

Backing up your computer with Time Machine

What is Time Machine?

Time Machine is the built-in backup feature of your operating system. You can use Time Machine to automatically back up your entire Mac, including system files, applications, preferences, and more.

What do you need to make a backup?

- your Mac computer
- an external hard drive (recommended: size of your computer's hard drive or larger)
- Thunderbolt, FireWire or USB cable
- time enough for the backup to complete
(recommended: starting the backup in the evening and letting it run into the night)

Your First Backup

Connect your external drive to your computer with a Thunderbolt, FireWire or USB.

Time Machine will ask if you want to use the connected drive to back up.

Select 'Use as Backup Disk' if you wish to proceed.

Time Machine will now backup your computer.

Backup Regularly

After the initial setup, Time Machine will automatically backup your files when you connect your drive to your computer.

You can manually start a backup by selecting 'Back Up Now' from the Time Machine drop-down menu when your backup drive is connected to your computer.

The Time Machine menu

The easiest way to access Time Machine is through the Time Machine icon in the menu bar. Clicking on the Time Machine icon will activate the drop-down menu pictured at the right.

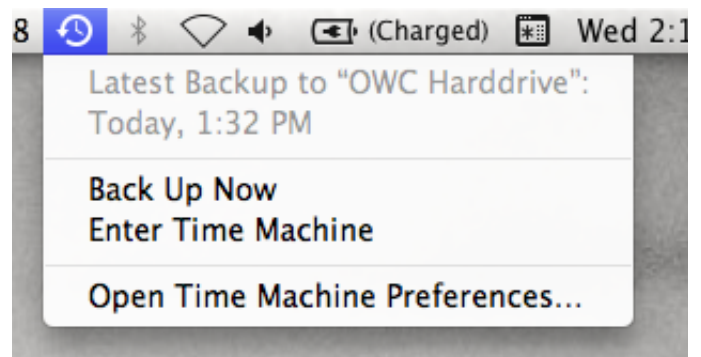
First and foremost, the Time Machine menu will show you when your most recent backup was completed. We recommend **completing a backup as often as possible**.

The Time Machine icon

The Time Machine icon in the menu bar also lets you know the status of your backup.

When a backup is in progress the icon will spin. You may continue to use your Mac during a backup. The backup may take up to several hours to complete.

If an error has occurred, the icon will display an error icon. Click the icon to see what is preventing the Time Machine from backing up.



idle (normal)



in progress



error (cannot back up)