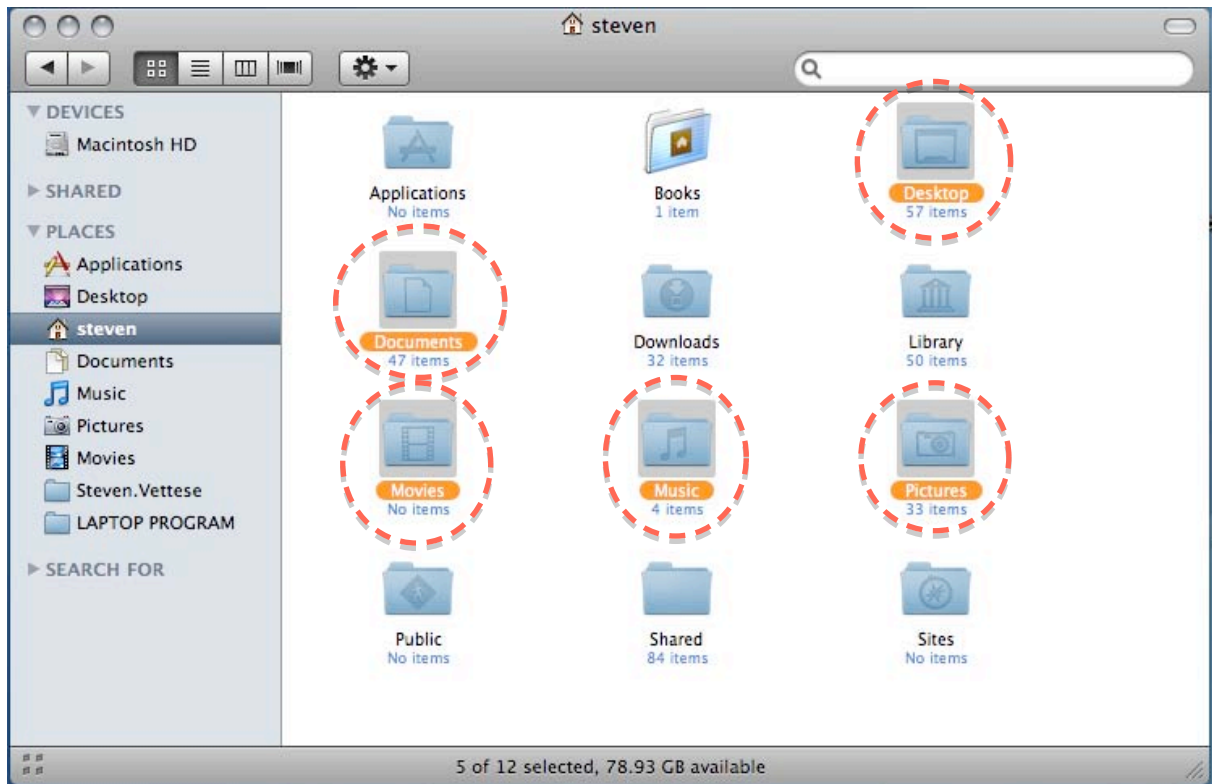


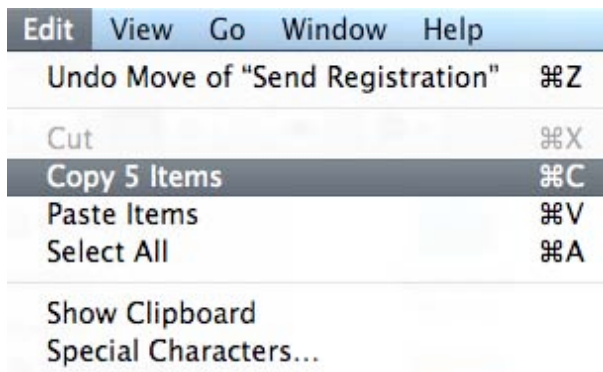
Backing up Data using an External Hard Drive

External hard drives typically have enough space to allow you to back up all of your data at once. This is the fastest and easiest way to back up your data.

1. Connect your external hard drive to your laptop.
2. Select your user folder from the Finder. (It is the one with the icon that looks like a house.) Hold down the shift key and select the Desktop, Documents, Movie, Music, and Pictures folders.



3. Go to **Edit > Copy** and **Paste** these items onto your external hard drive.



4. When you receive your freshly imaged laptop. Copy the **contents** of each of these folders and paste the **contents** into the corresponding folder on your laptop. Do not copy and paste the entire folders, just move the files from within the folders.