



# Back up Now! User Manual

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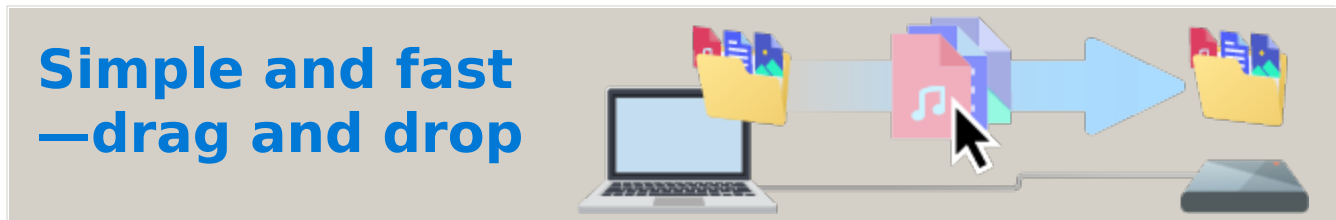
**Hier klicken, um eine aktuelle Online-Version** dieses Dokuments aufzurufen. Auch finden Sie hier die aktuellsten Inhalte sowie erweiterbare Illustrationen, eine übersichtlichere Navigation sowie Suchfunktionen.

# Contents

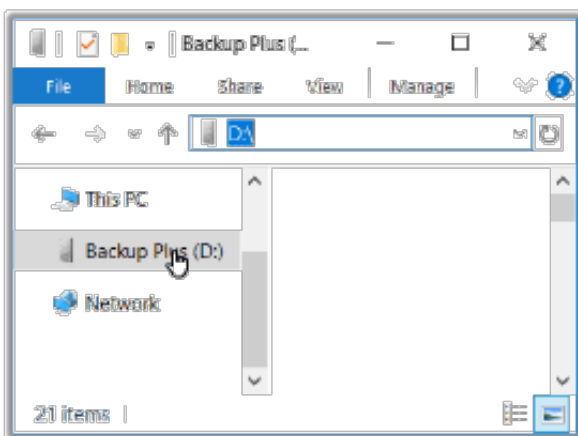
<b>1</b>	<b>Back Up Now! (Windows)</b> .....	<b>3</b>
	Want a faster way? Just copy and paste .....	4
	Set up a Toolkit backup plan .....	6
	• Windows native backup solutions .....	6
<b>2</b>	<b>Back Up Now! (Mac)</b> .....	<b>8</b>
	Format your drive for macOS .....	8
	Start backing up .....	9
	• Want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

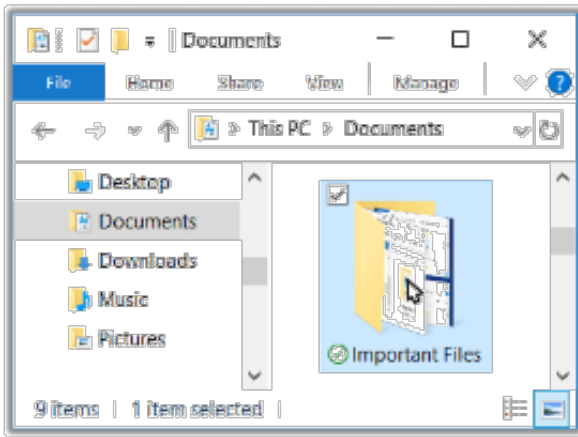


1. Open a File Explorer window and click on your drive.

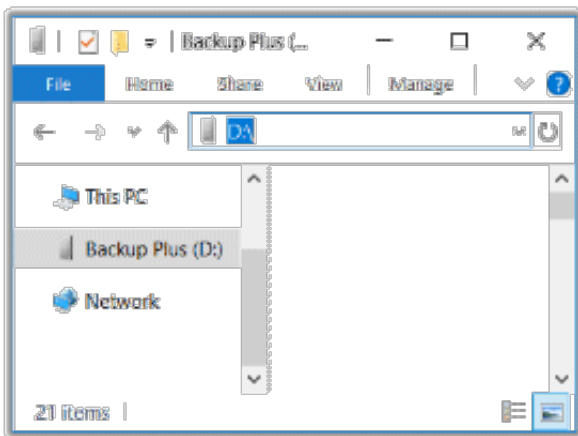
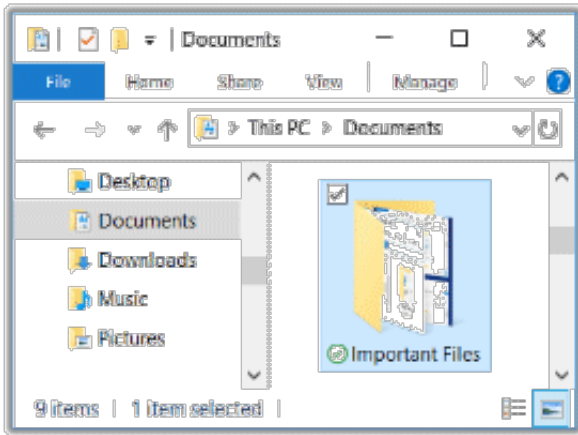


Windows 7—Use Windows Explorer to drag and drop items.

