

# How to back up to Google Drive

First, let's put all your documents in one folder so they can be easily uploaded to Google Drive.

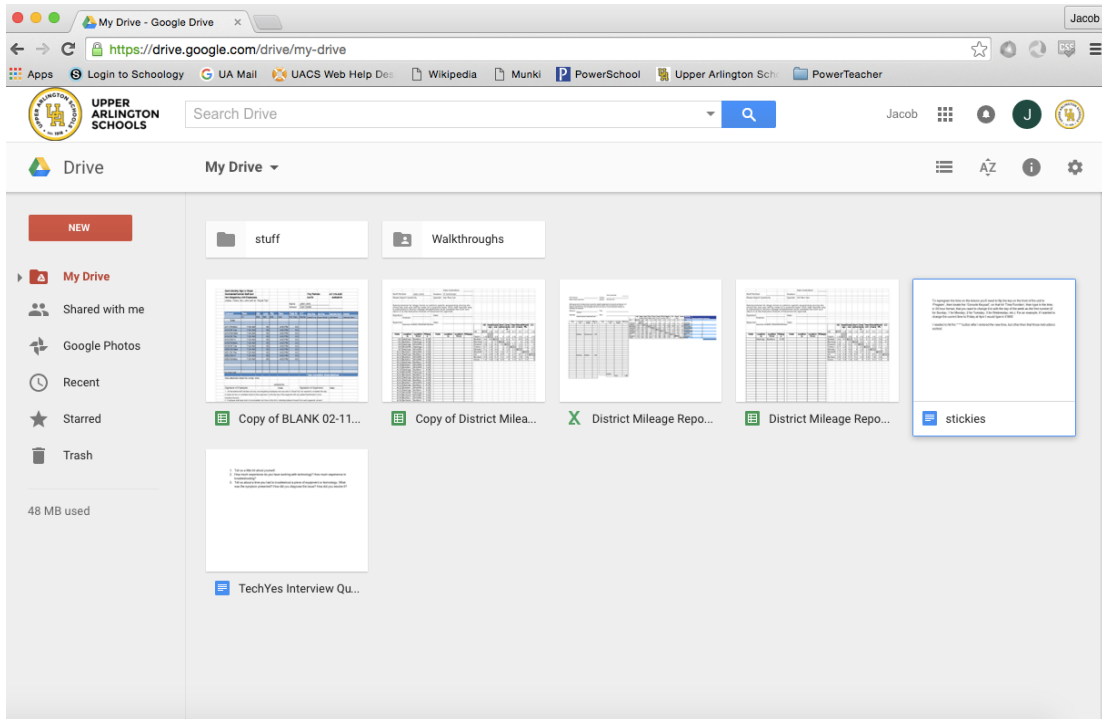
1. Right-click anywhere on your desktop. This will open a drop-down menu. Click the option labeled "New Folder."



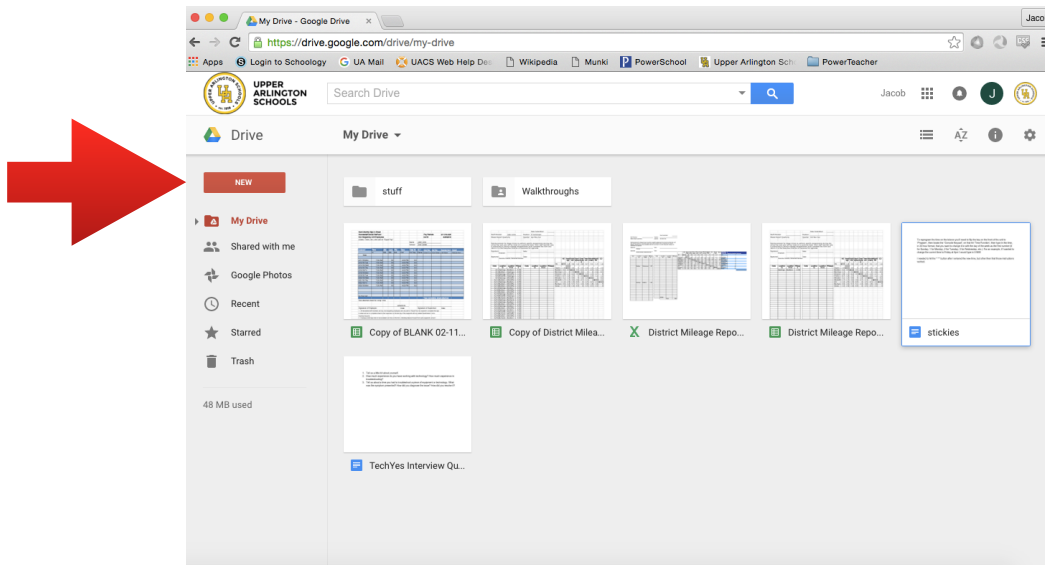
2. Move any documents you wish to back up into this folder. At this point, it is important that you verify that all of the documents you wish to back up are contained within your backup folder!

