

CHS Student,

The following steps should be completed before you turn your computer in for the summer. Please be sure to follow steps 1-9 below.

1. Clean up files in your Documents and on the Desktop by adding them to folders or moving them to the Trash. Delete any files that will not be useful after this school year. You may also manage files in iCloud Drive using Finder, One Drive, or Canvas.

**\*\*Saving your documents to another location (iCloud, Canvas, One Drive, or a portable drive) will allow you to keep your documents in the event your computer has to be re-imaged over the summer. \*\***

2. Make sure that the following apps are backing up to iCloud in System Preferences. You may need to log in with your Apple ID first.

- Pages
- Keynote
- Numbers
- iMovie
- Photos
- Notability

3. Sign in to OneDrive (<https://login.microsoftonline.com/>) or Canvas and backup any files that are not already saved in iCloud.
4. Open Photos and delete any pictures or videos that you will not need for school next year.
5. Remove any apps that were only for this year by dragging them from the Applications folder in Finder to the Trash.
6. Empty Trash by performing a secondary click (right click) on the trash can and selecting Empty Trash.
7. Run any app updates noted in the Updates area in the App Store.
8. Wipe down the case.
9. Charge your computer to 100% prior to turning in your computer.
10. Turn in your computer and power cable after your last final exam in the Media Center.

**Seniors - May 23-May 24 - between 8:30a.m - 3:15p.m.**

**Freshman, Sophomores, Juniors - May 26 - May 27 - 8:30a.m. - 3:15p.m.**

11. If you wish to turn in your computer prior to your last exam you may do so at the following times in the following locations:

May 18 and May 19 - between 9:00a.m.- 12:00 p.m. & 1:45p.m.-3:15p.m. in Ms. Walker's office (on the 1st floor) next to Ms. Wolford's office (107).

or

May 25 -- between 8:30a.m. - 12:00p.m. & 1:45p.m.-3:15p.m. in the Media Center.

**\*\*\*When you turn in your computer, please have it powered on. \*\*\***

Sincerely,

CSD Technology Department