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

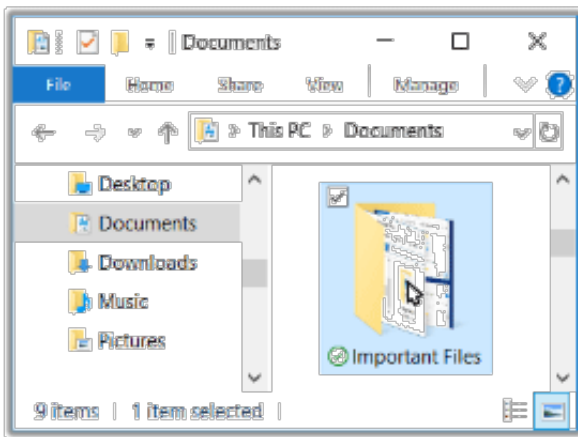


3. Drag items to your drive.



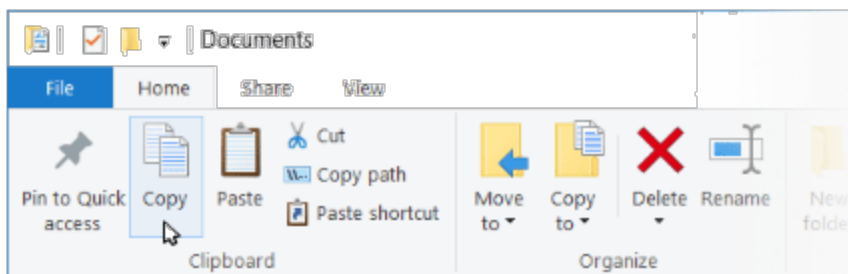
**Want a faster way? Just copy and paste**

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.

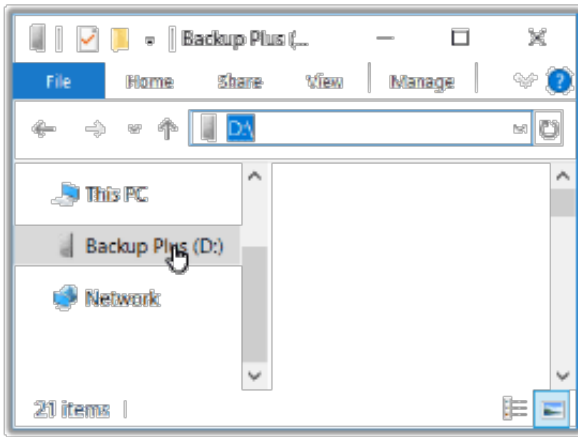
2. Click **Copy** on the Home menu.



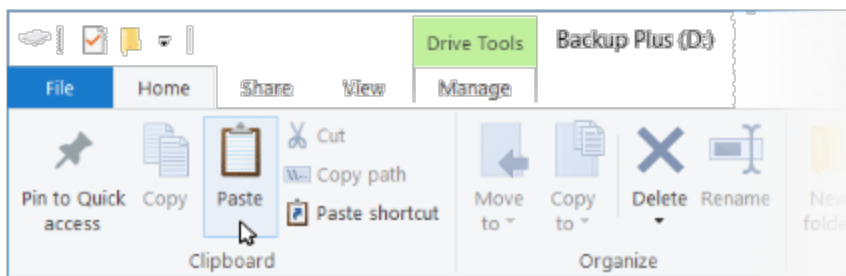
#### Other ways to copy to the clipboard

- 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 Toolkit backup plan

Toolkit has an easy-to-use backup feature for your PC! For details, see the [Toolkit User Manual](#).

