

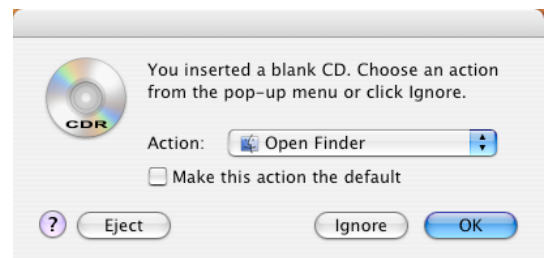
Returning Your iBook

Before you hand your iBook in, there are a few tasks that you must complete:

- Organize files so that it's easy to tell what's related to school and what's related to your personal interests. Place all of your school files in the School folder on the desktop.
- Back up your iCal calendars. In iCal, go to File > Back up Database. Save in your School folder.
- If you have important information on sticky notes, launch Stickies. Copy and paste the text into one sticky and go to File > Export Text. Save in your School folder.
- Back up Bookmarks. In Safari, go to File > Export Bookmarks. Save the file in your school folder. In Firefox, click on the Bookmarks menu > Manage Bookmarks. Go to File > Export. Save the file in your school folder.
- Again, make sure you have all of your school files in your School folder. You will be backing up school files to the district server and to a CD. You have 300 MB worth of space on the server, which should be plenty of room for all of your non-video school files. Remember you can always select your files and folders and hit Apple + I (on your iBook and on the server) to view how big they are. You may need to delete older server files to make room for the new backups. You will also back up files to the CD given to you in Science. See the directions below for burning a CD.
- Back up personal files, like music, images, movies, and other internet downloads onto a CD or an external Macintosh-compatible hard drive or thumb drive. You will need to provide your own CD for saving these files. iMovies can be compressed to fit on to a CD. In iMovie, go to File > Export > QuickTime > CD-ROM.

How to Burn a CD

1. Insert a blank CD-R.
2. A dialog box will open asking what you want to do with the CD. Give your CD an appropriate name, like "BackUp 12-2006".



3. Drag your School folder onto the blank CD icon or double-click on the icon and drag folders and files into that window.



4. When you are finished (a CD can hold around 650 MB), go to File > Burn Disc.

