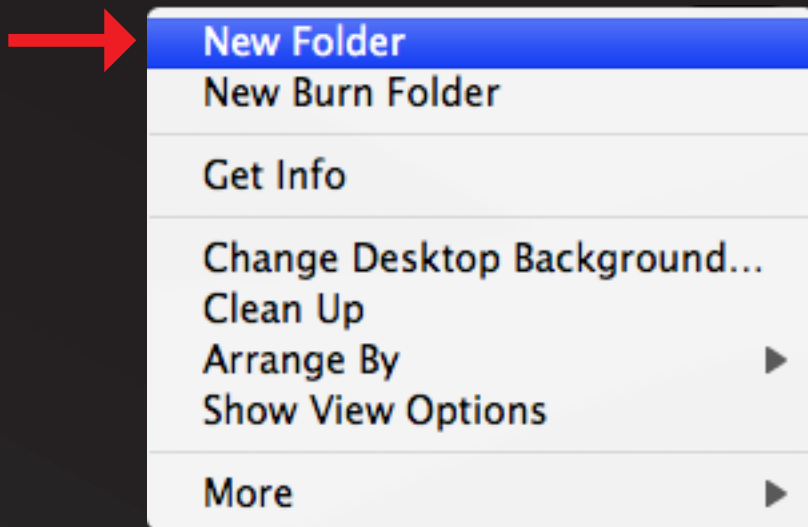


Backing up your data on a Mac

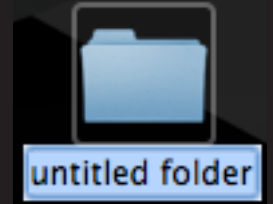
Screen shots are from Leopard Mac OS X 10.5.4

Step 1 Hold **control** and *click* the **desktop**, this menu will appear.

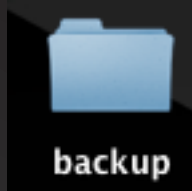


Click **New Folder**.

Name it **backup** or something else meaningful to you.



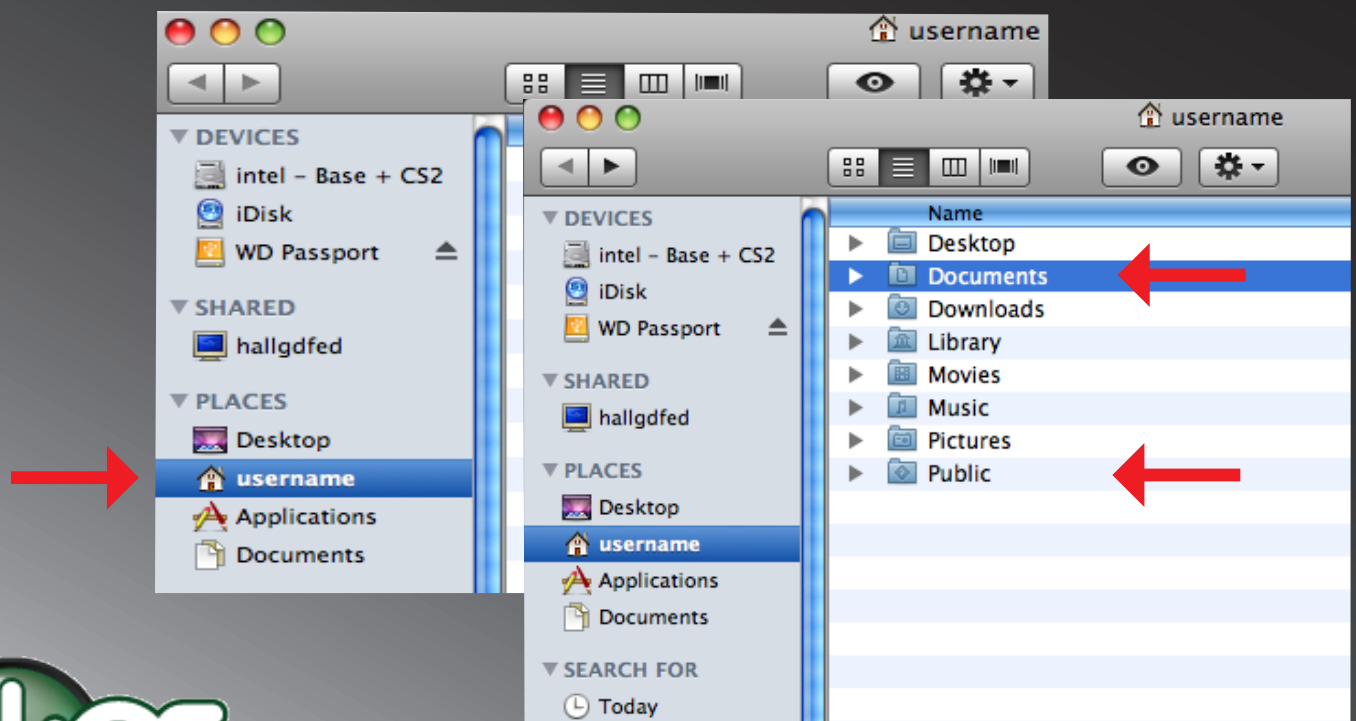
Step 2 Drag all files and folders you want to backup on the desktop into this folder.



