

Your SD74 Tech Team Presents:

How to Perform Data Back Ups

A guide for success during laptop reimage season

Why is it Important to Back Up?

We will start the Spring Reimaging Process shortly. You will need to schedule with your building's ITA for the reimaging process. If you do not back up your computer, you risk losing your files.

Reimaging will update the operating system, clean up the hard drive to help with performance, and update the District-supplied software.

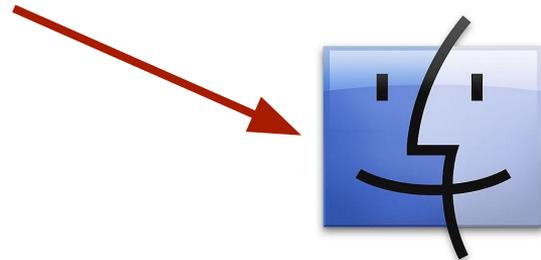
Local vs. Cloud: Where are Your Files?

Many files that you downloaded, created, edited, viewed and stored are likely saved **locally** on your computer. **These files should be backed up if you need them.** If your computer is lost or broken, these files will be gone if there's no backup.

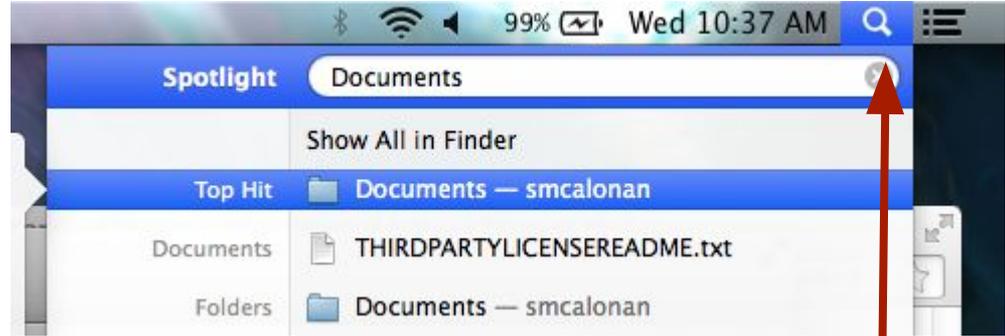
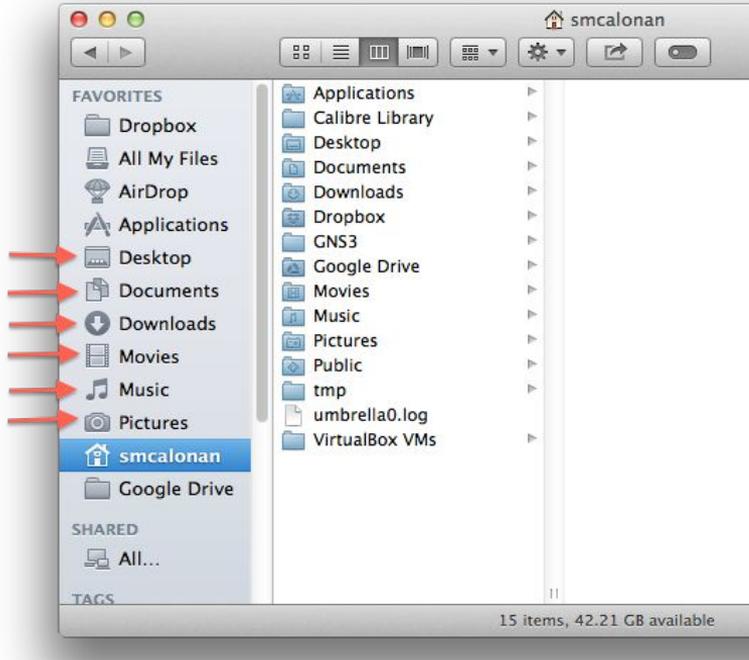
This is where “the cloud” has the advantage. The **cloud refers to an online location** where you can work & store files. You have access to those files from ANY computer with an Internet connection. Your laptop could break, but you can still access your files in the cloud.

How to Identify Your Local Files

Here are the common places to look for important **LOCAL** files. These include the **Documents** and **Desktop** folders or loose files. In addition, you might have some files stashed in your **Downloads, Pictures, Music** and **Movies** folders. Your computer will make this easy on you and show you these folders when you click the **Finder icon**. This guy



Finding Local Files



If you have trouble finding your files, you can search for a folder by using the Magnifying Glass on the top right corner of your screen and typing its name

So, When Should I Do a Back Up?

Please complete a backup **two days before your Spring reimaging appointment**. It is highly recommended to perform backups on a regular basis.

It is **beneficial to have an extra copy of your data saved** in another place if something happens to your machine. There are many different options you can use. The Tech Team will review 2 backup methods in this slideshow.

What if I Don't Back Up?

