

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



Contents

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



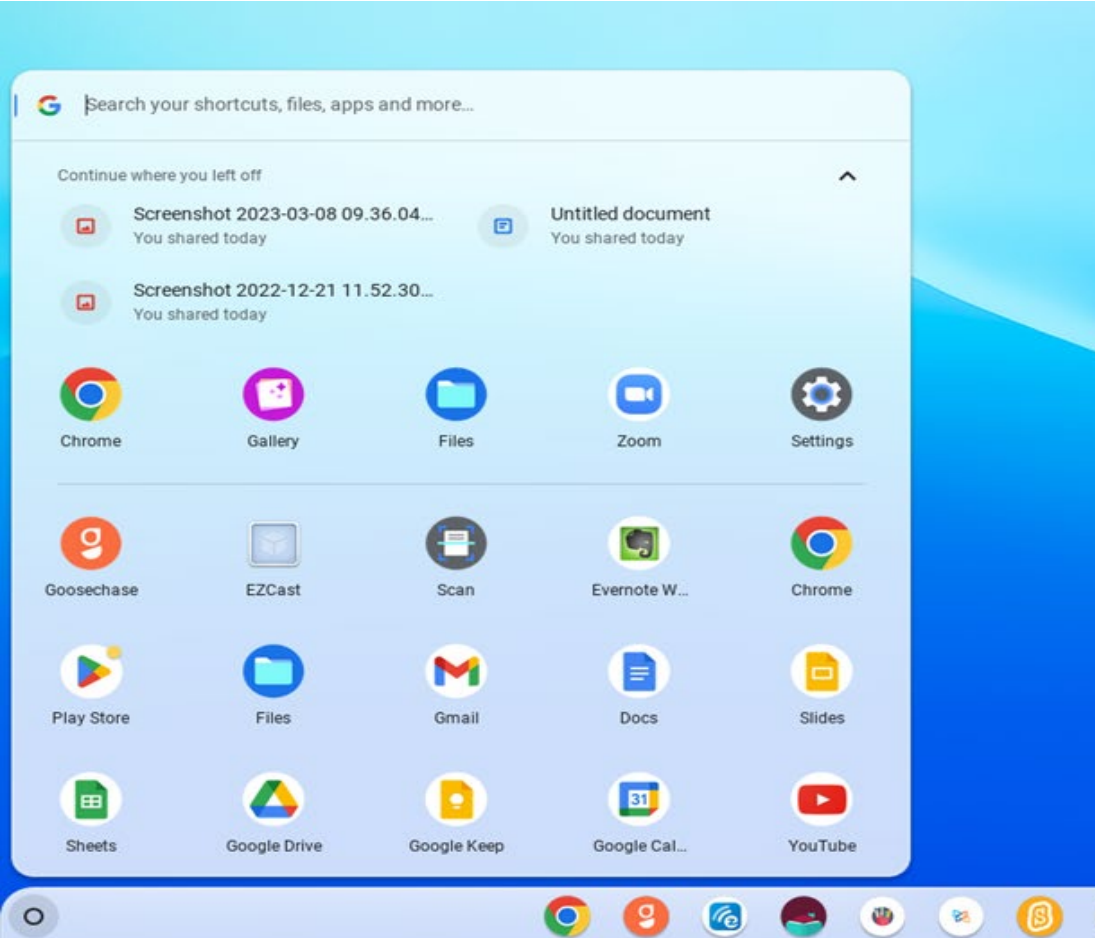
What is local data and why do we need to backup?


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?

The screenshot shows a file manager application with a sidebar on the left and a main content area on the right. The sidebar contains a 'Recent' section and a 'My files' section. The 'My files' section is expanded, showing 'My files', 'Downloads', 'Play files', 'Google Drive', 'My Drive', 'Shared with me', 'Offline', and 'Bin'. The 'Downloads' folder is highlighted with a dashed red box. The main content area shows the 'Downloads' folder, with a header bar containing 'My files > Downloads', a search icon, a grid icon, and a sort icon. Below the header bar is a message: 'Create a shortcut for your files. Right-click a file, and select 'Pin to shelf' for quick access to your files in shelf. Dismiss'. Below the message is a table with the following columns: 'Name', 'Size', 'Type', and 'Date modified'. The table contains five rows of files: 'Screenshot 2024-08-07 09.50.06.png' (97 KB, PNG image, Today 09:50), 'Screenshot 2024-08-07 09.13.17.png' (91 KB, PNG image, Today 09:13), 'Screenshot 2024-08-07 09.07.34.png' (66 KB, PNG image, Today 09:07), 'SJC + CCA Large + New books (2).mp4' (839.9 MB, MPEG video, 26 Mar 2024, 10:32), and 'Dengue Prevention.pptx' (1.5 MB, PowerPoint present..., 1 Oct 2023, 19:47). Below the table is a purple box with the following text: '1. To find your local data, click downloads' and '2. Your files should appear here'.

