How to Use a Zip or LS120 Disk
to Backup Files/Folders

Backup of data files/folders should be done on a regular basis. A regular schedule should be established, where you routinely copy all of your data files/folders to a Zip or LS120 disk. Critical files/folders should be copied to a Zip or LS120 disk, when any changes are made to the file.

PC Computers using Windows 98, Windows 2K or XP

Windows users can refer to - **Data File Backup Recommendations for Windows Users** - found in the IST Customer Resources under *Information Guides and User Manuals* (http://lfolks.sdsu.edu/ist/resources.shtml) for additional information on which data files/folders to copy.

1. Place appropriate media in your choice of drive – Zip or LS120.

2. Using either My Computer or Windows Explorer for viewing, browse your files/folders on your hard drive.

3. Right mouse click on the files/folders you want to backup and choose "Send To".

    > ***NOTE****:   You can choose to backup multiple files using the **CTRL** or **SHIFT** key.   However, you can only backup one folder at a time.*

4. Then choose either the Zip drive or the A drive, if you have the LS120 drive.

5. The entire contents of the folder or the files you have chosen will be copied to the selected disk.

6. Continue this process (steps 3-5) until all appropriate folders or files have been copied to the selected disk.

7. If more needs to be copied then what will fit on the disk, then insert new media in the drive and repeat steps 1-5 until done.

Apple Macintosh Computers using Mac OS 9.x
Macintosh users should backup any file that they create, their Eudora folder inside Documents, and their browser bookmarks. Your browser bookmarks are found in the System Folder/Preferences/Netscape Users/ path or in the System Folder/Preferences/Explorer/ path depending on which browser you are using. Copy all of the files/folders that are contained in the next level for either browser.

1.   Place appropriate media in your Zip drive.

2.   Double click your hard drive icon and then your Documents folder.

3.   Select and drag your selected (i.e. Eudora) folder to the Zip icon on your Desktop. Copying will commence when you release.

4.   Continue selecting and dragging all files/folders you have created to your Zip icon. If this is too large for the media, open your (i.e. Eudora) folder and select and drag only a few items at a time.

5.   If more needs to be copied then what will fit on the disk, then eject the Zip disk and replace with new media in the drive and repeat steps 1-5 until done.