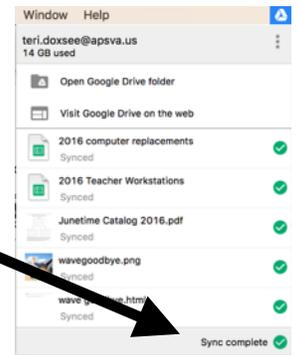


# How to Save your Files before your Laptop is Reimaged

## 1. Make sure your Google Drive is syncing properly

Check the Google Drive icon  in the Apple menu at the top of your screen. It must be black and say "sync complete" when you select it. If you get disconnected, you will need to sign on again to continue syncing your files properly.

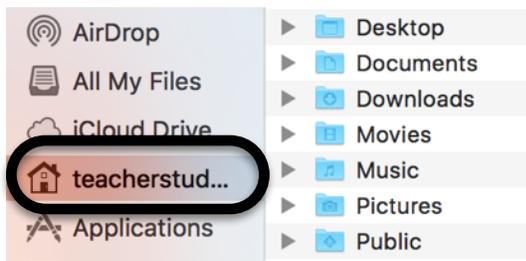
For more information about syncing files with Google Drive go to Using [Google Drive on your MacBook Air](#).



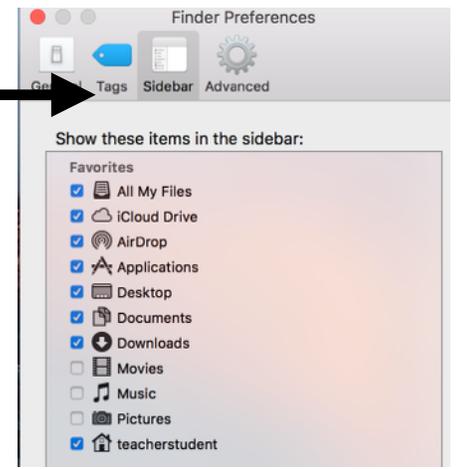
## 2. Check what you have saved on your laptop (not in Google)

Open a new window in Finder.  Select teacher or student from the sidebar. If it isn't in your sidebar, go to Finder - Preferences. Select the Sidebar tag and check your account (teacher or student).

Selecting your user account will show you everything you have saved on your laptop. Look at each folder and move any files into your Google Drive folder.



You have 10 Tb on your Google Drive, but trying to save files exceeding 1 Gb will cause your sync to fail and will disconnect you from your Google account.



This is the case with the Photo Library file and large movies. You can export and save individual photos to your Google drive. You can

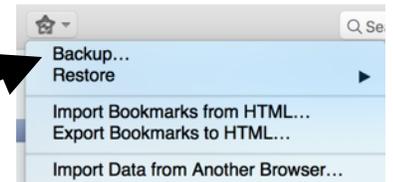
connect your iCloud account (5 Gb free, 50 Gb for 99 cents a month or you can copy the Photos Library file to a large external hard drive. If you have movies, you will want to save them to an external hard drive.

## 3. Save your bookmarks

**Safari** - sign in to your iCloud account, check the box for Safari and bookmarks are saved automatically. Or go to File - Export bookmarks and save the file to your Google drive.

**Chrome** - sign in to your Google profile and bookmarks are saved automatically (make sure all of your bookmarks are in your profile) Or go to Bookmarks - Bookmark Manager. Click the arrow next to Organize and select Export Bookmarks to html file. Save the file to your Google drive.

**Firefox** - select Bookmarks - Show all bookmarks, then select the star and select Backup... Save that file to your Google drive.



## 4. Check to make sure Google Drive has completed the sync of any files you moved into the folder.