Recent

My files

Downloads

Play files

Google Drive

My Drive

Shared with me

Offline

Bin

My files > Downloads

Create a shortcut for your files
Right-click a file, and select 'Pin to shelf' for quick access to your files in shelf. Dismiss

Name	Size	Type	Date modified ↓
Screenshot 2024-08-07 09.50.06.png	97 KB	PNG image	Today 09:50
Screenshot 2024-08-07 09.13.17.png	91 KB	PNG image	Today 09:13
Screenshot 2024-08-07 09.07.34.png	66 KB	PNG image	Today 09:07
SJC + CCA Large + New books (2).mp4	839.9 MB	MPEG video	26 Mar 2024, 10:32
Dengue Prevention.pptx	1.5 MB	PowerPoint present...	1 Oct 2023, 19:47

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



Backing Up Via Thumb Drive

Recent

My files

Downloads

Play files

Google Drive

My Drive

Shared with me

Offline

HAF

Bin

HAF

Name	Size	Type	Date modified
MOTD	--	Folder	16 Aug 2023, 13:24
System Volume Information	--	Folder	16 Aug 2023, 13:24
image.png	81 KB	PNG image	Today 09:07
SJC + CCA Large + New books (2).mp4	839.9 MB	MPEG video	26 Mar 2024, 10:32
Dengue Prevention updated.pptx	155.1 MB	PowerPoint present...	2 Oct 2023, 10:21
Dengue Prevention.pptx	1.5 MB	PowerPoint present...	1 Oct 2023, 19:47

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



7 Aug

09:13 INTL



Backing Up Via Thumb Drive

Recent

My files

Downloads

Play files

Google Drive

My Drive

Shared with me

Offline

HAF

MOTD


System Volume Inf...

Bin

HAF

Name	Size	Type	Date modified
MOTD	--	Folder	16 Aug 2023, 13:24
System Volume Information	--	Folder	16 Aug 2023, 13:24
image (3).png	111 KB	PNG image	Today 09:53
image (1).png	109 KB	PNG image	Today 09:50
image (2).png	103 KB	PNG image	Today 09:13
image.png	81 KB	PNG image	Today 09:07
SJC + CCA Large + New books (2).mp4	839.9 MB	MPEG video	26 Mar 2024, 10:32
Dengue Prevention updated.pptx	155.1 MB	PowerPoint present...	2 Oct 2023, 10:21
Dengue Prevention.pptx	1.5 MB	PowerPoint present...	1 Oct 2023, 19:47
Nosleep.exe	951 KB	EXE file	25 Sept 2023, 10:04

7 Aug 09:59 INTL

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

Recent

My files

Downloads

Play files

Google Drive

My Drive

Shared with me

Offline

Bin

My files > Downloads

Create a shortcut for your files
Right-click a file, and select 'Pin to shelf' for quick access to your files in shelf.

Dismiss

Name	Size	Type	Date modified ↓
Screenshot 2024-08-07 09.50.06.png	97 KB	PNG image	Today 09:50
Screenshot 2024-08-07 09.13.17.png	91 KB	PNG image	Today 09:13
Screenshot 2024-08-07 09.07.34.png	66 KB	PNG image	Today 09:07
SJC + CCA Large + New books (2).mp4	839.9 MB	MPEG video	26 Mar 2024, 10:32
Dengue Prevention.pptx	1.5 MB	PowerPoint present...	1 Oct 2023, 19:47

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.

Chrome

Zoom

Zoom

7 Aug

09:52 INTL

Recent

My files

Downloads

Play files

Google Drive

My Drive

Shared with me

Offline

HAF

Bin

My Drive

Welcome to Google Drive!

All files saved in this folder are backed up online automatically.

[Learn more](#) [Dismiss](#)

Name	Size	Type	Date modified ↓
Untitled document.gdoc	--	Google document	5 Jul 2024, 14:49
Graduates.gsite	--	Google site	18 Apr 2024, 10:37
Class.gsite	--	Google site	18 Apr 2024, 10:34
test document upload from GDrive.gdoc	--	Google document	23 Feb 2024, 13:43
schoolflags (1).jpg	294 KB	JPEG image	23 Feb 2024, 12:01
Dengue Prevention.pptx	1.5 MB	PowerPoint present...	1 Oct 2023, 19:47

Your file(s) will be found in Google Drive - “My 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