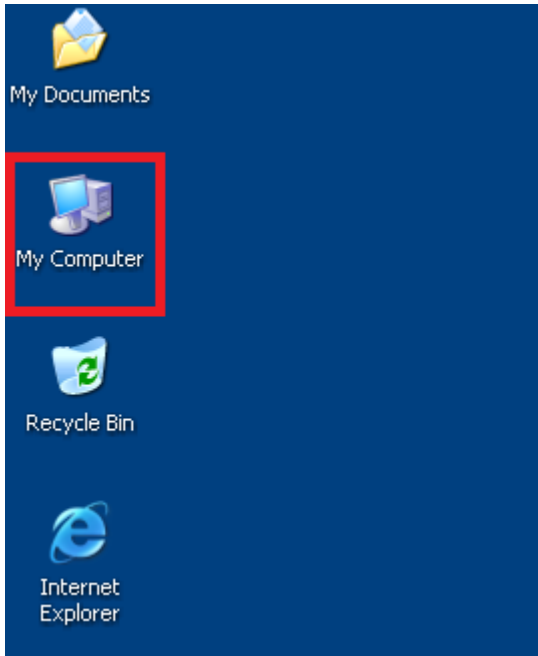
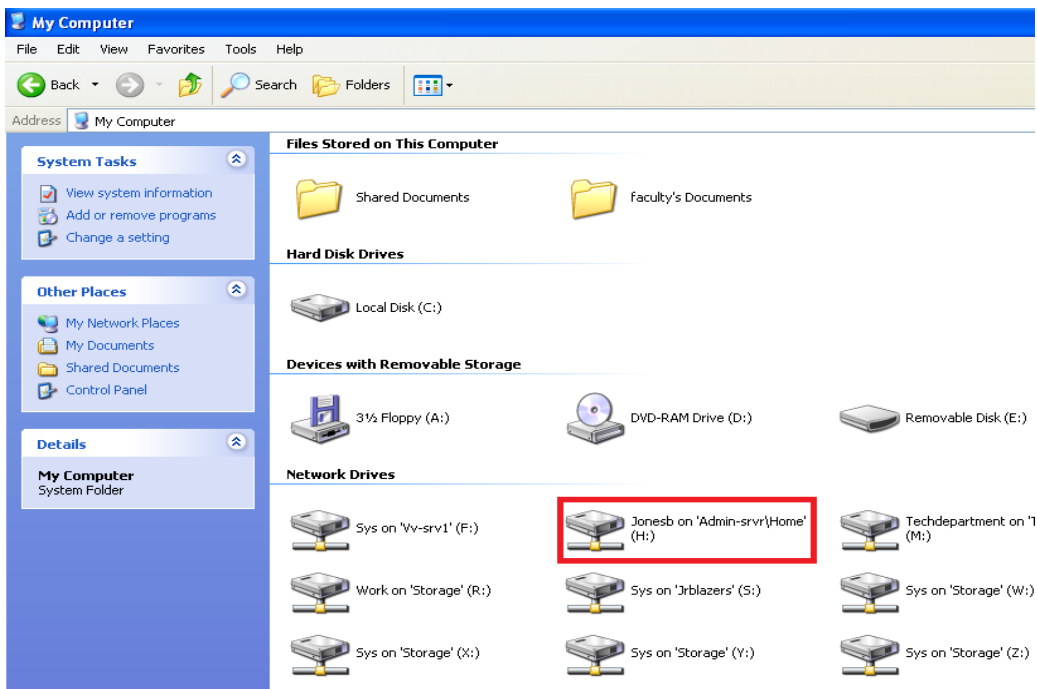


# How to back up your My Documents

