

# **A Guide To Backups**

Rev 1.1

**By Ryan Swayze**

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## **Preface:**

Over the course of this guide I will be guiding your through the necessary steps to backup your Mac. The type of Mac you have is irrelevant, just follow my steps and it will work for any Mac.

Before we get started there is some terminology and general knowledge I want to go over so everyone is on the same page.

- **Clone**
  - A complete copy of your Mac as is that is bootable on most Mac hardware.
- **TimeMachine Backup**
  - A backup of only crucial data from your Mac, this type of backup is not bootable.
- **External**
  - A hard drive that is outside of your computer in its own enclosure, generally connected via USB.
- **HD**
  - A common abbreviation for hard drive.

Clones are handled via third party software such as Superduper! or Carbon Copy. For the purpose of simplicity I will only be talking and using Superduper! for the duration of cloning in this guide. Once you understand the concepts of cloning you can use any software you like.

**Note:** *There will be many examples ahead. I have named my system HD Hackintosh HD, most of you will have the default name which is Macintosh HD.*



**SuperDuper!**

## **Part 1: The Backup Drive**

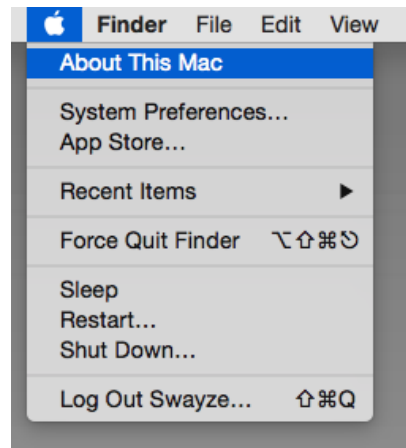
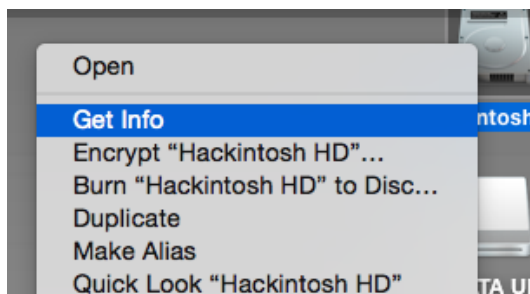
The first thing you need to do is pick out an External HD to use as your Backup Drive. For the remainder of this guide I will be referring to the External as the Backup Drive.

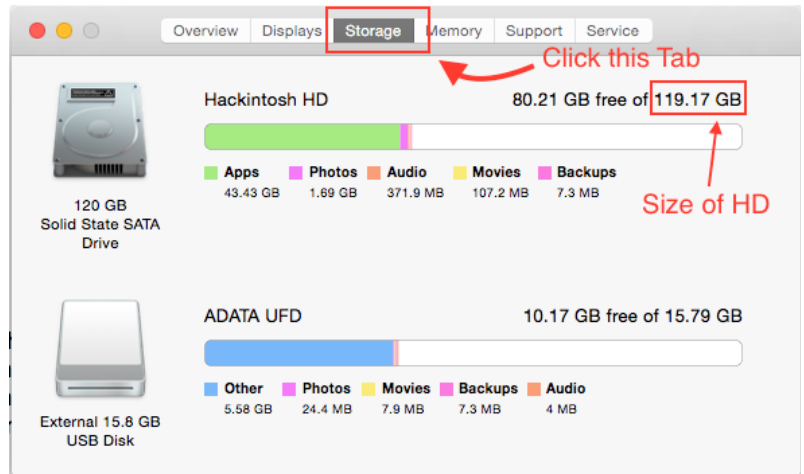
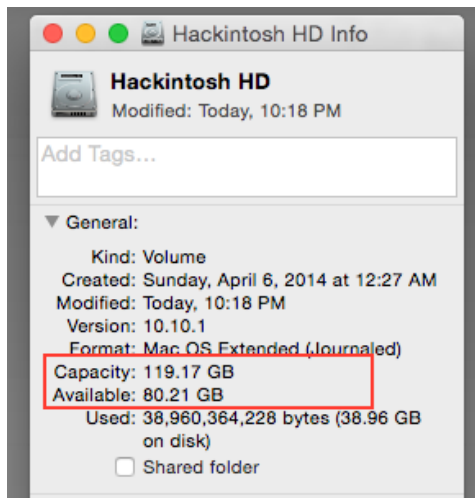
When selecting a Backup Drive I like to recommend people go to OWC or Other World Computer at [macsales.com](http://macsales.com). They have a wonderful selection of Mac friendly devices not limited to just Hard Drives.

