Restore Back Up Files and Folders | Add Printer

Tips:

- You don't have to restore **all** files and folders you have backed up; to save space, you may want to restore only the files you are **currently** using.
- Copy your back up disc so you have one to keep at home in case something happens to the original.
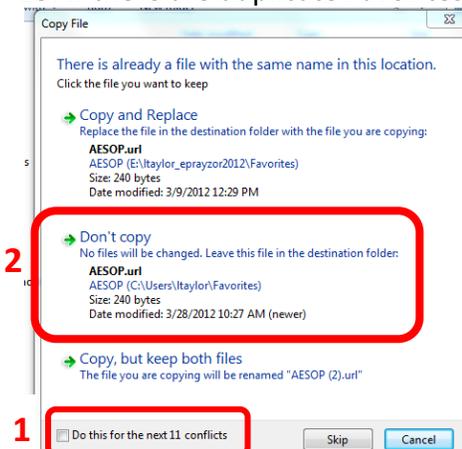
☐ Step 1: Open Back Up Folder

1. Insert CD/DVD or Flash Drive in your new machine
2. Click the **Microsoft Start Button** in the lower left corner
3. Select **Computer**
4. Open CD/DVD/Flash Drive

☐ Step 2: Restore Favorites and My Documents

☐ Favorites

1. Open Back Up Folder (see step 1)
2. Locate **Favorites**
3. *RIGHT* click on **Favorites**
4. Select **Copy**
5. Click **Start Button** located in the task bar
6. Click **Computer**
7. Click WinXP (C:) on the lower left
8. Double click **Users**
9. Double click on **your username**
10. Click on arrow next to **Organize**
11. Select **Paste**
12. Click **Yes** to **Confirm Folder Replace**
13. **If** there are duplicate Favorites do the following:

1. Check **Do this for the next X number of conflicts**
2. Click **Don't Copy**

14. Click **Yes** to **Confirm Folder Replace**

☐ **My Documents**

1. Open Back Up Folder (see step 1)
2. Locate **My Documents**
3. *RIGHT* click on **My Documents**
4. Select **Copy**
5. Click **Start Button** located in the task bar
6. Click **Computer**
7. Click WinXP (C:) on the lower left
8. Double click **Users**
9. Double click on **your username**
10. Click on arrow next to **Organize**
11. Select **Paste**
12. Click **OK** in the **Move Folder Box**
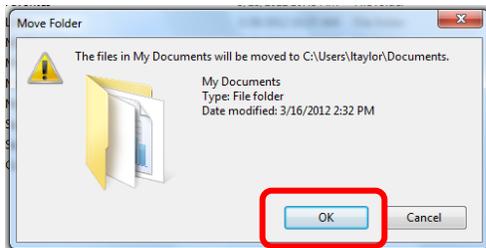
☐ **Step 3: Restore Files and Folders (Desktop Items)**

1. Open Back Up Folder (see step 1)
2. *RIGHT* click on desired **file or folder**
3. Select **Copy**
4. Navigate to desired location in which you want to paste the file
   a. If placing on **Desktop**:
      i. *RIGHT* click on **Desktop** | Select **Paste**
   b. If placing in My Documents or some other folder:
      i. Double click on **desired folder**
      ii. Click on arrow next to **Organize**
      iii. Select **Paste**

☐ **Step 4: Software**

Submit a HEAT ticket for any software needed.

1. Click **Internet Explorer** icon on lower task bar
2. Select **Favorites**
3. Select **DISD HEAT Ticket**
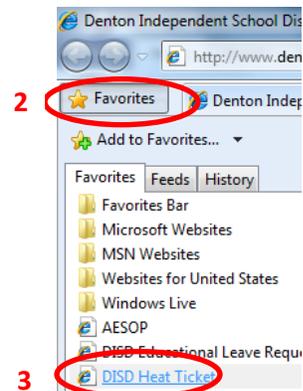
**Fill in the required HEAT ticket information:**

1. Type username only (example: lsmith, tjones2)
2. Click arrow to select **Campus**
3. Service Tag
   This is located on the lower right of your desktop

4. Room Number
5. DISD Phone Number
6. Problem
   Click on arrow and select Software
7. **Type**
   Click on arrow and select **SMS**

