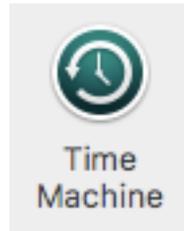


FOR NOVEMBER 2016 MAC USERS GROUP



Time Machine is the software on a Mac that uses a purchased external drive to do continuing backups of the computer.

- 1) Purchase an external drive (under \$100) of 500 GB or more specified "For Mac."
- 2) Plug it in and an icon representing the drive will mount on the Desktop; you can rename it
- 3) A screen recognizing it as an external drive will ask "Do you want to use this for Time Machine backups?"
- 4) Click "yes" and a Time Machine preference screen will appear; if you have not set up Time Machine before, you are asked to "Select Disk;" if you have already set up Time Machine, your backup disk is listed or you might have to "Select Disk" again if you have changed external drives or upgraded to a new operating system.

The Options button allows you to choose what NOT to back up, but the best advice is to back up everything...

NOTE #1: The little question mark in lower right corner of this Time Machine preference screen gives more info...

NOTE #2: if you have a Desktop Mac or Mac Mini, just leave the external drive plugged in...it proceeds automatically to do the following automatically in the background...

Time Machine keeps:

- Hourly backups for the past 24 hours
- Daily backups for the past month
- Weekly backups for all previous months

The oldest backups are deleted when your disk becomes full.

if you have a laptop, you may wish to connect the external drive, do a weekly backup, then eject the icon of the external drive, unplug, and re-connect the external drive again for the next weekly backup...since a laptop is usually not kept in a stationary place

Ejection Techniques...if you wish to eject...all the following methods work; wait until the icon disappears, then it is safe to unplug the device

- 1) dragging the external drive icon on Desktop to trash; this does not "trash" its contents...merely ejects it
- 2) OR right clicking the external drive icon and choose "Eject" from the shortcut contextual menu

- 3) OR after selecting, click on File Menu to use eject command
- 4) OR click once on the little "eject" icon to the right of the external drive icon in the Finder Sidebar under Devices

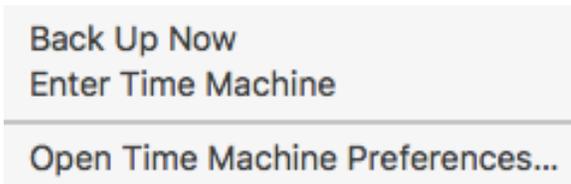
To place a small convenient Time Machine icon in the Menu Bar...if not already there

- Go to Apple Menu, click on System Preferences
- Click on Time Machine
- This screen allows a tiny checkmark box to include icon for Time Machine menu in main Menu Bar...



Show Time Machine in menu bar

A little circular icon then appears in the right side of the Menu Bar and a click on it shows a menu....



Back Up Now
Enter Time Machine
Open Time Machine Preferences...

It is a good thing to “verify” your backups on a regular basis...that is, choose “Enter Time Machine” from above menu when the external drive is connected for you to assure yourself that the procedure is working properly.

With a Finder Window open, choose “Enter Time Machine” from the Menu Bar Time Machine icon OR click on the Time Machine icon in the Dock or in Launchpad...a very interesting window appears with a timeline on the right or arrows, either of which can be used to go back in time to view previous dated backups. If there is content showing, then you have “verified” your backups. If you wish to restore a single file/document, then selecting and clicking “Restore” will do just that to the place it inhabited originally before deletion.

To restore from Contacts or Mac Mail, you need to be in the application first before you “enter Time Machine.” Time Machine then “opens” in Contacts or Mail, whichever was open before entering.

Other ways to enter Time Machine...

- by clicking TM Dock icon or Launchpad icon
- OR by double clicking TM application from Applications Folder

After 'entering' TM backup, pick a date on Timeline at right, or use “arrows” on screen, make selection, click restore

Note that Mail places restored messages in a new mailbox called Recovered Items, inside a TM mailbox in the On My Mac portion of the mailbox list (far left Sidebar).

With Photos, Time Machine can only restore the entire Photos Library; the choices are

- Keep Original
- Replace
- Keep Both

To use a Time Machine backup to restore an entire hard drive, call a Mac mentor or do the research required to accomplish this before proceeding

REMEMBER: it is not **IF** your hard drive will fail, it is **WHEN**, so a backup is absolutely necessary if you have anything on your computer that is important to save if the worst happened.g