For the average use a portable backup is best, much like the one pictured below.



The general rule of thumb for choosing a Backup Drive is selecting a drive that is at least the same size as the Hard Drive in your Mac. You can find this information by right clicking, *or control+click*, on the Macintosh HD, *this is the default name for the hard drive, yours may differ*, icon on your desktop and selecting Get Info or going to Apple Logo > About this Mac.






Now that you know the size of your hard drive you can now go to this webpage and select the drive that will work best for you.

<http://eshop.macsales.com/shop/firewire/on-the-go>

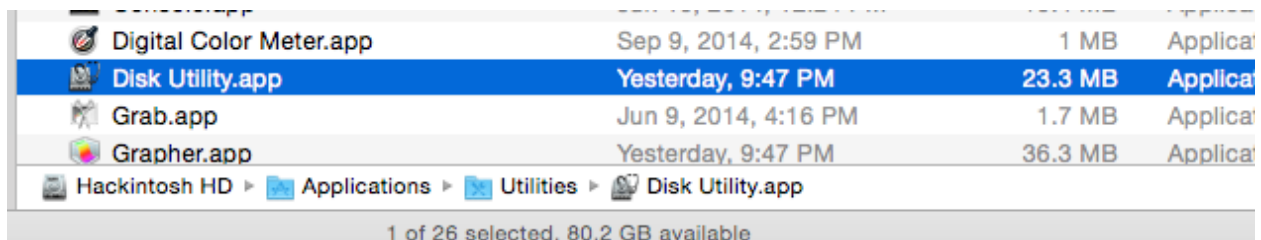
The left column of drives are USB and FireWire and the right column is drives with only USB, I would recommend getting drives from the section pictured below only.

		 USB 3.0 & 2.0 / FireWire 800	 USB 3.0 & 2.0
<b>500GB</b>	7200RPM 32MB Cache	<b>\$125.99</b> USB 3.0 / FireWire 800	<b>\$97.99</b> USB 3.0
<b>1.0TB</b>	7200RPM 32MB Cache	<b>\$145.00</b> USB 3.0 / FireWire 800	<b>\$107.50</b> USB 3.0
<b>320GB</b>	5400RPM 8MB Cache	<b>\$104.99</b> USB 3.0 / FireWire 800	<b>\$75.99</b> USB 3.0
<b>500GB</b>	5400RPM 8MB Cache	<b>\$109.99</b> USB 3.0 / FireWire 800	<b>\$77.00</b> USB 3.0
<b>1.0TB</b>	5400RPM 8MB Cache	<b>\$133.99</b> USB 3.0 / FireWire 800	<b>\$95.00</b> USB 3.0
<b>1.5TB</b>	5400RPM 32MB Cache	<b>\$175.00</b> USB 3.0 / FireWire 800	<b>\$149.99</b> USB 3.0
<b>2.0TB</b>	5400RPM 32MB Cache	<b>\$159.00</b> USB 3.0 / FireWire 800	<b>\$139.00</b> USB 3.0

