



# Back up Now! User Manual

---

---

© 2019 Seagate Technology LLC. All rights reserved. Seagate, Seagate Technology, the Spiral logo, and LaCie logo are trademarks or registered trademarks of Seagate Technology LLC or one of its affiliated companies in the United States and/or other countries. All other trademarks or registered trademarks are the property of their respective owners. When referring to drive capacity, one gigabyte, or GB, equals one billion bytes and one terabyte, or TB, equals one thousand billion bytes. Your computer's operating system may use a different standard of measurement and report a lower capacity. In addition, some of the listed capacity is used for formatting and other functions and will not be available for data storage.

Quantitative usage examples for various applications are for illustrative purposes.

Actual quantities will vary based on various factors, including file size, file format, features, and application software. The export or re-export of hardware or software containing encryption may be regulated by the U.S. Department of Commerce, Bureau of Industry and Security (for more information, visit [www.bis.doc.gov](http://www.bis.doc.gov)) and controlled for import and use outside of the U.S. Actual data rates may vary depending on operating environment and other factors. Complying with all applicable copyright laws is the responsibility of the user. All coded instruction and program statements contained herein is, and remains copyrighted works and confidential proprietary information of Seagate Technology LLC or its affiliates. Any use, derivation, dissemination, reproduction, or any attempt to modify, reproduce, distribute, disclose copyrighted material of Seagate Technology LLC, for any reason, in any manner, medium, or form, in whole or in part, if not expressly authorized, is strictly prohibited. Seagate reserves the right to change, without notice, product offerings or specifications.

Seagate Technology LLC  
10200 S. De Anza Boulevard  
Cupertino, CA 95014 U.S.A

Click here to access an up-to-date online version of this document. You will also find the most recent content as well as expandable illustrations, easier navigation, and search capability.

Seagate Singapore International Headquarters Pte. Ltd.  
90 Woodlands Avenue 7  
Singapore 737911

---

# Contents

<b>1 Back Up Now! (Windows)</b> .....	<b>3</b>
Want a faster way? Just copy and paste .....	4
Set up a backup plan .....	6
<b>2 Back Up Now! (Mac)</b> .....	<b>8</b>
Format your drive for macOS .....	8
Start backing up .....	9
• Want a faster way? Just copy and paste .....	10
Set up a Time Machine plan .....	12

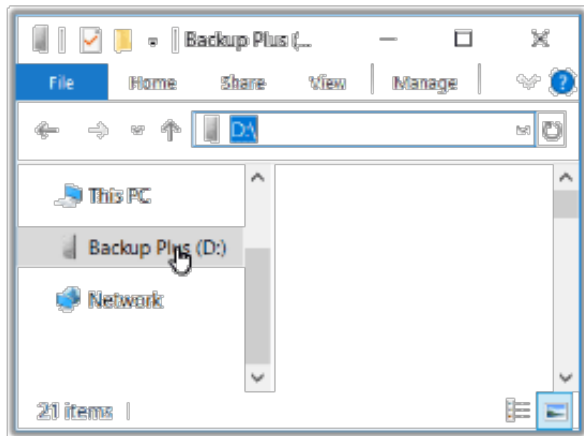
# Back Up Now! (Windows)

Connect your Seagate storage device to your computer and you're ready to back up your important files and folders. The fastest way to back up is to select items on your computer and copy them to your drive by dragging and dropping. If you want to make sure your data is continuously backed up, you can easily create an automated backup plan.

