



Using Backup 3 to Keep Your Files Safe



Although your Mac is very reliable, it's a good idea to back up your files regularly. With Backup, you can set up your Mac to create regular, automatic backups, so you'll never have to worry about losing your important documents, photos, music, and more.

The first time you use it, Backup creates a full backup of your files so that all your important information is safe. After that, Backup only backs up new files and files that have changed since your last backup. These incremental backups save time and space when backing up a lot of information.

Contents

Introduction

Getting Started with Backup

Choosing a Preset Backup Plan

Creating Your Own Backup Plan

Backing Up to Your iDisk

Backing Up to an External Disk

Backing Up to CD or DVD

Restoring Files

Getting Started with Backup



Backup makes it easy to protect what's important—from your documents and photos to your preferences, settings, and passwords. Backup identifies exactly what you need to back up, and then ensures your files are stored safely.

Once Backup is installed, simply select the items you want to back up, either manually or by using one of the preset backup plans, and then choose where you want to save the backup information.

Getting Started with Backup

Download and install Backup

- 1 Log in to your .Mac account, and then click the Backup link in the left column.
- 2 Click the Download Backup 3 link, and then choose the “Backup for Mac OS X 10.3.9 or Mac OS X 10.4.2 or later” link.
- 3 When the download is complete, double-click the Backup.pkg file in the Finder window that opens.
- 4 Follow the onscreen instructions to install Backup 3.
- 5 When the installation is complete, open a Finder window, and then double-click the Backup 3 application in the Applications folder.

Getting Started with Backup

How much space is needed to back up files ?

When you choose files to back up, Backup estimates the total size for you. You can see the size below the list of items to be backed up. If you're backing up files to a CD or DVD, you need to make sure you have enough hard disk space available to create the backup. Backup uses the free space on your hard disk to assemble the backup before it copies the files to the CD or DVD. If your hard disk is almost full, you may need to make room before you can back up files.

Download Backup from your iDisk

Instead of using the .Mac website, you can download Backup 3 from your iDisk. In a Finder window, click the iDisk icon in the sidebar and then double-click the Software folder. In the Software folder, double-click the Apple Software folder, and then drag the "Backup for Mac OS X 10.3.4 or later" folder to your desktop.

Using your preferences from an older version of Backup

If you've used previous versions of Backup, you can continue using the backup schedule you're used to. You'll be able to import your existing backup plans the first time you open Backup 3.

Verify your .Mac membership

If you haven't already done so, open System Preferences and enter your .Mac member name and password in .Mac preferences. Once you do, Backup accesses the Internet to verify your membership information before unlocking full functionality.

Using Backup with a trial .Mac membership

If you don't have a fully active .Mac membership, you can still use Backup, but functionality will be limited. If you have a trial .Mac membership or no .Mac membership, Backup limits backups to 100 MB per backup. Once a full .Mac membership is activated, Backup no longer restricts backups to 100 MB.

Choosing a Preset Backup Plan



You have lots of important files stored on your Mac. You know you want to back up—your photo albums, iTunes purchased music, presentations, spreadsheets, and text documents. Other files, such as application preferences and passwords, you might not have considered backing up, but they're just as important.

Backup makes protecting your files easy, whether you know you need to back them up or not. The first time you open Backup, you can select from four preset backup plans. Once you choose a backup plan, Backup lets you easily customize it to fit your schedule.

Choosing a Preset Backup Plan

Choose and customize a preset backup plan

- 1 Double-click the Backup icon in the Applications folder to start Backup 3.
- 2 In the Welcome to Backup sheet that appears, select one or more of the preset backup plans and click Continue.
- 3 Select one of the preset backup plans in the Backup window, and then choose Edit Plan from the Plan menu.
- 4 Click the Add (+) button below Backup Items to add QuickPicks to your backup list.
- 5 Double-click the item in the Destination and Schedule field to change the day and time you would like the backup to happen and where to save your backups.
- 6 Close the window to save your changes, or click the Back Up Now button to run the backup.

