These instructions refer to Langkilde Lab Desktop2, which is the computer on the LEFT. To backup files on the computer on the RIGHT, follow instructions, but make sure the folder is called Langkilde Lab Desktop

~ IMPORTANT ~

This process backs up ALL the files and folders in both the Documents folder and the Pictures folder under the main Langkilde Lab folder. Therefore, you do not need to back up your own specific files.

DO NOT store any files on the Desktop because they will not get backed up!

And remember… when you back up your data, you are also backing up everyone else’s data… so thank you and do it often!!

To locate the backed up files on the external hard drive, open the following folders:

→ LaCie (Q:)
  → Langkilde Lab Desktop* or Langkilde Lab Desktop2*
    → backup
      → Documents
        → folder dated by last backup (e.g., 2010-02-08)
          → contents of Documents folder

* Langkilde Lab Desktop refers to the computer on the right; Langkilde Lab Desktop2 is the computer on the left
1) Plug the *Lab Desktop and Student Computer* labeled external hard drive into the **USB** port on front panel of computer

2) An “Autoplay” box will pop up. Make sure the file path on the top says **LaCie (R:)** and then close the box.

If the drive letter is different – e.g., LaCie (G:) – make sure you perform **step 4**. Otherwise, you may skip it.

3) Open the program **Back2zip**
   Start Menu → Programs → Back2zip → Launch Back2zip
4) If the drive letter is *NOT* (R:) click on the [Select Folder] button. A new window will pop up. Click on the plus signs next to Computer → LaCie (R:) → Langkilde Lab Desktop2. Click on the backup folder (so that it is highlighted) and hit [OK].

5) Press the [Backup Now] button
6) You should see the backup progress and a message underneath the [Open Folder] button that says: **Completed all folder backups (2 folders)**

7) You’re done! Close the **Back2zip** program and then **right-click** the folder icon on the bottom of the taskbar and select **Shut Down Back2zip Completely**
   (otherwise, you won’t be able to safely remove the external hard drive)

8) If for some reason the Back2zip box disappears before you can use it (sometimes it does that)… you can just open it again by **right-clicking** on the folder icon on the bottom right of the taskbar and selecting **Back2zip Control Panel**

   **Use the Safely Remove Hardware application before disconnecting the hard drive from the computer**