**Simple and fast—  
drag and drop**

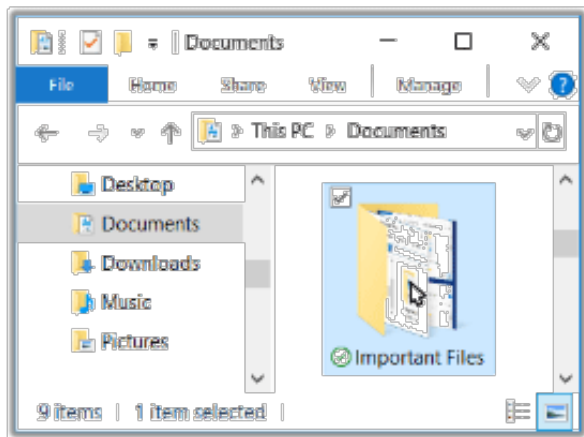


**1** Open a File Explorer window and click on your drive

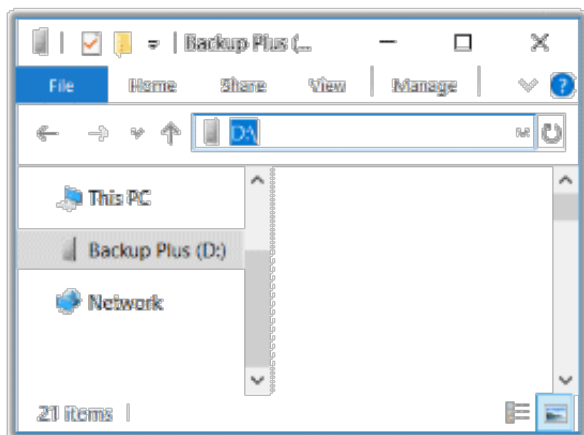
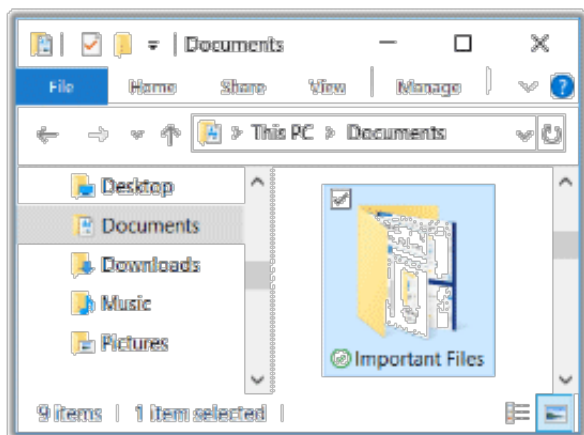


Windows 7—Use Windows Explorer to drag and drop items.

**2** Open another File Explorer window and select folders or files on your computer to back up

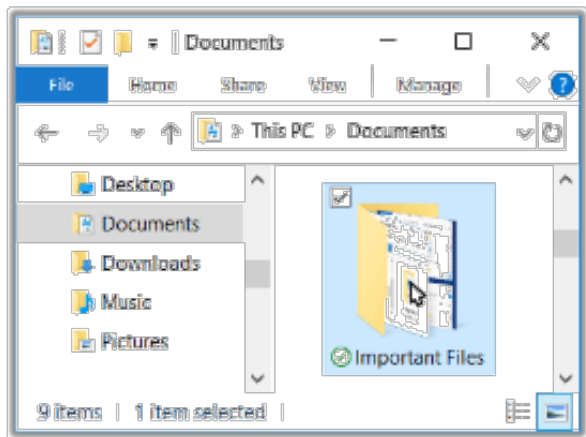


### 3 Drag items to your drive



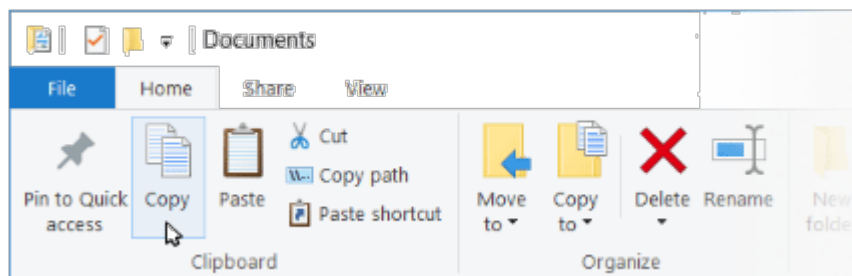
Want a faster way? Just copy and paste

### 1 Open a File Explorer window and select folders or files on your computer to back up



Windows 7—Use Windows Explorer to select items.

