Step-by-step Guide to Backup Your Files on the Chromebook

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

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- Introduction of Local Data
- Backing Up Via Thumb Drive
- Backing Up Via Google Drive

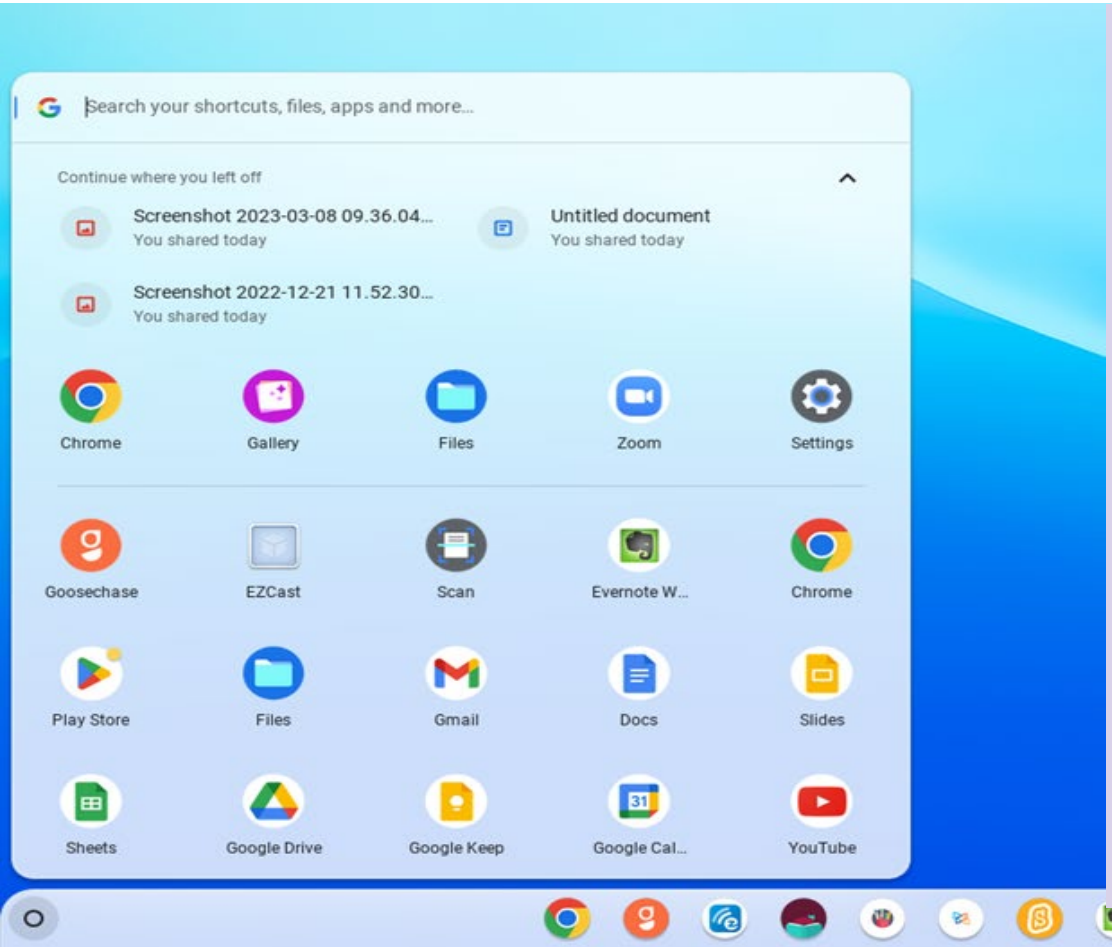
What is local data and why do we need to backup?

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.

