

How to Backup

How to Back up using Google Drive:

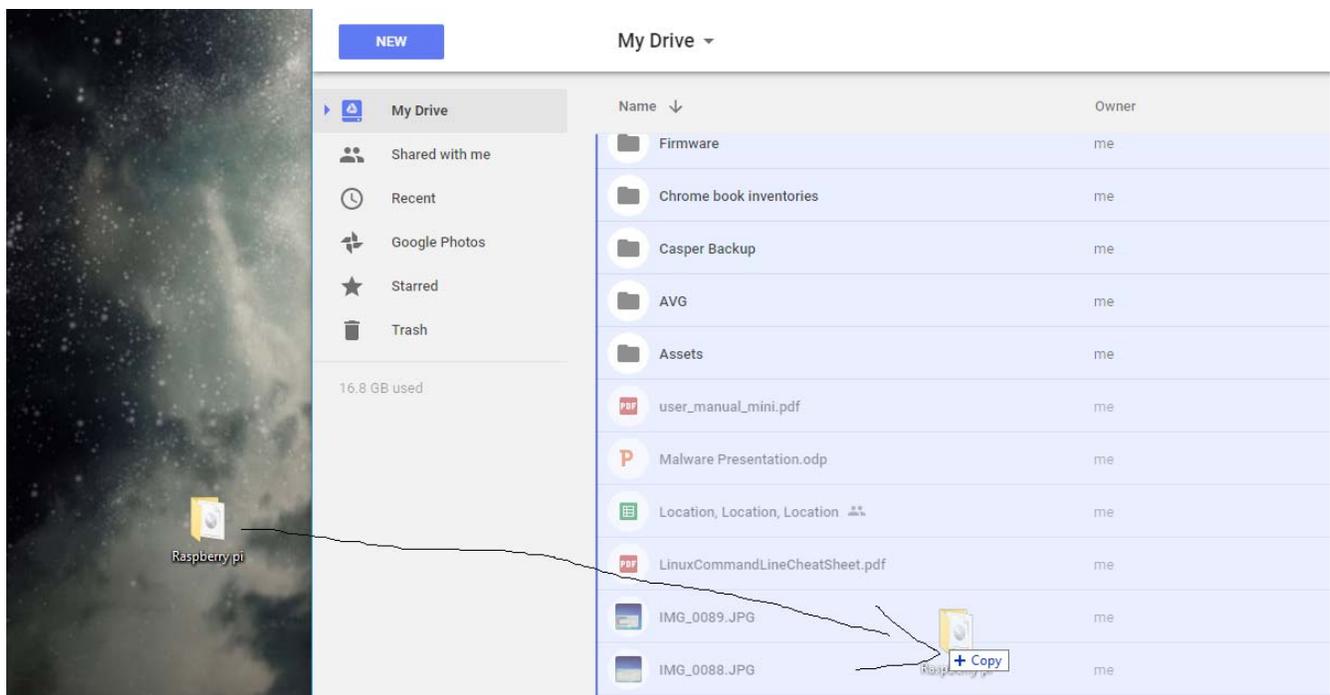
The most straight forward way to do this is with the Google Chrome browser. This works with other browsers, but the interface will look a bit different. For the sake of this document, I will show how it looks in Google Chrome.

Open Google Chrome.

Go to <https://drive.google.com> and login with your District issued Google Account.

Your drive will most likely look pretty empty unless you previously have used this method or something similar to back things up for yourself.

Drag-and-drop is supported by the browser and Google Drive, so you can drag files from your computer to the browser window and drop them into Google Drive for backing up. The figure below illustrates this concept.



Here's the link to Google's official documentation on Drive:

