

Back Up Preparation Checklist

Congratulations on taking the first steps to securing data on your laptop or MacBook. In order to access and utilise the ITS Laptop Backup service.

To begin you will need to complete the ITS Laptop Backup service application form available here: <http://www.massey.ac.nz/?!5a870922e> under the How do I apply for the Laptop Backup Service heading.

This checklist is designed to help you prepare to back up your business data and it is suggested that you print and tick off steps that are applicable to you.

***Note:** The file paths below are generic locations and are based on default locations; your files may not be in the same place if the defaults have been changed. Also, when referencing the file paths below, substitute "username" with your Massey University usercode/username.*

Desktop - now's the time to de-clutter your overgrown desktop. But if you're nervous about losing something you may need, open the file and check.

To back up the Documents be sure to include the following locations in your backup.

Windows

C:\Users\username\Desktop

Mac

/Users/username/Desktop

Documents - take a look at this folder and all sub folders. Determine if there are any files or folders you can live without or simply include the whole folder and verify later if you are confident this only contains business data.

To back up the Documents be sure to include the following locations in your backup.

Windows

C:\Users\username\My Documents

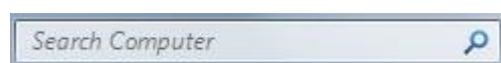
Mac

/Users/username/Documents

Other Documents - You may not know where all your files lurk so it's worthwhile to do a search for the most common file extensions to see if there are any files that have eluded you (.doc, .xls, .pdf, etc.)

To search for files you may have stored elsewhere use Windows Search or Spotlight/Finder and take note of

Windows



Mac



Take note of the folder / path to any business data not in the Documents area and be sure to include those locations in your backup.

Folder / Path _____
Folder / Path _____
Folder / Path _____

'Favorites'/Bookmarks - so frequently this is overlooked. In general, favourites/bookmarks can be found at.

Windows

C:\Users\username\Favorites

Mac

See below

The following can be useful for exporting these favourites into a single file for backup

Internet Explorer – File menu > Import and export...

Safari – File > Export Bookmarks

Firefox – Bookmarks menu > Show All Bookmarks > Import and Backup > Export HTML...

Chrome – “Wrench” icon > Bookmarks > Import bookmarks and settings...

Opera - Opera menu > Settings > Import and Export > Export Bookmarks as HTML...

E-mail Software Settings, Address Book, Filtering Rules - these settings are just as important as your bookmarks. Your e-mail program knows your name, your address, which font you prefer to use, your signature etc.

Outlook - See [Microsoft's Office Help article](#) for tips on backing up personal address books and customised settings

Thunderbird - C:\Users\username\AppData\Thunderbird\Profiles

Mail.app – In Finder, Option + Click Go menu > Library > Mail

Entourage - File menu > Export...

Office Customisations - if you've created workflow processes, such as Macros (stored in templates) or Libraries in any Office product this may also need to be backed up.

Windows

Custom Dictionary
**C:\Users\username\AppData
\Roaming\Microsoft\UProof**

Mac

**/Users/username
/Library/Preferences/Microsoft/Office 2011/Custom
Dictionary**

Please contact the ITS Help Desk for assistance with identifying how to backup any Office customisations you are unsure about.

Photos/Pictures - the Photos folder is crucial but you may also have these precious memories stored in folders managed by your photo software importer or editor.

Windows

C:\Users\username\My Pictures

Mac

/Users/username/Pictures

Music/Movies - Media players such as iTunes or Quicktime may have saved your latest download in one of their program sub folders and not in the Movies/Videos folder.

	Windows	Mac
<i>Music</i>	C:\Users\username\My Music	/Users/username/Music
<i>Videos</i>	C:\Users\username\My Videos	/Users/username/Movies

Chat History - if you've saved an important or confidential conversation, having the information on your new computer will be very beneficial. **The messenger application must be closed to properly back up.**

	Windows	Mac
<i>Skype</i>	C:\Users\username\AppData \Roaming\Skype	In Finder, Option + Click Go menu > Library > Skype
<i>MSN Messenger</i>	C:\Users\username\AppData \Roaming\MSN Messenger	/Users/username/Documents/Micros oft User Data/Microsoft Messenger OR History/Users/username/Documents/ Microsoft User Data/Microsoft Messenger Data

Fonts - if you have specialised or custom fonts you've saved, chances are you'll want to keep them.

Windows	Mac
C:\Windows\Fonts	/Users/username/Library/Fonts

Product Key/Software Receipts - this information is often sent in an email or saved in a text file after download. Ask yourself if there are any non-standard or specialist programs that you require. If so, you may need to provide the installation CD or downloaded install program along with any product registration keys required in the case of recovery.

Program Name:
Install Media and Key Available:

Application Name

Program customisations / libraries – consider the above programs and how much you may have saved into these programs over time. An example that ITS sees often is Dragon Naturally Speaking library which is stored here:

**C:\Documents and Settings\All Users\Application
Data\Nuance\NaturallySpeaking10\Users\Username**

Please contact ITS to discuss backup requirements for any critical data if this information is not known

Application Name

Application Name

Application Name

Specialist Hardware Drivers - this is particularly important if your original installer disk referred you to the company's website for a list of drivers. Having these ready to go could save you a bunch of time.

Specialist Hardware

Specialist Hardware

Everything Else - while understandably not helpful, it's just impossible to know how you've individualized your computer, what programs are installed, user accounts you've created, hard drives you've partitioned. Backing up all your files can be time-consuming especially if you're trying to clean up your data at the same time.

Summary

The list above is by no means comprehensive or all-inclusive but it should provide a nice starting point. If you require further assistance or information please complete the online [Service Request form](#) (preferred method) or contact the [ITS Help Desk](#).

Now that you have identified what data you require to be backed up please refer to the instructions for completing your backup. <http://www.massey.ac.nz/?tabe30127n>

Check out the [Windows knowledge base article](#) and the [Apple knowledge base article](#) to learn more.