NOTEBOOK IMAGING STATION INSTRUCTIONS

Notebook imaging is now available in multiple locations. We have imaging stations set up in the following locations:

Goldstein Hall (1st floor- next to arcade games & pinball)

Outtakes Cafe Lounge Area (To the left of the entrance)

Academic Center 3rd Floor Elevator Lobby

Academic Center 5th Floor Elevator Lobby

A few things to remember BEFORE reimaging your notebook:

You should back up all of your files to an external drive or network storage **before** imaging.

You may want to export and back up your Internet bookmarks before reimaging if you do not use Time Machine. The instructions to do so are below.

You will want to save any installation files (DMG, EXE, etc.) for applications you have purchased and installed on your own.

Notebook Imaging Instructions

Before you proceed through the notebook imaging process, **make sure that all of your files are backed up**. If you have a Time Machine backup, and you plan on using that to restore your information, proceed to Step 1.

If you do not have a Time Machine backup but you want to preserve your Internet bookmarks, you will need to export them to your backup drive as an HTML file. To do so connect your backup drive, open your Internet browser, and do the following:

Safari: Go to the File menu at the top of your screen and select 'Export Bookmarks…'. Save the file on your backup drive- this will be used to restore your bookmarks to the new installation.

Firefox: Go to the Bookmarks menu at the top of the page and select 'Show All Bookmarks'.

Click on the Star icon ' ' and select 'Export Bookmarks to HTML'. Save the file on your backup drive- this will be used to restore your bookmarks to the new installation.

Chrome: Go to the Bookmarks menu at the top of the page and select 'Bookmarks Manager'. From that page click the pulldown menu called 'Organize'. Select 'Export Bookmarks to HTML file', and save the file on your backup drive- this will be used to restore your bookmarks to the new installation.

PROCEED ONCE YOUR INFORMATION IS COMPLETELY BACKED UP:

1) Power off your notebook and connect your power cord and the ethernet cable. **It is advised that you read each step entirely before beginning its instructions.**

2) Power on the notebook and immediately hold the 'Option' key until your internal drive and a netboot image appears, and select '**Notebook**' from the list of bootable drives.

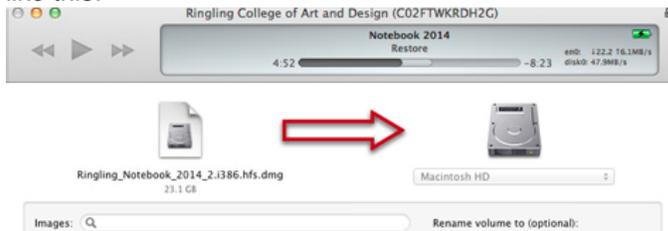3) When Deploystudio Runtime loads, click the play '' button.
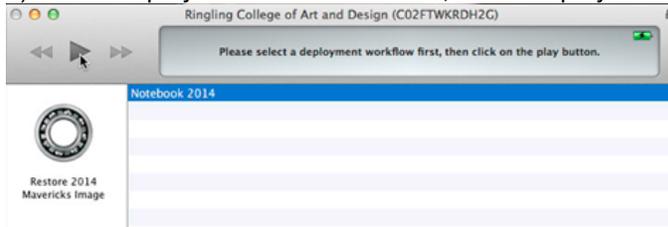
4) Read the disclaimer! This will erase the contents of the computer!

5) Press the play '' button after you have read the disclaimer. Your computer should look like this:

6) The process should take approximately 10 minutes to complete. It will say 'Workflow Completed' and present you with an option to 'Continue' or 'Quit Now'. Select '**Quit Now**' or it will quit automatically in a few minutes.
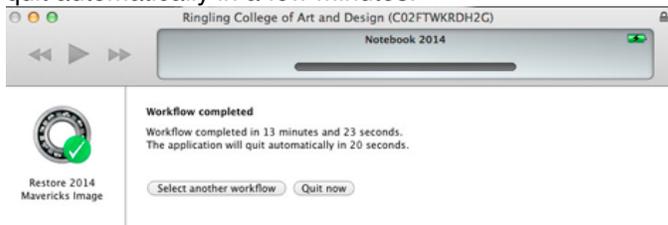
7) The computer will reboot and run a final installation script. It should restart and present you with the 'Select Language' option followed by the remainder of the account setup. Feel free to unplug the computer from the network at this time. Select your Country and Keyboard as they

appear. Then select your Wi-Fi network, which will be 'RinglingCollege'. The next step will give an option to restore your old user account and all of your files via Time Machine backup (recommended). **IMPORTANT:** If you do not wish to restore your information from a Time Machine backup at this time, select 'Do Not Transfer Data Now' when it asks if you would like to restore via Time machine or another Mac. You will need to pay special attention to Step 9.

8) **You can skip through the 'Apple ID' page if you wish.** Go ahead and agree with the terms and conditions for the software license.

9) You will now need to create an account for the computer. This is the login information that you will use for this computer- it does not have to be the same as your Ringling network login, but it can be the same. On the bottom there is an option for time zone, if you want your apps to be able to adjust to your current location, keep the box selected. The other option is for diagnostic and usage data that gets sent to Apple, if you wish to participate then leave it selected. **IMPORTANT:** If you have a Time Machine backup but are not restoring your data now, you should **make the new account name different from your old one**. Time Machine will not be able to automatically restore your old account if the name is the same as your new account.

10) The Registration Page will ask you to complete the information, but you can select 'Don't register' and then 'Skip' from the menu that pops down.

11) If you back up your information manually without Time Machine, you are done when you see the desktop!

12) When restoring your information, you may use Migration Assistant or Time Machine's User Restore function. You do not want to do a full System Restore, and you do not want to restore your old applications.

If you made your account name the same as your previous installation, you will have to restore your information manually. Navigate through your Time Machine drive to the most recent backup, select the items manually, and drag/drop them to the desired folders on the new installation. Your information should be manually restored (drag & drop) to your notebook's Homespace folders (Desktop, Documents, Pictures, etc). **Do not drag the old folders (Desktop, Documents, PIctures, Etc.) to the new computer- only the files in these folders.** This will avoid permissions errors requiring constant administrator authentication.

If you have any questions or experience any difficulty, please seek assistance at the Notebook Services Help Desk.