How to Backup My Documents, your Desktop, and Bookmarks

Files can be back up to OneDrive, flash drive or external hard drive that is big enough to contain the data.

To determine the size of the drive needed you can do following:

1.) Double clicking **START>COMPUTER>C: Drive>USERS (select your username)**

2.) Hold down shift key and click on **DESKTOP, DOWNLOADS, DOCUMENTS, FAVORITES, MUSIC, PICTURES and VIDEOS.** After you have selected the folders should be highlighted

3.) Right click on one of the highlighted folders and select Properties. This will let you know the MINIMUM size flash drive or hard drive needed.

4.) To copy do folders do Steps 1 & 2 and copy folders to OneDrive or USB device for backing up.

How to backup Chrome bookmarks.

Click on the 3 dots in the upper right corner

Move mouse over Bookmarks and then click on Bookmark manager

Click on Organize down arrow and select "Export bookmarks to HTML file…"

By default

How to backup Firefox bookmarks

Click on clipboard next to star on upper right corner