

Backing Up Documents

All Teachers/Staff are responsible for backing up their documents

The easiest way to back up your documents is to copy them to a USB drive (External Hard Drive or Flash Drive). It is critical you keep a current backup of your important documents and have two copies (the original and a backup). Data loss can occur for any number of reasons and without warning. See [Backup Instructions](#) for detailed instructions on backing up your saved documents.

All Teachers are responsible for any personally installed software

Be sure to find all downloads or disks for any software you installed after Technology originally set up your computer. This software will not be automatically reloaded. You will need to reload the software after the computer has been erased. We will provide assistance where needed in this process.

Backup Instructions

[Exporting Bookmarks from the Firefox web browser for Backup](#)

[Exporting Bookmarks from the Chrome web browser for Backup](#)


[How to Back Up Custom My Content from Notebook 10](#)

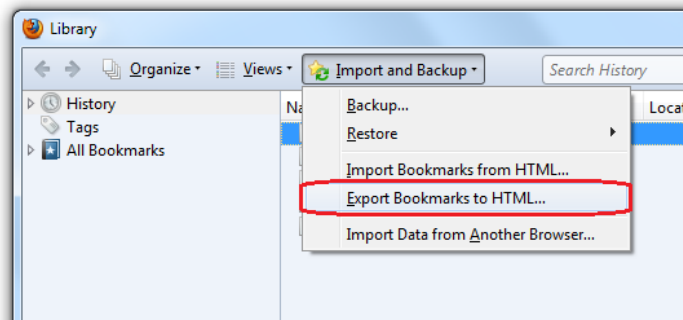
[How to Back Up Your Documents on XP](#)

[How to Back Up Your Documents on Windows 7](#)

Exporting Bookmarks from the Firefox Web Browser for Backup

If you use Firefox and have Bookmarked websites that you would like to keep, you need to export the bookmarks to your backup location. These Bookmarks are not saved when you copy the favorite's folder from your profile which is from Internet Explorer only.

1. Click the **Bookmarks** button  on the right side of the navigation toolbar and select **Show All Bookmarks** to open the Library window.
2. From the toolbar on the Library window, click **Import and Backup** and choose **Export Bookmarks to HTML....**



3. In the Export Bookmarks File window that opens, choose a location to save the file, which is named bookmarks.html by default. The desktop is usually a good spot, but any place that is easy to remember will work.
4. Click the **Save** button. The Export Bookmarks File window will close.
5. Close the Library window.
6. Move the bookmarks file you created to your backup location such as an External Hard Drive or Flash Drive.


Addition Firefox Resources:

<http://support.mozilla.org/en-US/kb/restore-bookmarks-from-backup-or-move-them#os=win7&browser=fx22>

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Exporting Bookmarks from the Chrome Web Browser for Backup

If you use Chrome and have Bookmarked websites that you would like to keep, you need to export the bookmarks to your backup disc or USB drive. These Bookmarks are not saved when you copy the favorite's folder from your profile which is from Internet Explorer only.

1. Click the **Chrome menu**  on the browser toolbar.
2. Select **Bookmarks**.
3. Select **Bookmark manager**.
4. Click the **Organize** menu in the manager.
5. Select **Export Bookmarks**. Chrome will export your Bookmarks as a file, which you can then import into another browser.
6. Move the Bookmarks file you created to your backup location such as an External Hard Drive or Flash Drive.

Additional Chrome Resources:

<https://support.google.com/chrome/answer/96816?hl=en>

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How to Back Up Custom My Content from Notebook 10

As part of summer maintenance both the server and workstation may be cleared of saved documents.


If you use custom gallery content in the SMARTboard notebook it must be exported to My Documents before you backup My Documents.

