HIS
杭州国际学校
Hangzhou International School

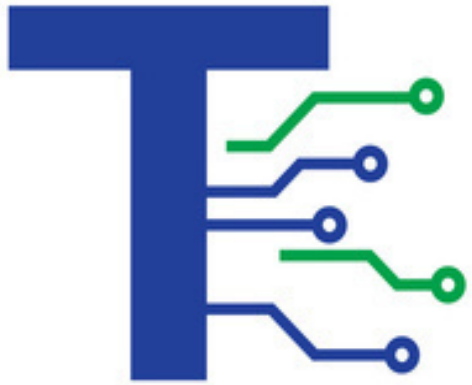
Saving and Backing Up Work

Tech “T” Sessions

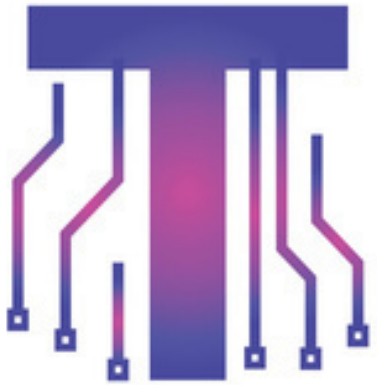
Friday, October 25 2019

Presenter: Karl Suits

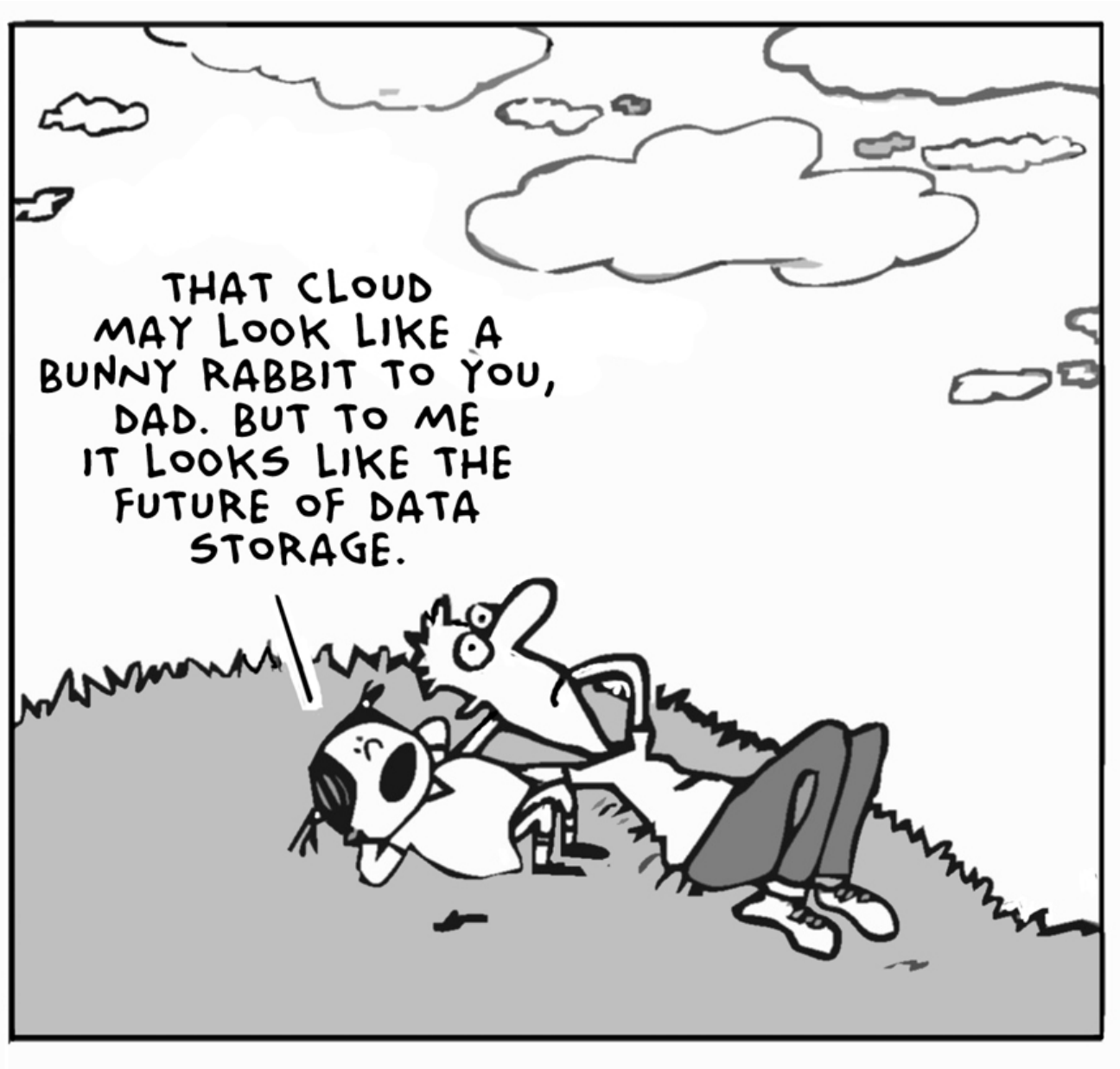
Director of Technology










THAT CLOUD MAY LOOK LIKE A BUNNY RABBIT TO YOU, DAD. BUT TO ME IT LOOKS LIKE THE FUTURE OF DATA STORAGE.

Premise 1: We are in a technology progression through time into the future.