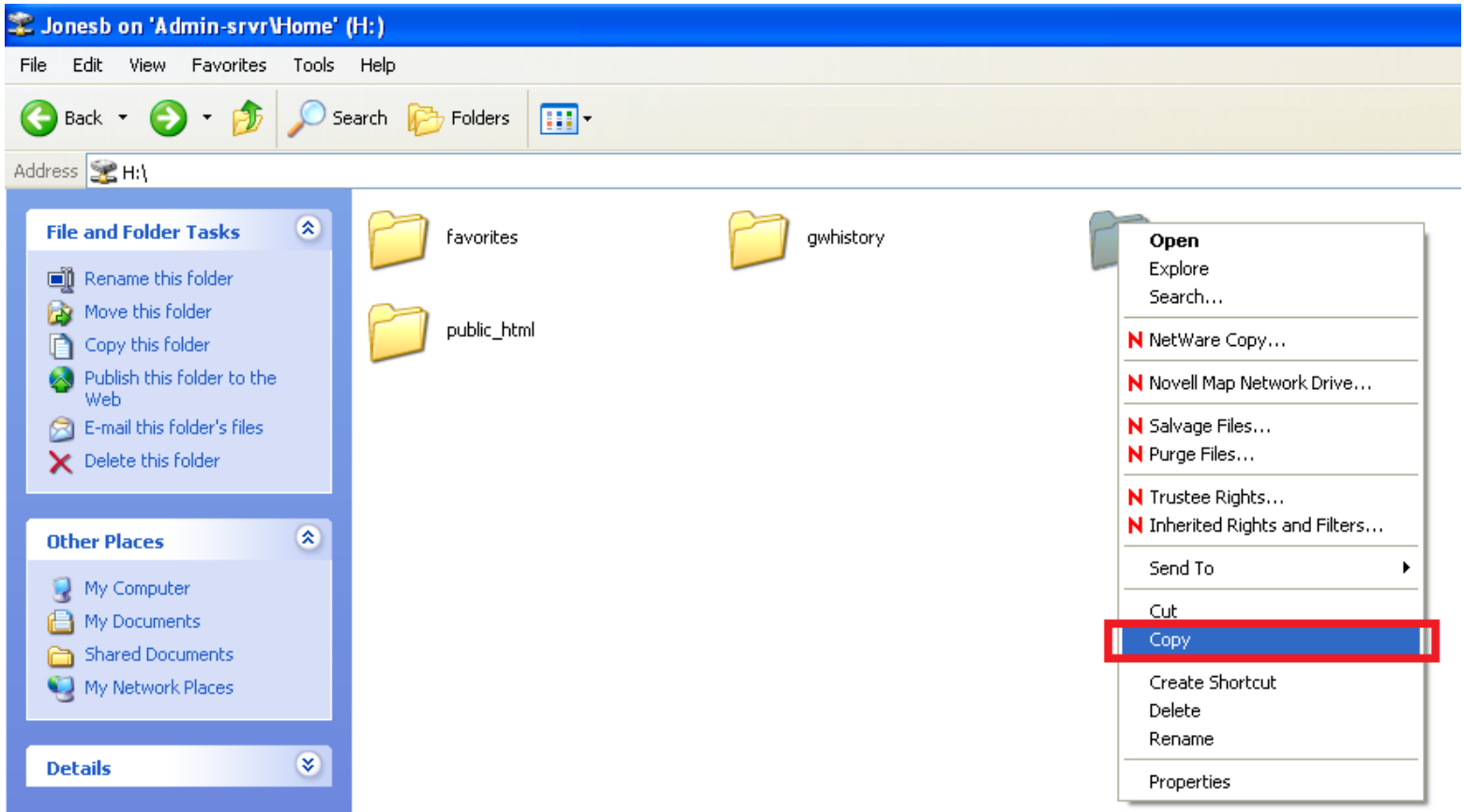
## 1. Double click My Computer.



