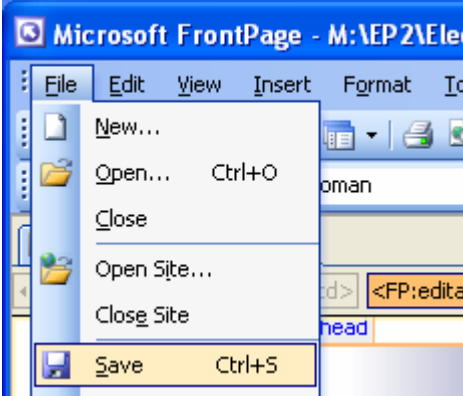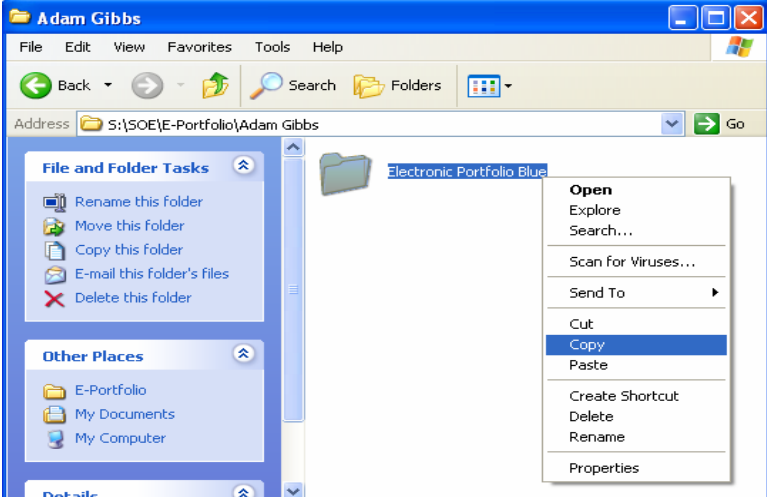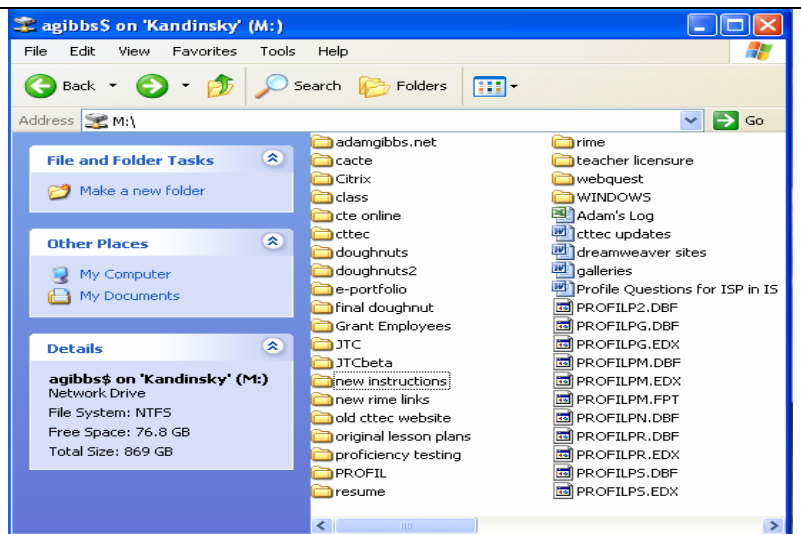## Creating a Back-Up for Your E-Portfolio

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!
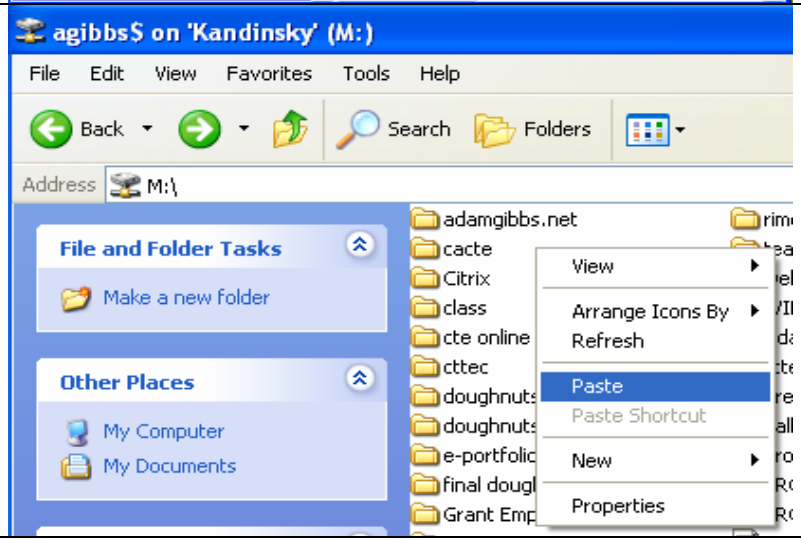
To back up your E-Portfolio:

1. Finish making any edits or adding material to your E-Portfolio. Make sure to save those changes in FrontPage.	
2. Close out of FrontPage.	
3. Make a copy of the E-Portfolio folder on your (S:) drive. • Select your Electronic Portfolio folder on the (S:) drive. • Use the right mouse button, Control-C, or the Edit Menu to create a copy.	

4. Open your (M:) Drive.	
5. Paste the current copy of your (S:) drive E-Portfolio onto your (M:) drive. • Right-click your mouse. • Click "Paste."	
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.	