https://support.google.com/drive/answer/2424384?hl=en&ref_topic=14940

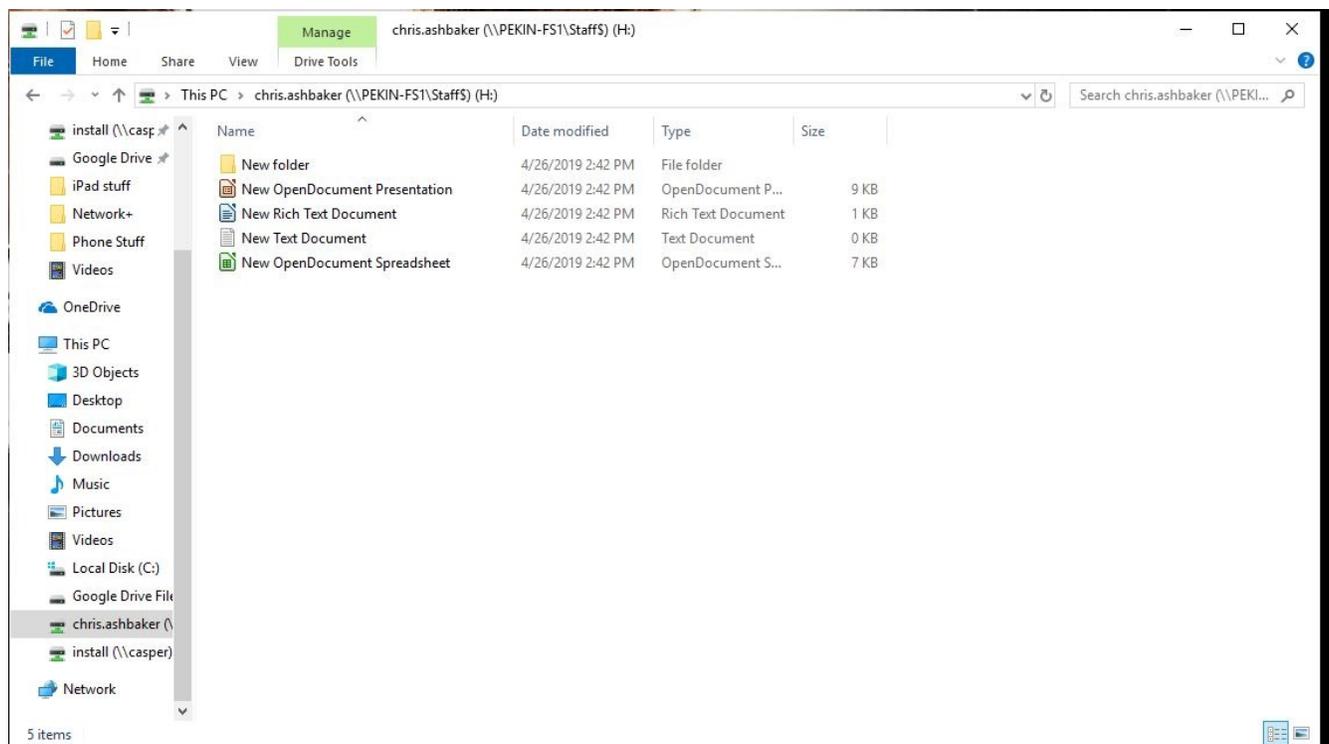
How to Backup your H: Drive to Google Drive:

The easiest way to back up your H Drive to your Google Drive will be to place the entire contents of your H Drive into a single folder. Now would be a good time to perform routine pruning of the contents of your H drive so you can get rid of anything you no longer require and speed up the backup process.

On your local desktop, you will want to create a new folder by right clicking somewhere open on the desktop and scrolling down to New and then to folder and left clicking on Folder.

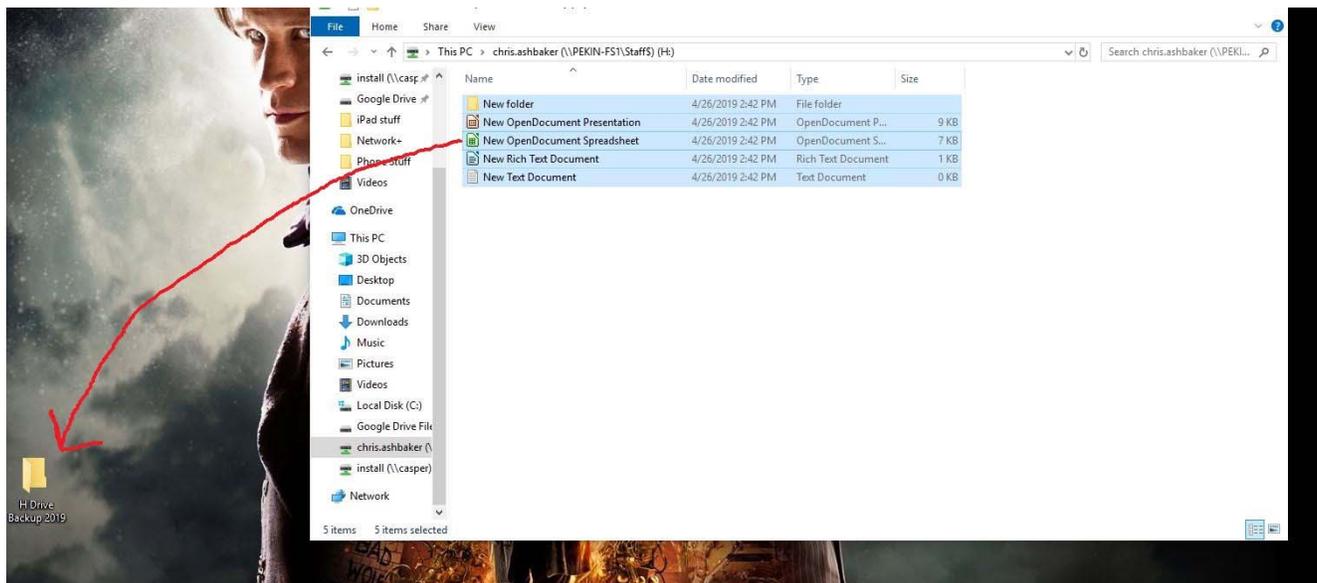
You will want to rename the folder something you will remember or find useful in your personal organization system. A good general rule would be to name it H Drive Backup 2019. You will then know what the backup folder contains and when you made the backup.