Your ITA will perform a TimeMachine backup of your Laptop before the reimaging process. **HOWEVER**, this TimeMachine backup does not guarantee that your files will/can be restored post imaging. Your ITA will only retain the TimeMachine backup for 1 week. Thereafter the TimeMachine backup will be deleted.

Back Up Methods

1) Time Machine w/ External Hard Drive



2) Google Drive, Dropbox, etc.



Method #1

Time Machine & External Hard Drive

Time Machine is Apple's native backup offer. You will need an External Hard Drive to hold your backup. After Time Machine is setup, the backup will run in the background.

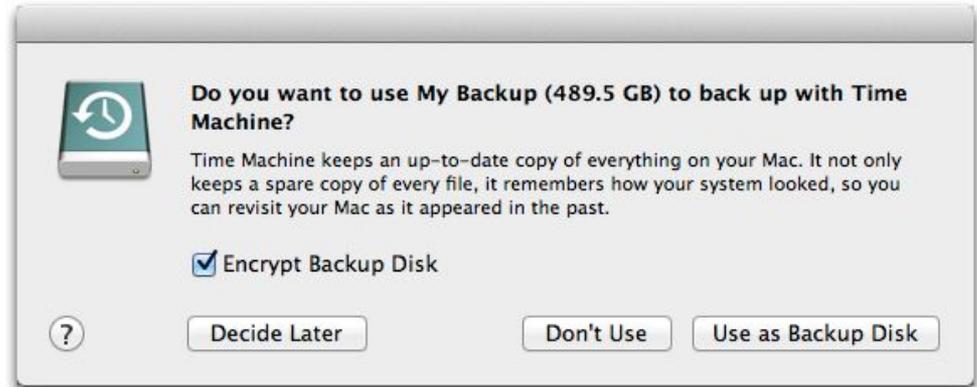
Method #1 Continued: Buying an External Hard Drive

Purchase an external hard drive that is pre-formatted for Mac.
Tech Team recommends a usb3 **1 terabyte drive**. This drive should be dedicated for TimeMachine only.

Method #1 Continued: Time Machine in Action

Setting up Time Machine is as easy as plugging in your new, blank hard drive. You will see a pop-up appear:

Click
“Use as Backup Disk”
That’s it!



Method #1 Continued: What to Expect with Time Machine

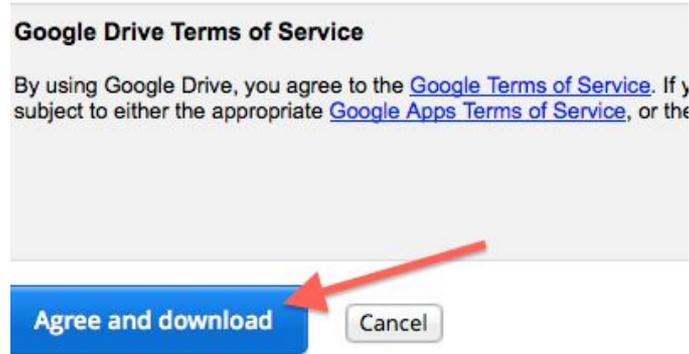
Your first backup via Time Machine **may take a long time**, so it is a good idea to let it run overnight. You will need to make sure that your laptop is plugged into to a power source. **You can still use your computer while Time Machine is running.** If you plug in your external hard drive and a message does not appear asking if you would like to use Time Machine, notify your building ITA through SchoolDude IT and we can help!

Method #2: Google Drive

There are plenty of third-party online storage apps such as Dropbox or OneDrive. **This presentation will cover Google Drive only.** Your District Google Account has unlimited storage but your personal Google Account will only have 15 gigabytes of free storage. You will not be able to access your District Google Account after you leave the SD74.

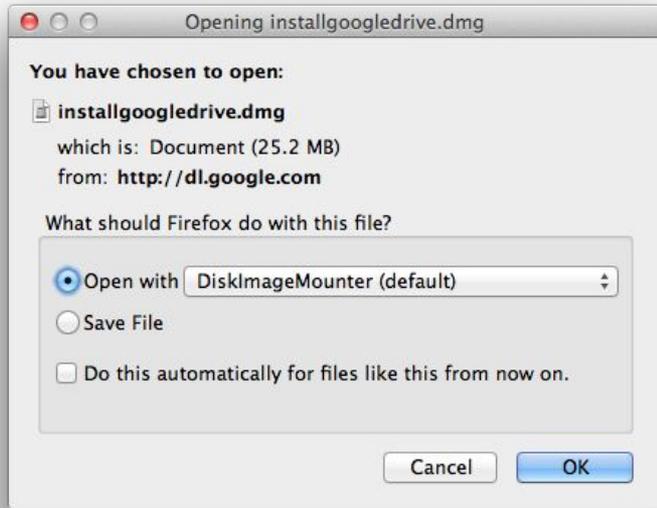
Method #2 Continued: Installing Drive on Your Desktop

Google has a great app for managing your files. You can download it by [clicking this link](#).