Step 3 Open finder.



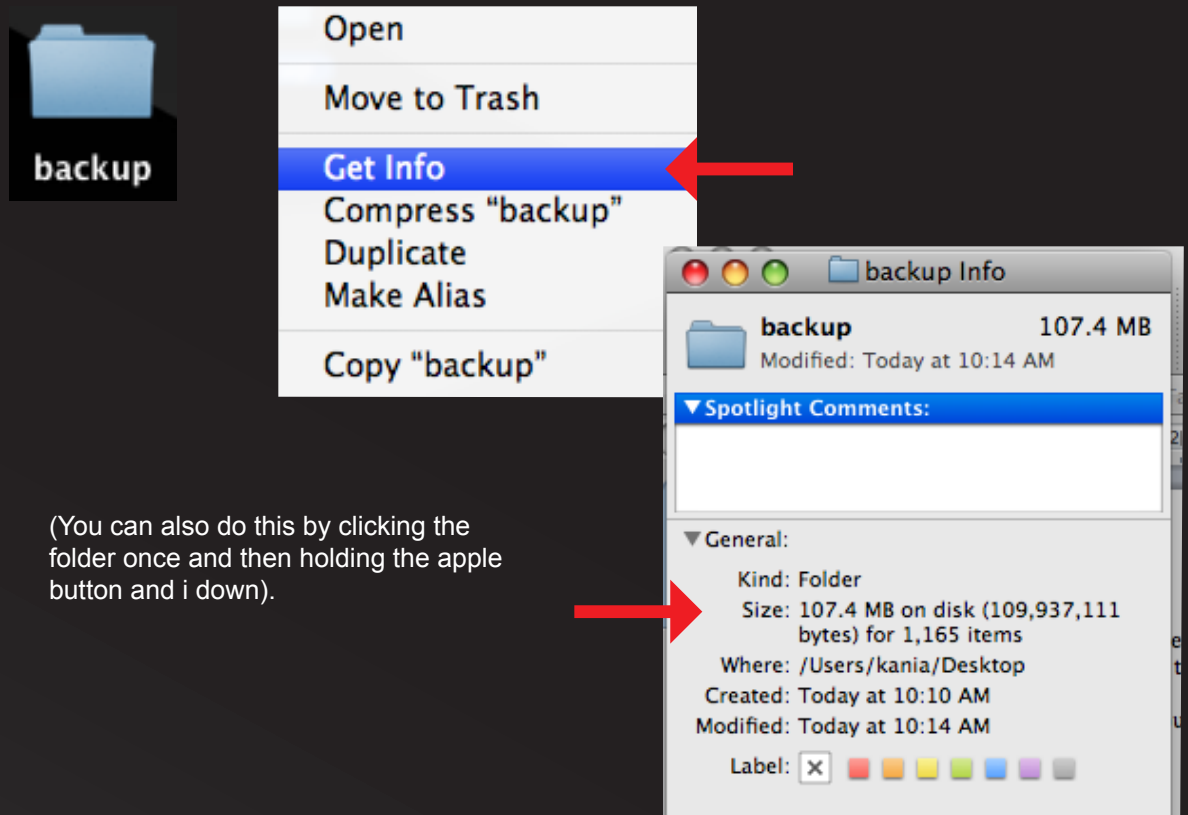
Select your **username**.



