

How to Back-up Your Documents on a Mac

- Insert your flash drive into your MacBook
- Open up FINDER
- Select DOCUMENTS on the left side of that screen
- Select the files (on the right-hand side of the FINDER screen) you want to back-up by clicking them. To select more than one file, click the first file then hold down the COMMAND key. While holding down the COMMAND key, click on each individual file you want to back-up.
- After you have selected your files, click with two fingers on the track pad
- Select COPY from the window that opens
- In FINDER, go to DEVICES on the left and click on your FLASH DRIVE
- Put your cursor in the right side of the FINDER screen (where the documents are listed) and double-click
- Select PASTE ITEMS from the window that opens
- When done, in FINDER, on the left, go to DEVICES and click the arrow to EJECT the flash drive