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TO: UAN Users

FROM: UAN Support

DATE: November 28, 2018

SUBJECT: Backup Documents Folder Files

HOW TO BACKUP DOCUMENTS FOLDER FILES

Step 1:   Double click on the **Documents** folder. A File Explorer window will open displaying the folder contents.

Step 2:   To select <u>all</u> of the files in the Documents folder, hold the **Ctrl** key and then press the letter **A**.

Step 3:   Once all files are selected, hold the **Ctrl** key and then press the letter **C**, or right click on the highlighted files and select the **Copy** option.

Step 4:   Insert the disc *(CD or DVD)* or the flash drive that will be used for the Documents backup. This will open a *second* File Explorer window displaying the drive contents. (If backing up to a disc, and it is a *new blank* disc, you will also need to select the option, **Like a USB flash drive**, and click the **Next** button.)

Step 5:   In the window for drive you are using for the backup, hold the **Ctrl** key and press the letter **V**, or right click anywhere in the drive window, and select **Paste** option.

Step 6:   The selected files should then copy to the disc or flash drive window. If the files did <u>not</u> automatically burn to the disc, skip to **Step 8** to finish copying the files to the disc.

Step 7:   If the files were all successfully copied to the disc or flash drive, the backup of the Documents folder is **complete**. Close the File Explorer windows, and eject the disc or remove the flash drive.

<u>Please Note</u>: **Only need to follow the additional steps below if copying to disc, and the files did <u>not</u> automatically burn to the disc.**

Step 8: Right click in the **blank space** under your list of *Files Ready to be Written to the Disc*.

Step 9: Select the option **Burn to disc**.

Step 10: On the *Burn to Disc* window, click the **Next** button.

Step 11: A **progress bar** should appear in the *Burn to Disc* window that will show the files being copied to the disc.

Step 12: When complete, a message stating, *"You have successfully burned your files to the disc."* Select the **Finish** button, and the disc will automatically be ejected.