

### What should you be backing up?

The real answer is anything that you don't want to lose (don't forget your grades!)! All mechanical devices will eventually fail, whether hard drives in laptops, desktops, servers, optical discs, floppy disks, and even paper!

There are multiple ways, plans, and devices to help you back up data. The simplest I have used is an external hard drive purchased with my own funds. These are readily available online and in local stores. One important factor to consider for your laptop is speed. That means any drive you consider should have a Firewire interface as well as a USB interface.

You could buy optical discs, such as CD-R or DVD-R which are burned one time and then stored. In the short term, this is the cheapest solution.

To find out how much storage space you will need, click on the icon for it, then File>Get Info.



## Backing up Files to CD or DVD

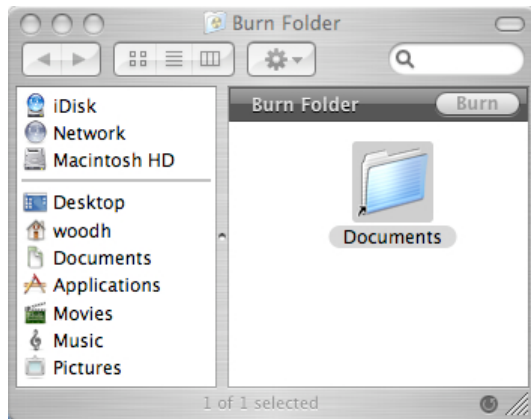
With a burn folder, you can create a collection of files that you can burn to a CD or DVD many times. For example, you can create a burn folder with files you want to burn on several CD's or DVD's, and then burn multiple times easily. You can also create a burn folder with your most important files, and then regularly burn the latest versions of those files to disc as a backup.

After you drag items to the burn folder, the Finder places aliases to them in the burn folder. When you burn a disc from the burn folder, the original files that the aliases point to are burned to the disc. In addition, if any folder in the burn folder contains aliases, the original files for those aliases are burned to the disc as well.

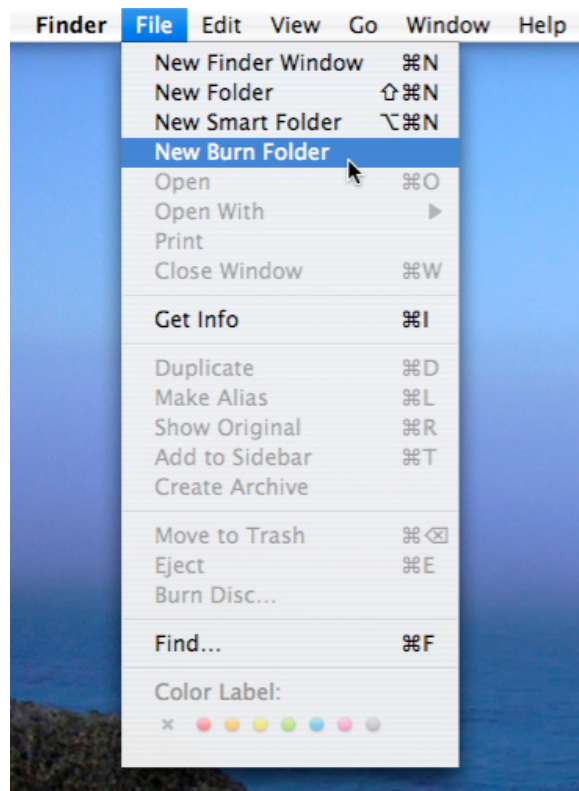
1. Choose File > New Burn Folder, and give the folder a name (consider using the date).



2. Drag the items you want on a disc to the burn folder.



3. When you're ready to burn the folder's contents to a disc, double-click it so that it is open as shown above, and then click Burn.
4. Insert a disc, and follow the instructions.

