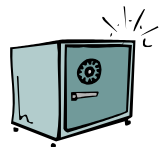


Backup Baby Backup



“Anything worth having is worth backing up.”

—Tennessee Ernie Ford



“Backup Early and Often” (especially at the end of the school year!)

1. Save everything in a single folder on your computer. **The “My Documents” folder is the usual suspect.**
2. Once you have everything in it, right-click on that folder to see its “Properties” and learn the folder’s size. **This will indicate the appropriate media to use for backing up:**
 - *Less than 1.44Mb (14400Kb)—a floppy disk will hold it. If you have only slightly larger amounts of data in your folder, consider using several floppies.*
 - *Up to ~650Mb—Burn it on a CD (see “Wired Wednesday” “Burn Baby Burn” for CD directions). CD burners are located in every computer lab. If you choose/need this option, you’ll need to copy your backup folder onto the network, login to Novell with your username and password at the lab computer, then save your folder on the lab computer’s desktop to burn to CD.*
 - **OR purchase a USB “pen drive” at Office Depot or CompUSA, install that on your own computer using the CD provided, and store your folder on your pen drive.**

