

How-to Document 2: Copy Items from Local Drive to Home Directory

If you have files on your local hard drive that are not in your My Documents directory (the My Documents directory is covered in *How-to Document 1*), you must copy them to a different location before your computer is replaced or you will lose them.

Files and folders will not copy correctly if any of them are open, so be sure to close all programs and windows before you begin this procedure. Also, if the file or folder is very large, it may take a long time. Begin the process right before lunch or at the end of the day, just in case.

We will open two windows on your desktop and drag files from one place to another to make them copy.

Open the first window (the source):

- First, locate your files on your local hard drive.



- Double-click My Computer. It may be on your desktop or you may have to click the Start button to find the icon.
- When My Computer opens up, double click your local hard drive. It is probably called



Local Disk C.

- When the C drive opens up, you have to know what you want to move. For example, if you have downloaded some important installation software, you would want to locate the



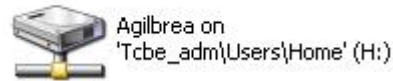
folder where you stored it.

- Don't close the window – just leave it sitting open where you can see the folder (or file) you want to copy.

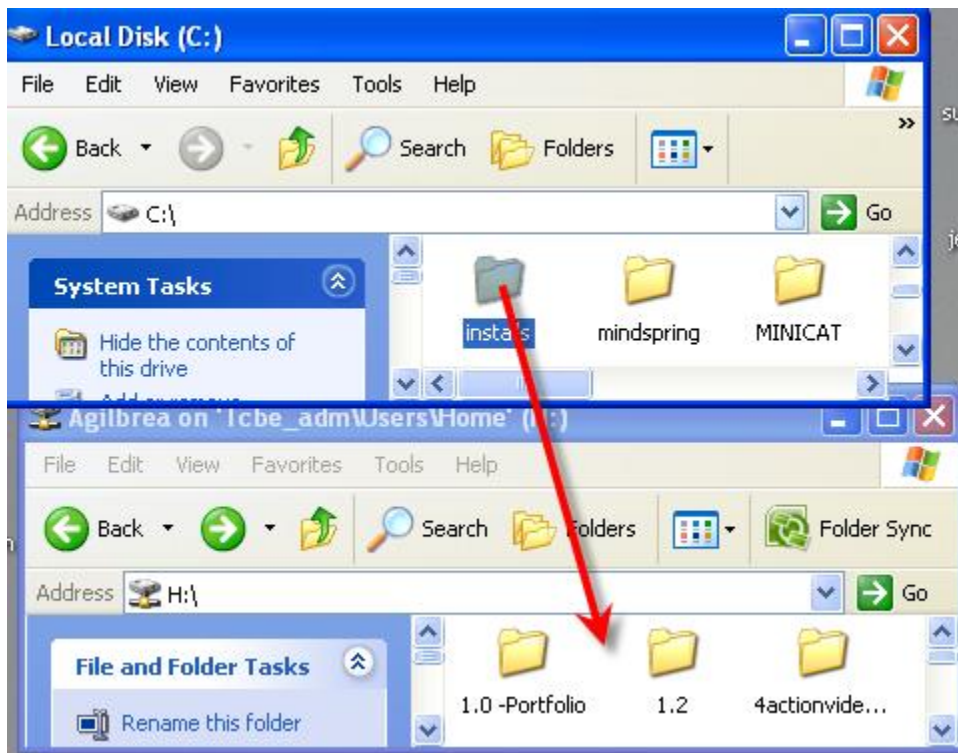
Open the second window (the destination):



- Again, double-click My Computer . It may be on your desktop or you may have to click the Start button to find the icon.

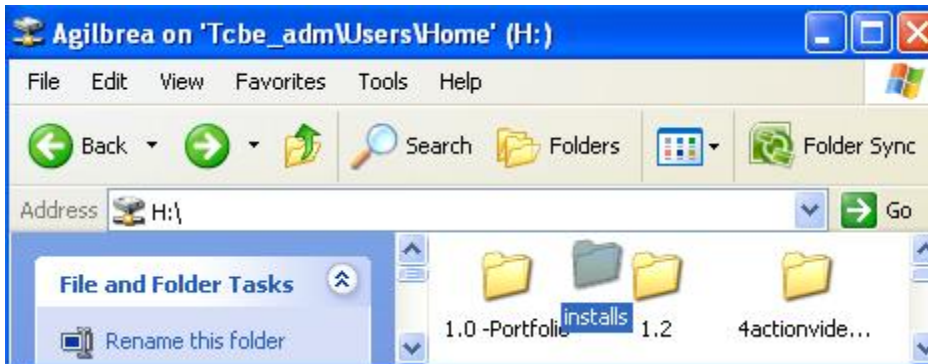


- Locate and double-click your H drive
 - If you do not have an H drive, please open a support ticket!
- If you want to copy the file or folder into the root of your H drive, we're ready to go. If you want to copy it into something further down in the file structure – maybe h:\drop, you'll need to double-click into the destination.
- Click on the file or folder you want to copy from the first window (your C drive).
- Drag the file or folder down to an empty space in the second window (your H drive).



- Let go of the file or folder and it will copy to the new location.

- If you receive a message that you do not have enough space to copy your files, please create a support ticket so we can increase your limits.
- Also, please do NOT copy music files you may have saved to play locally on your computer!



- When you copy a folder, all the files in it are also copied.
- Repeat the process until all information you need is copied to your H drive.