

# SCSMUG

February 8, 2011

## Using Time Machine

We covered setting up a *Time Machine* drive in December.

[http://www.scs-cc.com/sigs/Time\\_Machine.pdf](http://www.scs-cc.com/sigs/Time_Machine.pdf)

To recover a file or folder from a Time Machine backup.

- From the Time Machine menu select Enter Time Machine.
- When Time Machine opens a Finder window is displayed.
- Select Filename and enter the name of the file in the search box.
- or, select Contents and enter the search text in the search box.

To search previous Time Machine backups:

- Use the forward and back arrows to step the the backups sequentially.
- The lower-right corner of the display is a timeline showing each Time Machine backup.
- Hover the mouse over the timeline and select a Time Machine backup to search.

Time Machine has a special behavior when using iPhoto, Address Book or Mail.

- Open the application (iPhoto, Address Book, or Mail).
- Enter Time Machine
- The Time Machine backup of the selected application or opened and can be searched.
- This is especially helpful when trying to recover a deleted email.

Additional help with Time Machine is available on the Apple web site.

<http://support.apple.com/kb/HT1427>

<http://support.apple.com/kb/HT3275>

## More Smart Folders

Last time we covered the basics of *Smart Folders*.

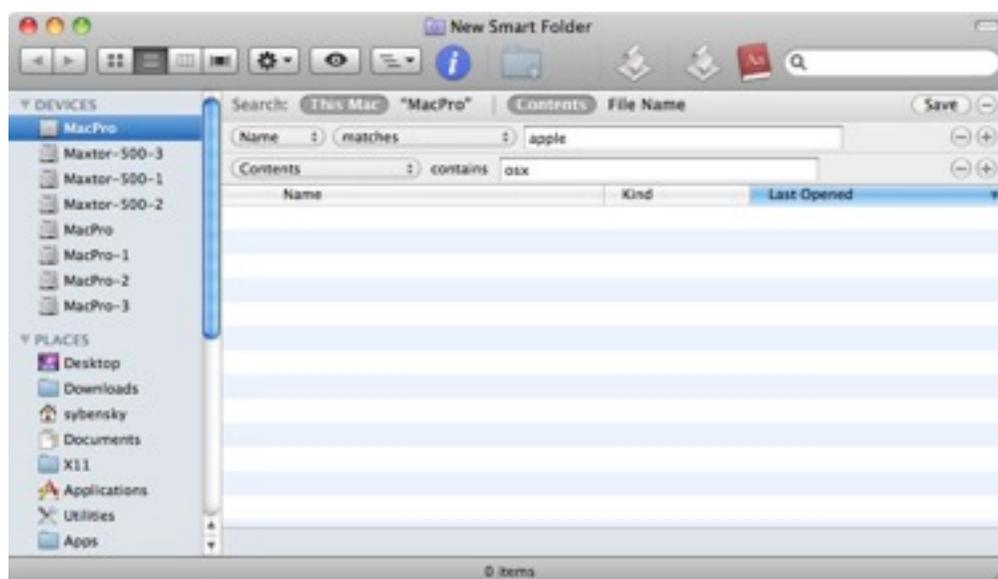
<http://www.scs-cc.com/sigs/Mac-Jan-11-2011.pdf>

We could specify either the filename or file contents to be added to our Smart Folder. What if we wanted to narrow our scope and gather files with a certain name and contents?

The + sign below the search-text box lets us specify addition criteria.

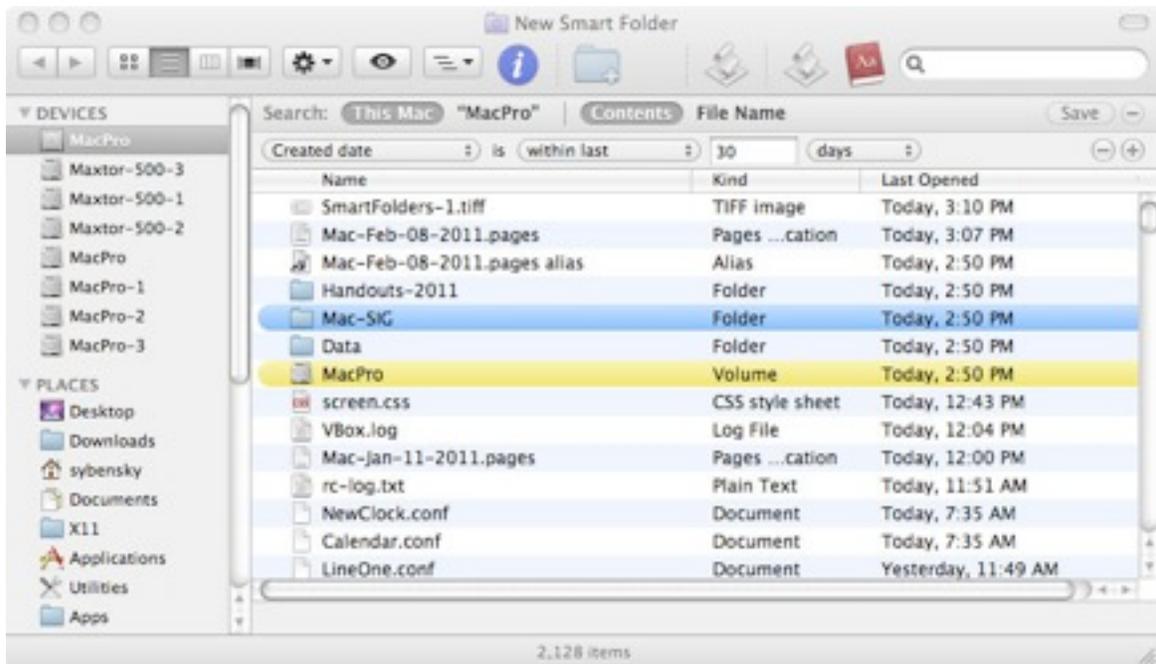
For example we would like to gather all files that have Apple in the name and have OSX in the text.

- Click: on the + icon.
- Click: on the arrow next to the word *Kind*.
- From the drop-down menu, select *Name*.
- Enter the word *Apple* in the text field after the *matches* menu.
- Click on the + icon, again.
- Click: on the arrow next to the word *Kind*.
- From the drop-down menu, select *Contents*.
- Enter the word *OSX* in the text field after the *matches* menu.



Another example: we want to gather all documents created within the past month.

- Click: on the + icon.
- Click: on the arrow next to the word *Kind*.
- Select: *Created date*.
  - Click in the box next to *within last* and enter 30 days.



Once a Smart Folder is created and saved, OSX will update it anytime a file - that matches the selection criteria - is created or changed.

Additional help with Smart Folders is available on the Apple web site.

<http://docs.info.apple.com/article.html?path=Mac/10.6/en/8923.html>

<http://docs.info.apple.com/article.html?path=Mac/10.6/en/11493.html>

<http://docs.info.apple.com/article.html?path=Mac/10.5/en/8923.html>