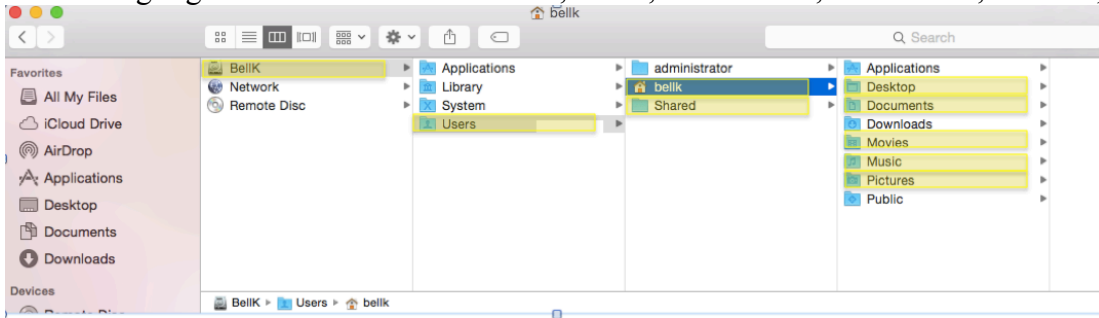


HT&SH – Computer Backup / Re-image / New Computer Form

Please do the following before the due date:

Backing Up – Click [here](#) for instructions on how to backup your files to your StaffHome folder

Take some time to look at your computer where you may have saved something that you don't want to lose
Look at the highlighted folders. Macintosh HD, Users, Users/name, Documents, Pictures, Videos, etc.



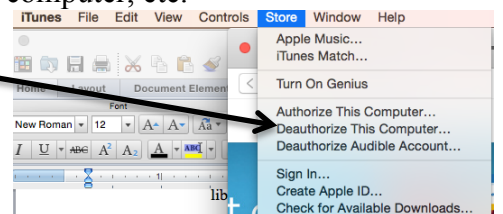
Save these to a single folder on your desktop and one other location not on your computer: Possible locations: StaffHome folder, external hard drive, Google Drive, flash drive or other back-up location.

- Browser Bookmarks
<https://sway.com/IWs4c1xDPgqPN3TI>
- iTunes music library
<http://www.m4vgear.com/topic/back-up-itunes-library-to-an-external-hard-disk.html>
- iPhoto library
<https://www.wondershare.com/photo-editing-tips/move-iphoto-library.html>
- Audiobooks
Cannot be re-downloaded. They are not automatically stored in the cloud, they are not part of the itunes library. **Backup any audiobooks!!!!**
- iMovie, Movies and iAuthor books – might need special saving.

Reimage/New Computer Instructions

**All programs and files will be deleted from your computer this summer.
If you do not back-up your files, you will lose them!**

- 1. Standard Software:** Microsoft office (Word, Excel, PowerPoint), Adobe Reader, SmartNotebook, Firefox, Chrome, Safari, Sophos, Filewave, Uniflow
- 2. Other/Special Software:** Please list (Do you have software?)
 1. _____
 2. _____
 3. _____
 4. _____
- 3.** Make sure you have all your passwords for any websites, itunes, computer, etc.
- 4.** In iTunes – Deauthorize this computer
- 5.** Getting a New Computer? Please remove all stickers or anything that you attached to your computer. Return computer with all cables and associated hardware.



FYI – The New Macs do not have a CD/DVD drive

Complete the steps above and return this form to your building technology person before you leave for summer break.

Name: _____ Phone: _____ (to be reached at over the summer)

Current Computer User Name: _____

Asset# _____ Password: _____
(Please write super neat, and make sure the user name and password works.)