

## How to Back Up Your Wesleyan Data

Because we will be reimaging the tablets, your personal and/or Wesleyan data will need to be backed up. Not only will this process help you transition to your tablet next semester, it will prevent data loss from uncontrollable hardware failures, like a dead hard drive or a dropped tablet. *Becoming good at this process will prepare you for a time when you do not have a Help Desk.*

This tutorial is for:

1. Students who will be returning next semester
2. outgoing seniors who will not retain their tablets after the semester
3. and anyone who would like to know the best ways to back up important data

There are several ways you can back up your data. You can choose to put your data on a physical device, like a thumb drive or external hard drive, or you can choose to put your data in the “cloud”.

For those that are unfamiliar what the “cloud” is, here is the definition:

*“The easiest way to understand the cloud is to think of it as a utility, like electricity. When you plug a device into a wall outlet, electricity flows. You didn't generate the electricity yourself. In fact, you probably have no idea where the electricity was generated. It's just there when you want it. All you care about is that your device works.*

*Putting your important data in the cloud works on the same principle. Through an internet connection (the equivalent of an electrical outlet), you can access whatever files, or data you have opted to store in the cloud--anytime, anywhere, from any device. How it gets to you and where it's stored are not your concern (well, for most people they're not).*

*The potential benefits of this approach are enormous. To stick with the electricity analogy, if you are storing your data on an external drive, it's running the equivalent of its own generator. And with that comes a load of responsibility: Generators break, they run out of fuel, they need to be serviced, and--if demand for power increases--new ones need to be bought and brought online.*

*The cloud frees you from the tech equivalent of all that. Because, just like power companies, cloud providers are the ones who are responsible for all maintenance, infrastructure, and repair. They are responsible for meeting surges in demand, and ensuring that service is reliable and **that your data is not lost.**”*

At this point, you should make a choice between storing things on an external hard drive or in the cloud. Once you have made your decision please proceed with the guide by clicking one of the following links that apply to you:

1. [I am going to store my data on an external device \(like a thumb drive or an external hard drive\).](#)
2. [I am going to store my data in the cloud \(like Dropbox, Google Drive, or SkyDrive\).](#)

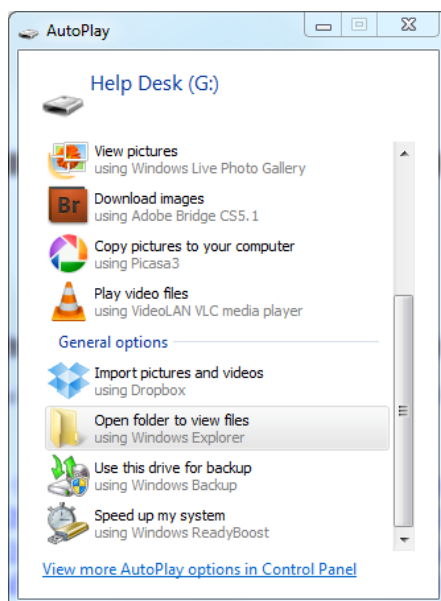
## How to Back Up Your Data to an External Device

If you do not currently own a large thumb drive, memory card, or external hard drive, here is a small list of recommended devices:

- External Hard Drive - [http://www.amazon.com/Western-Digital-Passport-Essential-Portable/dp/B00410SAZS/ref=sr\\_1\\_2?s=pc&ie=UTF8&qid=1336676819&sr=1-2](http://www.amazon.com/Western-Digital-Passport-Essential-Portable/dp/B00410SAZS/ref=sr_1_2?s=pc&ie=UTF8&qid=1336676819&sr=1-2)
- Thumb Drive - [http://www.amazon.com/Lexar-JumpDrive-TwistTurn-Flash-LJDTT32GASBNA/dp/B0021AFXMC/ref=sr\\_1\\_2?s=electronics&ie=UTF8&qid=1336677542&sr=1-2](http://www.amazon.com/Lexar-JumpDrive-TwistTurn-Flash-LJDTT32GASBNA/dp/B0021AFXMC/ref=sr_1_2?s=electronics&ie=UTF8&qid=1336677542&sr=1-2)
- Memory Card - [http://www.amazon.com/SanDisk-32GB-Flash-Memory-SDSDB-032GB35/dp/B002G12OBO/ref=sr\\_1\\_5?s=electronics&ie=UTF8&qid=1336677480&sr=1-5](http://www.amazon.com/SanDisk-32GB-Flash-Memory-SDSDB-032GB35/dp/B002G12OBO/ref=sr_1_5?s=electronics&ie=UTF8&qid=1336677480&sr=1-5)

