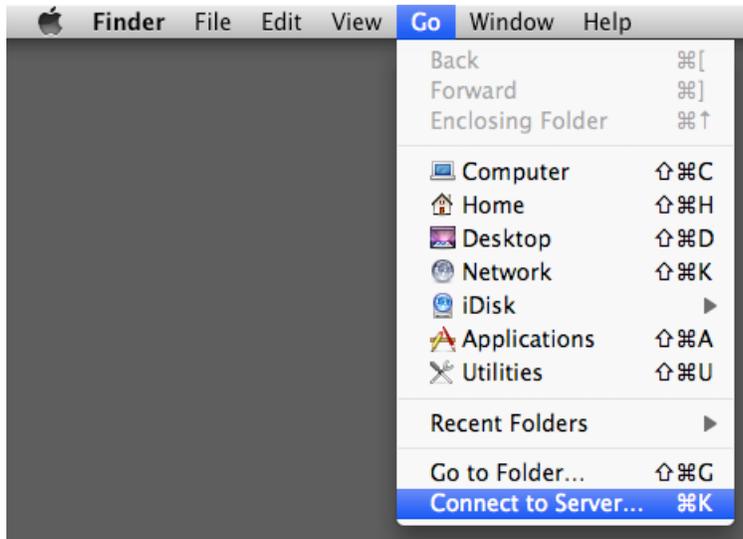


Backing Documents up to a Server

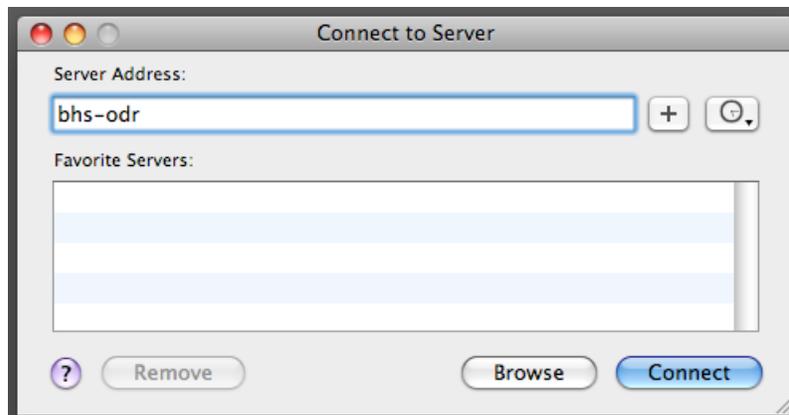
This document is to help assist with backing up your electronic documents to a server on the network. Your documents should be backed up at least once a week. Everyday backups are even better. The more up-to-date your backed up documents are, the less that will be lost when a computer failure happens. Remember this...

“It’s not if your computer fails but when it fails!”

1. Navigate to the Menu bar and select **Go**. Then select **Connect to Server (⌘K)**



2. Type in the appropriate server name in the **Server Address**:
bhs-odr.batesville.k12.in.us (Batesville High School)(10.2.1.1)
bms-odr.batesville.k12.in.us (Batesville Middle School)(10.7.1.10)
bis-odr.batesville.k12.in.us (Batesville Intermediate School)(10.6.1.1)
bps-odr.batesville.k12.in.us (Batesville Primary School)(10.5.1.1)
sls-x.batesville.k12.in.us (St. Louis School)(10.8.1.20)
Note: if the server name returns that it can't find it, then try using the IP address i.e. 10.x.x