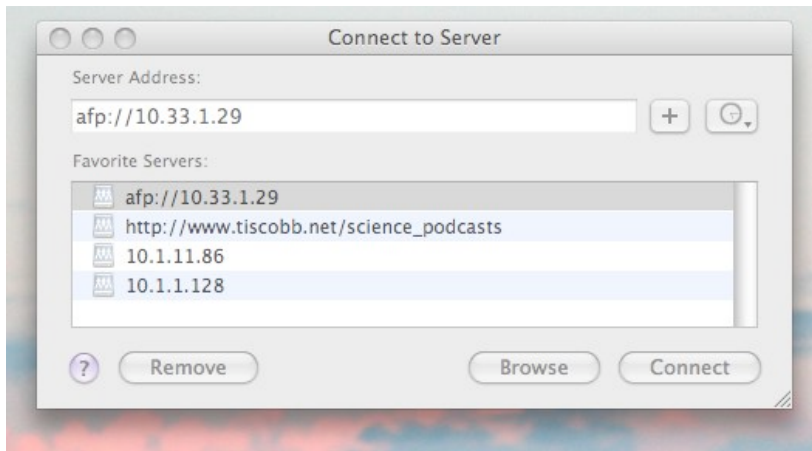
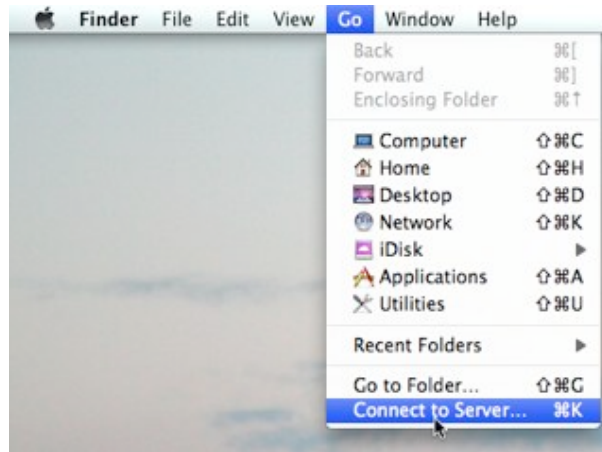


Note: If the Finder cannot find the original file for an alias, it asks whether to cancel burning or to continue without that item. If you cancel, the disc remains empty.

## Backing up to the server

Once you are connected to your home directory, Novell or Mac, you can back up files to the home directory by clicking, holding, and dragging the file you want to back up into the home directory. To connect to your Home Directory on the server (that other computer somewhere else), in Finder, Click Go>Connect to Server:

Type in the server address for your school.  
The example shown is for East Side:  
10.33.1.29



Click **Connect**

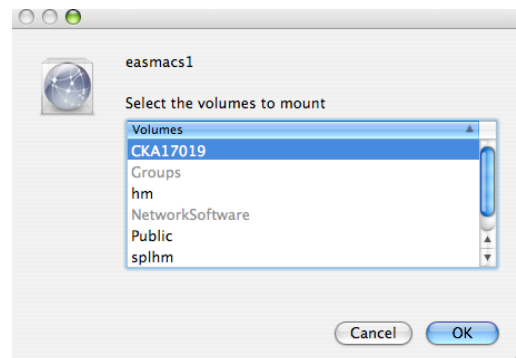
You'll be presented with a list of items to connect to, including your Home Directory on the server, represented by your badge id, as well as hm, sh, and th.

hm is another way to get to your home directory, though you may have to sort through a list of other users.

