If you would like to create a backup of your Berklee software you have a few different options. The Student Computer Support Center’s three recommended methods for backing up downloaded software disk images are as follows:

1. Use an external hard drive (if you own one)
2. Burn to CD/DVD
3. Or burn to CD/DVD using Disk Utility, a utility provided with OS X to create a “manufacturer’s copy” or “master” of the disk images.

1. USE AN EXTERNAL HARD DRIVE (IF YOU OWN ONE)
To backup Berklee disk images to an external hard drive you simply need to mount the external drive, and drag over the images to the desired location. If there is a note by the disk image link on my.berklee.net stating that the images need to be burned to disk then you will have to use method 3. If you need more assistance with backing up software to an external hard drive please contact the SCSC.

2. BURN TO CD/DVD
To backup Berklee disk images to CD/DVD you would first insert the blank media. (note: a typical DVD can hold roughly 4.7GBs of data! With that much space you can backup a few of the images to one DVD). Start by inserting a blank CD/DVD. Depending on how you have your “CDs & DVDs” System Preferences setup you should be asked what you would like to do with the disk. You can check this setting by clicking on the Apple at the top left of the screen, select System Preferences from the menu, and then click on the preference “CDs & DVDs”. For the purposes of this tutorial please set the preference to “Ask what to do”. After inserting the blank disk you will see this:

Make sure the action is set to “Open Finder” and click OK. You will then see the blank disk mount on your desktop. You can rename the disk here if you wish, and then drag the disk images to be backed up over to the mounted, blank CD/DVD on your desktop (or in a Finder window). Then drag the CD icon to the trash or press the eject key on your keyboard to start the burn process.
3. **BURN TO CD/DVD USING DISK UTILITY**

If you want a “master” copy of the manufacturer’s disk than this is the method you should use. To note, this method will burn only one disk image per disk. *This is the method that must be used when burning certain software such as Reason and Digital Performer.*

Again you will start by inserting a blank CD/DVD. As stated in section 2, depending on how you have your “CDs & DVDs” System Preferences setup you should be asked what you would like to do with the disk. You can check this setting by clicking on the Apple at the top left of the screen, select System Preferences from the menu, and then click on the preference “CDs & DVDs”. For the purposes of this tutorial please set the preference to “Ask what to do”. After inserting the blank disk you will see this:

![Open Disk Utility](image)

From the Action pull down menu select “Open Disk Utility”. The application Disk Utility will now open with your blank disk in the list of media on the left side of the window. Now you will need to drag the disk images that you would like to make a copy of into the same side of the window that the blank disk is located. Your screen should now look similar to this:

![Open Disk Image](image)

All that’s left to do is highlight the desired disk image in the window, and click on “Burn” at the top of the screen. This will effectively make a master copy of any Berklee downloadable disk image.