

# Backing Up My Teacher Laptop - Full Guide

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## Frequently Asked Questions and Answers

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### Q: Can I use Time Machine to back up my computer?

**A:** No, we can not use Time Machine to back up and transfer data to a new computer. With the new security advances in the operating system, Time Machine will no longer work in our environment.

### Q: What should I back up?

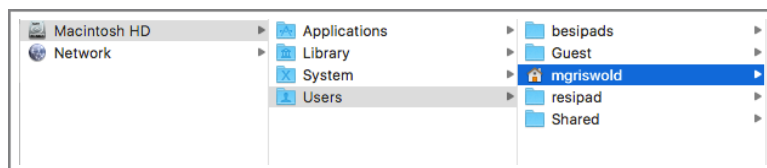
**A:** Ideally, you should back up the contents of your entire teacher user folder (teacher house icon with your first initial and last name) along with some special items such as bookmarks, stickies, and notes that are not found within the teacher user folder. However, this isn't usually possible unless you have an external hard drive. Purchase of an external hard drive of 1 TB in size is an excellent investment for teachers and will allow backup storage for many years to come. If you do not have an external hard drive and don't plan to purchase one, you should back up all files that would be difficult to re-create or replace if lost.

- **Examples include:**

- Teacher-created lesson plans, worksheets, tests, etc.
- Bookmarks in Safari or Firefox
- Stickies and/or Notes
- Fonts that you have purchased and added to your computer
- Photos, movies, and music

### Q: Where are these items located on my computer?

**A:** Generally, if the following folders are backed up, most of the items above will be backed up as well: Desktop, Documents, Movies, Music, Pictures. Directions for backing up items not found in the teacher user such as bookmarks, stickies, notes, and fonts are provided in the sections below. To find your teacher user (house icon), follow this path: Macintosh HD>Users>Teacher User (should be your email username such as mgriswold)



### **Q: Where do I back up my data?**

**A:** There are several options for backing up data including a flash drive (limited amount of space), external hard drive, or by using OneDrive. Backing up to CD/DVD is not recommended as the new laptops will not have a CD/DVD drive. Teachers also have access to backup as many as 22,000 files in OneDrive. There are also web-based services that allow users to back up a certain amount of data for free with additional space available for purchase (iCloud, DropBox, etc.).

### **Q: Which option is best for me?**

**A:** This depends on the amount of data you would like to back up and how much you are willing to pay for media and/or services. If you would like to back up your entire teacher user, you should invest in an external HD or use OneDrive. However, if you are backing up only a group of selected items, backing up to a large flash drive or to OneDrive and/or iCloud may be sufficient.

### **Q: How do I back up to a Flash Drive?**

**A:** Insert the flash drive into one of the USB ports on your computer. An icon for the drive will appear on your desktop. Drag desired items from your computer to the Flash Drive. Once back up is complete, click on the drive icon and drag it to the trash. Do not disconnect the Flash Drive from your computer until the icon has disappeared from the desktop! Doing so may damage the files on your flash drive.

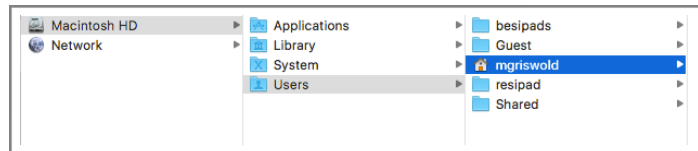
### **Q: How do I back up individual files or folders to an external HD?**

**A:** Connect your drive to your computer using the USB cable. An icon for the drive will appear on your desktop. Name the drive with your name if needed. Drag desired items from your computer to the drive. Once back up is complete, click on the drive icon and drag to the trash. Do not disconnect the drive from your computer until the icon has disappeared from the desktop! Doing so may damage the files on your external hard drive.

## Q: How do I back up my entire teacher user to an external HD?

**A:** After connecting your external drive to your laptop, follow this path: Macintosh HD > Users. Drag your teacher user (house icon) folder to your external HD.

**Note:** Depending on the size of your teacher user folder, this process can take time so be patient!



## Q: How do I back up to OneDrive?

**A:** Please see the section [Backing Up My Files to OneDrive](#) for more information on how to use OneDrive.

## Q: How do I back up special items?

*Because of the space required, media (Music, Photos, and Movies) should be backed up to an external drive or OneDrive only.*

### A1: Bookmarks in Safari, Firefox, and Chrome

- **Syncing bookmarks between devices:** If you have logged in to Safari with your Apple ID, or Firefox or Chrome with an account, there is no need to backup your bookmarks. Make sure you have selected to sync bookmarks. Once you login from a new device, your bookmarks will sync automatically.
- **Safari** - Launch Safari. Click on the File menu and select Export Bookmarks. This will create a file that contains your bookmarks. Drag this file to your back-up device.
- **Firefox** - Launch Firefox. Click on Bookmarks and select Show All Bookmarks. A new window will open. Click on the star icon and select Export Bookmarks to HTML. Save to the desktop. This will create a file

that contains your bookmarks for Firefox. Drag this file to your back-up device.

