

HOW TO BACK UP YOUR FILES

If you store all of your files on your u drive, then you're files are backed up. If you store all of your files on your desktop, then there are two ways you can back up your files.

Option 1: (Recommended)

1. Drag all your files to your u drive.
2. Any folder that you want to show on your desktop, create a shortcut.
3. To create a short cut, right click on the folder, and click on "show on desktop"
4. Access your files from the shortcuts on your desktop, and it will always update your files on your u drive.

Option 2:

1. On your u drive, create a folder and label it as Back Up.
2. Copy any files that you have on your desktop, and put it in the Back Up folder.
3. You will need to update your back up folder on a regular basis. We recommend at least once a week or at minimum once a month.