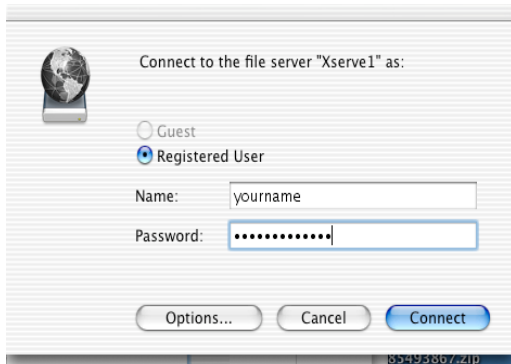
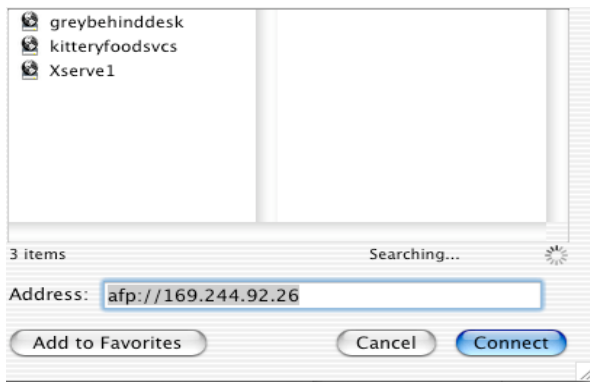
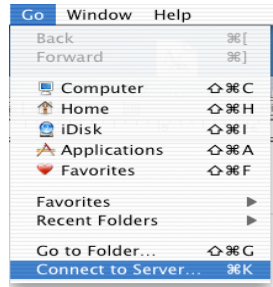


Logging onto the Shapleigh Network to Make a Backup of Your Files

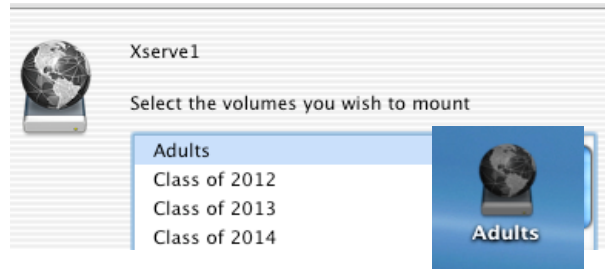
Go to the Go menu and Connect to Server.

If the #169.244.92.26 shows up in the Address line, click on Connect. If it does not, type it in and click Connect. Type in your first initial and last name.

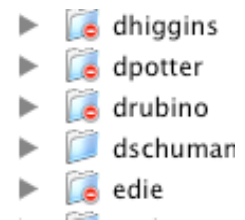
Type in your password. If you have never done this, try sharks for your password if you are a student. Make sure you change it next time.



Click on Adults or Class of ___ as needed. The Adults or Class of ___ globe will appear on your desktop.



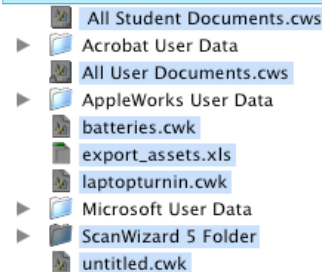
Double click on it. Go inside the Faculty folder to find your folder.



If you have lots of stuff in here, you may want to organize it or simply move it all to the Trash which will make the new backup that much quicker. Don't trash, though, if you are not sure about what you are doing.

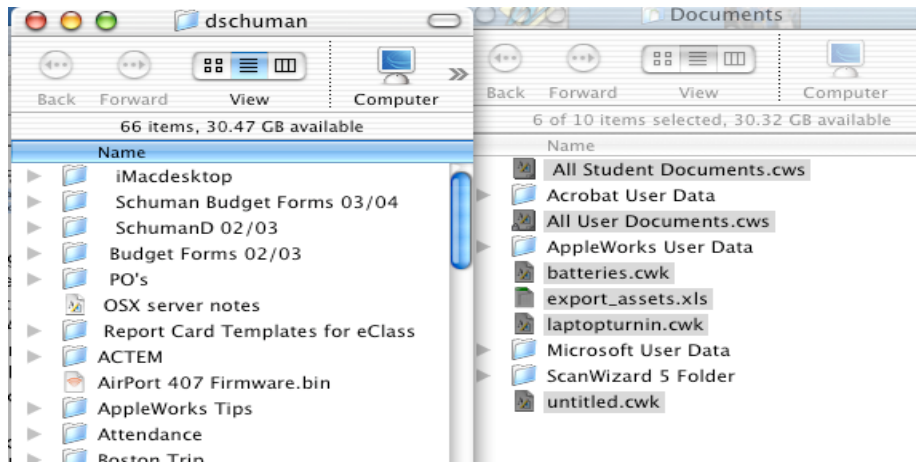


Go to the Documents on the Laptop or wherever you have been saving your work.



Select as much or as little as you want to back up. If you are in the built in Documents folder and want to take everything from it, do an Edit Select All or an Apple A. Then click on the apple key to deselect Acrobat Users Data, AppleWorks User Data and Microsoft User Data. You don't need to take that.

You may now proceed in one of two ways:



Option 1: Go to the Edit Menu and land on Copy. Click in your Documents folder on the Server and go to Edit Paste Items. Replace as needed.

Option 2: Drag items to your folder on the server. Click Replace as needed.

Notice that the folder on the server has your name and the one on the laptop is called Documents. If you have things in other places on your laptop find those and copy as well. I have no way of knowing if you have copied whatever you need and cannot be responsible.

Check your Pictures, Movies, and iTunes files as well. If you have lots of stuff here, you may want to check with me about using multiple CDs rather than copying all this to the server.

IF YOU HAVE MOVIES, make sure they have been exported. Taking all the clips wastes space on our server. See me if you don't understand.

IF YOU ARE NOT SURE WHAT YOU ARE DOING, PLEASE TAKE A MOMENT AND ASK ME FOR HELP!

When done, drag the Globe to the trash (which will change to say "Disconnect"). You may also use Apple E.

At this point you may also wish to burn a CD. Those instructions are on another document.