

## Backing up Your Files

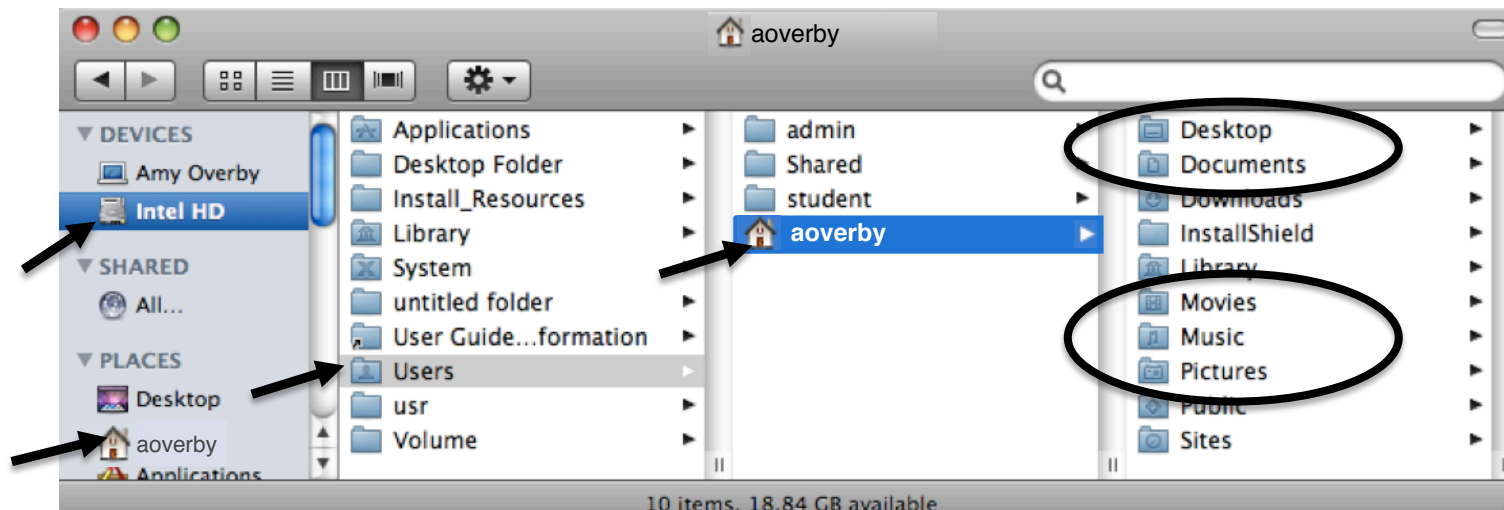
### What you need:

1. Laptop
2. Flash drive, external hard drive, or CDs/DVDs
  - a. Flash Drive-A great way to back up your most important files. Because of size limitations, you won't be able to back up everything on your laptop
  - b. External Hard Drive- If they are the right size, they can back up your entire laptop. They come in sizes that include: 250GB, 500GB, 1TB, etc.

**\*It's possible that your dropbox may not be available next school year. Do not backup items on your laptop to your dropbox. Be sure to use one of the other methods listed above to back up.\***

### Here are the locations of the MAIN things to back up:

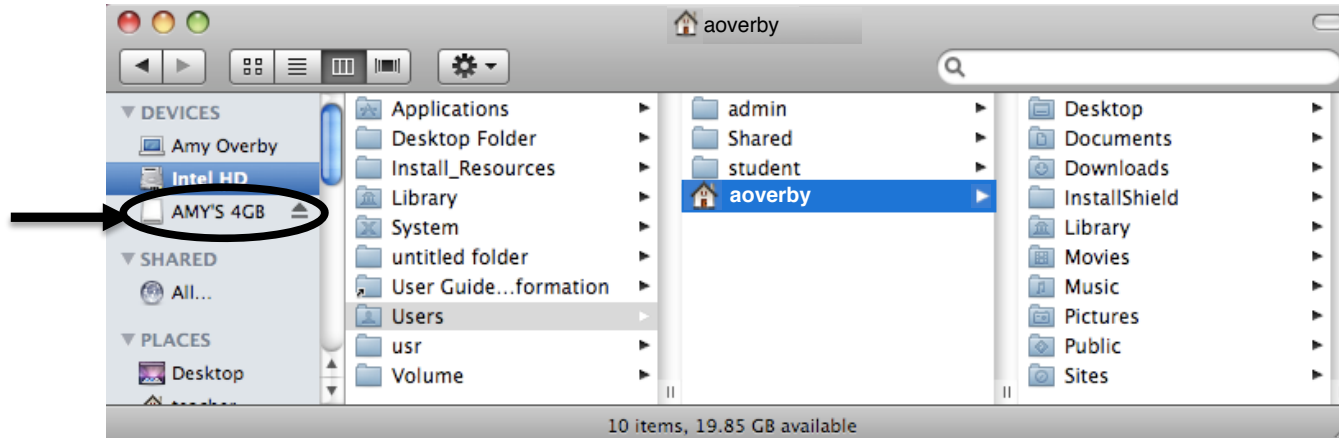
1. Documents folder and Desktop items
  - a. Location - Double-click on your **Intel HD**. In the window that opens, click on **Intel HD/Users/Your Name**. In your "house", you will see the main files on your laptop. The most important folders to back up are: **Desktop** and **Documents**. If you have music, photos, and/or movies on your laptop, then you also need to back up you the **Pictures**, **Music**, and **Movies** folders.