Text Input Progression Over Time









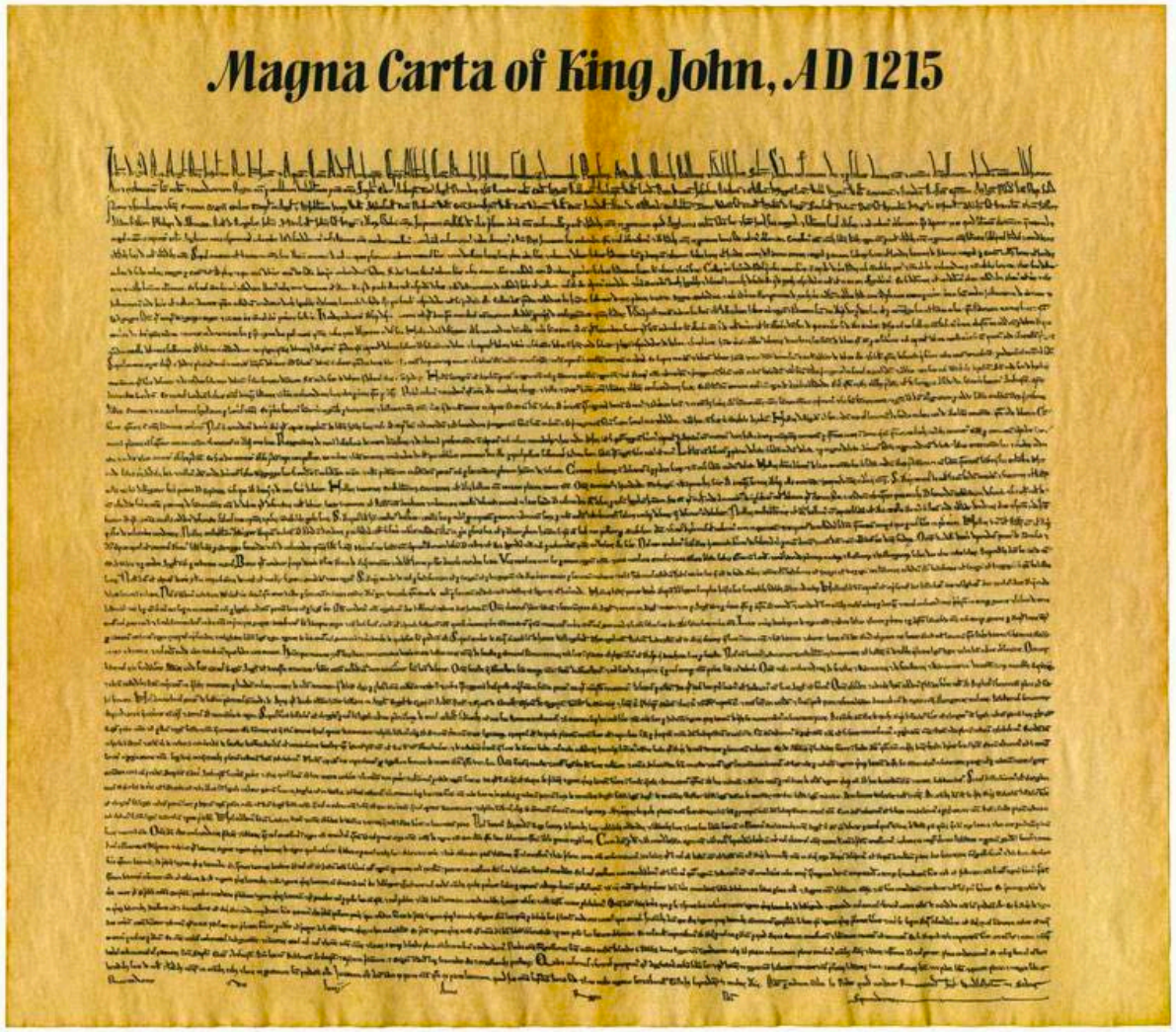


Eye Phone

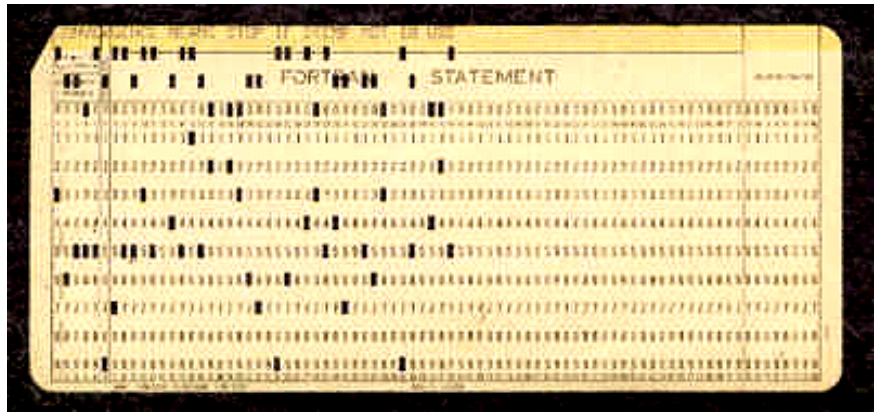


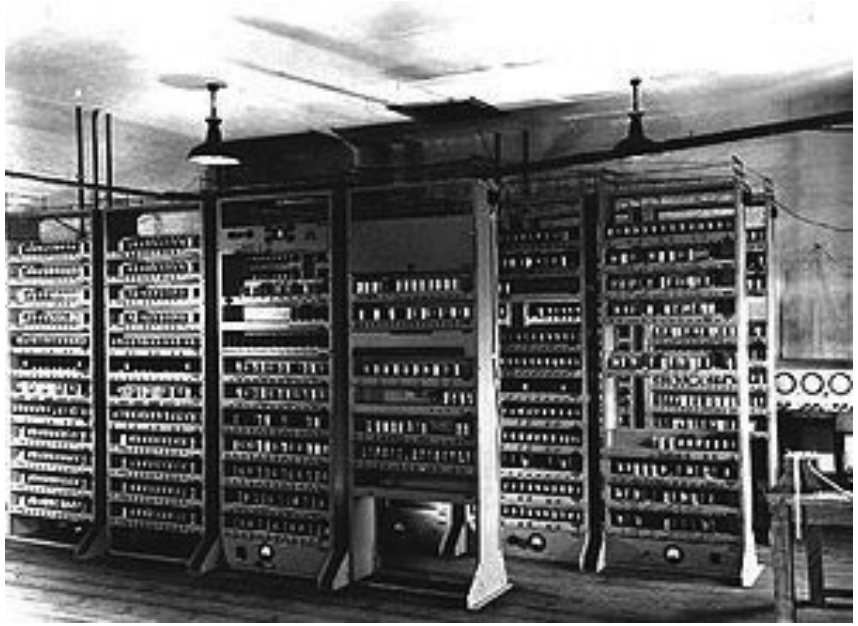


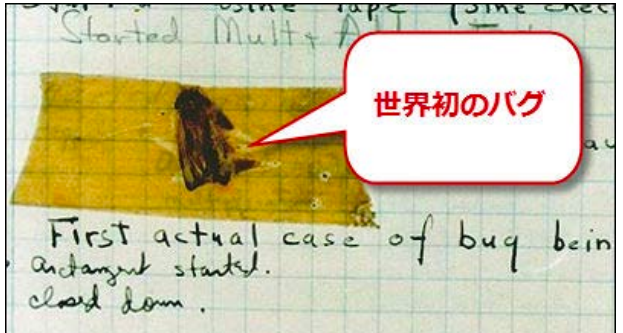
So text has been input, now time to store it



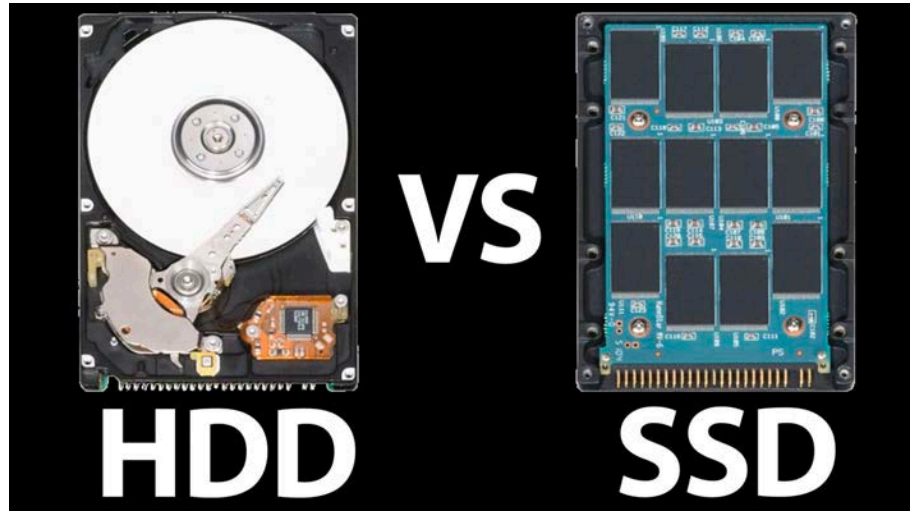



FORTRAN STATEMENT




世界初のバグ
First actual case of bug bein
an tangent started.
closed down.

