

# Portable Hard Drive Information and Instructions

If you have questions about the project export process, please call us.

**Phone (toll-free):** (877) 463-6924 ext. 23

## ***Step 1: Check Portable Hard Drive Package Contents***

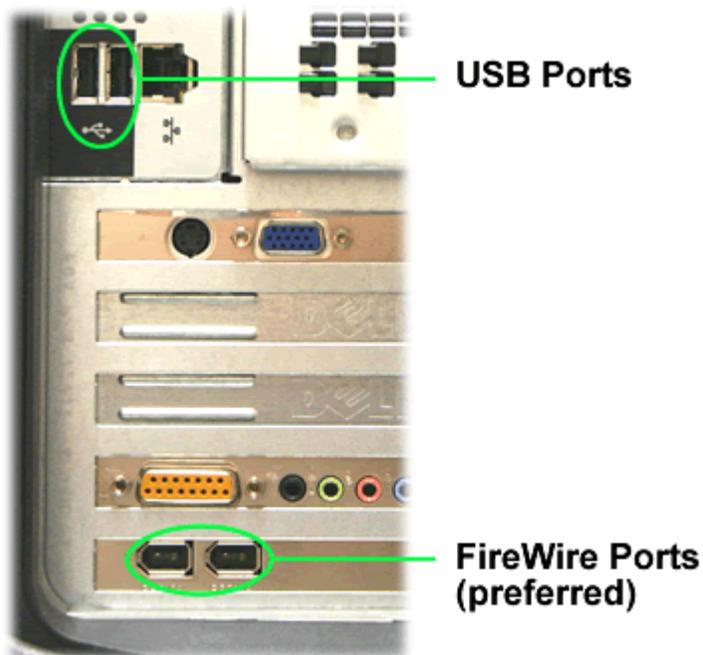
The portable hard drive should come with:

- FireWire/USB Portable Hard Drive
- FireWire cable
- USB data cable
- USB power cable
- Return Shipping Label
- Final Submission Form

**Please return all of these items when shipping the portable hard drive to Yearbook Interactive.**

## ***Step 2: Choose Your Connection***

Check your computer for the following kinds of ports:



Choose FireWire if your computer has it. Otherwise, use USB.

### ***Step 3: Choose Your Cable***

Find the cable that corresponds to your choice in Step 2:



**FireWire Cable**



**USB Cable**

### ***Step 4: Connect the Portable Drive to the Computer***

Insert the FireWire or USB cable firmly into the portable hard drive.





## **Step 7: Disconnect Hardware**

**It is critical to do this before disconnecting the hard drive or turning off the computer.**

### *Mac Computers:*

Drag the hard drive icon on the desktop to the trash. Be sure to drag the icon, not the drive contents folder. The trash should change to an eject icon. When you release the mouse, the hard drive will be ready for disconnecting.

### *Windows Computers:*

1. Close all Explorer or My Computer windows that show the contents of the portable hard drive.
2. Locate the Safely Remove Hardware icon in the System Tray on the bottom right side of the computer screen in the taskbar.



3. Double-click on the icon.
4. The Safely Remove Hardware window will appear:



5. Select the LaCie drive (it could also be identified as a FireWire or USB device) and click on the Stop button.
6. Click OK in the new window that pops up.
7. Wait until Windows informs you that the hardware can be safely removed. You may need to click on the Stop button twice or even restart the computer. The drive may now be disconnected.

## **Step 9: Submit the Project to Yearbook Interactive**

- After disconnecting the drive, send your project back to YBI for production and duplication. Make sure it *arrives* before your project due date.
- **Do not delete the project from your computer until you have received and distributed your final discs.**

### *To mail the exported project:*

1. Fill out the enclosed Final Submission Form and include it with the hard drive.

2. Package the hard drive in the box you received it in. Please include all cords and other items that came with it.
3. The shipping label that is included with the portable hard drive is UPS 3-day. Allow at least 3 business days for delivery of the hard drive.
4. Affix the enclosed shipping label over the original shipping label, tape up the box, and drop it off at a UPS office or drop box.
5. Yearbook Interactive will return your finished DVDs to you within 30 days of *receiving* the portable hard drive.

Contact a Yearbook Interactive Customer Service Representative for any further questions about mailing your project to Yearbook Interactive at 1-877-463-6924.