

BACKING UP YOUR DATA (FOR MAC OS X 10.5-10.7)



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If your hard drive fails and you have local files on the hard drive of your computer, they may be lost. Consequently, ITR strongly recommends the following:

1. Save important documents to a shared network drive, such as your H drive, which you can access from any computer on campus. ITR backs these up, so your files are protected. Space is limited, so this is not a comprehensive solution if you have a lot of pictures, music, or large email archive files.
2. Back up your data regularly.

There are two options for backing up:

1. The easiest way is to buy an external hard drive with a lot of storage space, 500GB or more. Then, to back up regularly, you can use Mac OS X's Time Machine Feature (Leopard, Snow Leopard and Lion only). The hard drive needs to be plugged into the computer whenever the backups are scheduled for, and the initial setup of this option requires administrative privileges. ITR can help you set this up if you so desire.
2. Most people currently do manual backups of their important files to a shared network drive, external hard drive, USB flash drive, or CDs/DVDs. The rest of this document explains how to do this.

How to do a manual backup:

--Most of your files will be located in Macintosh HD, Users, "username" in the various folders within (such as Documents, Pictures, etc.). You can just copy and paste files from these folders to your chosen destination (a place besides your local hard drive). It would also be a good practice to designate a new folder called "backup" within the destination, so you don't mistake the backup copy as your working one. The folders that you probably want to copy files from include, but may not be limited to:

1. Macintosh HD, Users, "Username", Documents
2. Macintosh HD, Users, "Username", Desktop
3. Macintosh HD, Users, "Username", Pictures
4. Macintosh HD, Users, "Username", Music
5. Macintosh HD, Users, "Username", Movies

--If you use email archives in Entourage, Outlook or Mail, please contact the Help Desk for assistance in backing your archives up.

--You probably don't have to worry about it, but just in case -- if you have any special programs installed, files may be saved in places you don't expect. (Standard programs like Microsoft Office and the Adobe Suites typically save files in the expected places, so they don't count as 'special programs'). For instance, if you want settings or bookmarks for an internet browser (Mozilla Firefox or Safari) they are located in special places.

If you have a question about how a program's data is saved, you can email itrhelp@cabrini.edu or call the Help Desk at 610-902-8366 and we can offer whatever knowledge we have of specific programs.