# **BIS Help Guides**

# How to Backup the Data

Learn how to backup the data.

Written By: Mirai



### INTRODUCTION

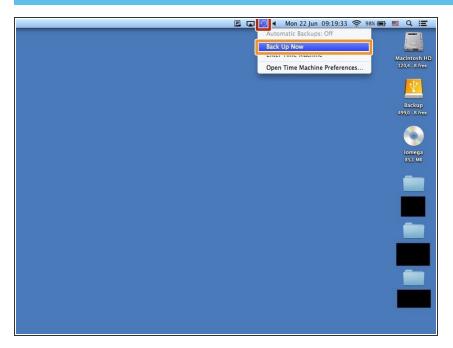
Learn how to backup the data.

### Step 1 — Connecting Hard Drive



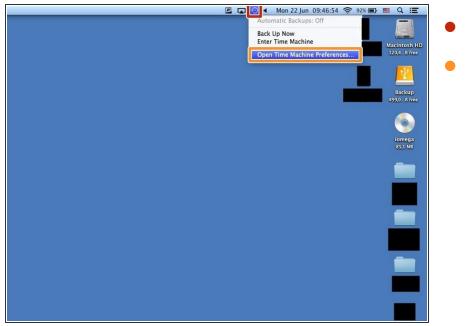
 Connect the USB connector (it said SS on the top of the USB connector) into the USB port

### Step 2 — Backing Up



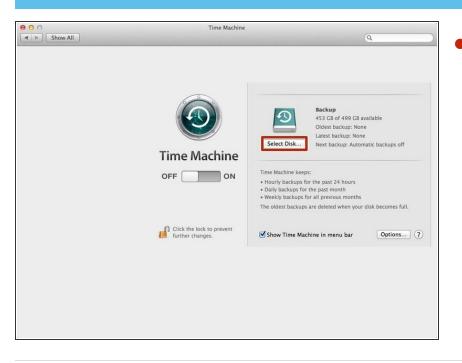
- Click "Time Machine" icon
- Click "Back Up Now" then it's start backing up.

### Step 3 — If It Doesn't Say "Back Up Now"



- Click "Time Machine" icon
- Click "Open Time Machine Preferences"

#### Step 4 — Selecting Disk



Click "Select Disk..." and then click "Backup". Then you can do Step 2.