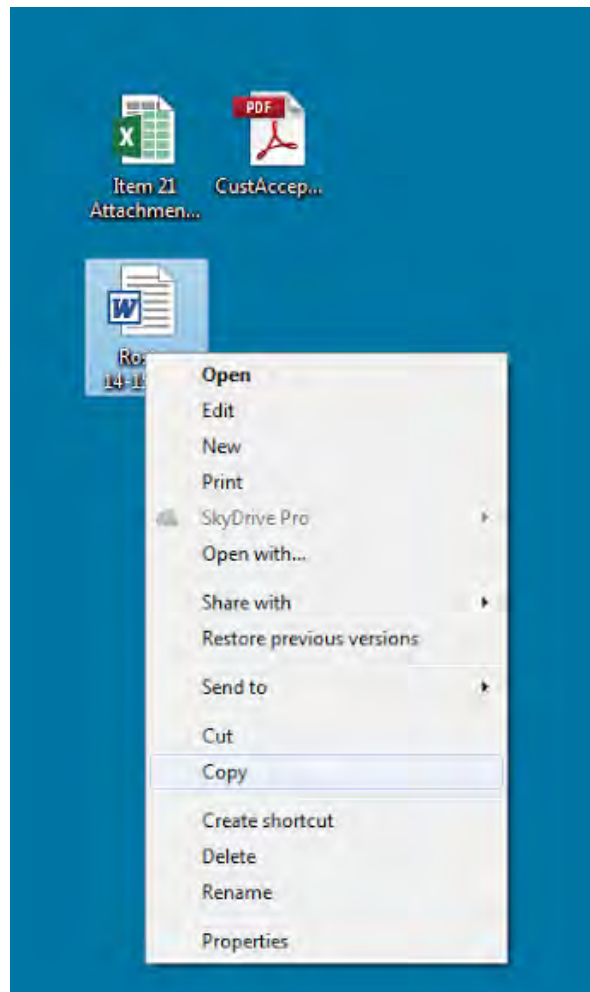# Saving Documents to H:\

This tutorial will walk you through copying your data from your personal computer to SCM Network servers. This will ensure that your data is backed up on a regular basis and allow you to restore data in the event it is lost.
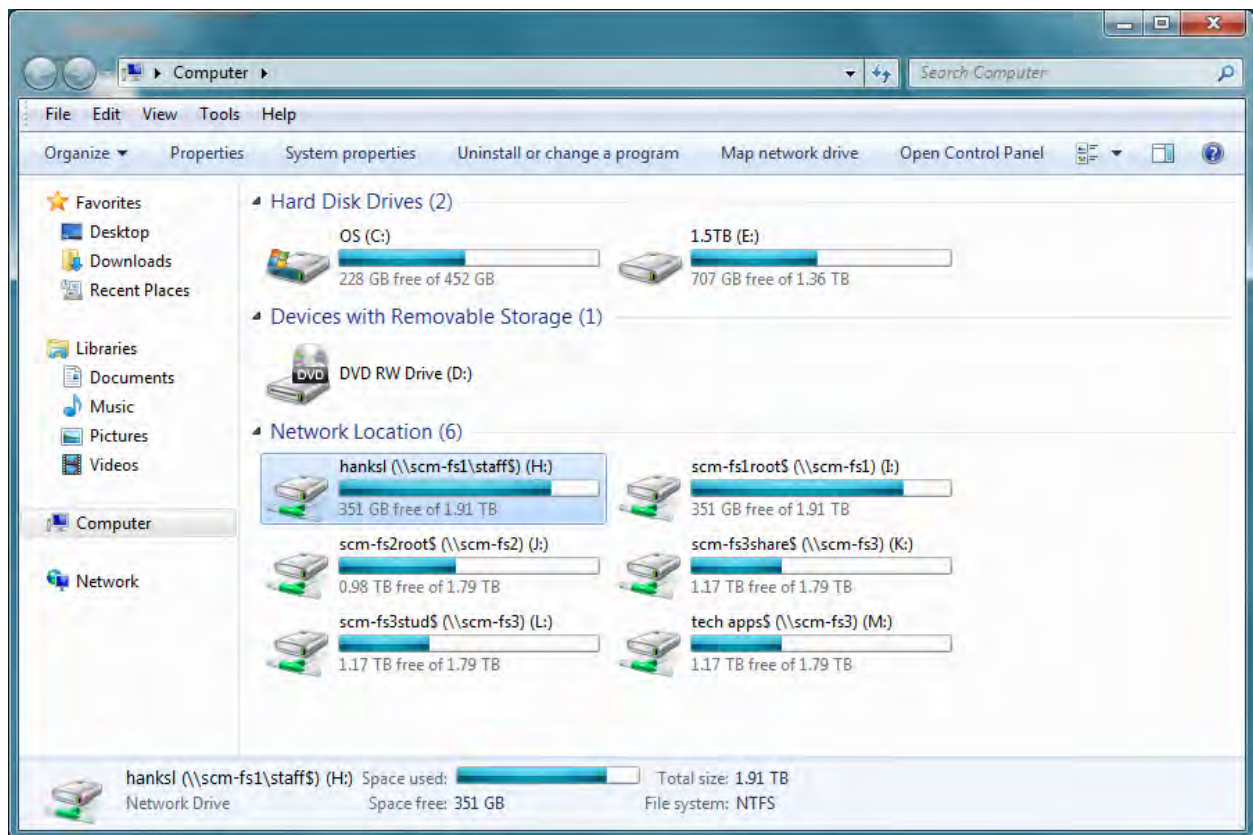
1. Find the files that you have saved to your computer. Most of the time they will be on the desktop. When you find them, right-click on them and left-click on "Copy" in the menu that appears.
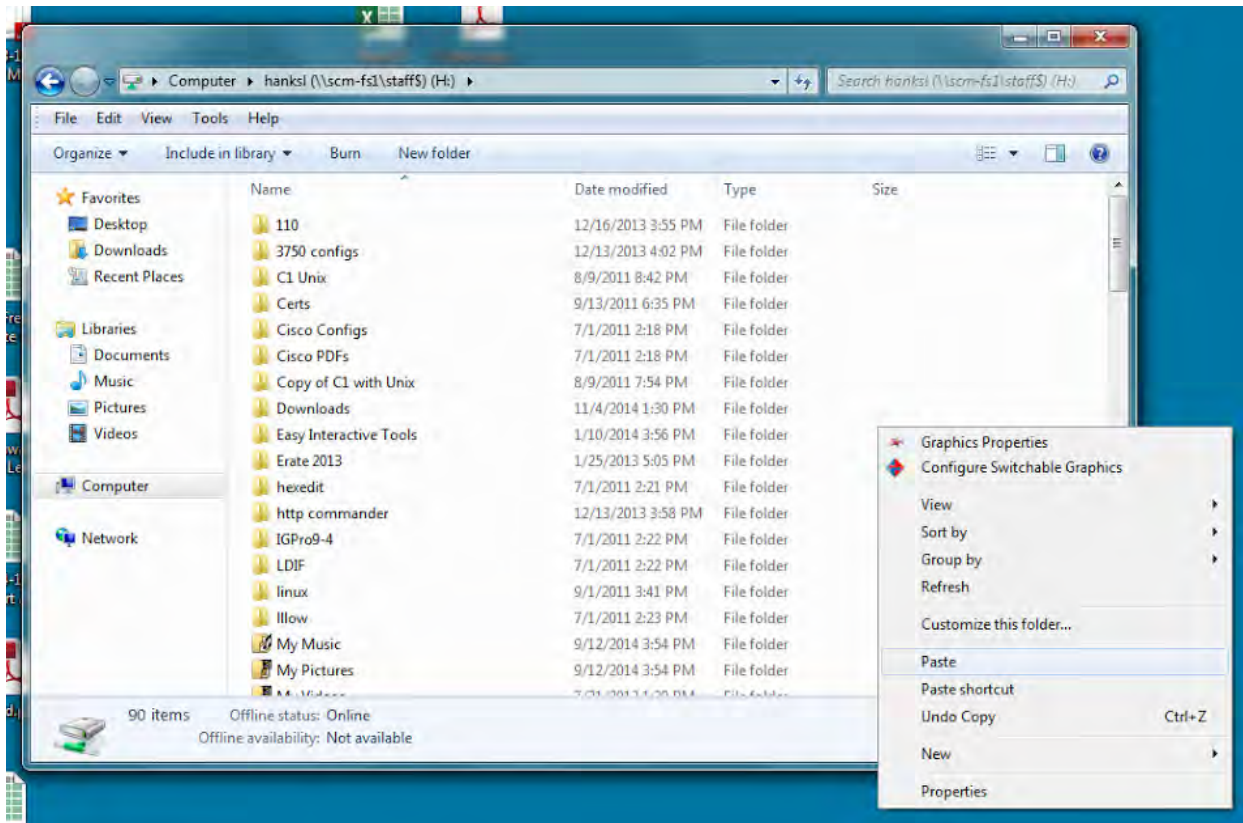
2. Double-click "My Computer" or "Computer" on your desktop

3. Look for the network drive that has your username on it and double-click it. This is called your "home directory". In this specific example it says, "hanksl" because my name is Larry Hanks.

4. Once you are in your network drive, right-click somewhere in the white space and left-click on "paste" on the menu that appears.

5. Your document is now saved in your home directory on SCM network servers. In the event that your computer breaks, you will still have access to your data because it is backed up on a server.