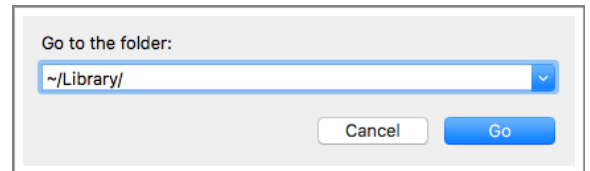
- **Chrome**

- If you have not logged in to Chrome, select the Menu icon in the top right corner and select Bookmarks - Bookmark Manager. Select the Menu icon in the top right corner and select Export Bookmarks. Save to the desktop. Drag this file to your back-up device.

## A2: Stickies

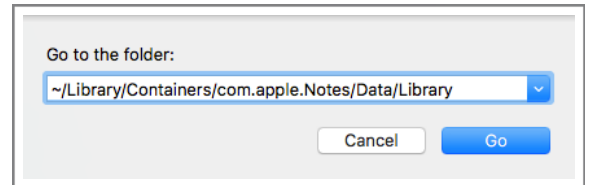
To back up your Stickies, click on the word Go in your menu bar and drag down to choose to “Go to Folder...”

Type in the following: `~/Library/` and find the file called StickiesDatabase and drag it to your backup device.



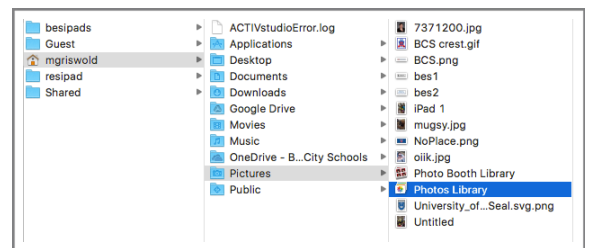
## A3: Notes

To back up your Notes, click on the word Go in your menu bar and drag down to choose “Go to Folder...” Type in the following: `~/Library/Containers/com.apple.Notes/Data/Library` and find the file called Notes and drag it to your backup device.



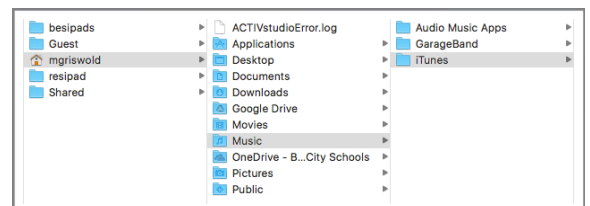
## A4: Photos

To back up your pictures in Photos, follow this path: *Teacher > Pictures > Photos Library*. Drag the Photos Library folder to your back-up device.



## A5: iTunes

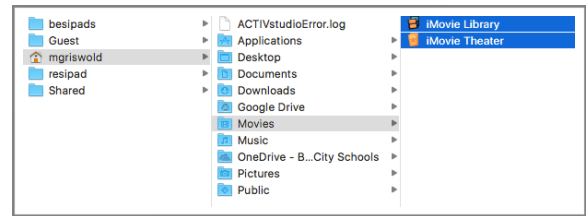
To back up your iTunes music, follow this path: *Teacher > Music > iTunes*. Drag the iTunes folder to your back-up device. If you are a GarageBand user, those files are found in this location as well.



## A6: Movies

To back up your movies in iMovie, follow this path:

*Teacher* > *Movies*. Drag the iMovie Library and the iMovie Theater folders to your back-up device.



## A7: More about photos, music, and movies

If you have added photos, music, and movies to your laptop that are not in Photos, iTunes, or iMovie, you will need to locate those items and back them up accordingly as backing up in A4 - A6 above will only take care of the items within those programs.

## A8: Microsoft Outlook Emails and Contacts

If you use the Microsoft Outlook app on your computer, you will need to back these emails, contacts, and groups up. Some of this information is stored on your computer, and not on our servers.

From Outlook, go to File - Export. Select the items you would like to export and press Continue. You can save the file to your computer to upload to OneDrive or directly to your external hard drive.

## A9: Fonts

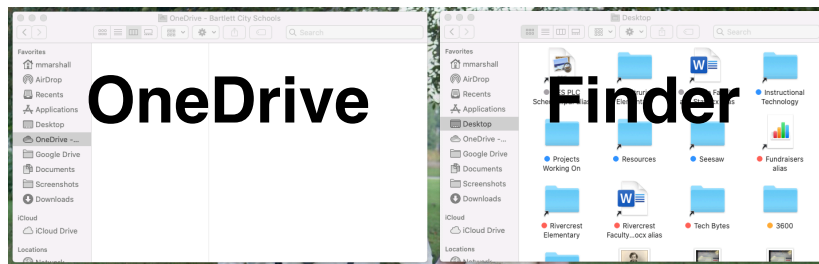
This process is only necessary for additional fonts that you purchased and installed on your laptop. See the information in the section [How to Export Fonts using Font Book](#) for instructions for backing up your purchased fonts. There is no need to backup default fonts on the computer.

