You have important information you want saved!

Here is how to. . . .

- **Save your files from your computer** (documents, images, videos, music, etc.)

- **Save files from your CLOUD**

  - A. **files from your @ypsd.org or @newtech.ypsd.org account – Google Docs/Drive**

  - B. **Backing up your Calendars and Emails in Gmail**

- **Save your bookmarks/favorites**

- **Save your stickies notes**

- **Save iCal Calendars**

- **Backup information Moodle and Foxbright Webpages**

- **Backing up iTUNES**

- **Back up your iPhoto Library**

- **Moving Your Movies in iTunes to External Storage**

➢ **Save your files from your computer**

1. When at home or in-district, drag/save the stuff you use to your controlled location (purchased external hard drive or flash drive). Drag your *Documents* **Folder** and *Downloads* **Folder** to your portable drive.
2. Both of these folders and other ones can be found by clicking on the Finder on your dock

A. Finder on your dock ➡

C. in "Places" icon of the home ⬅

 C. Drag Documents and Downloads folders
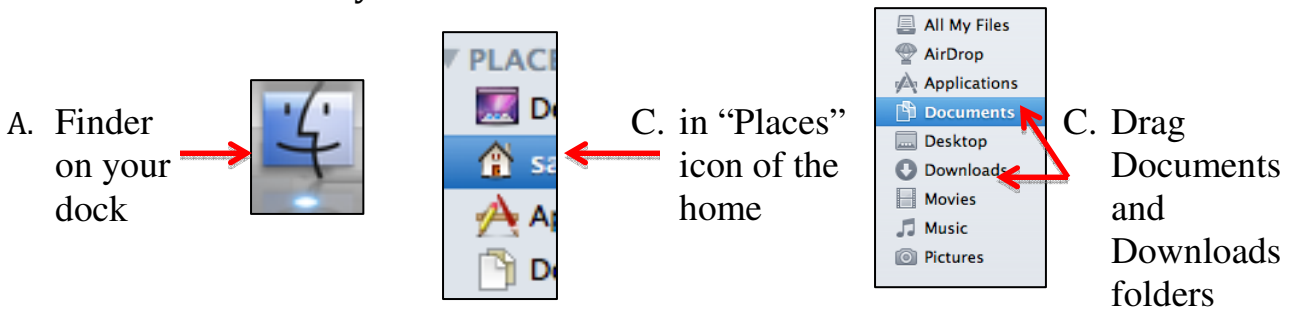
3. CONFIRM BACKUP of files saved properly -- with a computer other than your laptop, confirm that your files were saved by checking the hard/flash drive you used.

➢ Save files from your cloud

We will be using both Google Takeout and the Google Doc/Drive features

Some of the information in the next two sections can be found in greater detail at http://www.dataliberation.org/.

It is recommend everyone use both Takeout and Google Docs export, especially if they have any document files that are owned by someone else that they wish to retain a copy of. Sharing your documents with another google account you have created is possible, but **you cannot transfer ownership outside of the domain they were created in (ypsd.org)**, and when the domain is closed, those files no longer exist.
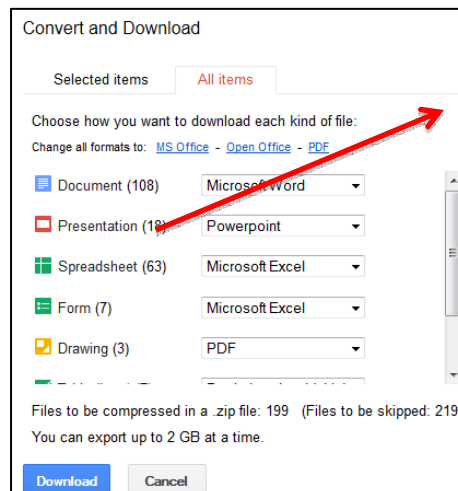
1. Go to the Google Docs homepage, select one or more documents. . .

