



# FreeAgent™

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User Guide for Mac



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# Getting Started

The Drive Manager software offers these features:

- Backup & Restore to protect your data
- Drive diagnosis to check the health of your drive
- Software updates to make sure you're running the most current version

Because the drive is configured for a Windows operating system, it must be prepared for installation on your Macintosh before you can install the Drive Manager software.

## Using the Mac Reformatting Tool

***Note:** This User Guide is written for the entire family of Seagate and Maxtor external drives. So the icon labels you see on your screen may vary from the images shown below depending upon the name of the drive you're installing.*

The Mac Reformatting tool automatically prepares your drive for use with a Macintosh system and then installs the Drive Manager software.

To use the Mac Reformatting Tool,

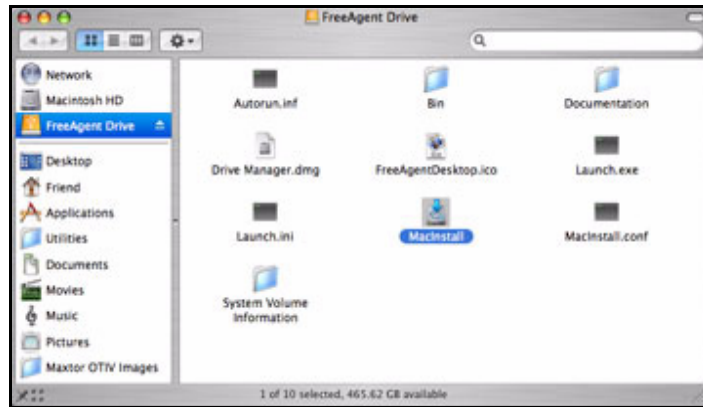
**Step 1.** Connect your drive to your computer.

A **FreeAgent Drive** icon appears on your desktop:



**Step 2:** Double-click the **FreeAgent Drive** icon.

The **FreeAgent Drive** Finder window opens:



**Figure 1: FreeAgent Drive Finder**

The **FreeAgent Drive Finder** window contains the Mac Reformatting Tool.

**Step 3:** Double-click the **MacInstall** icon.

The **Mac Reformatting Tool** window opens:

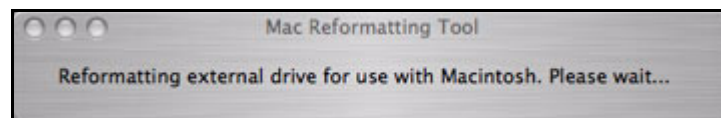


**Figure 2: Mac Reformatting Tool**

**Step 4:** After you've read the description of what the Reformatting tool does, click **Reformat** to reformat your drive for a Macintosh.

The remainder of the software preparation is automatic. Here's what you see:

- The New Volume drive is dismounted and reformatted:



**Figure 3: Reformatting In Progress**

- When the reformat is complete, the **Drive Manager.dmg** file appears on your desktop:



- The Installer **Welcome** window opens:



*Figure 4: Welcome*

## Installing the Software

The Drive Manager software is already loaded on your drive and ready to be installed on your computer.

To install the software,

**Step 1.** In the **Welcome** window, click **Continue**.

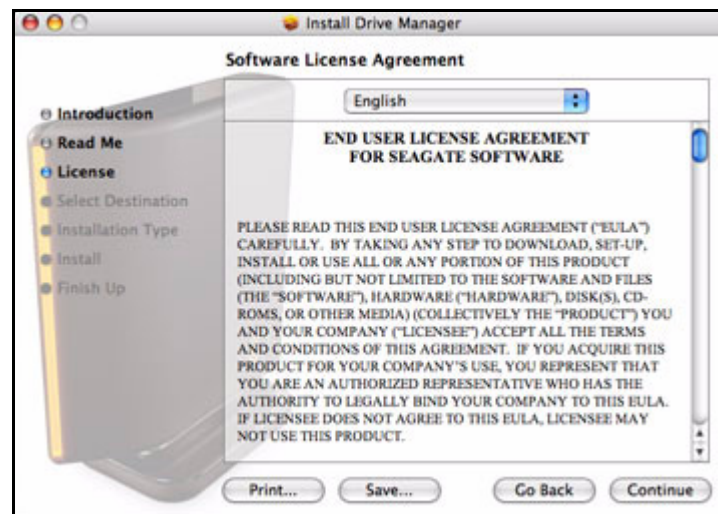
The **Read Me** window opens:



**Figure 5: Read Me**

**Step 2:** When you've read the information, click **Continue**.

The **Software License Agreement** window opens:



**Figure 6: Software License Agreement**

**Step 3:** Click **Continue**.

A sheet requires your agreement to continue the installation:



**Figure 7: License Agreement sheet**

**Step 4:** Click **Agree** in the sheet.

The **Select a Destination** window opens:

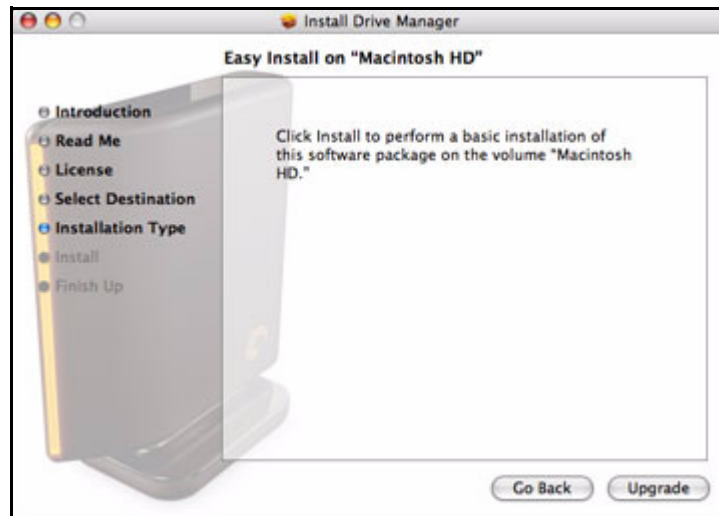


**Figure 8: Select a Destination**

**Step 5:** Select your Macintosh hard drive and click **Continue**.

**Note:** The Drive Manager software can be installed only on the boot volume.

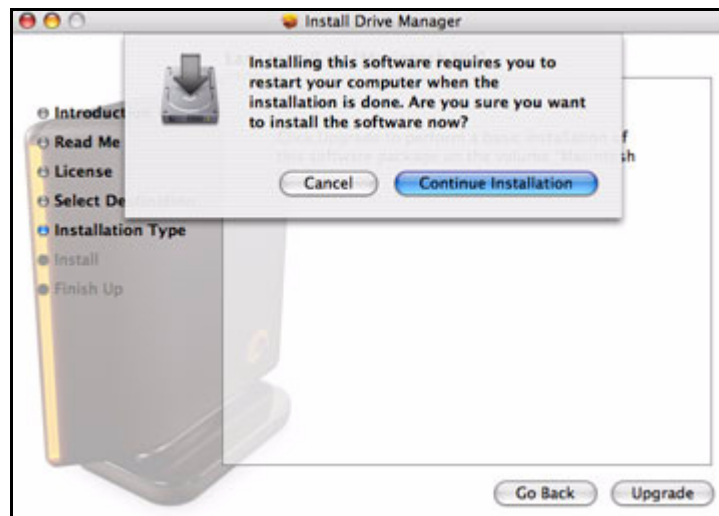
The **Installation Type** window opens:



**Figure 9: Installation Type**

**Step 6:** Click **Install**.

A sheet warns that you'll have to restart your computer:



**Figure 10: Restart Warning**

**Step 7:** Click **Continue Installation** in the sheet.

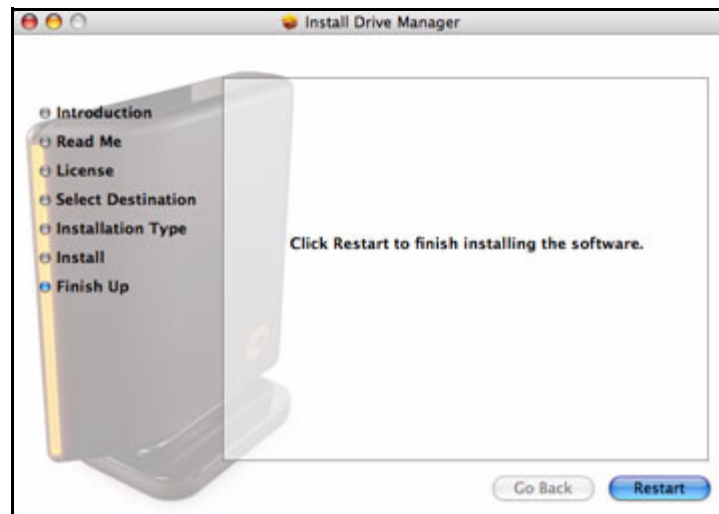
A progress window keeps you informed as the installation proceeds:





**Figure 11: Installing OneTouch 4**

When the installation is complete, a **Restart** window opens:



**Figure 12: Restart**

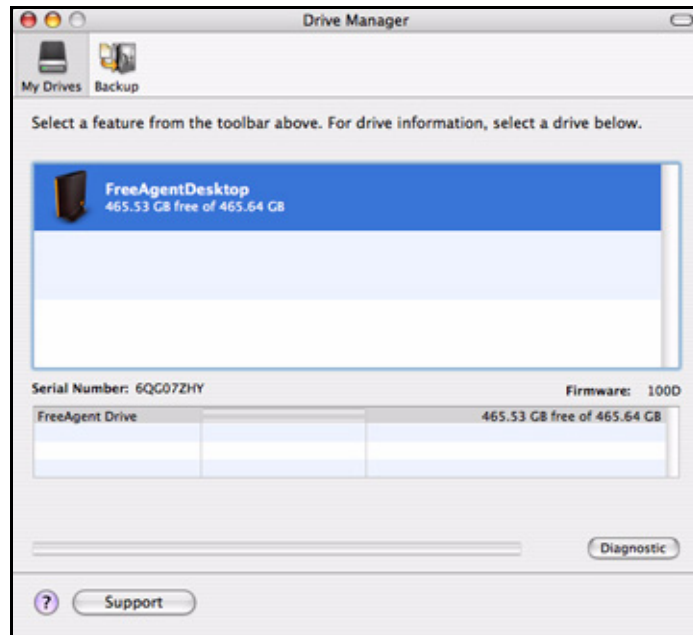
**Step 8:** Click **Restart** to restart your computer and complete the installation.

When your computer has restarted, a Drive Manager icon appears on your desktop:



Drive Manager

**Step 9:** Double-click the icon to open the Drive Manager application:



**Figure 13:** Drive Manager Application

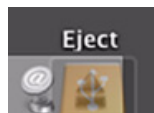
## Safely Ejecting Drives

It's important that you follow the correct procedure to eject your drives from your computer so that data is not lost or corrupted during the process.

To safely eject a drive,

**Step 1.** Click on the desktop icon of the drive to be disconnected and drag it to the Trash icon.

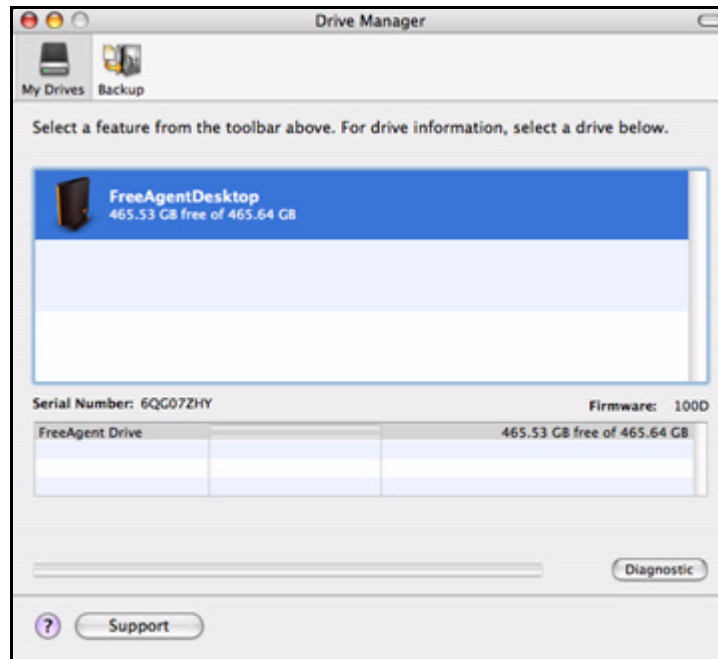
**Step 2:** When the Trash icon changes to an **Eject** icon, release the drive icon with your mouse:



**Step 3:** After the drive icon disappears from your desktop, disconnect the power supply and the USB connection to your drive.

# Managing Your Drives

The **My Drives** view provides a central point from which to manage your Drive Manager devices. It displays all Drive Manager devices connected to your computer:



**Figure 14: My Drives**

The tabs across the top of the view allow you to access your drive features and manage drive utilities.

**Note:** External drives are automatically detected and listed in the **My Drives** list. It can take several seconds for the Drive Manager software to detect your devices. If a device doesn't appear, make sure it's properly connected and turned on.

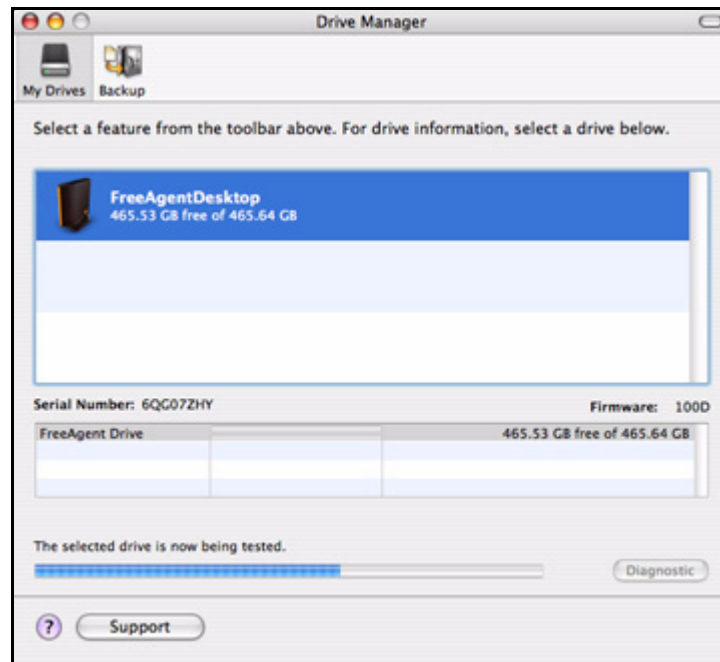
## Running Diagnostics

Use Diagnostics to check the health of your drives. The diagnostic utility performs its tests without affecting the data on your drive.

To run Diagnostics,

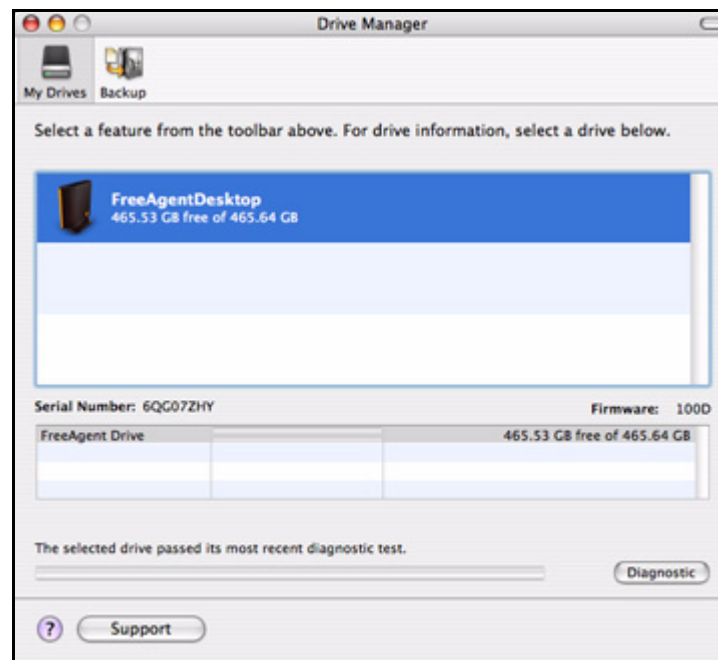
**Step 1.** In the **My Drives** view, click **Diagnostic**.

