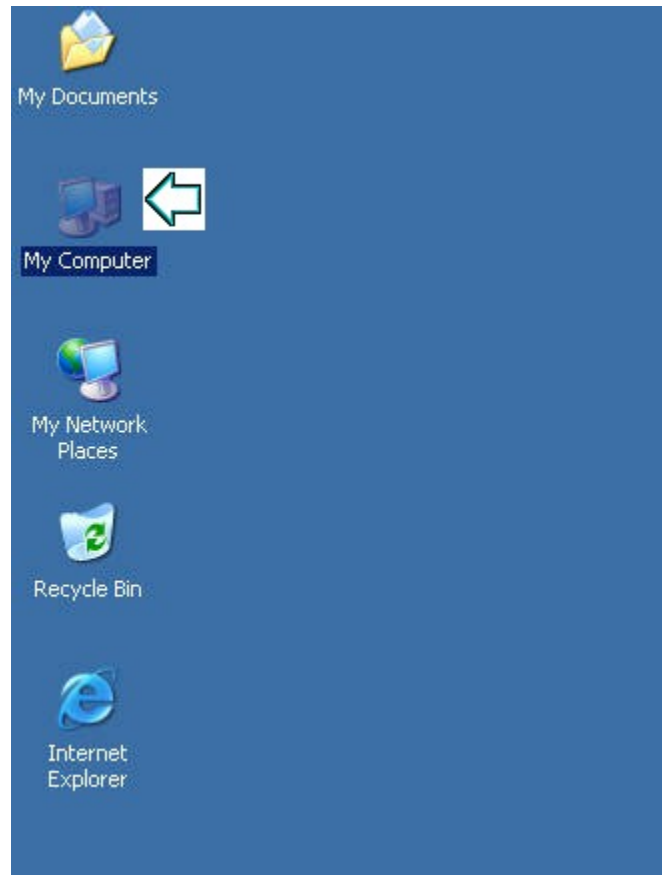


# How to Create a Folder in the Local Drive for the Purpose of Backing Up Your Important Files

by Roy Garza

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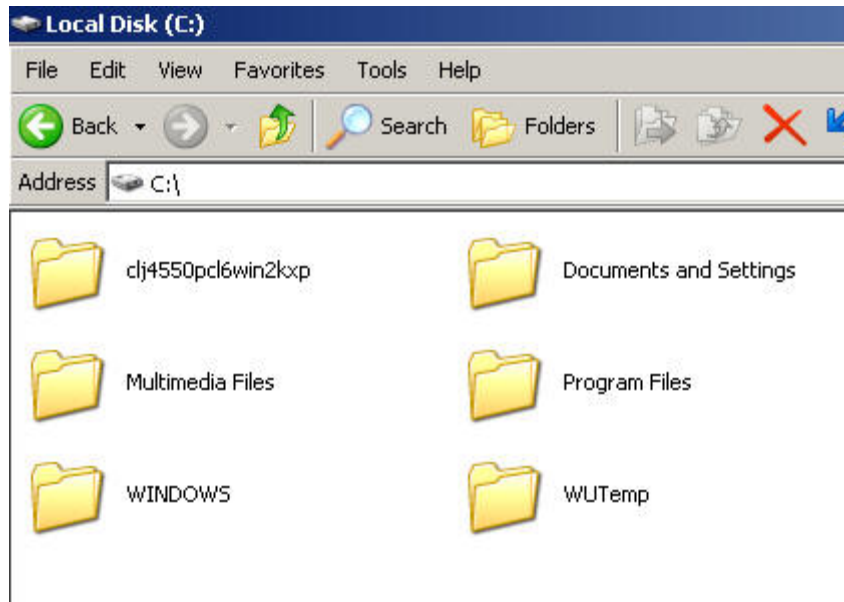
The first step in creating a folder on your local drive is at your Desktop double click on My Computer Icon



Once you have double clicked, the next screen you will see is something similar to the one below. Once you are here you double click on the image of the Local (C:) drive