# Backing Up Files to OneDrive

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## OneDrive App

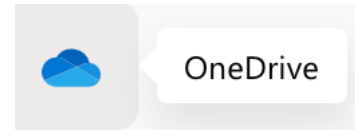
1. Download the OneDrive app from the Apple App Store. Save the OneDrive folder to your Home folder.
2. Login with your BCS email and password.
3. Open your Finder, and find the folders and files that you want to upload (Desktop, Documents, etc.).
4. In another Finder window, open the OneDrive folder.
5. Select the folders and/or files that you want to upload and drag them into the OneDrive folder. You can select multiple files at a time. It helps to have your Finder windows side-by-side.



6. Depending on how many files you are uploading, the first upload may take a while. You can see the status of the upload on the bar.
7. The first time you upload files, you might need to change some of the file names. It does not like spaces at the beginning or end or the following characters: " \* : < > ? / \ |
8. After you change the file names, it will warn you each time you save a file to OneDrive moving forward.

## Using a Web Browser

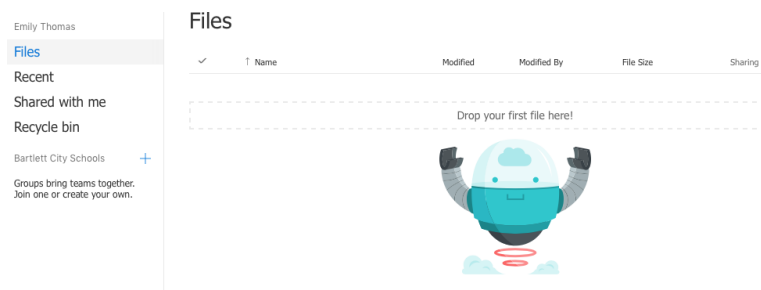
1. Open a web browser and login using your email account and password to Microsoft Online at <http://login.microsoftonline.com>.



2. Once you are logged in, click on the OneDrive icon of two clouds. You might have to access your “waffle” to find the app.

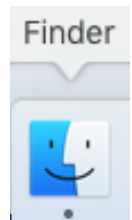


➔ This is the Waffle!

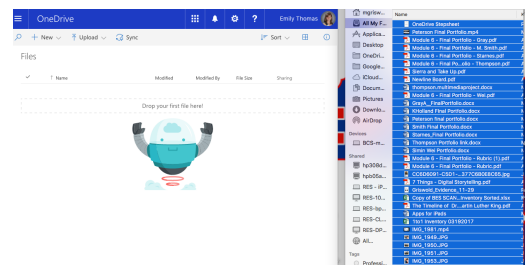


3. Open your Finder, and find the folders and files that you want to upload.

4. Select the folders and/or files that you want to upload and drag them into the web browser. You can select multiple files at a time. *Hint: It helps to have your web browser and Finder window side-by-side*



- If Firefox does not let you import the entire folder, see if Firefox needs to be updated. Go to Firefox - About Firefox to check your version number. If you are significantly below, click on the website to run the updates.



5. Depending on how many files you are uploading, the first upload may take a while. You can see the status of the upload on the bar.



6. The first time you upload files, you might need to change some of the file names. It does not like spaces at the beginning or end or the following characters: " \* : < > ? / \ |
  
7. After you change the file names, it will warn you each time you save a file to OneDrive moving forward.

# How to Export Fonts Using Font Book

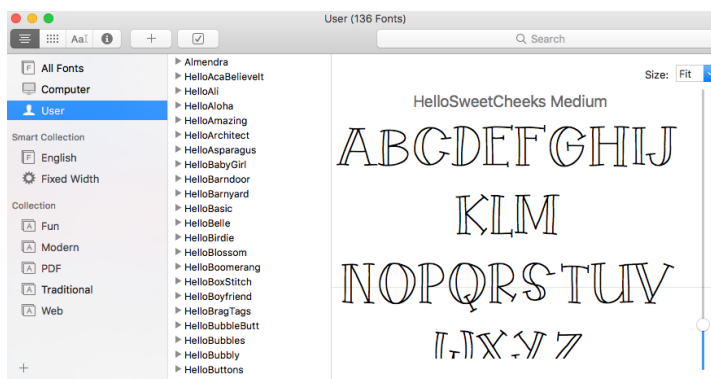
**Note:** You only have to back up additional fonts that you have downloaded or purchased.

**Video:** If you would like to view a video on how to export and import fonts using Font Book, click [here](#).

1. From the Applications folder, double-click the Font Book icon to open the Font Book program.



2. Click on the User Folder which should include all of the fonts that you have added to your laptop.



3. From the File menu, choose

1. Export Collections ...
2. The font(s) will be saved to a folder. Name the folder in the Save As box. By default the folder is named "Exported Collections". Choose a location to save the folder (Where:) Click **Save**.
3. **NOTE:** Back up these saved fonts so that you can install them on your new teacher laptop.
4. To add the font(s) to your new laptop, open the Font Book application. Choose **Add Fonts** from the File menu, select the font or a folder containing multiple fonts, then click Open to install the font(s).

