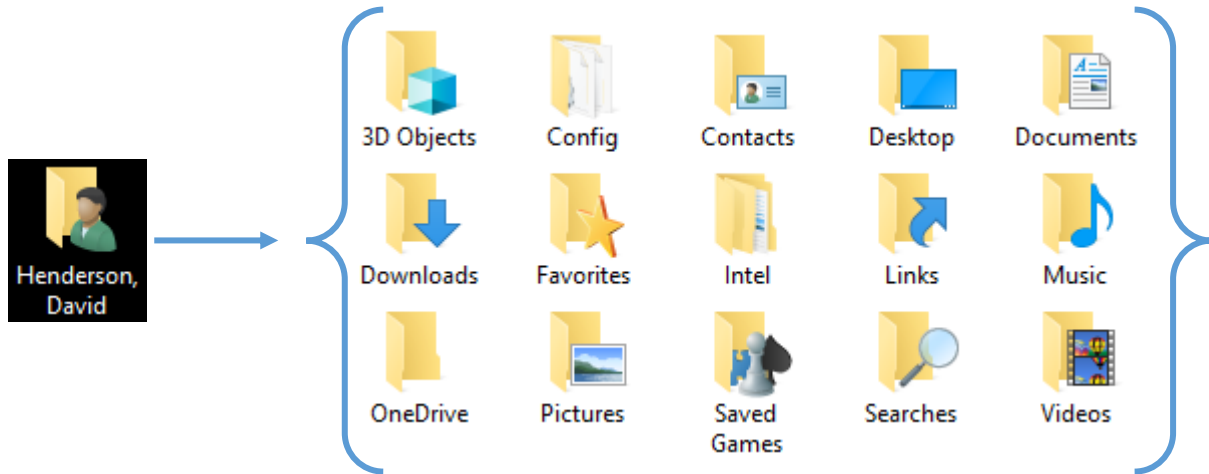


How to backup your PC laptop




There are three reasons/times when you need to backup all the files on your laptop

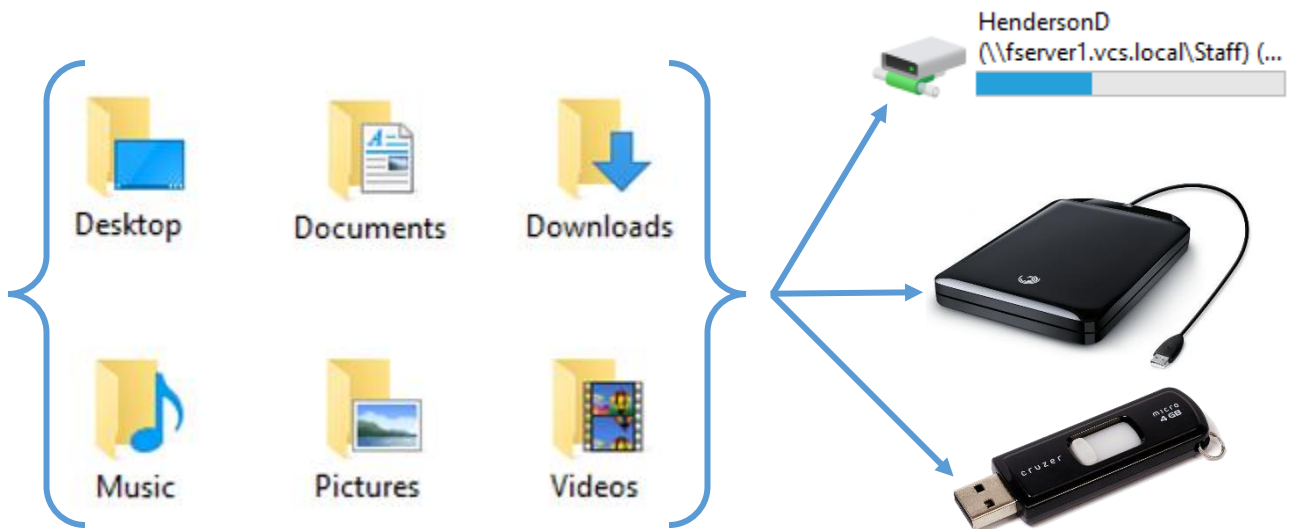
1. Periodically you should backup your files in case your laptop is lost, stolen, or the hard drive fails. This will prevent data loss
2. There are times when my department will re-image your computer to get its software up to date or fix an issue. This process completely wipes your hard drive so we will ask you to backup your files prior to doing this work.
3. When you receive a new computer prior to us collecting your old one