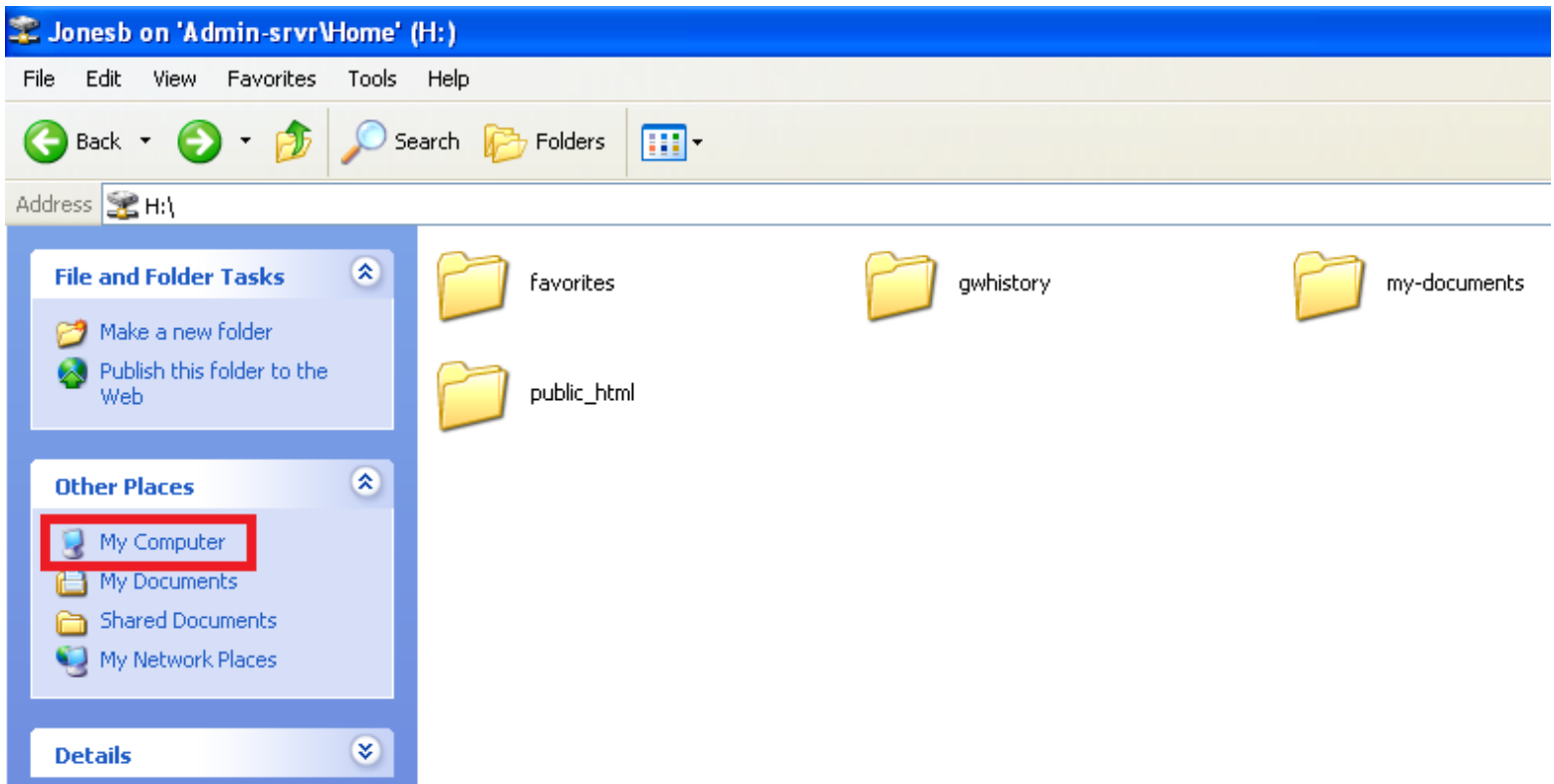
## 2. Double click your H: (will be your Novell login name).