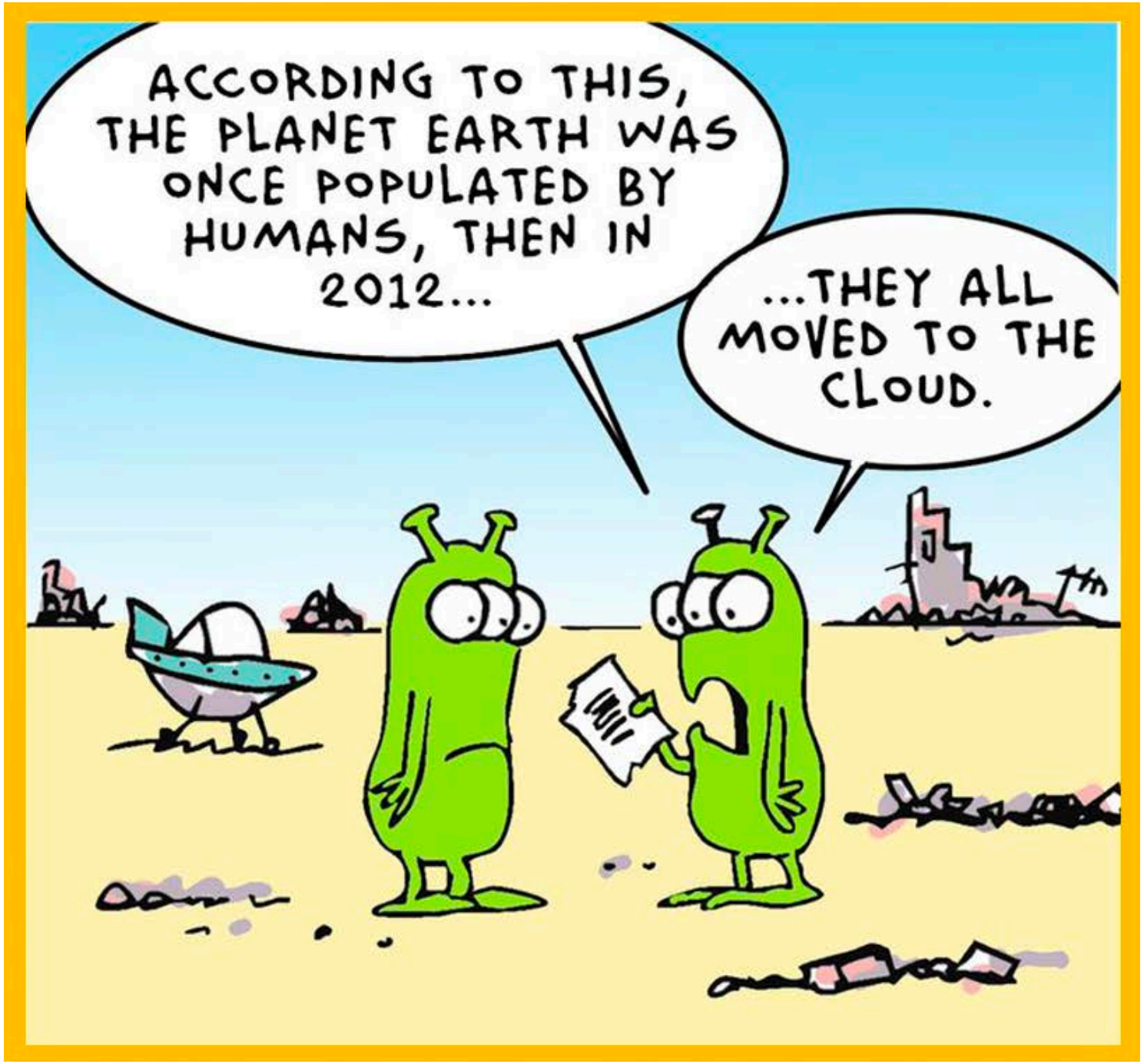



VS
HDD
SSD


10101
01001
11010
10101
01001
11010

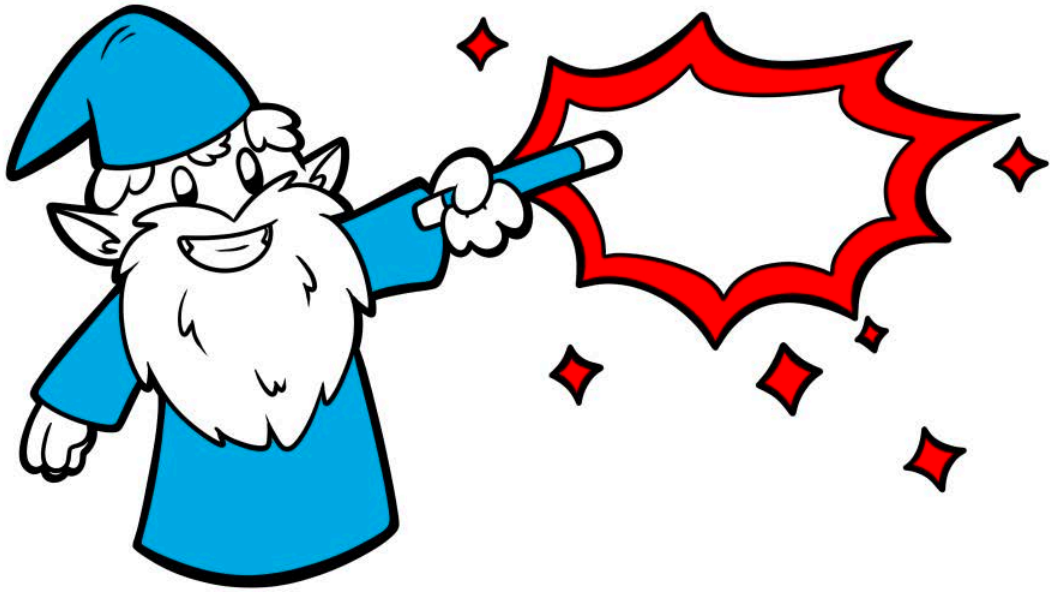
There are more than 500 hyper-scale data centers worldwide, 500,000 data centers total




ACCORDING TO THIS, THE PLANET EARTH WAS ONCE POPULATED BY HUMANS, THEN IN 2012...
...THEY ALL MOVED TO THE CLOUD.

Premise 2: Computers are flawed. Files will be destroyed.

Noooooooooo





Library of Alexandria

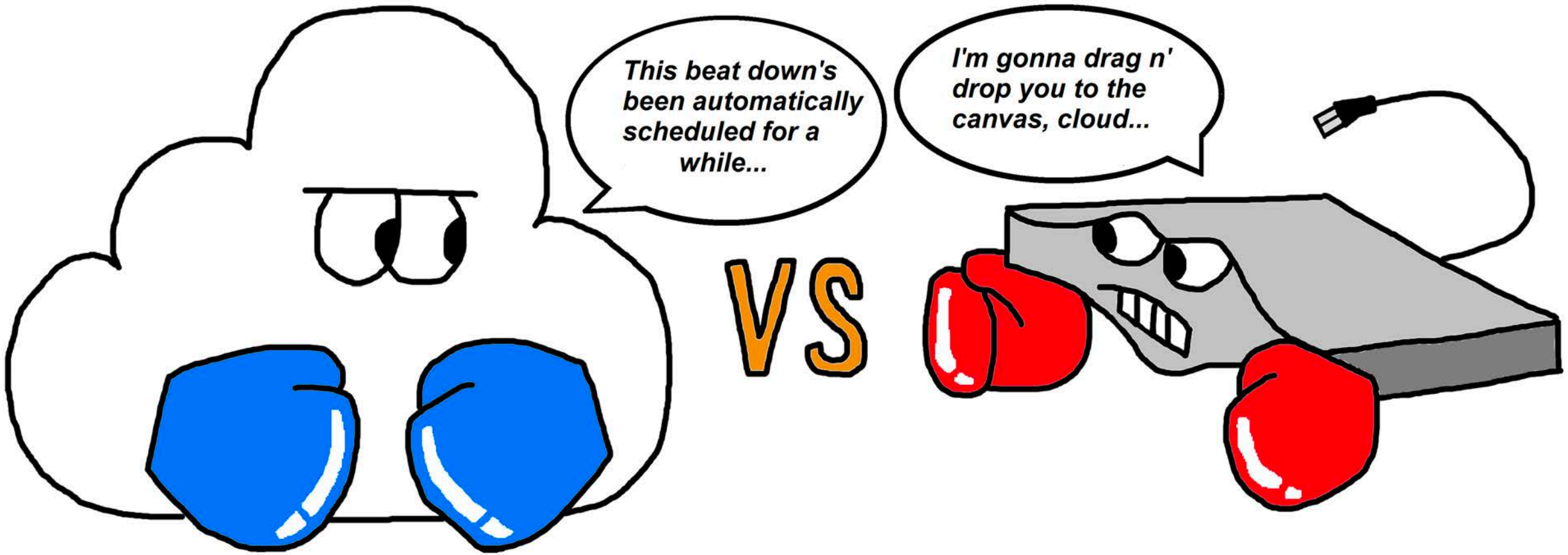


Banksy Auction House 2018, physical virus



2019, the present

Should we store files on the cloud or locally?



Premise 3: We are currently in-between technologies for storage: **laptop internal SSD** and **Cloud**

Conclusion

Backup both locally and online, until the Cloud is everything.

My guess is 5 years from now.

Ways to Backup @ HIS

use a combination of the below





Time Machine

External Drive (Time Machine and manually copy)



Duplicate File on Internal SSD

SharePoint

OneDrive

Upload to Office 365 Cloud Drive



Copy to T Share or S Share (others can access files)

Outlook

Office 365

Email to yourself

Take a screenshot

Risky alternatives on VPN in China, but can add a layer of file redundancy

- Yahoo Mail
- Google Mail
- Google Drive
- Drop Box
- Others..



