



Backup Files & Bookmarks

To Save Files From Laptop to a Backup Location

Your best bet is to use a Flash thumb drive.

1. Plug in your flash drive to the laptop
2. Open "My Computer" (on Windows 7, it's just called "Computer").
3. Find the file (or folder) you want to backup.
4. RIGHT click on that file (or folder) - and choose SEND TO - and select your flash drive.

You can select multiple files/folders by clicking on the first one, holding the CONTROL button down, and clicking on others. Then, RIGHT click and choose SEND TO - and select your flash drive.

It may be wise to first compile all the files you want to backup to one single folder on your computer. Then, send that one folder to your flash drive.

If you don't have a flash drive, you could alternatively use your Google Apps storage space to hold your files.

To Backup Bookmarked Websites...

FIREFOX

To backup bookmarks you have in Firefox, follow the directions here:

<https://support.mozilla.org/en-US/kb/export-firefox-bookmarks-to-backup-or-transfer>

CHROME

To backup bookmarks you have in Chrome...

In the top-right corner of the browser window, click the Chrome menu Chrome menu.

Select Bookmarks > Bookmark Manager.

Click the "Organize" menu in the manager.

Select Export bookmarks.

INTERNET EXPLORER

To export the Favorites folder in Internet Explorer, follow these steps:

Start Internet Explorer.

On the File menu, click Import and Export, and then click Next.

Click Export Favorites and then click Next.

Click Favorites and then click Next.

Type the name of the file that you want to export the favorites to.

Once you receive your new laptop, you will then import these backups to your new laptop hard drive and/or browser(s).