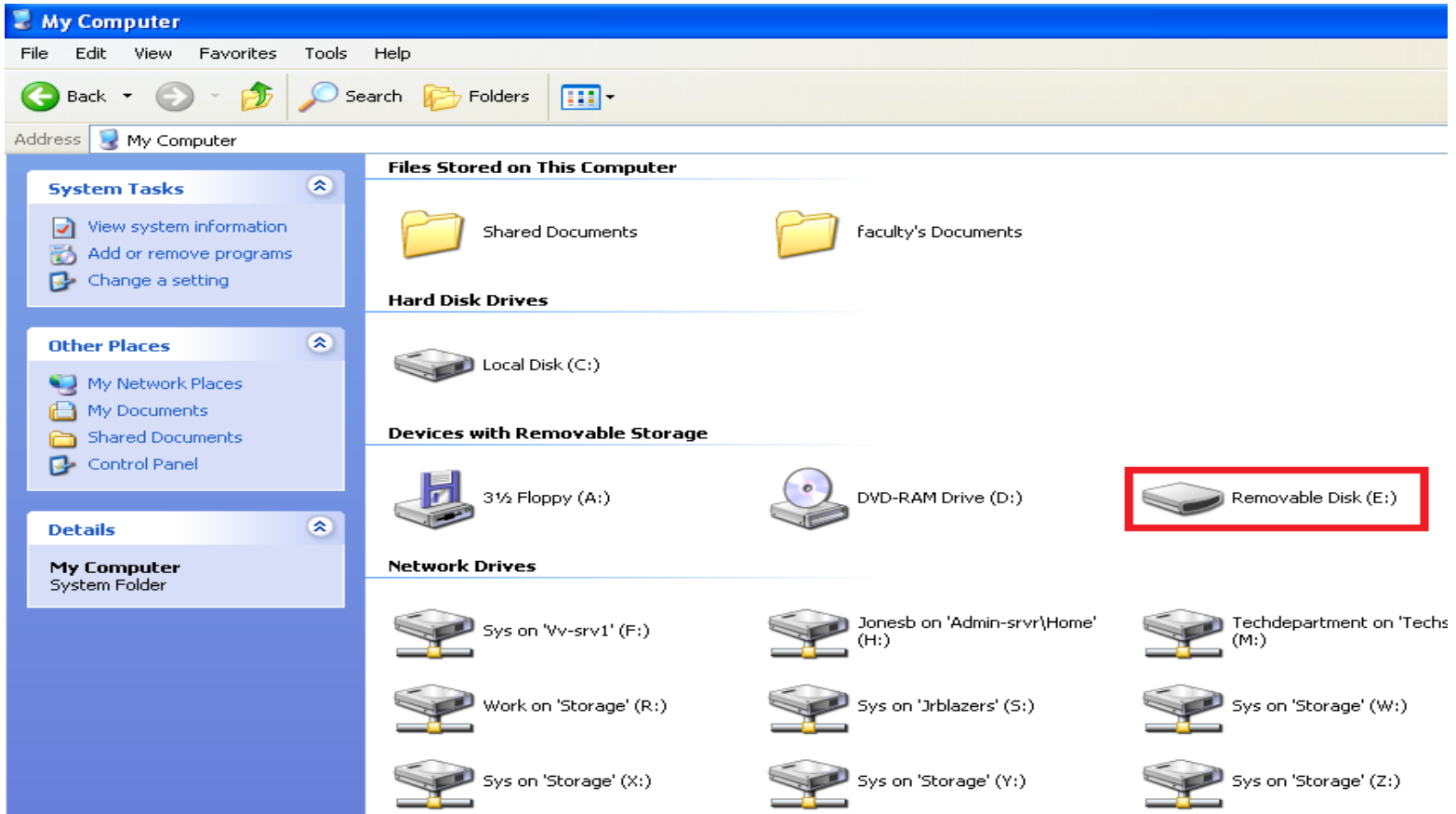
### 3. Right click on your my-documents folder and select copy.