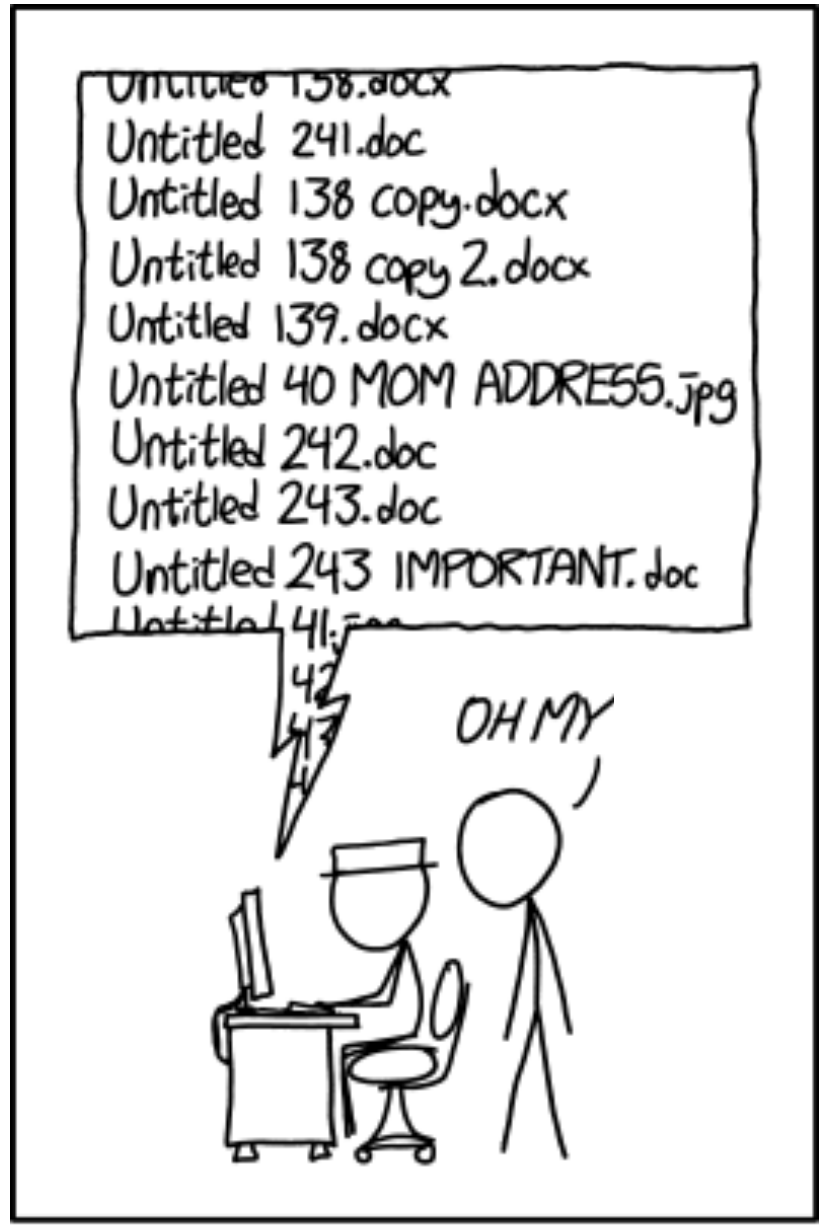






Pro Tip #1 – Save and Save Often

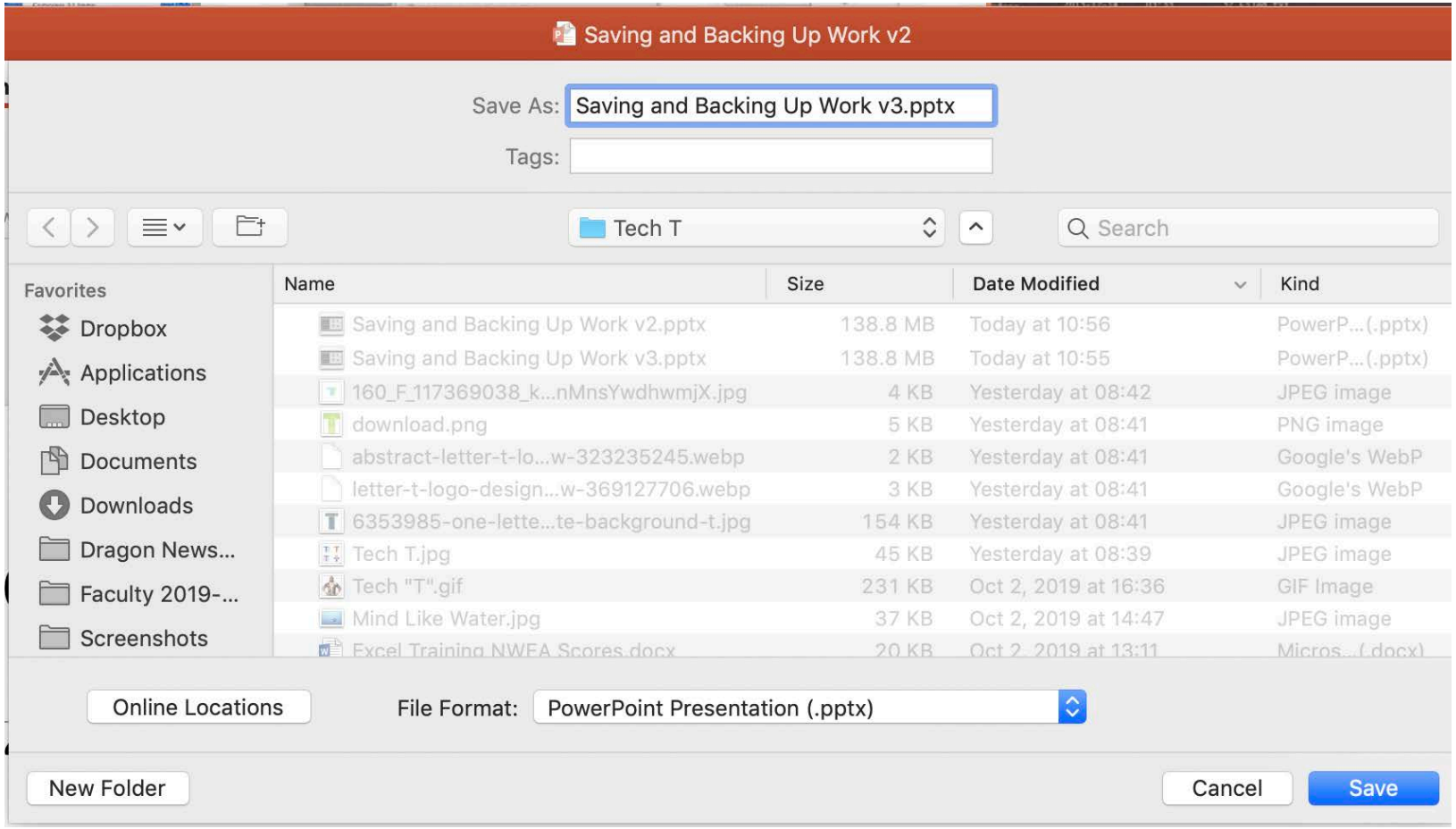
- Always save at the very beginning and use your own naming convention
- Save every 10 minutes
- If it is important, save multiple versions with incrementing numbers.



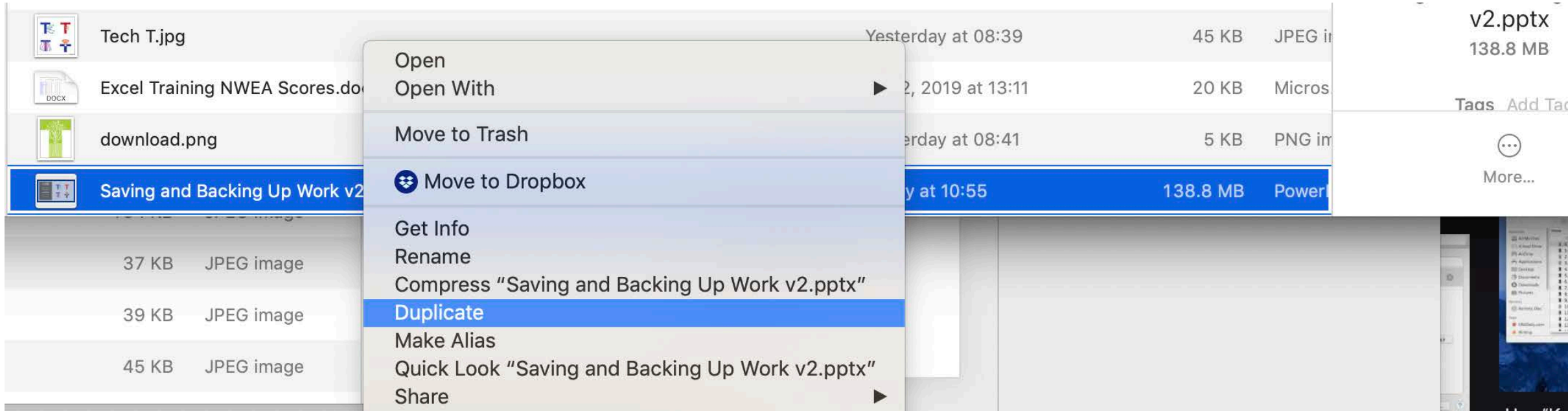
PROTIP: NEVER LOOK IN SOMEONE ELSE'S DOCUMENTS FOLDER.

Duplicate File on Internal Drive

- Either “Save As” and increment number, or Duplicate in Finder



Right Click on a file name in Finder and “Duplicate”