### Windows native backup solutions

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

- [Windows 10](#)

- [Windows 11](#)

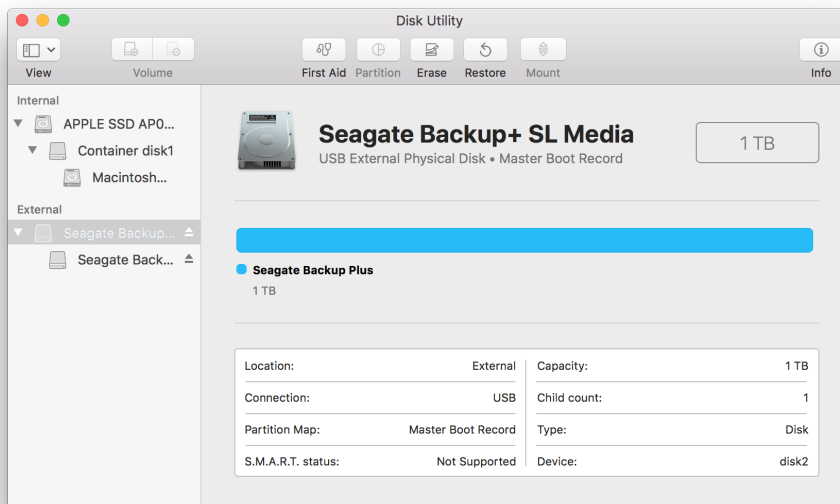
# Back Up Now! (Mac)

## Format your drive for macOS

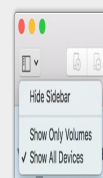
The external storage device you purchased is formatted NTFS, the native file format for Windows PCs. Your Mac can read the NTFS format but it can't write to the drive or delete files from it. You can format the storage device to give your Mac full read/write access.

**!** **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.

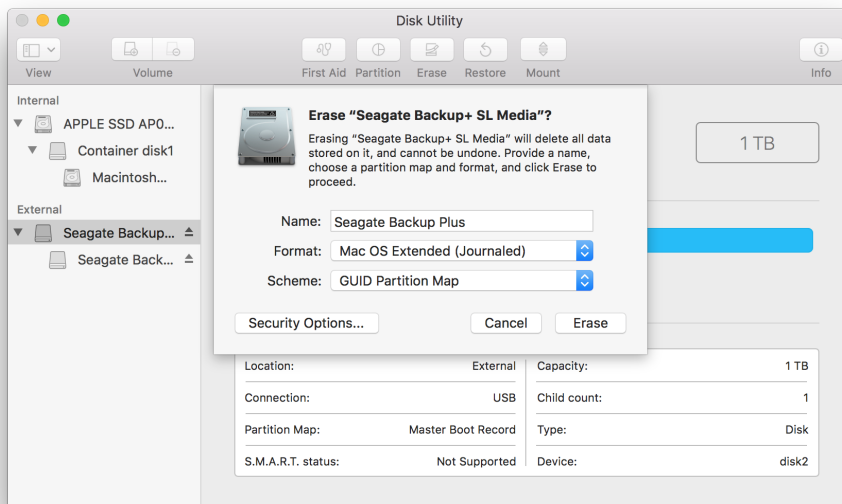


**macOS starting version 10.13**—Make sure to select the storage device and not just the volume. If you don't see two entries listed in the sidebar, change the view in disk utility to show both the drive and the volume. The view button is in the upper left side of the Disk Utility window. Change the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





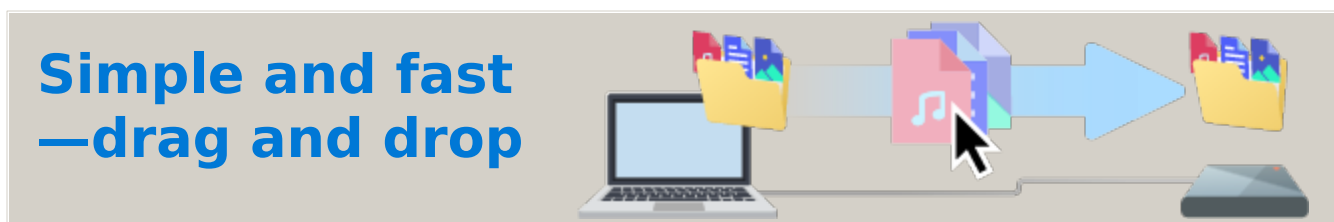
3. Select **Erase**. A dialog box opens.



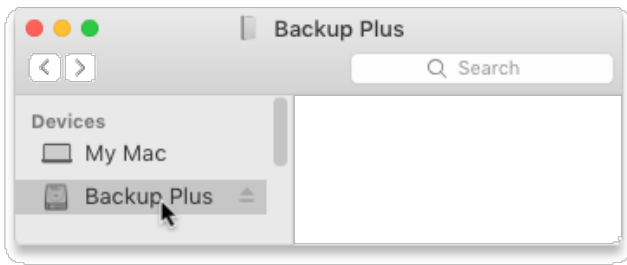
4. Enter a name for the drive. This will be the name displayed when the drive mounts.
5. For Format, select **OS X Extended (Journaled)**.
6. For Scheme, select **GUID Partition Map**.
7. Click **Erase**.
8. Disk Utility formats the drive. When it's finished, click **Done**.

