Chromebook Backup Guides for Students

This guide aims to facilitate the backing up of Local Data / Files via Google Drive / Thumb Drives

Contents

- Introduction of Local Data
- Backing Up Via Thumb Drive
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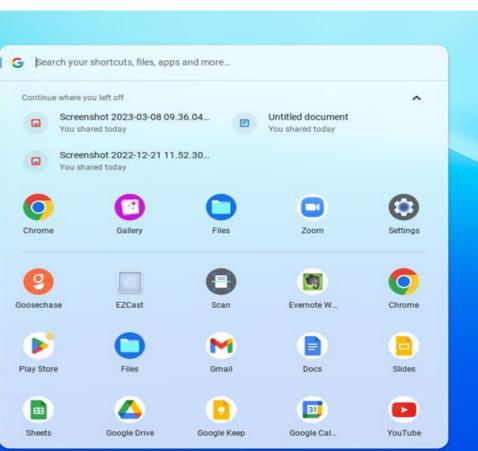
What is local data and why do we need to backup?

Local Data are files that are typically downloaded from the internet.

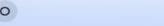
These files are saved in the downloads folders by default which uses the chromebook storage space.

It is important to regularly backup your local data to prevent data loss in the event of loss PLD / faulty PLD.

Where To Find Local Data?



- 1. To find your local data, simply click the search logo on the taskbar and click "Files"
- 2. You can also press the magnifying glass key on your keyboard and ty "files"

































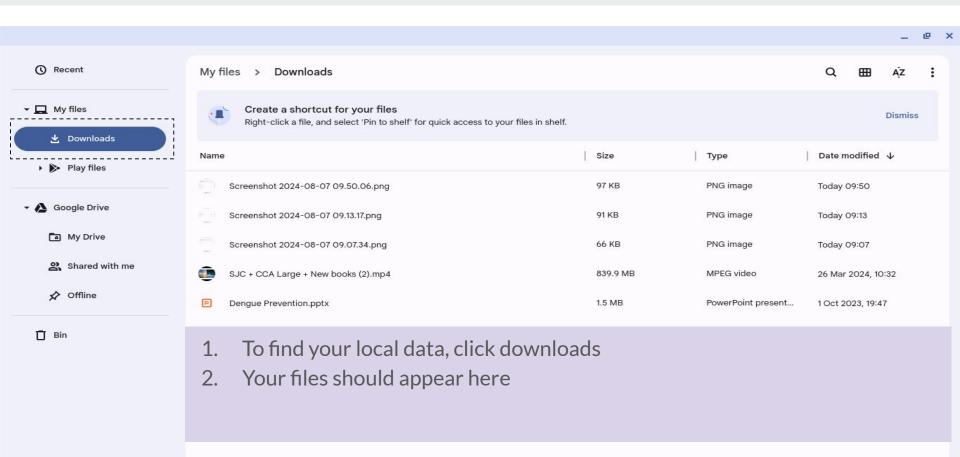








Where To Find Local Data?























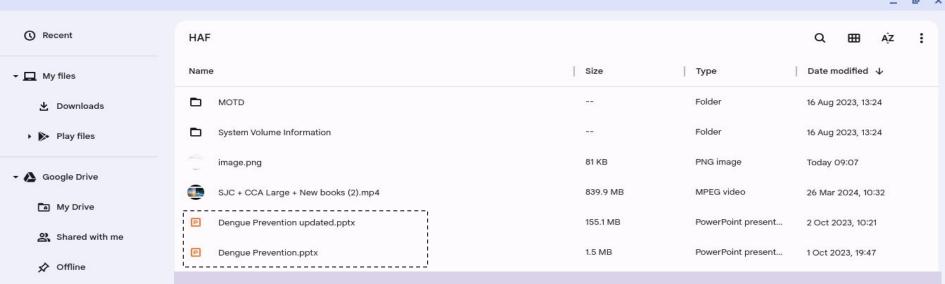








Backing Up Via Thumb Drive



- Insert your thumb drive into the USB slot located at the side of your chromebook
- Select the files that you would like to backup into your thumb drive by dragging them into your thumb drive



















