

Data Cleanup / Backup

Hard Drive Imaging Will Delete Data
BACKUP ALL YOUR INFORMATION USING:
Cloud Storage & Bookmarks, External Hard Drives, USB Drives

CLOUD STORAGE & CLOUD BOOKMARKING

SUGGESTIONS:

1. **Cloud Bookmarks:** Symbaloo, Google Chrome Bookmarks, Pinterest
2. **Cloud Storage:** Google Drive but if you need more then also use Dropbox

ADVANTAGES:

1. Provides easy access to all your information from anywhere as long as you have internet access
2. Prevents you from having to clean out your computer hard drive at the end of each school year
3. Makes it easy to share online files and folders with others

CLEAN COMPUTER HARD DRIVE

DELETE AND SAVE data out of the below areas on your computer:

- Computer Desktop
- My Documents
- My Photos
- My Music
- My Videos
- Any other program you may use that saves data on the computer

HOW TO USE CLOUD BOOKMARKS & STORAGE:

CHROME:

Sign in to Chrome on all your devices and then they will all show the same info

- At the top right of the Chrome Browser, Click Settings
- At the top, under People, Click "Sign in to Chrome"

View the Bookmarks Bar in Chrome

- Click on the three dots in the upper right corner of the Chrome Browser
- Hover over Bookmarks, Click "Show bookmarks bar"

Chrome Help

- Chrome Help: <https://support.google.com/chrome/?hl=en#topic=7438008>

SYMBALOO:

A start page that allows you to compile your favorite sites

- Create an account for Symbaloo and access all your bookmarks from anywhere
- Symbaloo Help: <https://en.help.symbaloo.com/portal/kb>

GOOGLE DRIVE:

Cloud storage for all your documents and pictures

- Google Drive Help: <https://support.google.com/drive/answer/2424384?co=GENIE.Platform%3DDesktop&hl=en>

DROPBOX:

Cloud storage for all your documents and pictures

- Dropbox Help: <https://www.dropbox.com/help>

Contact the Tech Dept. if You Need Help