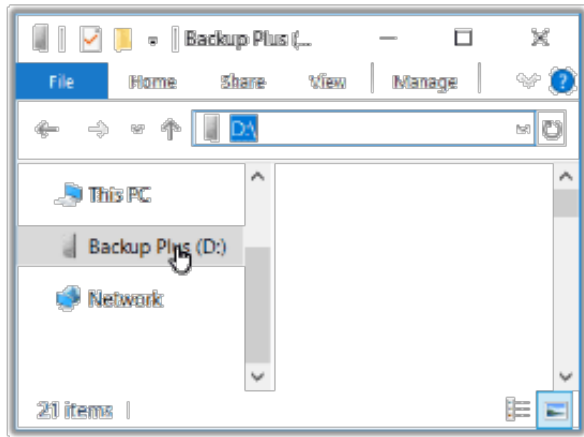
## 2 Click Copy on the Home menu



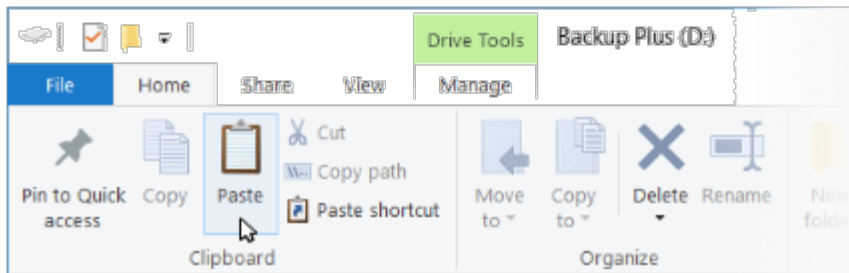
### Other ways to copy to the clipboard

- Hold down the **Ctrl** key and press **C**.
- Right-click on files and select **Copy** from the context menu.

## 3 Click on your drive



## 4 Click Paste on the Home menu



### Other ways to paste files copied to the clipboard

- Hold down the [Ctrl](#) key and press [V](#).
- Right-click on files and select [Paste](#) from the context menu.

**Peace of mind—  
automated backup**



## Set up a backup plan

Windows has backup solutions. For details, choose your version of Windows:

- [Windows 7](#)
- [Windows 8, Windows 8.1](#)
- [Windows 10](#)





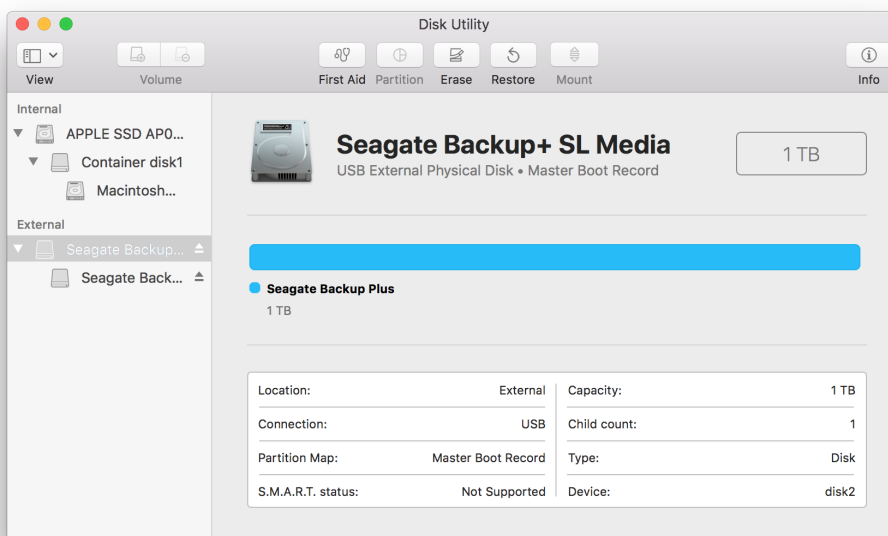
# Back Up Now! (Mac)

## Format your drive for macOS

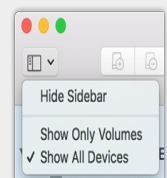
The external storage device you purchased is formatted NTFS, the native file format for Windows PCs. Your Mac can read the NTFS format but it can't write to the drive or delete files from it. You can format the storage device to give your Mac full read/write access.