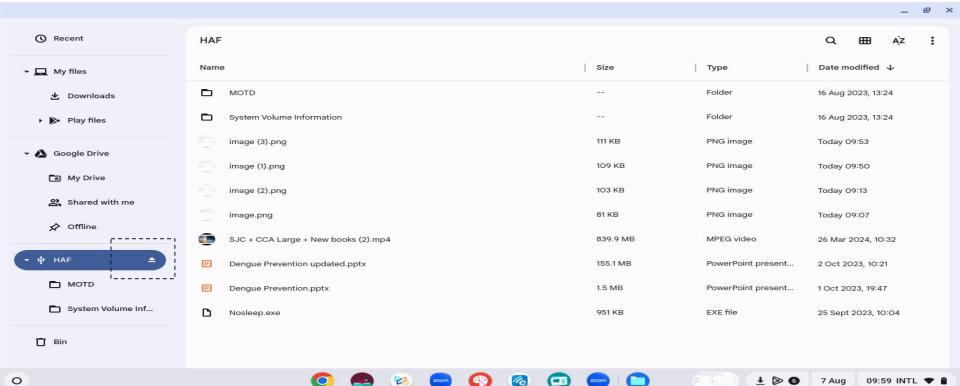






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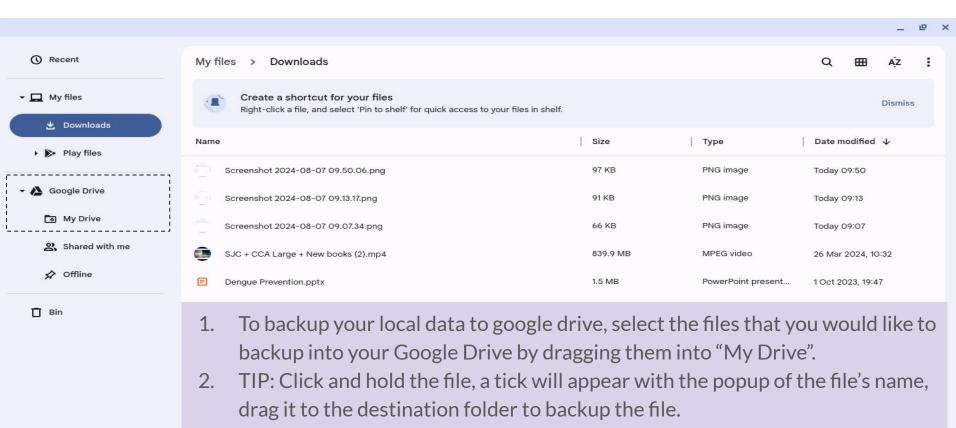
☐ Bin



- 1. Your file(s) should be in your thumb drive
- 2. After backing up your data, click this * to safely remove your thumb drive



Backing Up Via Google Drive























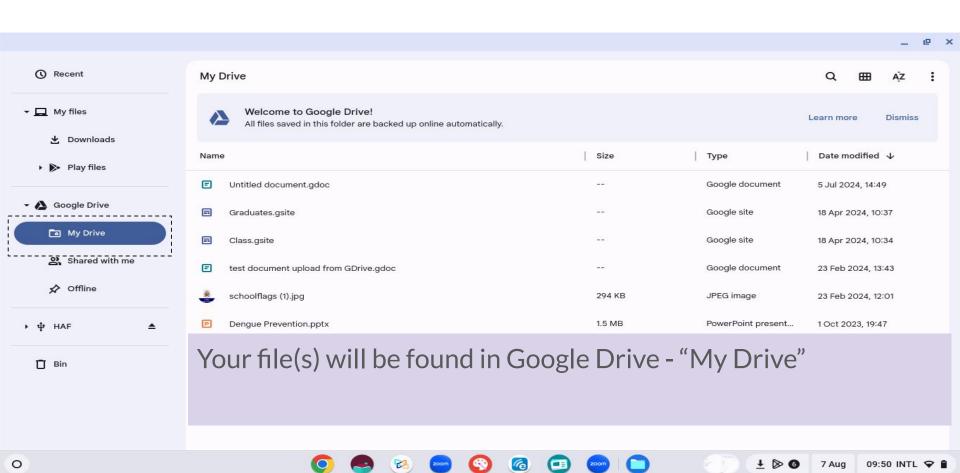








Backing Up Via Google Drive



Thank You!

It's important to backup your files regularly to prevent data loss. Use Google Drive for cloud backups and a thumb drive for physical backups.

Set a reminder to do this weekly, and if you need any help, we're here to assist you. Let's keep your data safe!

CHIJ SJC ICT Team @ TECH HUB (Level 2, between Com Lab 1 and Lab 2)

Operating Hours: 07.00am to 05.00pm