



Backing Up and Retrieving Your Desktop

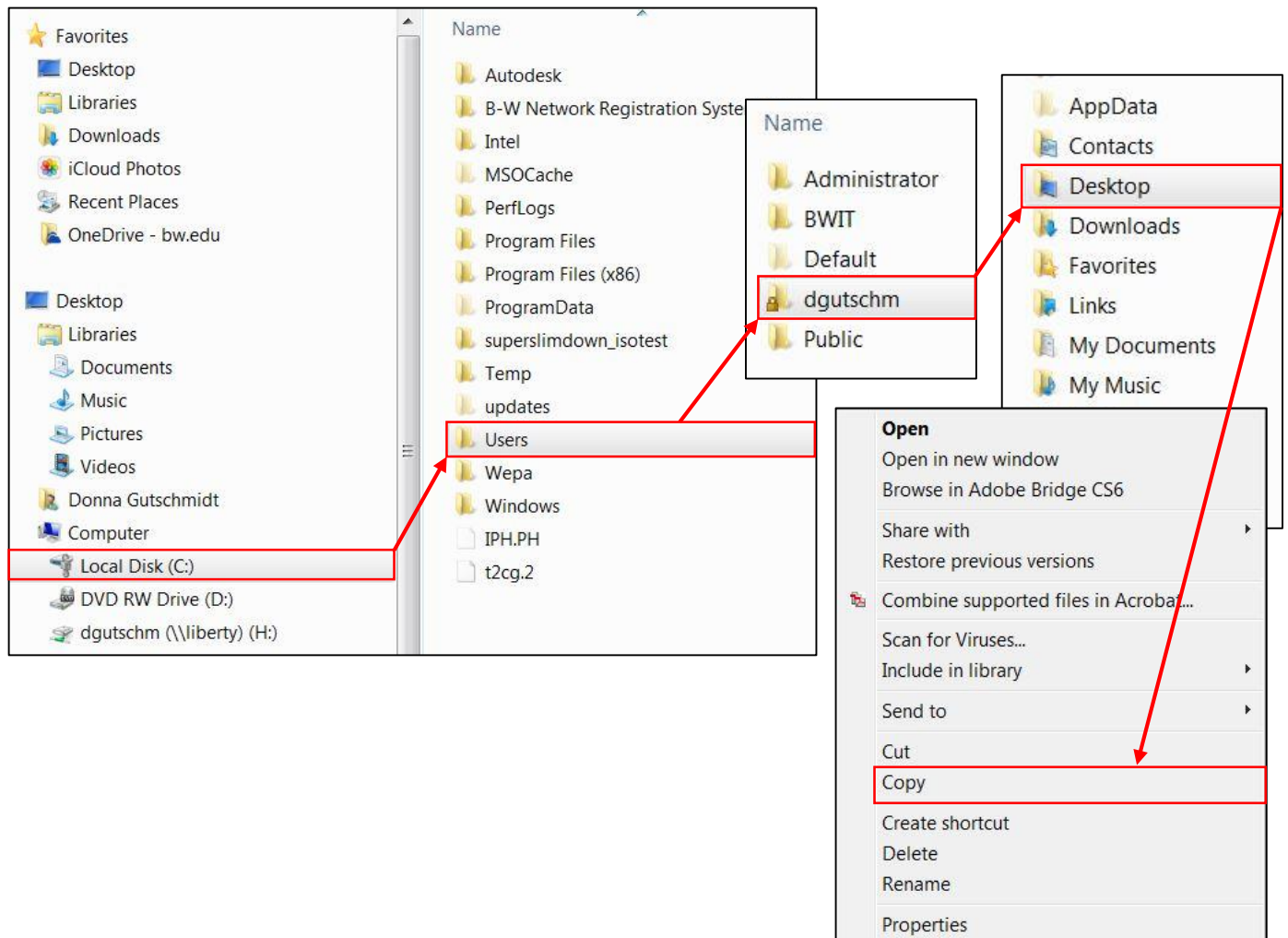
A Baldwin Wallace University IT Quick Card