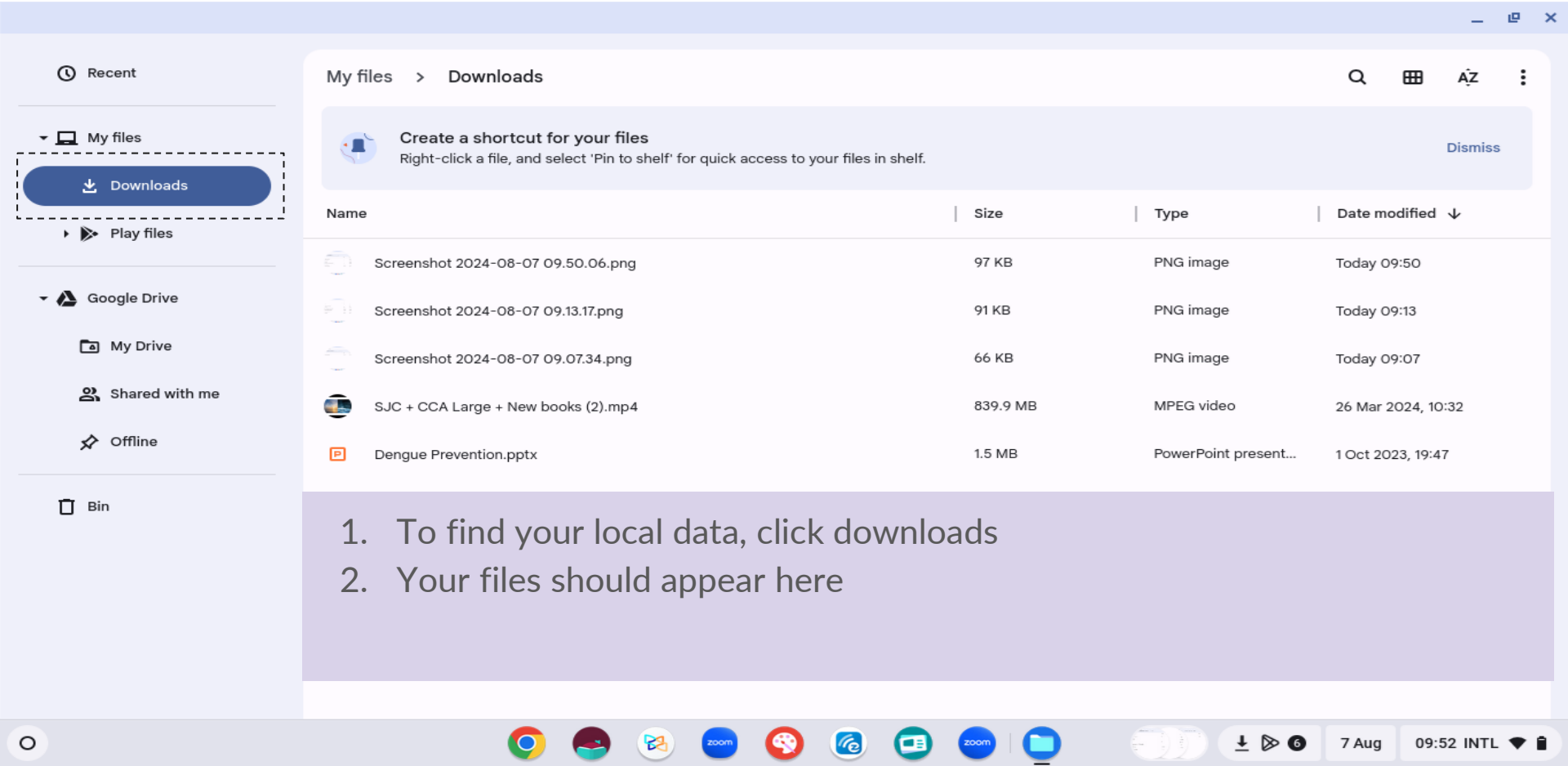
It is important to regularly backup your local data to prevent data loss in the event of loss PLD / faulty PLD.

Where To Find Local Data?



