Backing Up your MacBook

What is BACKING UP?

"Backing up" your computer refers to saving your important computer-generated information in a **DIFFERENT** location. This should be done on a regular basis - whether once a day for certain items, weekly, or at specified times.

WHY?

If your computer has any problems it may "go down" quickly destroying or corrupting your saved work. By backing up important items - you can upload your important files to a new computer quickly. Another reason is to back up items that do not need to stay on the computer. These items can then be erased from your hard drive which frees up storage space and allows your CPU run more efficiently.

WHERE?

You will need to save your documents to a place **NOT** on your computer. This could be your school server (up to 1 gigabyte), a back up media such as a CD, DVD, thumb drive, or a purchased external drive. Each time you back up the same information - such as your bookmarks - you can put it in the same back up place and it will **overwrite** the old information. CDs are a good choice as they are inexpensive (10¢), easy to store, and portable.

The contents of your iTunes and iPhoto **MUST** be saved to a disk.

WHAT?

You do not need to back up everything. Most applications and system files can be found on the disks that were used to load the computer. What you should back up - **in a different location NOT on your computer** - are iTunes that you cannot replace easily. Apple has anticipated a special area for all your special needs - called the Home folder. Most all of what you will back up is found there. Here are some suggestions:

- **Documents**: Home folder > Documents or in your saved places.
- **OSX email accounts and messages**: Home folder > Library > Mail
- **Address book**: Home folder > Library > Application support > AddressBook
- **Safari bookmarks**: Home folder > Library > Safari > Bookmarks.plist
- **Movies**: Home folder > Movies
- **Music**: Home folder > Music > iTunes > iTunes Music

· **Photos**. Home folder > Pictures > iPhoto
· **Desktop items**: Home folder > Desktop
· **Internet software installers (.dmg)**: "If" you've saved them...

HOUSE CLEANING

It is suggested that you do not drop below 500 MB of free disk space on your computer, which will greatly affect how your computer is performing. Once a month or more, clean out any files that can be burned to a disk or saved to another area. Be sure to TRASH any duplicate files that you find. However, there are some files that you should never touch.

DO NOT

· **Trash files in the System folder**—These belong to the Mac operating system and shouldn't be touched
· **Trash files in any Library folder**— Parts of programs are located here and will cause chaos if removed or trashed
· **Rename or move folders or files that were installed with the operating system** — The pathways and names are memorized by the computer and will not work if you give the documents different names or places to reside.

ALERT!

When you are copying your files to another location there may be documents that will **NOT** copy due to long file names and unusually characters. You will be alerted with "cannot copy this file" and there is a Continue button. **UNFORTUNATELY** - the copying process stops at that point and unless you restart the copying **AFTER** that file - you will not have all your documents. Go back into the original document - highlight the files that you want to copy - and drag those to your new spot to continue copying.

OSX Mail

1. Make a copy of your OSX Mail folder. To do this go to the following: **Macintosh HD > Users > admin > Library > Mail** (whole folder)
Hold down the Option key and drag it in your **Documents** folder to your desktop. You will see a plus sign.

2. Take this copy and place it in your **Documents** folder prior to saving your Documents folder to your Personal Folder.

Importing your OSX Mail to your new image

1. Find your OSX Mail folder that you saved.
2. Drag this file to the following:
   Macintosh HD > Users > Teacher > Library >
   (Replace the current Mail folder - do NOT put it inside the mail folder)
3. If you are asked about replacing the Mail folder, click **Replace.**
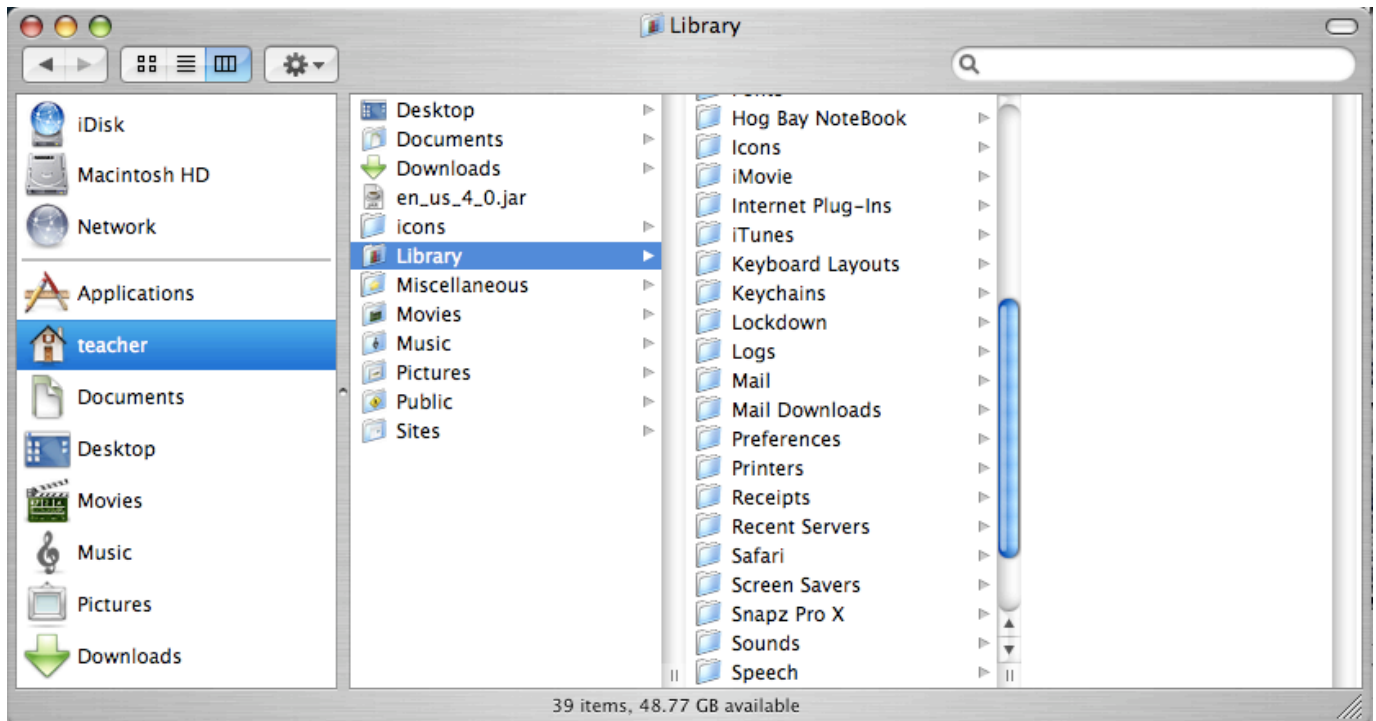
iPhoto

Saving your pictures

1. Put a blank CD in the drive
2. Name it **iPhoto Back up**
3. Open **Macintosh HD > Users > admin > Pictures**
4. Take the entire folder titled **iPhoto Library** and drag to the CD
5. Drag the CD over the **Trash** icon on the dock. The **Trash** icon will change to a **Burn** icon.