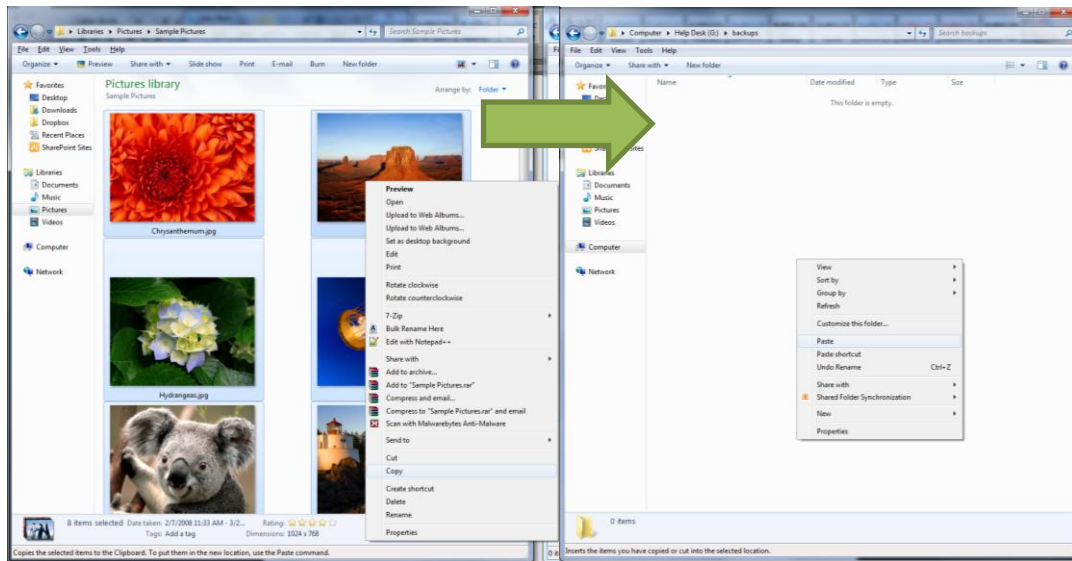
Once you have your device ready to plugin to the computer, please follow these steps to back up your data:

1. At this time, please plug your external device into the tablet.
2. Once it has been recognized you should see a window pop up like this (if you do not see this, be sure to follow the instructions that came with the device). Be sure to choose **“Open folder to view files”**.

