
### In the next window...

6. Find the **U drive** – it has a silver box icon followed by the teacher user name
7. Left click on the **U drive** to select it
8. Click **Copy**



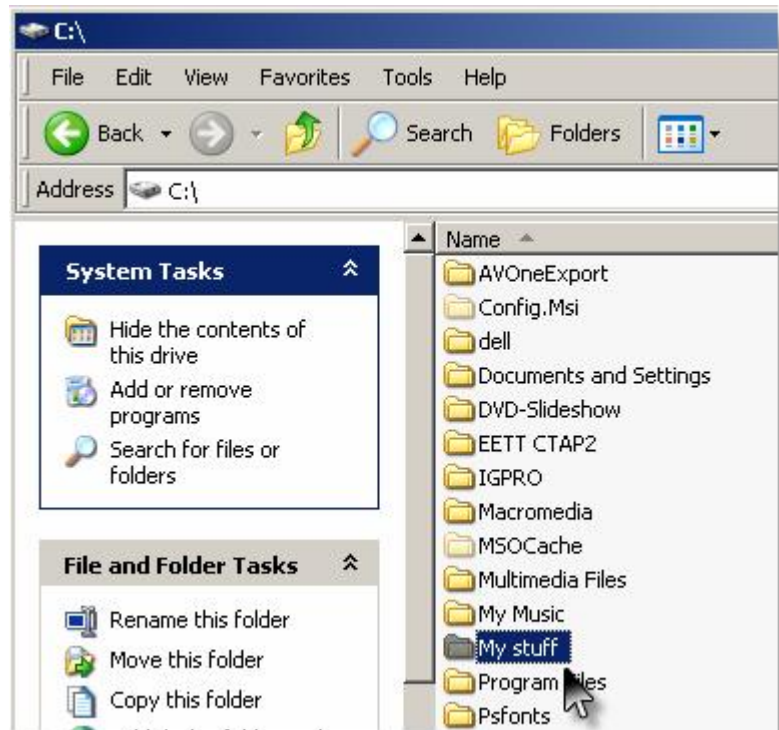
## Copying Folders on the Hard Drive

1. On the **Desktop**, Left double-click on **My Computer** to open the window
2. Left double-click on the **Local Disk (C:)** icon to open the hard drive



## In the Hard Drive Folder

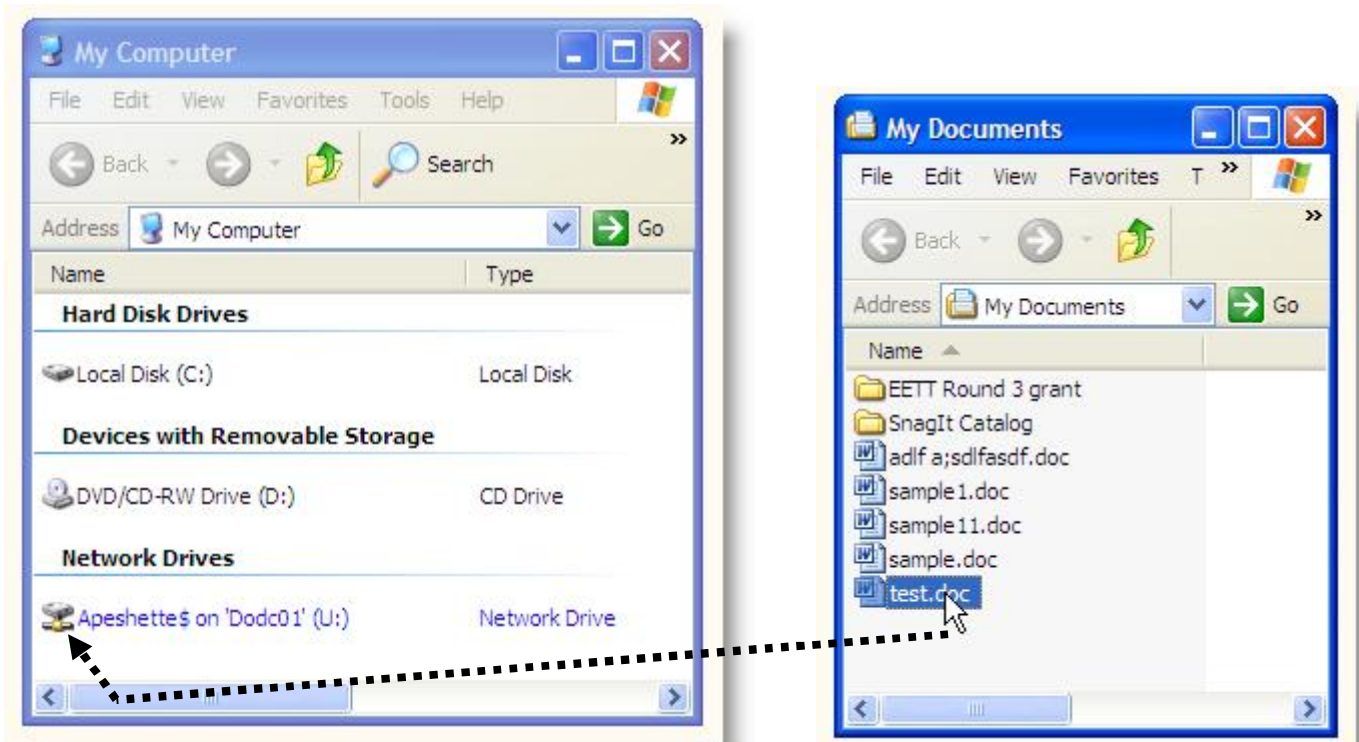
3. Left click to select the folder or file to be copied to the U Drive
- Follow Steps 3 - 6 of the previous instructions to finish copying files to the U drive**



## Method # 2 - Drag and Drop Folders to the U Drive

### On the Desktop...

1. Left double-click on **My Computer**
2. Resize the window so that it takes up about 30% of the Desktop
3. Locate the files and/or folders to copy either in **My Documents** or on the **Hard Drive**
4. Resize that window to about 30% of the Desktop and position it next to the **My Computer** screen



5. Left click on the file or folder to select it
6. **Left click and drag** the file or folder into the adjacent window and on top of the **U drive icon**
7. This will copy the file or folder into the U drive