Once you have all of the files you need in the folder, we can start to back them up to Google Drive.

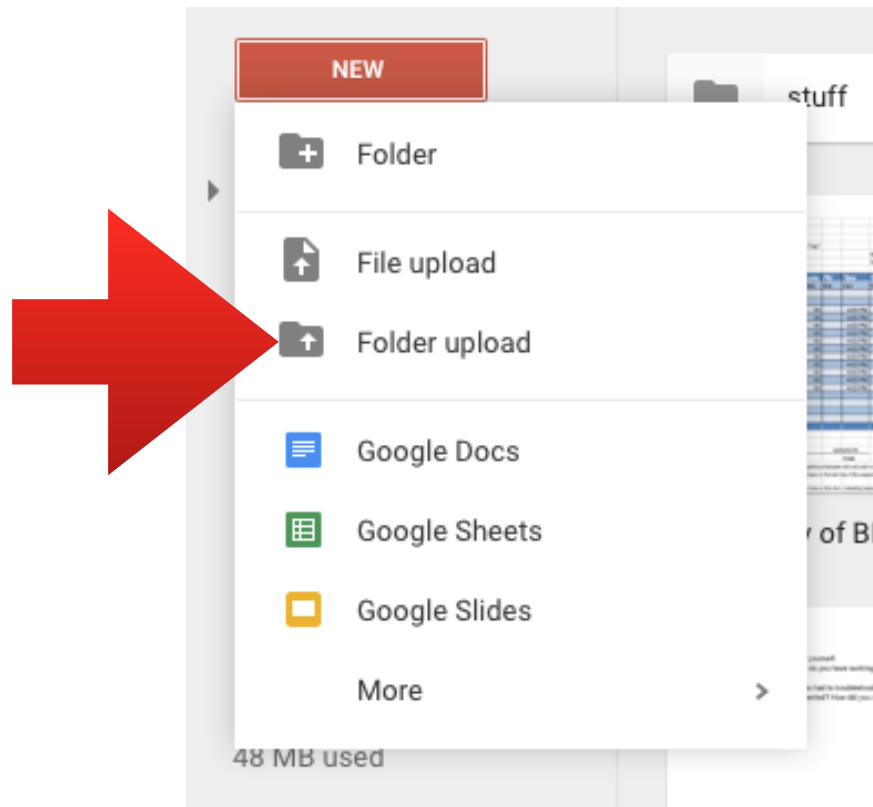
1. Open Google Chrome and go to the following URL: [drive.google.com](https://drive.google.com) and log in with your UA email login credentials. Once you've logged in, it should look something like this:



