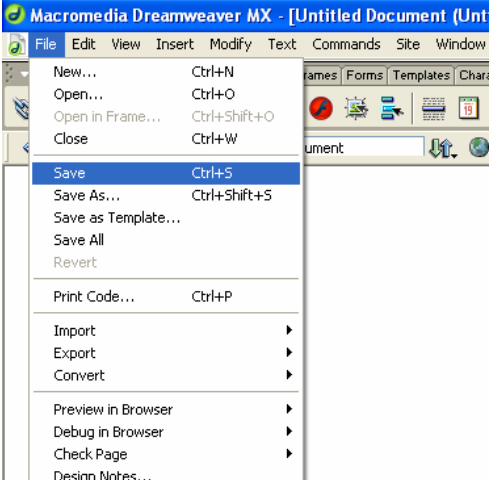
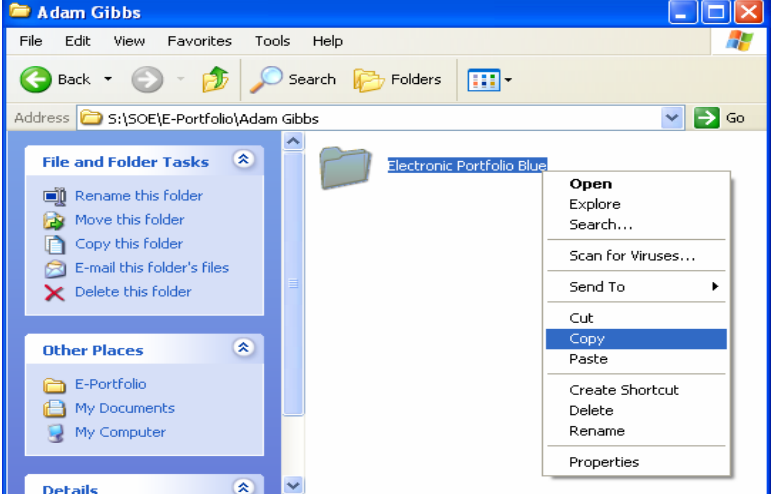


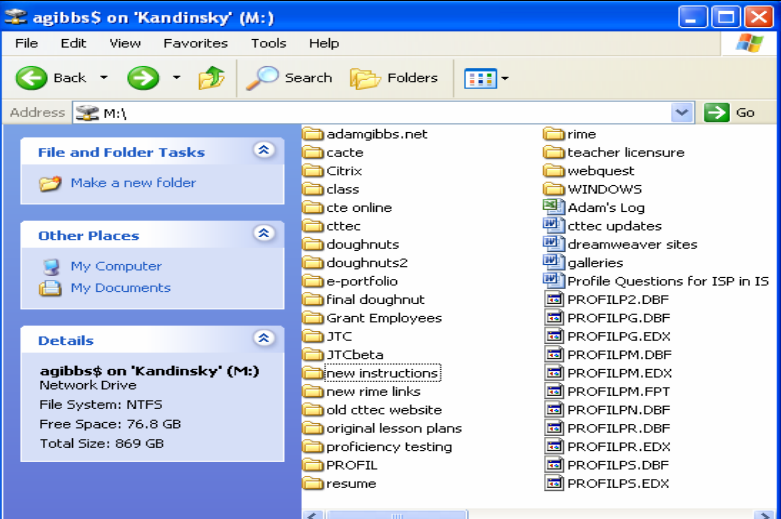
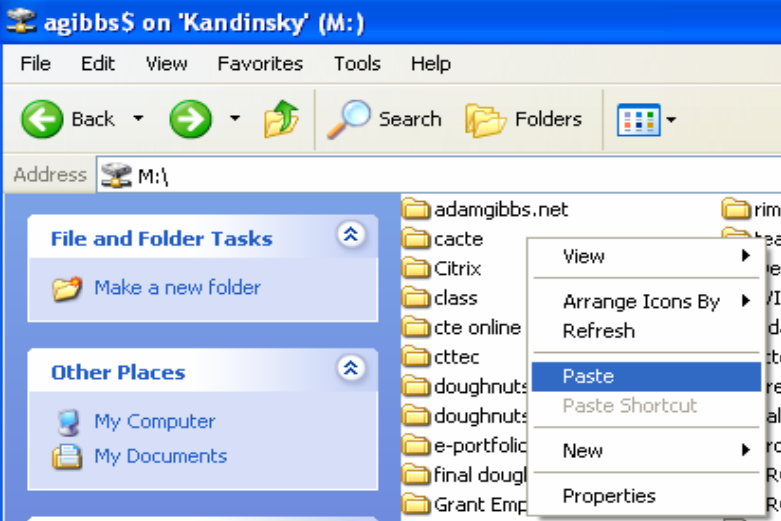
Creating a Back-Up for Your E-Portfolio

Murphy's Law dictates a computer will fail at the most inopportune time. Usually that time will be at some critical point hours before a project is due. In order to save you from a marathon Electronic Portfolio rebuilding session, we strongly suggest that you always back-up your (S:) drive E-Portfolio every time you make an edit or add new material. Maintaining a back-up copy of your E-Portfolio will guard against the unfortunate possibility of all your work disappearing in a digital "poof" of smoke.

At a minimum, back-up your E-Portfolio at least once a semester. You have plenty of (M:) drive storage space; you only have one E-Portfolio!

To back up your E-Portfolio:

1. Finish making any edits or adding material to your E-Portfolio. Make sure to save those changes in Dreamweaver.	 A screenshot of the Macromedia Dreamweaver MX application window. The 'File' menu is open, showing options like New..., Open..., Save, Save As..., etc. The 'Save' option is highlighted with a blue selection bar. The keyboard shortcut 'Ctrl+S' is shown next to it.
2. Close out of Dreamweaver.	
3. Make a copy of the E-Portfolio folder on your (S:) drive. <ul style="list-style-type: none">• Select your Electronic Portfolio folder on the (S:) drive.• Use the right mouse button, Control-C, or the Edit Menu to create a copy.	 A screenshot of a Windows Explorer window titled 'Adam Gibbs'. The address bar shows 'S:\SOE\E-Portfolio\Adam Gibbs'. The main pane shows a folder named 'Electronic Portfolio Blue'. A right-click context menu is open over the folder, with the 'Copy' option highlighted. The menu also includes options like Open, Explore, Search..., Scan For Viruses..., Send To, Cut, Paste, Create Shortcut, Delete, Rename, and Properties.

<p>4. Open your (M:) Drive.</p>	
<p>5. Paste the current copy of your (S:) drive E-Portfolio onto your (M:) drive.</p> <ul style="list-style-type: none"> • Right-click your mouse. • Click “Paste.” 	
<p>6. If a window pops up asking you if you want to replace an older version of your E-Portfolio with the newer one, select “yes.” This will help save server space.</p>	