



HOW TO BACK UP FILES ON YOUR COMPUTER TO A HARD DRIVE

To help ensure that you don't lose your files, you should back them up regularly. You can back up files on your computer to an external hard drive.

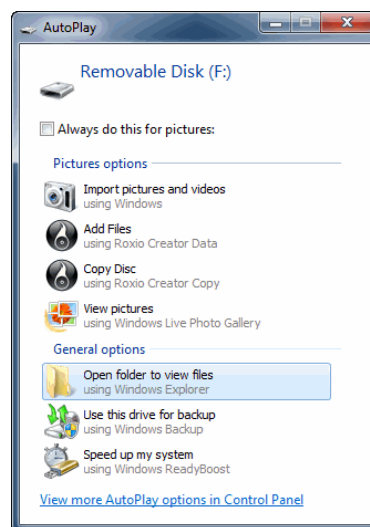
PROCESS:

1. Plug your external hard drive into the USB slot in your computer



←The USB slot on your computer

2. When you plug your external hard drive into your computer, you will hear a sound. A message will pop up on your screen:



3. Select "**Open folder to view files**". This will open up your external hard drive, and you will see all the files that are saved
 - o Move this window to one side of your computer screen
4. Now, we want to "copy" the files on your computer to your external hard drive. To do this, open the folder that contains the files you would like to back up. Move this window to the other side of your computer screen
Example: Double click "My Documents" folder to view the files in this folder

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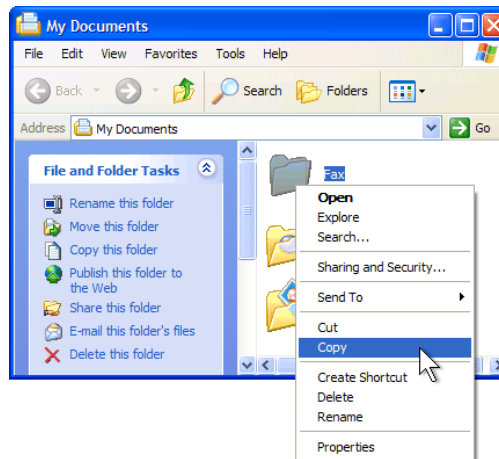
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5. Select the files you would like to back up.
 - o To select the files, left click your mouse and drag your mouse over the file you would like to copy – This will highlight the file/s
6. Right click on the highlighted file
 - o This will open up a menu
 - o Select “**Copy**”



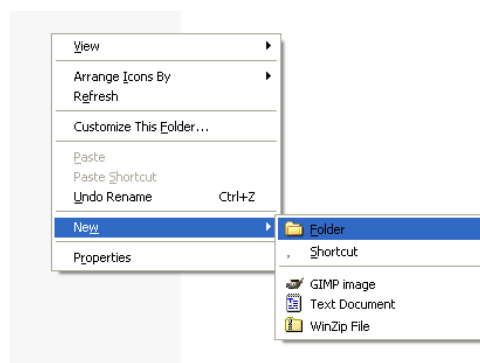
7. Now, we want to paste these files into your external hard drive. To do this,
 - o Click back to the window of the external hard drive

Note: It is always good to manage your files by creating folders.

Eg. A folder for: “My Music”, “My backup documents”, “My Photos”

If you would like to create a new folder on your external hard drive:

1. Right click on any white space, and this will open a menu
2. Select “**New**”, and this will open up another menu
3. Select “**Folder**”. Give this folder a name
Eg. “My photos” and press “**Enter**” on your keyboard



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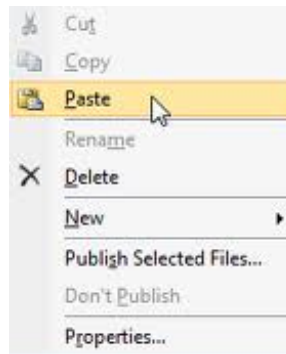
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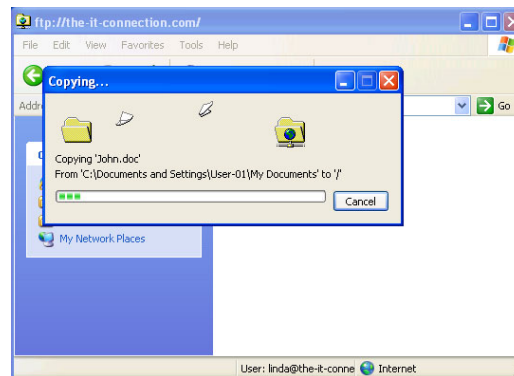
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8. Right click on your mouse, and select **"Paste"**



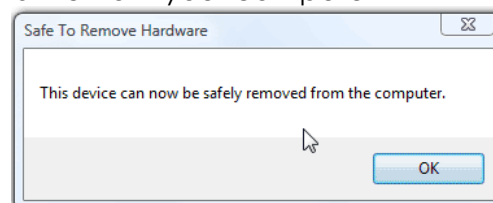
9. All the files on your computer that were selected will now be copied to your external hard drive. You have successfully backed up your files



10. When you have finished backing up your files to your external hard drive, it is very important to **safely remove** the external hard drive from your computer. To do this, **click on the green arrow** in the bottom right hand corner of your computer screen



11. Select **"Safely Remove Hardware"**
12. Wait for the following message to appear on your computer screen before you remove the hard drive from your computer



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