## **Part 2: Formatting the Backup Drive**

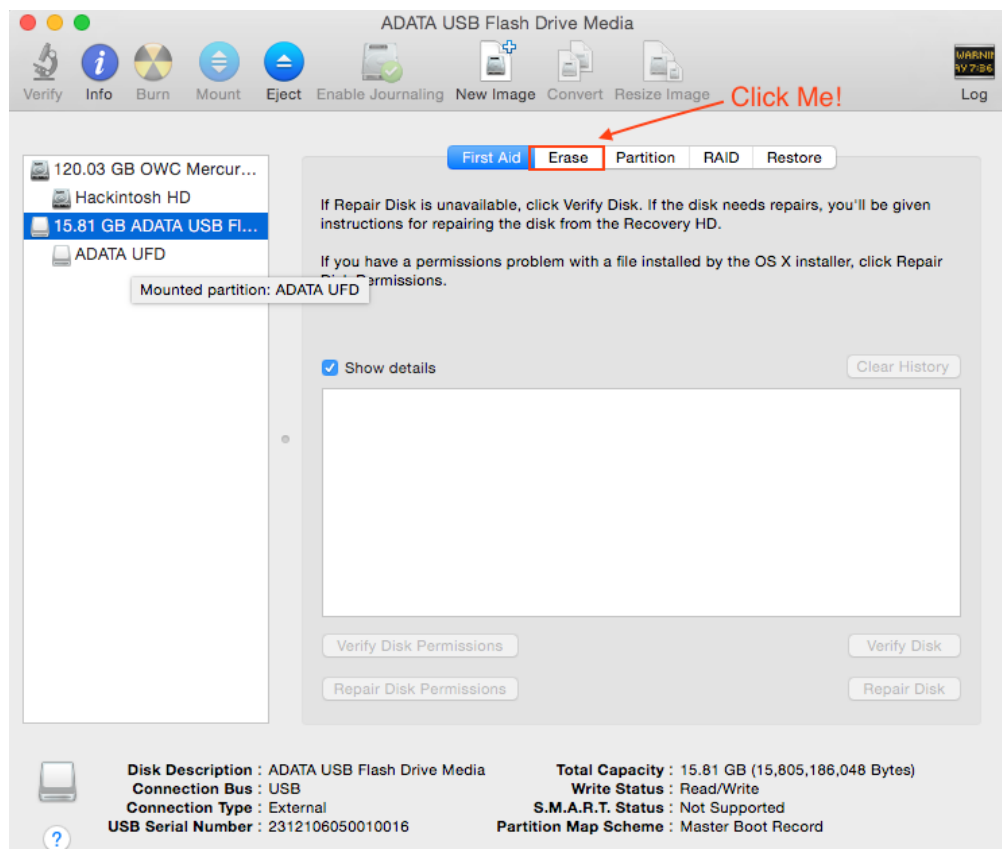
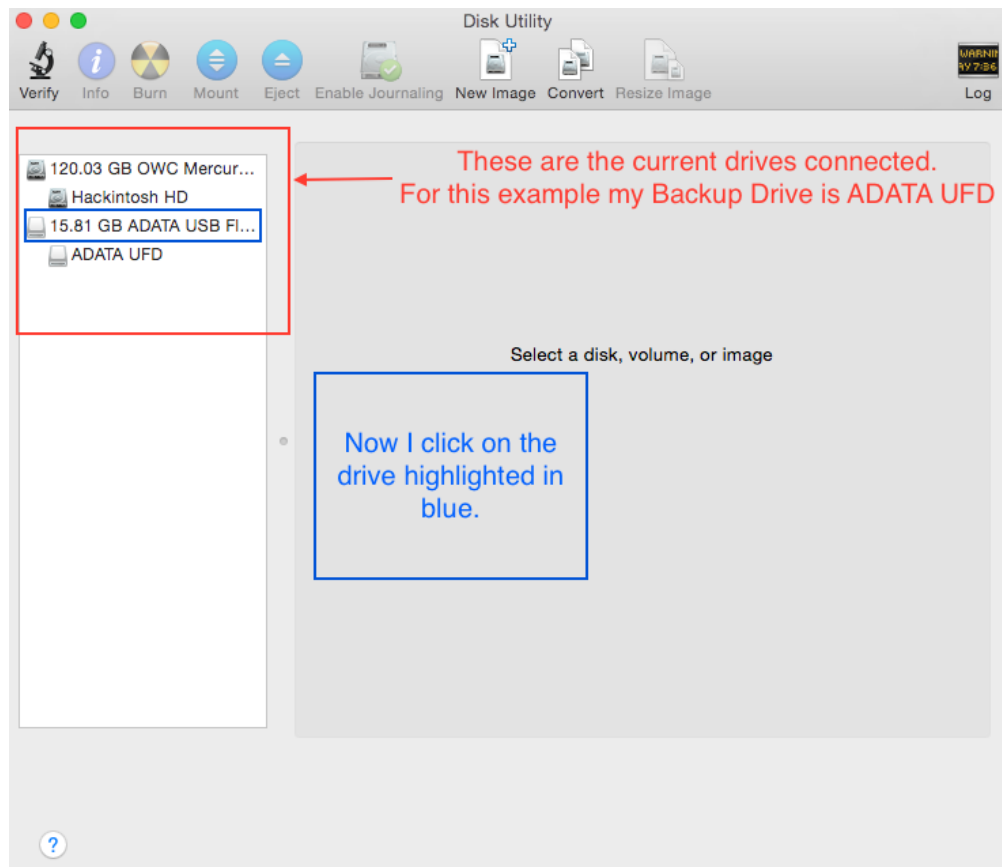
Now that you have a drive you need to make sure it is formatted and ready for your backup. First connect your drive to your Mac, if you purchased a drive from the website above they are bus powered drives so all you have to do is connect the USB cable to the drive and then to your Mac.