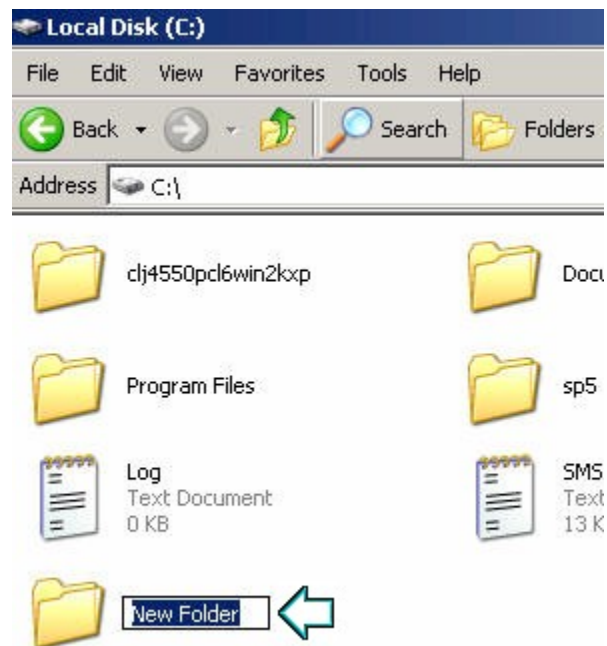
Once you are in your the Local (C:) drive you will see another screen similar to the one below. Notice the Address Navigation Bar it shows that you are in the C:\ which implies that you are actually in the C:\ Local drive. You will view several folder in the C:\ drive. Here is where you will proceed to the next step shown below.



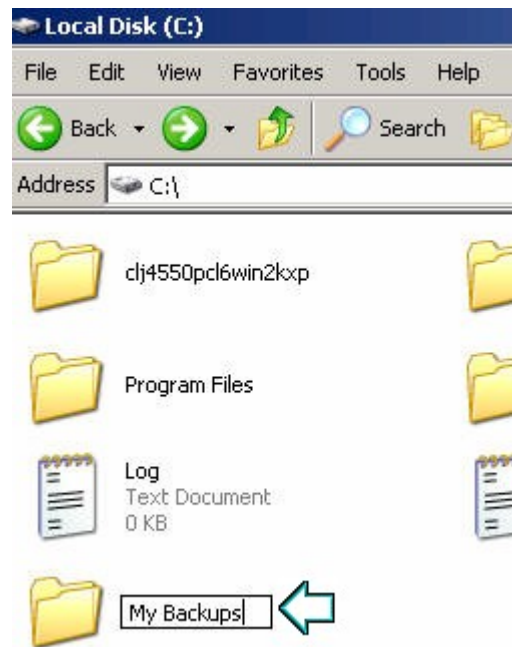
Go to the command bar and select File, in the drop down menu you select New, once you have done this the New selection will expand to reveal Folder which you must click in order for the command to generate a folder on your C: Local drive.



You noticed that the command has generated a folder icon with the word New Folder highlighted.



You then proceed to name the folder. It is suggested to name it simply " My Backups " .



In My Backups folder is where you will copy all important files that you have stored for reference or that you use and modify on a daily basis. Files such as: Excel Spreadsheets, Word Documents, Access Databases, PowerPoint Presentations, FrontPage web pages or websites that you have created, Desktop Publisher, Visio and imaged files, such as pictures, jpg and gif or adobe PDF files. If you have any files that you have created using a special programs such as math programs, English programs, or gradebook programs or any other software that you use in your department it is also suggested that you save these as well. Any files that you can think off that you will use daily or in the future.

There are other files that you might want to copy to the My Backups Folder. A search for the following extensions can also be accomplished by using the search command. For example:

Word Document files the extensions related to Word are: **\*.doc**, **\*.rtf** and also if you have created web pages using word the extension is **\*.htm**

Excel files can also be searched and copied to the My Backups Folder with extensions **\*.xls**

Access files can also be searched and copied to the My Backups Folder with extensions **\*.mdb**

PowerPoint Presentation files also can be searched and copied to the My Backups Folder with file extensions **\*.ppt**

FrontPage web pages files can also be searched and copied to the My Backups Folder with file extensions such as **\*.htm, \*.asp, \*.html and \*.xml**