**!** Formatting erases everything on the storage device. Seagate and its subsidiary, LaCie, are not responsible for any data lost due to formatting, partitioning, or using a storage device.

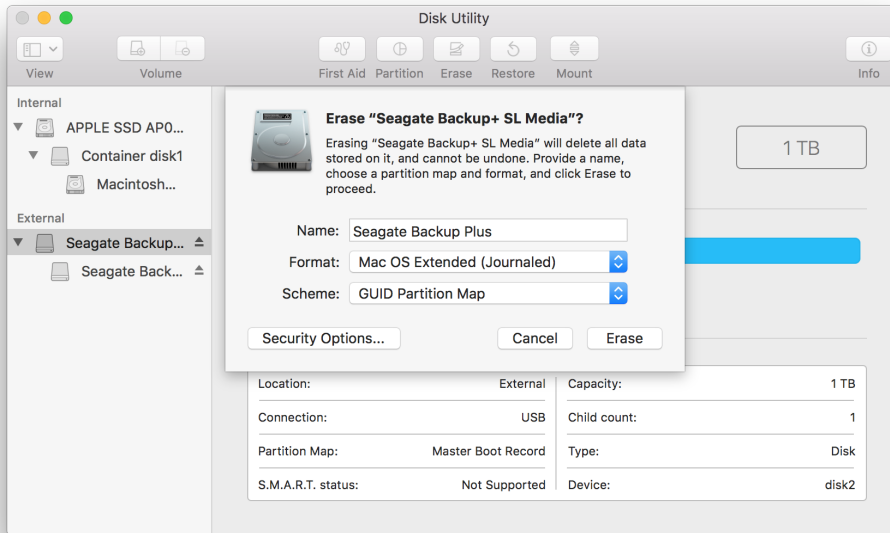
1. Open the Finder and go to [Applications > Utilities > Disk Utility](#).
2. In the sidebar to the left, select your storage device.



**macOS starting version 10.13**—Make sure to select the storage device and not just the volume. If you don't see two entries listed in the sidebar, change the view in disk utility to show both the drive and the volume. The view button is in the upper left side of the Disk Utility window. Change the view to Show All Devices. This feature was introduced in macOS 10.13 and is not available in 10.11 or 10.12.



3. Select [Erase](#). A dialog box opens.



4. Enter a name for the drive. This will be the name displayed when the drive mounts.
5. For Format, select [OS X Extended \(Journaled\)](#).
6. For Scheme, select [GUID Partition Map](#).
7. Click [Erase](#).
8. Disk Utility formats the drive. When it's finished, click [Done](#).

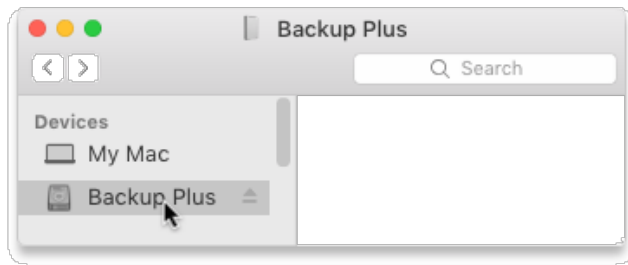
## Start backing up

Connect your Seagate storage device to your computer and you're ready to back up your important files and folders. The fastest way to back up is to select items on your computer and copy them to your drive by dragging and dropping. If you want to make sure your data is continuously backed up, you can easily create an automated backup plan.

