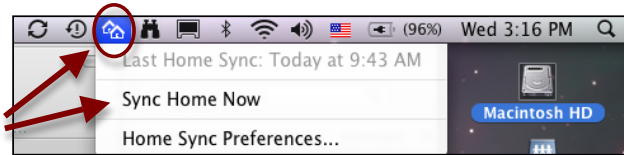


BACKING UP LAPTOP DATA, iTUNES, STICKIES, BOOKMARKS

Backing Up Your Laptop Data from your MacBook

1. Close all programs - any program that is accessing a file will prevent the file from being backed up and often cause an error message. Look for white pointer dots under application icons in the dock to see what's open and CMD+Q to quit.
2. Sync - This is not the same as a backup. Sync will allow Tech Services to retrieve your school documents if your laptop needs repair.
 - a. from within Windham High School building (WHS local network)
 - b. you should do it daily - at least a few times a week
 - c. sync copies ONLY the Documents folder and subfolders to the server - sync does not backup the Desktop or many other folders on your laptop, where you may have stored valuable files. Anything you want included in the sync process should be stored in the Documents folder - educational files only! Any files deemed not necessary for school will be removed from the server.
 - d. this backup is necessary if you need to leave your laptop with Tech Services
 - e. Sync is a manual process - use the icon with two houses at the top of your Desktop - dropdown menu and select "Sync Home Now"



- f. Check "Last Home Sync" date at top of above screen to ensure that the date was updated. If not updated, contact Tech. Services.
3. Backup Media - If you want to backup folders from your laptop other than the Documents folder that was synced, you need to provide your own backup media.
Media Options:
 - a. CD - holds 700 MB of data
 - b. DVD - holds 4.7 Gigabytes of data
 - c. Flash/thumb drives - 1GB (\$8) to 64GB (\$75) - for temporary storage
 - d. External USB portable hard drives 250GB (\$65), 2 TB (\$200)
(drives must be USB connection so you don't require an admin password to install or use)
 4. Open Finder and navigate to Home - consider backing up these folders:
 - a. Desktop
 - b. Movies
 - c. Music
 - d. Pictures
 - e. Sites
 - f. iTunes - File → Library → Export Library - this step saves a file that contains only the iTunes library structure, not any music files
 - g. Stickies - File → Export Text
 - h. Firefox Bookmarks - Bookmarks → Organize Bookmarks → Backup
 - i. you should have your own backup of Documents
 - j. any other folder that appears in the list of home that requires a backup

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- k. To find out size of a folder, from Finder, CTRL+click on the folder and select Get Info - a window will popup that shows the size. This will help you estimate your backup media requirements.
5. If CD or DVD backup:
 - a. insert blank disk into slot - get message
 - b. open Finder option in message
 - c. open drive icon on desktop
 - d. drag folder(s) from other Finder window into drive window
 - e. click Burn button on right of disk window
6. If USB drive (flash/thumb or external hard drive):
 - a. insert drive into USB port
 - b. drag folder(s) from Finder window onto the USB drive icon on desktop (can open drive to display a window and drag into window if desired)
 - c. eject the USB drive before you remove it from the USB port. Eject by dragging desktop icon to the trash bin (changes to eject icon) or CTRL+click and select Eject from the menu
7. If you have any other questions about backing up your data, please come to Tech Services in D202. It's important to have good copies of your files. Students are ultimately responsible for their own data. Each summer the laptops will be reformatted, upgraded and prepared for the next year so students need to maintain copies of their own files.

iTunes Backup

To fully backup your iTunes music, you need to do two things:

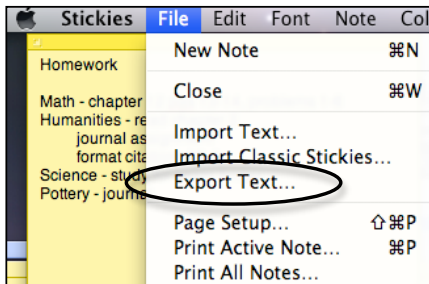
1. From iTunes application, go to File --> Library --> Export Library and save that file to your Documents folder. This step saves a file that contains only the iTunes library structure, not any music files
2. Copy the folder Users/[username]/Music/iTunes onto media that you can restore later. Suggested media is CD, DVD, thumb drives, or a removable hard drive.

