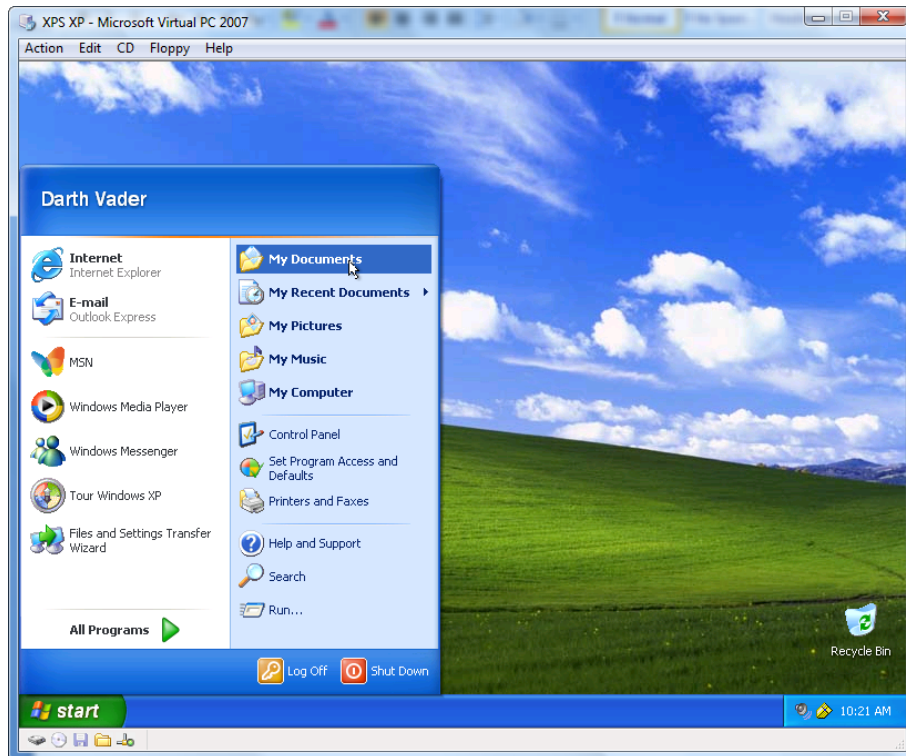
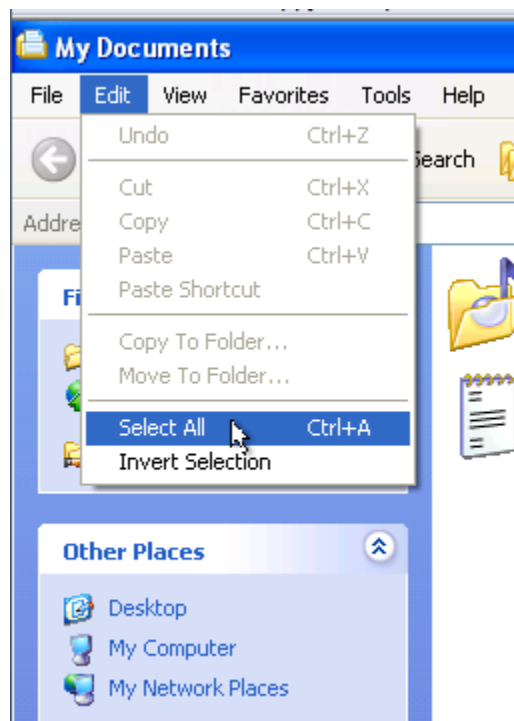


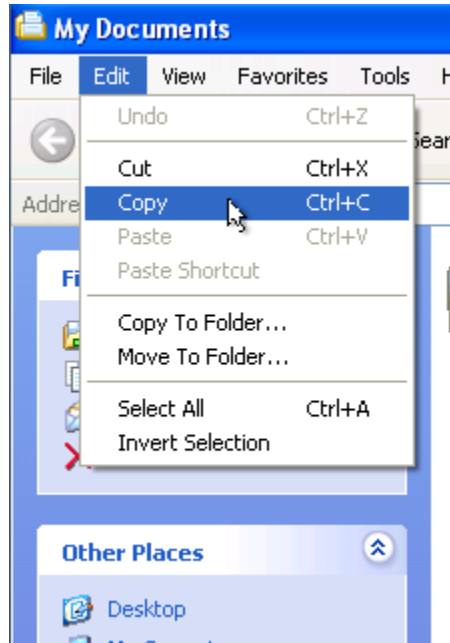
Choose START and Double Click on My Documents



