

Back Up Your Windows Account

Your Windows Intranet work account will be discontinued at the end of each semester.

It is up to you to back up the important files in your account. Your Windows Intranet work account directory is on H: drive and its capacity surpasses that of a floppy diskette. You will require a removable medium with a greater capacity in order to download.

I. Download Unzipped Files

- A. To download *all* of the files from your H: drive:

From the *My Computer* directory window, open your H: drive home directory window. Hold the *Control* key down and strike the letter *A* to *Select All*.

With the mouse cursor held over the highlighted area, right-click the mouse, select the *Send To* option, and then select the drive where your removable medium is located.

- B. To download a few files from your H: drive:

Open the H: drive window and highlight the file(s) you want to download. If the files are not adjacent in the file list, highlight one file, then hold the *Control* key and click another file name, until all the files you want are selected.

With the file(s) selected, hold the *Control* key, right-click the mouse, select the *Send To* option, and then select the drive where your removable medium is located.

II. Zip and Download Files

- A. To zip and download *all* of the files from your H: drive:

From the *My Computer* window, open your H: drive home directory window. Use *Control/A* to *Select All* and use *Control/C* to *Copy* the selected files. Close, minimize, or resize the H: drive window.

Right-click the mouse on the desktop, select *New*, and then select *Folder*. This is the folder to which you'll be downloading your zipped files. Name the folder. Open the new folder and use *Control/V* to *Paste* the copied files into this new folder. Close the new folder.

Right-click the mouse over the new folder icon on the desktop, select the *Send To* option and then select the *Compressed (Zipped) Folder*. This zips the files and directories you pasted and puts the zipped files/directories into a *second* new folder on the desktop. This second folder has the same name as the new folder you named, but it has a *.zip* extension.

Left-click the *.zip* folder icon on the desktop and then use *Control/C* to copy its contents.

From the *My Computer* directory window, go to the drive where your removable medium is located and open the target directory.

Use *Control/V* to *Paste* the folder with the zipped files to your removable medium.

- B. To download a few files from your H: drive:

Use Part A above, except select the desired files/directories instead of all of them.