How to Back Up Files

Click on "Computer" on your Desktop and select the (C:) Drive



Click on $\ensuremath{\mathsf{Users}}$ and select your name



Now you will want to create a folder in your (Z:) Drive (or external hard drive/cloud drive)

Click on your **(Z:)** Drive and create a back up folder: (Ctr+shift+N) and name it backup and date then open folder.

Open both folders side by side: (Imperial to reft arrow to move active window)

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🐌 Downloads	b Contacts	10/23/2013 11:08	File folder	🐌 Downloads	ma rouer is empty.
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Then copy and paste (or drag) the above folders to your backup folder.