How to Backup Files to an External Storage Device

This document will explain how to backup files from your computer to an external storage device.
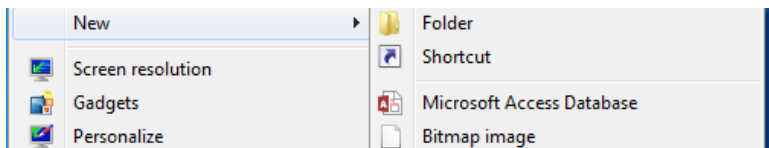
WHAT IS AN EXTERNAL STORAGE DEVICE?

An external storage device, such as a USB flash drive or external hard drive, can be used to save files on a device besides the computer. This is a good practice to use in case of a hard drive or server failure. UCPS teacher machines sometimes need to be re-imaged and all data stored on the computer is lost during this process.
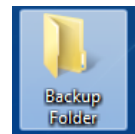
*Note: It is best practice to backup your work in more than one place. You should also store external drives in a safe place away from extreme hold or cold temperatures.
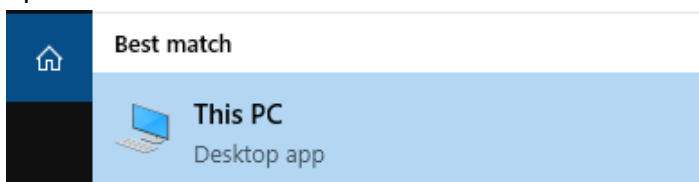
BACKING UP TO AN EXTERNAL STORAGE DEVICE

1. Create a new folder for all of the items / files you plan to back up. In order to do this, right-click the desktop, go to "New" and select "Folder."
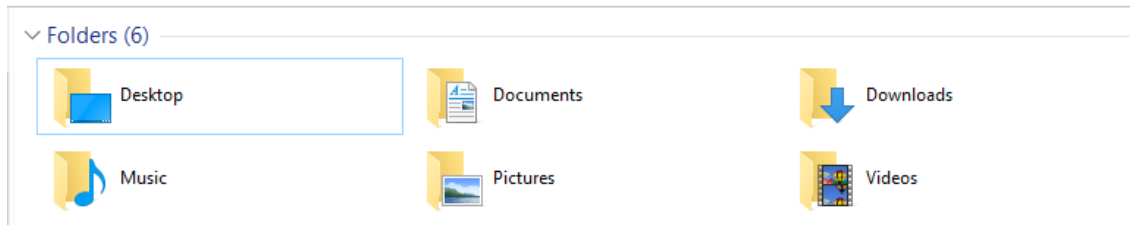

2. Rename the "New Folder." We recommend including the word "Backup" in the title. After you have created your new backup folder, move it to the right of your screen.
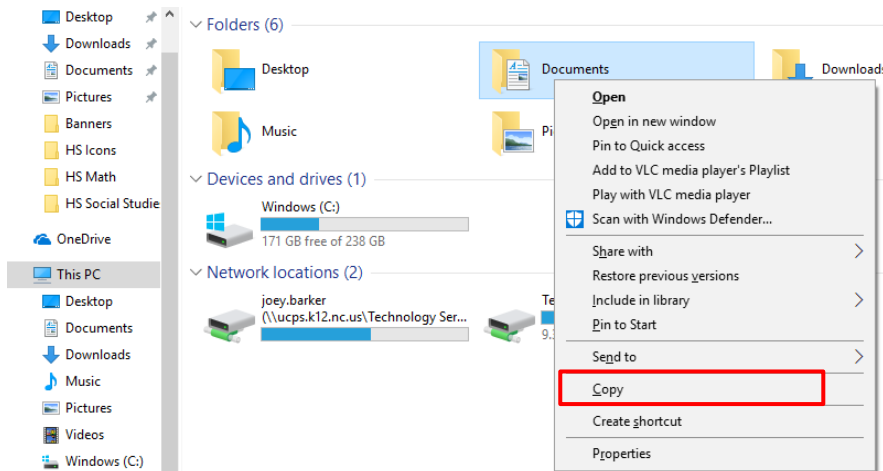

3. Navigate to the "Search Windows" icon in the bottom left corner and type "This PC" from your menu options.
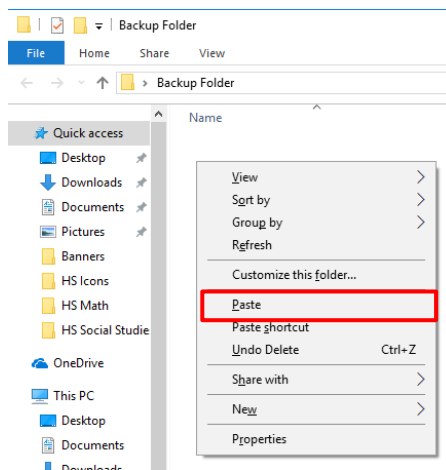
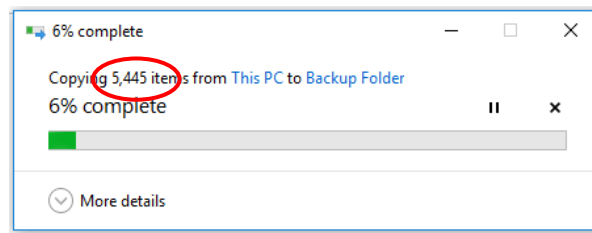4. From "This PC" navigate to Folders to view your local files.