Completed files look like below



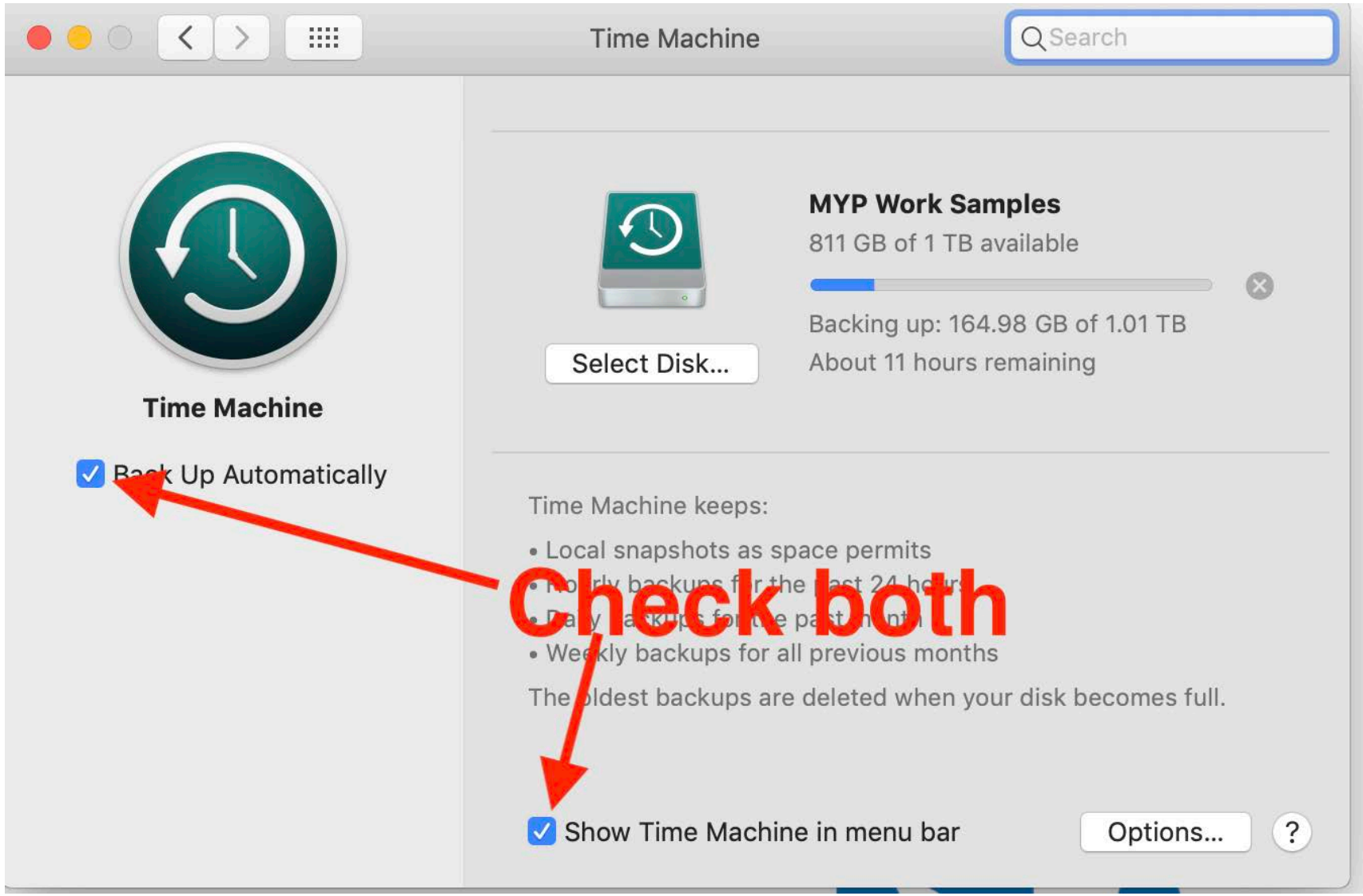
Setting Up Time Machine First Time

- 1. Connect Drive to USB

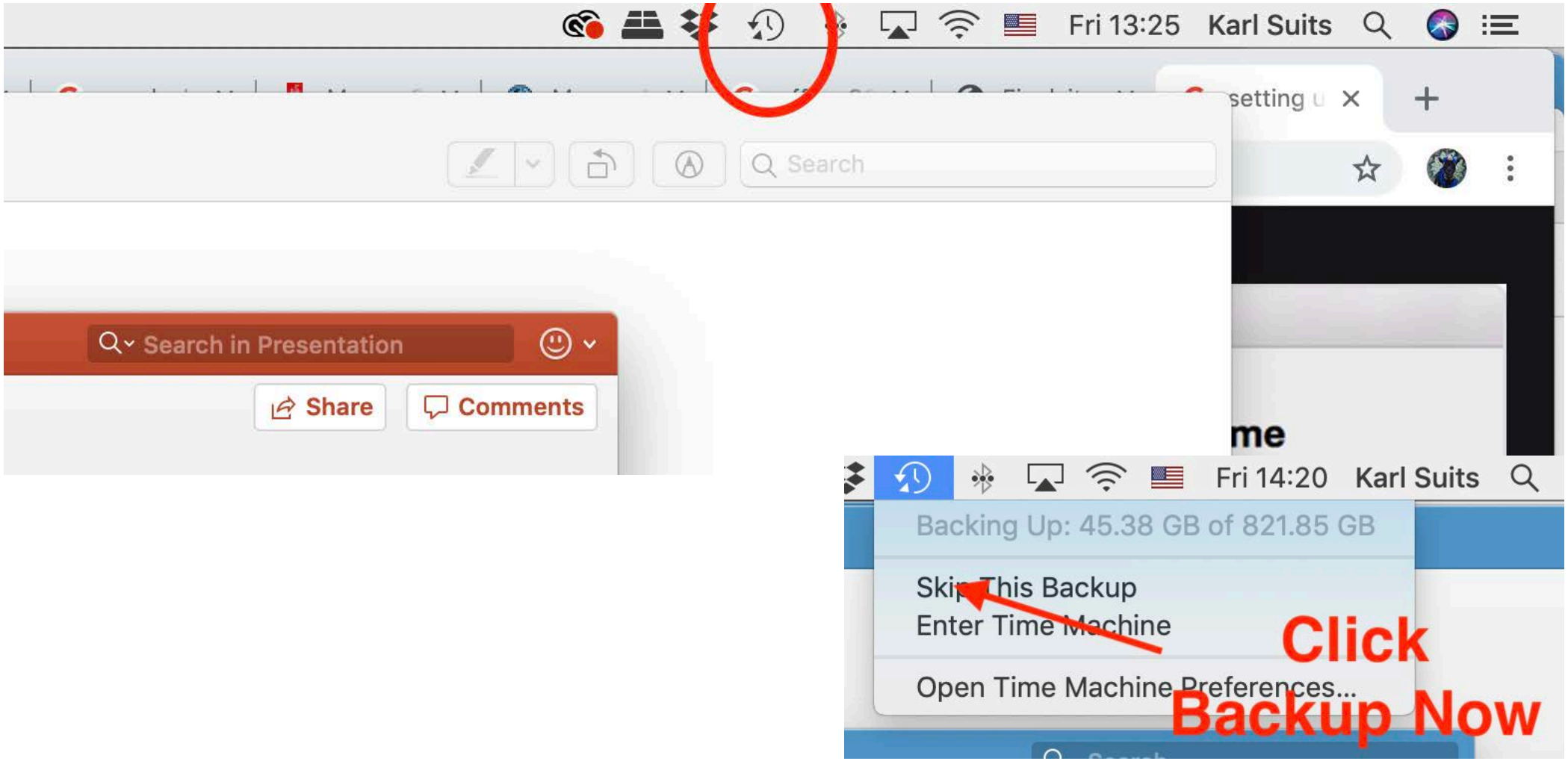


- 2. Click Use as Backup Disk



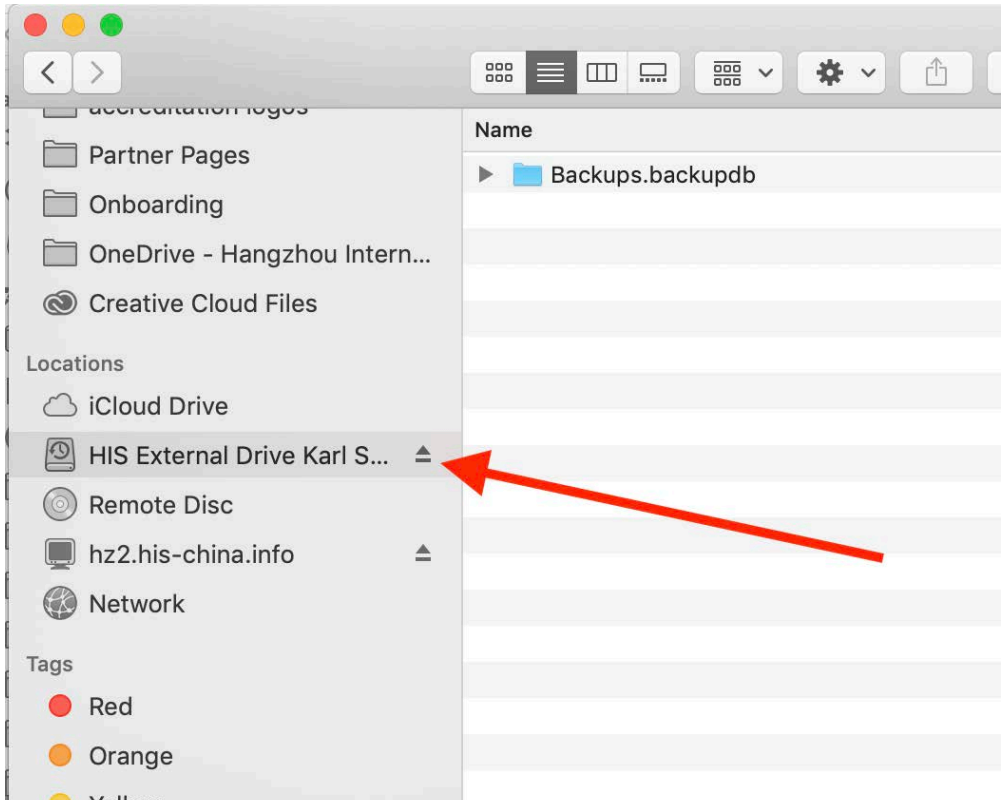

Time Machine
Search
Time Machine
Back Up Automatically
MYP Work Samples
811 GB of 1 TB available
Backing up: 164.98 GB of 1.01 TB
About 11 hours remaining
Select Disk...
Time Machine keeps:
• Local snapshots as space permits
• Weekly backups for all previous months
The oldest backups are deleted when your disk becomes full.
Check both
Show Time Machine in menu bar
Options...
?