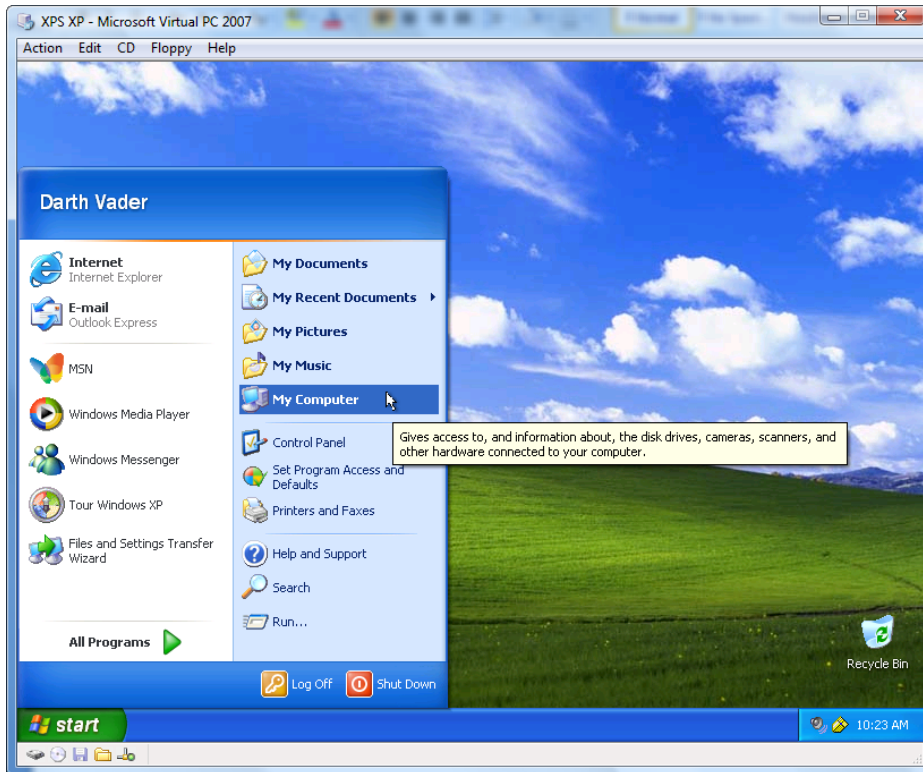
Choose Edit from the Menu and Select All



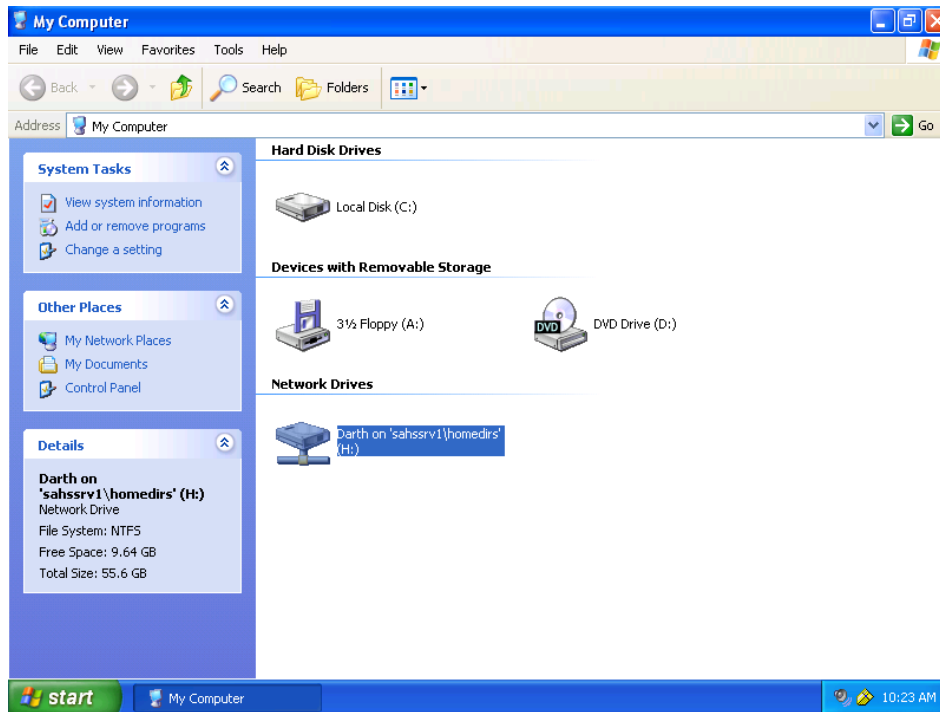
After all your documents are selected, choose Edit again and then Copy