2. for all, click in box to left of Title
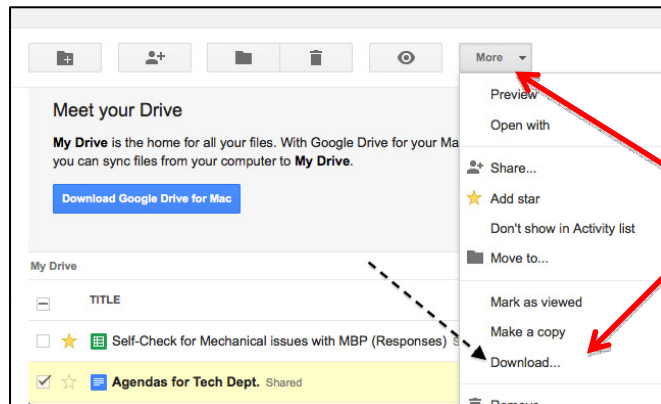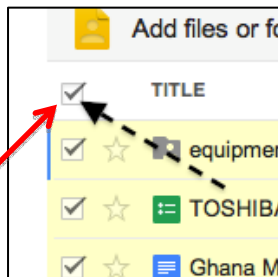
3. Click "More" and then "Download"

4. click the "All items" tab

5. pick your favorite formats* and click "Download"

- For formats, I recommend choosing *MS Office* as the files will be editable afterwards. <u>In some cases, you have to download them in a separate process.</u>

> ➢ **Directions to download account data from services such as gmail and calendar, are outlined at:**

▪ http://www.howtogeek.com/68863/how-to-downloadbackup-your-gmail-google-calendar-and-docs-data/ .

▪ For mail, download the free program Thunderbird
http://www.mozilla.org/en-US/thunderbird/
Configure it to receive your mail, and *from out of the district,* run Thunderbird. **Depending on how much mail you have, it might take a while**. Once it is all downloaded to a local computer, if not your own computer, copy the Thunderbird folder found in your Library to your external hard drive so you have a backup of all of your mail.

A possibly **<u>even easier way to deal with gmail is discussed in this article</u>**

▪ http://www.slate.com/articles/technology/technology/2012/08/backupify_yes_you_should_back_up_your_gmail_facebook_and_twitter_accounts_here_s_how_to_do_it_.html

▪ Use **Backupify** - a free account that will permit your **making a backup of 1 gig worth of email. Paid services offer more sizable storage.**

▪ https://www.backupify.com/products/personal-apps-backup

Backupify is a handy tool that automatically performs scheduled backups for a number of popular online services including Google Apps, Facebook, Twitter and others. Supply the login credentials of the sites you want backed up and Backupify takes care of the rest. <u>Essentially</u>

<u>you're moving your info from one cloud to another, and for your most important emails, you should consider saving to a local device.</u>

And yet another option. . .

Sign up for a new Outlook/Hotmail account and head over to TrueSwitch, Hotmail's web interface for transferring over all of your existing Gmail emails.

- Enter in your Gmail address and password, Hotmail address and password, and TrueSwitch will copy all of your Gmails to Hotmail.
- Website address - http://articles.businessinsider.com/2011-03-02/tech/29994646_1_windows-live-hotmail-mozilla-thunderbird-gmail-account


➤ iCal Calendars

- **To back up**: Open iCal, then choose **Back up Database** from the **File** menu. In the resulting dialog, choose where you want to save the backup file (the current date also gets added to the name) and click Save.

- **To restore**: Open iCal. From the **File** menu, choose **Revert to Database Backup**. In the resulting dialog, locate your backup file (it ends with a .icbu extension), select it, and click Open.

Backing up iTUNES

- For **iTUNES** [directions expanded from here](#)

To make the move as easy as possible, it's important to make sure all of the items in your library are in one place.

