

Data Back Up

EXPORTING INTERNET BROWSER BOOKMARKS

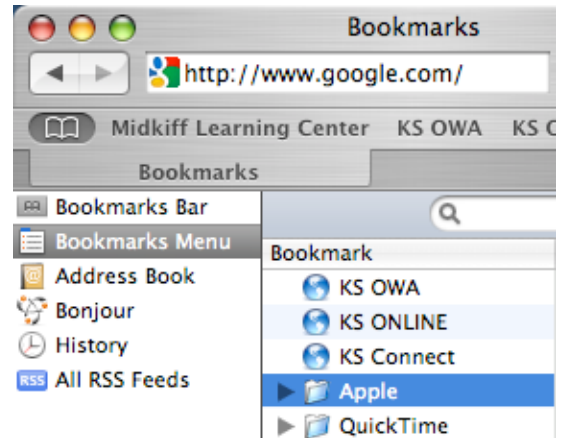
Exporting Safari Bookmarks

Start Safari. From the Bookmarks menu, select Show All Bookmarks.

The Bookmarks browser window will appear.

Optional: To delete unwanted bookmarks.

Looking at the Bookmarks browser window, the left side will show the bookmark location folders. Select a bookmark location folder (ie. Bookmarks Bar). The sample shows the Bookmarks Menu folder selected, on the right all the bookmarks contained within the Bookmarks Menu folder will be listed. Select a bookmark or bookmark folder to remove then press the Delete key on the keyboard.



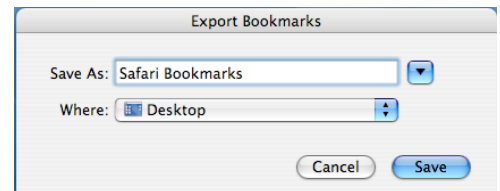
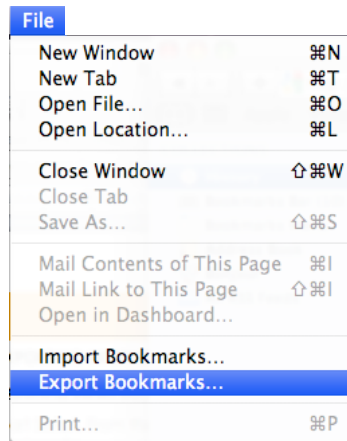
From the File menu, select Export.

Export Bookmark window:

-Save As: Safari Bookmarks

-Where: Desktop

-Click Save



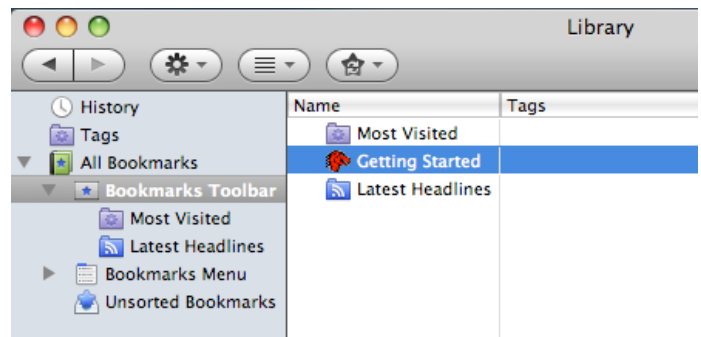
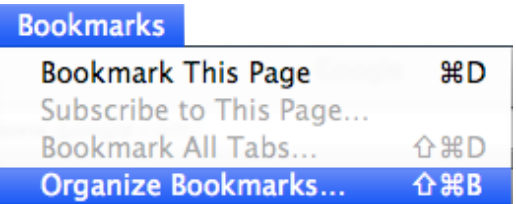
Exporting Firefox Bookmarks

Start Firefox. From the Bookmarks menu, select Organize Bookmarks.

The Library window will appear.

Optional: To delete unwanted bookmarks.

From the Bookmarks Manager window, the left side lists the bookmarks location folders. Click on the Bookmarks' triangle, additional folders will be listed. The sample shows the Bookmarks Toolbar Folder selected. The right side will list all bookmarks contained in the Bookmarks Toolbar folder. Highlight a bookmark or bookmark folder, then press the Delete key on the keyboard.



From the Library toolbar, point and click on the Star tool. A pop menu will appear, select Export HTML.

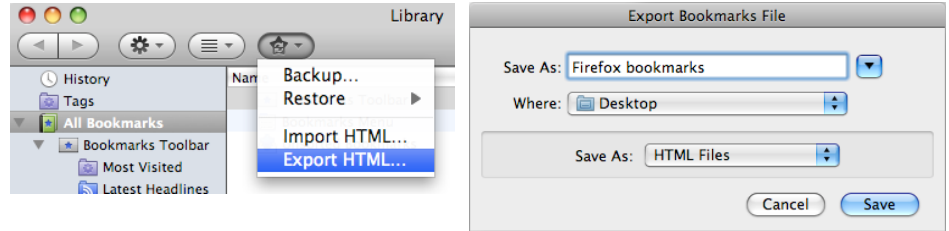
The Export Bookmarks File dialog box will appear:

-Save as: Firefox bookmarks

-Where: Desktop

-Save As: HTML Files

-Click Save



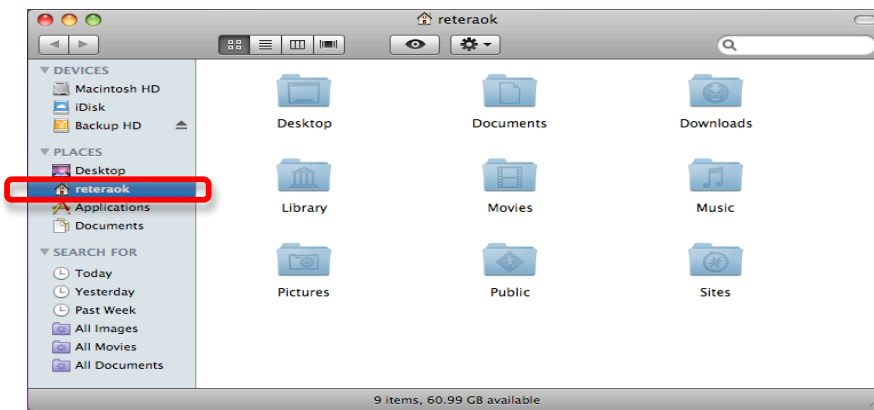
BACKING UP ALL USER DATA

In your external hard drive create a folder called backup to place all in from your laptop.

Click on the FINDER icon in your dock.



On the left side of the FINDER window, select your user folder (house icon labeled with your KS user name).



Drag the Desktop, Documents, Downloads, Movies, Music, Pictures, Public and Sites folders to your external hard drive.

*****De-authorize your iTunes account before turning it in.*****

*****If you saved files in areas other than your user folder, such as "Macintosh HD", make sure those files are also backed up*****

Confirming your data has been transferred

Use the “Get Info” command to compare the file size of the folders on your computer to those on your external hard drive.

On the left side of the FINDER window, select your user folder (house icon labeled with your KS user name).

Point and click once on the Desktop folder icon to highlight or select it.

From the File pull down menu, select “Get Info” or hold down the apple and i keys simultaneously.

The “Get Info” window will appear.

Note the size that appears in the window.

Compare to the folder(s) on your external hard drive.

Continue comparing folder sizes by clicking on each folder individually (Documents Downloads, etc).

*****Don't forget to de-authorize your iTunes account before turning it in.*****

