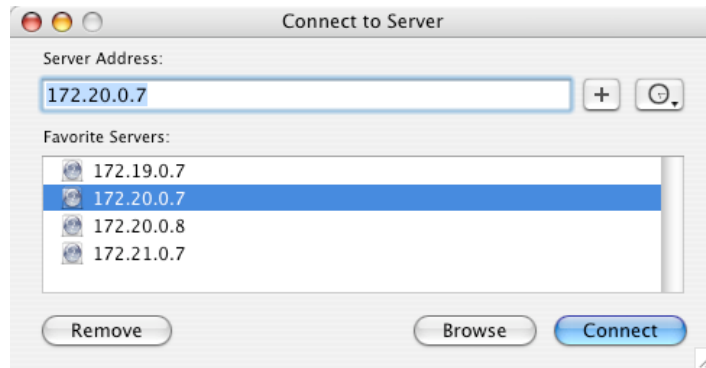


Backing Up to the Server

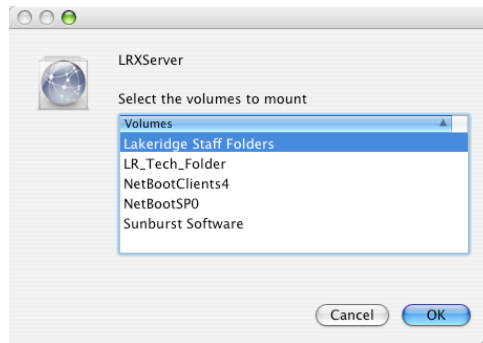
Josh Burker | josh_burker@mysd.wednet.edu
October 2005

You should frequently back up your work to the server. Get in the habit of backing up your documents once a week, either at the beginning or the end of the week. This way you do not risk losing too much data should your hard drive crash or your iBook become inoperable. A large part of a successful back up strategy is making sure you are backing up your documents properly. This document will walk you through the proper procedure to ensure your data is backed up.

Begin by connecting to the server. You can go to the **Go** menu and select **Connect to Server**. Make sure you have the correct server address.

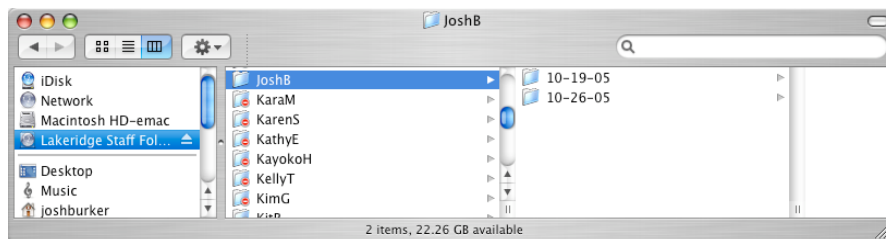


Enter your user name and your server password to connect to the Lakeridge Staff Folders share.

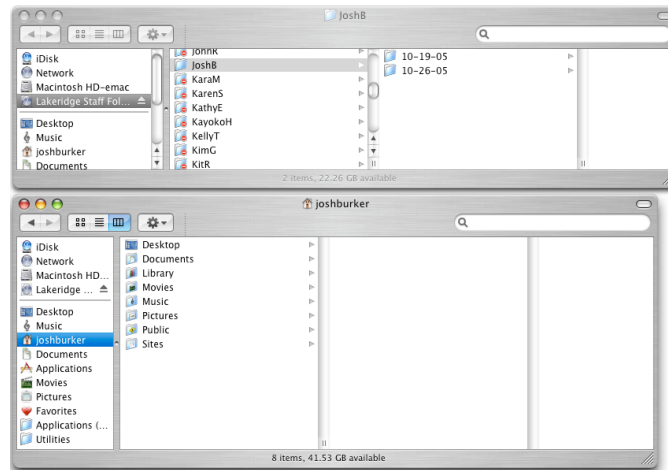


Navigate to your folder on the server.

Create a new folder that has today's date on it. Here I have a new folder titled **10-26-05**.

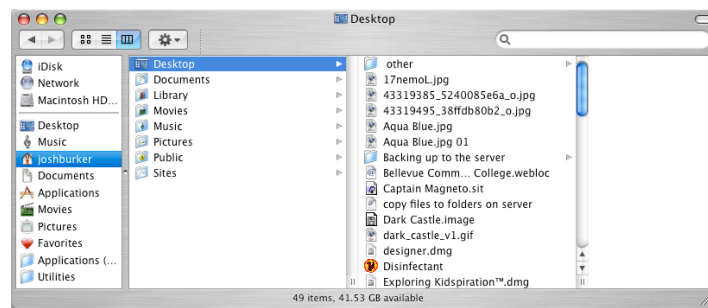


Make a new window on your Mac so that you can see both the new folder on the server and your “home” folder; you can click on the icon with the house and your name next to it to quickly bring you to your home. You can make a new window by double-clicking on the **Macintosh HD** icon on your Desktop.

