

Teachers,

As most of you may have heard, we are doing a computer refresh of approximately 1900 units in April. The plan is to come in at night after school is out and exchange the current teacher units with new ones. In preparation for the deployment of your new computers, you will need to backup all data on your current unit.

Backup of all data is **crucial** since your current computer will be reimaged to place in a new location.

This means all data from that computer will be gone.

Attached are instructions on how to Backup using a CD/Flash Drive/DVD/External Hard drive

- CD's will be available in the front office for Option 1 -, if needed.

Note:

- **Deadline to submit a HEAT ticket for backup assistance is March 26th**
- **Deadline to Sign & Return Backup form to principal is 1 week prior to your campus deployment (see schedule below)**

Click on the link below for helpful information and videos on backing up your data, using Office 2010 and using Windows 7.

Web Page Resources

I also need your help in preparing for deployment, asking that you clear off the top of your desk in preparation for this new unit.

PFI, the deployment company will be removing the current unit and replacing it with the new one. They need access to the desk area without worrying about disturbing your papers or valuables.

Your new unit will have:

- 19" Widescreen Flat Panel Monitor
- 4 GB of Ram
- DVD player/burner
- 250 GB Hard Drive
- Windows 7 - Operating System
- Office 2010



Below is the tentative deployment schedule:

<i>Date</i>	<i>Campus</i>
PILOT	Fred Moore High School
2-Apr	Gonzalez
	ATC
	Natatorium
	Wilson Elementary
	Ginnings Elementary
<i>Date</i>	<i>Campus</i>
3-Apr	EP Rayzor Elementary
	Blanton Elementary
	Harpool Middle School
	McNair Elementary
4-Apr	Hawk Elementary
	Crownover Middle School
	WS Ryan Elementary
5-Apr	GHS
	Nelson Elementary
9-Apr	Houston Elementary
	McMath Middle School
10-Apr	McMath Middle School - #2
11-Apr	Stephens Elementary
	Pecan Creek Elementary
12-Apr	N Rayzor Elementary
	Evers Elementary
13-Apr	Calhoun Middle School
16-Apr	Cross Oaks

	Providence Elementary
	Hodge Elementary
17-Apr	Navo Middle School
	Paloma Elementary
	Savannah Elementary
18-Apr	Strickland Middle School
19-Apr	Denton High School
20-Apr	Denton High School
23-Apr	Sparks
	Windle SYC
	Davis School
	Lee Elementary
	Rivera Elementary
24-Apr	Borman Elementary
	Ryan High School
25-Apr	Ryan High School # 2
26-Apr	Ryan High School # 2

Please feel free to call if you have questions.

Judy Bush

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Computer Back up Procedures



[IMPORTANT]

In preparation for the new teacher computer you will be getting soon, you are **required** to back up all important data you wish to retain for use and create a list of software you will need on your new machine.

Any data not backed up, will be lost as your old machine will be taken off your campus and shipped elsewhere.

It is your responsibility to back-up all data on your computer.

Should you need assistance, you must submit a HEAT ticket.

Deadline to submit a HEAT ticket for back up assistance is:

March 26, 2012

Once you have completed your back up, please sign and return this form to your **campus principal** no later than

_____.
Campus Deploy Date

I, _____, have backed up all the information that I wish to retain for my future use from my teacher computer so it will be available for use with my new computer.

Signature

Printed Name

User ID:

Date:

Back Up Check List

Items to Back Up (*directions listed below*):

1. Any files/folders on desktop
2. All data files in **My Documents** folder
3. **IE Favorites**
4. **Outlook** Archive

Instructions: All mouse clicks are left clicks unless otherwise noted

File and Folder Back Up

Step 1: Create a Back Up Folder on your desktop

1. *RIGHT* click on your desktop
2. Select **New**
3. Select **Folder**
4. Name your back up folder **username_campusname2012**
Example: Itaylor_eprayzor2012

Step 2: Favorites and My Documents

1. Open **My Computer**
2. Double click **C:**
3. Double click **Documents and Settings**
If you get "these files are hidden" message, click **Show the Contents of this Folder
4. Double click the folder with your **user name**
5. *RIGHT* click file or folder to be backed up (Favorites & My Documents)
6. Choose **Copy**
7. Open your **back up folder on the desktop**
8. Choose **Edit** from the menu bar
9. Choose **Paste**
10. Repeat same steps until **Favorites & My Documents** are backed up

