# Backing up with Time Machine

Getting Started: Buying an External Hard Drive

1. When purchasing a hard drive, be sure to choose one that will have plenty of space to back up your machine. A terabyte (1 TB) is a good place to start.

2. Compact hard drives that do not require power to run make it easier to do regular backups and allow you to access files when you are away from power.

3. Choose a drive with either USB, Firewire, or thunderbolt connections. Just make sure you have a cord that will connect to the ports on your computer.

4. You can find a variety of options online or in any store that sells electronics.

5. When selecting a drive online, look at reviews first.

6. Label your hard drive: (Building) Backup (Your Name)

Formatting Your New External HD (New Drives Only!)

New hard drives often come formatted for a PC. To have the best compatibility with your Mac, it is a good idea to reformat before the first time you use it as a backup.

Formatting will erase anything on the selected drive, only complete this step on a new underline external drive.

1. Connect your external hard drive to your computer. If your machine asks if you would like to use this drive with Time Machine, click "Decide Later".

2. Open Disk Utility. (Click the magnifying glass in the top right corner of the screen: search for Disk Utility).

3. Once in Disk Utility, click the name of your **external hard drive** in the lefthand sidebar. Be sure to select the main drive, not the sub drive listed below.

4. Click "Erase" from the tabs at the top of the window.

5. Select "Mac OS Extended Journaled" from the pull down menu and rename your external hard drive. Example: "Building Name" Backup "Your Name"

6. Click Erase, and confirm.

7. Your newly formatted drive will appear on your desktop and you may see a message asking if you would like to use this hard drive for a Time Machine Backup. Select "Decide Later" again.

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The first backup will take time. Be sure that you are connected to power in a place that you can let your computer run undisturbed until the backup is complete.

1. Connect your hard drive. If a message appears that asks if you would like to use this device as your Time Machine Backup, click **"Use as Backup"**.

2. If no message appears, turn on Time Machine in System Preferences.

3. Check "Show Time Machine in menu" if not selected.
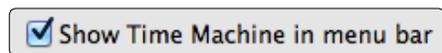
4. Adding a New Backup Drive: In Time Machine Preferences, click "Add or Remove..." Select your external hard drive and click "Use Disk".
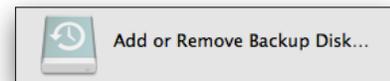
5. Customizing content to be saved: You can select to include or exclude files (photo library) in your backup to save space if you choose by clicking "Options" in the corner of the Time Machine Preferences.
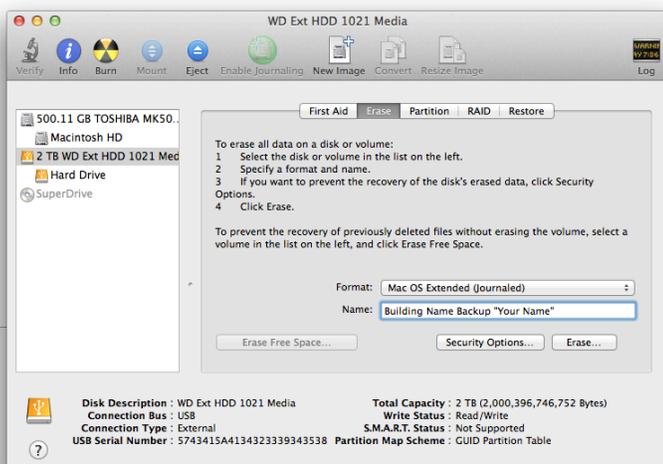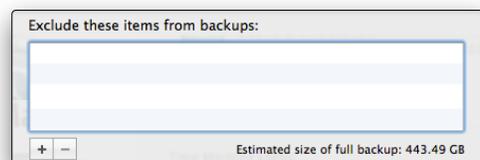
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Additional Information

What happens when my external drive fills up?

1. Time Machine will continue to create backups until your drive becomes full.
2. After your drive fills, new backups will replace the oldest on your hard drive.

Properly Ejecting Your Hard Drive

Please be careful to eject any connected storage devices before removing them from your computer.

1. From the desktop: Drag the icon for the drive to the trash can or use the shortcut Command E.
2. From the Finder Window: Click the eject symbol next to the drive in the left sidebar.
3. Always wait until the icon of the drive has disappeared from your computer before removing.

Using Time Machine to Restore Files

1. Connect your hard drive to your computer
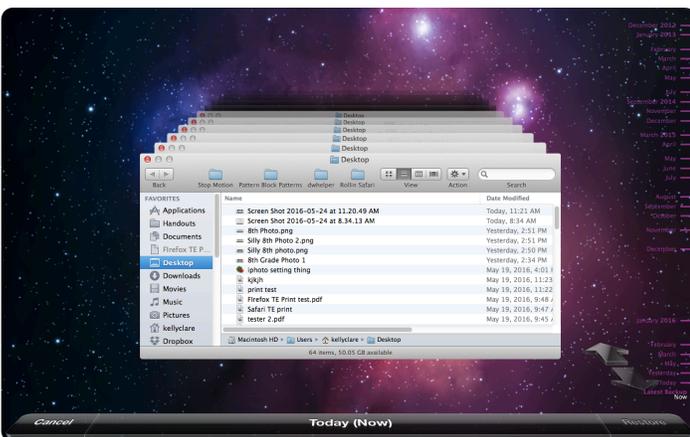
2. Click the Time Machine icon ⟲ in your top toolbar.
3. Click "Enter Time Machine"
4. In the screen that appears, you will see a timeline with dates along the right side. The dates correspond with your most recent backups. Click any window or use the arrows on the right to navigate between backups. (Use the spacebar to preview files.)

5. Restoring Files:
5. Restoring Files: click any previous version of a file and click the **"Restore"** button in the bottom right corner to retrieve it from your backup.

Comparing Revisions Side by Side

If you are looking to restore a specific file to a previous version you can see a side by side view to help you find the version you need.

1. Open any file on your computer.
2. Click ⟲ and select "Enter Time Machine"
3. Click any version on the right to compare.
4. Choose restore to revert to a previous version.
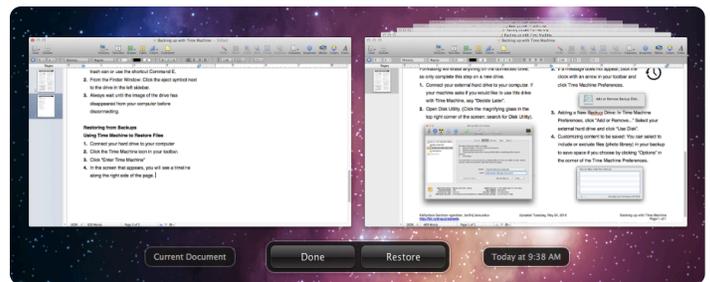
Restoring your entire account from Time Machine

If you are switching to a new computer or have need to retrieve all files from a previous backup, please submit a help request to 4jdesktop@4j.lane.edu.

Back up often:

Make connecting to your drive part of your daily routine or set a reminder in your calendar to back up frequently. Once you create your initial backup, your next backup will only note changes, making the process much faster.

Store HD in Secure Location

Keep your external drive in a safe location to have a backup of your files in the event your computer is ever lost, damaged or stolen. Example: Do not keep your external drive in the same bag as your laptop. Be sure your drive is labeled with your building info for return.

If you have questions or need help, contact 4jdesktop@4j.lane.edu or call 7777.