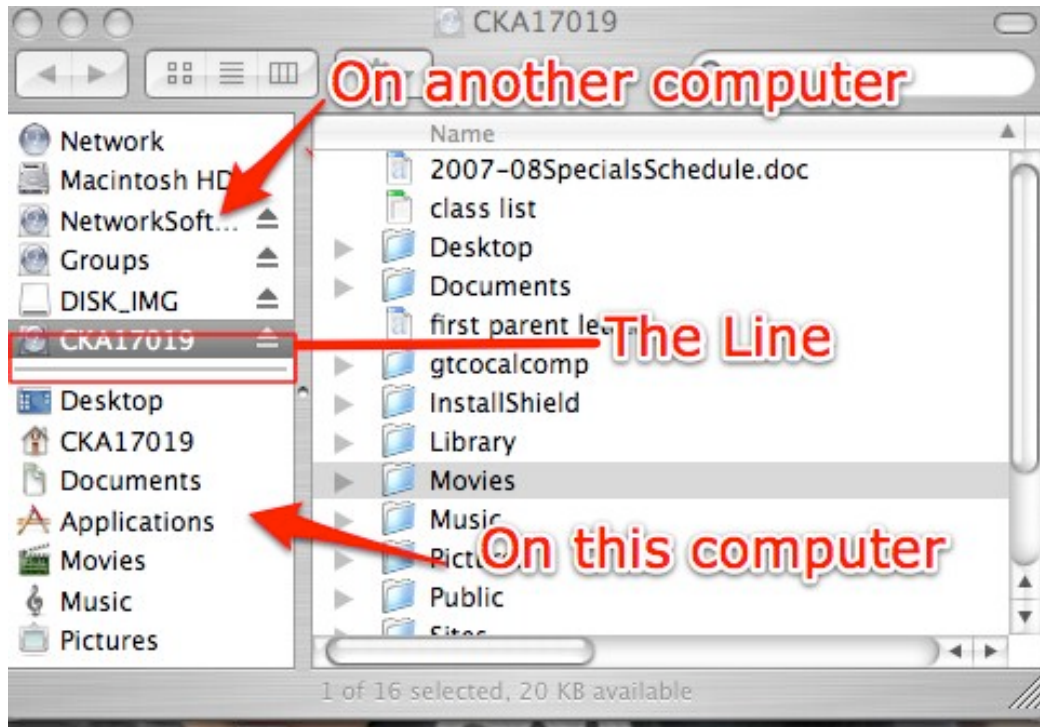
sh represents the students. You have access to their files.

th represents the teachers.

Once you get connected, a window will open where you will see the various places where you can store your data.



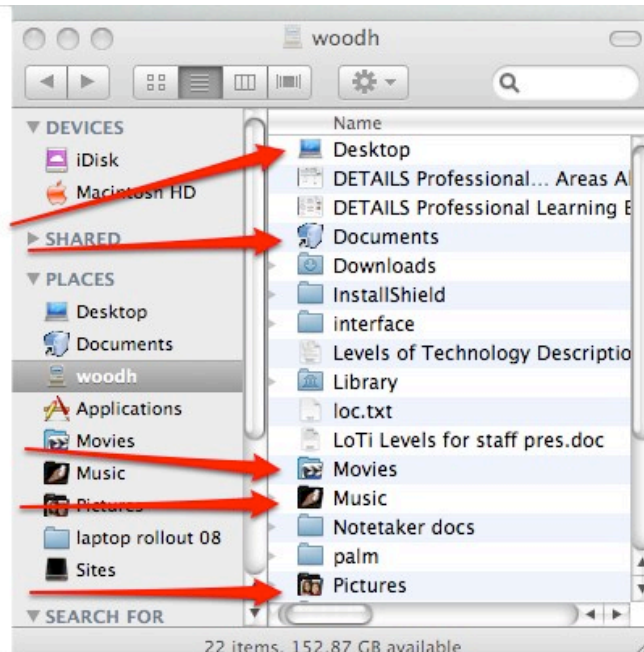
The window gives you very helpful information:



The simplest method of backing up is to open a second window by double clicking the Macintosh HD and then dragging and dropping whatever is on your computer that you want backed up to the server from the Macintosh HD window to the Documents window on the server.

