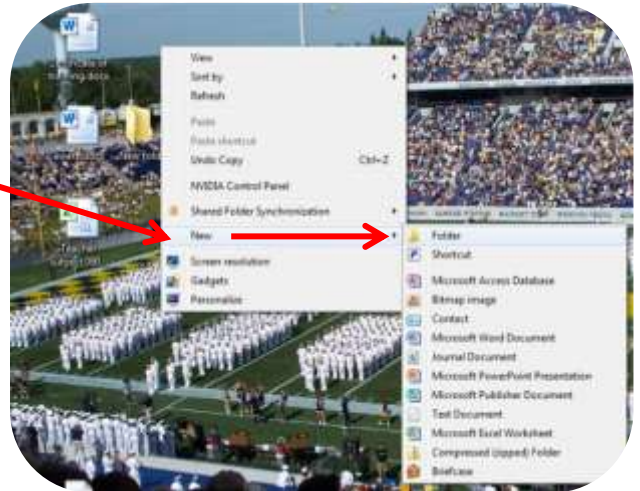


Instructions: How to Copy Files from Your Desktop or My Documents to the BISD Network Drive

In **Step 1** you will create a folder on your desktop titled “From My Desktop” to move all your files located on your desktop in to. If you do not have files on your desktop you want to save, you can skip **Step 1** and go to **Step 2**.

Step 1. Right click anywhere on your desktop

a. Choose/click New + Folder



b. A New Folder will appear on your desktop.

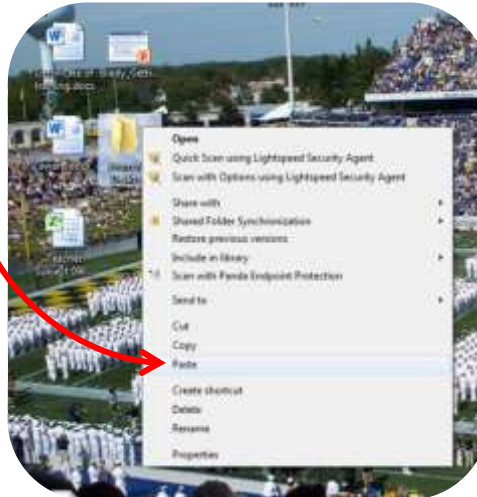
c. Rename it “From My Desktop”



d. You will now cut files such as Word documents, Excel documents, PowerPoint files, etc. ***not programs*** like Microsoft Word or Excel. To select all files click on one file hold down the Control (Ctrl) key and click on the other files you want to copy. Once all the files are highlighted let go of the Control (Ctrl) key, leave your mouse on one of the highlighted files right click and choose Cut.



- e. Right click on the new folder you created “From My Desktop” and choose paste.



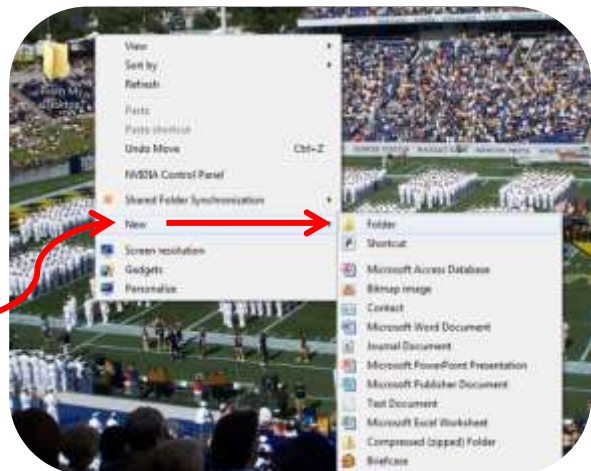
- f. The files will disappear from your desktop. If you want to make sure the files are in the folder, open the folder “From My Desktop” and the files you cut will be inside “From My Desktop”.



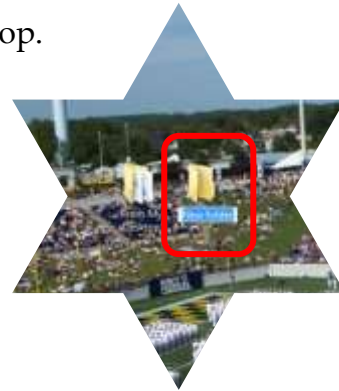
In **Step 2** you will create a folder on your desktop titled “From My Documents” to copy all your files located in your My Documents.

