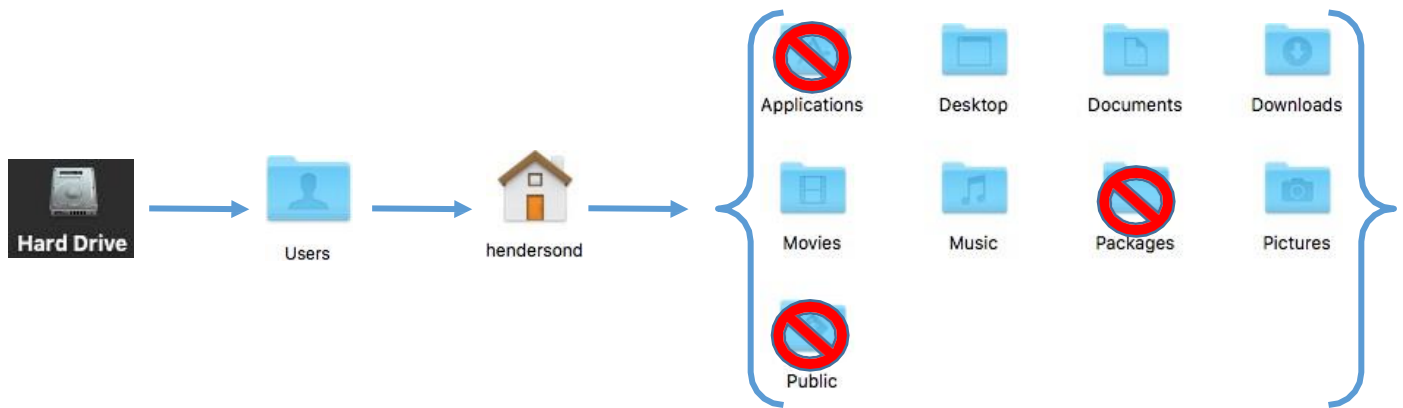


How to Backup your Mac laptop

There are three reasons/times when you need to backup all the files on your laptop

1. Periodically you should backup your files in case your laptop is lost, stolen, or the hard drive fails. This will prevent data loss
2. There are times when my department will re-image your computer to get its software up to date or fix an issue. This process completely wipes your hard drive so we will ask you to backup your files prior to doing this work.
3. When you receive a new computer prior to us collecting your old one

On the desktop of your Mac is an icon for your Hard Drive. Open it, then Users, and finally the folder with your name on it. All the files you have stored on your laptop are contained within these sub-folders.



With these sub-folders visible, you can then drag these 6 sub-folders to one of three spots.

1. If you are on campus, In your Dock is an icon for the home directory on the server
2. An external hard drive – you provide
3. A large capacity flash drive – you provide

