BACKING UP YOUR DATA TO THE HOME DRIVE, FLASH/THUMB DRIVE OR EXTERNAL HARD DRIVE

Need to back-up your data? This StrikeNote will help you learn how to select a back-up method and copy your data from your computer to your home drive, flash/thumb drive or an external hard drive.

NOTE: Before you start backing up, you need to identify WHERE you will back up your data. HCS provides you with a Home Drive to back up data, but you may want to use an external flash/thumb drive or an external hard drive.

You can use any location you want or all of the locations, but there are advantages and disadvantages to using each.

The Home Drive, or H Drive, is a resource provided to you on the network.

Advantages:
- The data in your Home Drive is stored on the server, which is also backed up.
- You can use your credentials to sign into another district computer and your data will be in your Home Drive.
- If your computer dies and needs to be replaced, you simply need to log into the new computer and your data will be in the Home Drive.

Disadvantage:
- The storage space size is limited. If you have a lot of music, photos, and videos, they may not all fit in the Home Drive.

A USB flash/thumb drive, or USB external hard drive can also store data.

Advantages:
- You can purchase these in different storage sizes to hold a lot of data. They are great for storing music, photos, and video.
- You can take it with you to use at home or on a personal computer.
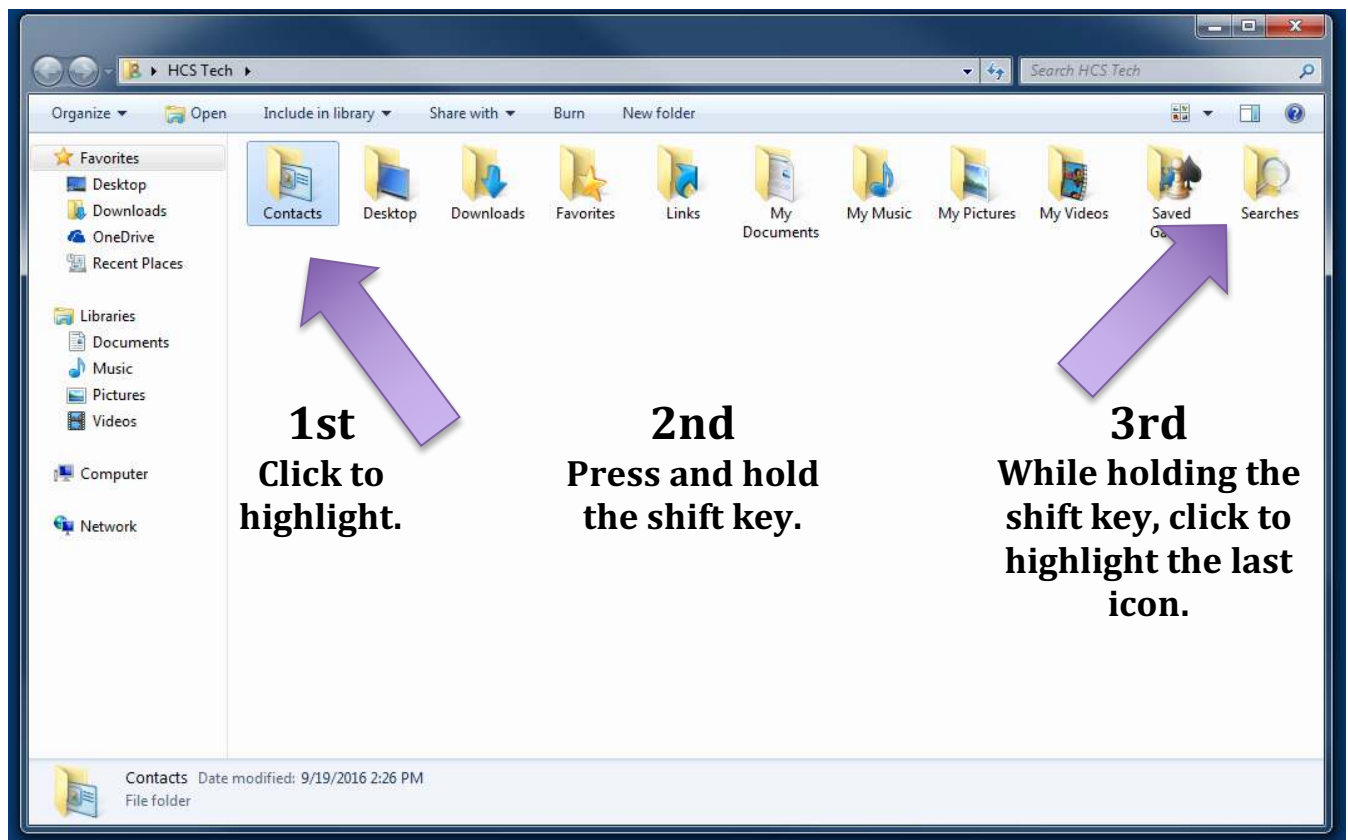
Disadvantages:
- Drives can break and flash/thumb drives can be washed in clothes pockets by accident. They can get lost or misplaced. The drive hardware can fail, leaving you unable to access the data on it.
- If you only use this method, it is your only backup.