Time Machine Will Always Appear Top Right of Screen



Save File to an External Drive in addition to setting up Time Machine

- You will also want to copy very important files to the external drive **manually** because what if Time Machine doesn't restore properly if for example you lose your laptop.



Pro Tip #2- Use Finder Favorites

- Save in Folders and sub-folders
- Pull current folders to the left that you use often

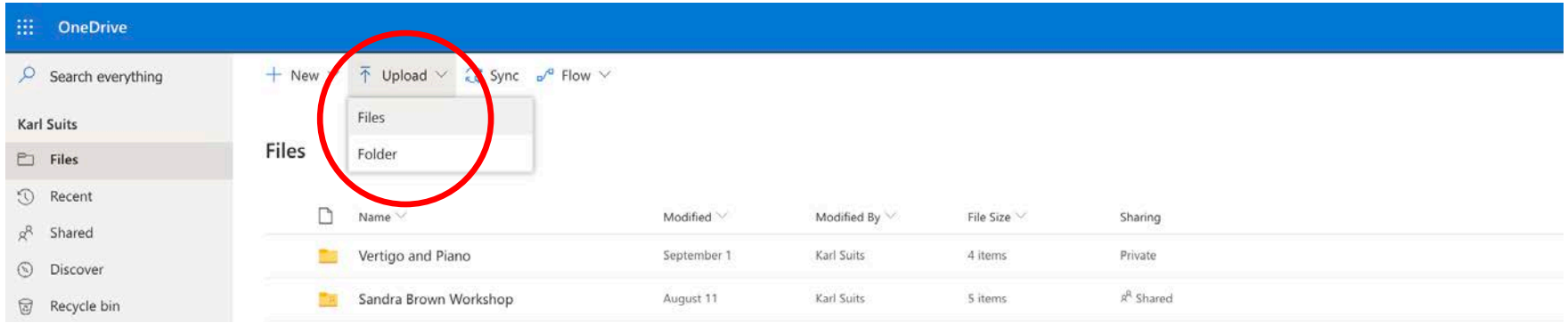


Upload to One Drive and Sharepoint

- Go to login.microsoftonline.com and login. Select One Drive



Upload by clicking on “Upload”



One Drive versus Sharepoint

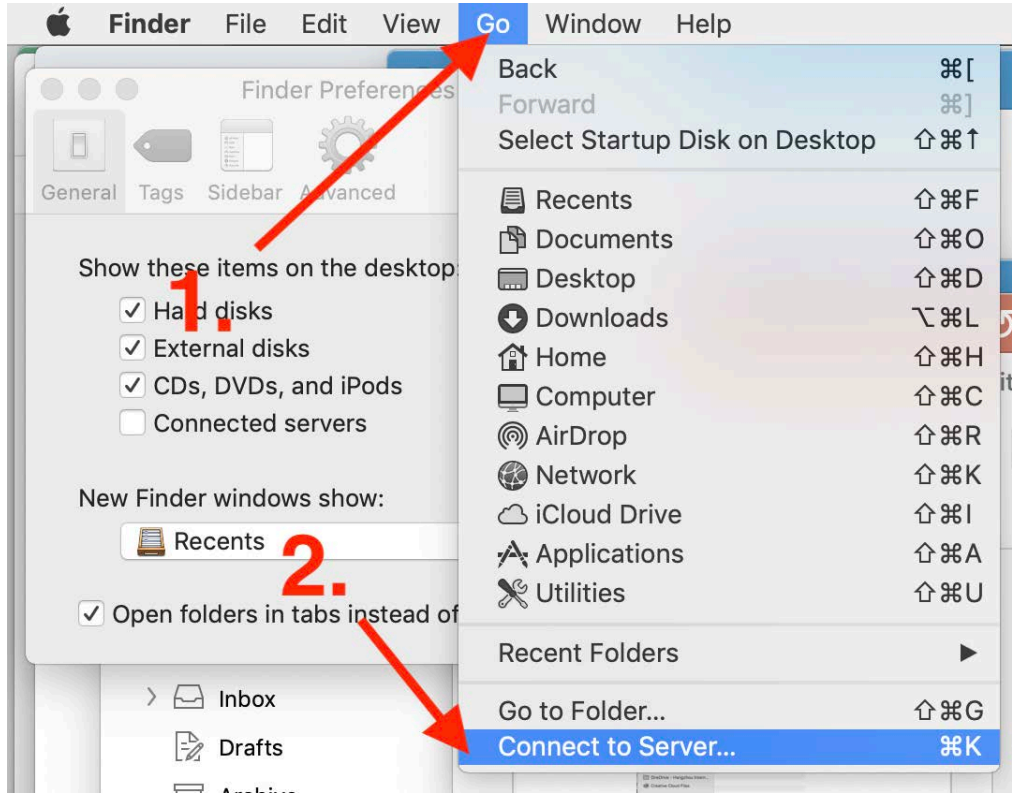
- One drive is for your personal files, you can share those files with others by click on Share and select for certain people, people in the organization, or anyone.
- Sharepoint is like One Drive, but sort of looks like a website and files can be shared and stored with a group of people, it is not intended for just one person.
- We have unlimited storage at HIS

Copy to T Share or S Share

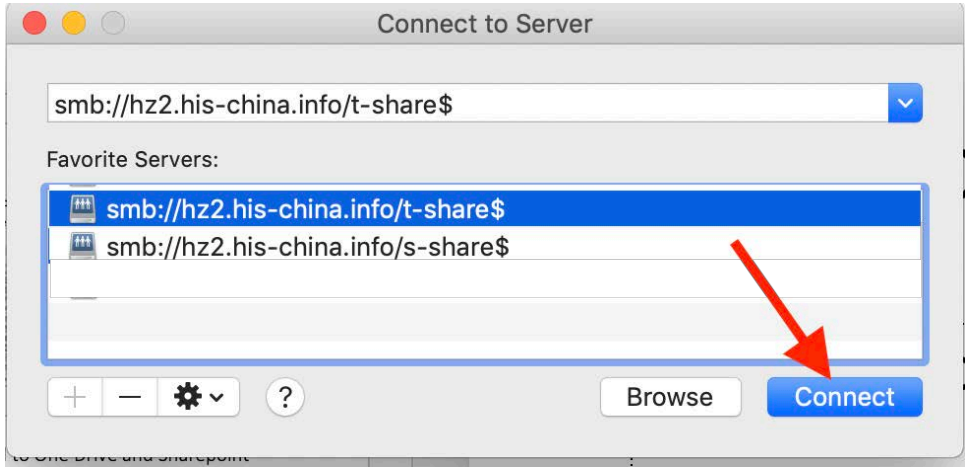
- 1. Click on Finder (bottom left of task bar)



2. Click on “Go” menu, ”Connect to Server”



- 3. Connect to T Share



- 4. Save Files in Finder like normal

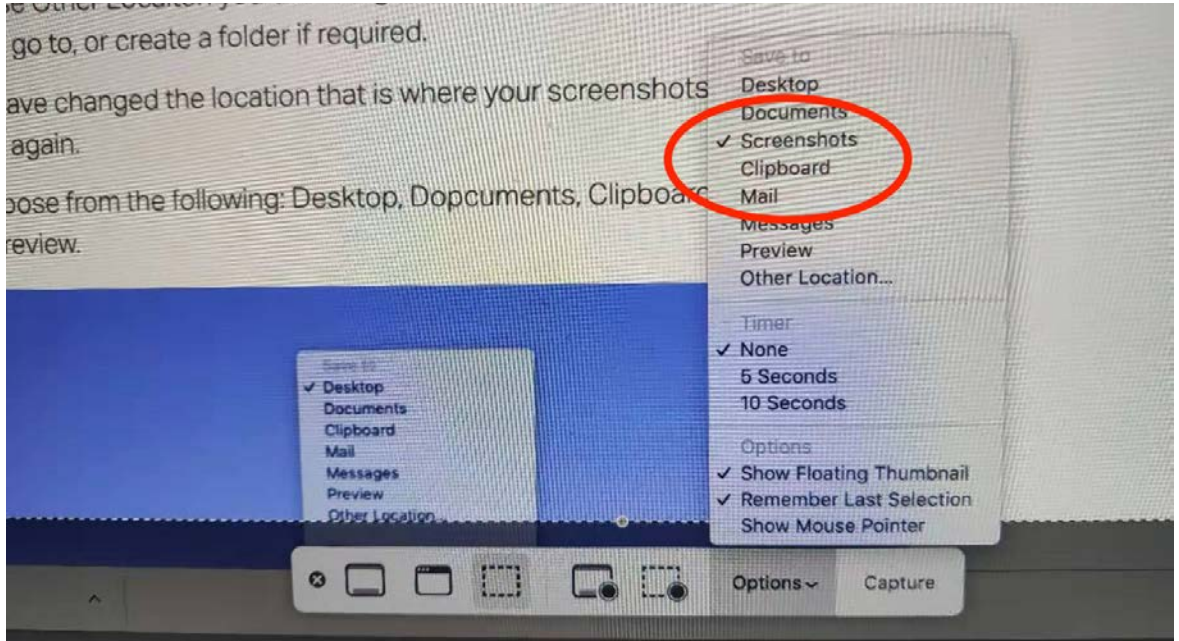
Email the file to Yourself

- Email a copy to yourself if the document is very important and you want to be able to access it from home.
- File attachments can be up to 40 MB in size. Please don’t do this often for large document because it can clog the mail server, but it is absolutely fine for smaller documents.



