

# Backing up your stuff

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## Purpose:

To demonstrate how to back up your important files at the Edgartown School.

## Considerations:

This tutorial is applicable to Macintosh (OS X) computers. This tutorial is targeted for users who want to back up important **documents**. If you want to back up movies, pictures, and music, you may not be able to use this procedure.

## Equipment:

The recommended device to back up your computer is a **USB micro drive**. We do not recommend using floppy disks to back up your files.

USB micro drives are also named:

USB keychain  
USB thumb drive  
USB pen drive

No matter the name, they look something like this:



USB micro drives come in different sizes. We suggest a 128 MB or 256 MB. The larger the drive, the more stuff it can hold. You probably don't need anything larger than 512 MB.

A 128 MB USB drive should cost no more than \$50.00

A 256 MB USB drive should cost no more than \$60.00

A 512 MB USB drive should cost no more than \$100.00

## Useless trivia:

USB stands for Universal Serial Bus. It basically means USB is supposed to work on any computer.

## How to back up your stuff:

There are essentially 4 steps to backing up your stuff. In summary:

- 1) know **where** your stuff is
- 2) carefully put the USB drive into a USB port
- 3) drag your stuff into the USB drive
- 4) remove the USB drive

### **Step 1: Know where your stuff is**

For most of you, your stuff is on your **desktop** or in your **documents** folder.



Desktop



Documents



Library



Movies



Music



Pictures



Public



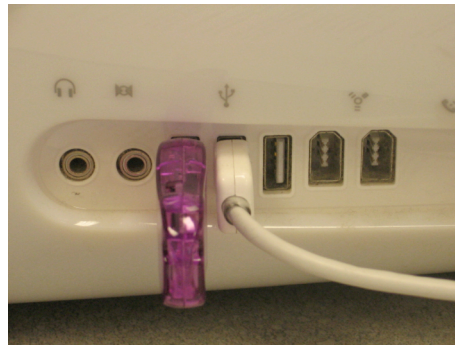
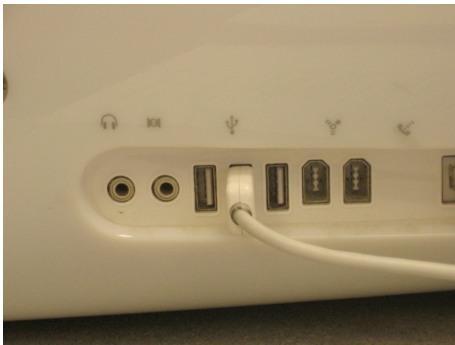
Sites

## Step 2: Carefully put the USB drive into a USB port

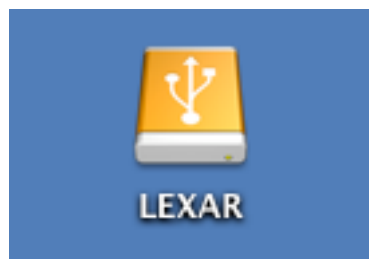
1) The USB port has a symbol that looks like this:



2) These steps show how to insert the USB drive

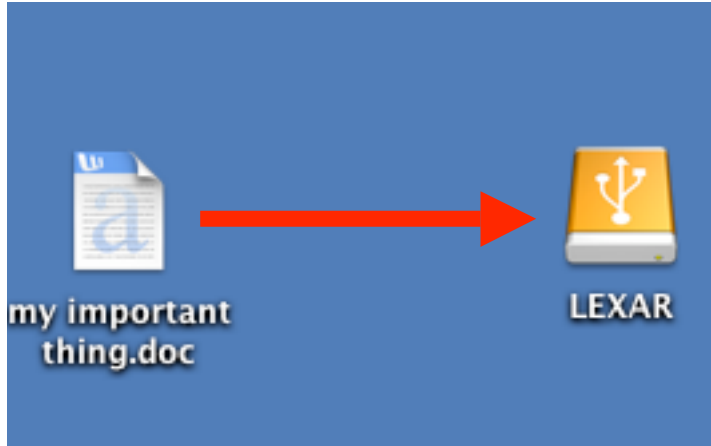


2.1) Note: Once you put the USB drive in your computer, you will see a drive icon on your desktop. (it might have a different name - that's ok)



### Step 3: Drag your stuff to the USB drive

Simply click and drag your file onto the USB drive.



The file will copy very quickly...unless they are really big.

### Step 4: Remove the USB drive

We are going to drag the USB drive into the trash. Don't worry! The trash icon will change once we start dragging.



Once you have ejected the USB drive, you can safely remove the drive from your computer.