
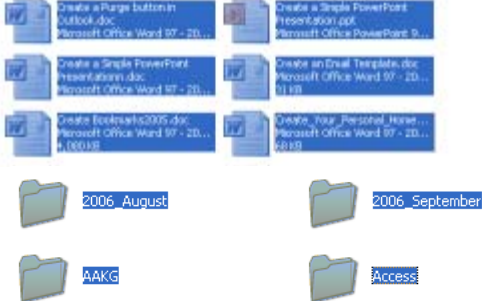
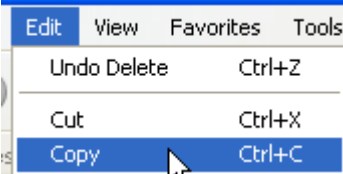
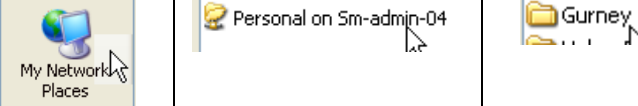
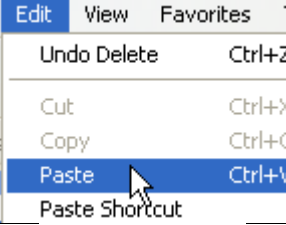



Back Up Your Documents

Do you regularly back up your important documents? For security reasons, you should be backing up regularly. We have personal server space on which to back up our work.

<p>Navigate to My Documents or wherever you may have saved the documents you need to back up.</p>	
<p>Select the folders or documents want to back up.</p> <p>Select multiple documents by holding down the shift button while you click on the document or folder.</p>	
<p>Select Edit >> Copy from the Menu Bar. (Or use Ctrl +C)</p>	
<p>Navigate to your personal server space.</p>	
<p>Select Edit >> Paste from the Menu Bar. (Or use Ctrl +V)</p>	
<p>Your documents will appear in your personal folder.</p>	
<p>Do not save shortcuts in your personal folder on the server. (A shortcut will always appear with an arrow on the icon.)</p> <p>You will not be able to retrieve a document or folder from a shortcut.</p>	