Step 2. Right click on your desktop close to the folder “From My Desktop” (if you did **Step 1** make sure you are *not on the folder*). **If you did not do Step 1 right click anywhere on your desktop.**

- a. Choose/click New + Folder



b. A New Folder will appear on your desktop.

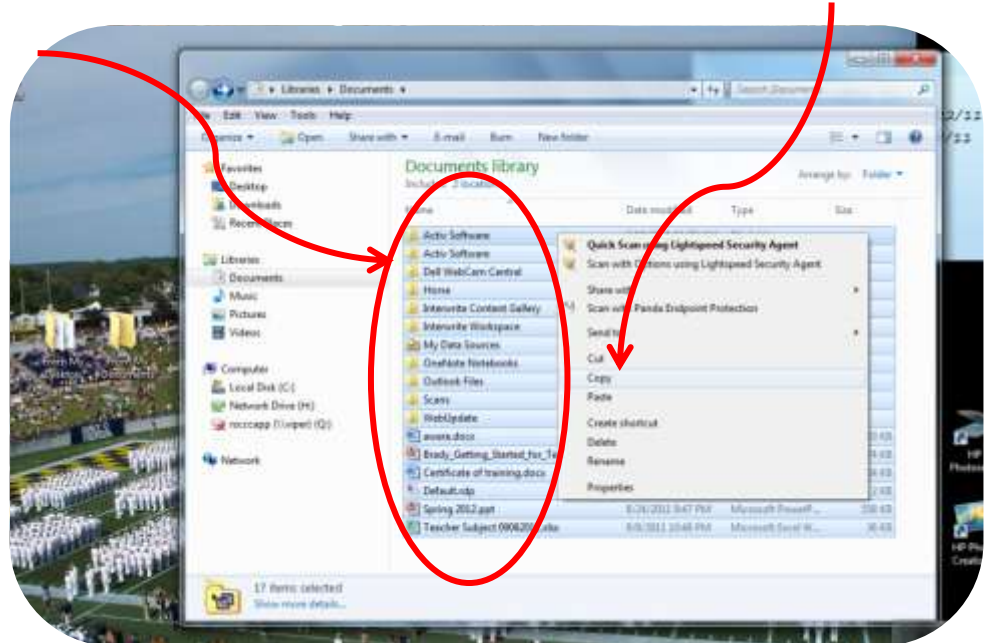


c. Rename it "From My Documents"

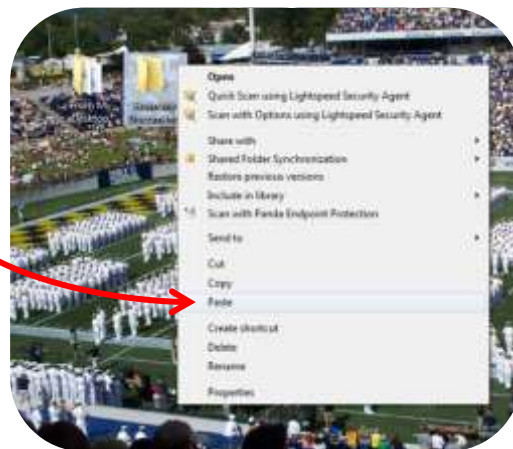


d. You will now copy files such as Word documents, Excel documents, PowerPoint files, etc. in your My Documents. If you have folders containing files in My Documents, yes you can copy the folder(s). To select all files or folders click on one file/folder hold down the Control (Ctrl) key and click on the other files/folders you want to copy. Once all the files/folders are highlighted let go of the Control (Ctrl) key, leave your mouse on one of the highlighted files/folders right click and choose Copy.

Highlighted folders/files



- e. Right click on the new folder you created "From My Documents" and choose paste.



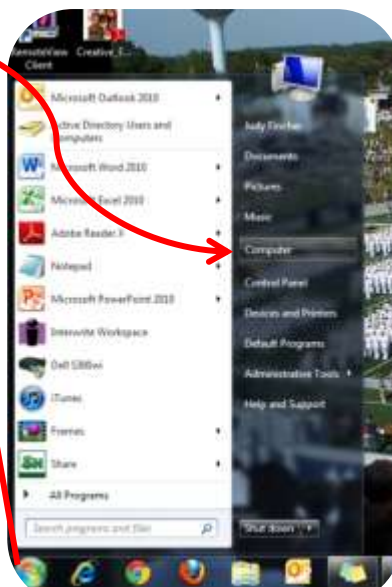
- f. You may see a dialog box stating the files are being copied. If you do not do not be alarmed. If you want to make sure the files are in the folder, open the folder "From My Documents" and the files you copied will be inside "From My Documents". By choosing copy you are making a duplicate of the files in My Documents.