Once you have decided where you want to back up your data, it's time to start.

1. On your desktop, find the icon with the picture of the folder and person on it. It should have your name below the picture. Double-click the icon to open it.


2. In this window you should see folders where your data is stored. For example, the Desktop folder contains every file that you have on your desktop. Single-click on the first icon you see in this window to select it. Then hold down the shift key while single-clicking on the last icon in the list. This will select all of the folders.

1st
Click to highlight.

2nd
Press and hold the shift key.

3rd
While holding the shift key, click to highlight the last icon.

3. If you were successful, all of the icons should be highlighted like this picture shows.
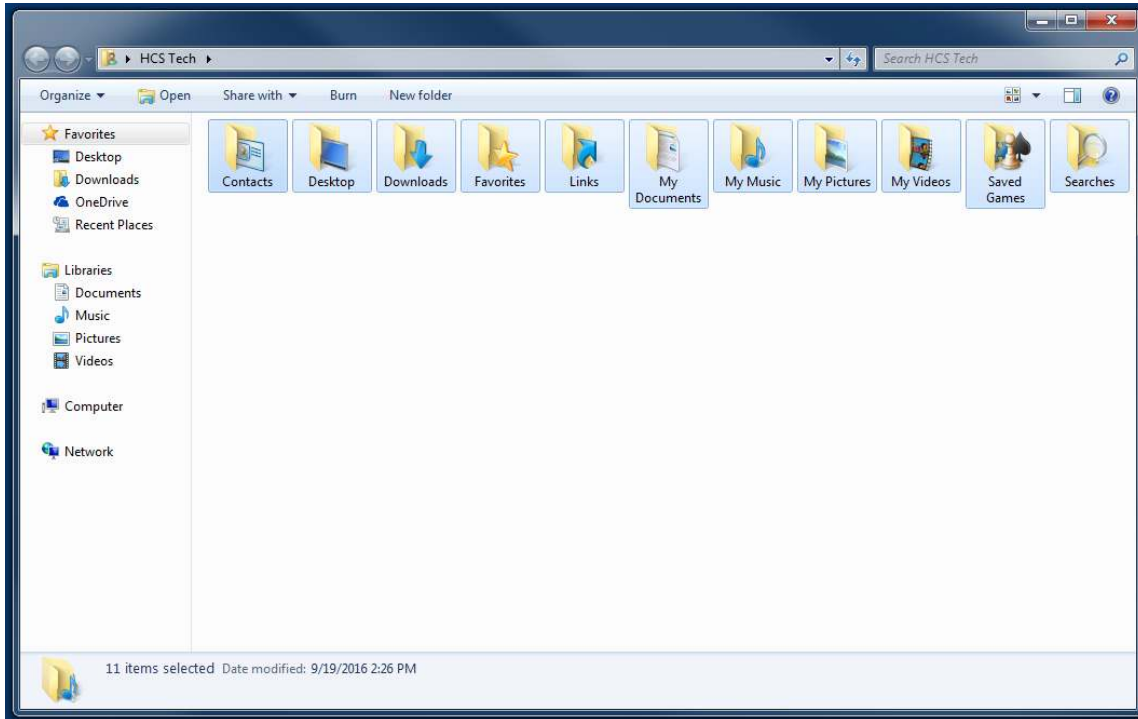
4. Now it is time to copy the folders. Simultaneously press Ctrl **and** C on the keyboard. This will COPY the highlighted folders.
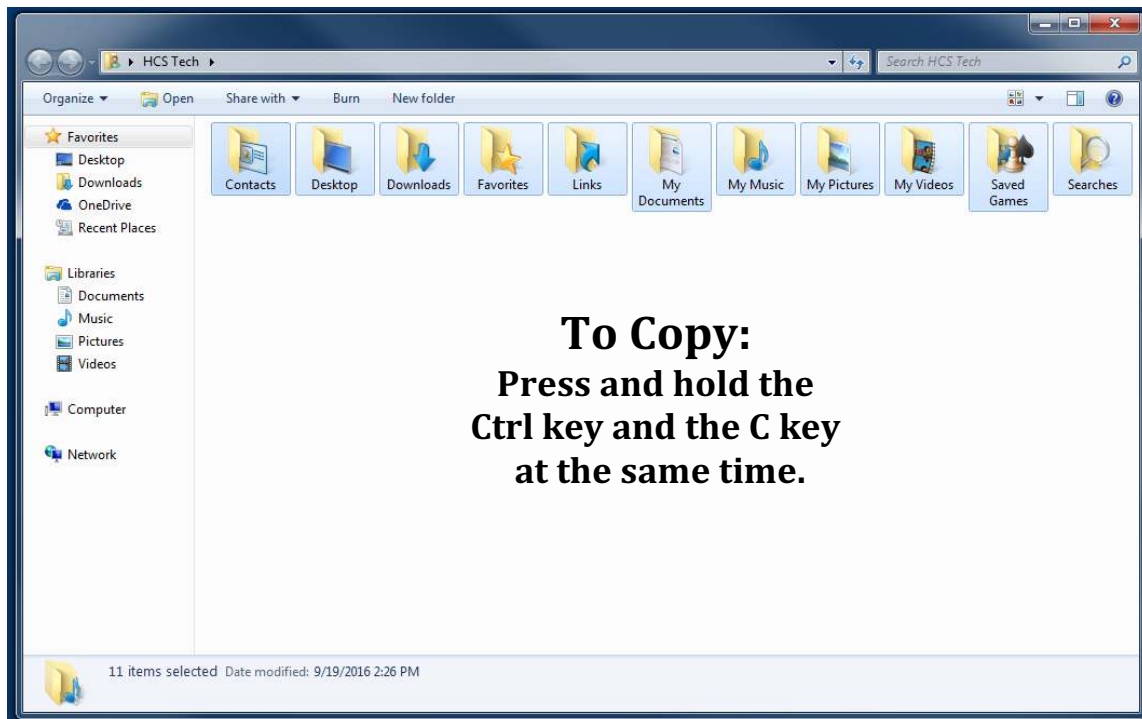
To Back-up to the Home Drive, follow steps 5-7. To Back-up to a Flash/Thumb drive or external drive, follow steps 8-12.
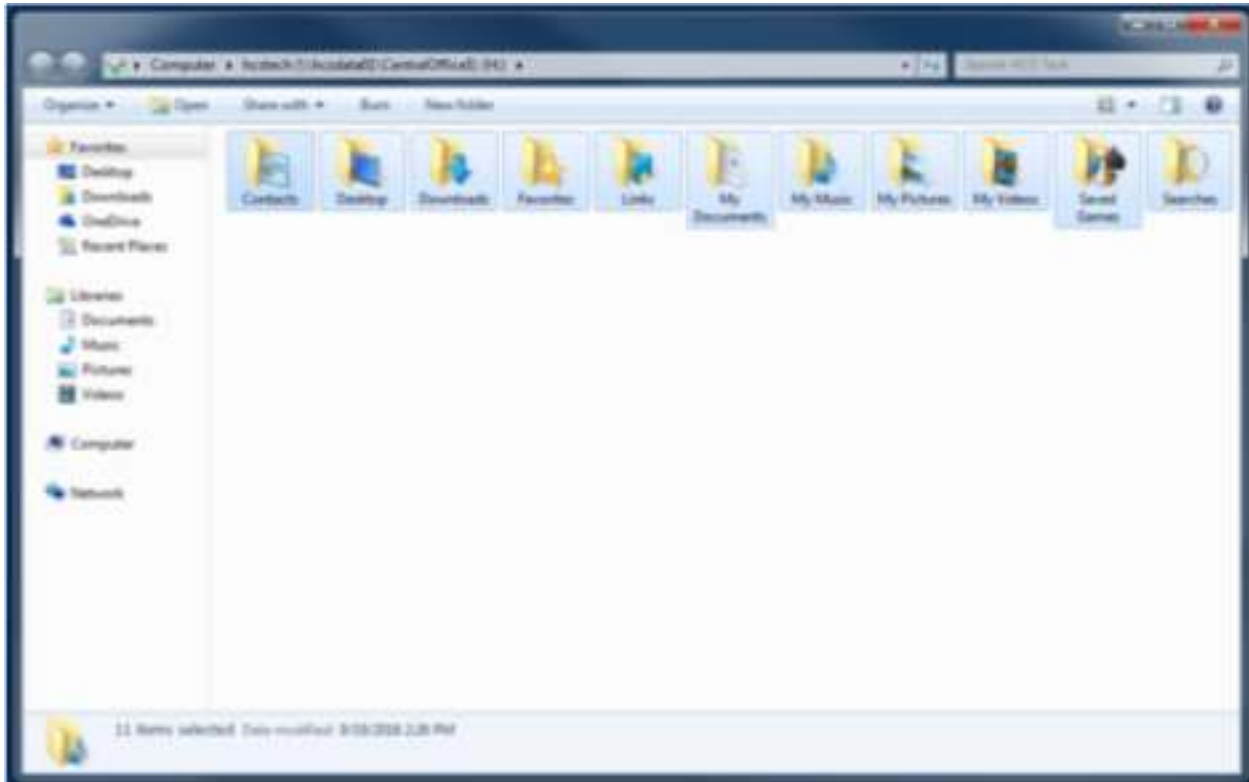
5. **To back-up to your Home Drive**, double-click your Home Drive folder to open it.
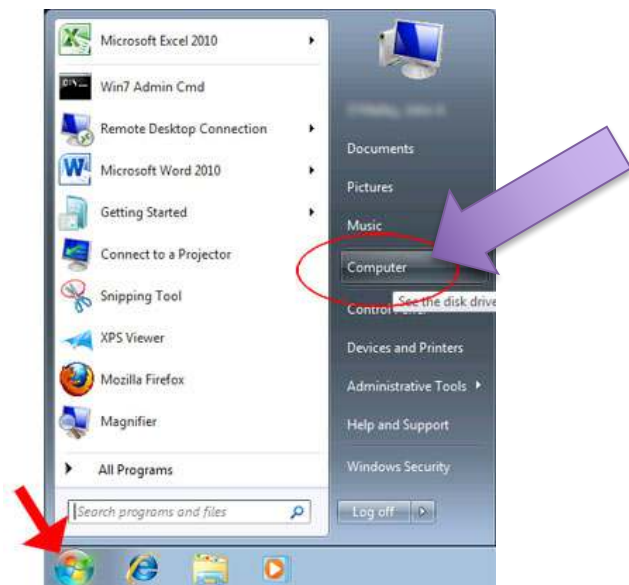