Click **documents**, hold **shift** and *click* the **last folder** on the list. Drag folders into the folder that you created on your desktop.

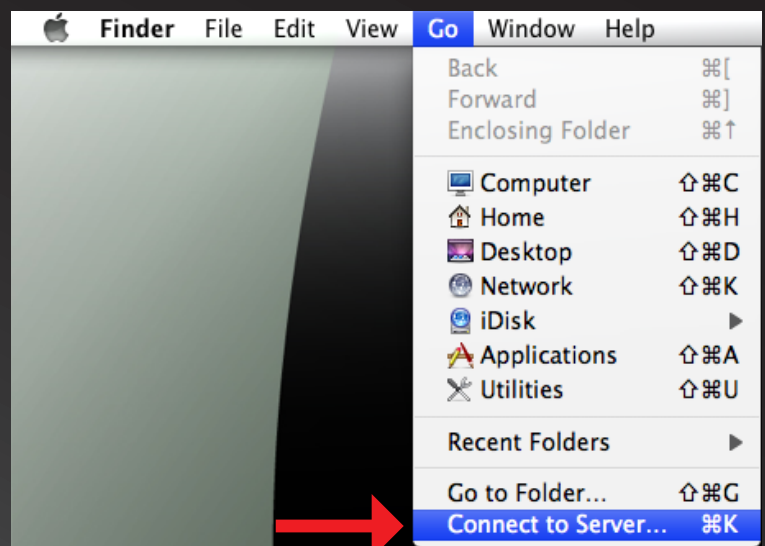
Step 4 To copy your backup folder onto another storage device you will need one of the following a CD or DVD, an external storage device, or if your folder is less than 200MB your V: drive.

To check the size of your folder, *hold control* and *click* the **folder** and *select* **Get Info**.

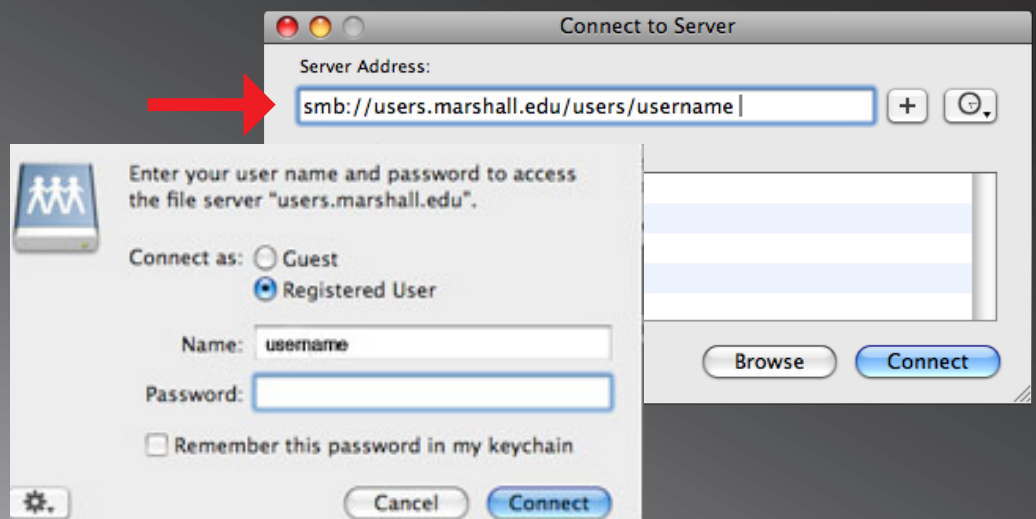


V:drive

To access your V:Drive *Click* **Go** and *select* **Connect to Server**.



