How to Backup your Audio & Video Storage Card Media (MAC/WINDOWS)

- The purpose of this document is to explain how to properly backup audio and video card-based media on either Macintosh or Windows Operating Systems. Some types of cards are SD, SDHC, SDXC, CF (Compact Flash,) and SXS. Some types of devices that use these cards are Digital Single Lens Reflexive (DSLR) photography cameras, Zoom handheld audio recorders, and professional digital video camcorders (Panasonic HMC-150, Canon VIXIA, and the Sony FS-100.) Improper backup can lead to problems such as corrupted media, missing metadata information, and failure to properly span longer duration clips.

**NOTE:** THIS BACKUP METHOD WORKS FOR MOST AUDIO AND VIDEO DEVICES RECORDING TO CARD MEDIA. HOWEVER, IF YOU ARE USING A CANON XF PRODUCT PLEASE FOLLOW THIS WIKI DOCUMENT FOR PROPER CARD BACKUP

1.) Remove the card from your recording device, unless otherwise instructed (USB cable included with equipment)

2.) Option A: Insert the card directly into a similar card port on your laptop or computer. Do not force the card. If you are unsure if the card and port properly match consult a lab proctor for information

2.) Option B: Insert the card into similar card port on an external USB card reader. Card readers can be found at many of our lab computers or can be checked out from a lab proctor. Here is a list of recommended card readers you can purchase for yourself.
3.) Insert the external USB card reader into a USB port on your laptop or computer

4.) The card should mount on your Macintosh Desktop

If using Windows, the card should be accessible through a new Windows Explorer window
Depending on what recording device you used, cards will sometimes have different names like UNTITLED, NONAME, ETC. These names are not important.

MACINTOSH INSTRUCTIONS

5.) **Right-click** on the card icon on the Desktop and select **Open**
6.) Your card contents are displayed in a new window. Use the shortcut **Command + A** to select all contents.

7.) From the Finder Tool Bar at the top of your screen **left-click** on the **Edit** menu and select **Copy**.

8.) Now that you have all of the contents of your card copied, connect the storage device where you’d like to backup your media. In this instance, I am copying my card to a portable USB thumb drive.
9.) My USB thumb drive will mount on the Desktop. I’ll right click on the drive icon and select **Open**.

10.) The contents of my USB thumb drive will be shown in a new window. I’ll right-click anywhere in the new window and select **New Folder**. I’ll immediately rename the folder from **untitled folder** to something relevant to my card media (le FASHION_SHOOT_CARD_01).

11.) Now that I have a dedicated folder on my storage drive to store my card contents, I’ll **double-click** my FASHION_SHOOT_CARD_01 folder to open the folder in the window.
12.) Now that my folder is open I’ll use the shortcut Command + V to paste my card contents into the backup folder. When completed I should eject my card and return it to the recording device for re-formatting.

WINDOWS PC INSTRUCTIONS

5.) After inserting your card into your Windows computer the system should ask you to execute an action. Let’s left-click the Open folder to view files option.
6.) The card opens in a new window displaying all of its contents.

7.) Use the keyboard shortcut Control + A to Select All. Use the keyboard shortcut Control + C to Copy All Selected Items.

8.) Now that you have all of the contents of your card copied, connect the storage device where you'd like to backup your media. In this instance, I am copying my card to a portable USB thumb drive.
9.) When prompted repeat Step 6 to open the drive contents in a new window

10.) Right-click in the new window and choose New -> Folder

11.) I'll immediately rename the new folder to something relevant to my card media (ie FASHION_SHOOT_CARD_01)
12.) Now that I have a dedicated folder on my storage drive to store my card contents, I'll **double-click** my FASHION_SHOOT_CARD_01 folder to open the folder in the window.

13.) Now that my folder is open I’ll use the shortcut **Command + V** to paste my card contents into the backup folder. When completed I should eject my card and return it to the recording device for re-formatting.