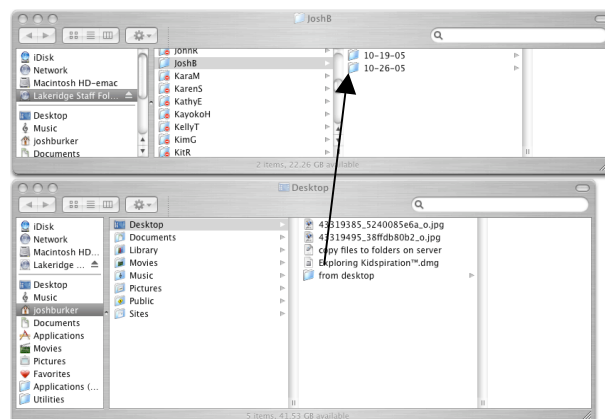


If you get in the habit of saving your work to the **Documents** folder on your hard drive then your work will be in one place; this will make backing up your work much easier.

First you should back up the documents that are on your **Desktop**. Click on the **Desktop** icon that is in the sidebar or click on the **Desktop** icon that is in your home folder; either will display all the documents on your desktop.



Next, drag the items from your Desktop to the folder on the server, placing the documents in the folder with today's date:



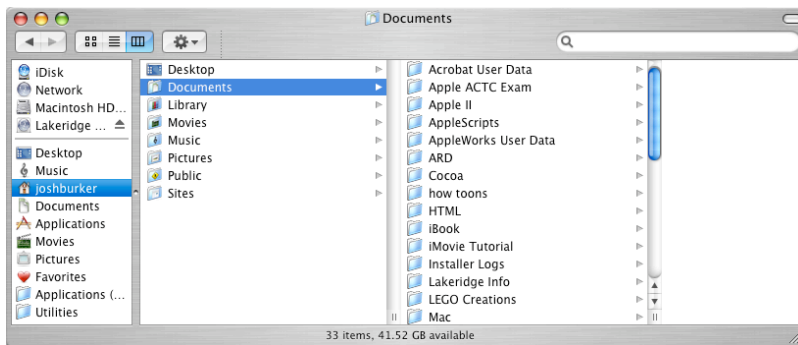
As you back up your documents to the server you need to be aware of which documents are actually documents and which are aliases. Look at the icons below; they are both for the same document but one is an alias.



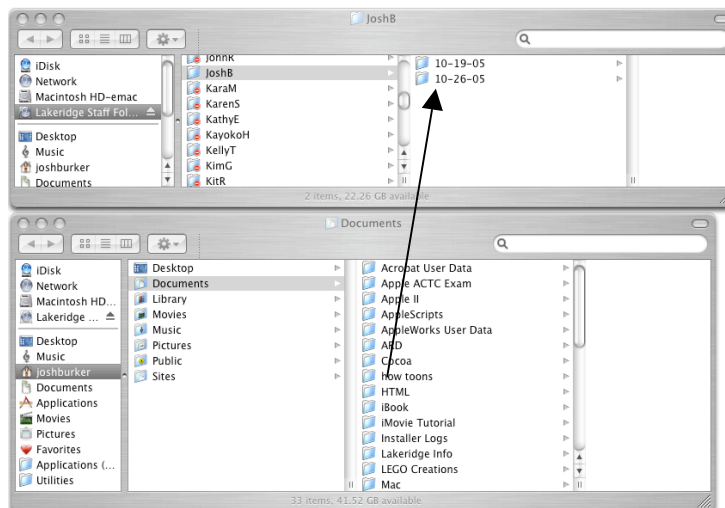
The alias icon has an arrow next to it. The name might have *alias* appended to the end of it.

If you back up an alias the document itself is not backed up. Make sure you are dragging the document as well as the alias to the server. If you do not back up the original document, the alias will be of no use to you.

Next you should back up the data that is in your **Documents** folder. Click on the **Documents** icon in the side bar or on the **Documents** icon in your home folder.



As with the files on your **Desktop**, drag the files and folders that are in your **Documents** folder to the appropriately dated folder on the server.



The **Movies** folder and the **Pictures** folder contain data from iMovie and iPhoto, respectively. These files tend to be large and might not be appropriate to back up to the server because of their size. To back up your iMovie projects please see the **Backing Up Your iMovie Projects to DV Tape** document. To back up your iPhoto library you should see the document **Backing Up Your iPhoto Library to CD**.

Make it a habit to keep your folder on the server clean. You should periodically archive the data that is saved to the server to a CD. See the document **Burning Data CDs** for information on how to accomplish this. Once you have burned the data to CD, please remove it from the folder. It is good practice to keep the previous back up as well as the current back up on the server. You should remove older back ups to help conserve hard drive space on the server.