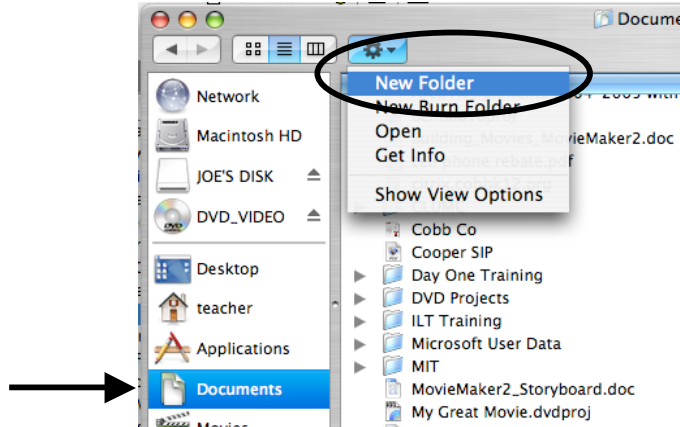
You should **not** back up movies or DVD projects on the server.

These are areas you should be sure to back up as well as any other areas where you have saved data.

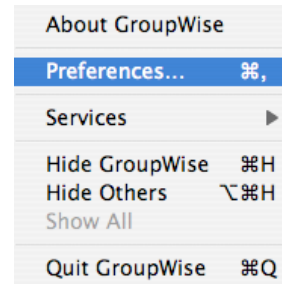


## Setting up Archiving in GroupWise on your iBook

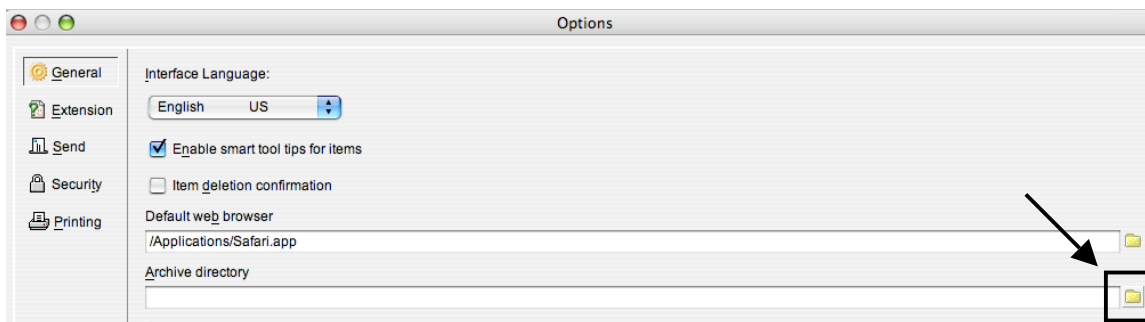
1. Create a new folder on your Macintosh HD to store your archived email. The folder could be stored in your documents folder or on a network drive.



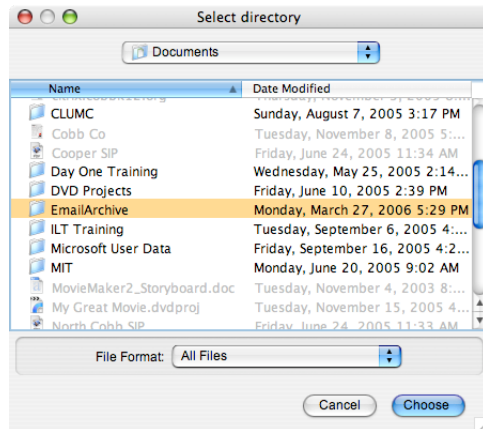
2. Name the folder EmailArchive (or something that is recognizable to you).
3. Open GroupWise email.
4. Select Preferences from the GroupWise menu.