Choosing a Preset Backup Plan

If you don't see the Welcome to Backup sheet

If you don't see the Welcome to Backup sheet when you start Backup 3, you have probably opened the Backup 3 application before. To add a preset backup plan, choose New Plan from the Plan menu. A sheet opens allowing you to select one of the four preset plans or create your own custom plan.

Choose the backup plan that's right for you

Everyone has different information that's important to them. Backup 3 makes it easy to create backup plans to suit your needs. You can choose to back up everything in your home folder or only specific files, such as passwords, application preferences, iLife projects, or music you've purchased from the iTunes Music Store.

Rename a backup plan

You can change the name of a backup plan at any time. In the Backup window, select a backup plan, choose Rename Plan from the Plan menu, and then type the new name.

What are QuickPicks?

QuickPicks are groups of related files, such as email messages, documents created by a particular application, or preference files. QuickPicks make it easy to make sure you don't miss any important files when creating a backup, no matter where you've saved them in your home folder.

Know what time a backup will take place

In the main Backup window, you can easily see when the last backup was and when the next backup will be. Knowing when the next backup will occur makes it easier to remember to have your Mac turned on at that time.

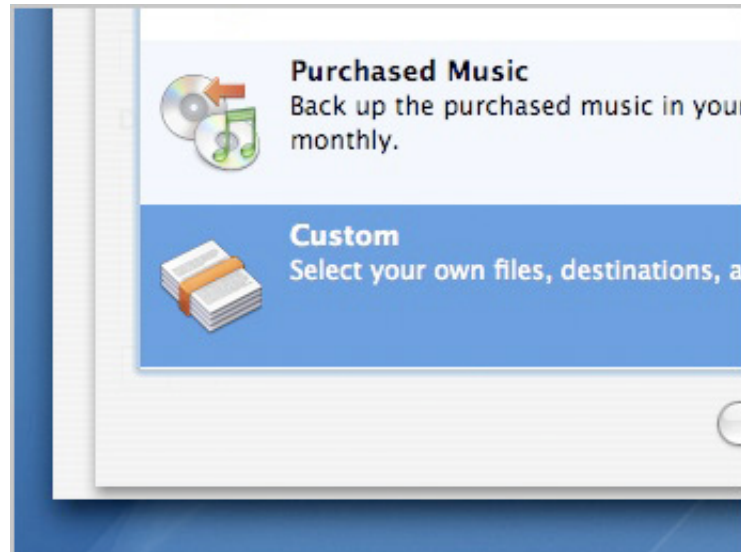
Canceling a backup before it happens

Before a backup occurs, a message letting you skip the backup will appear. This can be useful if the backup location is temporarily unavailable.

Disable automatic backups

To temporarily disable a backup plan, select the plan, choose Edit Plan from the Plan menu, double-click the schedule information, and then deselect the "Automatically back up at the following times" option.

Creating Your Own Backup Plan



With Backup, you can create your own backup plans by project, file type, or even by which files have been modified in the past week. This way, you can be sure you'll always be able to get to your important data.

Even if the files you want to back up are scattered throughout your home folder, Backup makes it easy to keep track of them and back them up on a regular basis. In Mac OS X 10.4, Backup uses Spotlight, a powerful feature for finding anything stored on your Mac. And Backup makes it easy to define when, where, and how often to back up your important files.

Creating Your Own Backup Plan

Create your own backup plan

- 1 From the Plan menu, choose New Plan. Select the Custom plan template, and click Choose Plan.
- 2 Type a name for your plan in the field at the top of the window, and then click the Select Items to Back Up (+) button.
- 3 In the sheet that appears, select the types of files to back up from the QuickPicks list, and then click Done.
- 4 Click the Add a Destination or Schedule (+) button, and then choose where to save the backup from the Destination pop-up menu.
- 5 If you're backing up to a hard disk or network volume, choose a folder from the Folder pop-up menu.
- 6 If you want Backup 3 to automatically back up your files on a regular basis, make sure that "Automatically back up at the following times" is selected, and choose when and how often you want to back up from the menus.
- 7 When you're done, click OK.
- 8 Click Back Up Now to start the backup for the first time, or close the window to wait for the next scheduled backup.

