

# Backing up your Digital Content

If you have files, documents, pictures, etc on your computer, The Department of Technology recommends the following steps to back them up. If you need additional support with using these tools or help with restoring your digital content, please reach out to your Learning Technology Integrator LTI or Tech Support Specialist (TSS) ([School LTI/TSS Assignment List](#)) or email the [Service Desk](#).

- **Backup Your ACPS Files**

- Option 1: Automatic ([directions](#)) - Install **Google Drive Desktop** and automatically backup your files
  - Alternative: **Microsoft OneDrive** ([directions](#)) - unlimited storage and best for Microsoft Office
- Option 2: Manual ([directions](#)) - Copy your files to a **flash drive** manually

- **Sync Your Browser Data** (use your ACPS email, select the browser(s) you use)

- Chrome** ([directions](#)) - When asked, select “Link Data”,
- Firefox** ([directions](#))
- Edge** ([directions](#))

- **Backup Your ActivPanel** ([Directions](#))

ActivPanels will remain in the classrooms at the end of each year and will not be moved from room to room. Teachers who change classrooms will want to follow the procedures below to bring any ActivPanel files with them to their new classrooms.