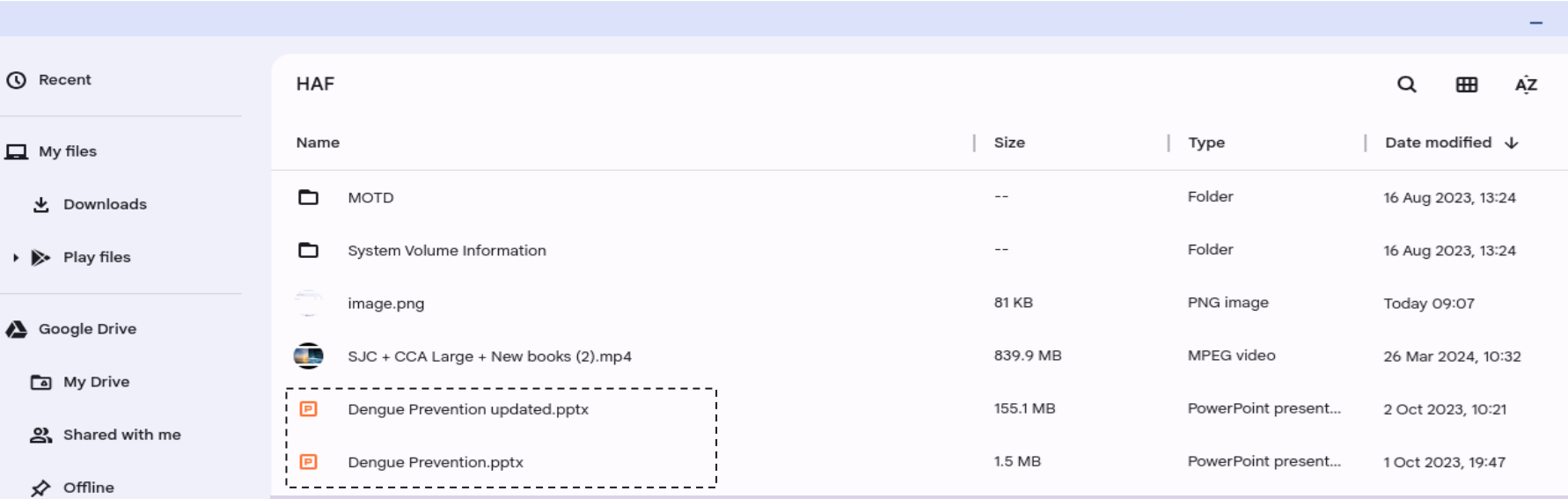
1. To find your local data, simply click the search logo on the taskbar and click “Files”
2. You can also press the magnifying glass key on your keyboard and type “files”

Where To Find Local Data?



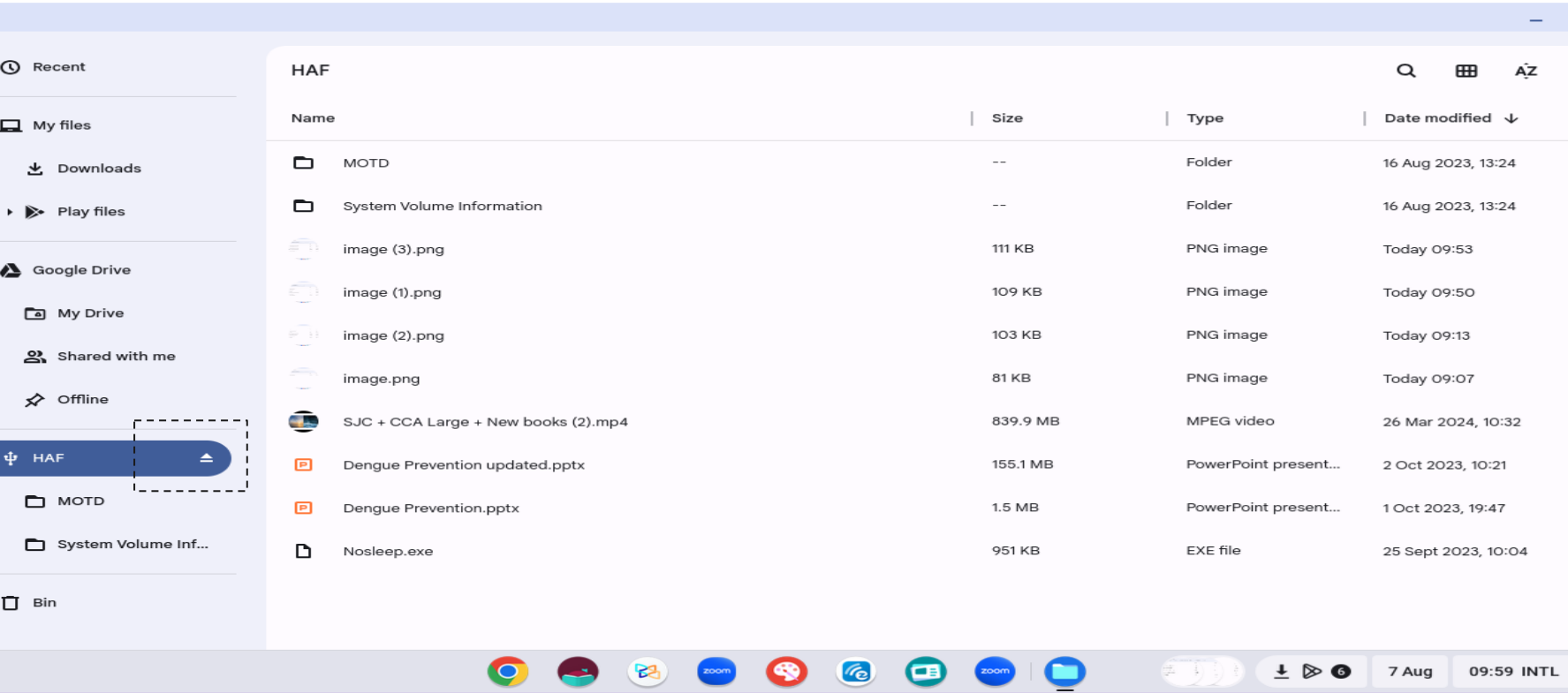
1. To find your local data, click downloads
2. Your files should appear here