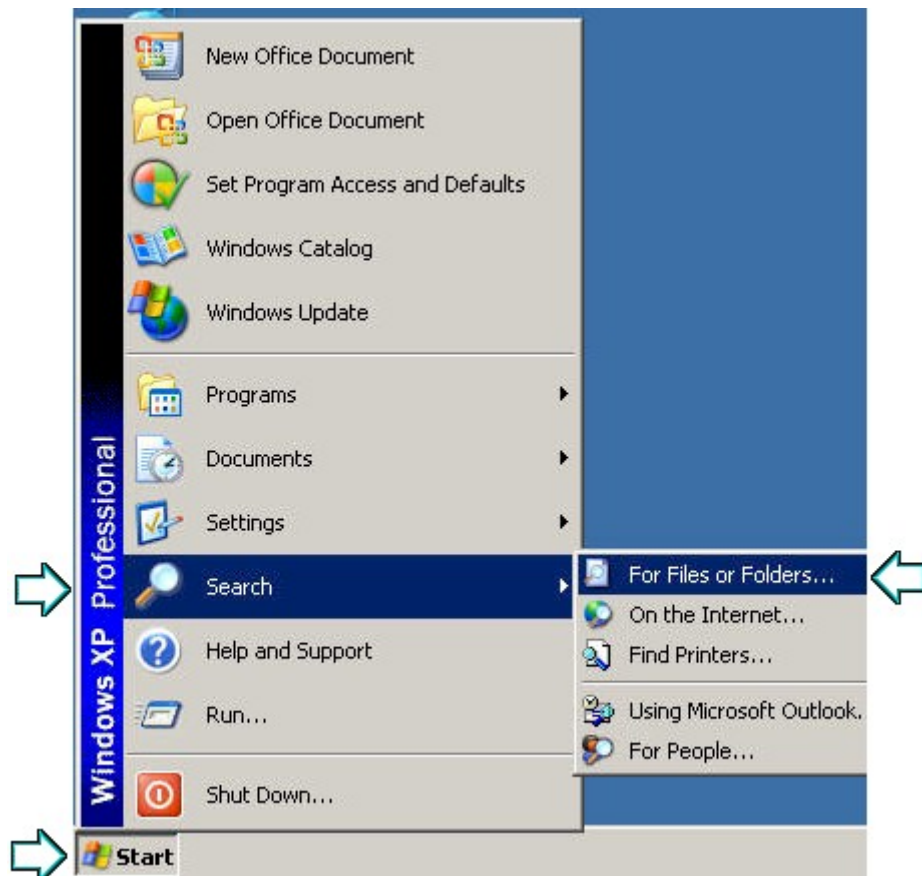
Publisher files also can be searched and copied to the My Backups Folder with extensions with file extensions **\*.pub**

If you use Adobe Acrobat the files extensions are **\*.pdf**. If you imaging software file extension are **\*.bmp, \*.jpg, \*.gif** just to name a few. Depending on what imaging software you use.