You are now ready to copy the two folders "From My Desktop" if you did Step 1 and "From My Documents" to your space/folder on the network.

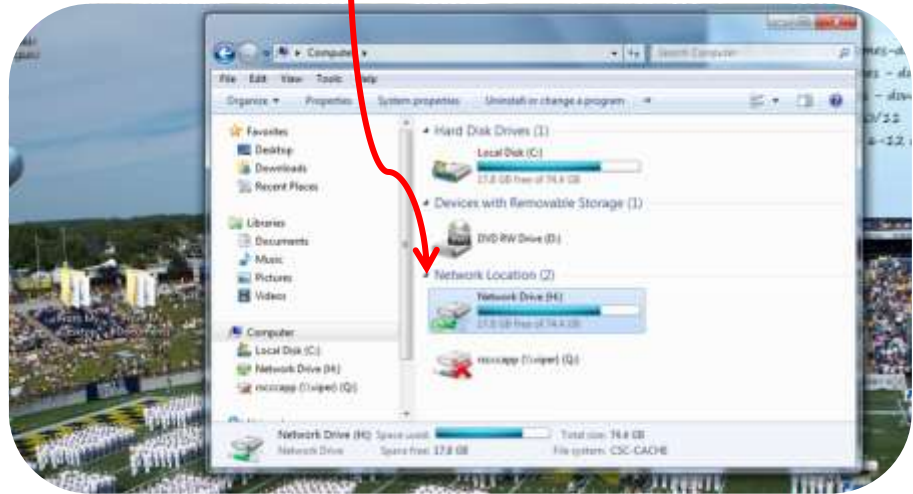
Step 3. You need to locate your folder/space on the network.

- a. Click on My Computer

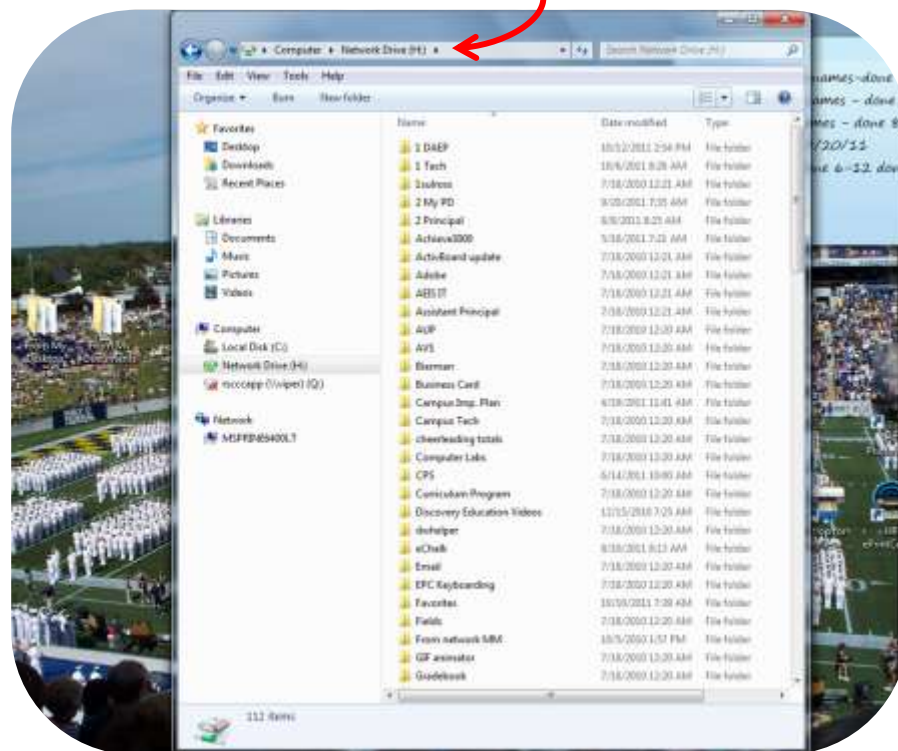
Click the start button to find "My Computer."



