

Revision 9 (6/2/2017) All revision changes highlighted with “red” text.

## SPS Computer Refresh

This document covers a laptop refresh (exchanging your old computer for a new one) for any teacher or staff. Please read through the entire document. The replacement computer is a new MacBook Air.

The MacBook Air comes with much faster SSD storage. However, at 128GB, it is about half the size of the 250GB traditional hard drive in the old computers. Because of this, and in keeping with new District policy, users are expected to transfer only work-related information.

**The District is no longer offering any laptops for sale.**

### Between Now and the Refresh

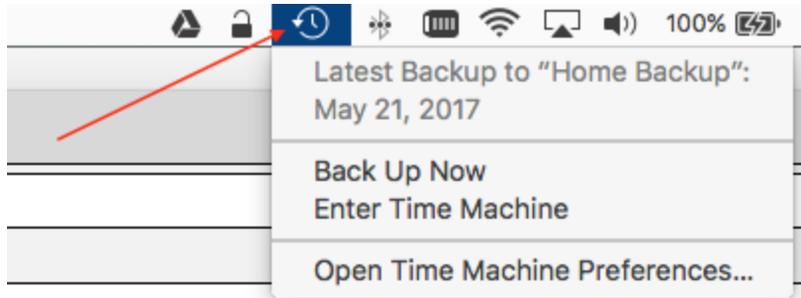
You need to backup your old computer before the time of exchange. Before you schedule a refresh, you need to have completed a current backup of your computer.

You should regularly backup your computer. You are responsible for your data. You should not rely on your old computer as your only backup. Your data needs to be backed up on an external drive or in the cloud (Google Drive) to avoid data loss. Always remember, the Technology Department does not backup your data for you, and we do not guarantee it will not be lost nor provide data recovery services.

Start by preparing your data. Do some "spring cleaning" on your existing computer - remove files you don't need and organize your files into folders in your home (username) directory. Doing this beforehand will save time when it comes to finding your files and moving them. It's like packing your belongings into boxes before moving.

Every Apple computer has a program called Time Machine which is used for backing up your computer. You will need an external storage drive to use for this backup. The image below shows a Time Machine icon and when it last backed up. If this shows "Time Machine not configured" or anything other than "Latest Backup to "(your external disk name)", your computer is NOT backup up. Here is a link for instructions on how to use Time Machine.

<https://support.apple.com/en-us/HT201250>



You can also backup using your District Google account. Time Machine will not work with this Google account.

You need to determine what you would like to transfer to the new computer. ONLY work related information should be transferred. If using the Google Drive, you will eventually need to move any personal data off to a personal drive. Keep in mind that when you are no longer employed by the District, the Google account will be deleted after a period of time.

If you have questions about this process after reviewing all provided materials, please feel free to contact Computer Services through normal channels. (Email [support@sps186.org](mailto:support@sps186.org) or call 585-5808.)

## The Day of the Refresh

You must bring your old computer, proper power adapter, and current backup with you at the time of the exchange.

If you arrive for your refresh and have NOT backed up your data, you may be turned away and will have to set up another time.

If your old computer has been damaged, you could be responsible to pay for the repair. Please be prepared to pay for any damage repair(s). If your old computer is damaged, and you are disputing the damage or cannot pay at that time, you will not be issued your new computer. If you do not have the power adapter or the adapter is damaged from abuse, you will be charged \$40 for a new one (price subject to change).

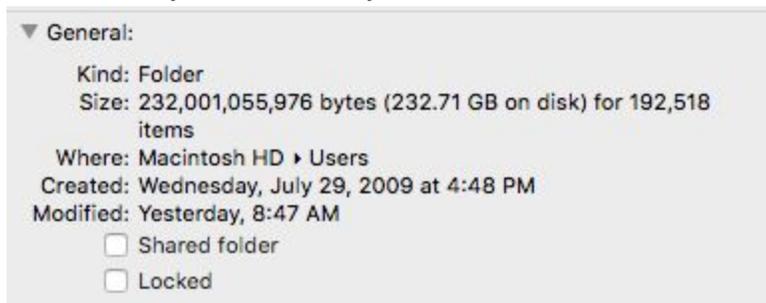
The Technology Department will migrate your email, calendars, and contents of the "Transfer Data" folder for you at the time of the refresh and provide further instruction on how you may migrate some other data on your own. (Instructions at the end of this document.)