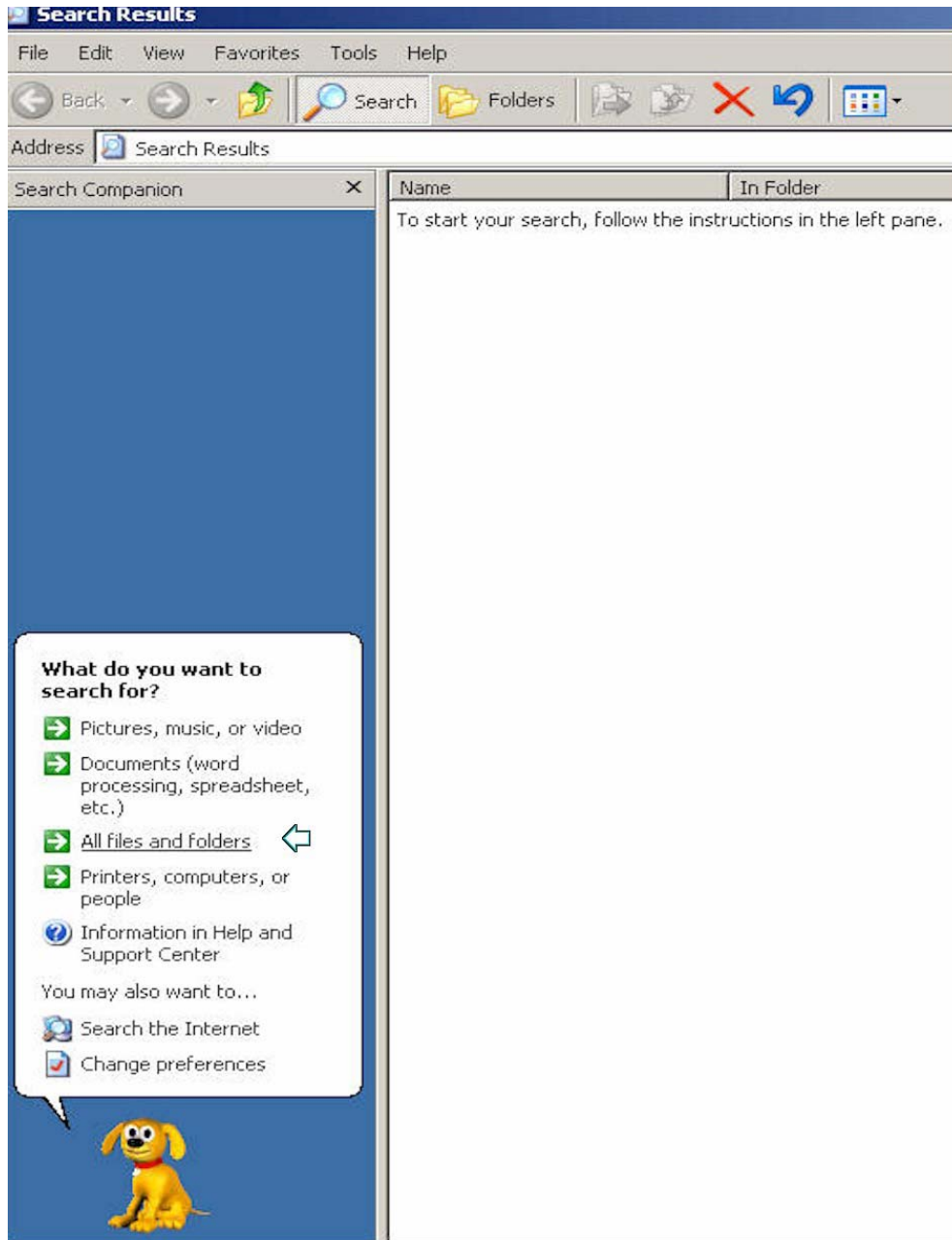
Do edit select > select all, edit > select copy, and point to the My Backups Folder and edit > select paste all the documents will be copied to the My Backups Folder there.

There is a special file that has a **.pst** extension, which is an Office Outlook Personal Folders File. For those that have and use an MSOutlook Exchange Server account for their email this is a very important file. The best thing to do is to do a search for the **.pst** files then copying the files and pasting them to the My Backups Folder in your Local C:\ drive. The following steps will allow you to do this task.

