



Backing up your files

Backing up your documents and other important files regularly is an important habit we suggest you develop before it is too late. There are several ways how you can backup your files.

Copying files to your USB memory key

1. Plug the USB key in either of the USB ports on the back of your computer. Give your computer a few moments to recognize the memory key.
2. Double-click on the “**My Computer**” icon on your desktop and then double-click on the “**USB memory key.**”
3. Open the “**My Documents**” folder on your desktop and select the files you wish to back up and drag them over to the other window with the content of your USB memory key. If you stored important documents or other important files in any other folders, do the same with those as well.

Copying files to your H: drive

1. Double-click on the “**My Computer**” icon on your desktop and then double-click on the network drive that is labeled with your username. If there isn't one like that, make sure you are connected to the DiscipleNET (Cornerstone University network) and then restart your computer.
2. Open the “**My Documents**” folder on your desktop and select the files you wish to back up and drag them over to the other window with the content of your H: drive. If you stored important documents or other important files in any other folders, do the same with those as well.

Writing/Burning files onto a writable CD

1. The first thing you'll need is a blank CD-R (Compact Disk-Recordable). The CD should have the capacity written on the front side of the disk. (Example: 700 MB)
2. Insert the CD in your CD-drive, and from the window that pops up, select “**Open a writable CD folder.**”
3. Open another window and navigate to the files you want to burn on the CD. Select those files and right-click on the selection and select “**Send To**”, “**CD Drive (D:)**”
4. Once you have done this with all the files you want to back up, go back to the “writable CD folder” and click on the link labeled “**Write these files to CD**” in the blue area on the left.
5. Follow the on-screen instructions of the CD writing wizard and let the program finish writing the CD. It is highly recommended that you do not use the computer for anything else while the files are being written to the CD.