Creating Your Own Backup Plan

Use Spotlight to create a personalized backup plan

If you're using Backup with Tiger, use Spotlight to make sure you don't miss a file. When choosing items to back up, click the Spotlight button to search of your home folder, your Mac, and any network volumes. When a list of matches appears, you can choose which files and folders to include in your backup plan. Using Spotlight to create a backup plan is a great way to back up files from a specific project.

Manually choose files to back up

If you know you want to back up a specific file or folder, click the Files & Folders button when choosing items to back up. Select a file or folder in the navigation field, and then select "Include this folder." Once a folder is added to a backup plan, every file in that folder is backed up the next time the backup plan is run.

Drag files and folders into Backup to add them to a backup plan

You can drag files or folders from the Finder to the Backup Items list. This can be a time-saver if you already have a Finder window opened to the folder you want in your backup plan.

If your computer is in sleep mode or turned off when a backup is scheduled

Backup lets you schedule your backups at any time that's convenient for you. If you ever miss a backup because your computer is in sleep mode, or turned off, Backup will launch the missed backup plan when you wake up or turn on your Mac.

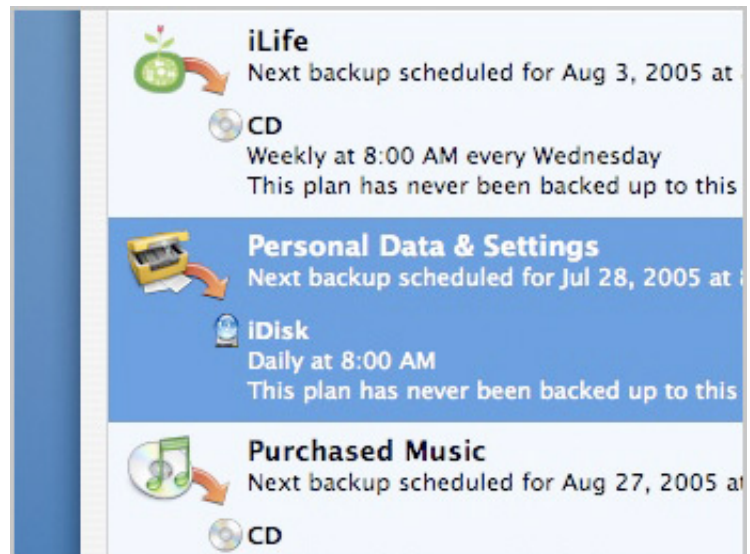
No need to wait for the next scheduled backup

You don't have to wait until the next scheduled backup to back up important files. You can start a backup manually from the main Backup window, by selecting a backup plan and then choosing Back Up Now from the Plan menu.

What are QuickPicks?

QuickPicks are groups of related files, such as email messages, documents created by a particular application, or preference files. QuickPicks make it easy to make sure you don't miss any important files when creating a backup, no matter where you've saved them in on your Mac.

Backing Up to Your iDisk



Once you know what files you need to back up, you'll want to make sure they're saved in a safe place that is easy to access in case you ever need to restore your files. What better place to back up your files than your iDisk? Your iDisk is easy to get to, secure on Apple servers, and can be accessed from almost anywhere.

Your iDisk is a great place to back up your application preferences, passwords, and any other files that are small and change frequently. Each time you back up your files to your iDisk, only the files that have changed since the last backup are saved. This saves time during backups.

Backing Up to Your iDisk

Create a backup plan to save your important data and preferences to your iDisk

- 1 From the Plan menu, choose New Plan. Select Custom from the list of plan templates, and then click Choose Plan.
- 2 Type a name for your plan in the field at the top of the window, and then click the Select Items to Back Up (+) button.
- 3 From the list of QuickPicks, select Address Book, iCal, Keychain, Mail messages and settings, and Safari settings, and then click Done.
- 4 Click the Add a Destination or Schedule (+) button, and then choose iDisk from the destination pop-up menu.
- 5 Set a schedule for your backup and click OK.
- 6 Click Back Up Now to start the backup for the first time, or close the window to wait for the next scheduled backup.

