

Setting Up Time Machine Backups

Time Machine is very easy to setup - All you need is an external hard drive.

For best backup reliability it's better to use an hard drive twice the size of your internal hard drive, and dedicate it only for the purpose of Time Machine Backups.

Further details at : http://support.apple.com/kb/HT1427?viewlocale=en_US

- Hard Drive Setup
- Selecting Hard Drive Manually 1
- Selecting Hard Drive Manually 2
- Initial Backup

1. Hard Drive Setup

- Start by connecting the external hard drive to your mac.
- If it is the first time you connect the external drive to the mac, Time Machine asks if you would like to use it as a Backup Disk.
- Click "Use as Backup Disk" and confirm. Time Machine preferences will now open.
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Time Machine preferences will now open.

Note : You can also click "Encrypt Backup Disk" on Lion Machines to encrypt the hard drive using File Vault 2



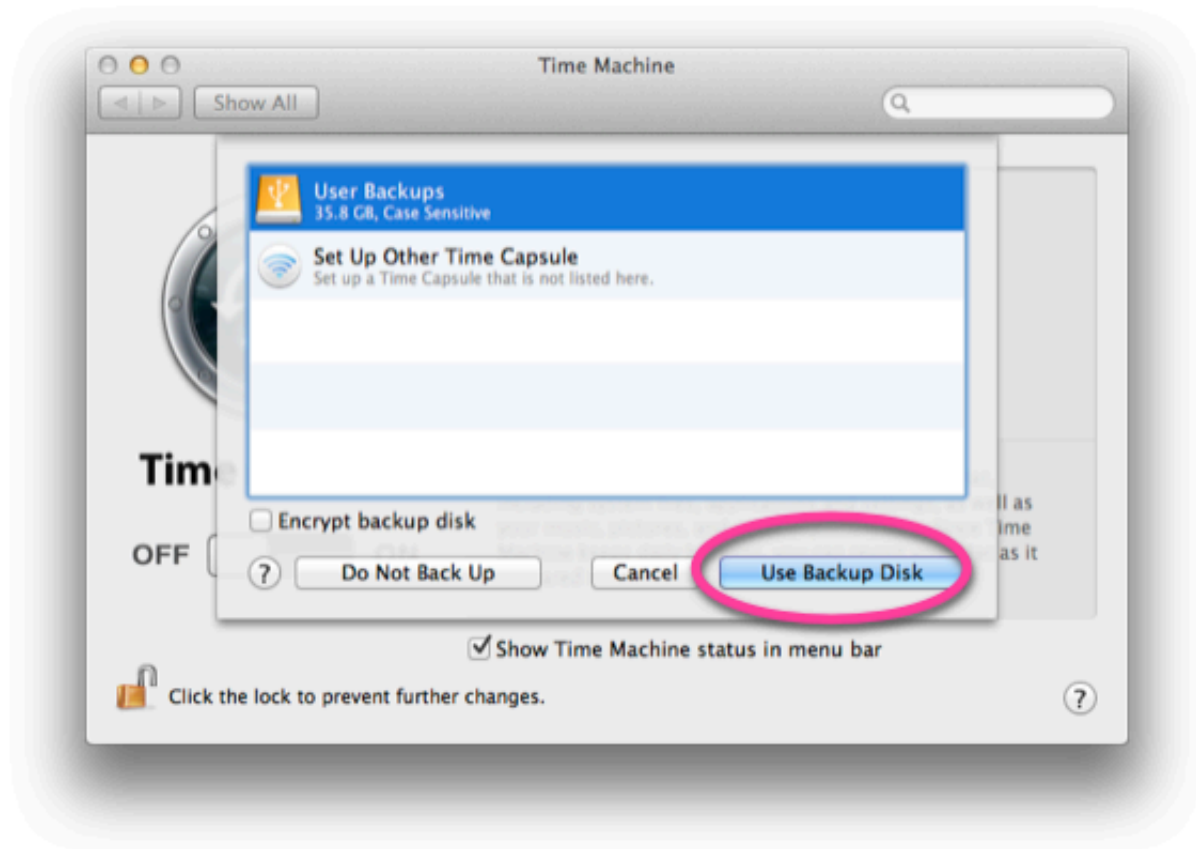
2. Selecting Hard Drive Manually 1

If the Hard Drive is not automatically selected, go in to System Preferences, Time Machine, and click Select Disk.



