



USD 487 Tech Bytes

Technology for Learning

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Repair can be painful...

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Warning! No matter how careful you are, there is always a chance that your laptop will need repair. There is also a chance that during that repair files will be damaged or lost. Loss of projects and assignments is devastating to all who experience it. Almost everyone who uses computers on a regular basis has lost something at some time. Power failures can cause us to lose current work if we do not save often. Hardware failure can have the same impact if we do not back up our work!

Backing up files can be done in several simple ways.

1. Log in to the network and copy the files you want to backup to your subdirectory. It is a good idea to name the backup directory with the date of the backup. Avoid storing more than one backup on the server at a time. *Hint: If you have all files stored in "My Documents" it makes the backup process easier.*
2. Backup your files to a flash drive. The size of the drive needed will depend on the number and size of files you are backing up. During a recent visit to Wal-Mart I found a 2GB flash drive for \$6. A small investment to make your files safe. *Hint: Don't lose your flash drive!*
3. Burn your files to a cd. Blank CD's are available at many stores, often for less than a dollar. If you copy your files up to the network, there are computers in the library that will allow you to burn the files onto a cd-rom. Most of these are one time use and provide a good historical record of files. Date the cd when you are finished with a permanent marker and store them where they will not get scratched. This method is a great way to save pictures that you do not want to print!

If you have problems, stop in and ask for help!

Periodic House Cleaning

Take a few minutes to clean house on your computer and you will be amazed at the benefits! Clean the desktop area, filing documents or projects that are completed or seldom used. Create a filing system in your "My Documents" folder that will make it easy to find what you are looking for. Your files for "English" class should be filed in an English folder!

Cleaning house also means throwing away things that are completed and never be needed again. Another option is to move those files to a backup CD. Pictures and video files are especially large and can slow your hard drive down. Move these to a CD and delete them from the hard drive.

Final step... run a defrag of the drive to keep it healthy!



Key Websites:

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|-------------------|---|
| Herington Schools | http://www.heringtonschools.org |
| School Library | http://books.usd487.org |
| Safe Videos | http://ttc.usd487.org/safevideos |
| E-mail | http://mail.usd487.org |
| KanEd Desktop | http://kportal.learningstation.com |

A fun site to checkout... www.google.com/squared



This places the search in a table, making it easy to understand.