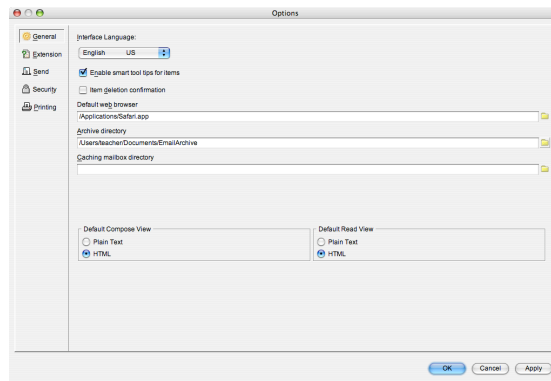
5. Click the folder icon next to Archive directory to browse to the location you want to store your archived email.



6. Browse to the location you created your folder. Click **Choose**.

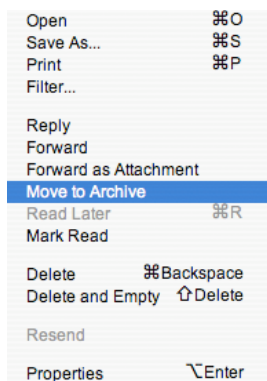


7. Click **OK**.



## How to Archive an Email

1. Right mouse click (Ctrl – Click) the email you want to archive.

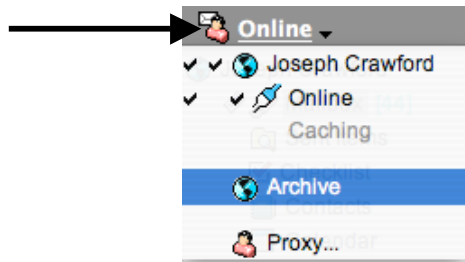


2. Choose **Move to Archive**.

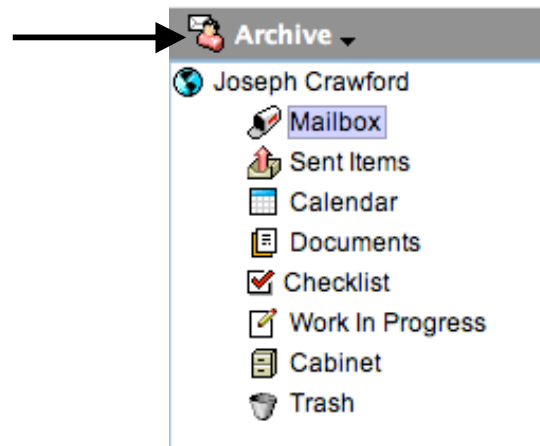
The email will be removed from your GroupWise email and sent to the Archived folder that was created earlier.

## Viewing your Archived Email

1. From the main screen on GroupWise, and just above your name, Click **Online**

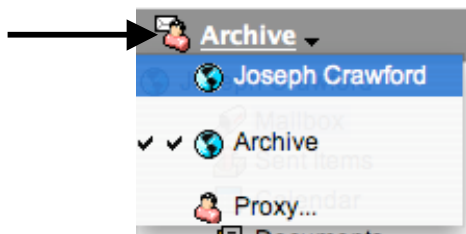


Archived email will be stored on your hard drive (or the location you designated earlier) of your laptop and will not take up your GroupWise mailbox space!



## Returning to your GroupWise mailbox

1. Click on **Archive**, just above your name, and then click **your name**. This will return you to your GroupWise mailbox.



## Backing Up Your Bookmarks

Various online services are great ways to backup as well as be able to access your bookmarks remotely. Our department has used <http://delicious.com/> and has prepared documentation available at Lauralyn Sunseri's blog: <http://tiscobb.typepad.com/lsunseri/delicious.html> Delicious is free.

Apple also has a service called MobileMe that will sync your bookmarks to multiple computers as well as iPod Touch and iPhone. It costs around \$100.

The simplest method to back up bookmarks is to open Safari, click File>Export Bookmarks. Navigate to an area on your laptop that you normally back up anyway and save. Putting a date in the name will help you keep up with when you last backed them up.