## Start backing up

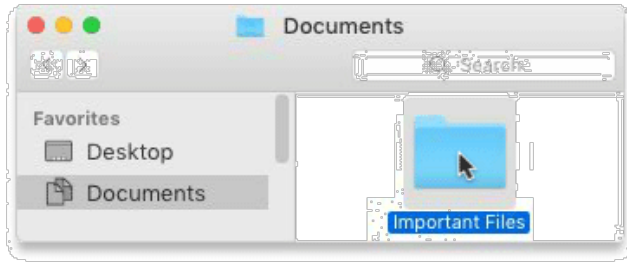
Connect your Seagate storage device to your computer and you're ready to back up your important files and folders. The fastest way to back up is to select items on your computer and copy them to your drive by dragging and dropping. If you want to make sure your data is continuously backed up, you can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



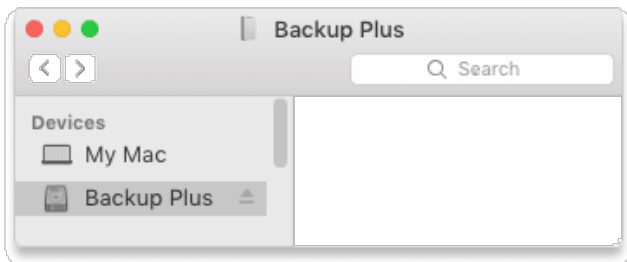
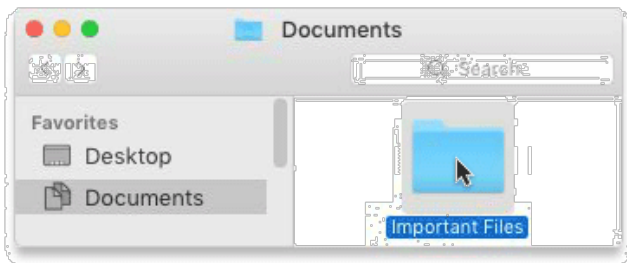
1. Open a Finder window and click on your drive



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

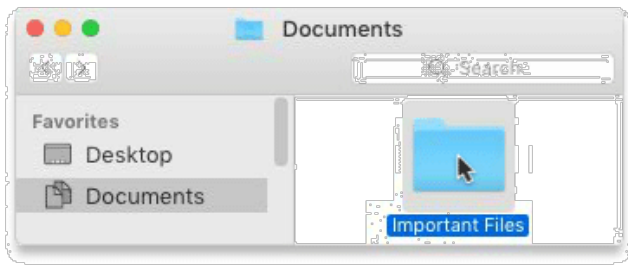


3. Drag items to your drive

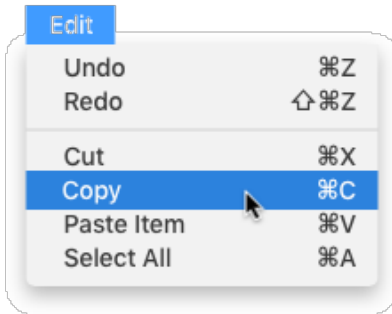


**Want a faster way? Just copy and paste**

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



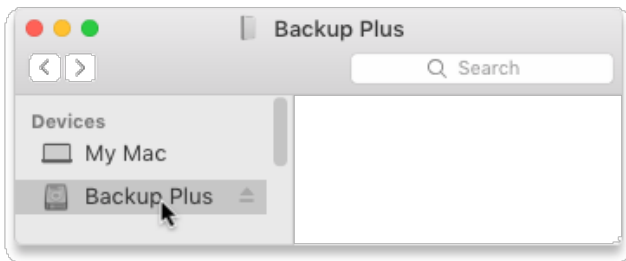
## 2. Choose **Copy** from the Edit menu



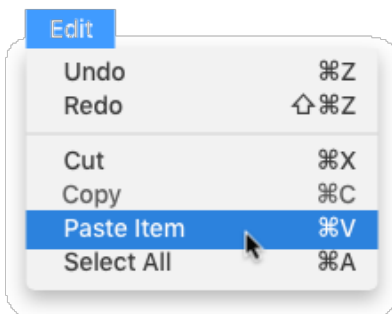
Another way to copy to the clipboard

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**.

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## Set up a Time Machine plan

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