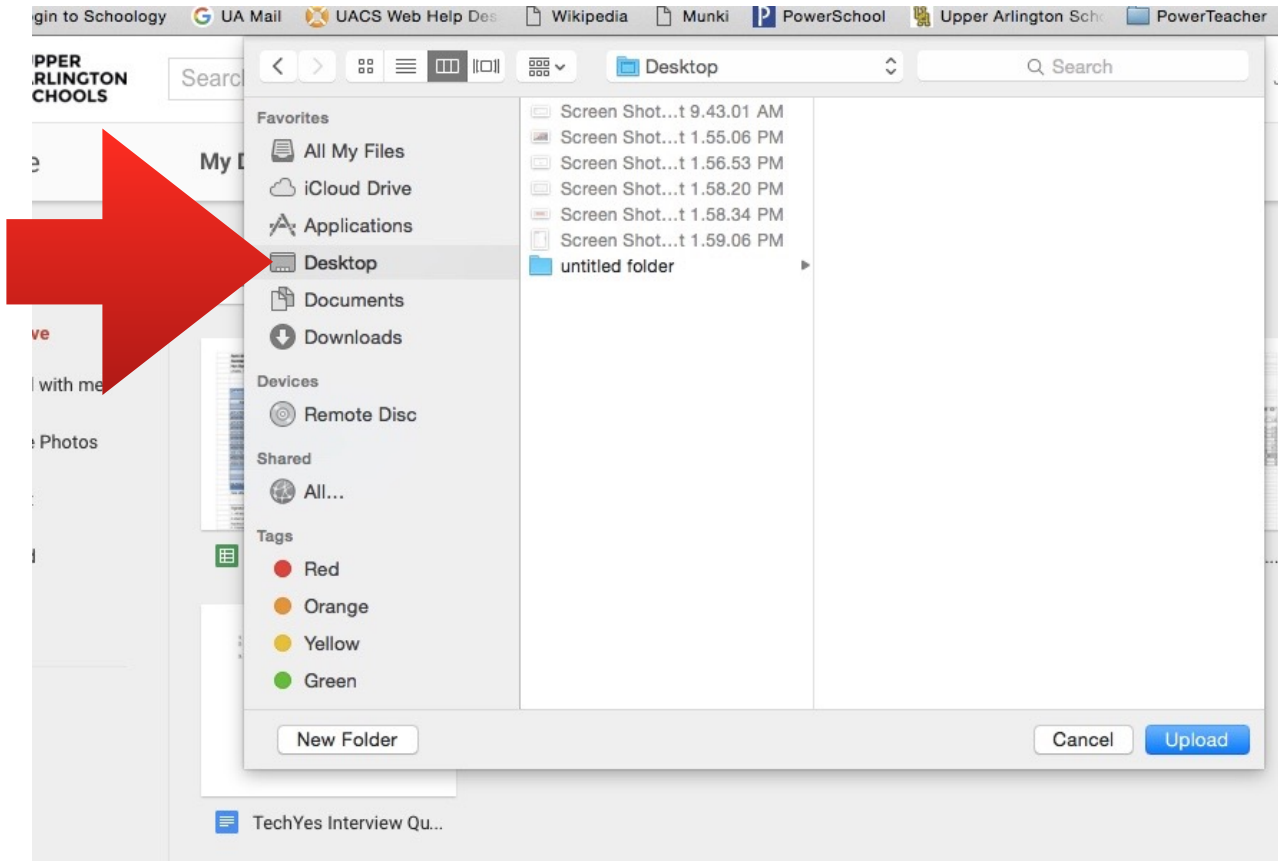
2. Click the button labeled “New,” found on the left side of the Chrome window.



3. Click the button labeled "Folder upload."



- This will cause a new drop-down menu to appear. Select the folder we created earlier by first clicking “Desktop” in the column on the left labeled “Favorites.”



5. Click the blue “Upload” button. This will begin uploading your backup folder to Google Drive. Once the progress bar reaches 100%, your folder has backed up successfully.



# HOW TO BACK UP TO A JUMP DRIVE

First, let's put all your documents in one folder so they can be easily uploaded to your jump drive.

1. Right-click anywhere on your desktop. This will open a drop-down menu. Click the option labeled "New Folder."



2. Move any documents you wish to back up into this folder. At this point, it is important that you verify that all of the documents you wish to back up are contained within your backup folder!

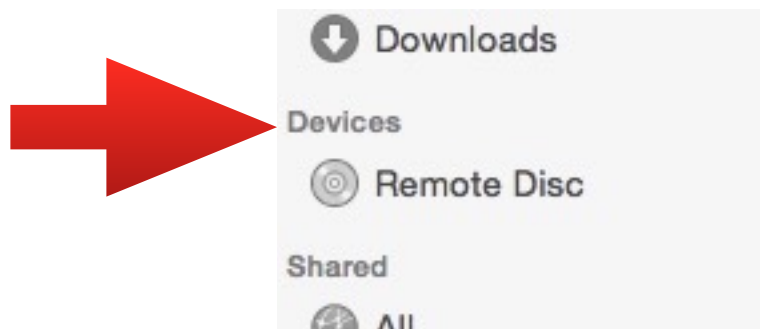
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Once you have all of the files you need in the folder, we can back them up to your jump drive.

1. Plug your jump drive into your computer.
2. Open a Finder window by clicking on the Finder icon on your dock.



3. In the Finder window on the left side column you will see a section labeled Devices. You will see Remote Disc listed here, as well as your jump drive. Your jump drive's name will vary depending on the brand and model.



