

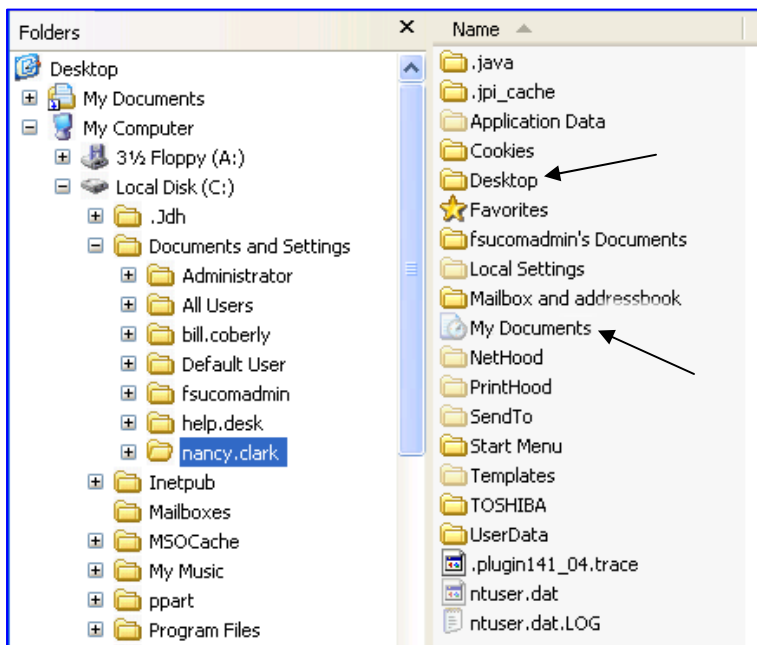
Backing Up Your Important Documents/Files

What to Back Up

Many students suffer hard drive crashes over the course of their tenure at FSU COM. There is much wailing and gnashing of teeth. The IT staff does what they can to restore the hard drive. However, you can lose everything. Certain folders are critical including

- your **My Documents** folder,
- your **Desktop** folder,.

These should all be in the **C:\Documents and Settings\YourUserName** folder. Use My Computer to look at the C drive and identify these folders. You can right click on the folders and get Properties to see how much information is stored in them.



You will also want to back up your **emails**. Once you have a PDA, you also need to keep a copy the backup file for the PDA. **E-mail** active and archive files end in the extension ***.pst**. **PDA** backup files end in the extension ***.stg**. Do a **Start > Search > For Files and Folders...**, and find these files and back them up as well.

Windows XP now supports creating Data CDs. Here is how to use Windows to back up files onto CDs.

To copy files and folders to a CD

1. Insert a blank, [writable CD](#) (CD-R or CD-RW) into the CD recorder (**D:** drive).
2. Open [My Computer](#).
3. Click the files or folders you want to copy to the CD. To select more than one file, hold down the CTRL key while you click the files you want. Then, under **File and Folder Tasks**, click **Copy this file**, **Copy this folder**, or **Copy the selected items**.

If the files are located in My Pictures, under **Picture Tasks**, click **Copy to CD** or **Copy all items to CD**, and then skip to step 5.

4. In the **Copy Items** dialog box, click the CD recording drive, and then click **Copy**.

5. In My Computer, double-click the CD recording drive. Windows displays a temporary area where the files are held before they are copied to the CD. Verify that the files and folders that you intend to copy to the CD appear under **Files Ready to be Written to the CD**.
6. Under **CD Writing Tasks**, click **Write these files to CD**. Windows displays the CD Writing Wizard. Follow the instructions in the wizard.

Notes

- To open My Computer, double-click the **My Computer** icon on the desktop, or if using the Windows XP display, select **Start > My Computer**.
- Do not copy more files to the CD than it will hold. Standard CDs hold up to 650 megabytes (MB). High-capacity CDs hold up to 850 MB.
- Be sure that you have enough disk space on your hard disk to store the temporary files that are created during the CD writing process. For a standard CD, Windows reserves up to 700 MB of the available free space. For a high-capacity CD, Windows reserves up to 1 gigabyte (GB) of the available free space.
- After you copy files or folders to the CD, it is useful to view the CD to confirm that the files are copied. For more information, click **Related Topics**.