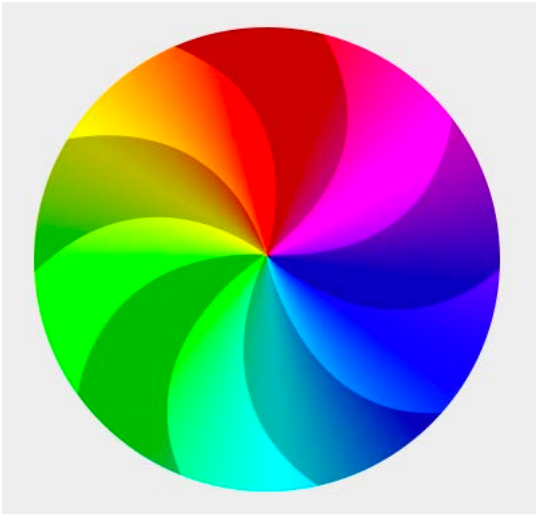
Take a Screenshot

- Command + Shift + 3 - Whole Screen
- Command + Shift + 4 – Draw Bx
- Command + Shift + 5 – Capture options
- Screenshots are captured to the desktop, but you can also set a different folder with Capture options (Command + Shift + 5)



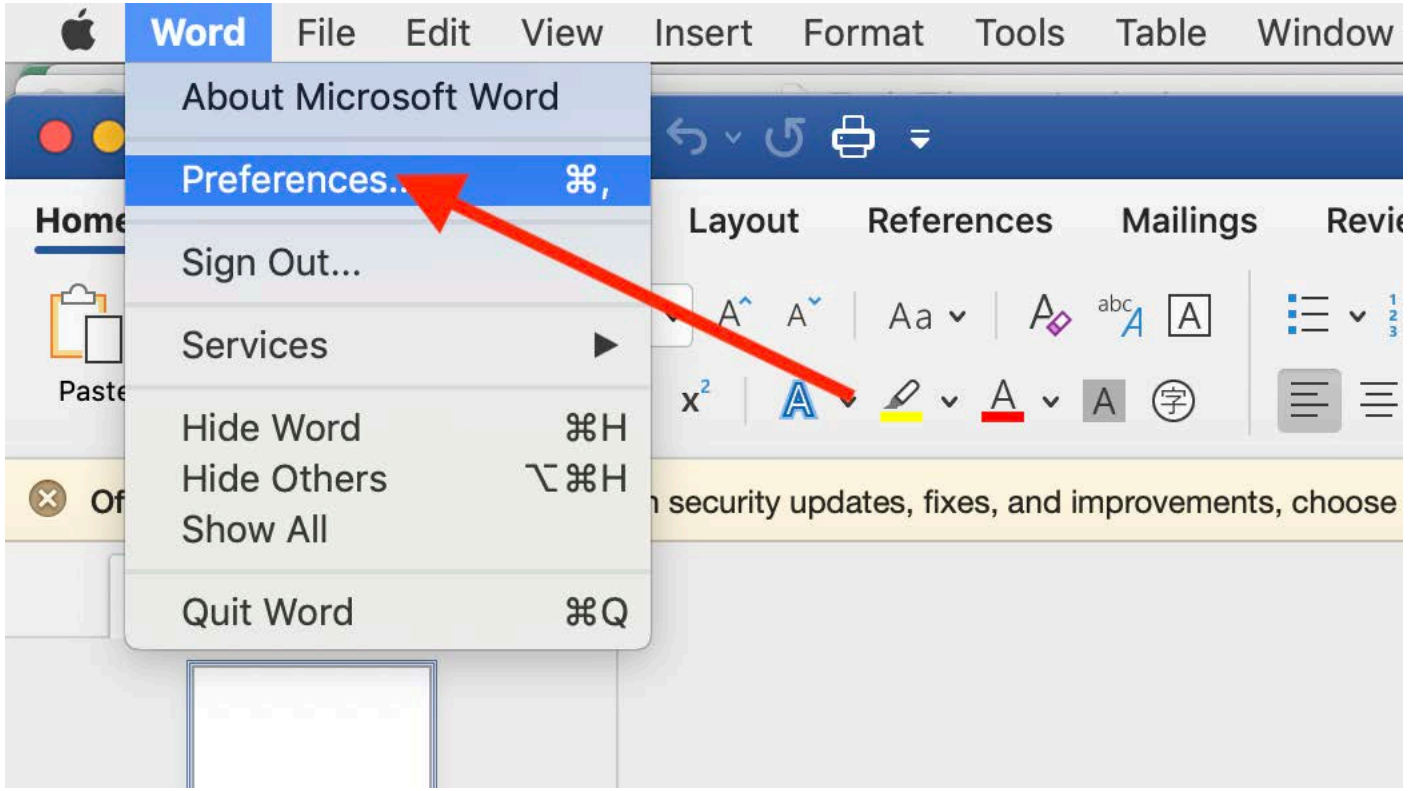
If the pinwheel is spinning and you can’t save

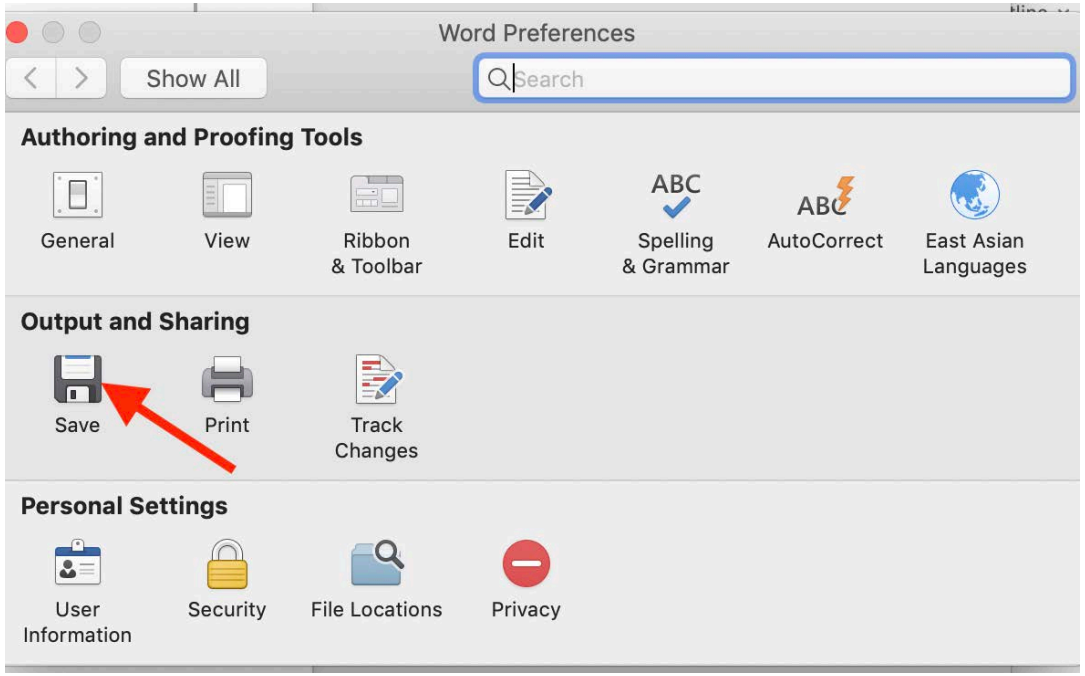
- Copy all text and paste it into Textedit
- Use Your Cell Phone Camera and Take a picture of the screen, you can at least type it back in
- Go to Tech Pagoda

