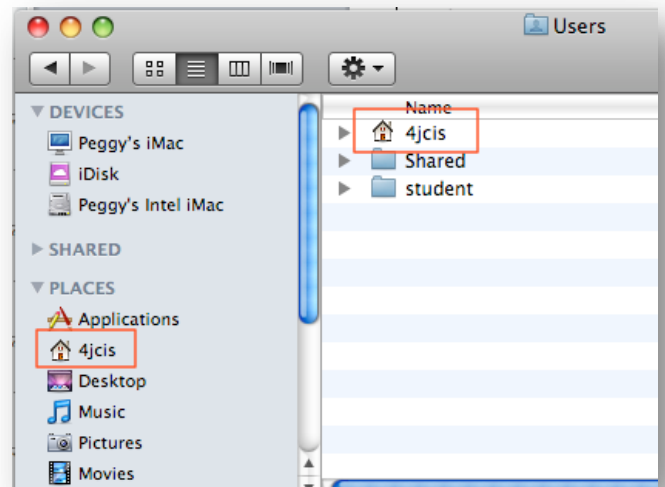| Backing Up Your Home Folder to the File Server |
| --- |

Before Backing Up Your Home Folder:
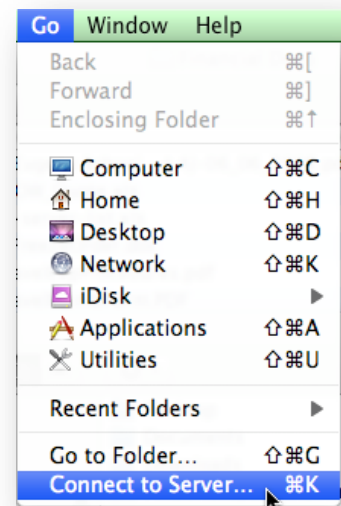
- **What is the home folder?**
  This is the folder that looks like a house in the Users folder and on the left column of the Finder window. To get to the Users folder, double click the hard drive icon on the desktop and then double click the Users folder. You should then see your home folder. The home automatically includes these folders: Desktop, Documents, Downloads (10.5), Library, Movies, Music, Pictures, Public, and Sites, plus any folders you have created in your home folder.
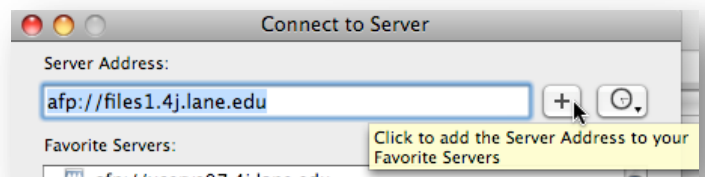
- **Put all your files in your home folder.** Sometimes people save files in the root directory, which is what you see when you double click the hard drive. To make sure you don't have files saved on the root directory, double click the hard drive and see if there are any folders other than Applications, Developer, Library, System and Users. If there are folders in which you save documents that you want to backup, move these folders to your home folder.

- **Clean up your home folder.** Rarely do people go through their saved files to purge files they no longer need. Before backing up your home folder it is important to remove files you no longer need. Otherwise, this will consume too much space on the server. Go through the home folder, especially Desktop, Documents, Downloads (10.5), Movies, Music, Pictures, Public and Sites and remove files you no longer need.
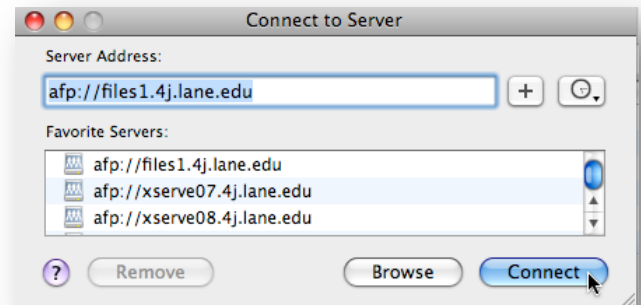
Backing up Your Home Folder:

1. Press **Command-K** or pull down the **Go** menu and select **Connect to Server...**
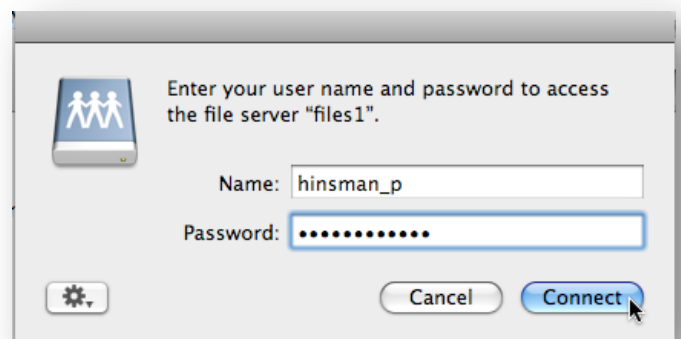
2. For **Server Address** type **afp://files1.4j.lane.edu** and then click the **+** button to add this address to your **Favorite Servers** list.
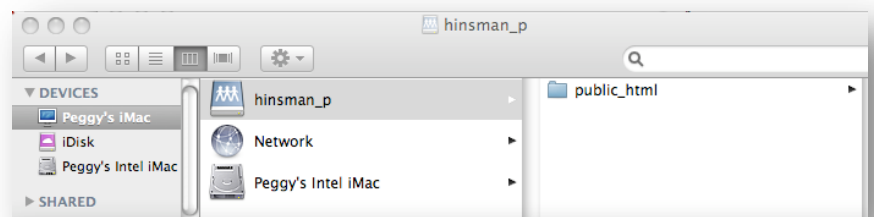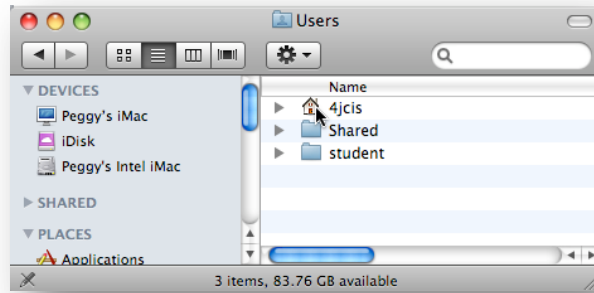
3. Then click the **Connect** button.

4. Enter your 4J email username and password and click **Connect**.
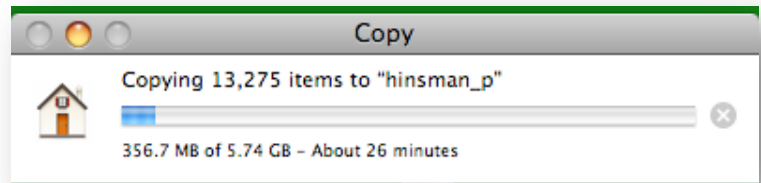
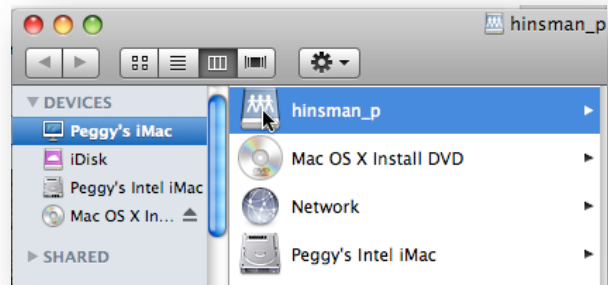5. A window will appear showing your home folder on files1. Open

the User folder and drag and drop the folder that has the house icon to drive that has your 4J username on it. In the past staff members have had error messages appear that say that their filenames are too long. This shouldn't happen when copying files to files1.

6. A progress bar should appear, giving you an estimate of how long it will take to upload the home folder. If you are using a laptop, make sure the power cable is plugged in so your computer doesn't shut down in the middle of uploading.

7. To make connecting to files1 easier next time, drag and drop the hard drive to the dock in the area next to the trash can. The next time you want to connect to files1, click on this icon. If you have 10.5, select **Open in Finder**. You will be asked for your password, then click **Connect**.

8. Plan to update on a regular basis, depending on how frequently you add new files to your computers (once a week, once every two weeks, etc.). Before uploading the home folder, change the name of the home folder up on the server (e.g. 4jcis.old) and when the new folder has successfully copied up to files1, remove the old one.

Questions or Problems?

Email mailto:nethelp@4j.lane.edu