## 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!

1. Finish making any edits or adding	S Microsoft FrontPage - M:\EP2\Elev
material to your E- Portfolio. Make sure to save those changes in FrontPage.	File Edit View Insert Format Ic   Mew Mew Image: Comparing the second se
2. Close out of FrontPage.	
<ul> <li>3. Make a copy of the E-Portfolio folder on your (S:) drive.</li> <li>Select your Electronic Portfolio folder on the (S:) drive.</li> <li>Use the right mouse button, Control-C, or the Edit Menu to create a copy.</li> </ul>	Adam Gibbs       Image: Constraint of the second seco

To back up your E-Portfolio:

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Details
agibbs\$ on 'Kandinsky' (M:) Network Drive Drive Inks IPROFILPM.EDX
File System: NTFS     Implication of the system: NTFS       Free Space: 76.8 GB     Implication of the system: NTFS
Total Size: 869 GB
5. Paste the current agibbs\$ on 'Kandinsky' (M:)
copy of your (S:) drive E-Portfolio onto your
(M:) drive. $\bigcirc$ Back $\bullet$ $\bigcirc$ $\bullet$ $\bigcirc$ Search $\bigcirc$ Folders
Right-click your
mouse.
Click "Paste."     File and Folder Tasks     Citrix     View
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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.