4. Drag your folder containing your files into your jump drive. Your files will begin backing up to the jump drive. This will present a progress bar representing the file transfer. Once

that progress bar completes, your data has been copied to your jump drive. You may now eject your jump drive.



# HOW TO BACK UP YOUR PHOTOS

NOTE: These directions are for photos stored in the Photos application. If you have photos that are not in the Photos application that you would like to back up, please refer to the directions detailing how to back up to Google Drive or to a flash drive.

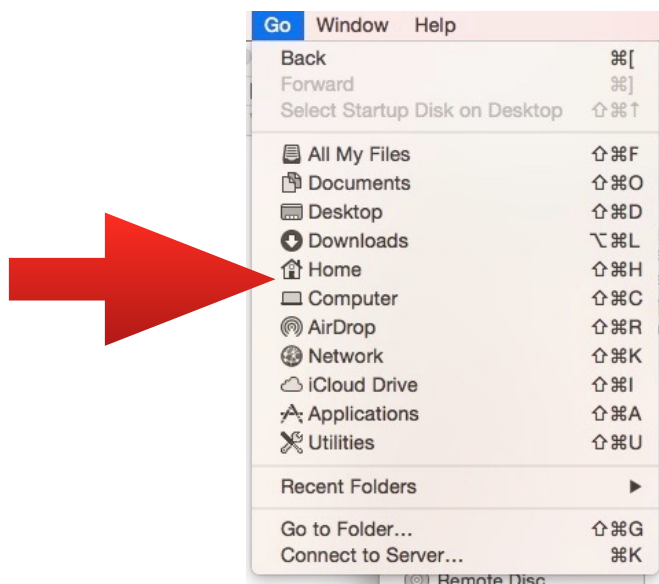
1. Open a Finder window by clicking the Finder icon on your Dock.



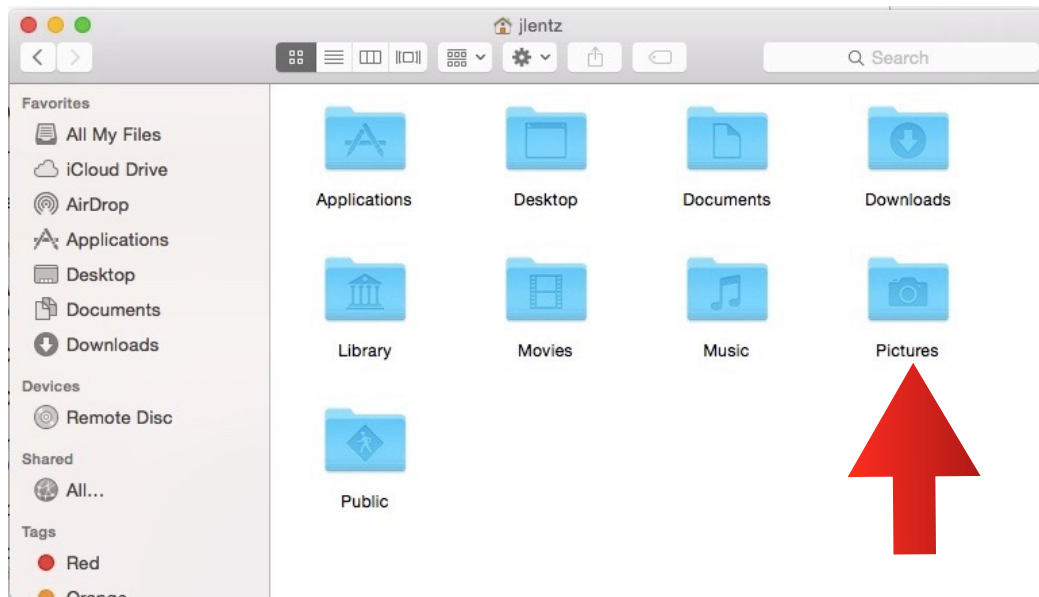
2. At the top left corner of your computer screen, click Go. This will prompt a drop-down menu to appear.



