

## **Backup Checklist**

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This document provides a brief review of the backup process for experienced computer users. For detailed instructions on how to back up specific files or if you are not familiar with the process of copying files, please see the appropriate documentation below.

### **Detailed Backup Instructions:**

<http://www.wellesley.edu/Computing/Backup/>

**Note:** If you are backing up data for multiple user accounts, you will need administrator access to back up each user, each of whom may need to be present to back up data from certain programs.

### **Essential items that must be backed up:**

Please print this document so you can check off each item as the task is completed. Detailed instructions for backing up each of these items can be found in the documentation.

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | <b>Documents</b>                            | All the files you have created using applications such as Word, Excel, PowerPoint, FileMaker, Dreamweaver, and Fireworks, etc.   |
| <input type="checkbox"/> | <b>FirstClass attachments</b>               | You only need to back up attachments that you downloaded to your Desktop or a folder on the Macintosh HD. Attachments to messages are stored on the FirstClass server. |
| <input type="checkbox"/> | <b>Internet browser bookmarks/favorites</b> | Remember to export your bookmarks or favorites from all the browsers you use, including Safari, Firefox, and Internet Explorer.  |

### **Optional items that you may need to back up if applicable to you:**

- |                          |                     |   |
|--------------------------|---------------------|---|
| <input type="checkbox"/> | <b>Palm Desktop</b> | Synch your PDA with your Mac and copy the Backup and Note Pad folders.  |
| <input type="checkbox"/> | <b>Custom items</b> | These include stickies, custom dictionaries, macros, templates, and special fonts and images. For OS X v.10.4-6, you should back up your Widgets folder if you use customized or installed any widgets. |

*Note:* If you use specialized academic or departmental software not provided by Information Services, **do not** attempt to back up the application itself. You should, however, back up any data files you have created using the application.

If your computer is to undergo a software upgrade or be replaced, please call the Faculty/Staff Help Desk at x3333 for assistance in determining whether the application will be compatible with your new system.

If you have a local printer or scanner please contact the Faculty/Staff HelpDesk for information on disks you may need to reinstall after your operating system reinstallation or move to a new computer.

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