2014 Staff Laptop Backup Guidelines:

Summary:

1. Backup drive recommendation
2. Key locations where you will have data saved
3. Exporting Firefox bookmarks
4. J Drive photo archive procedures

1. Backup Drive –

It is recommended you use a powered external hard drive for example:

**Other options:**

1) **Small\Passport\Mini\Slim\Portable\Wallet drives -** because these drives don’t run on AC Power (they use the computer’s USB for data & power) they are slower and less reliable than a powered drive. They have notebook HDD’s inside not desktop drives, which are more expensive for the same storage capability eg $98 for 500 GB - https://www.jbhifi.com.au/computers-tablets/seagate/seagate-slim-2-5-500gb-hard-drive-black/407291/

2) **Flash USB / pen drives.** Available these days in 64GB and even greater capacities, they are much faster but more expensive than an external HDD. Although the storage is much more robust and reliable than a HDD, the controllers can fail which renders them useless – frustrating if that’s your only source of the data that’s on them.

**2. Key locations where you will have data saved –**

**Please check the locations listed in the screenshots on the following pages and:**

- 1. Move all school related files to your U: Drive.
- 2. Copy all personal files/pictures/music/videos to external storage and delete them off your machine.

**Please do not move large amounts of pictures/videos/music to your U: Drive. If they are school related please burn them to DVD or store any photos on the J: Drive and then remove them from your machine. All personal files must be removed and not stored on your U: Drive.**

**Please also take the opportunity to clean up your U: Drive/My Documents to reduce size issues in the future.**

**Navigate to your U: Drive/My Documents and:**

- Delete any folders/files that are no longer needed
- Copy all personal folders/files to external storage and delete them from your U: Drive
- Burn any school related photos/videos/music files to DVD or move photos to the J: Drive and delete them from your U: Drive
- Don’t forget to empty your recycle bin afterwards!
Locations to check for data:

1. Files saved on the desktop:

2. Files saved on the C: Drive and Local Disk (My Music, My Pictures, My Videos on Local Disk):
3. You can access and check the C: drive this way:

These are the folders on the C: Drive. These will need to be copied to external storage.

Any files or folders on the C: Drive will need to be copied to external storage.
3. Export Firefox bookmarks –
4. J Drive Photo Archive Procedures –

Some staff have asked for a refresher on how to put photos on the J Drive

Please refer to the procedure below when trying to put photos on the J:\Drive\2014 Photos\ 

1. On your local machine create a **New Folder** and name it accordingly, to best represent what the photos related to.
2. Ensure that the new folder contains all the photos that you wish to upload.
3. Copy the folder full of photos to J:\Drive\2014 Photos\... (into which ever sub folder is appropriate)
4. Delete it from your machine
5. Empty your recycle bin

**A couple of important points for staff to remember.**

- It’s important to clarify that staff only have the ability to **drop\copy** Files or folders into this directory.
- Staff **do not** have the ability to delete or rename files\folders that are in this directory. (This is by design.)
- Please do not create "New Folder" in this directory as you will not be able to rename it.

If you have for any reason you need something renamed or deleted from J Drive\Photos\...
Please contact Dionne Moline - DMolina@ccgs.nsw.edu.au