5. Right click "Documents," "Pictures," etc. and choose "Copy."

6. Navigate to the new "Backup Folder" you created on the desktop. Inside the folder right-click and select "Paste" to place the files into the backup location.
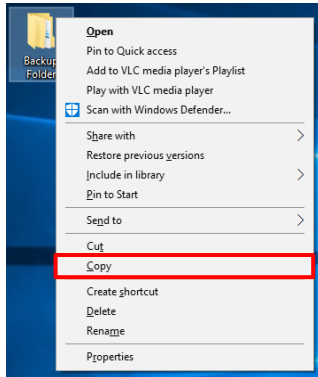
*Note: The folder size will determine how long it takes to paste your files.
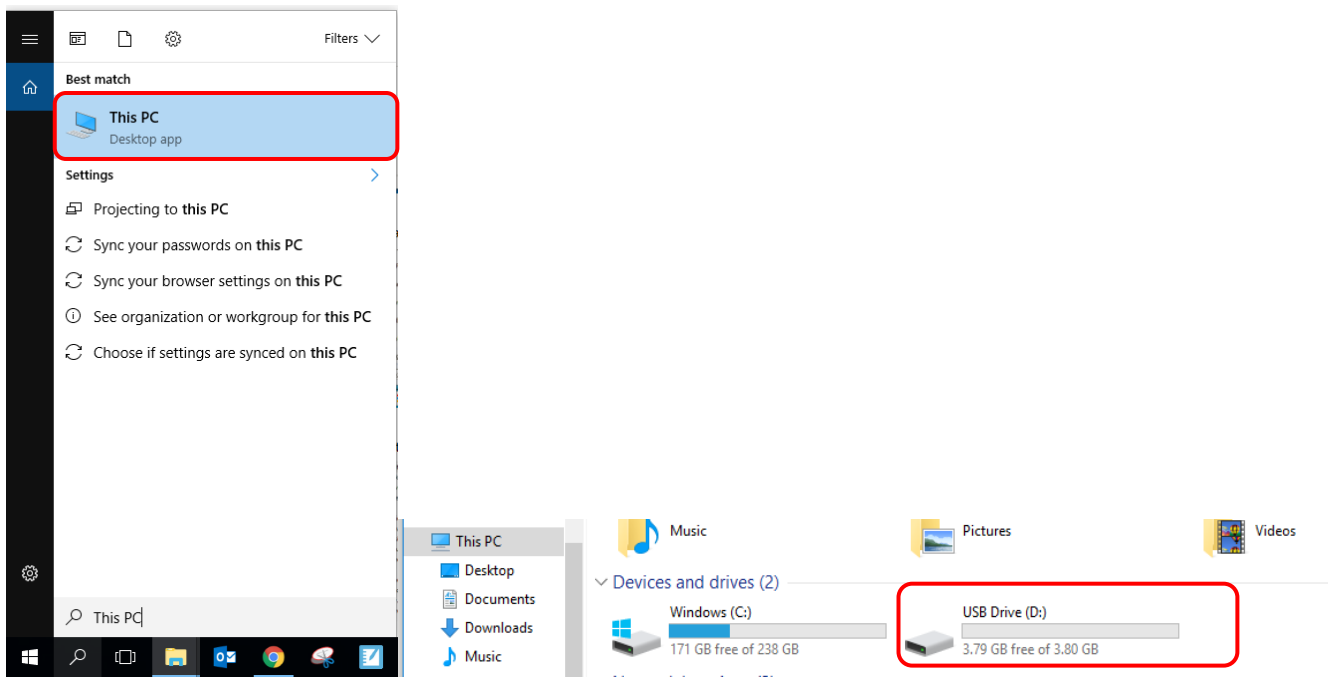
7. Now that your files have been copied to one location, they can be moved to your external storage device. Plug in your external drive to your computer's USB port.

8. Right-click your backup folder and select "copy"

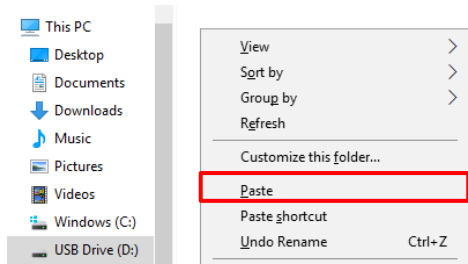9. Navigate back to "This PC" (like in step 3) and then locate the external drive.

10. Open the external drive, right-click and select "Paste"

11. Once the files have been transferred (this may take a while depending on the size of the files), you should safely eject the drive so no data is lost.

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