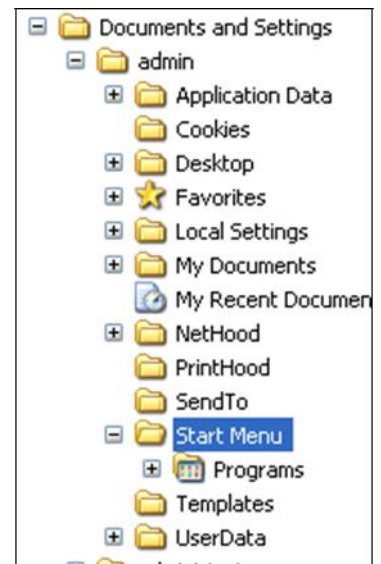
1. *Open Notebook 10*
2. *Click Gallery tab*
3. *Click drop down* (right corner down arrow) of My Content
4. *Click Export* as Collection file
5. *Browse to My Documents*
6. *Name the file*
7. *Click Save*

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How to Back Up Your Documents on XP

On Windows XP to manually copy your files to removable media such as a CD, DVD, or a USB memory device, follow these steps:

- 1) *Right click* on the **Start**  menu
- 2) *Select Explorer*
- 3) You should then see a List of folders under **Documents and Settings** (Example login is admin)
Select your login name (This should be one level above the selected folder.)
- 4) *Copy Desktop, My Documents and Favorites* (To select multiple items hold down the CTRL key)
- 5) *Paste* the copied folders to the USB drive
 - a. *Double Click* on **My Computer**
 - b. *Double click* on the **USB drive** you wish to back up the documents to
 - c. **Make a new folder** and call it School Backup (Right click the white space and click New > Folder)
 - d. Go into the **School Backup** folder
 - e. Right click in the white space and select **Paste**
- 6) Next Backup to the H: Drive as an Secondary Backup
 - a. Open **My Computer** and go to the **H: drive**
 - b. **Make a new folder** and call it **School Backup** (Right click the white space and click New > Folder)
 - c. Go into the **School Backup** folder
 - d. Right click in the white space and select **Paste**. If you get a message that the file already exists then select replace file. You cannot save any executable file to your H drive.




Tip:

- To determine the size of all the files in the user folder: Open the folder > Select all the files > Right-click those selected folders > Click Properties. This should tell you the size of the backup.
- A CD holds 700 MB of data. A DVD holds 4.7 GB of data. Depending on the size, you may find it necessary to split your backup over several cds.
- Please verify the files are backed up properly by trying to open them on another computer.
- Don't forget to take the CD, DVD, flash drive or USB hard drive home with you.
- Not all applications save their files to the user folder. You should make sure that you check other applications and the location of their saved files, and then copy those files to the removable media. [Back to Top](#)

How to Back Up Your Documents on Windows 7

On Windows 7 to manually copy your files to removable media such as a CD, DVD, or a USB memory device, follow these steps:

- 7) Click **Start** 
- 8) Click **Computer**, and then double-click on **Local Disc (C:)**
- 9) Open the **Users folder**
- 10) Open the folder with your **login name**
- 11) Copy: **Contacts, Desktop, Documents, Downloads, Favorites, Music, Pictures, Videos**
- 12) **Paste** copied folders to the USB flash drive
 - a. *Double Click* on **My Computer**
 - b. *Double click* on the **USB drive** you wish to back up the documents to
 - c. **Make a new folder** and call it **School Backup** (Right click the white space and click New > Folder)
 - d. Go into the **School Backup** folder
 - e. Right click in the white space and select **Paste**
- 13) Next Backup to the H: Drive as an Secondary Backup
 - a. Open **My Computer** and go to the **H: drive**
 - b. **Make a new folder** and call it **School Backup** (Right click the white space and click New > Folder)
 - c. Go into the **School Backup** folder
 - d. Right click in the white space and select **Paste**. If you get a message that the file already exists then select replace file. You cannot save any executable file to your H drive.

Tip:

- To determine the size of all the files in the user folder: Open the folder > Select all the files > Right-click those selected folders > Click Properties. This should tell you the size of the backup.
- A CD holds 700 MB of data. A DVD holds 4.7 GB of data. Depending on the size, you may find it necessary to split your backup over several cds.
- Please verify the files are backed up properly by trying to open them on another computer.
- Don't forget to take the CD, flash drive or USB hard drive home with you.
- Not all applications save their files to the user folder. You should make sure that you check other applications and the location of their saved files, and then copy those files to the removable media.

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