



Dept. of Instructional Technology

Backing up your MacBook

*The following document describes one of several methods that can be used to back up documents from your MacBook to external sources.

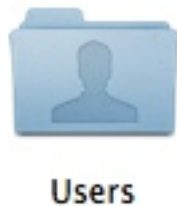
Step 1

Double-click the “Macintosh HD” hard drive icon on your desktop.



Step 2

In the Macintosh HD window, find and double-click the “Users” folder.



Step 3

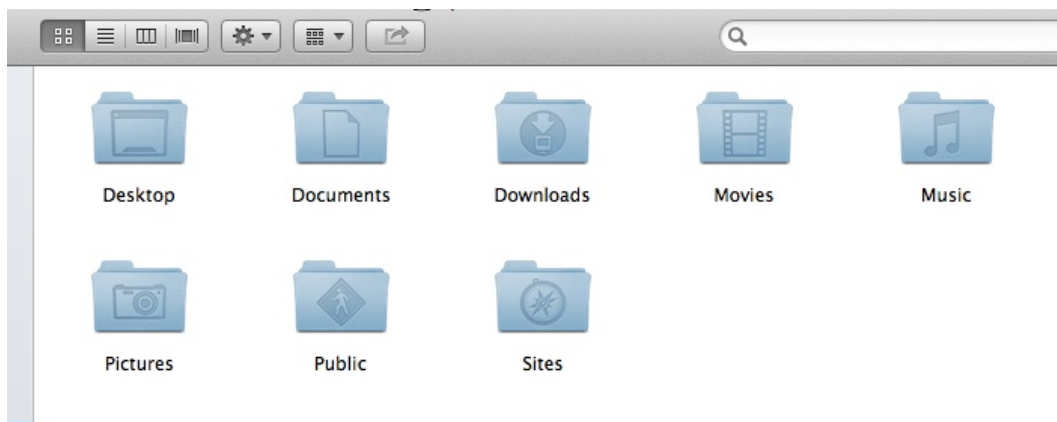
Find the folder icon that looks like a house and double-click on it.



*This local home folder contains all of your local files stored on your MacBook’s hard drive.

Step 4: Copy folders to external or network drive

This window contains all of your user files, e.g., videos in iMovie, pictures in iPhoto, files on your desktop, files in your documents folder, etc.



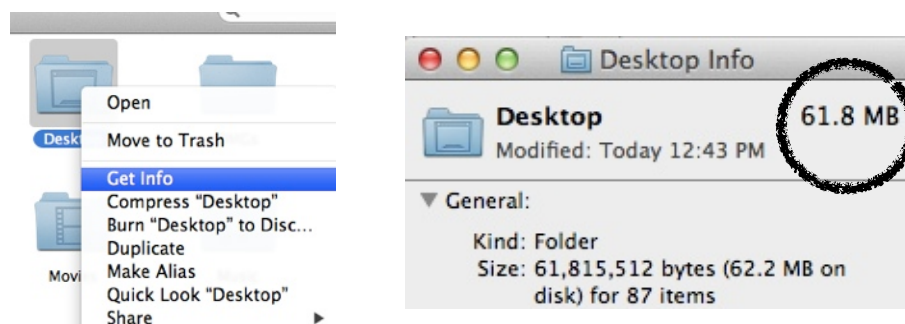
To back up any or all of the user-created files stored on your computer, click and drag any of the folders to your Novell home drive or to an external drive, such as a flash/thumb drive.

As an example, we will start with backing up all files in **Desktop** folder to an external drive. Take your external drive and connect it to your MacBook. Locate the external drive icon on your desktop. Drag and drop the **Desktop** folder to your external drive.



If you have any files in the **Documents** folder*, continue the backup process by dragging the **Documents** folder to your external drive. Next, if there are important files in the **Downloads** folder, continue by dragging it to your external drive. The process continues with **Movies**, **Music**, and **Pictures** folders. Only copy these folders if you have files in iMovie, Garageband, iTunes, and iPhoto.

*Note: To learn the size of any of these folders, right-click (two-finger click) on the folder and choose "Get Info". Be sure you that your external drive has enough space.



Optional Backup Procedure

*For those of you who are interested in using Time Machine, Apple's built-in robust option for backing up your Mac, feel free to check out the following articles and tutorials. This method would require an external hard drive with a substantial amount of space, at least 500GB.

Time Machine for Mac tutorials:

<http://tinyurl.com/mfk3uom>

<http://tinyurl.com/bmfkpyr>

<http://tinyurl.com/backupmactimemachine>