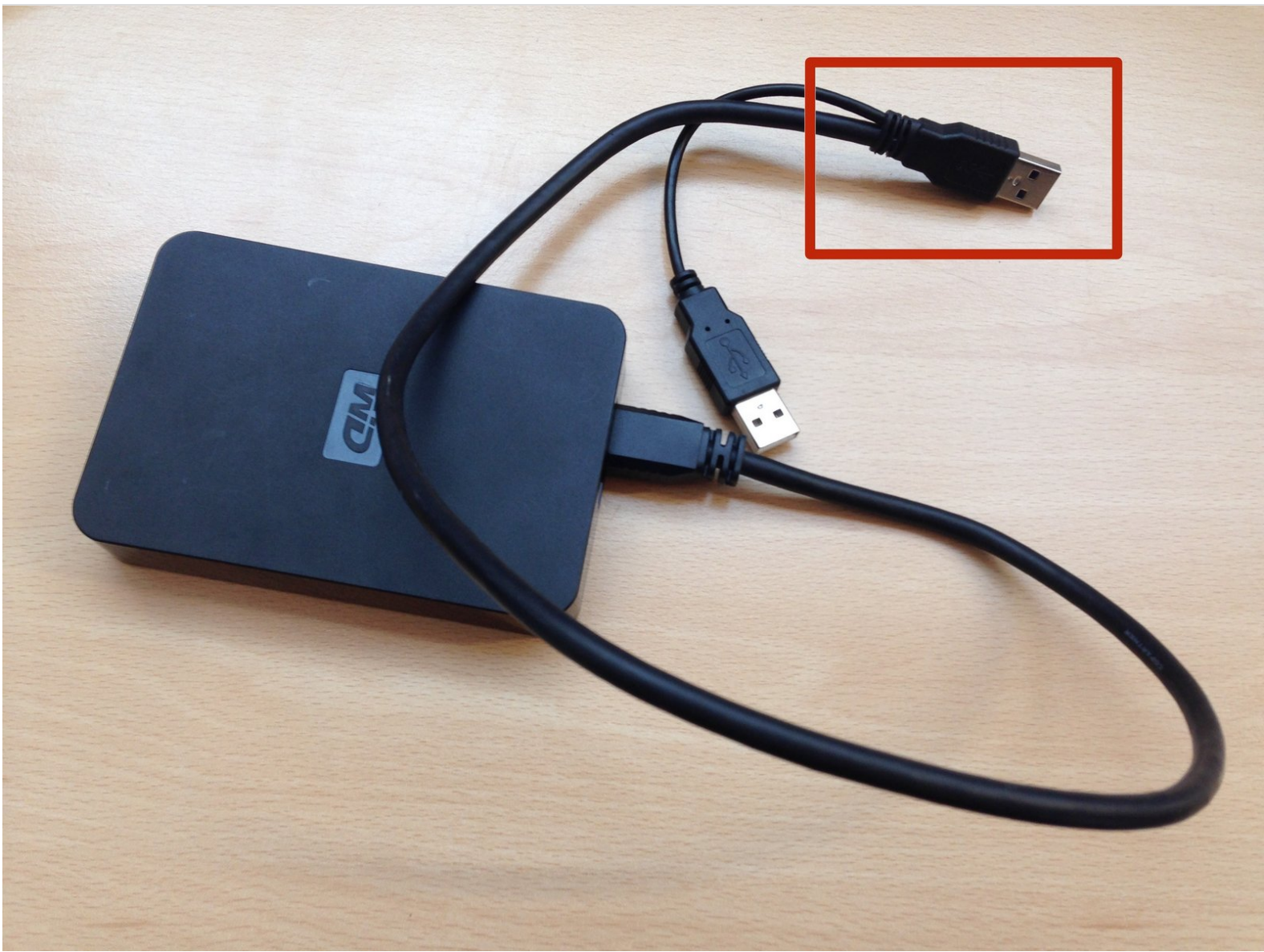


BIS Help Guides

How to backup your home folder using your external hard drive

Learn how to save all of your folders and files onto your external hard drive, not using Time Machine.