1. Open iTunes Preferences:
   Mac: Choose **iTunes** > **Preferences**.
   Windows: Choose **Edit** > **Preferences**.
2. Click Advanced.
3. Make sure the option to "Copy files to iTunes Media folder when adding to library" is selected.
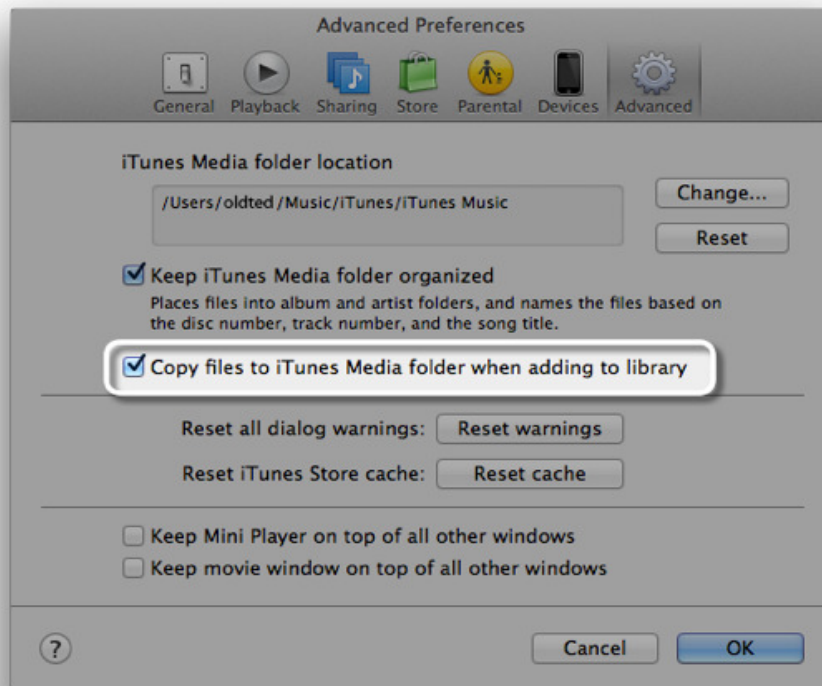
4. Click OK.

   Note: With this option selected, when you add files to iTunes, iTunes places copies of the originals in the iTunes Media folder. The original files are left in their original locations. To save space on your hard disk, you might want to delete the original files after confirming import.

5. Choose **File** > **Library** > **Organize Library**.

6. Select the option to "Consolidate files." **Note:** If you recently updated to iTunes 9, you might want to consider selecting the option to "Upgrade to iTunes Media organization." This updates the file organization of your iTunes Media folder.
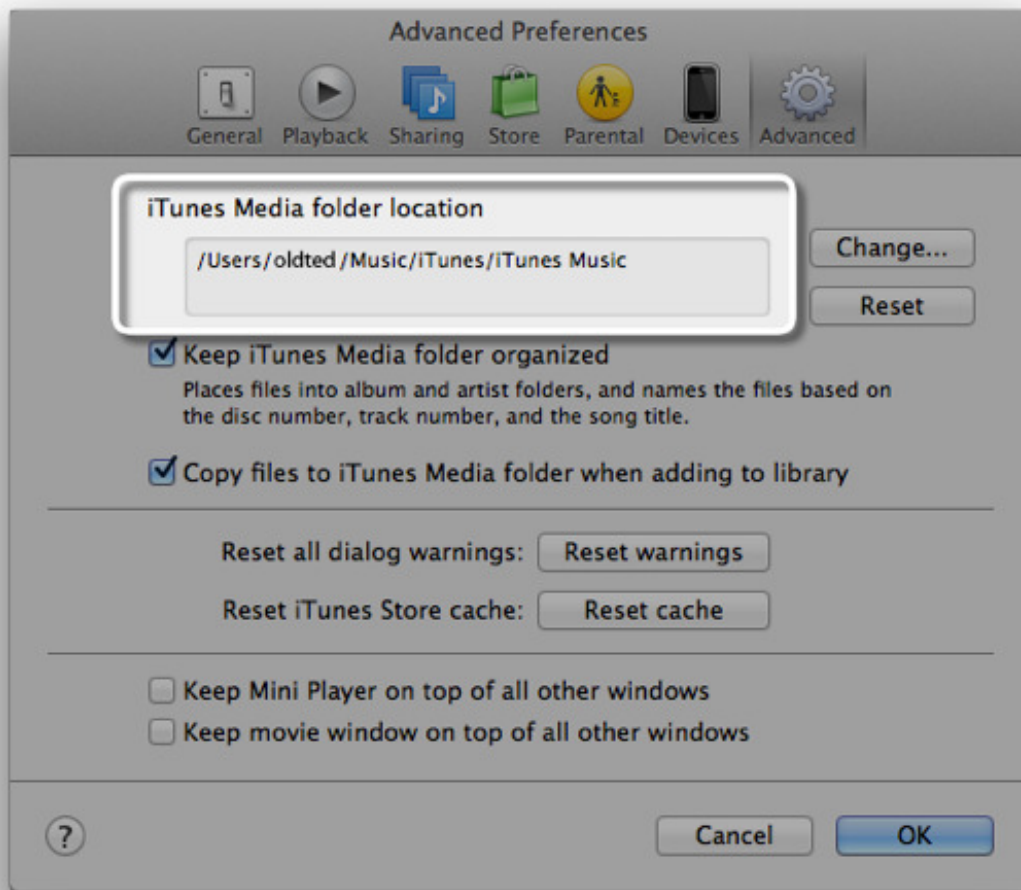