A progress bar indicates the progress of the diagnostic:



**Figure 15: Diagnostics in Progress**

When the test is complete, the results are displayed in the **My Drives** view:



**Figure 16: Diagnostics Complete**

The drive pictured above is functioning normally. If the diagnostic encounters an error during testing, the serial number of the bad device is displayed with instructions to contact Seagate for service and support.

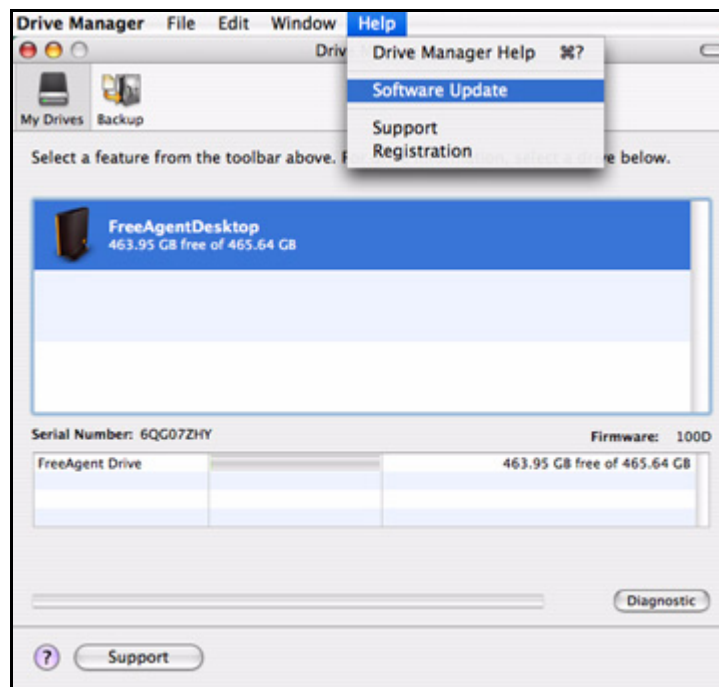
## Updating Your Software

The Software Update feature automatically informs you each month of whether your software is up to date. However, you can manually check to see if an update is available or you can turn off the automatic Software Update feature.

**Note:** You can check manually for software updates or turn off Software Update from any view.

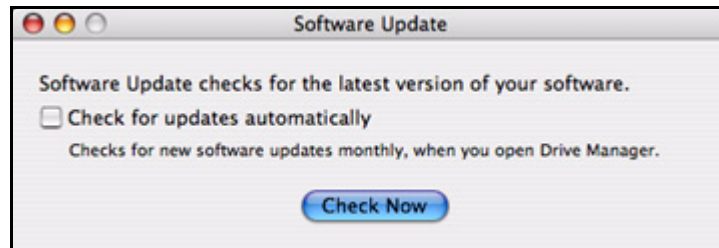
To manually check for updates or turn off Software Update,

**Step 1.** In the menu bar, go to **Help > Software Update**.



**Figure 17:** Software Update

The **Software Update** window opens:

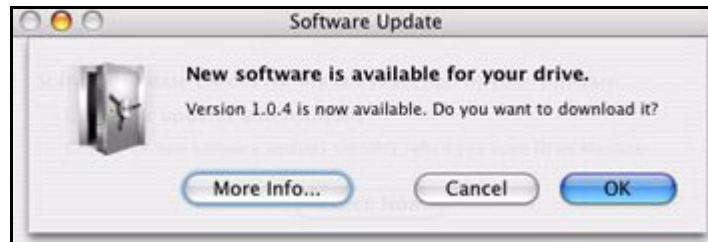


**Figure 18: Software Update**

**Step 2:** To turn on Software Update, check **Check for updates automatically**.

**Step 3:** To check for updates now, click **Check Now**.

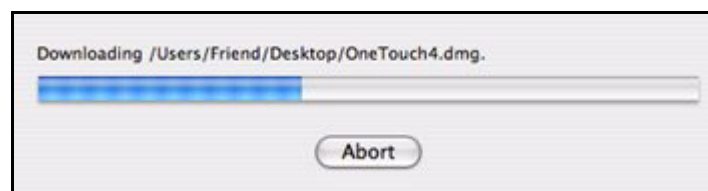
If an update is available, a **Software Update** window allows you to download it:



**Figure 19: Software Update Available**

**Step 4:** Click **OK** to download the software update.

A progress bar indicates the status of the download:

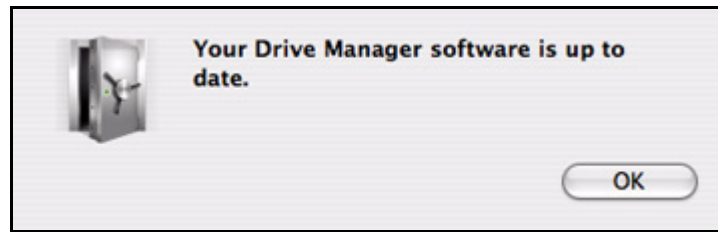


**Figure 20: Software Update Progress**

When the software update has downloaded, the Install Wizard Welcome window opens.

**Step 5:** Follow the steps in the Install Wizard to install the update.

If your software is up to date, a **Software Update** window informs you of that:



**Figure 21: Software Up To Date**

**Step 6:** Click OK.

## Reading the LED Status Indicators

Your drive has an LED status indicator to keep you informed about the status of the drive:



**Figure 22: Drive LED**

LED Descriptions	State
Flashing rapidly	Drive fault
Shining steadily/bright	Power on; no data activity
Pulsing slowly	Data activity
Shining steadily/dim	Asleep

# Backing Up & Restoring Folders

The Backup & Restore feature allows you to

- Create and manage multiple Backup Plans
- Schedule the backup of selected folders
- Edit backup settings
- Launch an immediate backup
- Restore backed up files

After the initial backup, the OneTouch software backs up changed files in backed up folders on a schedule you set or when you click **Back Up Now** in the **Backup** view.

You can create one Backup Plan to back up all your folders or you can create multiple Backup Plans for different sets of folders.

You can use either of two types of Backup Plan:

- **Simple Backup:** Pre-configured to back up your home folder daily at 10:00 p.m.
- **Custom Backup:** You select the folders to be backed up and set up a backup destination and schedule.

## Creating Backup Plans

### Using Simple Backup

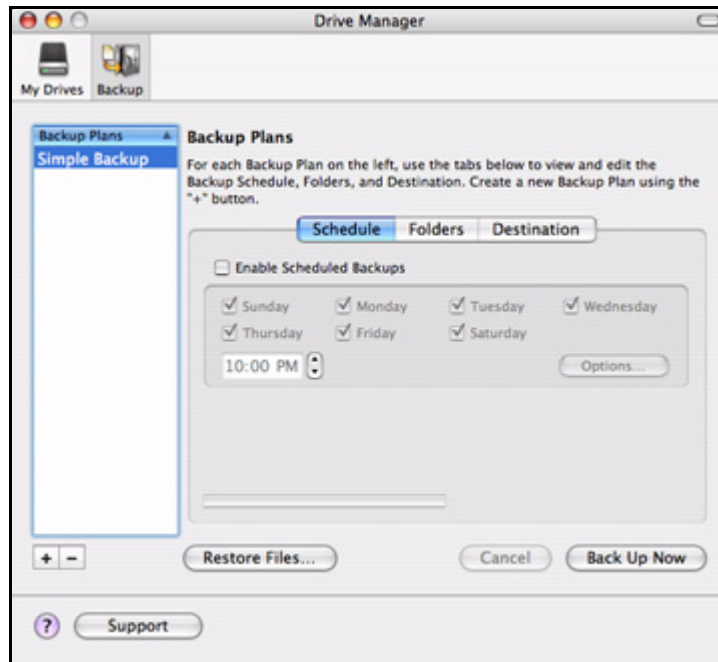
Use Simple Backup to back up your home folder daily at 10 p.m.