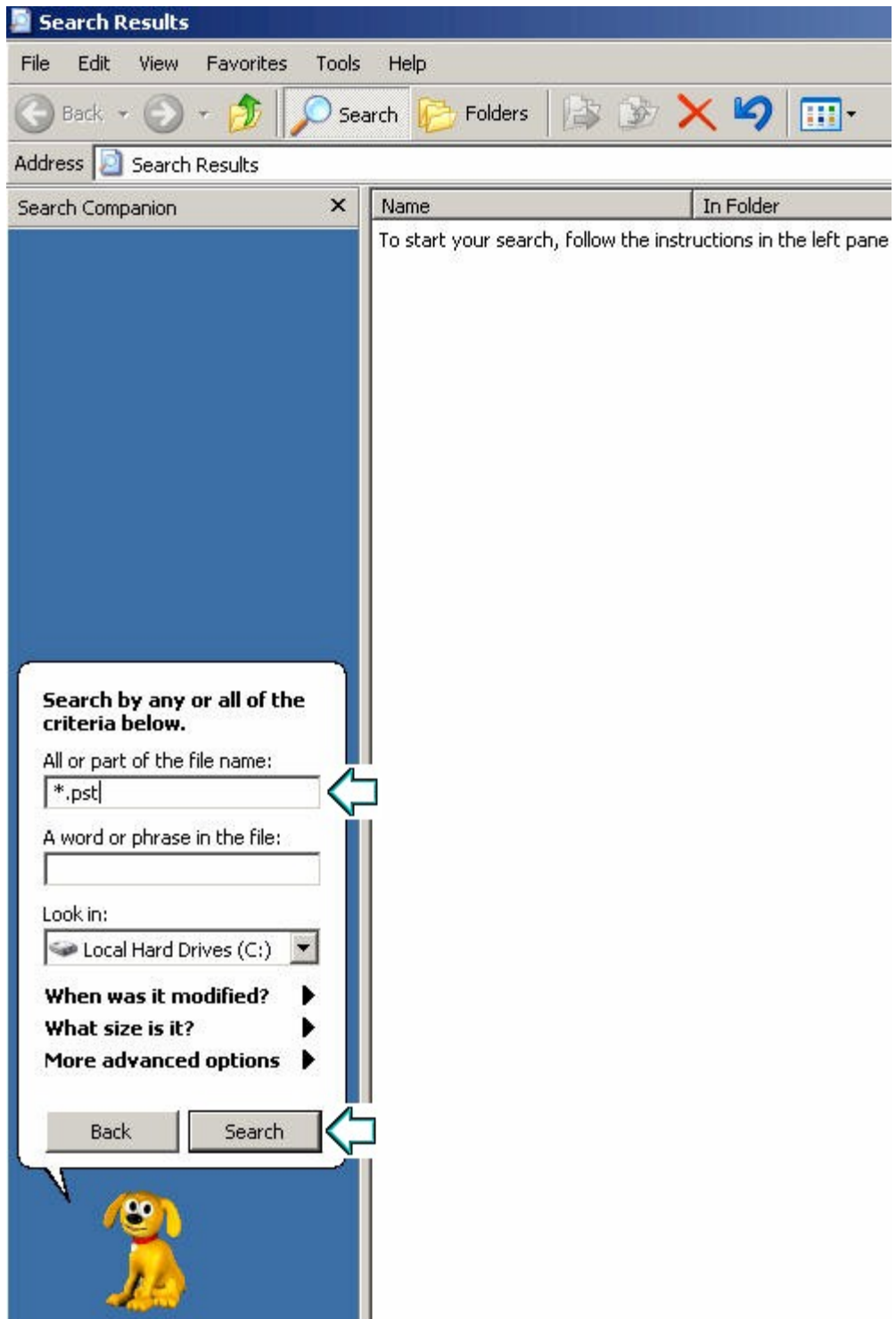
First step is to go to the Desk Top of your computer, then Click on the Start Button, scroll up and select Search, the Menu will expand then select and click For Files or Folders



Once you have selected the For Files or Folders this command will generate the following screen.

