

SCSMUG - December 14, 2010

Setting Up Time Machine

Setting up the external drive.

Time Machine can only work with an *external* drive.

Choosing a drive:

Choose one at least as big as your internal drive. Preferably larger.

Connect the external drive.

Plug in the power adapter.

Connect the USB cable to the computer.

Turn the external drive on.

Start the Time Machine program.

Look in: /Applications/Time Machine.app.

Double-click: Time Machine.app.

When the Time Machine.app dialog opens. Figure 1.



Figure 1. The Time Machine Window

Check: *Show Time Machine status in the menu bar.*

Click: on the *Choose Backup Disk...* button.

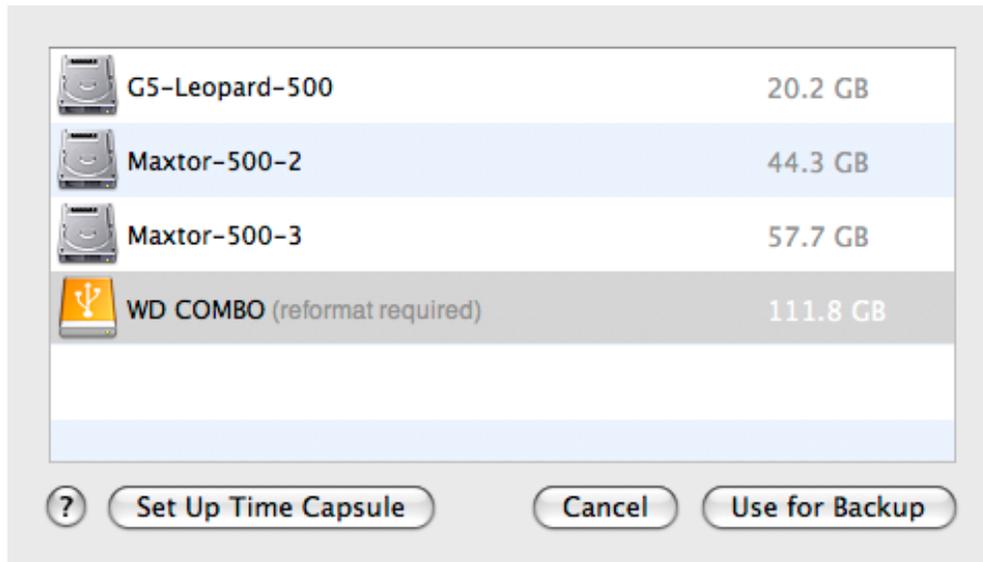


Figure 2. *Select the drive to use for Time Machine*

Select: the external drive in this case “*WD COMBO.*” Figure 2. The name of your drive may be different.

Click: *Use for Backup.*

Most drives come formatted with the Windows file system (*MS-DOS FAT*)

Note that it says (*reformat required*). This is where Time Machine converts the drive format from Windows to Mac OS X.



Figure 3. *Erase the drive.*

Click: *Erase* to reformat the drive. Figure 3.



Figure 4. Erasing (reformatting) the drive.

When drive is erased, Slide the switch from *OFF* to *ON*. Figure 4.

Close the Time Machine window

Time Machine is now ready to use.

Using Time Machine

The first time that you use Time Machine, it may take an hour or more to backup because it is backing up your entire hard drive.

Subsequent backups should take no more than several minutes because Time Machine is backing up only those files that have changed since the previous backup.

To active or check on the status of Time Machine, click on the Time Machine icon on the menu bar. Figure 5.

