

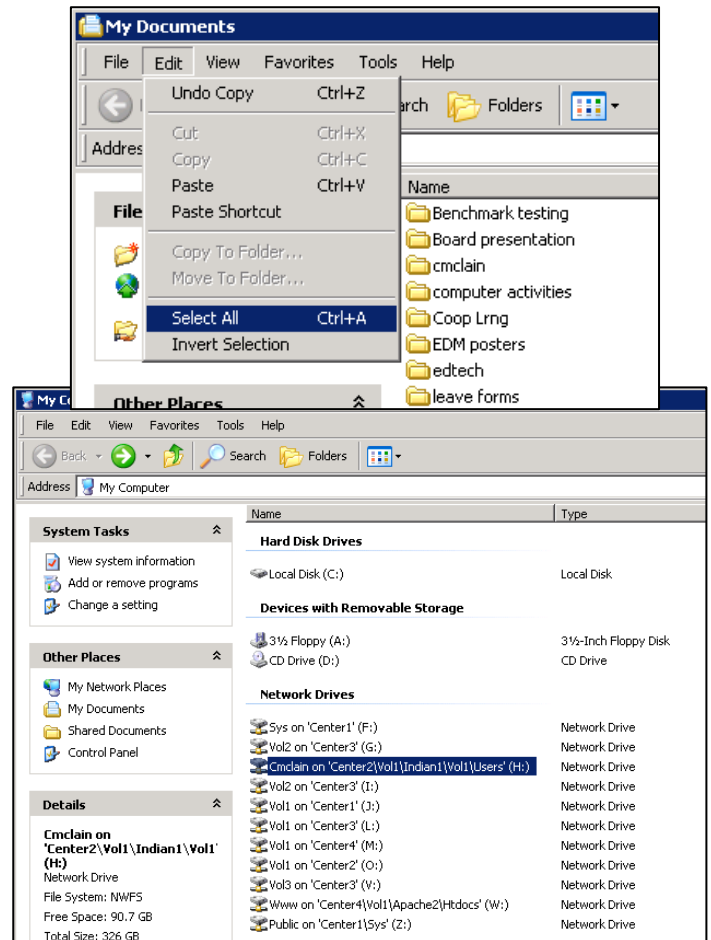
# Summer Technology Preparations

This document will walk you through the backups you will need to do on your computer in preparation for the summer. It will explain backing up your My Documents, Internet Favorites and care of your SMART Board.

## Backing up My Documents

1. Open your My Documents
2. Select the files you want saved. (Or go to Edit, Select All.)
3. With everything selected, copy all folders and files. (Go to Edit, Copy)
4. Open your H Drive. (Go to My Computer, first initial last name drive.)
5. Paste everything here. (Go to Edit, Paste)

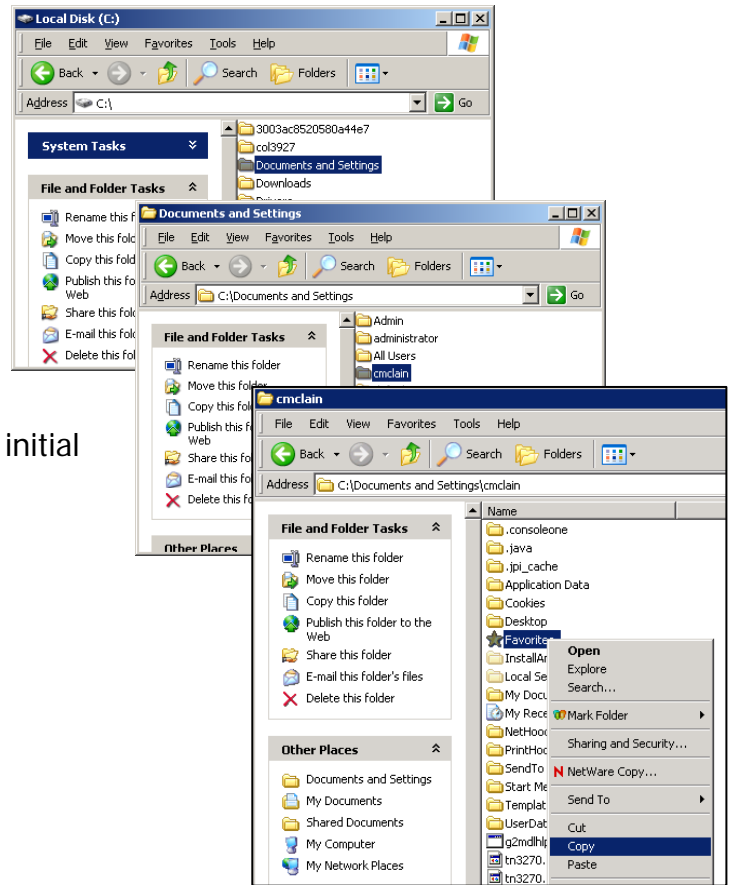
This makes an exact copy of your My Documents in your H Drive. So if you already have same-named folders in your H Drive, you'll get a warning that you are about to save over them when you paste your files. You need to decide if you want to paste over the files in your H Drive (update the folders) or not. An alternative would be to make a "backup" folder in your H Drive then pasting to that folder.



**We ask that all videos, images or other personal documents be burned to a CD or saved to a flash drive and taken home.**

## Backing up your Internet Favorites and Bookmarks

1. Open your My Computer
2. Open your C: Local Disk
3. Open Documents and Settings folder
4. Open your first initial last name folder
5. Right click the Favorites folder. (It will have a star icon.) Select Copy.
6. Open your H Drive. (My Computer, your first initial last name drive.)
7. Go to Edit, Paste.



---

## SMART Board summer preparations

1. If you want to clean your SMART Board, you can use a soft cloth and water. If you want a cleanser, you can spray the Expo Dry Erase Cleanser onto a soft cloth and wipe the board down.
2. Please place the styluses and remotes into your grey projector bag.

---

## Notebook Galleries

If you have taken the SMART Board classes and have developed Notebook Galleries, these steps export the galleries to your H Drive. If you DO NOT do this, all your custom-made galleries will be lost.

1. Open Notebook
2. Open the Gallery tab
3. Click My Content then click the drop down menu of My Content
4. Select Export as Collection File.
5. Navigate to your H Drive and save it.