7. Click OK.

   Note: If you originally did not have the option to copy files enabled, iTunes will copy files outside of the iTunes Media folder from their original locations to the iTunes Media folder. To save space on your hard disk, you might want to delete the original files after confirming they have been moved and are backed up.
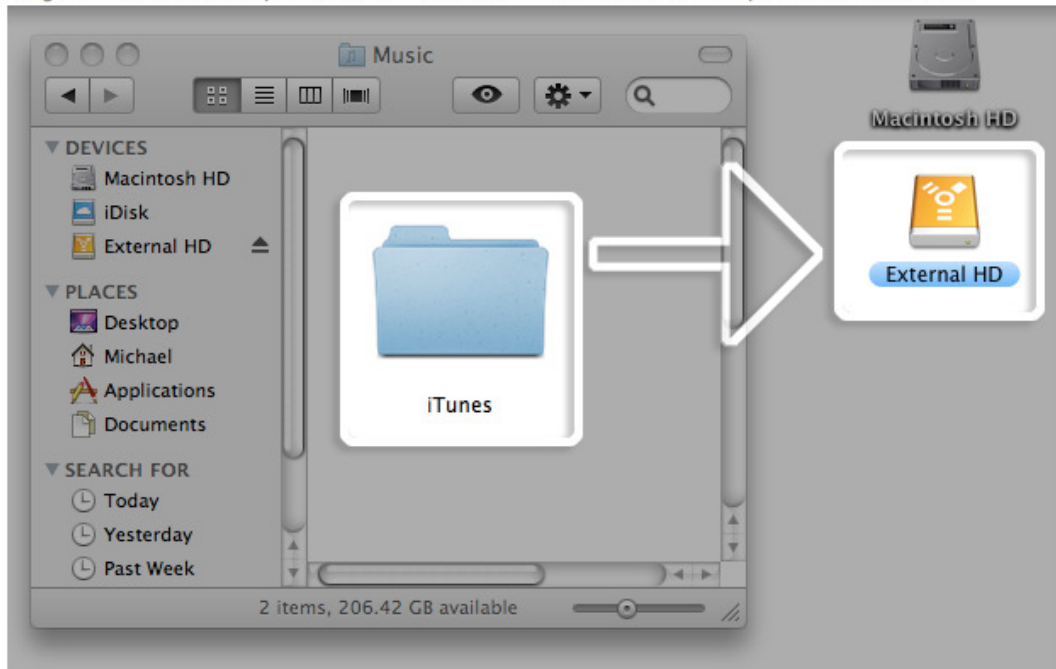
▼ Copy iTunes folder to your external hard drive

To copy all the items in your iTunes library (including the iTunes Library file that holds all your playlists, playcounts, ratings, and other data) to your external hard drive, follow these steps:

1. Quit iTunes.

2. Locate your external hard drive.
   Mac: On the desktop or Finder sidebar.
   Windows: In My Computer

3. Locate your iTunes folder:
   By default, the iTunes folder is located in:
   Mac OS X: `/Users/username/Music`
   Windows XP: `\Documents and Settings\username\My Documents\My Music\`
   Windows Vista or **Windows 7:**`\Users\username\My Music\`

4. If the iTunes folder is not in the default location listed above then you can find where the iTunes folder is located by following these instructions:

   1. Open your iTunes Preferences:
      Mac: Choose **iTunes** > **Preferences**.
      Windows: Choose **Edit** > **Preferences**.

   2. Click Advanced.

   3. The location of your iTunes folder will be listed in iTunes Media folder location box, as pictured below.

Advanced Preferences

General Playback Sharing Store Parental Devices Advanced

iTunes Media folder location

/Users/oldted/Music/iTunes/iTunes Music

Change...