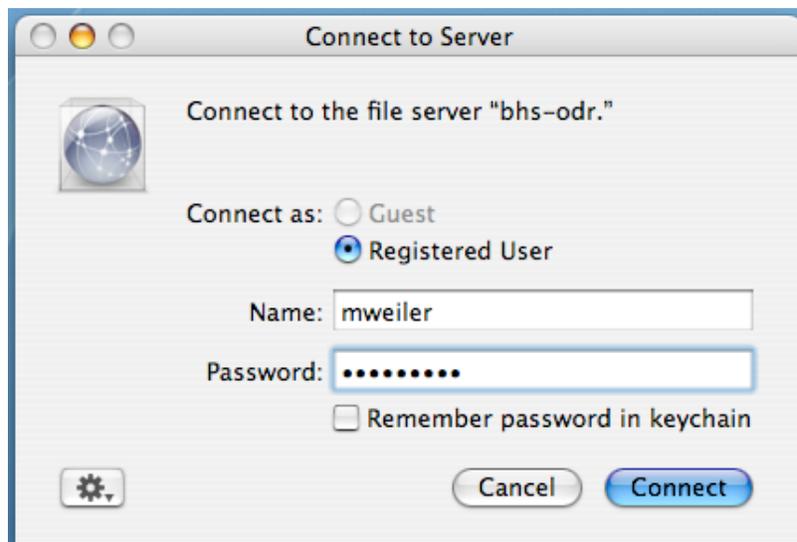


*Press **Connect***

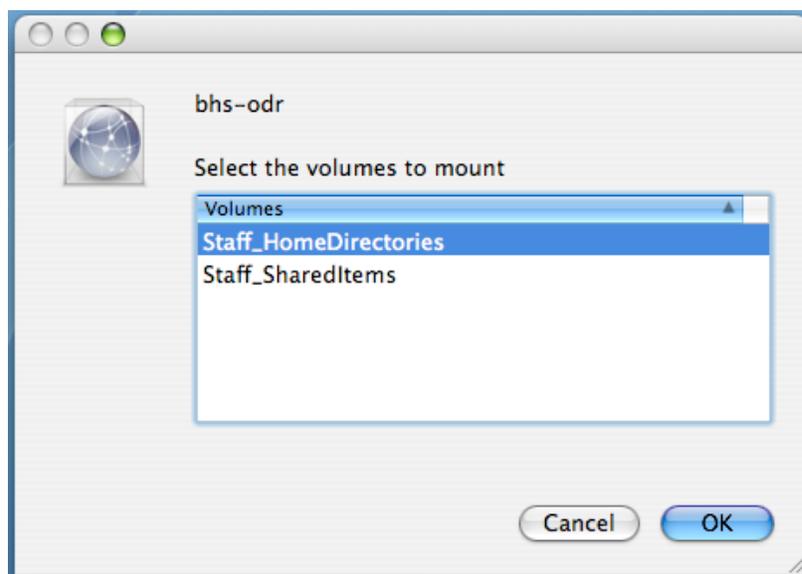
*Note: If you receive the **Authenticate to Kerberos** window, press **Cancel***



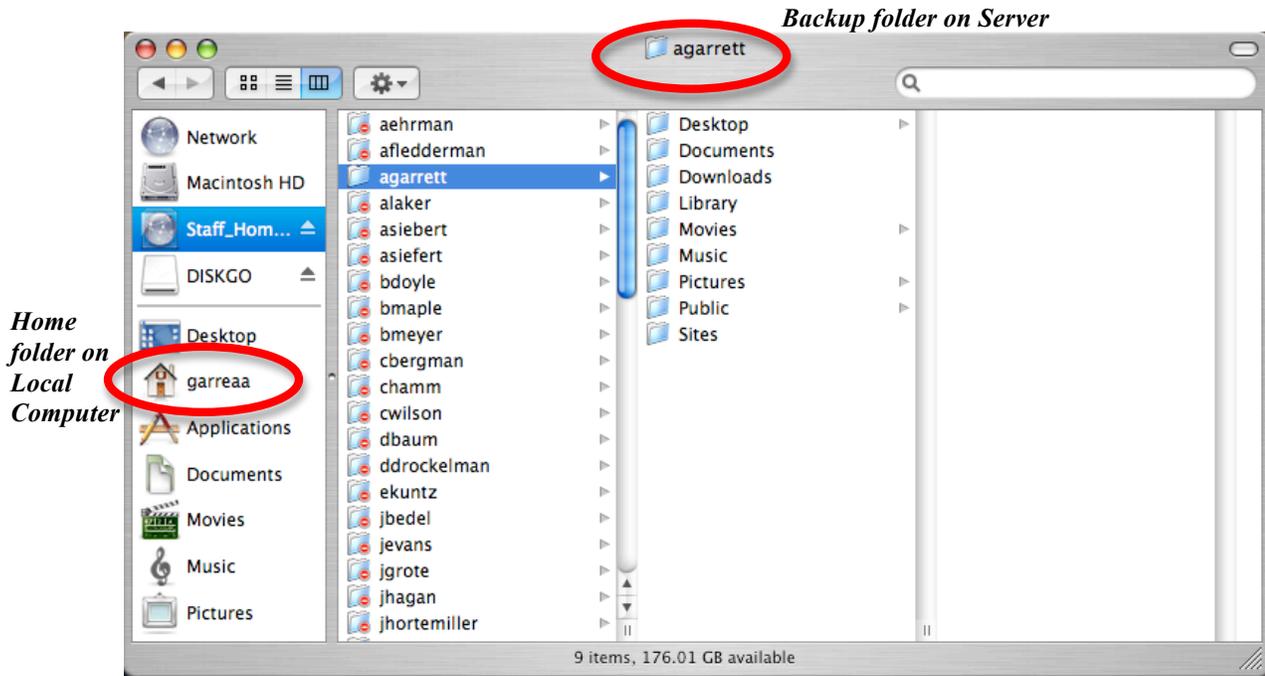
3. The **Connect to Server** window opens. Type in your username and password in the **Name** and **Password** fields