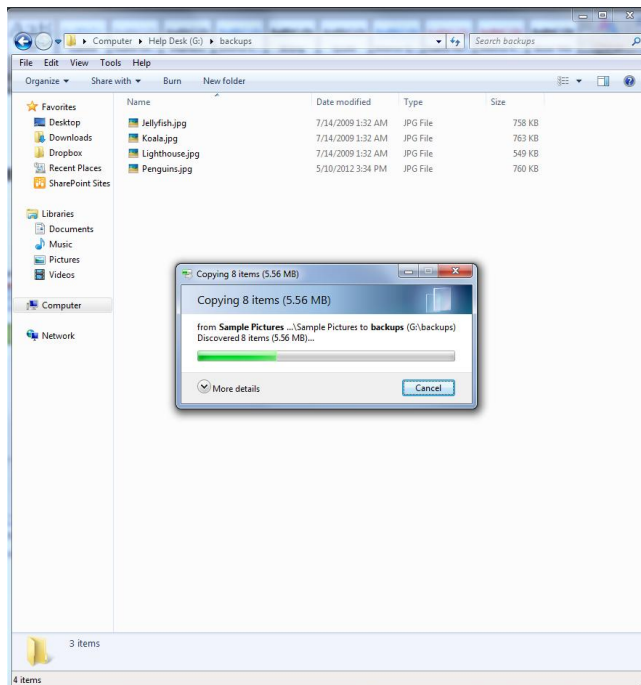


3. You should now be presented with an empty drive. Copying and pasting files into this folder will put them on the external device. If you are unsure how to copy files into this folder please continue with these instructions.
4. To copy files to the thumb drive you will first need to open the folder on your tablet that contains your data (*like My Pictures, My Documents, My Music, etc...*).
5. Once open, you can either select all of the files by going to **Edit -> Select All -> and then going to Edit -> Copy**, or you can right click on individual files and choose **Copy**. *You can also drag and*

drop the files into the thumb drive.



6. Once you have clicked **“Copy”** you can go to your empty external device and click **Edit -> Paste**. You should now see the entire data move over. If it is a lot of information Windows will show you the current progress of the operation including an estimated completion time.



Once you are comfortable with that process, you should be able to move other files like Music or documents from the H: drive without any issues. To continue with the guide, please click the following link:

[Moving OneNote Notebooks to Your Backup](#)

## How to Back Up Your Data to the “Cloud”

If you do not currently have an account with a cloud storage provider, here is a small list of recommended cloud storage providers:

- Dropbox - <https://www.dropbox.com/>
- Google Drive - <https://drive.google.com/>
- Microsoft SkyDrive - <http://windows.microsoft.com/en-US/skydrive/home>

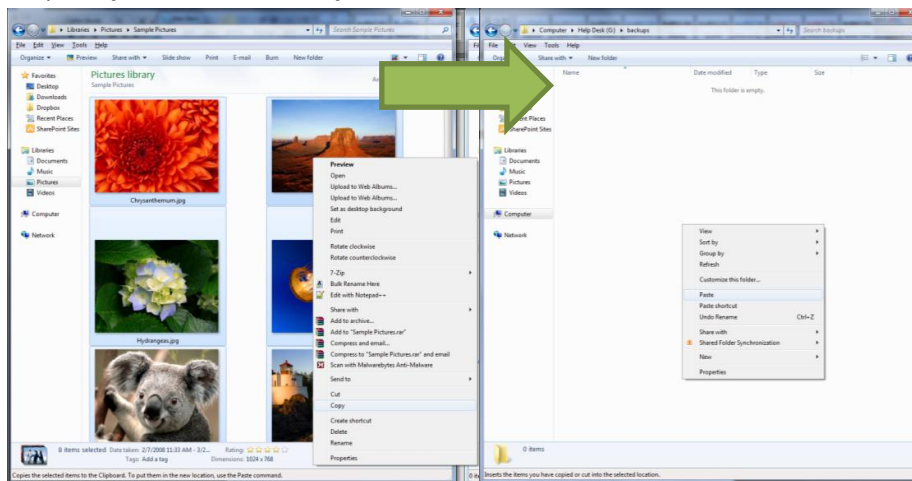
Once you have a solution installed you can continue with the guide. If you do not know how to install the software you can A) look at the instructions on the corresponding solution’s website or B) come to the Help Desk for help.

For this example, we will be using Dropbox. The other three solutions should be very similar. Each solution has accompanying instructions available with them. Here is a list of “tutorials” they provide:

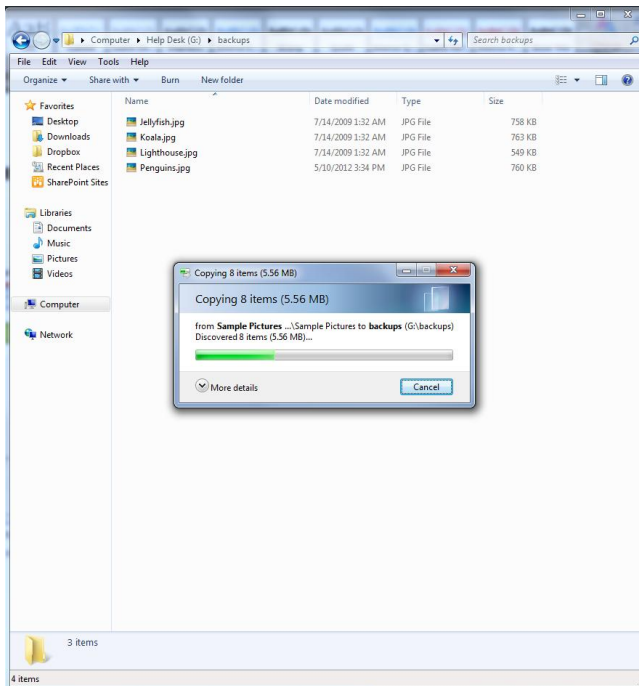
- Dropbox - <https://www.dropbox.com/help/90>
- Google Drive - <https://support.google.com/drive/bin/answer.py?hl=en&answer=2375028&topic=2375076&ctx=topic>
- SkyDrive- <http://windows.microsoft.com/en-US/skydrive/add-photos-files-faq>

Once you have your cloud solution ready to move files into, please follow these steps to back up your data:

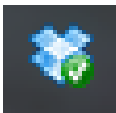
1. At this time, please navigate to your Dropbox, SkyDrive, or Google Drive folder.
2. You should now be presented with an empty drive. Copying and pasting files into this folder will put them in the “cloud”. If you are unsure how to copy files into this folder please continue with these instructions.
3. To copy files to the cloud you will first need to open the folder on your tablet that contains your data (*like My Pictures, My Documents, My Music, etc...*).
4. Once open, you can either select all of the files by going to **Edit -> Select All -> and then going to Edit -> Copy**, or you can right click on individual files and choose **Copy**. *You can also drag and drop the files into the cloud folder.*



5. Once you have clicked **“Copy”** you can go to your cloud folder and click **Edit -> Paste**. You should now see the entire data move over. If it is a lot of information Windows will show you the current progress of the operation including an estimated completion time.



6. Once the data has finished copying over to the folder, your computer will begin uploading your data to the cloud. Please look for a completion icon in your taskbar. Dropbox looks like this once it has finished uploaded/syncing:



Once you are comfortable with that process, you should be able to move other files like Music, or documents from the H: drive, without any issues. Please note that these cloud solutions have limits to what you can store. Every solution listed has a page where you can add more storage to your account for a price.

You can follow the instructions to install your cloud solution on any computer you own. Once installed, any file you have put in the cloud folder will show up.

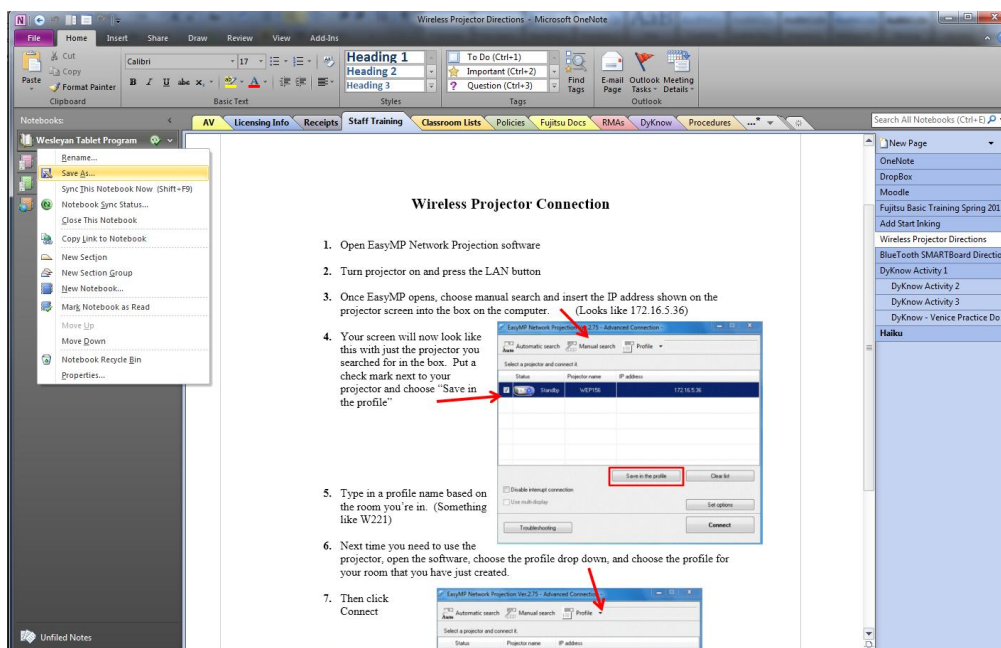
To continue with the guide, please click the following link:

[Moving OneNote Notebooks to Your Backup](#)

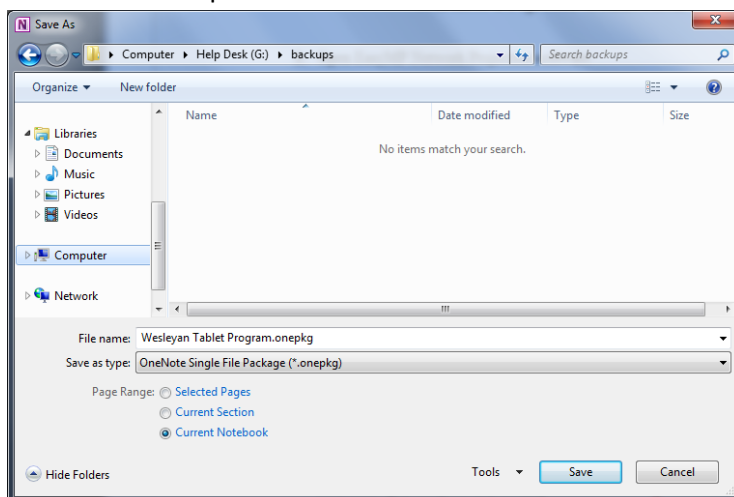
## Moving OneNote Notebooks to Your Backup

Once you have your backup solution working you can now copy your OneNote files to the backup. To do so, please open OneNote and follow these instructions:

1. With OneNote open, please **right click on the title of the notebook** you would like to copy in the sidebar.



2. With the menu open click **“Save as...”** – a browse window will popup.



3. First you either need to choose your external device (thumb drive, external hard drive, etc...), or your cloud folder (Dropbox, Google Drive, etc...).
4. Once the folder is open and ready to be saved into you will need to make a choice on the kind of file you would like to save.
  - a. If you would like to have a file you can open in OneNote later leave it as is (returning students, or seniors who have a computer with OneNote on it, this is what you want to do).

- b. If you are leaving the school and will not have access to OneNote you will need to go to **"Save as type:"** and choose **"PDF"** or **"Microsoft Word Document"**. Doing this will ensure that your notebook is readable on whatever computer you will have after you leave Wesleyan.
5. Once you have made your choice all you need to do is click **"Save"**. OneNote will process your request and save the data to your backup. Please be patient during this process, it can take some time (especially if you have a very large notebook).

If you would like to purchase OneNote/Office for your computer at home, or the computer you will be using after you leave Wesleyan, please go one of these links for more information:

- If you would like to buy the entire Microsoft Office Student suite, go here for a discounted rate: <http://www.amazon.com/Microsoft-Office-Home-Student-2010/dp/B004E9SKEQ/>
- If you would only like OneNote, you can purchase it here: <http://www.amazon.com/Microsoft-OneNote-2010-User-Download/dp/B005O24B7C>
- If you already have your college email address, you may get OneNote for a heavily discounted rate: <http://www.newegg.com/Product/Product.aspx?Item=N82E16832116973>, you may also get the entire Office Professional suite for a heavily discounted rate: [http://www.microsoftstore.com/store/msstore/en\\_US/pd/Office-University-2010/productID.229301900](http://www.microsoftstore.com/store/msstore/en_US/pd/Office-University-2010/productID.229301900).

Once you are comfortable with the process of saving notebooks to your backup you can apply that again for the rest of your notebooks.

**If you have any issues, or just need help, you can email [tablet@weslevanschool.org](mailto:tablet@weslevanschool.org) or you can come to the Help Desk (during regular hours). We will be glad to assist you in this process.**