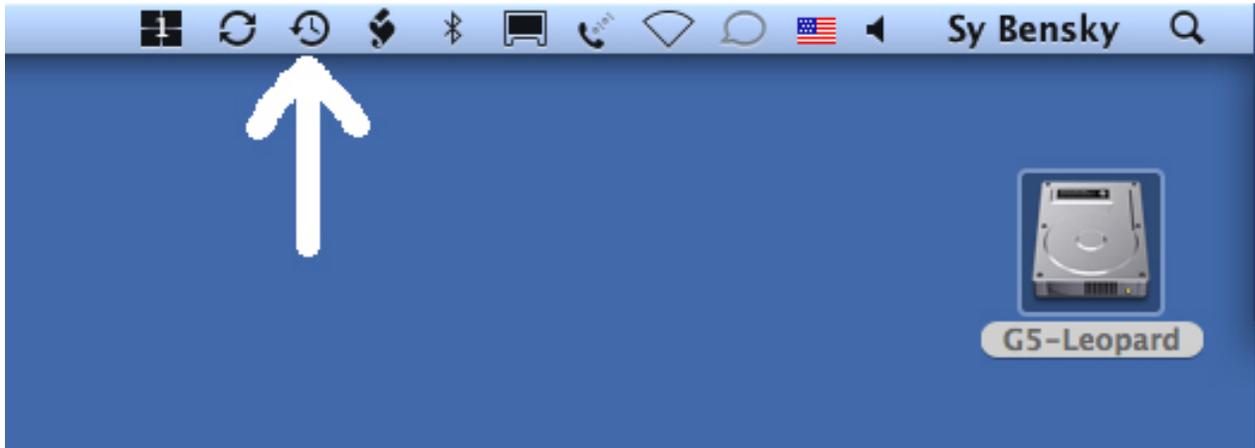


Figure 5. Menu bar.

Select *Open Time Machine Preferences...* from the drop-down menu.

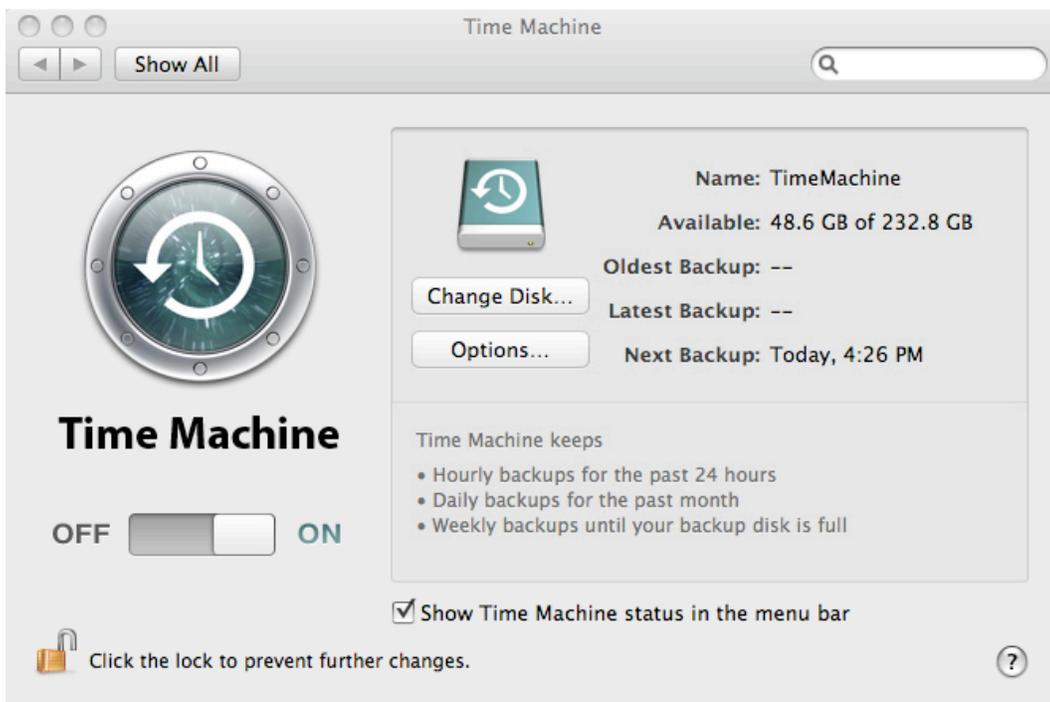


Figure 6. Time Machine dialog.

The Time machine dialog Figure 6 indicates whether Time machine is *ON* or *OFF* and, if on, when the next backup is scheduled.

Generally, Time Machine can be used in two ways.

1. Back up every hour while your computer is on.
2. Backup whenever you choose.

To back up every hour, simply turn on the external drive whenever your computer is on. (Check the Time Machine dialog to see that Time Machine is on. Figure 6.)

To backup whenever you choose, simply turn the external drive on whenever you want to do an incremental backup and select *Back Up Now* from the drop-down menu.

In future meetings we will cover:

- Recovering individual files from a Time Machine backup.
- Restoring a hard drive from a Time Machine backup.

- This document was created using Pages from iWork '06.
- Screen shots were created using the OS X Grab utility.