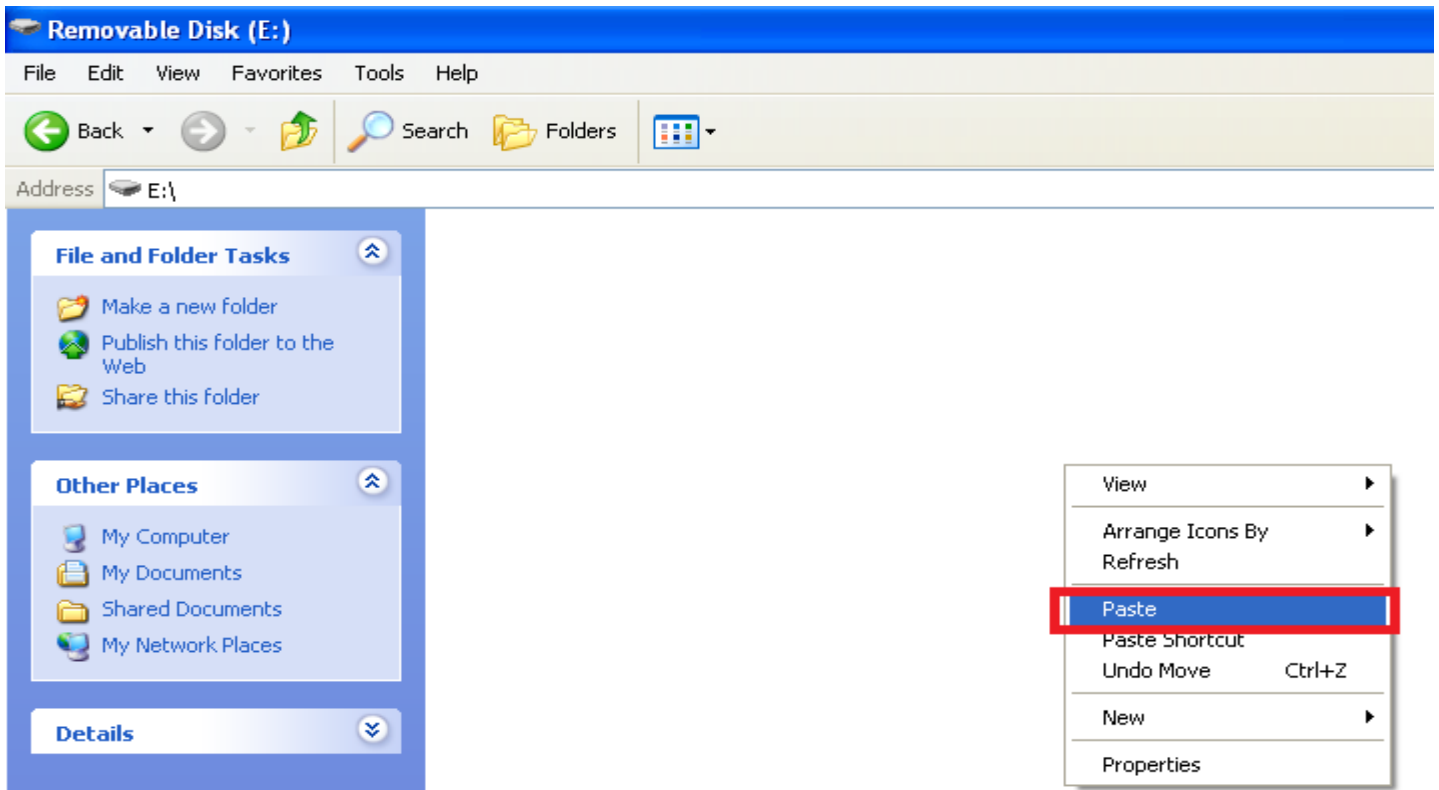
### 4. Go back to My Computer.



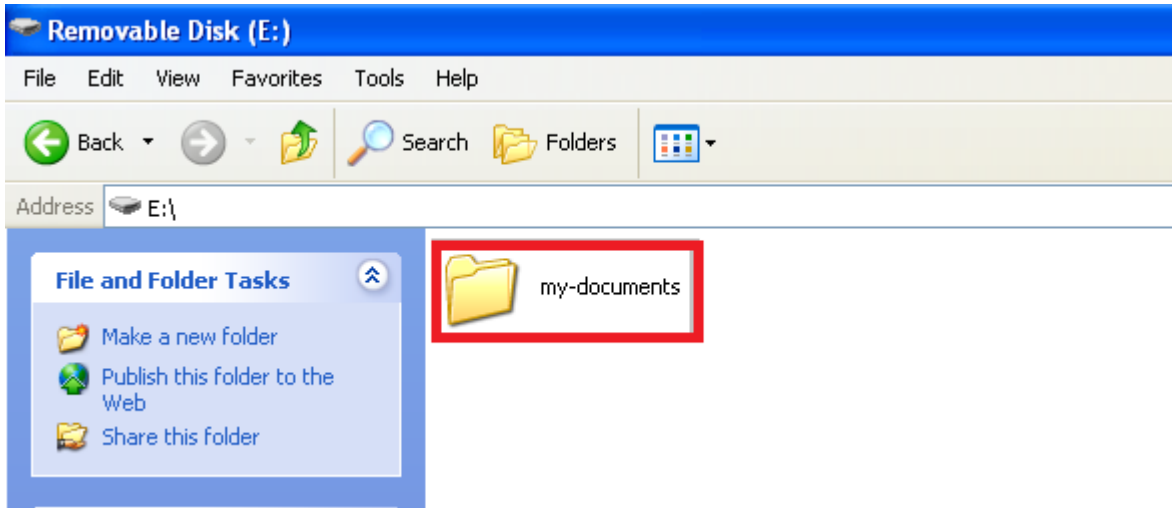
## 5. Double click on your USB Drive



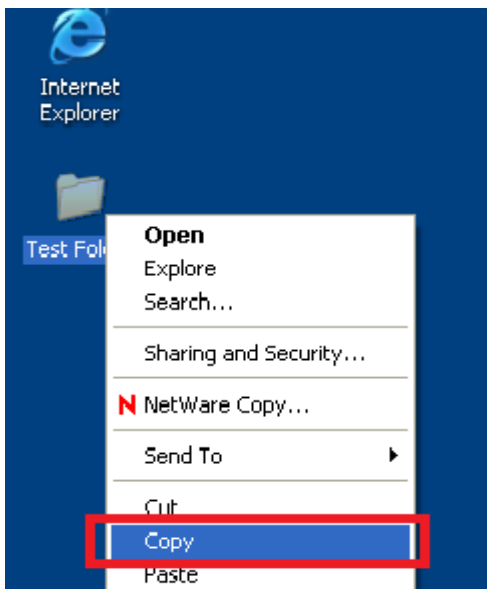
## 6. Right click in open space and paste