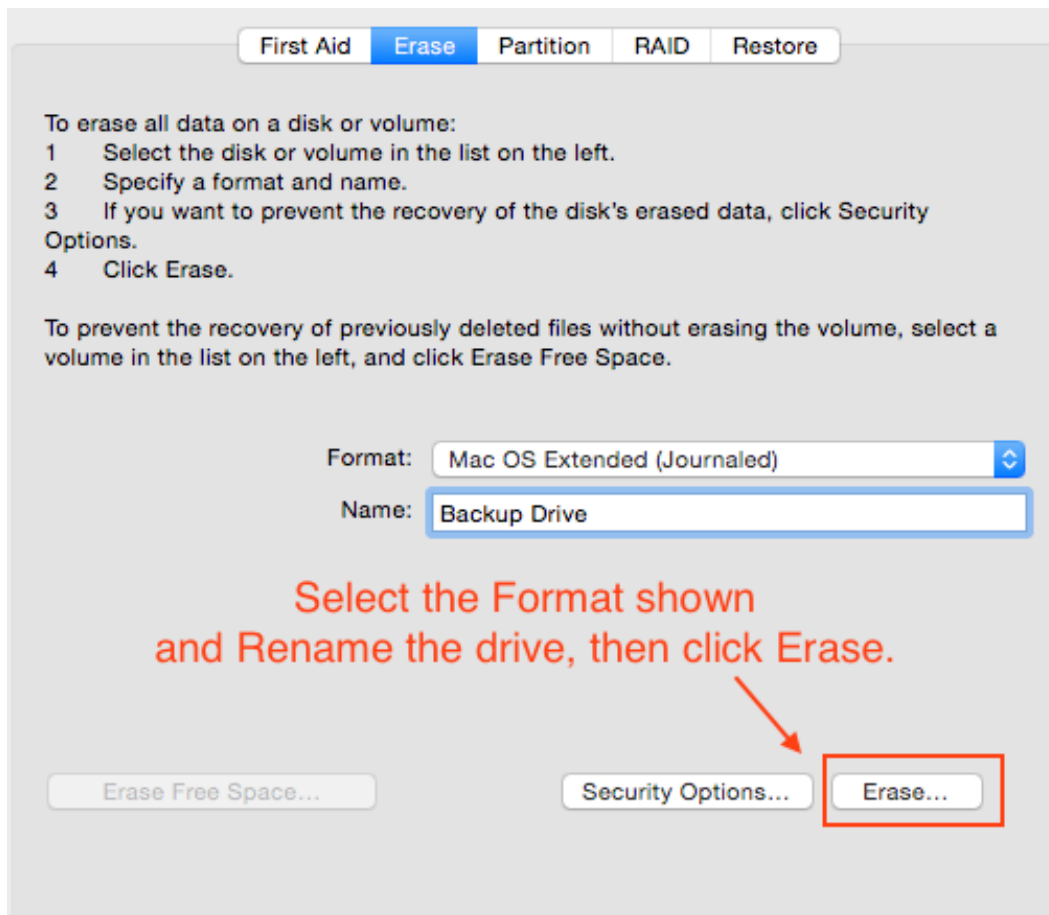
To format the drive we need to use Disk Utility, an application that came with your Mac. It can be found in Applications > Utilities > Disk Utility or you can search for it using Spotlight.