On the desktop of your PC is a folder with your name on it as shown below. All the files you have stored on your laptop are contained within. Open this folder and you will see a series of sub-folders.



With these sub-folders visible, you only need to backup the six shown below. Drag each one **INDIVIDUALLY** to one of three spots.

1. If you are on campus, when you open the This PC  or Computer icon  on your desktop you will see your home directory on the server.  HendersonD (\\fserver1.vcs.local\Staff) (...)
2. An external hard drive
3. A large capacity flash drive

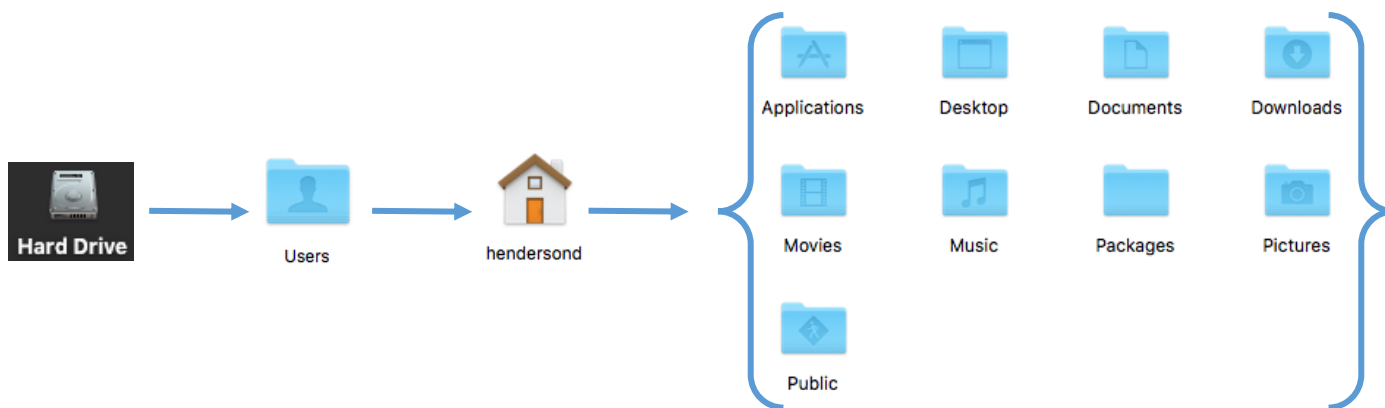


How to backup your Mac laptop


There are three reasons/times when you need to backup all the files on your laptop

1. Periodically you should backup your files in case your laptop is lost, stolen, or the hard drive fails. This will prevent data loss
2. There are times when my department will re-image your computer to get its software up to date or fix an issue. This process completely wipes your hard drive so we will ask you to backup your files prior to doing this work.
3. When you receive a new computer prior to us collecting your old one

On the desktop of your Mac is an icon for your Hard Drive. Open it, then Users, and finally a folder with your name on it. All the files you have stored on your laptop are contained within these sub-folders.



With these sub-folders visible, hold down the command key and hit the letter a. This is the Select All command which will select all of these sub-folders as shown below. You can then drag these sub-folders to one of three spots.

1. If you are on campus, In your Dock is an icon  for the home directory on the server
2. An external hard drive
3. A large capacity flash drive