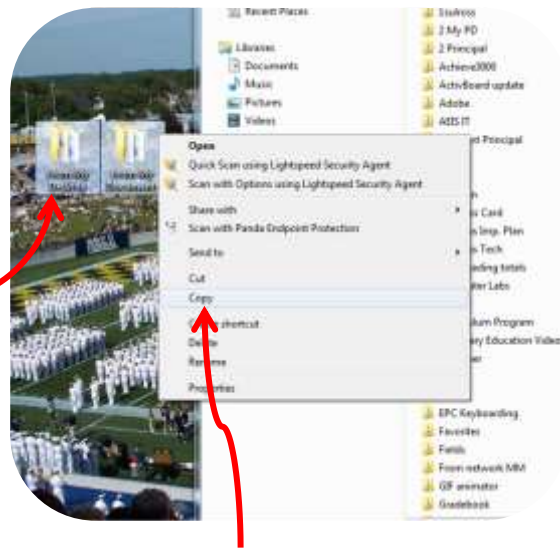
- b. After clicking on My Computer a dialog box will open with all drives on your computer. You should see a **Network Drive (H:)** and it may have your username. Double click the network drive to open it.



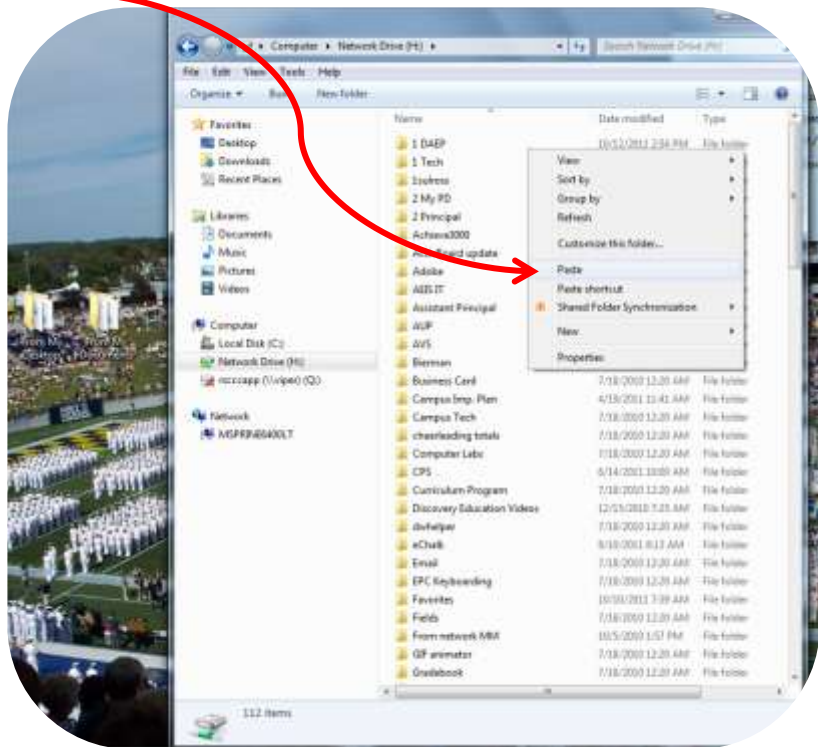
- c. When you double click the network drive it will open and you will see all your folders and files you have saved on the network. Your drive may not have as many files as this one.



- d. You will now copy the folders you created earlier “From My Desktop” if you did **Step 1** and “From My Documents” to your space/folder on the network. To copy the folders click on one folder (if you have two) hold down the Control (Ctrl) key and click on the other folder. Once both folders are highlighted let go of the Control (Ctrl) key, leave your mouse on one of the highlighted folders right click and choose Copy.



- e. Move your mouse to the dialog box showing your network drive, right click and click paste.



- f. The folders will appear with the other files located on your network drive. You may see a dialog box that indicates the computer is copying the folders. The length of time it takes to copy the folder(s)/files depends on how many are. The folders of the already on your



length of time it takes folder(s)/files depends on how many are and how big your files will appear at the end files/folders that are network drive.

- g. The folders will remain on your desktop because you copied them. At this point you have two copies one on your desktop and one in your network drive. It is up to you if you delete the folders on your desktop.