## Step one:

- Backup your computer. If you are already doing this, make sure to have a current one the day you plan to refresh. Anything not on your backup will not be on your new computer. If you plan on using TimeMachine (Apple's backup method), plan on the initial backup taking several hours to complete. Once completed, Time Machine will only backup things that have changed. We strongly recommend using the Time Machine program for backing up your computer.
- How are you backing up your computer?
  - Do you use an external drive with TimeMachine?
    - These backups are simple and easy to use. This is the simplest way to move things to your new computer. This is the technology department's preferred way to backup and transfer your data.
  - Do you use an external drive and manually drag files from your computer to the external drive?
    - You will be able to connect this backup to your new computer and drag files to it. Remember you have half the disk space available to work with on your new computer.
  - Do you backup to the Cloud?
    - This could be iCloud or Google. You will be able to transfer data to your new computer as needed from this cloud backup.
  - Other backup?
    - Please tell us how you backup at the time of refresh.

## Step two:

Determine how much data you actually have on your old computer. Close all program/windows, and from your desktop (Finder), double click on your disk drive. When the window opens, click the arrow next to the "Users" so it points down, if not already pointing down. Click once (do not double click) on your user name. Click on "File" at the top and select "Get Info". This will show you the size of your "User" account. It will look something like this...



Sometimes it takes a few minutes to calculate the size depending on how much data you have. What is the GB size of your user account? "(232.71 GB on disk)" in this instance. Your new computer has 128 GB total, and about 80 GB available for you to use.

If you have personal data (movies, music, photos, etc) on your old computer, what are you going to do with it?

- Here are some options for your data:
  - Move it to the cloud.
    - iCloud, Google, Dropbox, Amazon, other
      - You can use your District Google account to store all your data from the old computer. This is free. However, remember this is only a temporary solution. (NOTE: Backing up to Google has been working very slowly within the District. We will backup your entire user account from your old computer to Google for you, but it could take a month for us to get this accomplished.)
  - Move it to an external disk drive.
    - Move individual files or folders to this disk by dragging and dropping. This is different than a Time Machine(TM) backup.
  - Move it to a USB flash drive.
    - Flash drives are inexpensive and can be purchased at several places, such as a department store or online. We suggest you purchase an equivalent sized USB flash drive to match the size of your user account.
  - Once you have determined your backup option, install your drive (Cloud, external, or flash) into your old computer. Drag your "User" account, or just the desired files, to this external drive. This could take a while to complete, especially if using the Cloud and you have a slow internet connection.
- If you are a Amazon Prime member, you can store your photos with Amazon.
  - <https://www.amazon.com/Cloud-Drive-Storage/b?ie=UTF8&node=13234696011>
- Here are instructions to load your photos to Google.
  - <https://support.google.com/photos/answer/6193313?co=GENIE.Platform%3DDesktop&hl=en>

## Step Three:

### Exporting Data

This document covers exporting data from Mail, Calendar, iPhoto, as well as general documents. Create a folder on your old computer and name it "Transfer Data" or something equivalent.

1. Mail - Your email will be transferred for you.
  
2. Calendar
  - a. Open Calendar.
    - i. Any calendar in Google or icloud will NOT need to be exported.
  - b. Go to "File" then "Export.." > "Calendar Archive"
  - c. Select a location to save the calendar (the newly created "Transfer Data" on your desktop), then click "Save."
  
3. Contacts (Address Book) Only if NOT stored in the cloud.
  - a. Open Contacts.
  - b. Go to "File" then "Export.." > "Contacts Archive" (Not the vcard)
  - c. Select a location to save the contacts (the newly created "Transfer Data" on your desktop), then click "Save."
  