To use Simple Backup,

**Step 1.** Click **Backup** in the toolbar.

The **Backup Plans** view is displayed:

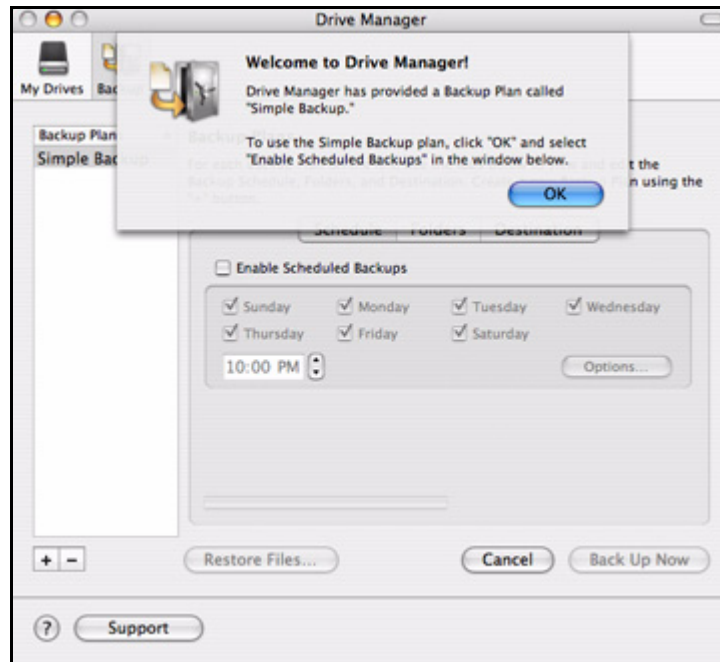




**Figure 23: Backup Schedule**

**Simple Backup** appears in the **Backup Plans** list.

If this is your first time opening the **Backup Plans** view, a sheet describes Simple Backup:

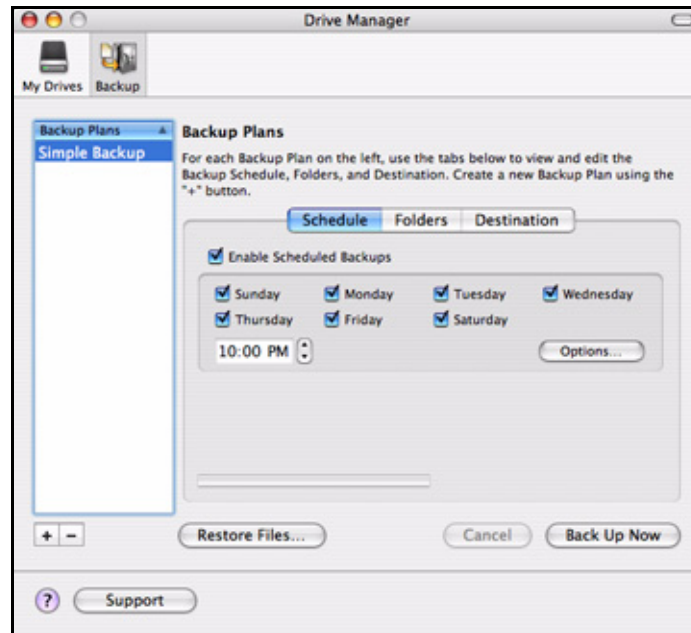


**Figure 24: Simple Backup Welcome**

**Step 2:** Click **OK** in the sheet.

**Step 3:** Select **Enable Scheduled Backup**.

All days are scheduled for backup at 10:00 PM:

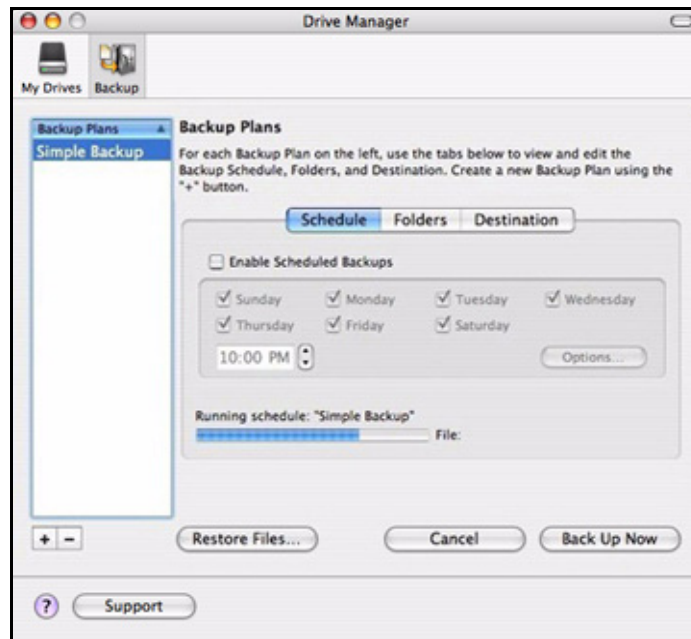


**Figure 25: Simple Backup Schedule**

**Step 4:** To re-name the Simple Backup plan, double-click on **Simple Backup** in the **Backup Plans** pane so that it becomes editable and enter a name.

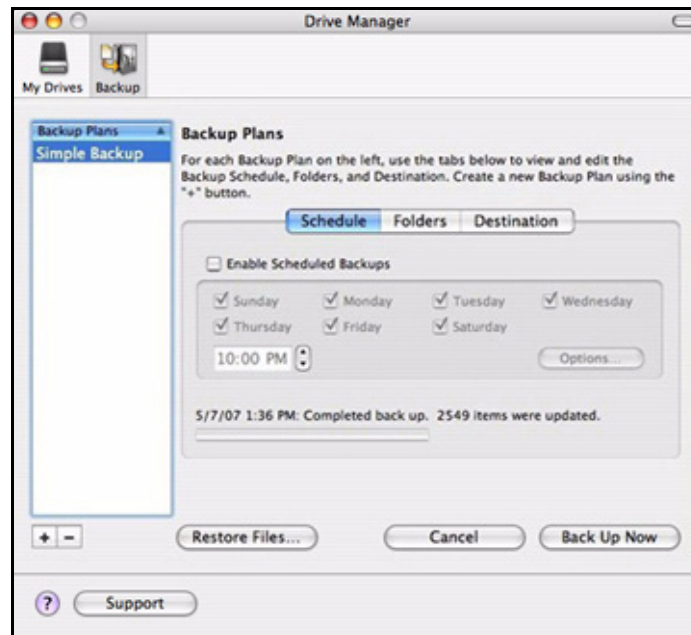
**Step 5:** Select **Simple Backup** or the name you've given it and click **Back Up Now**.

A progress bar below the **Schedule** tab view informs you of the progress of your backup:



**Figure 26: Simple Backup Progress**

When the backup is complete, the date, time, and number of files in the backup are displayed:



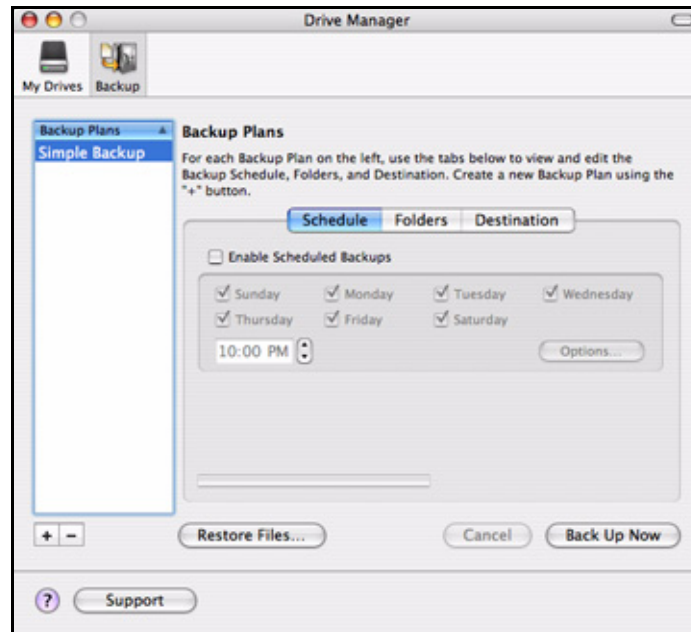
**Figure 27: Simple Backup Completed**

## Creating a Custom Backup Plan

To select specific folders for backup and set up a backup destination and schedule,

