

# Backing up your Data

For Mac OS X Computers

Revised 5/6/05

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## - WHAT NEEDS TO BE BACKED UP -

- Documents: Word, Excel, Access, Powerpoint, etc.**
- WORK RELATED images/audio files**
- Internet Explorer Favorites**
- Netscape Bookmarks**
- Netscape Address Book**
- Any local mail folders**

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- Do not attempt to backup any programs, the installers will have to be ran again on your new system. (available on CD or off the network/internet.)
  - Personal pictures and music should **never** be backed up to any network space. Personal data is **your** responsibility to backup to CD. Be aware, TSR will **not** be transferring this data for you during the installation of new systems.

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### Create A Backup Folder:

From the Finder menu, choose "File", then "New Folder." Name the folder as your username. This is the location that you will be copying all the data to. Be sure to COPY, not move the data. The TSR department will transfer this folder to your new computer on the day of delivery. (If you are only performing a routine backup for yourself, you may burn this folder to CD.)

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### Microsoft Office Documents: Word, Excel, Access, & PowerPoint

- Double-click the Macintosh HD icon
- Open the Users folder
- Double-click the admin icon (This can vary depending on your username for the current system)
- Single-click to highlight the Documents folder, go to the Edit menu, and choose Copy "Documents"
- Go to the desktop and single-click to highlight the backup folder that you made, (titled as your username)
- In the Edit menu choose "Paste". You should see a progress bar while the files copy.

As you have been using your computer from day to day, you should have been saving all your work either to your network space or within your "Documents" folder. One reason behind this is for ease of locating files when you need to back them up. If you have not been saving all your documents to this location, you will need to move them to the backup folder from wherever you have them saved.

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### WORK RELATED Images & Audio Files:

This purpose of this process is to separate the music and images from the rest of the data because of the file sizes involved. Images and Music may be too large to copy up to the network, and would be more practical to be burned on their own separate CDs.

You may need to consult your settings or documentation, depending on what specific software package you use to manage your files of these media types. (Ex: iTunes) Once you find out where the files are stored, you can copy those files to the appropriate backup folder that you have on your desktop.

The typical path to the iTunes library is as follows:

Macintosh HD/Users/Admin (or account name)/Music/iTunes/iTunes Music

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**I.E. Favorites :**

- Launch Internet Explorer
  - From the Favorites menu, choose "Organize Favorites"
  - From the File menu, choose "Export Favorites"
  - Highlight the backup folder you created on your desktop and click "Save"
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**Netscape Bookmarks:**

- Launch Netscape
  - From the Bookmarks menu, choose "Manage Bookmarks"
  - From the Tools menu, choose "Export"
  - Highlight the backup folder you created on your desktop and click "Save"
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**Netscape Address Book:**

- Launch Netscape
  - Open the Address Book
  - From the Tools menu, choose "Export"
  - Save As "addressbook"  
(Note: The LDIF format is the default/standard for Netscape to use as it's address book)
  - Highlight the backup folder you created on your desktop and click "Save"
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**Netscape LOCAL Mail:**

Most people will not have any mail saved locally. To check if you do have local folders, launch Netscape Mail and look in the left hand column of mail folders. Click the "Local Folders" drop down triangle. Are you storing mail there in any folders that you have created? Or do you have important mail in any of the default folders there? (Unsent Messages, Drafts, Sent, Inbox/Outbox, Deleted, etc...)

If you have local mail folders, you need to contact TSR in order to back up this email. The helpdesk phone number is X-2600.