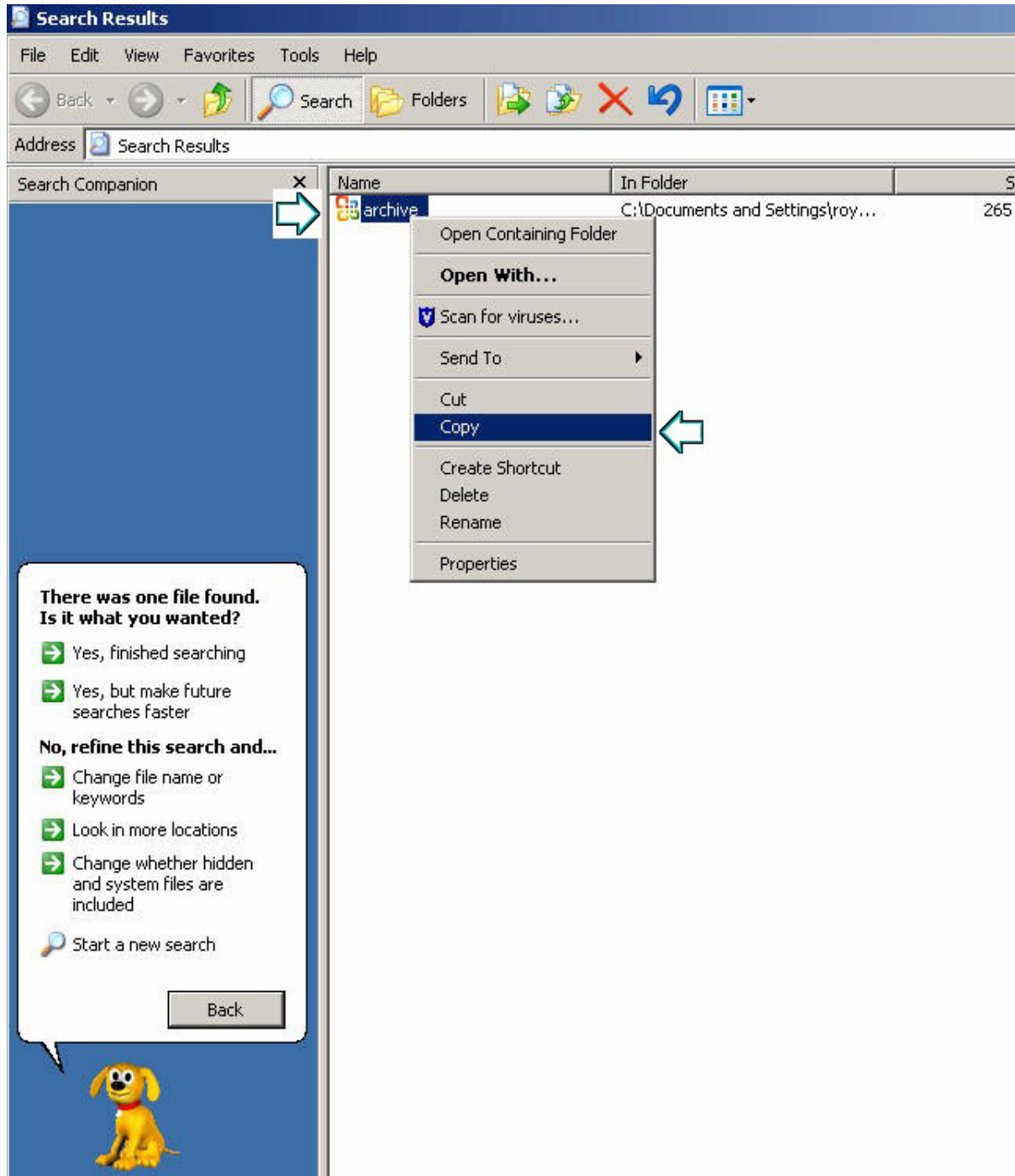


Notice that at the top on the Address Navigation Bar you are in the Search Results Screen. On the Left Pane of the Screen, Select and click on All files and folders. This command will display the screen shown below.