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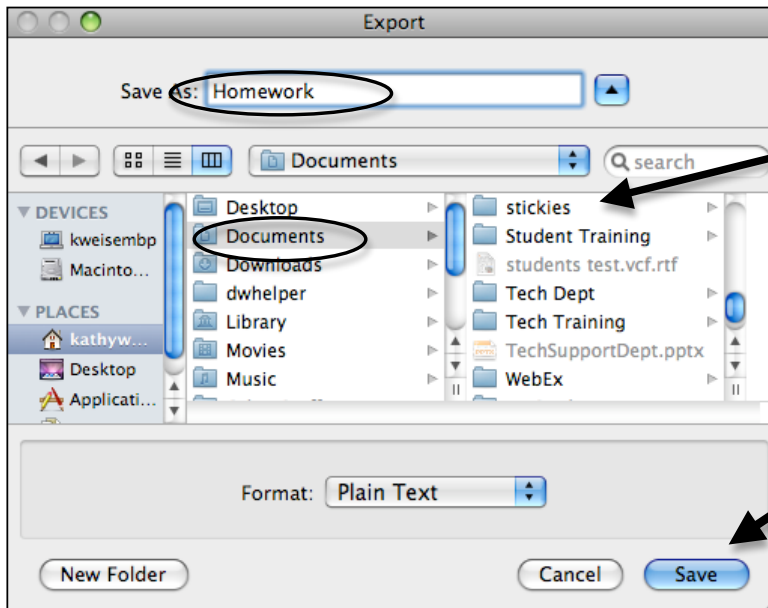
Backup Stickies:

Open the stickie you want to backup

From the Stickies File menu, select Export Text:



Name the file and save it into the Documents folder or a subfolder of Documents called stickies:

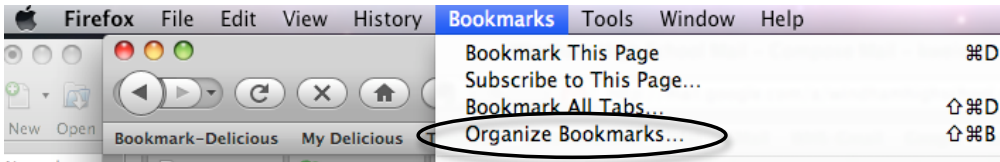


We recommend you backup these files offline to a thumb drive or CD.

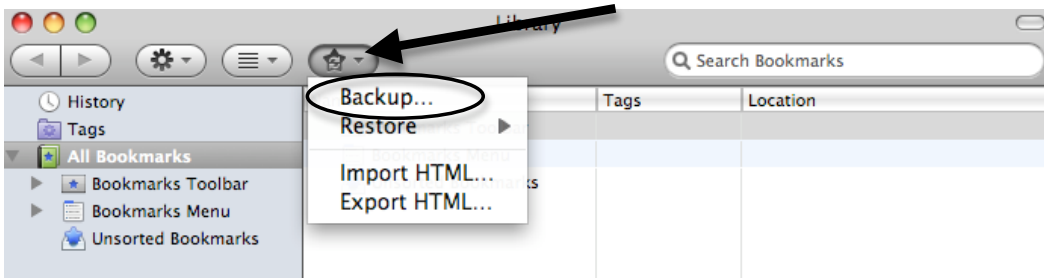
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Backup Firefox bookmarks:

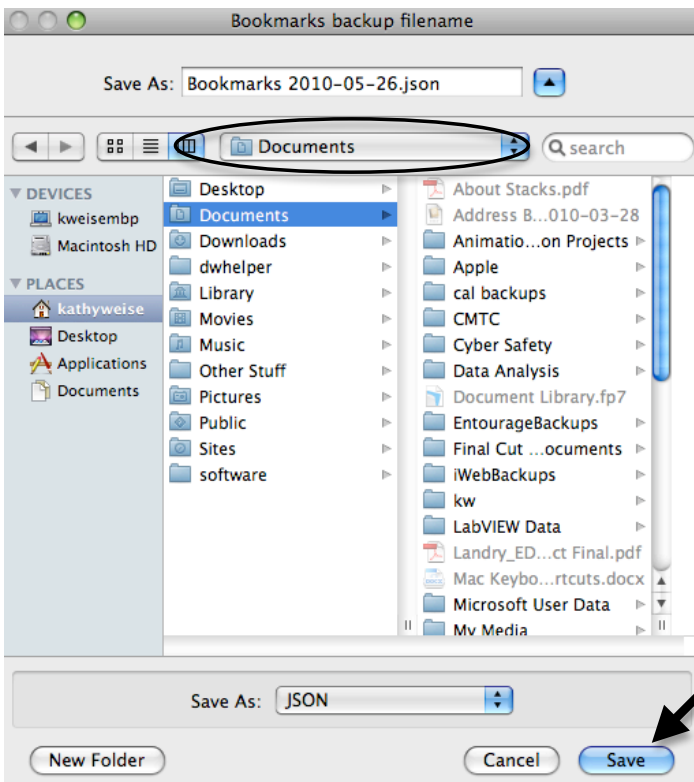
Bookmarks menu → Organize Bookmarks



From the star icon dropdown, select Backup:



Save the backup file into your Documents folder (so it syncs):



We recommend you make a copy of this file onto a thumbdrive or CD so you can restore it next fall and retrieve your bookmarks.