

File Archival and Cleanup

Introduction

Backing up of hard disks in desktop computers has increasingly become a problem and a pressing need as the size of the hard drive continues grow today. This document makes recommendations as to how users should protect their data from loss or damage.

Archival Recommendations

- 1.) Users should have at least two copies of any important file, on different media. Three copies are preferred.
- 2.) All users should log into the IT Department server; PC users should map their H: drive to their personal network disk space on the server and save their files to their personal space.
- 3.) IMAP mail should be used verses POP mail because, in addition to other advantages, IMAP mail folders are stored on the server by default, and are automatically backed up.

Backing up Files

In order to backup files stored on your personal computer and personal space on the network, you will need to do the following:

- 1.) Double-click on **My Documents** folder in your desktop
- 2.) Select the files you would like to backup to the network drive.

Contiguous (Adjacent): Hold down the **Shift Key** and click the **left mouse button** on the last e-mail in the group of items to be archived.

Non-Contiguous (Non-adjacent): Hold down the **Ctrl Key** and click the **left mouse button** on each individual item to be archived.

- 3.) In to the **“Edit”** menu of the **My Documents folder**, click on **“Select All”**
- 4.) In the **“Edit”** menu, select **“Copy”**
- 5.) Open your home drive by double-clicking **“My Computer”** and selecting your home drive (it should say **“YourUserName on 'Sgadmin01\Users\Home\Staff”** where YourUserName is what you use to login to Novell)
- 6.) After moving the files to the network drive, please be sure to delete the files from your computer.

****Files on the network drive will be backed up.**

If you need any assistance, please call user support at x6363 and a support staff member will assist you.