6. Once the Home Folder window opens, simultaneously press Ctrl and V to PASTE the data into the Home Folder. You will see a message pop-up showing the copying process.

To Paste:
Press and hold the
Ctrl key and the V key
**at the same time.**
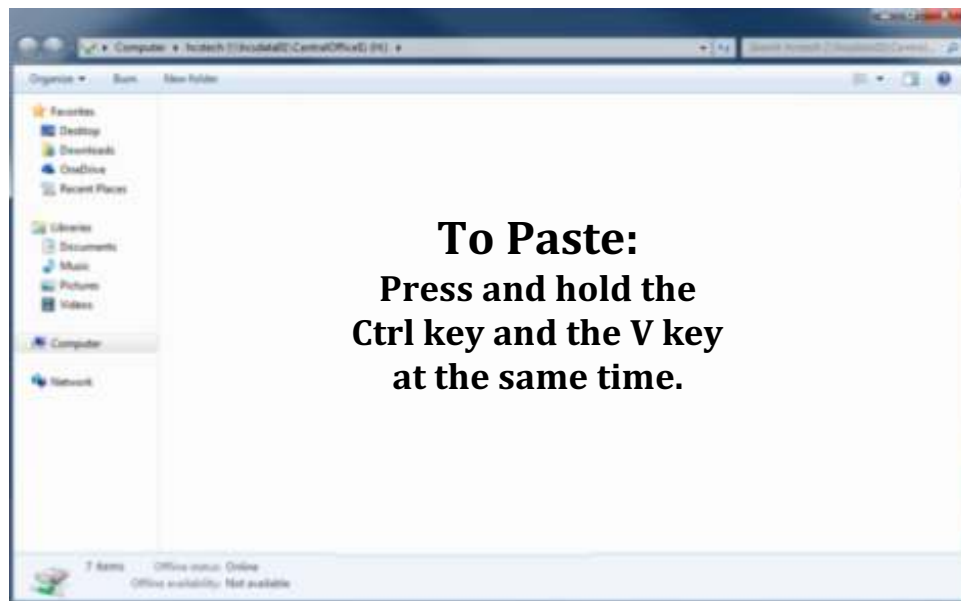
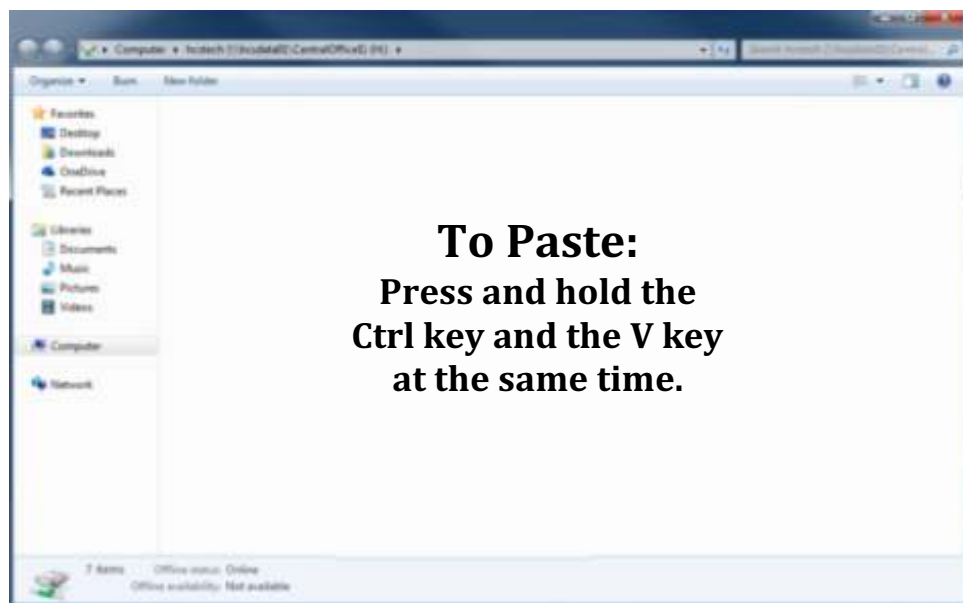7. Once finished, your Home Folder will contain your data.

8. **To back-up to a Flash/Thumb drive or External Hard Drive**, click the Windows Start button in the lower left portion of your desktop. This will pull up a menu window. On the right of the menu, click Computer.