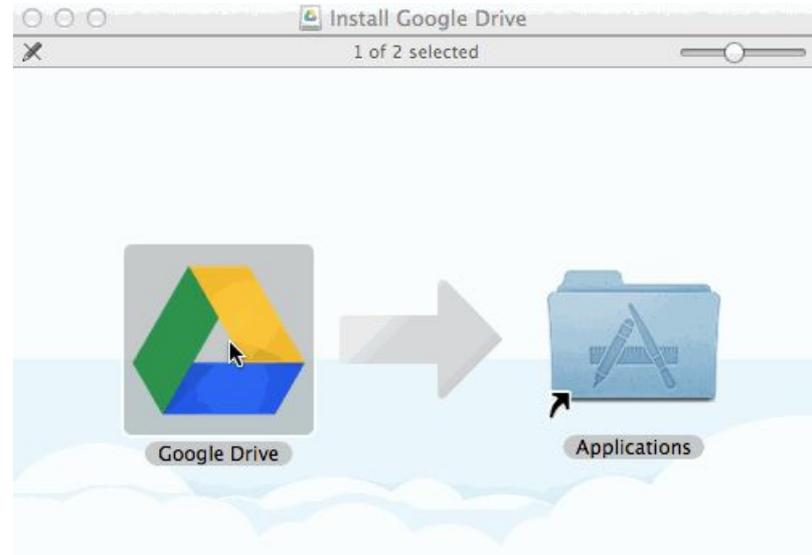
Click “[Agree and download](#)” to start the process.

Method #2 Continued: Installing Drive on Your Desktop



Open the file, so click “Open with:” and then OK

Drag the Google Drive icon into your Applications folder

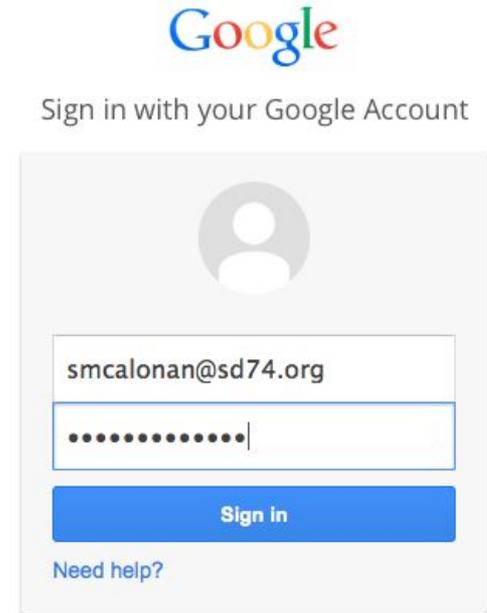


Method #2 Continued: Google Drive

Open up Google Drive by going to the Magnifying Glass and typing “Google Drive”.



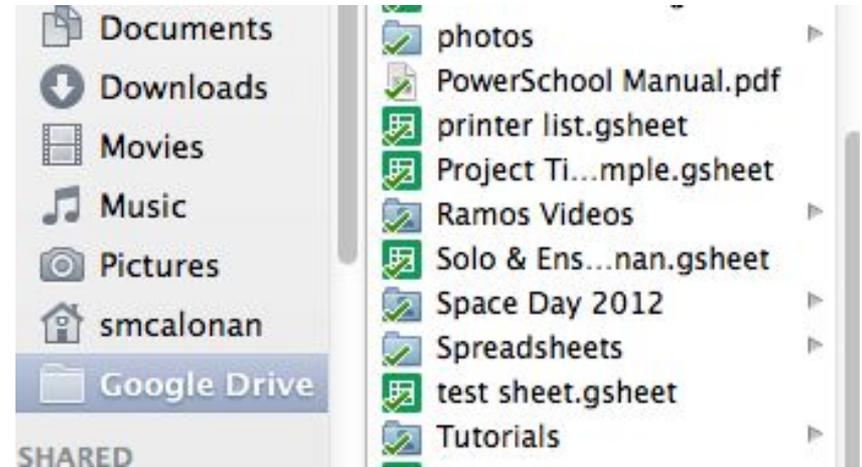
You should see a new icon appear in the top bar on your screen. Clicking on that icon will let you sign into Drive. Follow along with the welcome screen to get your account set up.



[Create an account](#)

Method #2 Continued: Google Drive

That's all there is to it! Now, any file you save in your Google Drive folder will automatically back up online. In fact, you should start seeing copies of your Google Docs download to your computer. If files have a green checkmark next to the icon, that means they are synced with Google.



IMPORTANT REMINDERS

- You must verify your backup because software that performs backups can cause file corruptions
- Only you know what files are important to you so make sure you protect them with backups
- Info Tech Assistants will do a TimeMachine backup on your laptop. The TimeMachine will be kept for only 1 week.

Happy, Healthy Files & Smiles

Performing backups is like flossing. It's a habit that you have to build, but once you do you'll be glad you did! The Tech Team hopes that this guide helped you through the backup process. Don't forget to check out the [SD74 Tech Support](#) website for other useful guides!