

Guide to backing up your files

All 1 to 1 student laptops will be replaced over Easter. Students will need to ensure all their files are backed up onto their Google Drive (or an external hard drive) so they can be recovered on the new laptops. Once the old laptops have been taken away, we will not be able to recover files which haven't been backed up.

Which files need to be backed up?

Files saved on the 'C' drive will need to be moved onto the Google Drive. This particularly includes files in the following folders:

- Desktop
- Downloads
- My Documents
- Pictures
- Music
- Videos
- Scans

Files of the following types should be moved:

- Folders
- Word
- Excel
- PowerPoint
- PDF
- Photos/music/videos
- Saved work from other software/programmes you use

Please note: You may come across empty folders or random programme files which you have never used and are unsure where they came from. If these aren't files you need, you don't need to move them. If in doubt, just move everything.

How to back up files

Firstly, ensure you are properly connected to the internet and your laptop has sufficient battery power (or is plugged in to mains).

To backup files to Google Drive, locate them in File Explorer and copy them to your Google Drive folder on the left-hand side of the File Explorer. A couple of ways you can do this:

- Highlight them, drag over to the Drive folder (so it highlights) and release. You can highlight and drag multiple files at once, or even drag an entire folder across.
- Right click on file or folder and click copy. Then click to your Drive folder, right click and paste

Please note: If you have very large files, the laptop may take a while to transfer them (any files over 1MB may be considered large). Moving a large number of big files at the same time may even cause the laptop to crash or overheat. We recommend moving these files one or two at a time which minimises pressure on the laptop. If laptop becomes very hot or the fan is whirring loudly, wait until this subsides before continuing.

If you cannot find the Google Drive folder

You can also do the same via the Google Drive website. Just log in to your Google account and open Drive. Click the “New” button, then File upload, then find the files you want to upload.

Alternative to Google Drive

If you are having difficulties with Google Drive, you can also save your files on to an external storage device, such as a USB stick or a plugin hard-drive. However, these may need to be security scanned by IT before you can get your files on to your new laptop.

Desktop shortcuts

If you have any shortcuts to files or folders from your desktop, you will lose these on the new laptop. However as long as the original file/folder has been backed up, these shortcuts can be recreated.