



Prescott Mac User Group
General Meeting Minutes
Prescott Public Library
April 19, 2014

Meeting called to order with Art Gorski presiding. We had thirty-eight in attendance.

Art introduced the guests, Kay and Phil Rabey, Dolores McComas, Bob Kitterer, and Pamela Schnaling.

John Carter was our Presenter. The topic was Time Machine and back-up drives. Here are some bullet points of his presentation.

- John will be talking about Time Machine, disk drives and backups, including backup of a iPad and iPhone.
- Why do we back up at all? John suggests buying Apple Support for your Macs and especially your mobile devices. If something would happen to your hard drive, Apple will fix it and it won't cost you a thing. However, Apple may replace your hard drives, iPad or iPhone, but Apple can't restore your files, photos, music, contacts. That's why we back everything up to an external drive.
- Rule of thumb - always have **at least** twice the amount of GBs on your external drive as you have on the computer.
- There are two kinds of external drives. The kind that has electrical source and the kind that just has the USB connection.
- All the new external drives come with a USB 3.0 plug. If your computer has a port that is the color of blue, then you will have the faster speed. If you have a white colored port, then you only have 2.0 capability. You can still use the 3.0 plug, you will just get the lower speed.
- The external drive may say that it is Windows and Mac formatted. **Reformat anyway.**
- Start with going to Disk Utility. There you will see all of your hard drives and external drives. Find the external drive that you want to format, and select it. Go up and click on the Erase tab. Come back down and make sure it says Format Mac OS Extended (Journaled). Give it a name. Then click the Erase tab again. It will erase all the Windows programs, make it one partition, and format it for a Mac.
- Formatting completed, go up to the menu bar and open Time Machine Preferences. If this is the first time you will back up, Time Machine will ask you to select a drive. This could take a long time, depending on how much data you have on your computer.
- The next time Time Machine backs up, it will back up only the things that have changed. It will do hourly backups, then change that into daily backups, then change

those into weekly backups. This is helpful, if you have modified a file that day or that week and you need to find it.

- Time Machine will always let you know when it backed up last. If it stops backing up, that probably means that it has failed!

- Some people use a spare external drive to have the entire system backed up in case of a hard drive fail. That would be in addition to the drive you are using for Time Machine.

- Some more technical users have more than one computer using the same Time Machine external drive. This can be confusing, so it is not an option for everyone.

- Having a designated external drive to clone your complete hard drive is a wise choice. For the \$80 + you put out, it can save you a lot of grief and more money if you have a total hard drive failure. Take out the failed hard drive, install a new one. Then reinstall your complete hard drive into the new one using a program like SuperDuper or Carbon Copy Cloner. John prefers the later one, because of its features. Then you can use Time Machine to restore it back to the day the hard drive failed.

- Open Time Machine for the first time by going to System Preferences → Time Machine. Once opened, slide the button to the right “On” and check that box on the very bottom “Show Time Machine in Menu Bar.” You won’t have to open Sys Prefs again. Close.

- You should now have a symbol in your menu bar. It looks like a circle with an arrow going counter clockwise. You will see “Enter Time Machine” from the drop down menu. By clicking on that, you will be transported back into previous status dates of your hard drive. You will see time stamps on the right side of your screen. Pick a date and you will see what your hard drive looked like at that point in time.

- Recovering lost files. Go to the date that you think you had the file you are looking for. Highlight the file → go down to the right lower corner and click on Restore. Time Machine will ask if you want to replace what you have there are do you want to keep both of the versions of the file. It will rename the old file and save both.

- Restoring a hard drive. Restore from a “restore” thumb drive. If you had a clone on an external drive, you can restore from there. (You still need Time Machine to restore up until the day it crashed.)

- John has compiled a document published on our website called “Time Machine Basics.” Click on this [LINK](#) and save it as a .pdf file.

- Setting up Time Machine using a “host” computer. Select your host computer and plug in the external drive that you are going to use as the Time Machine. Then open Disk Utility. Be sure to use Erase, to format the hard drive. In Sys Prefs, click on the Sharing icon. Check the File Sharing box. In Options, choose to share your Time Machine with a Mac or a Windows computer. Having done that step, back in the Sharing window, click on the + to add and share the Time Machine drive. The name of the drive

will appear in the window. Select it and choose Add. The drive should show up in the Shared Folders box. Go over to the right, in the Users box and choose the Users_name and choose "Read & Write. Close this window.

Now, you have to set up the computer **that will be sharing this Time Machine**. Open Finder window and find the external drive (Time Machine) under Shared in the Sidebar and highlight it. Editor's note here: Just have a separate drive for each computer, unless you are Art or John.

- John emphasized the point about deleting old files. Time Machine will eventually delete the **oldest version of a file**, not the file. You will not lose a file, because Time Machine deletes files to make room for new ones. When setting up Options in Time Machine Preferences, exclusions should be external hard drives and the external drive you are using for Time Machine. Unless you really know what you are doing, leave everything else **alone**.

- iTunes, iPhoto, Mail all have a data base. When restoring a file in a data base program, **have the program open**, at the time you search Time Machine.

- Backing up an iPad and an iPhone is basically the same. If you have an older version of iPad, you need to plug it into the computer and do it through iTunes. Find the device on the Sidebar of iTunes. Highlight it, and another window opens up showing the iPad configuration. Click on Summary, scroll down to Backups and Options. You want to check "Backup to this Computer." You can backup to iCloud, but when your 5GB are used up, it will cost you money.

Under Options, you will want to have "Sync over WiFi" selected. That way you can synchronize between the computer and iPad without being physically connected. But, to back up everything like apps, photos, etc. you have to be physically connected to a computer.

- On a final note, John told us that in order to do an update, the iPhone, iPad, iPod must be plugged in an electrical outlet or computer.

Business meeting brought to order. The Minutes were accepted. Dave did an overview of the Treasurer's report. The complete report for April will be in the May's Minutes. The March Treasurer's report is on the last page of this document.

- Art mentioned our SIGs and Mac Brunch that we have monthly.

- Bobbie asked for participation in choosing a logo for our club.

- We will be asking for nominations for Officer positions, next month.

Door prizes went to John Carter and Steve Appel for the iTunes gift card. Staples gift card went to David Passell and Phil Rabey.

Meeting Adjourned at 12 noon.

Submitted by,

Bobbie Pastor
PMUG Secretary



Treasurer's Report for March 2014

Cash in Accounts: February 28, 2014

			Cash Flow
Share Savings	(00)	112.95	+
0.00			
Your Savings(02/01, 02/28)	(10)	208.74	+
1.16			
Money Marketing Checking	(76)	1948.28	-
.93			
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.23			

Cash in Accounts: March 31, 2014

			Cash Flow
Share Savings	(00)	112.95	+
0.00			
Your Savings(03/01, 03/31)	(10)	209.92	+
1.18			
Money Marketing Checking	(76)	2020.60	+
72.32			
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73.50			

Deposits

AP	03/31 dividend		+
.09			
Deposit	03/03 Member Dues		+
260.00			
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			+
260.09			

Disbursements

Transfer to Savings 03/01/14			-
1.00			

Check #537 03/14
David Passell -- 4 staples, 3x3 iTunes Gift Cards -
100.00

Check #507 03/26
Bobbie Pastor: Touro 1TB USB External Drive -
86.77

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186.77 -
David Passell, Treasurer

OK to release 04/19/14