Backing Up Via Thumb Drive



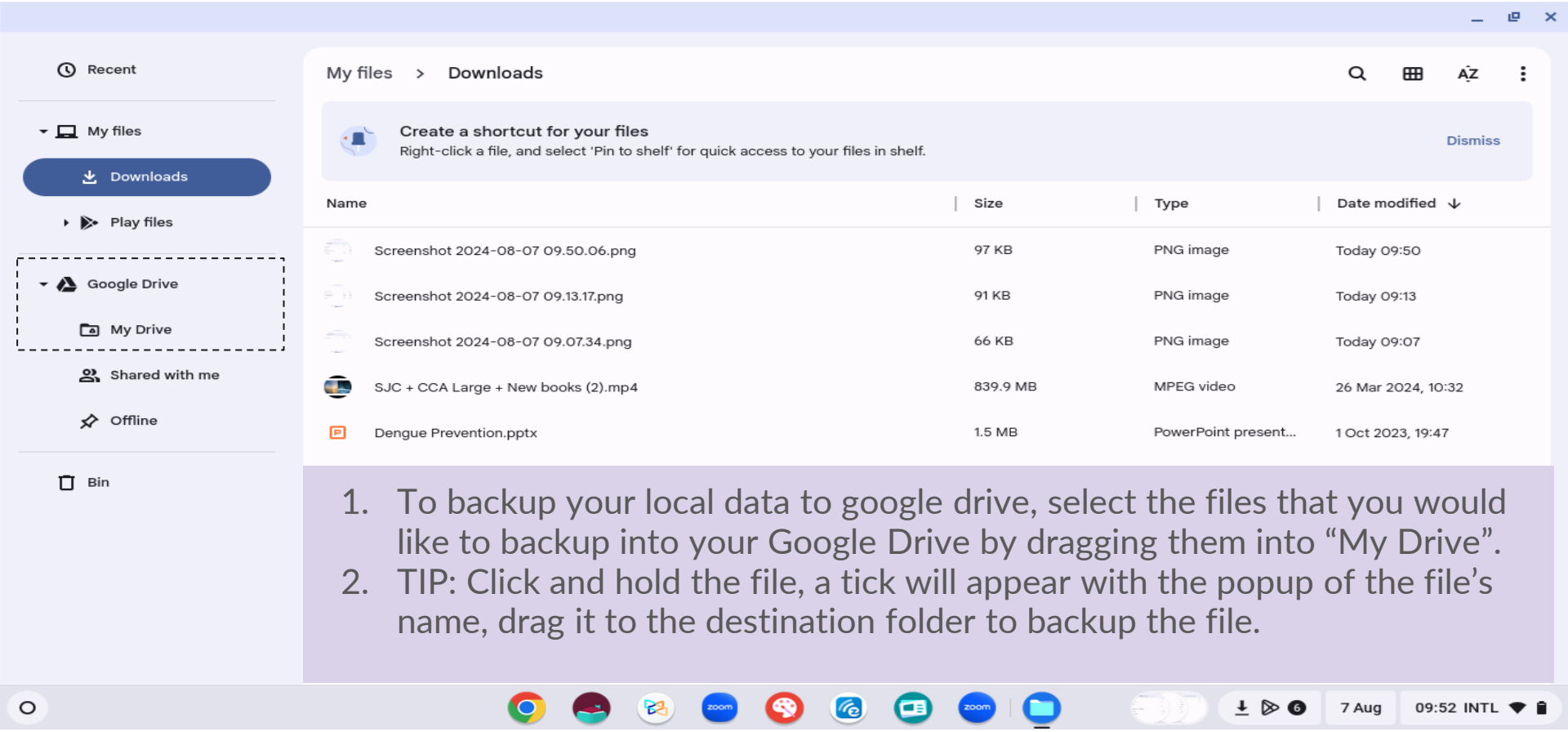
1. Insert your thumb drive into the USB slot located at the side of your chromebook
2. Select the files that you would like to backup into your thumb drive by dragging them into your thumb drive

