

Backup Options

Created by Jalayne Keyes
May 2011

Your “data” (documents, photos, music, etc.) lives in a location on your MacBook known as the “Home” folder and it lives in the



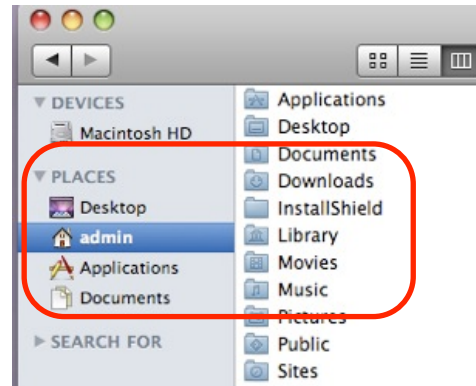
Macintosh HD (on desktop or accessible through dock **Finder**)

- Users folder
 - Home(has your name)



Within the home folder there are a number of folders where your “data” is stored. These folders are:

- Desktop folder
 - Documents folder
 - Downloads folder
 - Library folder
 - Music folder
 - Movies folder
 - Pictures
 - Public Folder
 - Sites Folder



If you are syncing with a server as a student, you are syncing only your **Documents**. Desktop, Music, Pictures and Movies Folders can be quite large and are the responsibility of each user to backup on their own. Many times documents that you want to be safe are left on the desktop. If you want them to backup (sync) to the server, you’ll have to put them in to the Document’s folder. You can click on the folder or file and do Command L to create a short cut. Then move the original file or folder in to the documents folder and leave the alias on the desktop so you can use the desktop as you like.

There are a number of ways you can do those backups, as well as, backup any of your files and folders.

FLASH Drive



One of the simplest option to backup your files is with a flash/pen/jump **USB drive**. These are available in various sizes but recommend to get at least a 4 gig size depending on wether you will be backing up your photos, movies and music or just documents. Once you put the USB drive in the USB port it will show up on your desktop. From there you can click and drag any specific files or folders to it and wait for it to copy. If you want to get all the files on your desktop and documents go to your home folder and copy the Desktop and Documents folders. You can actually copy any of your data from this location (see above).

EXTERNAL HARD DRIVE

If you have a large amount of data such as lots of pictures, music and especially movies, then you may want to consider getting an **external hard drive**. You are able to use a free utility to allow it to copy your complete hard drive and do incremental backups which takes less time.



BURNING CD'S AND DVD'S

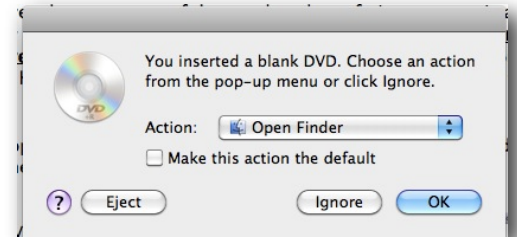


Untitled CD.fpbf

Another option to backup items from any of these folders is with a CD or a DVD. That method is popular with music directly from iTunes and pictures directly from iPhoto.

Data Folders/Files:

1. Insert a blank disc (CD or DVD) into the optical drive. If you see a dialog, you can choose ok and the disk will appear on your desktop. (once you have done this, the cd should not be ejected until done burning since it will not work again.)
2. Double-click the disc on the desktop to open it, and drag the files and folders you want on it to its window. The Finder places aliases to the files in the disc's window. The original files are not moved or deleted.
3. Arrange and rename the files. When burning the disc, the Finder gives the items on the disc the same names and locations as the aliases in the disc window. After the disc is burned, you cannot change them.
4. Choose File > Burn Disc, and follow the instructions.
5. To eject the disc, hold down the Media Eject or F12 key until the Eject icon appears



If you write on the disc, be sure to write on the side with a label or other text already on it. Don't write on the shiny side.

The files that the aliases point to are burned to the disc. In addition, if any folder you copied contains aliases, the original files for those aliases are burned to the disc as well. Cd's hold 650 MB and DVD's hold up to 4.7 Gig.

Burning with iPhoto & iTunes



Select the photos you want to burn from Events, Photos or Albums and go to the **Share** pull down menu to **Burn**.



Select the songs you want to burn from your **Playlist** on the left and go to the pull down menu and select burn to burn to a playable CD. You can also burn more music at a time to a DVD by going from the music folder and using the info from above on how to burn disks.

