Backing Up Your Mac

A backup is a spare copy of everything on your Mac — your photos, documents, emails, and settings. If the Mac ever breaks or gets stolen, the backup brings it all back. Apple built the backup tool right in. It is called Time Machine, and it does the work by itself once you set it up.

What you need: an external drive

Time Machine saves your backup onto a separate external hard drive — a little box that plugs into your Mac with a cable. It should hold at least twice as much as your Mac does.

Setting it up (one time)

1. Plug the external drive into your Mac. Use the cable that came with it.
2. The Mac may ask: "Do you want to use this drive with Time Machine?" Click Use as Backup Disk. That is the whole setup.
3. If it does not ask, open the Apple menu → System Settings → General → Time Machine, click Add Backup Disk, and pick your drive.
4. The first backup takes a while — sometimes hours. Leave the Mac plugged in and let it finish. Every backup after that is quick, because Time Machine only copies what changed.

Then forget about it

Time Machine backs up automatically every hour while the drive is plugged in. You do not have to remember anything. The best habit: leave the drive plugged in whenever you are at your desk. If you unplug it to travel, plug it back in when you return — Time Machine catches up on its own.

Getting a file back

Deleted something by accident? Open Finder, then click the Time Machine icon in the menu bar (it looks like a clock with an arrow) and choose Enter Time Machine. You travel back in time through your files — find the file, click Restore, and it comes back.

When to call Sean instead

- You are not sure which external drive to buy.
- Time Machine says the backup failed, or the drive is full.
- You need to restore the whole Mac, not just one file.
- You want your photos backed up to the cloud too, as a second safety net.

Need a hand? Call Sean at **(813) 770-6082**.