

BACKING UP YOUR MAC



WHY PERFORM BACKUPS

- Save important information
- Recover information in case of loss
 - Power surges (lightning storms)
 - Theft
 - Drive failure
- Save time and money recreating your files



OPTIONS FOR BACKUP

- Time Machine - Apple's product included on all Macs
- Online backup services
- Other third party offerings
- Clone your hard drive or SSD
 - Carbon Copy
 - Disk Utility (included on all Macs)
- What you use for backup depends on your needs
 - Is your Mac for personal use
 - Is it for business use

SETTING UP TIME MACHINE

- Process is fairly simple
- Determine how much backup storage is required
- Use Finder, Get Info on Macintosh HD
- Purchase an external hard drive or SSD
- Buy more space than currently needed
 - Allow for growth
 - Allow for multiple Macs
 - 2 terabyte hard drives are available for \$60 to \$70
 - Will allow Time Machine to keep more backups
- Recommend buying a name brand drive
 - Seagate, Western Digital, G-Drive, LaCie
 - Buy at least a 2 terabyte drive

CONFIGURE TIME MACHINE

- Open Time Machine on Mac
- Connect your backup drive to an open port on Mac
- Make sure drive connector is compatible with Mac
 - USB
 - Thunderbolt
- Select your backup drive
- Choose what files to exclude from backup (optional)
 - External drives
 - Directories, folders or files not needed
 - Downloads
 - Other folders/files that are very large
- Turn on “Backup Automatically” check box
- Time Machine will show time of next backup
- Will start backing up files automatically

RESTORING FILES WITH TIME MACHINE

- In case of data loss
 - Open a window in Finder on your Mac
 - Select folder where document is located (e.g. Documents)
 - Enter Time Machine from dock or Launchpad
 - Browse the timeline that appears
 - Use Search to find your document if necessary
 - Select one of the following to Restore
 - An individual file
 - A folder
 - Your complete disk drive
 - Files will be restored to their original location

OTHER TIME MACHINE FEATURES

- Can backup more than one Mac to same disk
- Can backup remote Mac over network
- Time Machine makes hourly backups
 - Also makes daily backups
 - Makes weekly backups
- Can create encrypted backups
- Can use Time Machine with Migration Assistant
 - Restore data to new Mac

OTHER CONSIDERATIONS

- You may want to create backups on multiple disks
 - Keep one disk at location of Mac
 - Keep another disk at offsite location
 - Office
 - Safety deposit box
 - Other location
- Use Cloud Storage
 - Apple iCloud
 - Restore files from iCloud
 - Computers must be signed in using same Apple ID
 - Microsoft One Drive - probably not feasible

BIBLIOGRAPHY

- Resources used for this presentation
 - Take Control Book - Backing up Your Mac, Fourth Edition, Version 4.3, May 2022
 - By Joe Kissell
 - A very thorough discussion of all things related to backing up a Mac computer
 - Apple Support Website
 - <https://support.apple.com/en-us/HT201250>
 - An easy to understand guide to using Time Machine