Step 3: Back up Desktop Files and Folders

1. Open **My Computer**
2. Double click **C:**
3. Double click **Documents and Settings**
4. Double click **My Desktop**
5. *RIGHT* click on in **My Desktop** folder click **Ctrl -"A"** to select all items in that folder
6. Choose **Copy**
7. Double click **Back Up Folder you created on your desktop**
8. Choose **Edit** from the menu bar
9. Click **Paste**

Outlook Back Up

- **NK2 file** – This is The Autocomplete Name List file which will allow names to autocomplete in Outlook.

Step 1: Outlook: .nk2 file

1. Double Click **My Computer**
2. Click **Tools**
3. Click **Folder Options**
4. Click the **View** tab
5. Click **Show hidden files and folders**
6. Uncheck **Hide extensions for known file types**
7. Click **Apply**
8. Click **OK**
9. Double Click **Click C:**
10. Double Click **Documents and Settings**
11. Double Click **your user profile**
12. Double Click **Application Data**
13. Double Click **Microsoft**
14. Double Click **Outlook**

Note:
If your Outlook.nk2 files does NOT appear, please submit a HEAT ticket.

15. **RIGHT** click on **Outlook.nk2**
16. Select **Copy**
17. Open **your back up folder**
18. Click **Edit, Paste**

Step 2: Outlook Archive (only for those who have set up Archiving of email)
When setting up Archiving, users have the option to change the default path or location to save.

Default Path/Location

1. Double Click **My Computer**
2. Double Click **Click C:**
3. Double Click **Documents and Settings**
4. Double Click **your user profile**
5. Double Click **Local Settings**
6. Double Click **Application Data**
7. Double Click **Microsoft**
8. Double Click **Outlook**
9. **RIGHT** click on **archive.pst**
10. Select **Copy**
11. Open **your back up folder**
12. Click **Edit, Paste**

Users who have changed the default will need to check the path or location where the Archive folder resides.

1. Open **Outlook** client
2. Click **File**
3. Select **Archive**
4. The user set path/location will be visible in the **Archive File** box at the bottom of the screen
5. Navigate to the path/location
6. **Copy** the **.pst file**
7. **Paste** into your back up folder

Software List

You will need to create a list of all software you currently use. Once your new machine is set up, you will need to submit a HEAT ticket that lists all software needed. You will also need the service tag number to your **NEW** machine.

Step 1: Create/document software list on your current machine:

1. Click **Start**
2. Select **Programs**
3. Use MS Word to Note all programs you use such as Photoshop. You will not need to include Microsoft Office Products such as MS Word as these will already be loaded onto your new machine.
4. **Save** this list to your **Back Up folder**
5. Submit a **HEAT** ticket when **NEW** machine is set up.
6. List software needed in the HEAT ticket
7. Include your **NEW** machine **Service Tag Number** located on the lower right of your desktop.

Save Back Up Folder

Save your back up folder to an external flash drive, hard drive, DVD or CD. If your back up folder is over 700 mb, you will **not** be able to back up to a CD. You will need to save to a flash drive, external hard drive or a DVD if your machine has a writer.

If your back up folder is over 700mb, and you do not have a flash drive, external hard drive or dvd writer, please submit a HEAT ticket stating this information.

Step 1: Check the size of your back up folder:

1. RIGHT click on your back up folder
2. Select **Properties**
3. Size will be displayed on the **General Tab**

Step 2: Save your back up folder

To save to an external flash or hard drive:

1. Connect your external drive
2. RIGHT click on your back up folder
3. Select **Copy**
4. Select **My Computer**
5. Open **your external drive**
6. **Edit, Copy**

To save to a CD/DVD:

1. Insert **CD/DVD into your computer**
2. RIGHT click on your back up folder
3. Select **Copy**
4. Open **My Computer**
5. Select **your CD/DVD**
6. **Edit, Paste**
7. Remove CD from drive and place in safe location to import to your new computer.