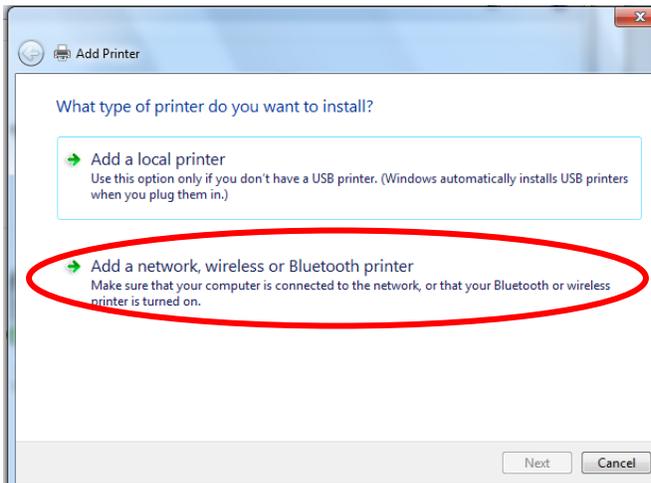
☐ **Step 5: Add a Printer**

1. Click the **Microsoft Start Button** in the lower left
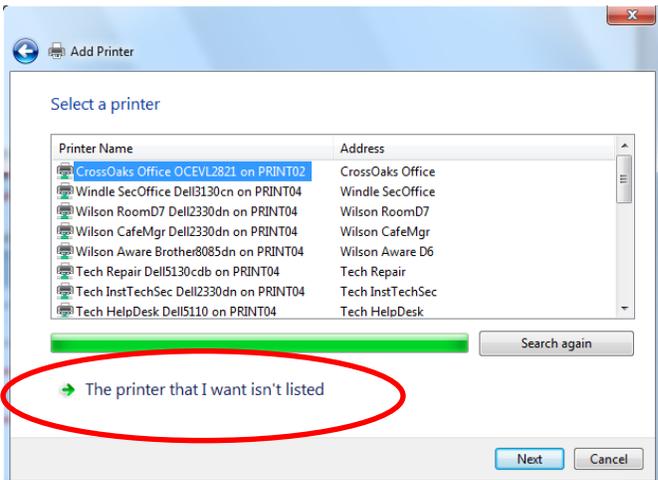2. Select **Devices and Printers**
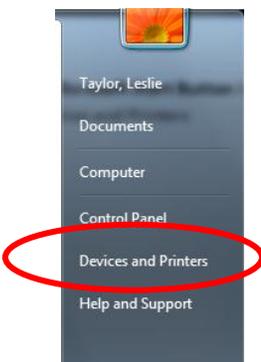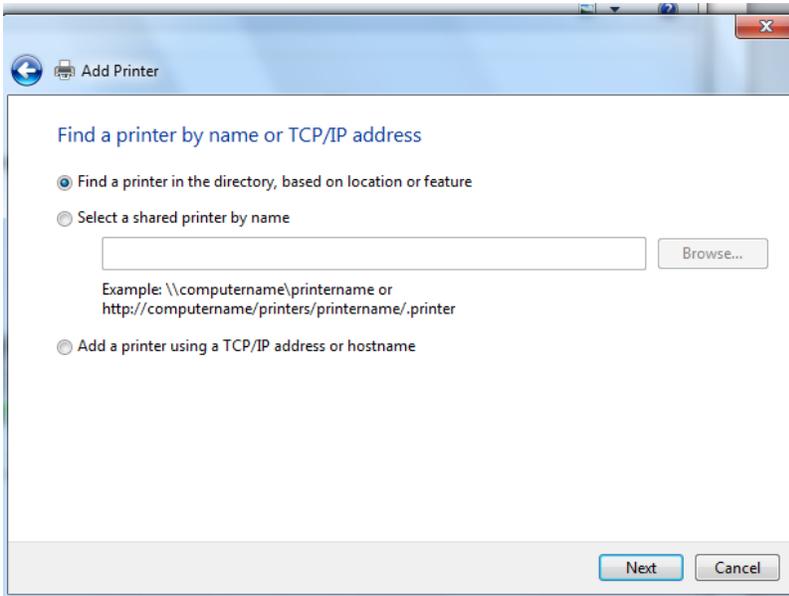

3. Click **Add Printer**

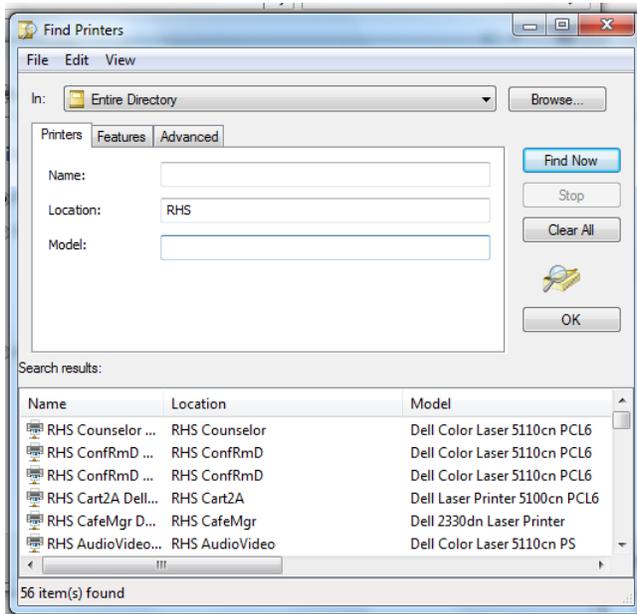4. Click **Add a Network, Wireless or Bluetooth Printer**

5. **Click the printer that I want isn't listed**, click **Next**

6. Select **find a printer in the directory, based on location or feature** and click **Next**

7. Search for printer by **Name, Location or Model** and click **Find Now**

8. Select desired printer, click **OK**, click **Next**, click **Finish**

9. Submit a **HEAT** ticket if you need assistance in setting up your printer.