3. Selecting Hard Drive Manually 2

- You can now choose the hard drive you want to use.
- The hard drive must be formatted to be mac compatible (Extended)



4. Initial Backup

- You will now see that Time Machine is preparing for the initial backup.
- This window can now be closed - Time Machine backs up in the background.
- The first backup may take a while - 4-5 hours (backing up all the computer).
- After the initial backup Time Machine will continue making backups - hourly backups for the past 24 hours, daily backups for the past month, and weekly backups until your backup drive is full.



Selecting items to exclude

- Time Machine Preferences
- Excluding items

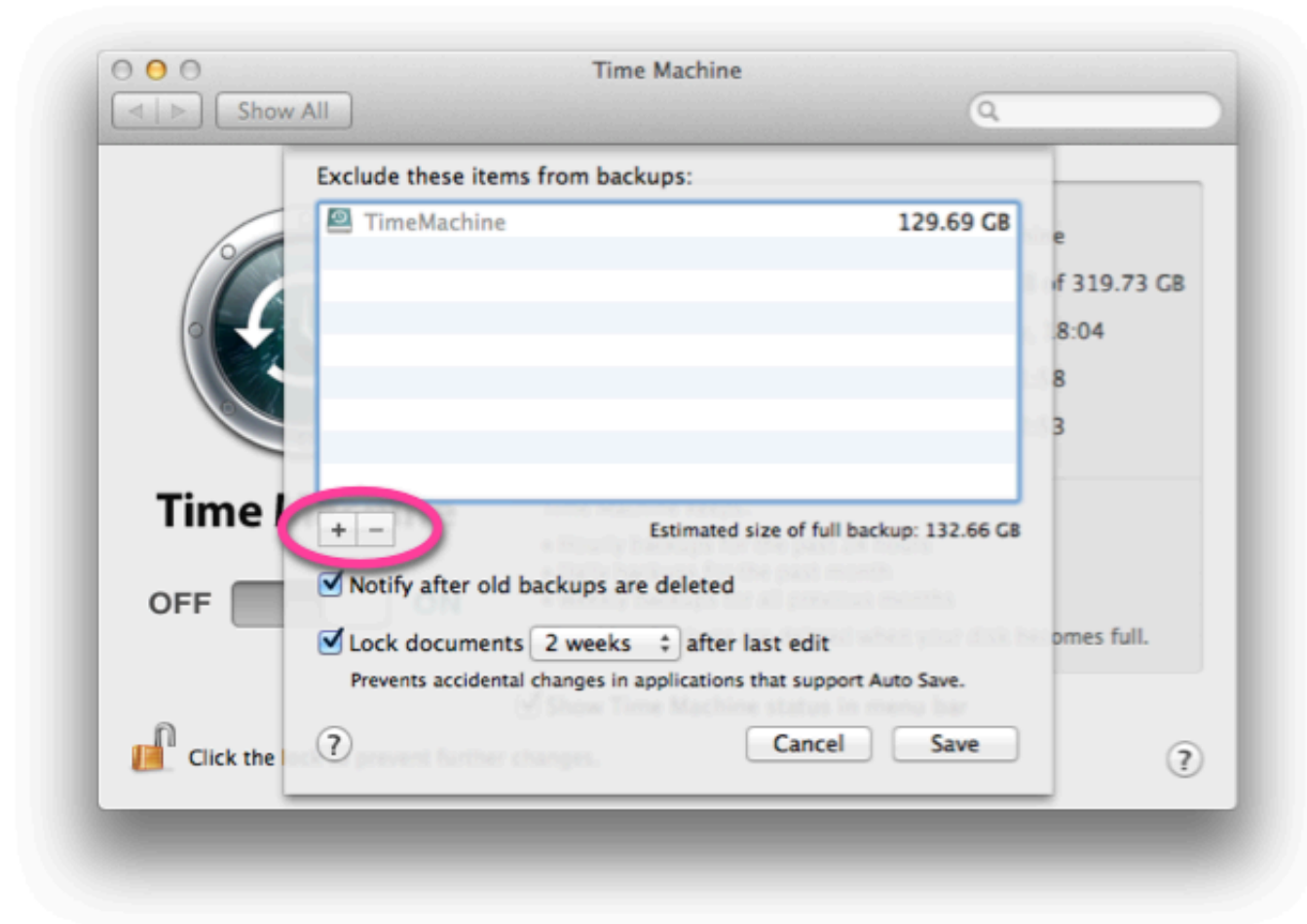
1. Time Machine Preferences

Inside Time Machine preferences click "Options"



2. Excluding items

- This window allows you to exclude files, folders, or entire volumes from being backed up. You might want to do this to avoid filling up your backup drive.
- Just click the plus sign and select files, folders or volumes.
- **Tip:** If you regularly modify a very large file (VMWare, Parallels), you might want to add the file to the "Exclude these items from backups" list.
- The "Notify after old backups are deleted" option tells Time Machine to warn you when older backups are removed from your backup drive to make space for more recent backups.