9. When the Computer window opens, you should see something that looks like this. Removable media like flash/thumb drives and external drives will be listed in the "Devices with Removable Storage" section. Once you find your Device, double-click its icon.
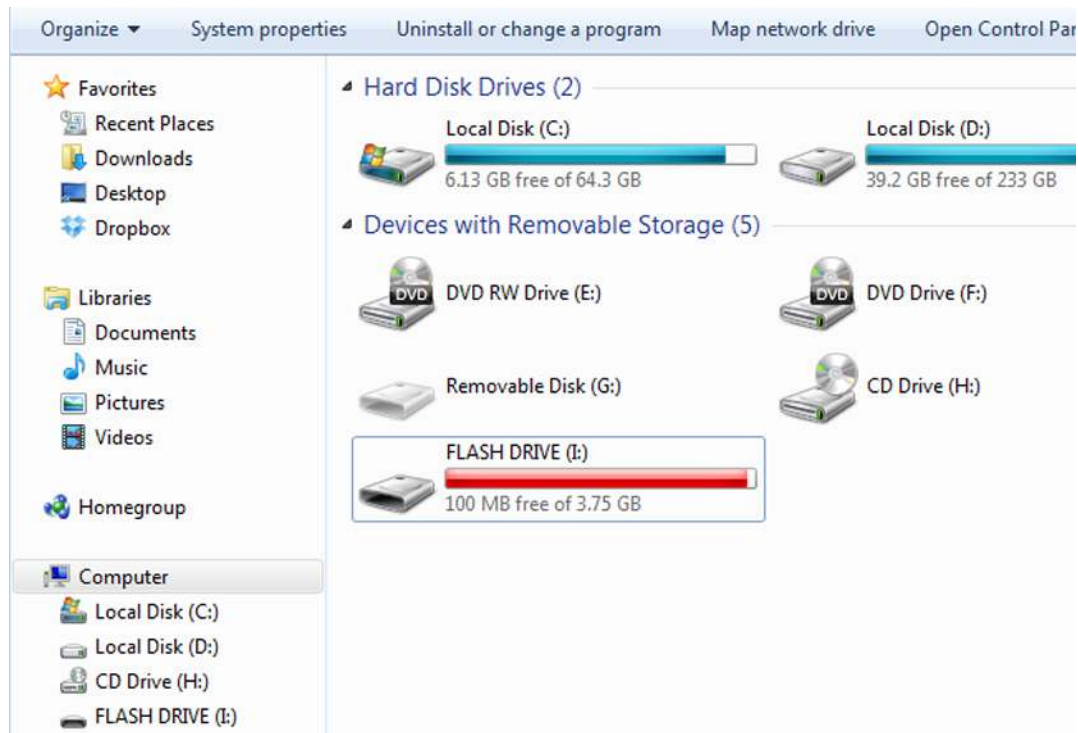
10. Once the Device's window opens, simultaneously press Ctrl and V to PASTE the data into the Device. You will see a message pop-up showing the copying process.