Open Disk utility and you should see two drives listed. The first one is your system drive and the second is the external. You may have more if you have more than one external connected, I would recommend removing all extra externals before continuing to lessen the risk of confusing which drive is which.

***Note: I am using a USB Flash Drive for the examples in this section, other than that your screen should look pretty close to mine.***





After Selecting your drive you should see this screen:

I chose the name Backup Drive for this example but I recommend something more descriptive. If you are cloning name it with this format:

Mac type\_mm-dd-yy, for me this would be: Hackintosh\_11-25-14.

Replace Hackintosh with your Mac type, i.e: Macbook Pro, iMac, MacPro.

If you have more than one of a type I like to add the screen size to the format:

MacbookPro 15\_11-25-14

If you have more than one of a type and they are the same screen sizes than add a prefix to the type.



Ryan's\_Hackintosh\_11-25-14  
or  
Office\_iMac 27\_11-25-14

Lastly if you are just using a TimeMachine backup I would just name it that:

TimeMachine\_Mac Type

You don't have to get fancy with your TimeMachine backup names because these drives should rarely be unplugged from the computer and therefor will have minimal risk of getting mixed up with another backup.

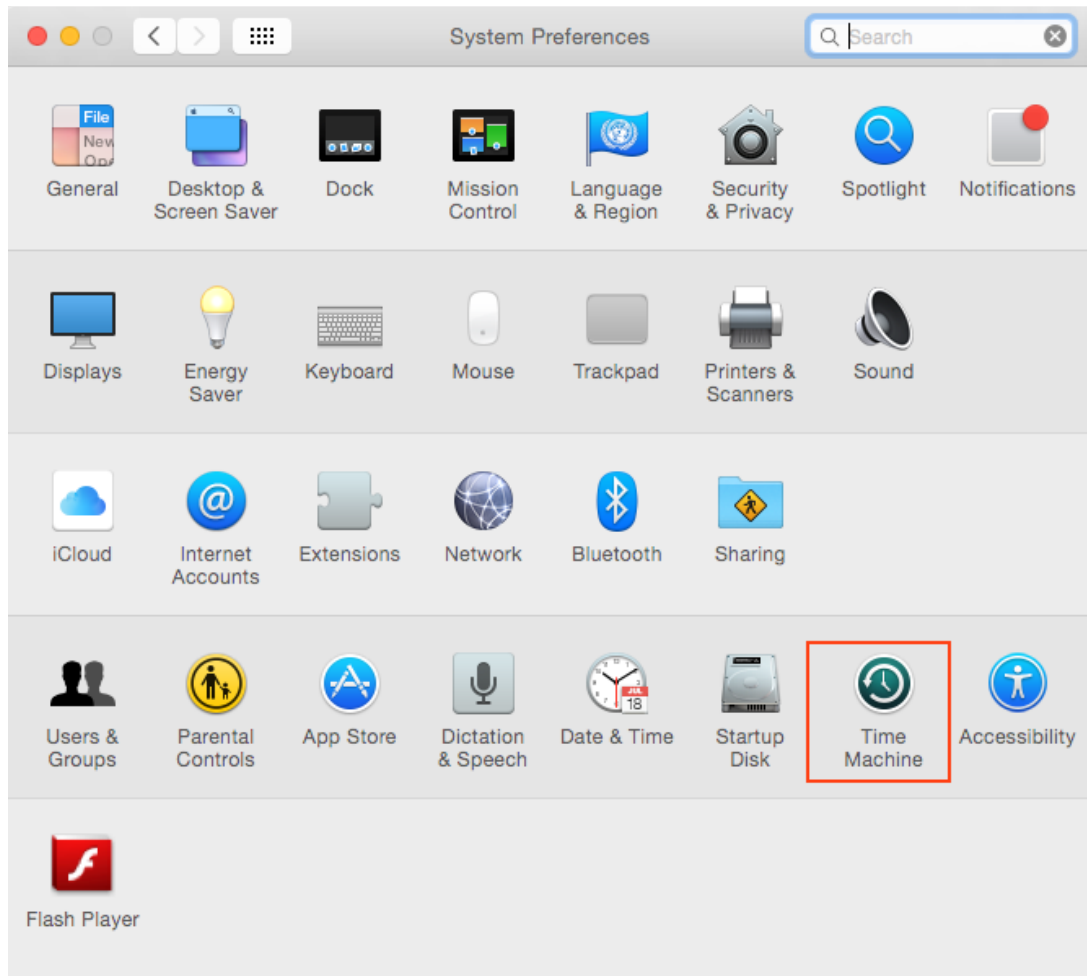
After you click the erase button there will be a confirmation box just click Erase again and now we are done formatting.