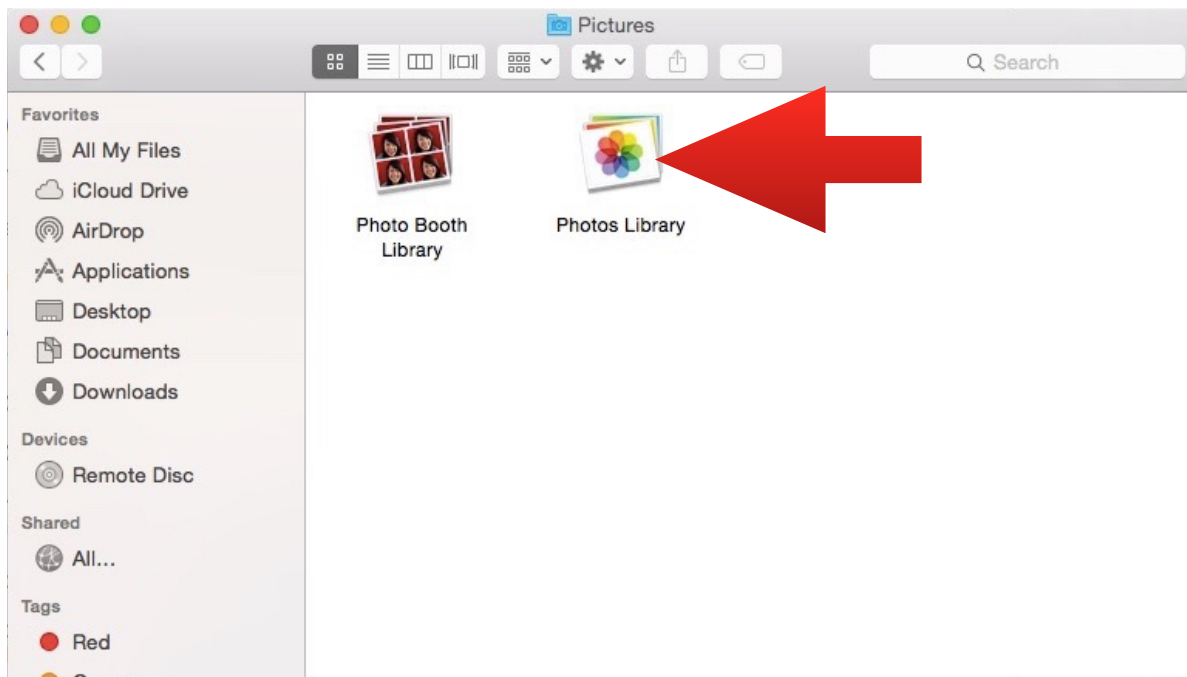
3. Click Home.



4. Click the folder labeled Pictures.



5. In the Pictures folder, you will find the Photos Library. The Photos Library contains all of your photos in the Photos application.



If you are backing up to a jump drive, simply drag and drop the Photos Library onto the jump drive.

If you are backing your files up to Google Drive, follow the directions detailed on the guide for backing up to Google Drive.

## AFTER WE HAVE REIMAGED YOUR COMPUTER, FOLLOW THESE STEPS TO RESTORE YOUR PHOTOS

Copy your Photos Library back onto your computer. You can store it in any folder or location, but the original location can be found as follows:

1. Open a Finder window by clicking the Finder icon on your Dock.
2. At the top left corner of your computer screen, click Go. This will prompt a drop-down menu to appear.
3. Click Home.
4. Click Pictures.
5. Drag your Photos Library into this folder.

Next, hold down the Option key and click on the Photos icon in the Dock to open the Photos application.



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This will prompt a popup menu to appear. The popup menu is asking you to select which Photos Library to use. Simply select the library we copied from your backup, then click Choose Library. This will set Photos to the correct library.



# HOW TO BACK UP YOUR iTUNES MUSIC

NOTE: These directions are for music stored in the iTunes application. If you have music that is not in the iTunes application that you would like to back up, please refer to the directions detailing how to back up to Google Drive or to a flash drive.

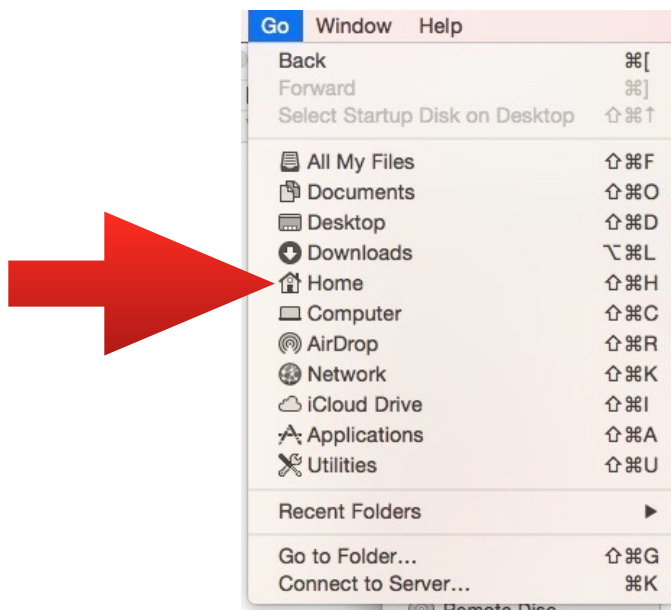
1. Open a Finder window by clicking the Finder icon on your Dock.



