

## Exeter-Milligan Laptop Pre Check-In Form

**Please remember: The laptop will be wiped clean over the summer. Anything you want to keep make sure you back it up on a CD, flash drive, or external HD.**

1. Clean
  - a. Clean exterior of computer, clean screen, clean inside and outside of bag before check-in.
  - b. Remember to use appropriate cleaning solutions or wipes on the machine.
2. Transfer/Back-up files
  - a. The only things that will be saved by the server are documents and projects located in the DOCUMENTS folder. Create a folder, name it PORTFOLIO and include your best documents, resumes, keynotes, or other projects inside of this folder and place it in your DOCUMENTS folder.
  - b. Anything that doesn't automatically save to your documents(pictures, movies, music, etc.) as well as files that you have on the desktop WILL NOT SYNC to the server. You must back them up yourself, if you wish to have access to them. Save them to a flashdrive or CD.
    - i. Garage Band projects>Share>Send to iTunes
    - ii. iTunes-File>Back Up to Disk or go to Laptop Help Site on the school's webpage for more assistance.
    - iii. iPhoto-Go to your HOME>Pictures?iPhoto Library: copy and paste this to a fashdrive or a CD...OR drag and drop individual photos to a flashdrive or CD..drag CD to trash to burn it.
    - iv. iMovie-Share movies as Quicktime and save to flashdrive or burn to CD. Small, Compressed Quicktime movies are fastest.
    - v. If you have developed a iWeb page(please see Mr. Lewandowski or Ms. Severson to have this file backed up)
3. Record your personal information on paper or file stored in Documents for next year.
  - a. Powerschool login and password
  - b. Angel login and password
  - c. Other Web 2.0 Tool Username and Passwords(Animoto, Glogster)
4. Take Survey at [www.tinyurl.com/em1to1](http://www.tinyurl.com/em1to1)

### Quick Check:

- Make sure your folder with most important documents, keynotes, projects(Portfolio) are saved in the DOCUMENTS FOLDER IN THE DOCK.
- iPhoto: Make sure you burn your pictures to CD's or back up the iPhoto Library to an external HD or Flash Drive
- iTunes: Make sure you burn to CD's or back up iTunes Library to external HD or to Flash Drive.
- iMovie: Make sure you export all movies to Quicktime or burn project files to CD's
- CD's ejected
- Computer Powered Down
- Laptop Bag cleaned out
- Laptop Exterior clean
- Screen Cleaned