The image below is an example H Drive and its contents:



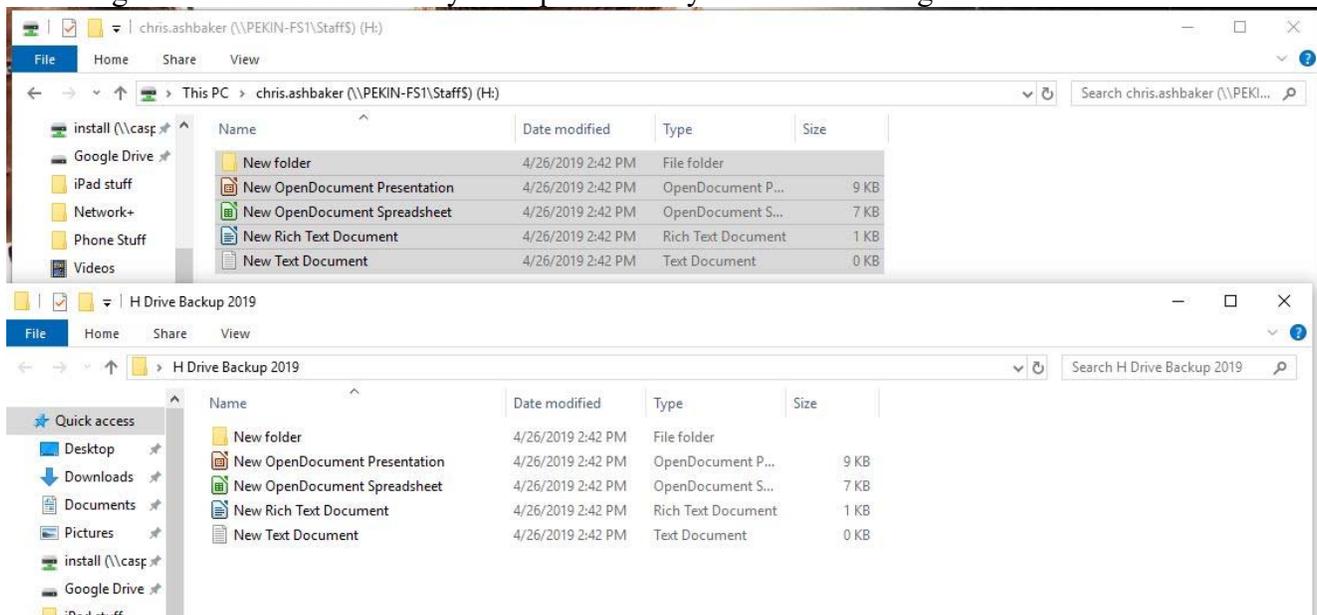
Now, you will want to highlight the entire contents of your H Drive through your preferred method of doing so (ex. Ctrl-A, Ctrl-clicking what you want, or holding down the left mouse button and dragging it around to highlight files and folders). Once they are highlighted, you will drag the entire highlighted contents of your H drive to the folder you created on your desktop. This will take either a short or significant period of time based on the size of your H drive.

The image below illustrates the movement of the contents from the H Drive to the newly created folder.



Now, once the time has passed and your backup has been completed, you will want to check and make sure you have everything transferred to the backup folder you want.

The image below shows both of my examples sides by side after moving the files and folder.



All that is left to do is follow the first process and move that backup folder from your desktop to Google Drive. Once it's uploaded, your backup of your H Drive is complete.