Backing Up Via Thumb Drive



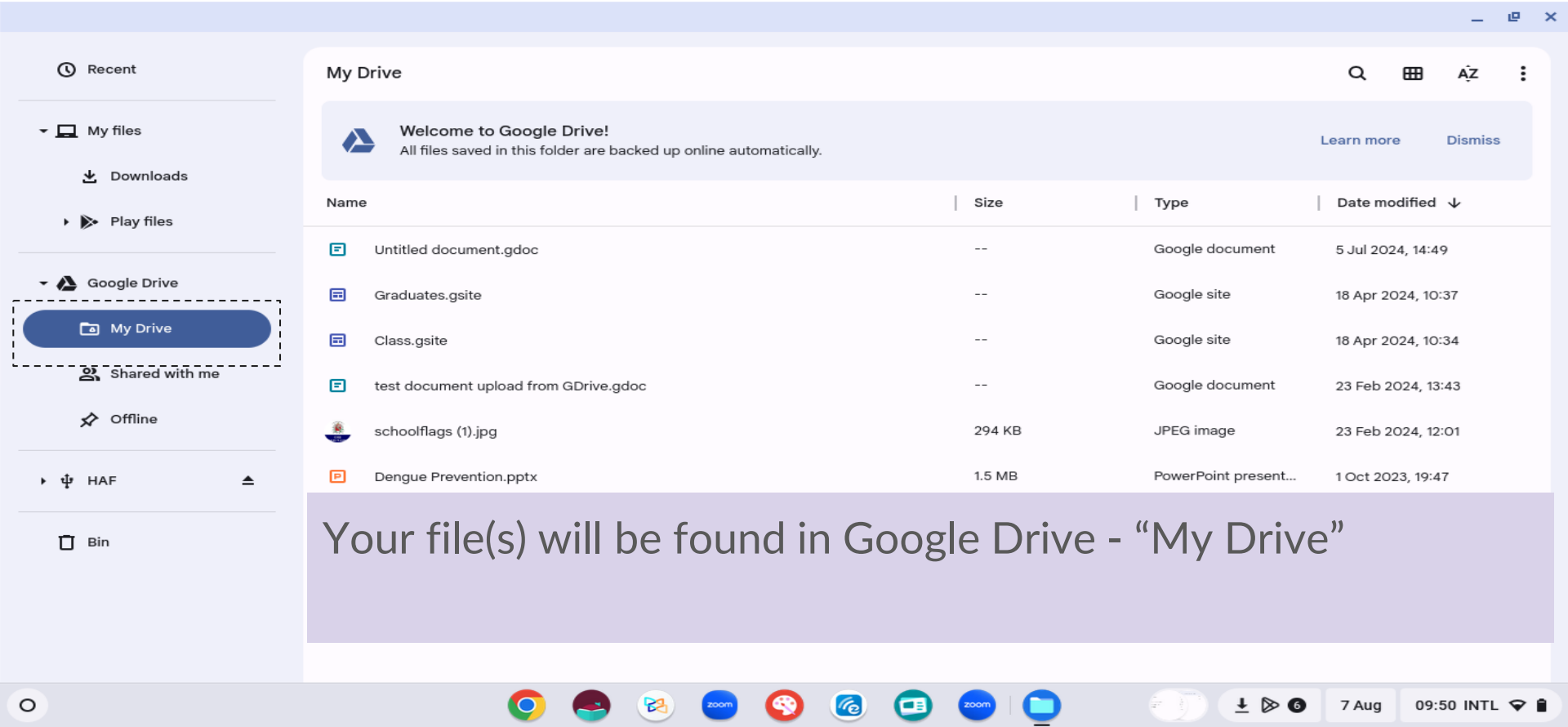
1. Your file(s) should be in your thumb drive
2. After backing up your data, click this to safely remove your thumb drive

Backing Up Via Google Drive



1. To backup your local data to google drive, select the files that you would like to backup into your Google Drive by dragging them into “My Drive”.
2. TIP: Click and hold the file, a tick will appear with the popup of the file’s name, drag it to the destination folder to backup the file.

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