**Backing Up Files to Flash Drive**

**Personalize your flash drive**

1. Put flash drive in USB port

 Open finder

 Under the device menu find NO NAME

1. Rename your Flash drive:

Control+click on flash drive

 Choose Rename “NO NAME”

Rename with your last name

**Back up documents and desktop items**

1. To move all files select cmd+A to highlight all items

 (If you don’t want to back up all of your documents you can choose them

 individually by using cmd+click)

 Drag to flash drive in the device menu

1. *Determining the size of your files*

 Click on a file or folder

 Go to File - Get Info or Command-I to see the amount of space the file or folder is

 using, keeping in mind the flash drive holds 8GB

**Backup Safari Bookmarks**

To back up your Safari bookmarks, you need to copy the Bookmarks.plist file to a new location.

1. Open a Finder window. Press Option+ Go (from menu) and choose Library. Open the Safari folder
2. Hold down the option key and drag the Bookmarks.plist file to your flash drive. By holding down the option key, you ensure that a copy is made, and that the original stays in the default location.

**Backup Firefox Bookmarks**

1. Open the Bookmarks menu and select Show All Bookmarks to open the Library window.
2. In the Library window, click the Import and Backup button and then select Backup....
3. In the Bookmarks backup filename window that opens, select your flash drive in the side bar menu under devices to save the file, which is named bookmarks-"date".json by default.
4. Save the bookmarks json file. The Bookmarks backup filename window will close and you can close the Library window.

[Instructions for backing up mail](http://www.maclife.com/article/howtos/how_back_and_restore_mail_lion)

As you add documents/ bookmarks/ mail you will need to back them up. Changes made to a doucment after the previous backup will overwrite what has already been saved. If you want to save both versions of a file or document, rename it before backing up.