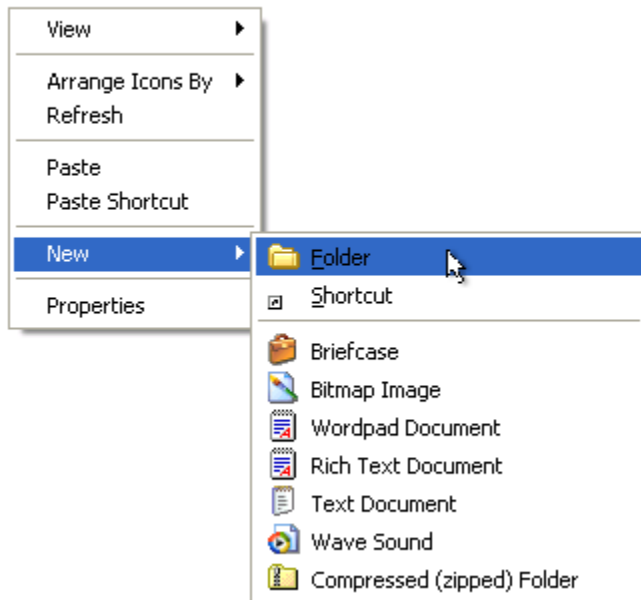
Close that window, then choose START and open My Computer



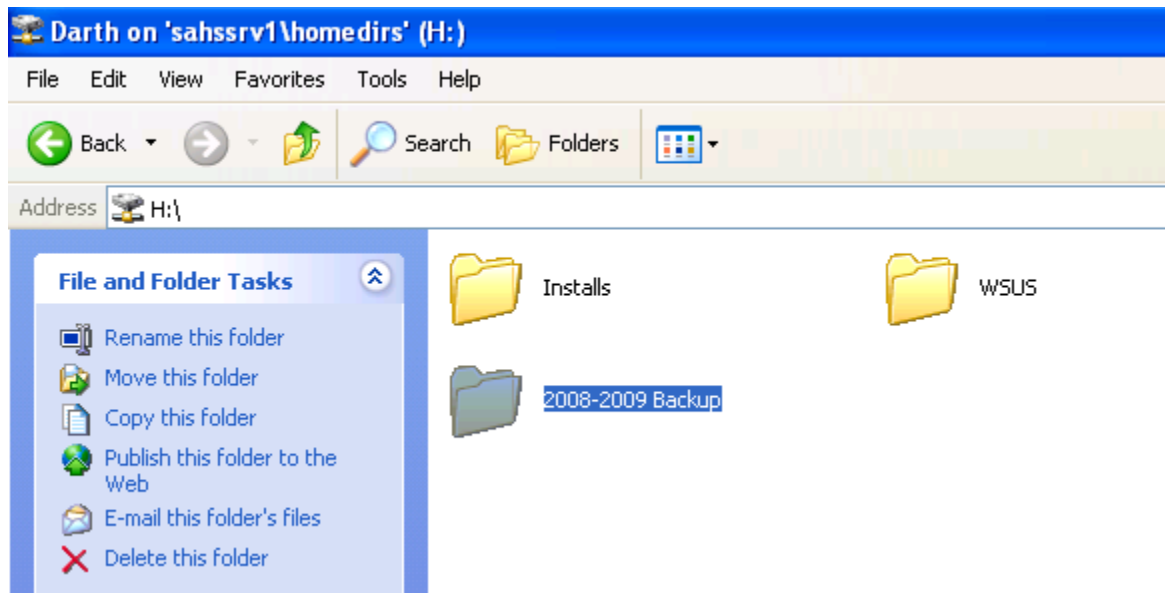
Double Click to open your H: Drive



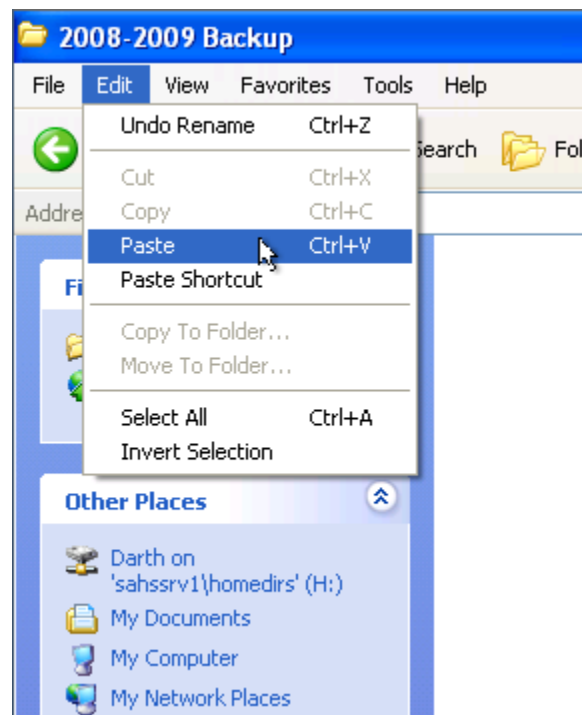
Right Click to create a new folder for your backup