**Step 1.** Click **Backup** in the toolbar.

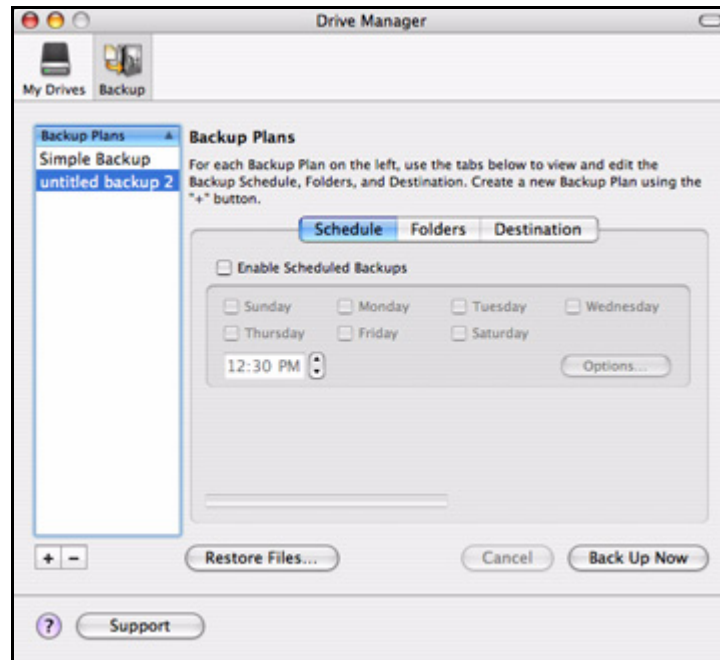
The **Backup Plans Schedule** tab view is displayed:



**Figure 28:** Backup Plans

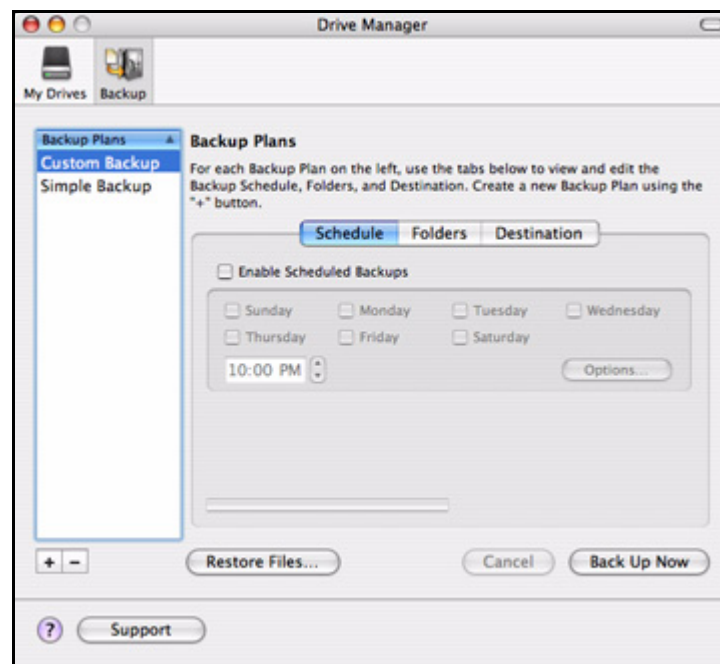
**Step 2:** Click the plus sign (+) below the **Backup Plans** list to add a custom backup.

**Untitled backup** appears in the **Backup Plans** list:



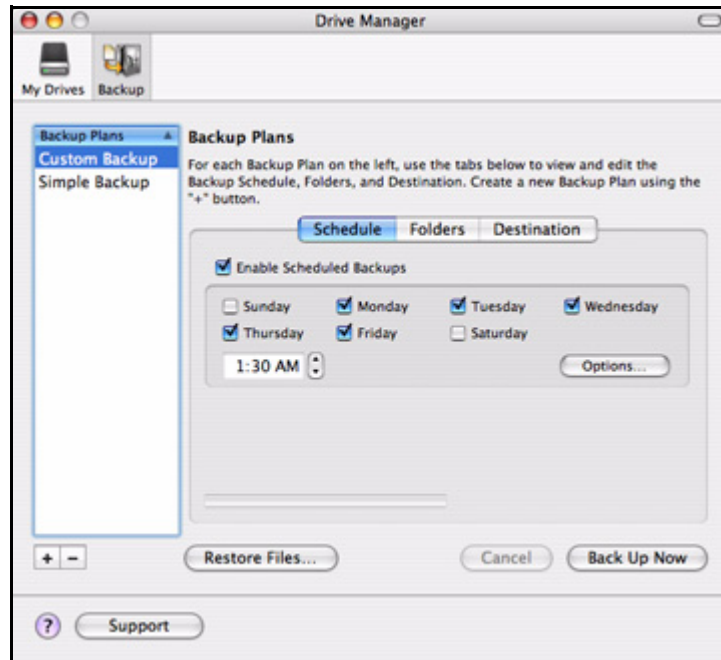
**Figure 29: Custom Backup Plan**

**Step 3:** To name this Backup Plan, double-click **untitled backup** so that it becomes editable and enter a name:



**Figure 30: Name Custom Backup Plan**

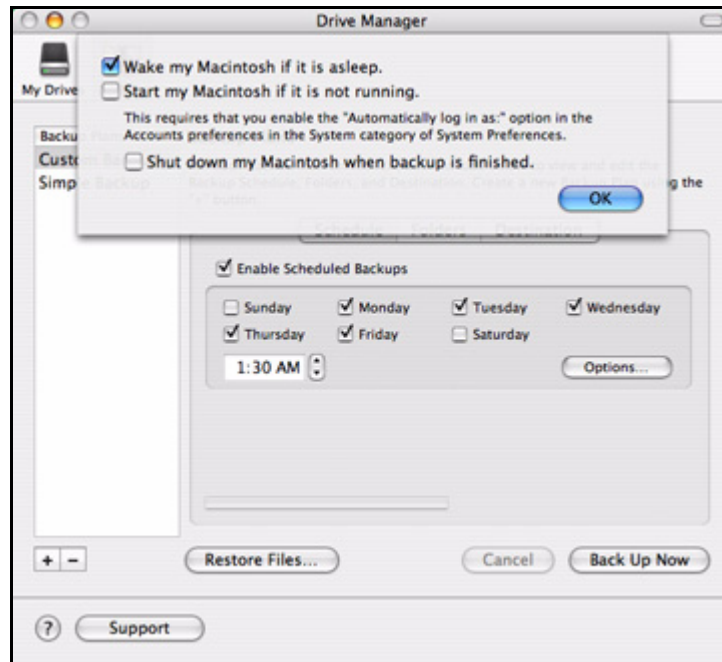
- Step 4:** Select **untitled backup** or the name you've given it (**Custom Backup** in the image above) and select **Enable Scheduled Backup** in the **Schedule** tab view. The **Schedule** tab view becomes active:



**Figure 31: Backup Plan Schedule**

- Step 5:** Select the days and time for your backup and click **Options**.

- Step 6:** The power options sheet is displayed:



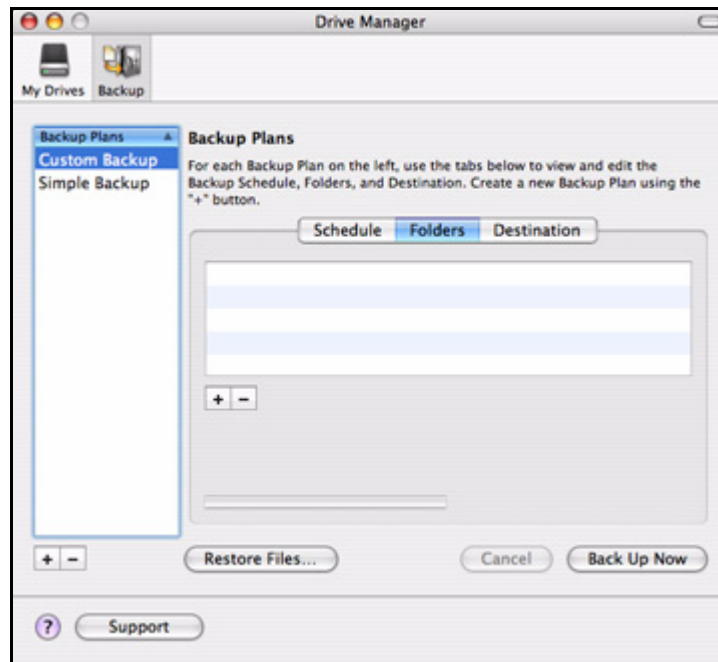
**Figure 32: Backup Schedule Options**

**Step 7:** Set the power options to accommodate your backup schedule and click **OK**.

**Step 8:** Click **Folders** in the **Backup Plans** view.

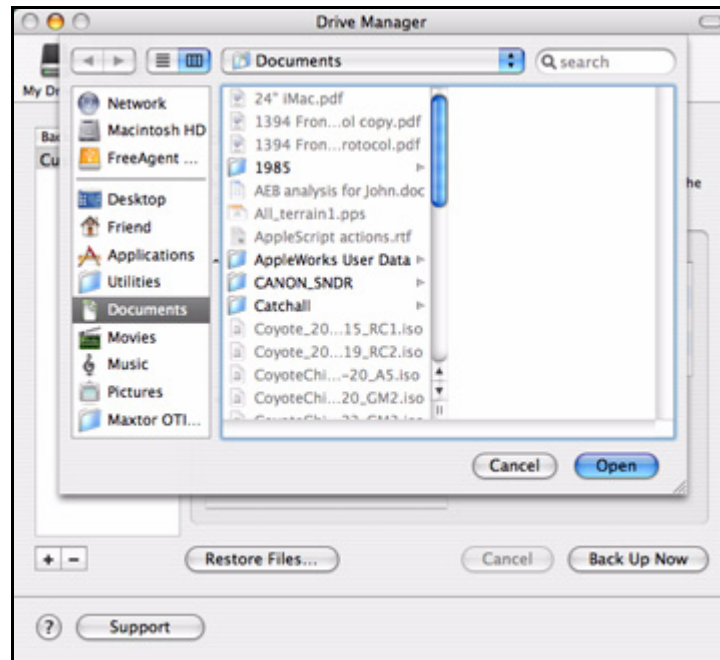
The **Backup Plans Folders** tab view is displayed:





**Figure 33: Backup Folder Options**

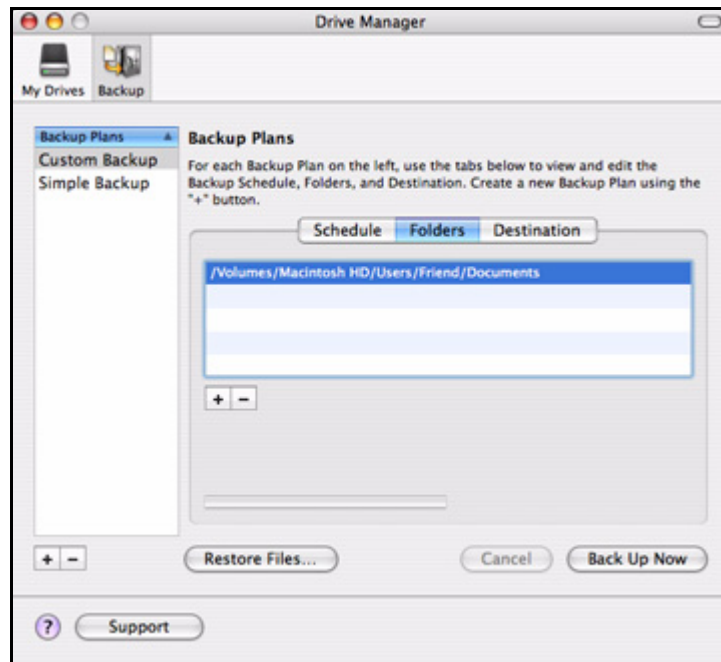
**Step 9:** Click the plus sign (+) below the **Folders** tab view to browse to a folder to back up. An **Open** sheet is displayed:



**Figure 34: Drive Manager Panel**

**Step 10:** Select a folder for backup and click **Open**.

The **Folders** tab view now displays the path of the folder you've selected:

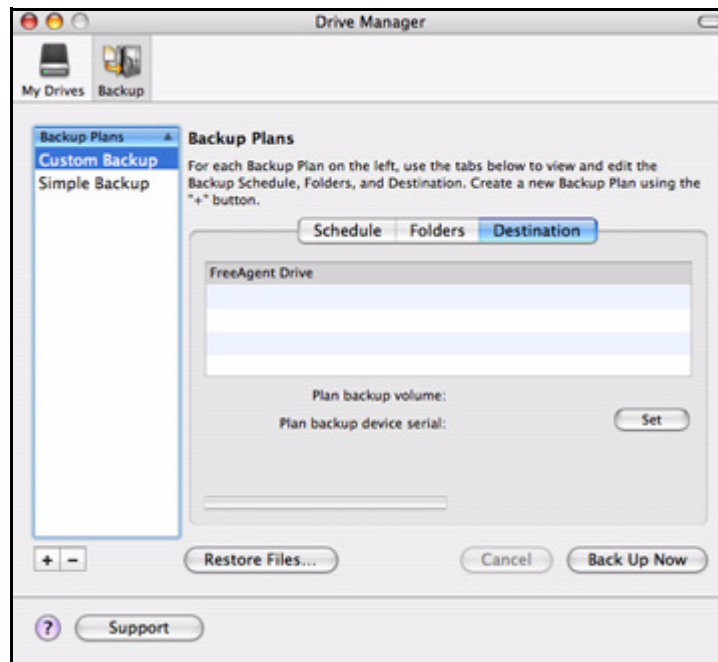


**Figure 35: Backup Folder Path**

**Step 11:** Repeat Steps 9 and 10 until you've selected all the folders you want to back up.

**Step 12:** Click **Destination** in the **Backup Plans** view.

The **Backup Plans Destination** tab view is displayed:

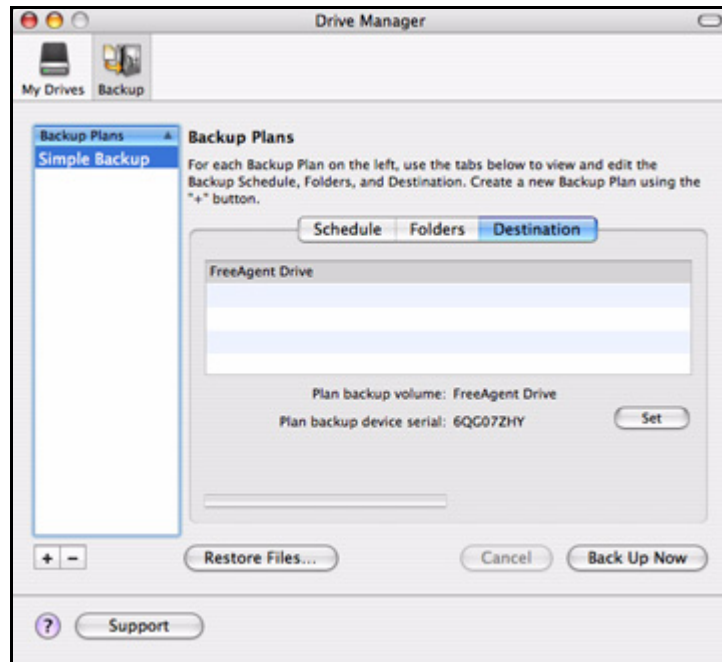


**Figure 36: Backup Plan Destination**

Listed are the drives currently connected to your computer.

