



# Mac to School

*helping people love their Macs since 1987*

## Backing Up—Better Save Than Sorry

If something happens to your computer (loss, theft, crash, dead hard drive), you could lose everything on it: your addresses, emails, your documents, your photos---EVERYTHING.

So why not be safe instead of sorry and **start backing up your computer regularly.**

I believe there are **three levels of backing up**, depending on what kind of user you are.

### Level One

For many people, a single system-wide backup is enough. Using Apple's built in Time Machine software and an external Hard Drive, everything on your computer is archived as it changes.

It's easy to restore everything if you have a computer crash. Backup happens in the background so you don't need to do anything.

To use Time Machine, just plug in an external hard drive and follow the on-screen instructions. Then sit back and rest easy, knowing that the Mac is backing up regularly. (You'll see the counter-clockwise icon in the top right of your screen move when it's working.)

(Time Machine requires Mac OS 10.5 or higher)

### Level Two

If you have a lot of photos, then, in addition to backing up with Time Machine onto an external drive, I recommend also archiving your photos onto DVD's.

You can archive photos by year, by subject, by albums, so that

it's easy to locate and use those pictures in the future. And it serves as a second copy of your precious memories.

To archive your pictures, simply select the albums or events in iPhoto, then, under the Share menu, choose Burn. Then follow the on-screen instructions.

### Level Three

If you create and change documents often (Quicken, Word, Excel files) I recommend that, in addition to backing up with Time Machine onto an external drive, you also copy these important files regularly to a **flash drive/thumb drive**.

This way, you always have the most recent versions of your most important documents in your hand and can use them on any other computer that has the software.

To backup to a **flash drive**, simply connect it to the USB port, then drag the documents and folders from your computer on top of the icon of the drive. It will show a green plus sign, indicating that it is copying the items. **Be sure you are taking the original files, not just the icon of the item that you might keep in your Dock.**

**Don't wait until you lose you data to start backing up.**

Backing up takes so little time and effort and gives you so much peace of mind.

For help with backing up or to discuss your personal back up needs, contact Ruth Davis at Mac to School for a one-on-one consultation.

### Ruth Davis

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