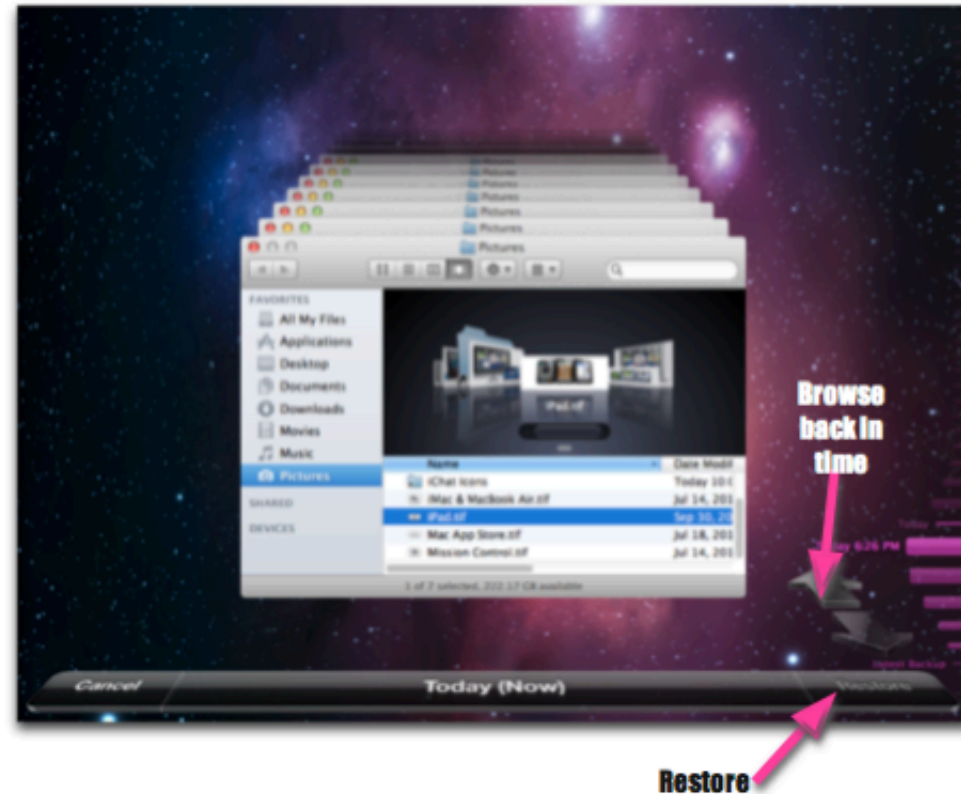
Restoring Data

With Time Machine you can restore files, versions of file, or your entire system.
The drive must be connected for the restoring procedure to work.

- Restoring specific files or folders

1. Restoring specific files or folders

1. Find the folder containing the missing files.
2. Choose "Enter Time Machine" from the the Time Machine menu, or click the icon on the dock.
3. You will see the Time Machine interface, and all the previous version of that folder.
4. Browse "back in time" until you find your file.
5. Select the file/folder you want to restore and click "Restore" on the bottom right of the screen.
6. If a file with the same name already exists, you will be asked to replace, keep newer, or keep both files.



Backup drive full

As your backup drive begins to fill up to its capacity, Time Machine intelligently deletes the oldest backups to make room for newer ones (and will alert you if the "Notify after old backups are deleted" option is selected in Time Machine preferences).

If your backup disk is filling up often causing your oldest available backups to be erased sooner than you might want, consider the following options:

- Use an additional drives for your backups or transfer your backups to a new, larger drive as detailed above. When you connect a new drive for the first time, use Time Machine preferences to select the drive. **Tip:** You can also browse the original backup drive for past backups by using "Browse other Time Machine Disks"--to see this choice, hold the Option key then click the Time Machine menu in the Finder (to see the menu, "Show Time Machine status in the menu bar" must be selected in Time Machine preferences).
- Reduce the amount of information being backed up by adding to the "Exclude these items from backups" list in Time Machine preferences, as mentioned above. Your backup drive will fill up less often.
- Delete file(s) that are no longer needed (such as from your desktop, Documents folder, or other Home folder locations), so they will no longer be backed up. You can also enter the Time Machine restore interface and find files that can be removed from the backup drive itself to conserve space. To do this, select the file(s) and from the Action pop-up menu (gear icon) in the Time Machine Finder window choose "Delete All Backups of...". Be sure to only delete files you are sure you won't need or want to restore later.

- Backup Drive Full