**Step 13:** Select the destination drive for your backup and click **Set**.

The name and serial number of the selected drive are now displayed:



**Figure 37: Backup Plan Destination Selected**

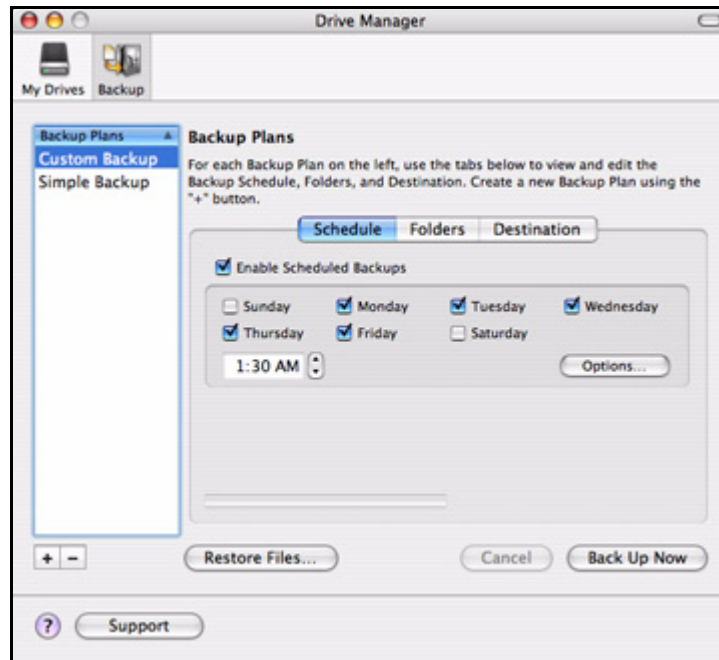
## Managing Backup Plans

### Editing Backup Settings

To edit the settings for a Backup Plan,

**Step 1.** Click **Backup** in the toolbar.

The **Backup Plans** view displays your current Backup Plan names and schedule:



**Figure 38: Backup Plan Schedule**

**Step 2:** In the **Backup Plans** list, select the Backup Plan to be edited.

- (a) To edit the name of this Backup Plan, double-click the name in the **Backup Plans** list so that it becomes editable and enter a new name.
- (b) To edit the schedule, select or deselect the days for the backup or change the backup time.
- (c) To edit the power options, click **Options**, make the desired changes in the power options sheet, and click **OK**.

**Step 3:** Click **Folders** in the **Backup Plans** view.

The **Folders** tab view displays the path of your currently selected folders:

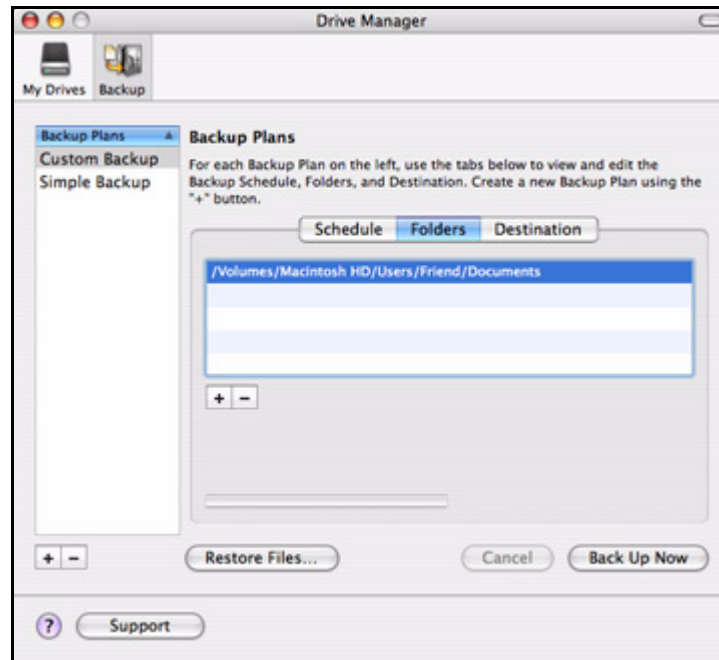


Figure 39: Backup Folder Path

- Step 4:** Select a path and click the plus sign (+) below the **Folders** list. An **Open** sheet displays the currently selected folder:

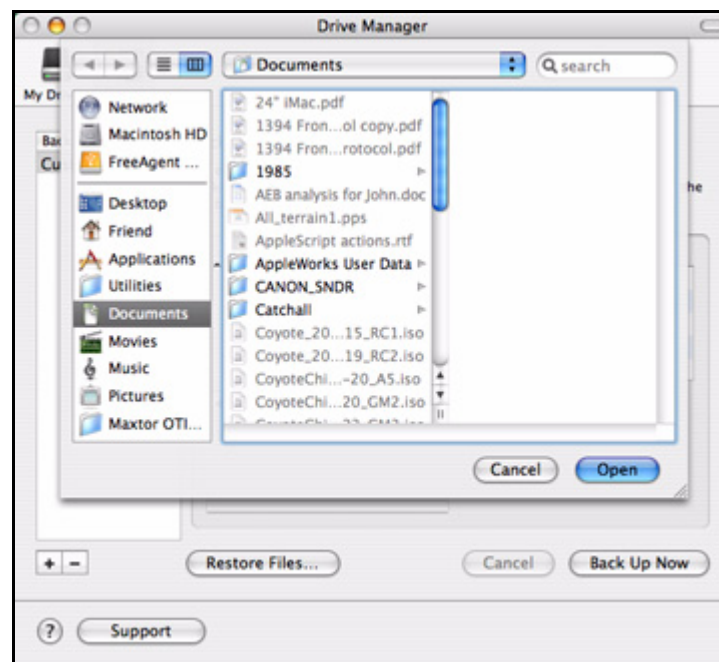


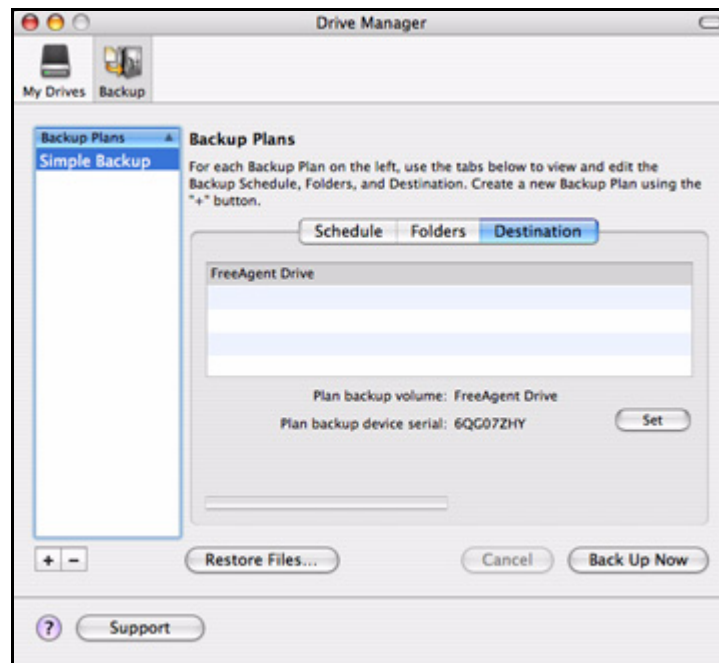
Figure 40: Backup Folder Selection

**Step 5:** Select a different folder for backup and click **Open**.

The **Folders** tab view now displays the path of the folder you've selected.

**Step 6:** Click **Destination** in the **Backup Plans** view.

The **Backup Plans Destination** tab view displays the current backup destination:



**Figure 41: Backup Plan Destination**

Listed are the drives currently connected to your computer.

**Step 7:** If you wish, select a different destination drive for your backup and click **Set**.

The name and serial number of the selected drive are now displayed.

## Deleting Backup Plans

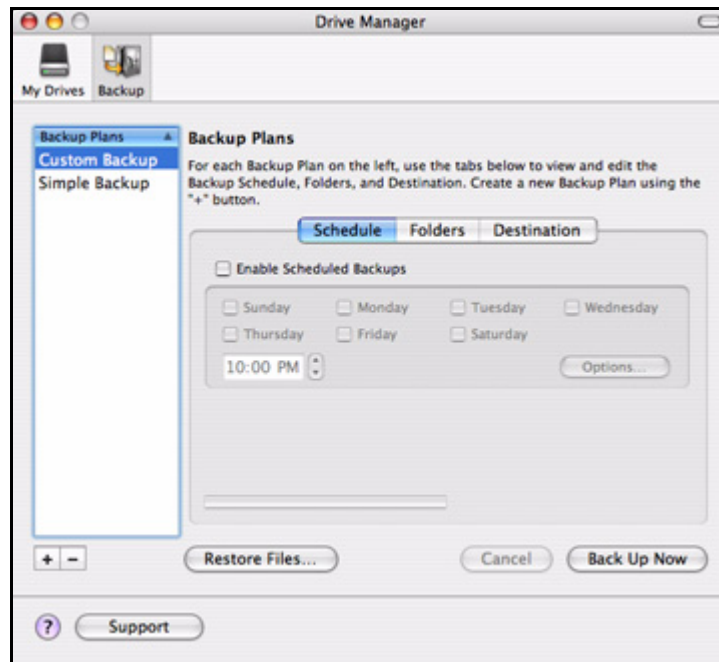
You can delete a Backup Plan for any Seagate or Maxtor drive connected to your computer.

