

Technology Tip #1: Back Up Those Bookmarks!

Ever had your computer crash and lose all your bookmarks or “favorites”?

Wish you could save your bookmarks from your work computer to your home computer?

Here's how:

- Open “My Computer”
- Click on your “c:\” drive
- Click on the folder “Documents and Settings”
- Click on the folder that corresponds to your username, e.g. “wilsonsa” for Sara Wilson
- Right click with your mouse on the “Favorites” folder and click “copy”
- Open a new drive where you can securely save your information (e.g. a floppy disk, your secured site on the server)
- Right click your mouse and click “paste”
- Your “Favorites” folder will now also be stored in this location

Please note: You will need to do this periodically to continue saving new bookmarks you have added to your “Favorites” folder

This information is brought to you by the Office of Computing Resources and the Office of Training & Organizational Development as part of an ongoing series.