Written By: BIS Edtech Team

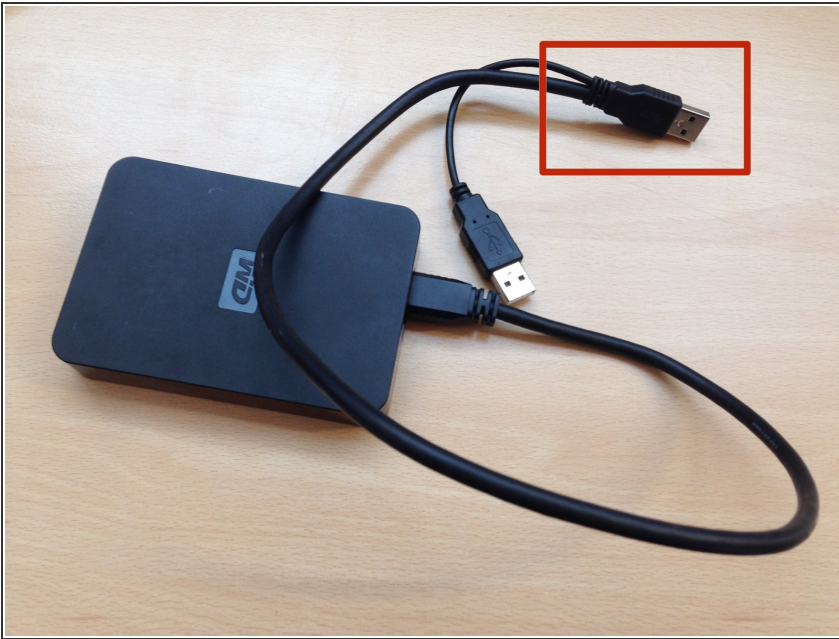


INTRODUCTION

Learn how to save all of your folders and files onto your external hard drive, not using Time Machine.

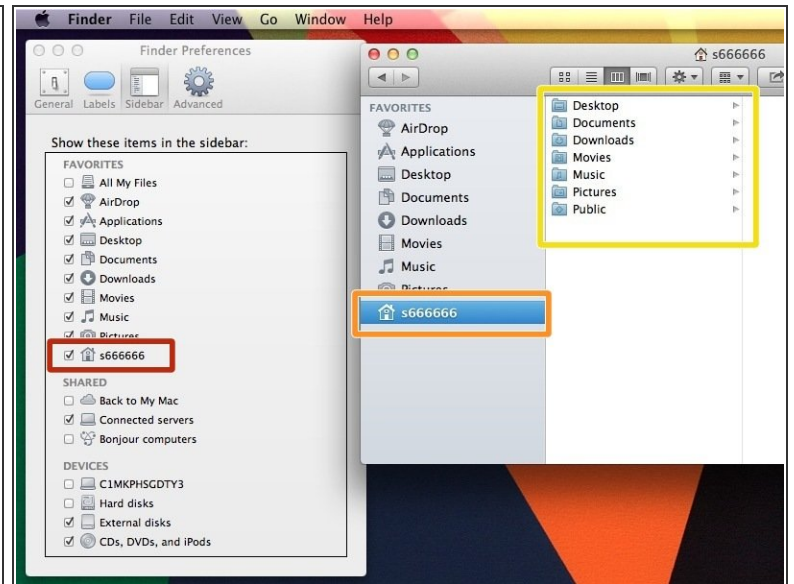
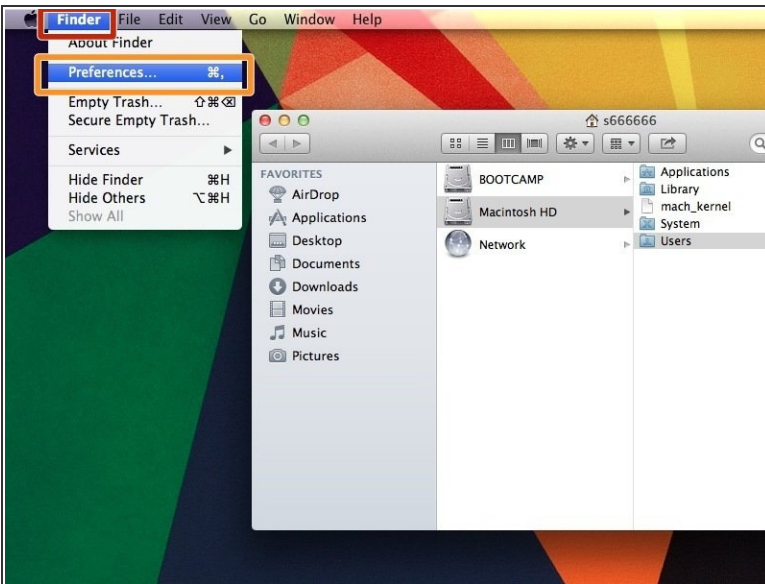
You **can** copy your personal files, such as music and videos, using this backup method