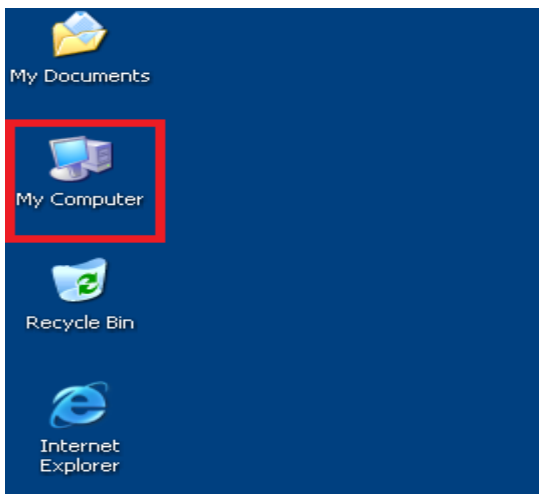
## 7. Your my-documents folder is now backed up to your USB Drive.



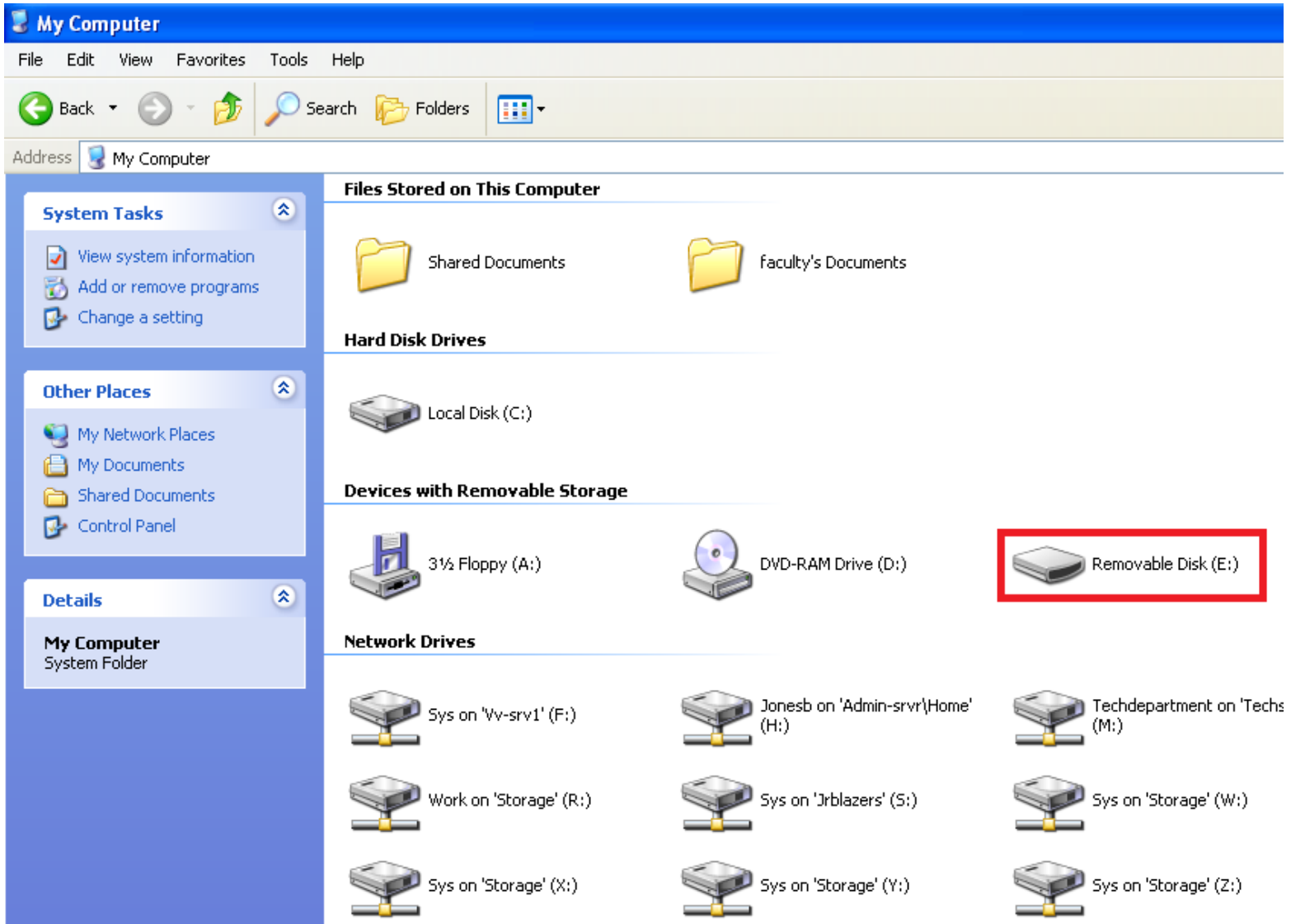
## 8. If you want to back up folders and files on your desktop do the same as above. Right click your folder or file you want backed up and copy.



## 9. Double click My Computer.



## 10. Double click USB Drive.



## 11. Right click in open area and paste file or folder

