

# Backing Up

There is a new utility to assist in the process of backing up files to the network. This utility will back up the following files: **My Documents, Outlook, Favorites**, and the computer **desktop**. If there are Gradequick files on your computer, it will also back those up. When this utility runs, a folder will automatically be created on the user's P drive labeled, **Backups** and then subfolders will be automatically created with the titles of the backup content.

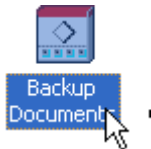
The utility will take some time to complete so it is best to start this utility when you don't need to use your computer, such as on your lunch break. The amount of time for the backup to complete will depend on the amount of data that must be copied and transferred.

To run this backup utility you must be logged into Novell.

1. Click on the Novell Delivered Applications Bar located in the task bar at the bottom of the screen.



2. Double click on the icon titled **Backup Documents**.



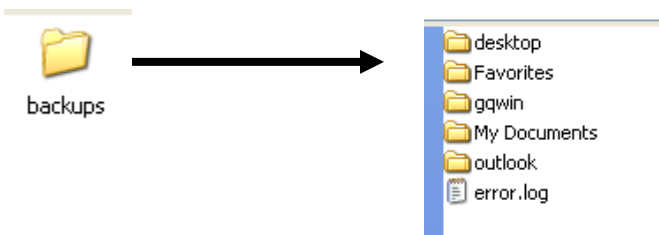
3. A black screen will appear that looks like this...touch any key on the keyboard to start the utility.

```
C:\WINDOWS\system32\cmd.exe

C:\WINDOWS\system32>echo off
*****Please Note, This backup is designed to only backup *****
*****your My Documents, Desktop, Favorites and Outlook*****
*****only if you save them in the right spot. This program does not *****
*****know where your documents are. Make sure you double check*****
*****the "P" Drive in the folder called backups to make sure*****
*****that it backed up everything. *****
*****Thank you*****
Press any key to continue . . .
```

The utility will run and will prompt you when it's complete. To check to make sure the backup was successful, click on **My Computer** and go to your **P drive** labeled with your Novell username.

Double click the **backups** folder and double click each of the subfolders to make sure the contents copied and are present.



If any of the backup subfolders are empty, the data didn't transfer correctly. If your My Documents folder on the C drive is not in the default location or has been renamed, the contents will not back up. If you have any questions about the back up or files that didn't copy correctly, please put the issue on your building problem log for the technicians to follow up with you.