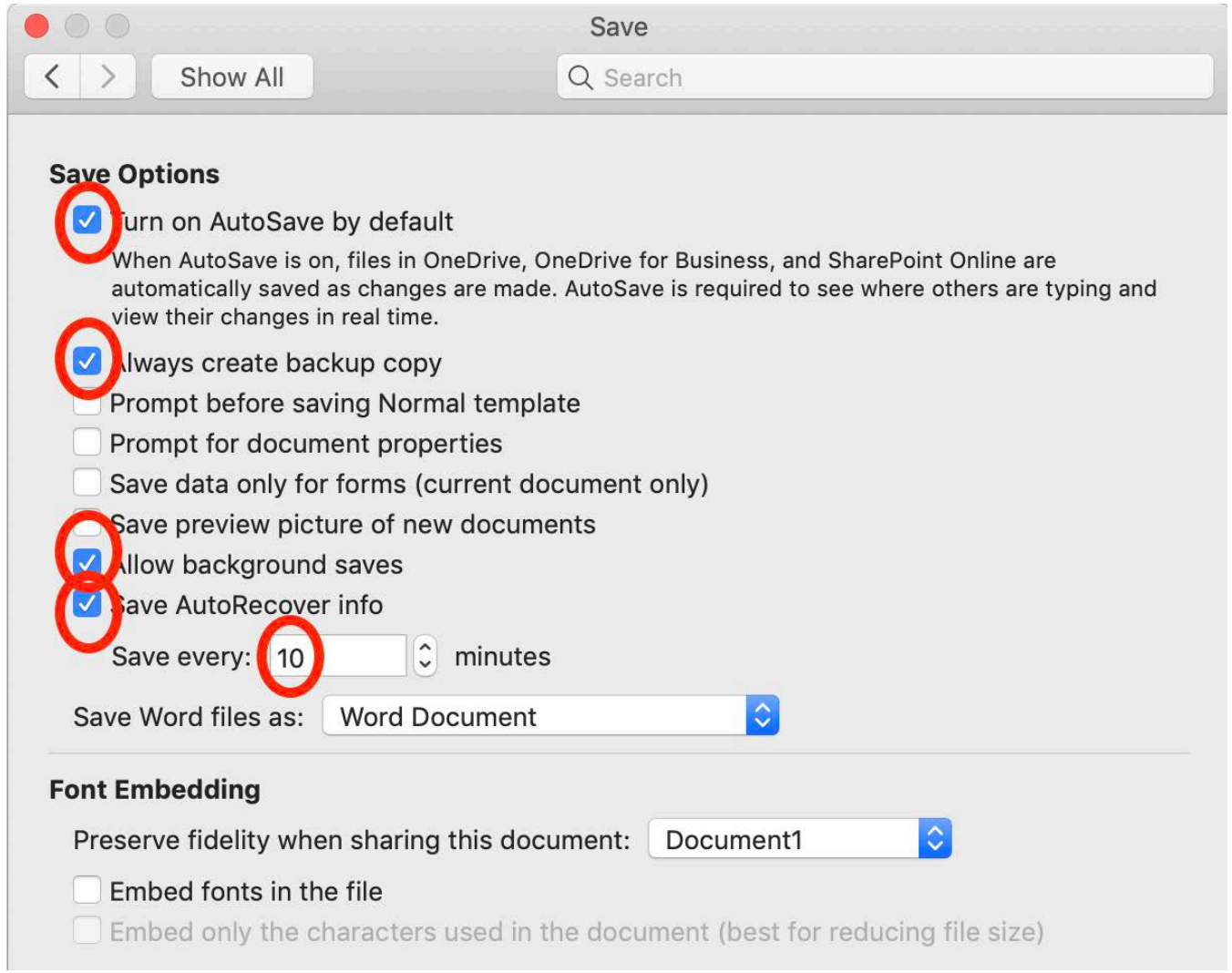


Setting Up Microsoft Word and Excel to Auto-backup

- After an update, check periodically to make sure that Auto-backups are turned on:

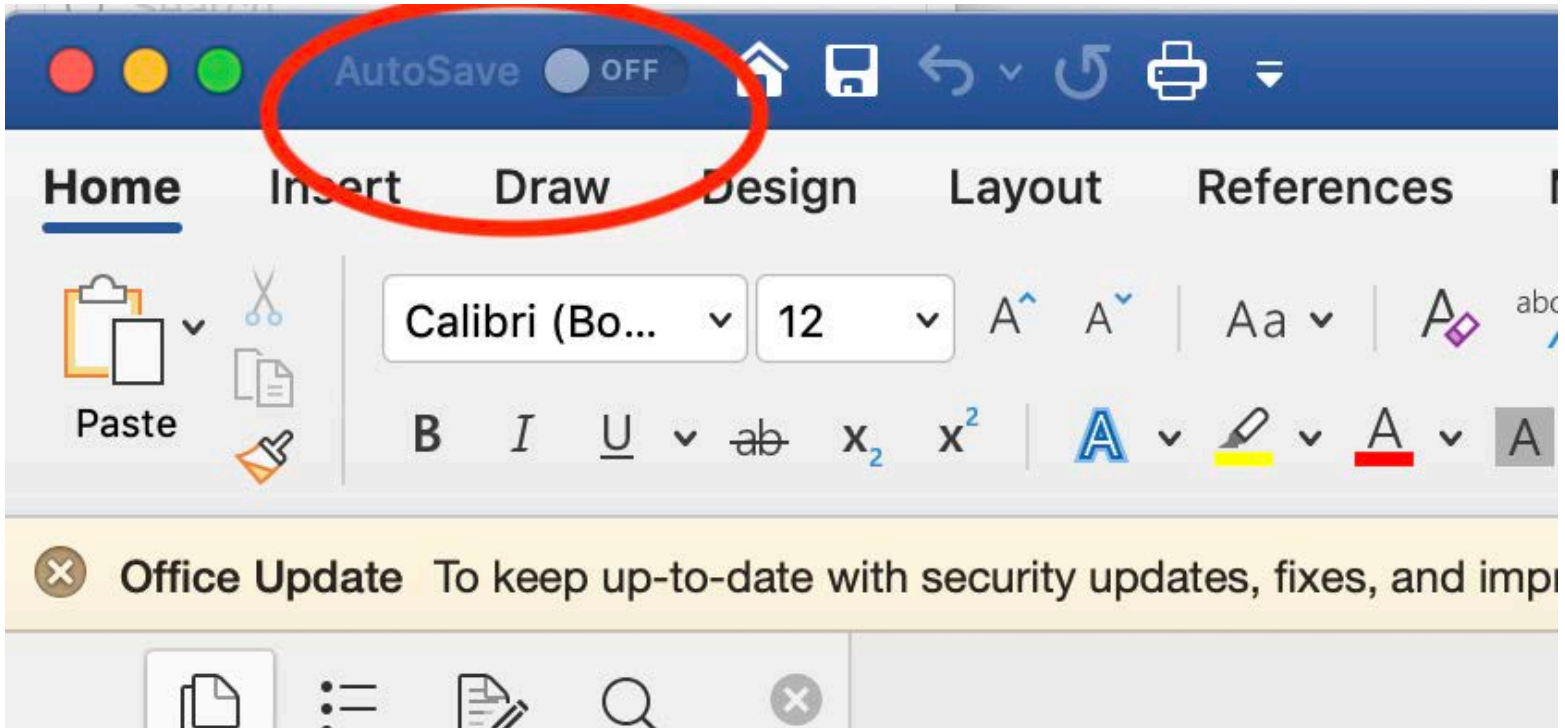



Word Preferences
Show All
Search
Authoring and Proofing Tools
General
View
Ribbon & Toolbar
Edit
Spelling & Grammar
AutoCorrect
East Asian Languages
Output and Sharing
Save
Print
Track Changes
Personal Settings
User Information
Security
File Locations
Privacy


Save
Show All
Search
Save Options
Turn on AutoSave by default
When AutoSave is on, files in OneDrive, OneDrive for Business, and SharePoint Online are automatically saved as changes are made. AutoSave is required to see where others are typing and view their changes in real time.
Always create backup copy
Prompt before saving Normal template
Prompt for document properties
Save data only for forms (current document only)
Save preview picture of new documents
Allow background saves
Save AutoRecover info
Save every: 10 minutes
Save Word files as: Word Document
Font Embedding
Preserve fidelity when sharing this document: Document1
Embed fonts in the file
Embed only the characters used in the document (best for reducing file size)

Be careful when editing an online Word Document from Office 365

- If AutoSave is set to on, it is automatically backing up online, but if you lose connection, you can lose the file. **It does not mean that it is autosaving locally.**



Note on Microsoft Apps

- Office 365 servers are in Mainland China now, but Sharepoint is not. Sharepoint is being developed further in Asia currently.
- Difficulty downloading multiple files including photos
- Difficult syncing to desktop app, cannot upload files to Sharepoint from Desktop App
- Microsoft Apps evolve before they are 100% functioning the way they should.
- Microsoft Apps are more modern and improved in many ways than Google Apps
- Many apps become obsolete, Yammer is going away soon.