Step 1 — Plugin your external hard drive



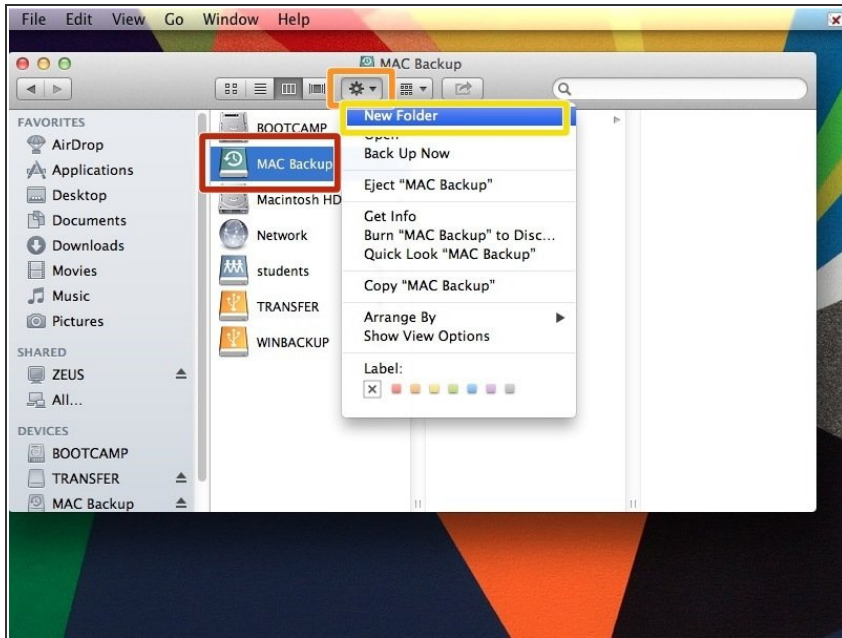
- If your cable looks similar to the one in the picture, please ensure you plugin the end circled in red

Step 2 — Display 'Home' folder in Finder



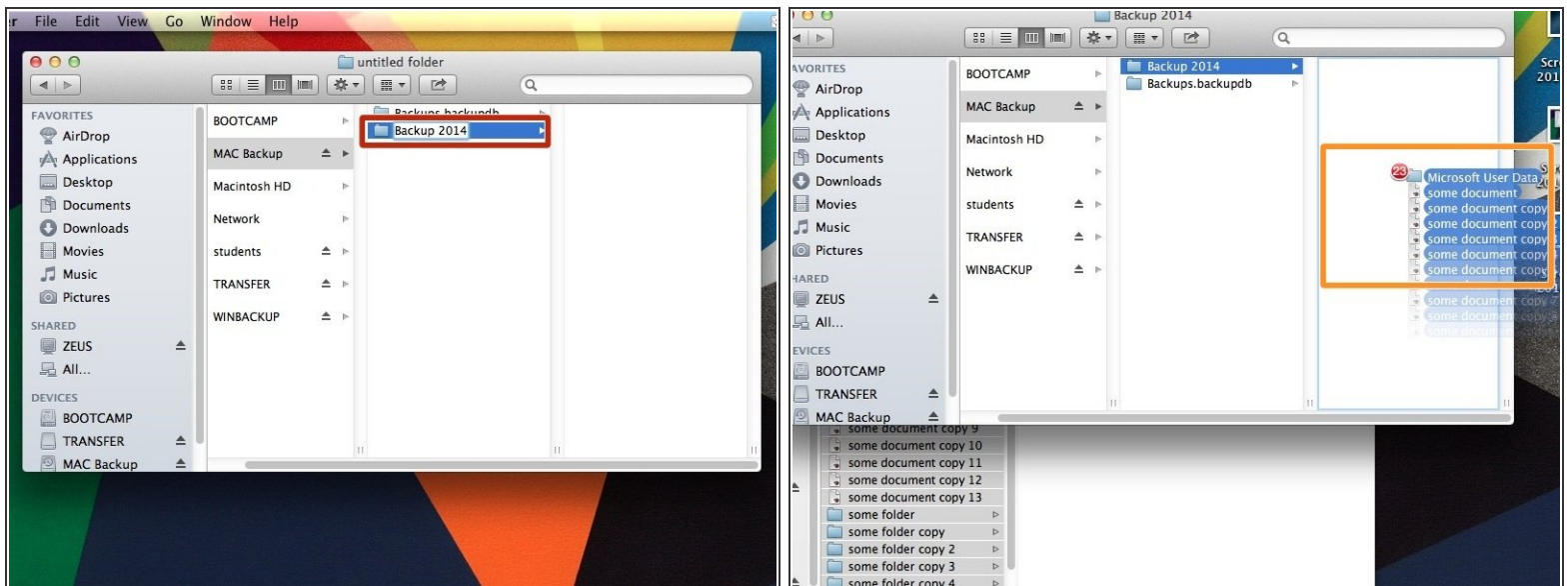
- Click on 'Finder'
- Click on 'Preferences'

Step 3 — Create a new folder on your external hard drive



- Click on your external hard drive
- Click on the 'cogs' icon
- Click on 'New Folder'

Step 4 — Transfer files and folders



- Name your newly created folder something easy to remember e.g. Backup 2014
- Make sure you create the folder **alongside** the Backups.backupdb folder, **not** inside that folder
- Transfer all of the files and folders inside your 'Home' folder. As this is your personal hard drive, you can copy all of your files and folders, including your personal music and videos