FOR WINDOWS DEVICES

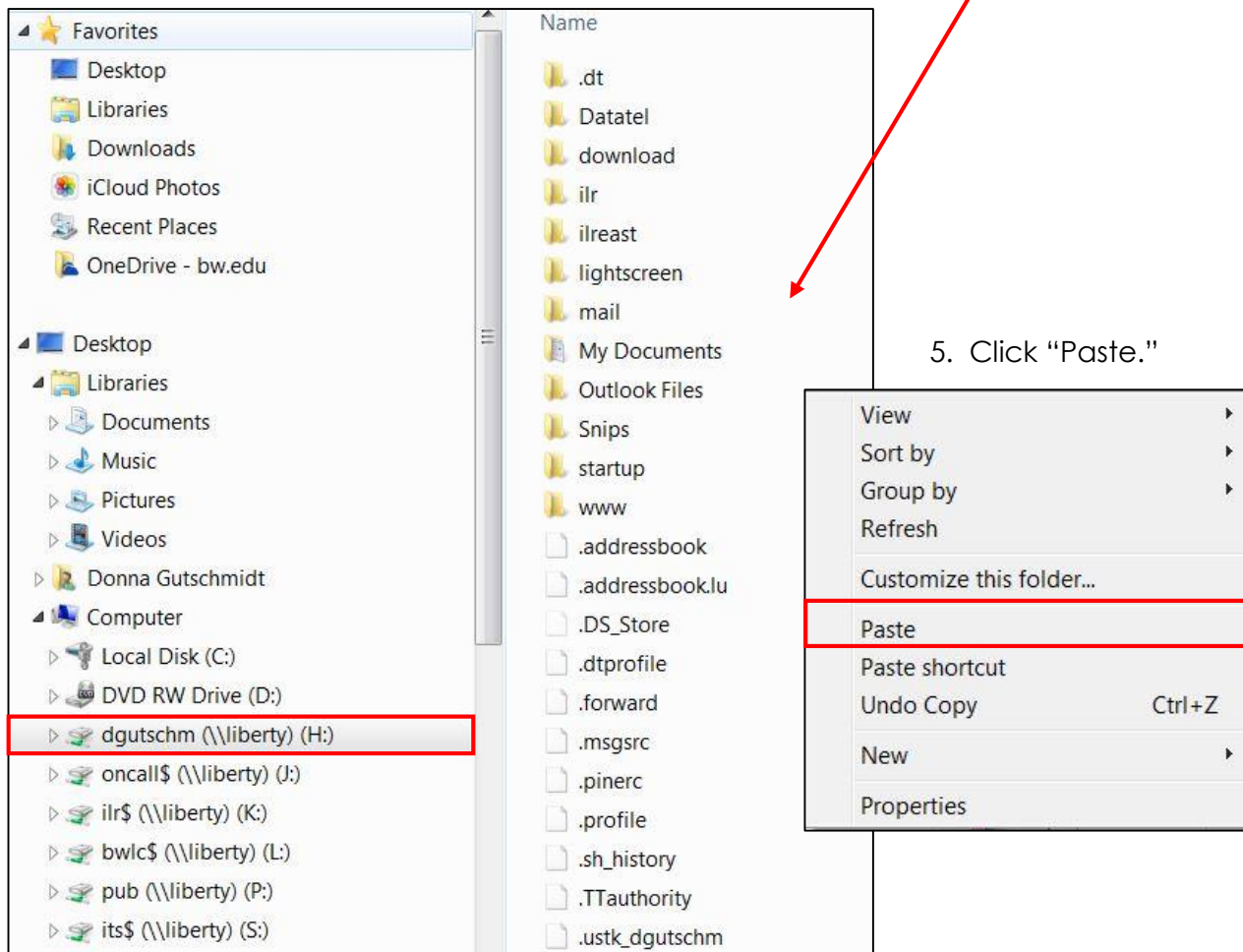
Your desktop is what you see on your home screen, including programs, files, and shortcuts.

NOTE: These directions will allow you to protect any FILES you've saved to your desktop or any SHORTCUTS you've created and pinned for quick access to internet sites. You will be able to retrieve and reinstall these on a new computer. This process will NOT save program icons. Your new computer may have different programs installed. You can always access your programs from the start menu.

1. Click on the Windows Explore icon in the lower left corner of your screen.
2. Click on your C:drive and then click "Users."
3. From there, click on your user name to expand the menu. **RIGHT CLICK** on "Desktop" and choose "Copy."



4. Next, click on your H:drive and then right click anywhere in the white space in here.



6. You will now see a folder on your H:drive called "Desktop." This can remain on your network drive until you are ready to copy it back to the local drive of your new computer.

7. Once you receive your new computer, locate the "Desktop" folder on your H:drive. Open the folder and select the shortcuts and files you'd like to reinstall and move them back into the Desktop folder on your C:drive.