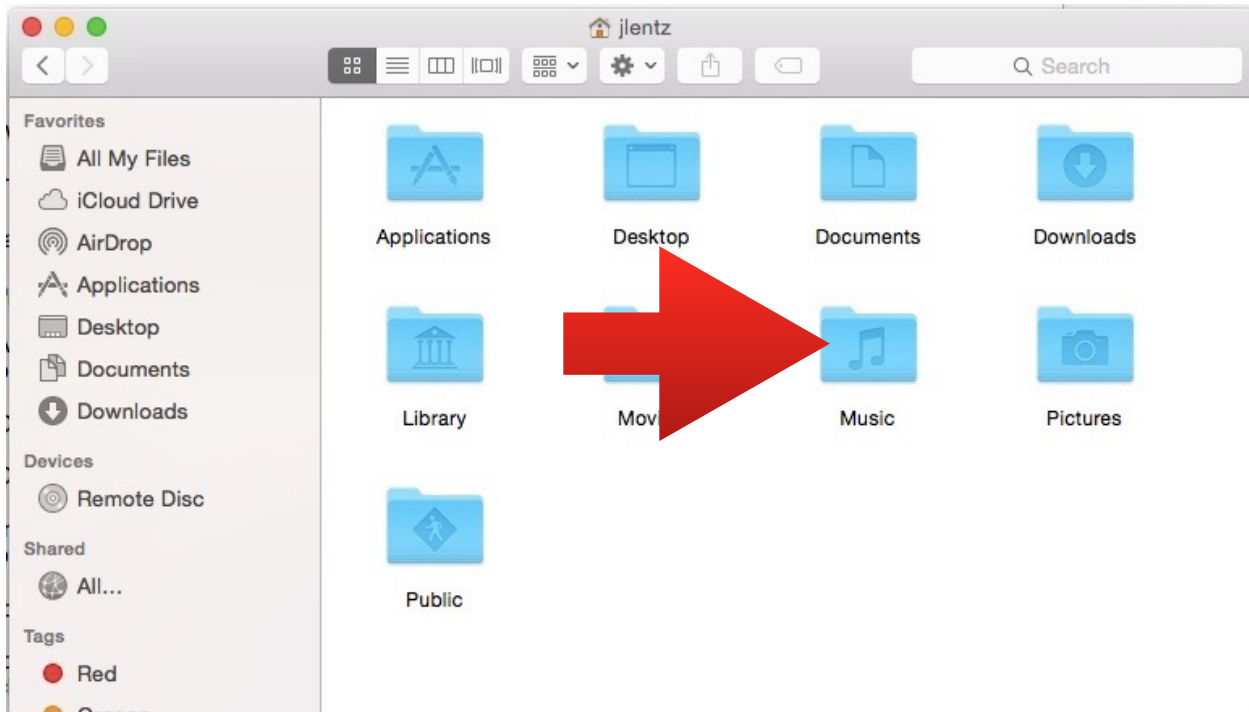
2. At the top left corner of your computer screen, click Go. This will prompt a drop-down menu to appear.



3. Click Home.



4. Click the folder labeled Music.



5. Inside the Music folder is a folder labeled iTunes. Back up that entire folder to Google Drive or to a jump drive.

**AFTER WE HAVE REIMAGED YOUR COMPUTER, FOLLOW THESE STEPS TO RESTORE YOUR MUSIC**

Copy your iTunes folder back onto your computer. It must be stored in the Music folder, so follow these steps to put it back in there.

1. Open a Finder window by clicking the Finder icon on your Dock.
2. At the top left corner of your computer screen, click Go. This will prompt a drop-down menu to appear.
3. Click Home.
4. Click Music.
5. You will see a folder in here labeled iTunes. Move this iTunes folder to the trash, then replace it with the iTunes folder you backed up. Upon opening the iTunes application, your iTunes library should be intact.

