

# Back Up to Server

## What does backing up mean?

Backing up your files and folders is a process in which you take the files and folders from your computer and place them on another computer for safekeeping. You want to back up your files often because computers occasionally stop working and you do not want to lose your saved documents/projects and folders.

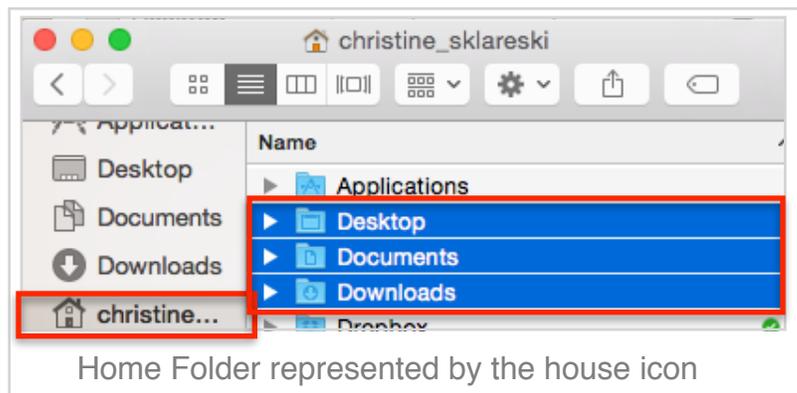
The other computer that holds the backups is called a server. No one uses the server for daily computing so there is less chance of it breaking down or becoming corrupt, plus there are many server backups in place to protect against a server breakdown.

You connect to the server on the network by way of the network cable in your own classroom or office. It is important to remember to plug in to the network with the network cable and turn off your airport (see your Tech Liaison for help if you are unsure of how to do this). Plugging in to the network makes backing up your files much faster than doing it wirelessly, plus if there is an interruption in the wireless network connection everything may not get backed up.

## What to back up:

The most important folders on your computer to be backed up are:

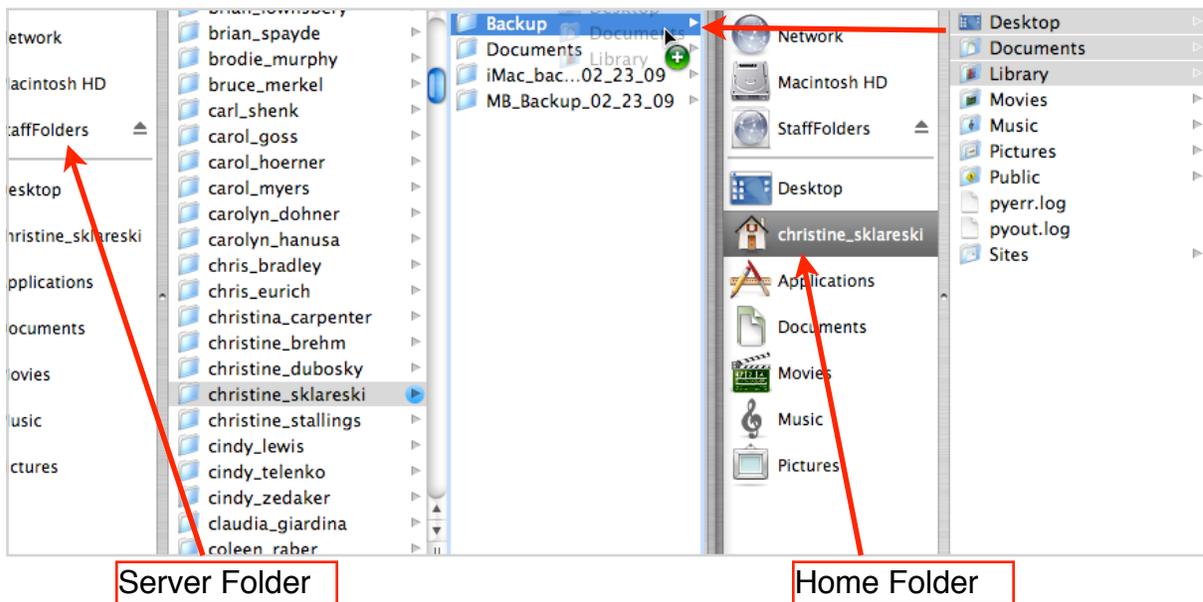
- Desktop
- Documents
- Downloads (if downloaded items go in a separate folder in your home folder)



These folders are the most common folders to save work in. You'll find these folders in your home folder, the folder with the house icon.

## How to back up your files:

- Connect to the staff server and open your server folder.
- Inside your server folder, create a folder called “Backup.”
- Open a new finder window by clicking back on File and sliding down to New Finder Window.
- This new window will open directly to your home folder.
- Place the two windows side by side to see your staff folder in one Finder window and your computer’s home folder in the other Finder window.



- Click and highlight the Desktop, Documents, Downloads (if you have one) and Library folders in your home folder window and drag them over the Backup folder in the server window and release when that folder highlights.
- The backup will begin immediately.
- The second time you back up your files (and each subsequent time) a window will open telling you that there already is an item named Backup in your server folder. It asks if you want to replace the already existing Backup folder, in which case you click yes.

### **Problems Backing Up:**

Occasionally, you may receive error messages when backing up your files. A window opens that says you do not have permission to back up to that folder or a message appears saying that the file cannot be copied because the name is too long or includes characters that the disk cannot display.

In the first scenario, where it says that you do not have permission, try dragging the files to the back-up folder again. You may have accidentally released the files over a folder that you do not have permission to place items in.

If you receive a “characters that the disk cannot display” message, try renaming the files that you are backing up. Typically when naming files keep them short and simple, avoid punctuation including spaces. Dashes and underscores are the only recognizable punctuation that can be used for naming files.

### **How Often Should I Back Up to the Server?**

Backing your files up to the server is not a once and done thing. You continuously use your computer so you are continuously creating and editing files. In order to ensure the safety of these files, you need to back up repeatedly, once a week is the standard. Pick one set time each week to back up your files, a planning period or first thing in the morning. Schedule it in your calendar and stick to it. Make it a routine so you do not forget. You will regret not backing up if your computer hard drive crashes and you haven't backed up your files in two months. That will be two months of documents and projects that you need to recreate. Better to back up than be sorry.

### **Backing Up Movies, Music and Photos:**

Due to time and space constraints, we ask that you do not back up movies, music and photos to your staff server. Only if the media files are used as part of your academic content may you back them up to the staff server. Depending on the size of the files that you are backing up, you may run out of room in your staff server. If this happens, please contact the tech department for further review.

Flash drives prices are reasonable enough now if you would like to back up more of your files than your server folder can hold.

Please keep in mind that many websites offering downloadable videos allows you to mark them as favorites and/or archives your downloaded content. That way you can access your favorites videos over and over should anything happen to your computer.