

# OHIO AUDITOR OF STATE KEITH FABER



**TO:** UAN Users  
**FROM:** UAN Support  
**DATE:** April 3, 2026  
**SUBJECT:** Documents Backup

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Keep a current copy of your Documents and the UAN Backup in a secure off-site location. Backups should be done on a regular basis, rotating the backup media in case of damage, e.g. Monday's backup is on DVD or USB flash drive #1, Tuesday's backup is on DVD or USB flash drive #2, etc. The following steps are how to backup the Documents folder:

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

**Step 2:** To select all 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 not 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. **Please Note:** Only need to follow the additional steps below if copying to disc, and the files did not 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.