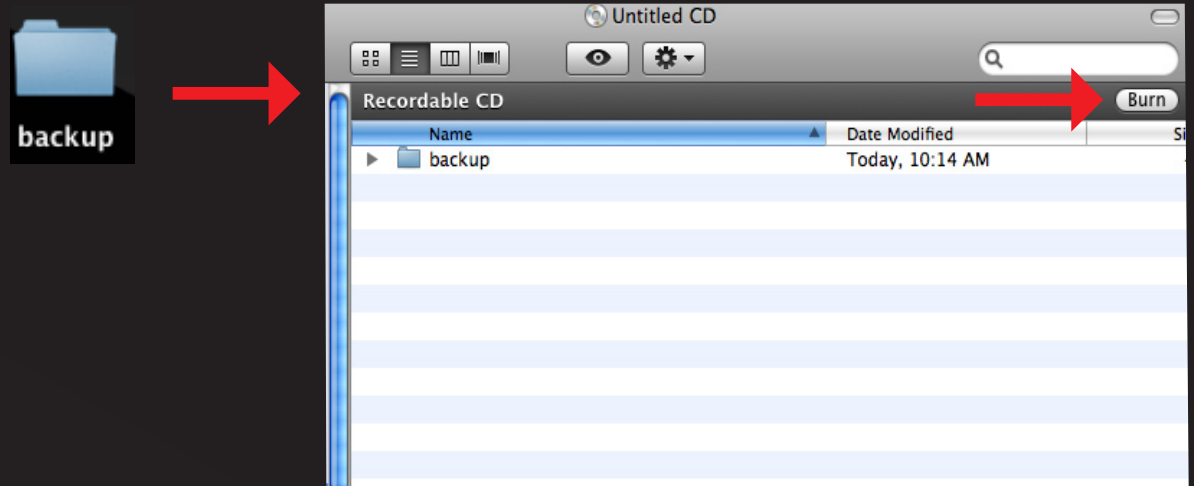
Type `smb://users.marshall.edu/users/yourusername` then *click* **Connect**.



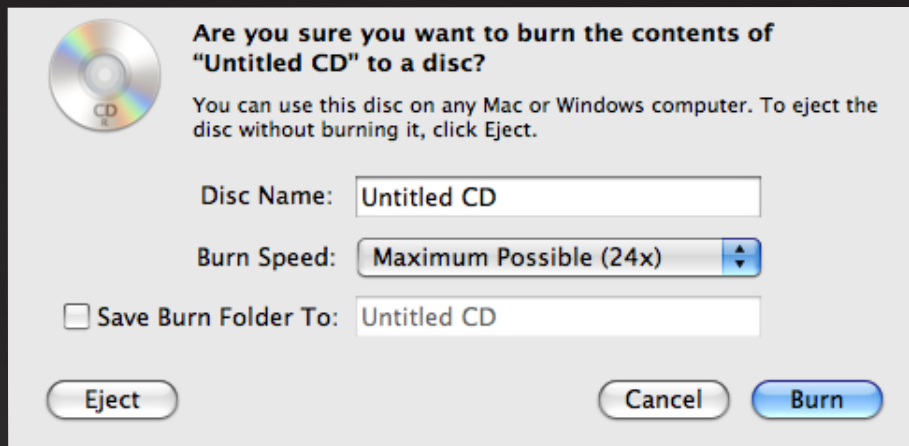
Enter in your **Authentication** information, and *click* **OK**

Hold down **option** and *drag* your **folder** into the **Untitled CD** window.

Click **Burn**.



Name the **disk** and *click burn*.



External Storage Device

To copy your backup folder onto an external storage device, *connect device* and wait for it to load, then *drag* the **folder** into it.