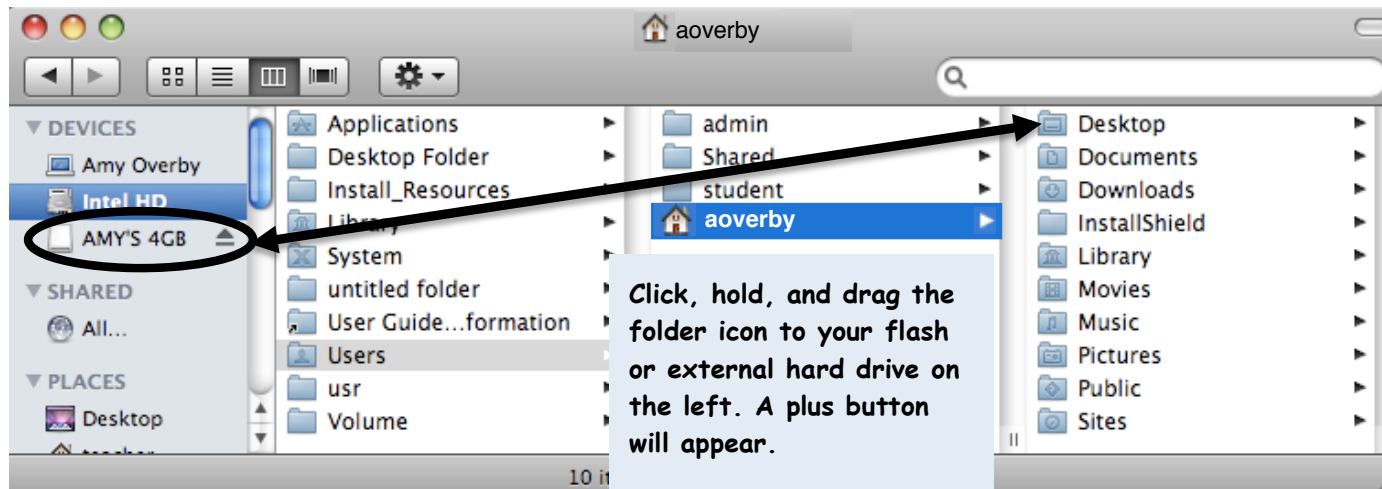
2. Copy your Domain file-This file is your classroom/teacher website!!
  - a. Location- Click **Intel HD/Users/Your Name/Library/ApplicationSupport/iWeb/Domain**

**To back up to a flash drive or an external hard drive:**

1. Plug in your flash drive or external hard drive into a USB port on your laptop. Wait for the drive to mount on your desktop. It will appear in your finder window.



2. To copy a folder to your flash drive or external hard drive, click, hold, and drag the folder to it. A plus (+) button will appear. Let go of the mouse button when your flash drive or external hard drive is highlighted and the folder will copy to it. Repeat this for the other folders you need to back up (Documents, Desktop, Music, Pictures, Movies). When finished, you can click on your flash drive or external hard drive and make sure everything copied to it.



3. Be sure to copy your iWeb domain file to your flash drive or external hard drive too. If you don't and your laptop's hard drive crashes, you will have to recreate your entire website in iWeb.