Reset

☑ Keep iTunes Media folder organized

Places files into album and artist folders, and names the files based on the disc number, track number, and the song title.

☑ Copy files to iTunes Media folder when adding to library

Reset all dialog warnings: Reset warnings

Reset iTunes Store cache: Reset cache

☐ Keep Mini Player on top of all other windows
☐ Keep movie window on top of all other windows

?   Cancel   OK

5. Drag the iTunes folder to your external hard drive. This can take a while if you have a lot of items.

Music

DEVICES
  Macintosh HD
  iDisk
  External HD

PLACES
  Desktop
  Michael
  Applications
  Documents

SEARCH FOR
  Today
  Yesterday
  Past Week

iTunes

2 items, 206.42 GB available

Macintosh HD

External HD

6. When the transfer is complete, your iTunes Library will have been successfully copied to your external hard drive.

▼ Restoring your iTunes Library backup

When you need to restore your backed up iTunes Library from your external hard drive to your computer, follow these steps:

1. Quit iTunes.

2. Locate your external hard drive.
   Mac: On the Desktop or Finder sidebar.
   Windows: In My Computer

3. Drag the iTunes folder (backed up earlier) from your external hard drive to whatever location you desire on your internal hard drive. It is recommended that you choose the default location for the iTunes folder, which is:
   Mac OS X:`/Users/username/Music`
   Windows XP:`\Documents and Settings\username\My Documents\My Music\`
   Windows Vista or **Windows 7:**`\Users\username\My Music\`

4. Open iTunes while holding down the Option key (Mac) or Shift key (Windows).

5. In the resulting dialog, click the Choose Library button.
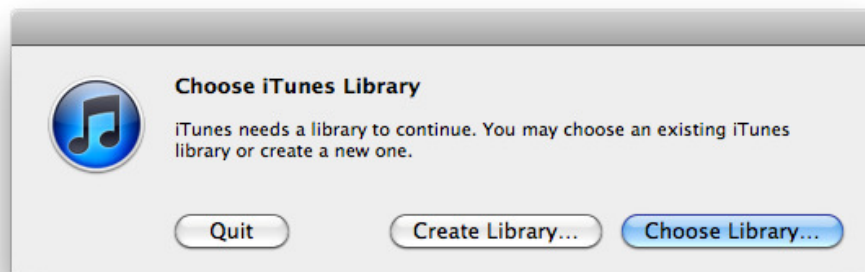
6. Select the iTunes folder you just moved to the internal hard drive.

7. Click **Choose** (Mac OS X) or **Open** (Windows) and then choose the iTunes Library file inside .

After following these steps, iTunes will open and your iTunes Library will be restored.

➢ Back up your iPhoto Library

- View the first 2:30 minutes of this video and this video and follow the directions.
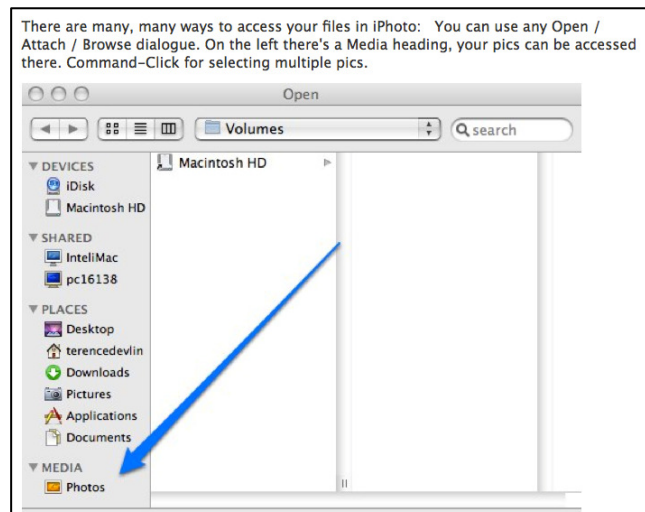
➢ Moving Your Movies in iTunes to External Storage

- ▪ View this video
- ▪ Moving iMovie files to Safe Location - View this video and note Movies location / same goes for other movie projects / **best to play it safe copy entire Movies folder**