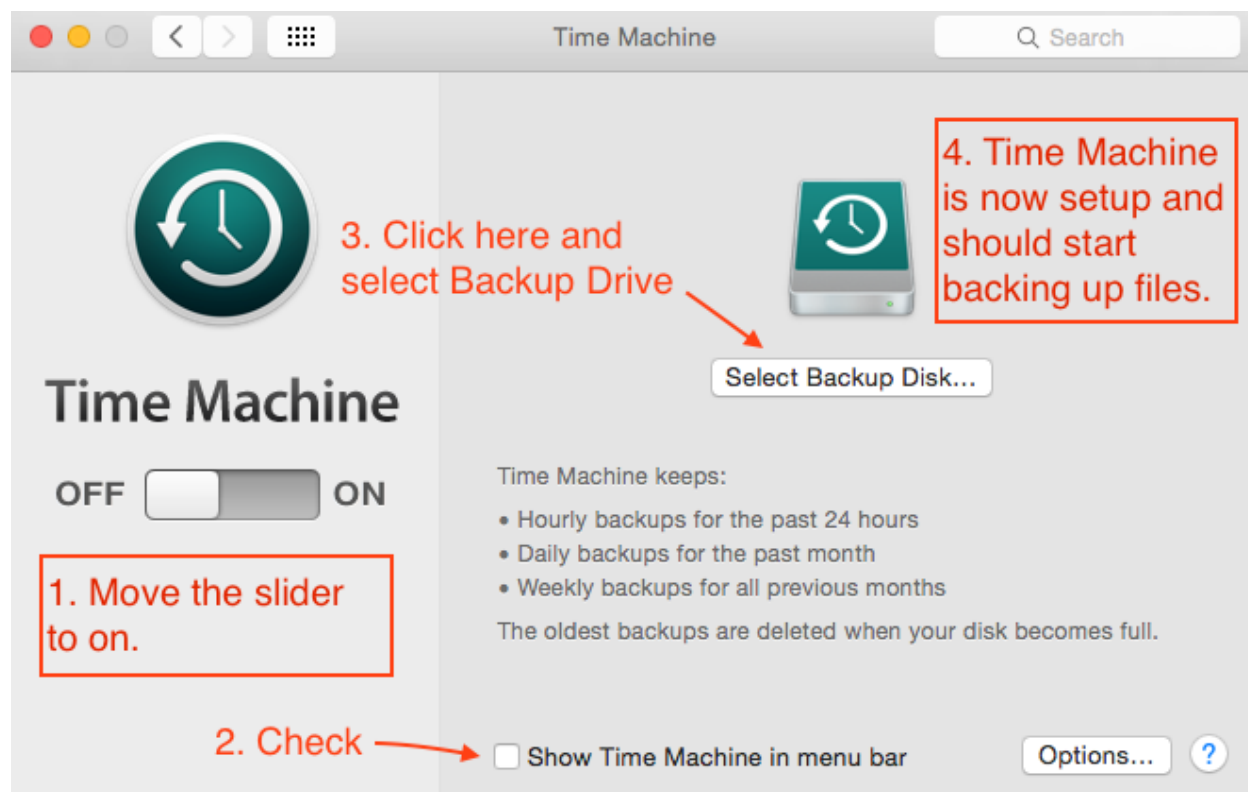
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## **Part 3: The Backup**

### **3a: Time Machine**

To set up Time Machine you need to go to System Preferences > Time Machine.





Congratulations! Time Machine is setup and now backing up. If for some reason this is not the case feel free to ask for help from RMMUG Tech Support.

