

BACKING UP FILES TO A CD/DVD OR EXTERNAL DRIVE



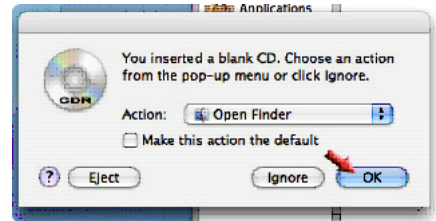
SAVING FILES TO A CD OR DVD


YOU MUST USE A CD-R/-RW OR A DVD-R/-RW DISC

1. Insert a CD/DVD into the CD Tray
 - a. To Open Tray, press the “eject key” on the keyboard.

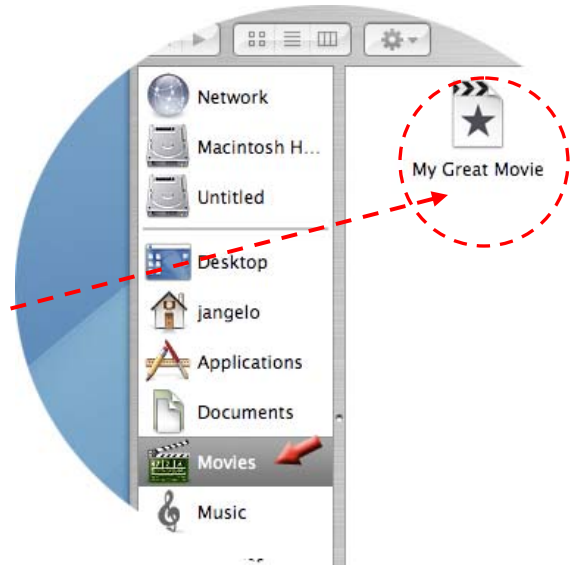


2. A window will popup asking you to “choose an action”, click “OK” **NOT** “Ignore”.
 - a. If you accidentally click ignore, eject the CD and try again.




3. A CD Icon will appear on the desktop;  you can now **drag files** onto this icon or double click it and drag files into the open window. (A cd will hold about 650 megabytes of data and DVD's will hold about 4.7gigabytes. Make sure your files fit within those sizes).

- a. If you are burning an Imovie project, your file will most likely be located in the “**Movies**” folder. (Files look like a piece of paper with a star on it).
 - i. Older Versions of Imovie have a project icon (paper with a star on it) as well as a project folder with the same name (a blue folder). **Both of these** must be dragged onto the CD.

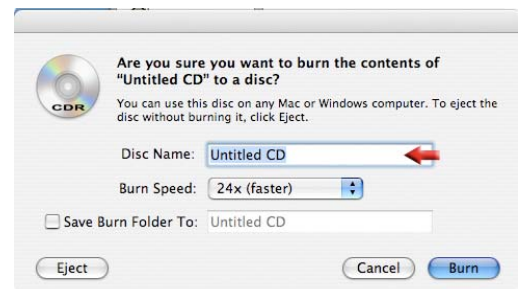


- b. If you cannot find your files, try searching for them by name with the “**Finder Bar**”.

4. Once all of your files have been placed on the CD, it is ready to be burned.
 - a. If the “burning folder” is open, just click the “burn icon” on the right.
 - b. Or drag the CD icon from the desktop into the **trashcan** in the bottom toolbar. (It will turn into a  Hazard/Burn symbol.)



5. The “Burn CD” window will popup, you can name your disc if you want. Click “**Burn**” when you're ready.
 - a. Depending on how much you are burning, it may take from 1 to 10 minutes to complete burning for a cd or longer for a DVD.

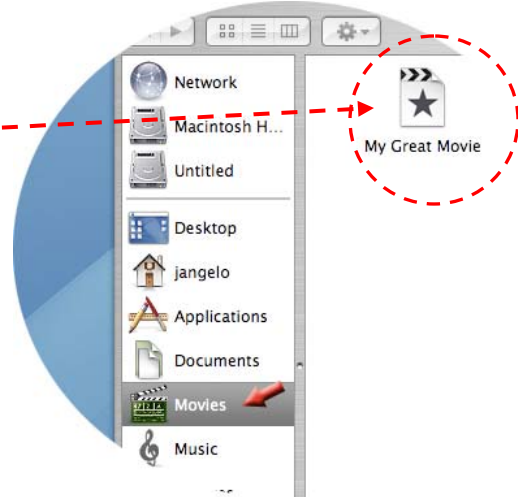


SAVING FILES TO AN EXTERNAL HARD DRIVE/ USB DRIVE

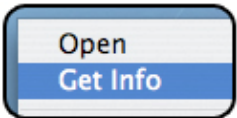


1. Connect your hard drive to either the USB or Firewire ports on the Mac.
 - a. In a few seconds a “hard drive icon” should appear on your desktop (*It is usually named after the company that made your drive; in this case “Corsair”*)
2. You can now **drag files** onto this icon or double click it and drag files into the open window.

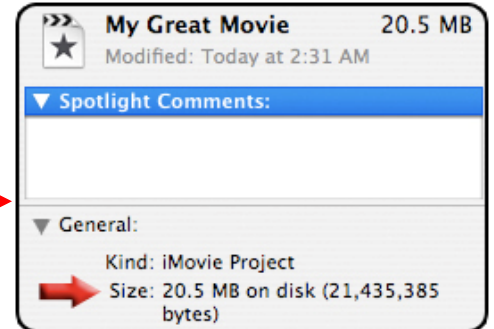
- a. If you are burning an IMovie project, your file will most likely be located in the “**Movies**” folder. (*Files look like a piece of paper with a star on it*).
 - i. Older Versions of IMovie have a project icon (paper with a star on it) as well as a project folder with the same name (a blue folder). **Both of these** must be dragged onto the CD.
- b. If you cannot find your files, try searching for them by name with the “**Finder Bar**”.



3. Make sure that you have enough space on your drive to hold your files. If you need to find out how big a file is:



- i. Hold down the **control key** and click on the file(s) you want to transfer. (*Ctrl+click*)
- ii. Choose “get info” from the popup menu.
- iii. The “information window” will appear. You can see the size of the file by **looking** in the upper right corner, or under the “**Size**” section of the window.
- iv. To find out how much space you have on your hard drive, repeat the above process, except click on your “hard drive icon” on the desktop. It may state **Total Capacity** instead of **Size**.



4. Once you have transferred all of the files you wish to back up, drag the “hard drive icon” from your desktop into the **Trashcan** in the bottom toolbar. It will turn into an eject symbol.



5. Remove your hard drive from the computer