To Paste:
Press and hold the Ctrl key and the V key at the same time.

11. Once finished, your Device will contain your data.
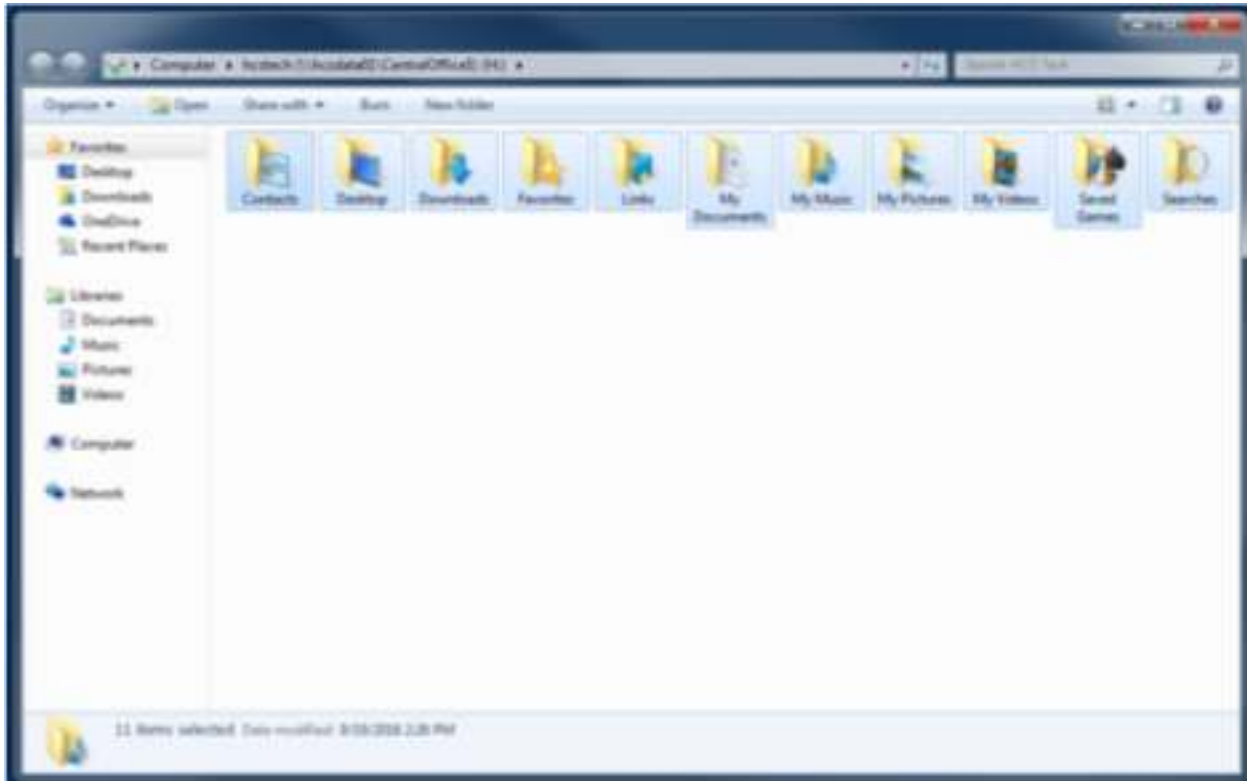
TIPS

- If you add new data on your computer or edit the data, the back-ups made to the Home Drive or external drives do not reflect those changes.
- You may want to create a folder in your Home Drive or external drive that is named with the date and a description. This will let you know when you backed up the data. (Ex. 2016-09-21 Backup) If you do this, you want to make sure you double-click this folder before you paste the data.
- You may only want to back up important files on the computer or important folders.
- There are other ways to back up files and folders. You can drag and drop files and folders to the Home Drive or an external drive. You can also save a file directly to the Home Drive or external drive.