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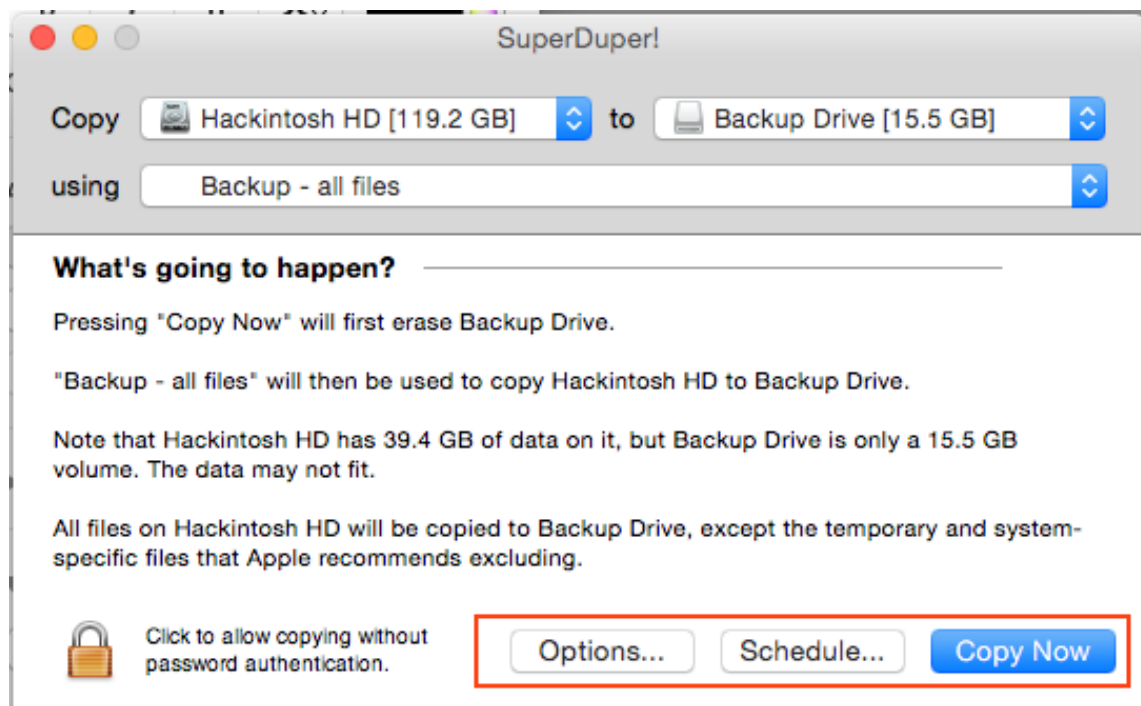
### 3b: Cloning

In order to clone we need to get an application called Superduper! from Shirt Pocket software.

<http://www.shirt-pocket.com/SuperDuper/SuperDuperDescription.html>

Superduper! can be used for free but there is a paid version that has a major benefit. They call it Smart Update, what this does is after the initial clone the next time you go to clone it will update the old clone with the changes that has been made since the last backup. This means that every backup after the first backup will be substantially faster. If you don't care about back up times then stick with the free license.

After you download and instal Superduper! Find it in Spotlight or Applications and run it. The start window will look something like this:



- Options is where you will find the settings for Smart Update.
- Schedule is how you can set it up to do a backup at a future date but I don't use this option because there is no guarantee that the drive will be connected. It is better to just have Calendar remind you every few weeks.

Make sure your window looks like mine and then click Copy Now. After you click that a few conformation boxes will appear. After that it will start the clone. This will take anywhere from 30min-3hrs+.

Once it is finished it will make a chime and you can then restart your computer to make sure the clone is bootable. To do this you restart the computer and once you hear the start up sound hold down the Option key. Keep holding it down until you see a white/grey screen with icons in a row. There will be at least 3. One will be Macintosh HD, another will say Recovery, and lastly you should see your Backup Drive. Use your mouse or trackpad to click the drive and then press the Enter key.

From here the computer should boot up like normal except it is booting to the Clone and not the internal HD. After this just restart the computer like normal to resume use on the internal HD.

**Congratulations, you can now Backup your Mac and Format a Hard drive!**

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