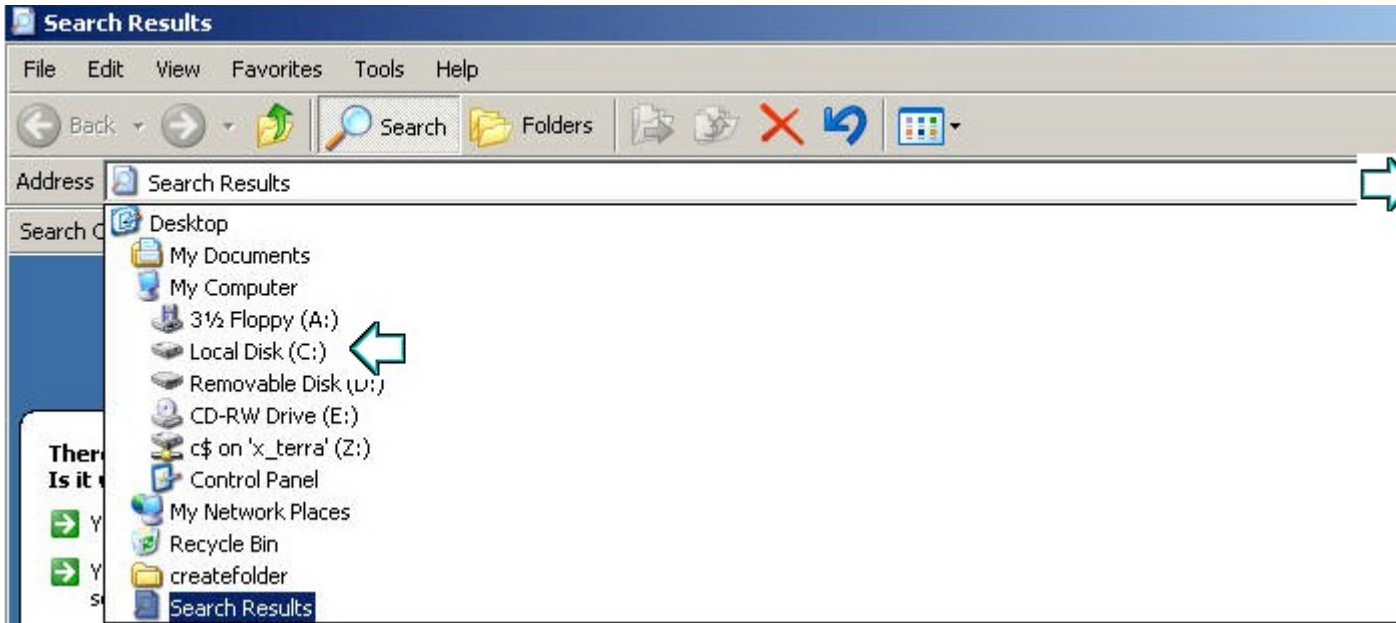


On the left pane of this screen, in the " All or part of the file name text box ", type in the following command \*.pst . once

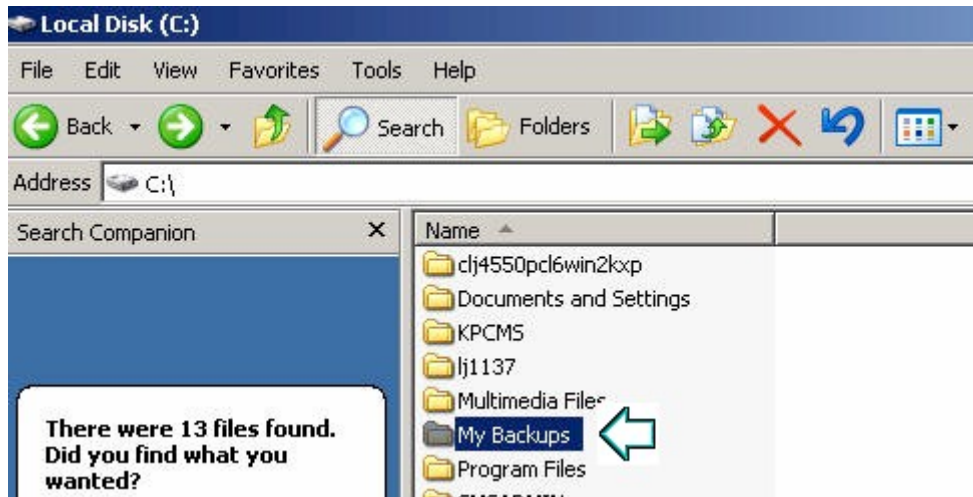
you have typed \*.pst in the text box click on the Search button. This command will generate a search for all files with the .pst extensions.



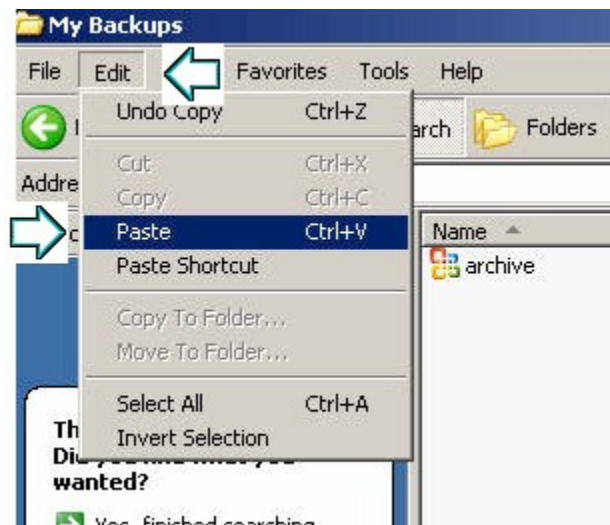
On the above example of the search results, notice the name of the file is named archive. To copy this archive.pst file to the My Backups folder in you Local C;\ drive, simply highlight the archive file and right click on it scroll down and select the copy command from the drop down menu. Once you have used the copy command from the drop down menu do the following step shown below.



In the Search Results screen after you have copied you archive.pst file, on the small black down pointing arrow located at the right side of the Address Navigation bar click on the arrow and a downward expansion of all you computer resources will be shown. To go the My Backup Folder you must click on the Local Disk (C:) indicated on the above image the left arrow.



Once you clicked on it go to your My Backups Folder and double click to open the My Backups Folder.



Once you have done the above step go to the command bar click on edit and on the drop down menu select and click on Paste. On the above example the archive.pst file in now copied to the My Backups Folder.

This concludes the task of backing up your important files to a folder that you have created in the Local (C:) drive.

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