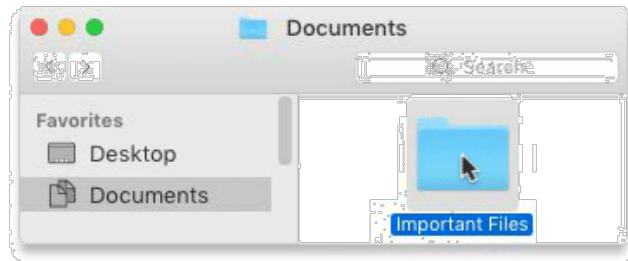
**Simple and fast—  
drag and drop**



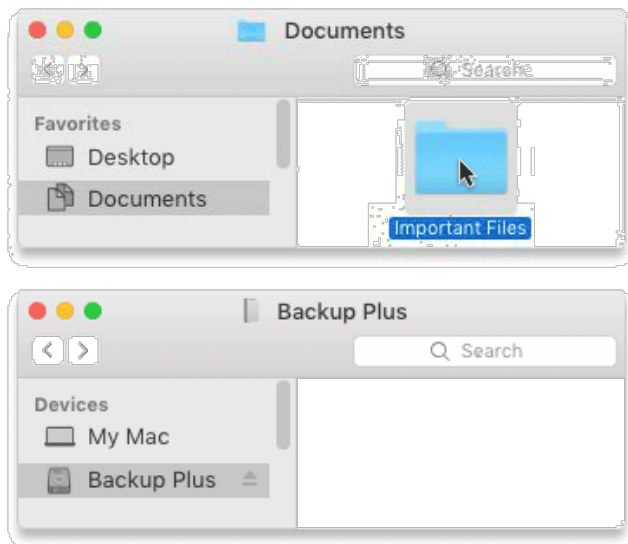
**1** [Open a Finder window and click on your drive](#)



- 2 Open another Finder window and select folders or files on your computer to back up

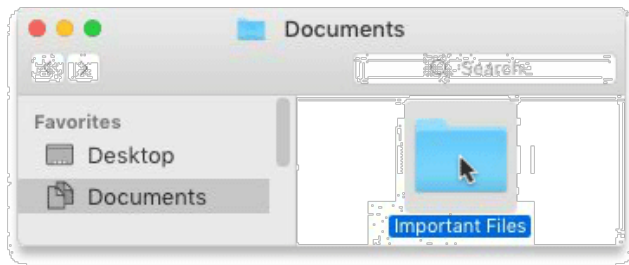


- 3 Drag items to your drive

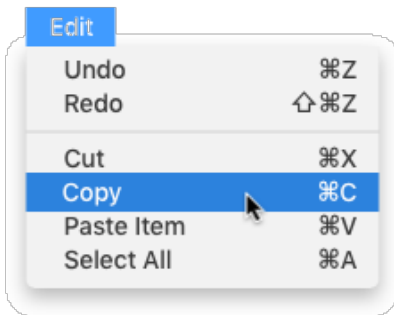


Want a faster way? Just copy and paste

- 1 Open a Finder window and select folders or files on your computer to back up



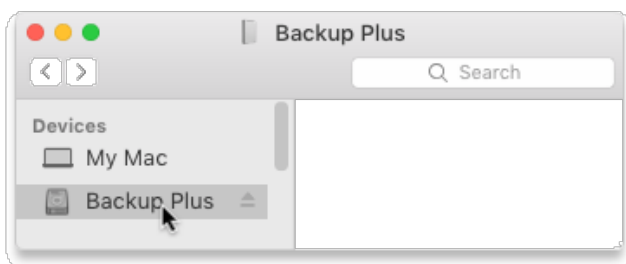
## 2 Choose Copy from the Edit menu



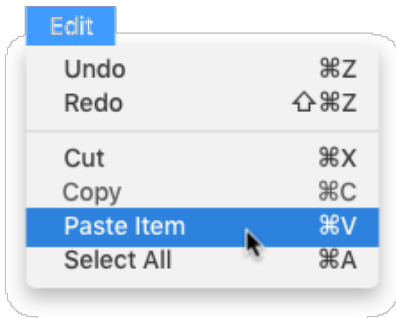
Another way to copy to the clipboard

Hold down the **Command** key (⌘) and press **C**.

## 3 Click on your drive



## 4 Choose Paste Item(s) from the Edit menu



Another way to paste files copied to the clipboard

Hold down the **Command** key (⌘) and press **V**.

**Peace of mind—  
automated backup**



## Set up a Time Machine plan

Time Machine is an automated backup feature built into your Mac. For details, see this [Apple support article](#).