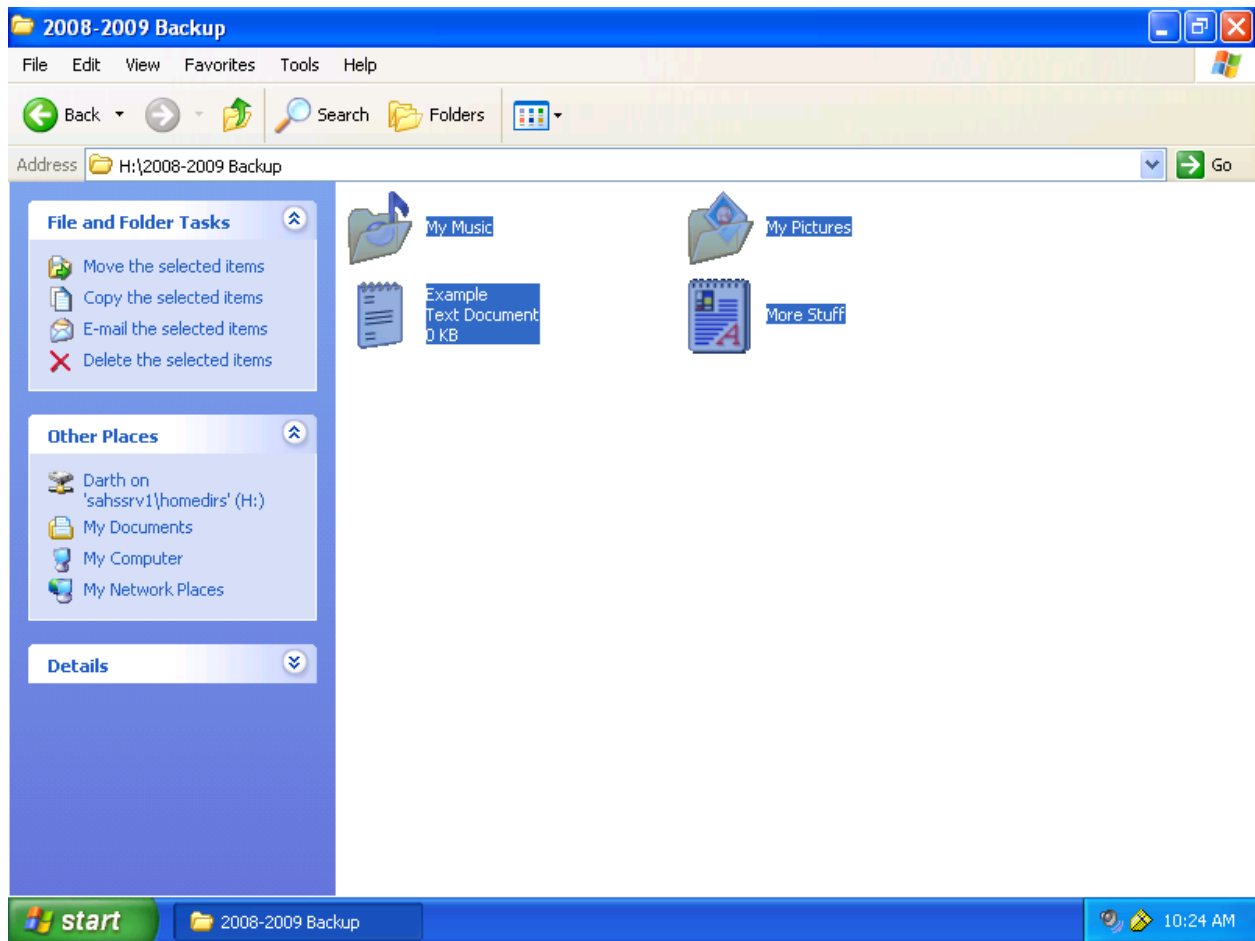
Double Click on your new folder to open it



Choose Edit from the Menu and Paste



Now all your documents are backed up on the server through your H: Drive



If you have any questions, please be sure to email me.

[melson@saboe.k12.nj.us](mailto:melson@saboe.k12.nj.us)