To delete a backup plan,

**Step 1.** Click **Backup** in the toolbar.

The **Backup Plans** view displays your current Backup Plans:





**Figure 42: Backup Plans**

**Step 2:** Select the Backup Plan to be deleted in the **Backup Plans** view.

**Step 3:** Click the minus sign (–).

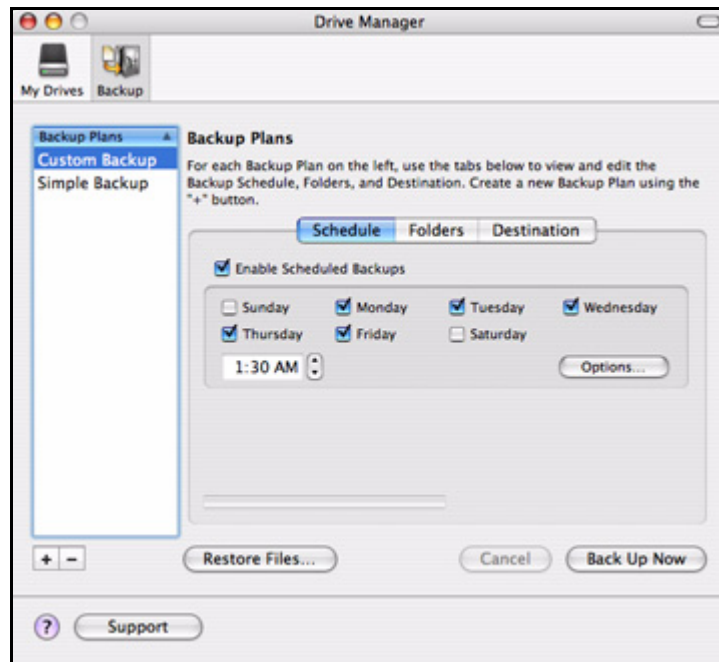
The Backup Plan is removed from the **Backup Plans** list.

## Backing Up Manually

To manually initiate an immediate backup of folders already selected for backup,

**Step 1.** Click **Backup** in the toolbar.

The **Backup Plans** view is displayed:



**Figure 43: Backup Plans**

**Step 2:** Click **Back Up Now**.

The progress bar below the **Schedule** tab view indicates a backup in progress. When the backup is complete, the date and time of the backup are displayed:

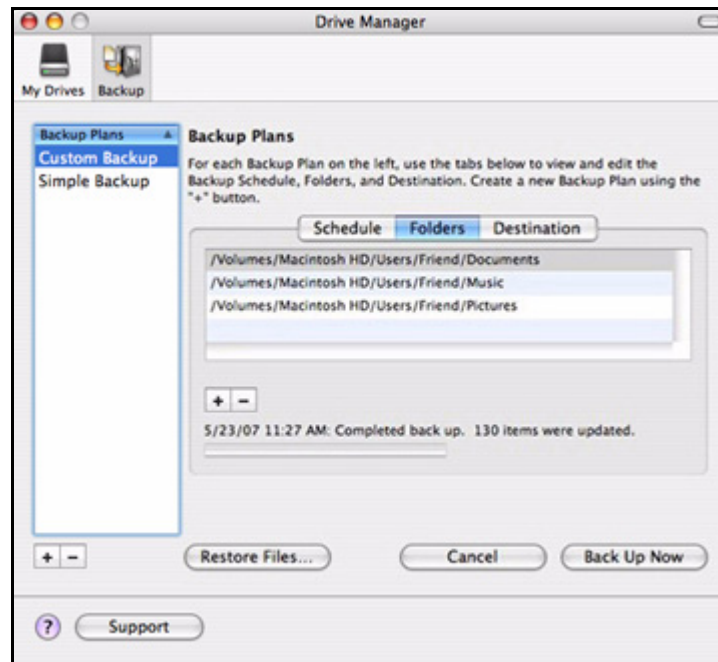


Figure 44: Backup Complete

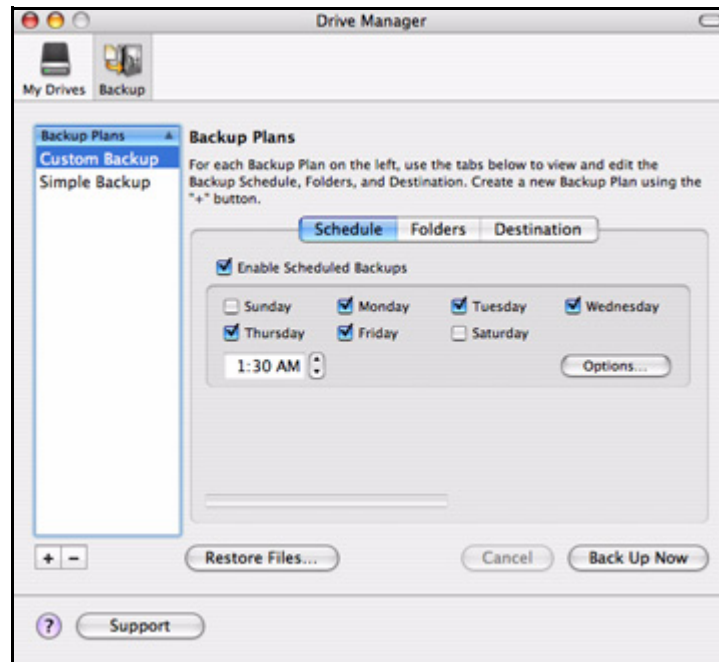
## Restoring Files

When you back up the files stored in selected folders, Drive Manager saves ten (10) previous, or historical, versions of each revised file stored on your drive. You can restore a specific historical version of a backed up file based on the date it was backed up or you can restore the most recent version of a backed up file.

To restore files,

**Step 1.** Click **Backup** in the toolbar.

The **Backup Plans** view is displayed:

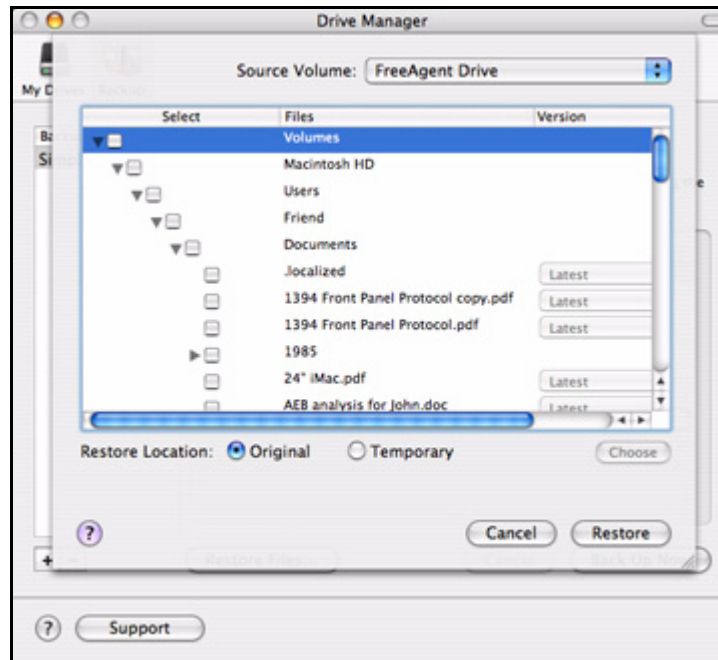


**Figure 45: Backup Plans**

**Step 2:** Select a Backup Plan in the **Backup Plans** list.

**Step 3:** Click **Restore Files**.

The **Restore** options sheet is displayed:



**Figure 46: Restore Options**

Listed are the contents of the backed up folder.

**Step 4:** Select the files and, if relevant, the file versions to be restored.

**Step 5:** Select a location at which to restore the files:

- (a) Select **Original** to restore the files to their original location on your computer.
- (b) Select **Temporary** to restore the files to a temporary **Restore** folder.
- (c) Click **Choose** to browse to and choose another location on your computer.

**Step 6:** Click **Restore**.

The files are restored to the location you've selected.

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