4. iPhoto (You will need to determine where you will store your photos.)
  - a. Open iPhoto.
  - b. Select the photo(s) that need to be transferred.
  - c. Go to "File" then "Export.." > "Export XX items..."
  - d. Click "Export"
  - e. You will need to determine where you will store personal photos (Ex. external hard drive or cloud). Do NOT export to your "Transfer Data" folder. The exception would be any work related photos. Remember the size limitations of your new computer.
  
5. General Documents
  - a. Make note of the location of any files you'd like to transfer.
  - b. Usual locations include the home (username) folder, "Documents," or "Desktop" folders.
  - c. Drag everything you want transferred into the appropriate folder inside the "Transfer Data" folder on your desktop.
  
6. Bookmarks
  - a. Safari
    - i. Open Safari.
    - ii. Go to "File" then "Export Bookmarks.."
    - iii. Select a location to save the bookmarks. Use the "Transfer Data" folder.
    - iv. Click "Save."
  - b. Firefox
    - i. Open Firefox.

- ii. Go to “Bookmarks” then “Show All Bookmarks.”
  - iii. Click the star button and select “Backup...”
  - iv. Select a location to save the bookmarks. Use the “Transfer Data” folder.
  - v. Click “Save.”
- c. Chrome
- i. Open Chrome.
  - ii. Click the user button in the upper right corner.
  - iii. Click “Sign Into Chrome” and enter your district Google account credentials.

## Step Four:

If retrieving files from a TimeMachine backup to put on your NEW computer:

1. plug in the drive
2. Look for your backup drive on your desktop and double click to open.
3. Open backup folder (backups.backup.db)
4. Open the folder with the tag #. (Tag # of old machine)
5. Open the folder "Latest" which is your latest backup.
6. Open your old drive (probably labeled Macintosh HD)
7. Open "Users" folder.
8. Open your username and all your files will be there.
9. Then drag the work files you need to the corresponding folder(s) on your new computer.

Here are some common places your files will be stored. All files should be found in your "username" account.

- Music - Music / iTunes / iTunes Music
- Documents - Documents, spreadsheets, etc found here or wherever you may have saved them.
- Photos - Pictures / iPhoto Library

Load available applications onto your new computer. (Microsoft Office, Examview, etc)

- If you have MS Office on your old computer, you can install it on your new one.
  - Double click the "Self Service" application in the applications folder.
  - Log into the self service with your information system login and password.
  - Click on the "Install" button for the application.
- You can install any application available in your self service application. If you are missing software from the "Self Service", please log into the information system and enter a tech repair log indicating what application you are missing.

## PLEASE READ:

Here are some things of importance:

- Some software may not be available on your new computer. Your school may need to purchase the upgraded version for this software. Please look at the last instructions on Step 4 above.
- Printers will have to be added to your new computer. They will not transfer.
- Widgets will not transfer and you will have to add them to your new computer. This includes the Stickies widget.
- If you use the Stickies app (not the widget), they can be transferred to your new computer. Click on “Go” and choose “Go to folder” and type “~/Library/” into the line and click the “Go” button. The Library window will open. Scroll down until you see the “stickiesdatabase” file and copy it to the same location on your new computer.
- Any app purchased through the Macbook App Store will need to be downloaded to your new computer. Go to the Macbook App Store and click on “Purchased” to redownload your computer apps.
- Apple has changed the iPhoto program to Photos. iPhoto will no longer work on your new computer. Photos is the new photo program for the Mac, but it has some differences. Any work related photo will need to be imported into the new photo program. Open Photos on your new computer and click on “File” and choose import. Select the “Transfer Data” folder and click on “Review for Import”.

While this is only a partial list of important information, you may encounter additional items or programs which need attention. Please let us know what those items are so we can provide assistance.

Worth Ave Group has a special website for the District with discounted insurance rates for accidental damage to the computer. [Here](#) is the link to their website.

Macbook Air repair damage prices from Apple are as follows:

1. Repair Prices MacBook Air 2015
  - a. LCD (661-02397 display module): \$499
  - b. Top Case (661-7480 with keyboard): \$159
  - c. Bottom Case (923-00505): \$79
  - d. Logic (661-02392 1.6Ghz 8GB): \$699
  - e. SSD (661-02395 128GB): \$499

**These prices could change at anytime and are for reference only.**

Thank you!