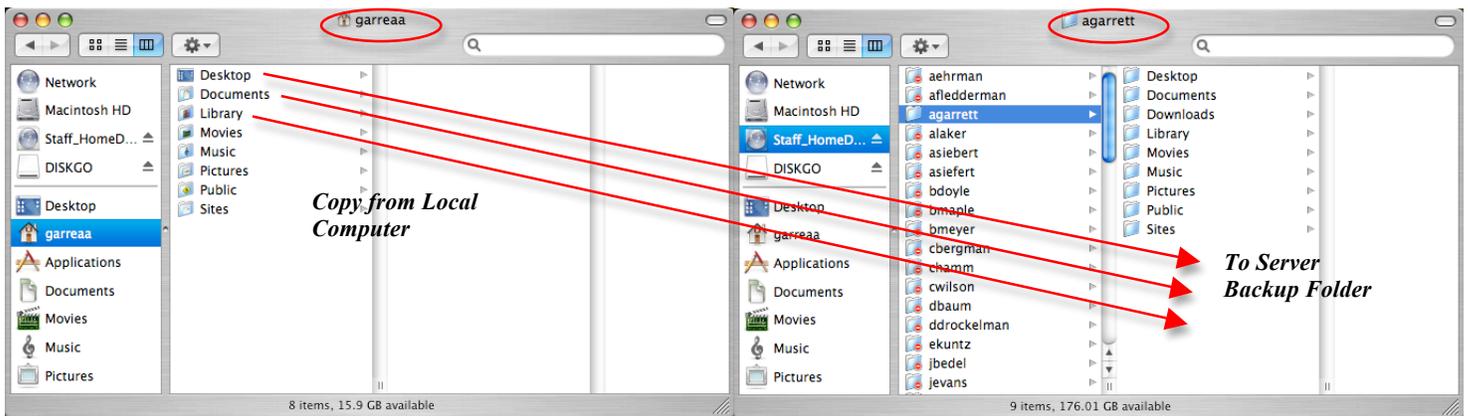
4. Select the **Staff_HomeDirectories** and press **OK**



Note: Your folder on the server will have a folder icon. Your local directory on your laptop will look like a house. Keep this in mind so you understand where you're copying. When the Staff_HomeDirectories volume opens, you will notice that you only have permission to open your folder. All of the other folders should have a red circle with a line.



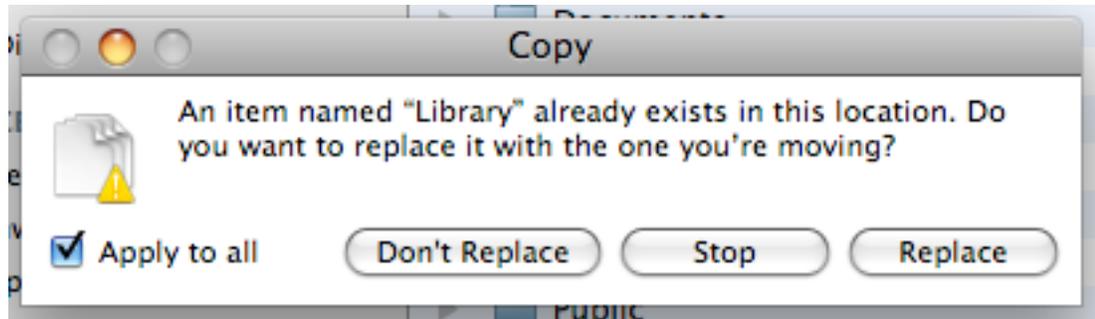
5. Open a second Finder window by double clicking your hard drive or by navigating to the menu bar and selecting **File** then **New Finder Window**. You should now have two windows open. One is your Local Computer (House) and the other is the Backup Folder on the Server.



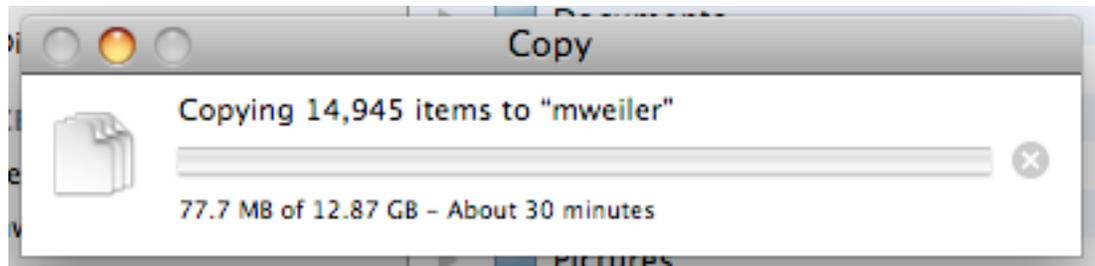
6. Select the **Desktop**, **Documents**, and **Library** Folders from your Local computer (House) and drag them into your Backup folder on the Server.

Note: Only copy the folders mentioned above from your Local computer (House). We will NOT be backing the other folders, as they require a HUGE amount of space on the Server. They also slow the nightly backup down considerably. If you would like your Music, Movies, Pictures, Public, and Sites folders backed up, please burn those to CD or DVD. If you require assistance on how to make a CD or DVD, please call the BCSC Helpdesk (212-0813) for assistance.

7. You may receive a message indicating that the folders already exist. Select the **Apply to all** check box and click **Replace**.



8. Your folders will then be copied to the server. The time will vary depending on the amount of data in the Library, Documents and Desktop folders.



9. When the status bar finishes you have successfully backed up your Documents to a network server.