Backing Up to Your iDisk

Check how much space is available on your iDisk

If you're not sure if you have enough space on your iDisk to perform a backup, open System Preferences and then click the .Mac icon. In the iDisk pane you'll see how much space is available on your iDisk. If you need additional space, click the Buy More button to purchase additional space.

Change the space allocation for your iDisk if you need more space

If you need just a little more space on your iDisk to back up your files, you can borrow space from your .Mac email storage. On the .Mac website, click the Account link to change your account settings. Click the Storage Settings button, and then choose a new storage allocation from the Manage Your Storage pop-up menu.

Back up multiple computers to your iDisk

If you use more than one Mac and want to make sure that the data on all of your computers is backed up to your iDisk, you can. To identify which computer a backup file came from, remember to rename the files in a way that allows you to do that.

Remove backup files from your iDisk

If you want to remove previous backup files from your iDisk, simply go to the Backup 3 menu and choose Remove iDisk Backups. This removes all the backup files from your iDisk, so the next time you back up files to your iDisk a full backup will occur.

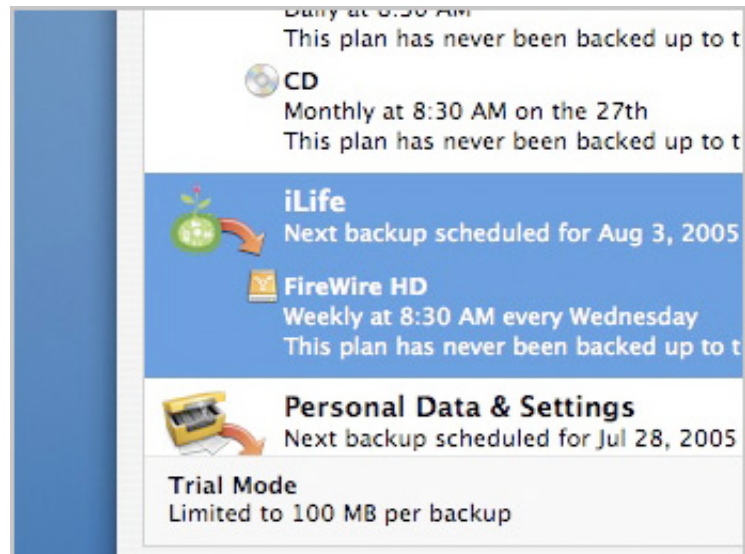
Force a full backup to your iDisk

By default, Backup performs a full backup the first time you run a backup plan, and then only backs up the files that have changed each time after that. If you ever want to do a full backup instead of an incremental backup, select the plan you want to run, and then choose Full Backup from the Plan menu.

If your computer is in sleep mode or turned off when a backup is scheduled

Backup lets you schedule your backups at a time that's convenient for you. If you ever miss a backup because your computer is in sleep mode or turned off Backup will launch the missed backup plan when you wake up or turn on your Mac.

Backing Up to an External Disk



You probably use your Mac to store home movies, digital photos, or music purchased from the iTunes Music Store. Or maybe you have some large files that are important to you and take up a lot of space on your hard disk. Because these files are probably too large to conveniently back up to your iDisk, you can use Backup to back them up to an external hard disk.

FireWire and USB hard disks are becoming more and more affordable, as well as being very portable and easy to use, making them a great solution for backing up and storing files. Having a copy of your files on an external drive can also help you protect your data in case your hard disk ever has a problem.

Backing Up to an External Disk

Create a backup plan to save your files to an external hard disk

- 1 From the Plan menu, choose New Plan. Select Custom from the list of plan templates, and then click Choose Plan.
- 2 Type a name for your plan in the field at the top of the window, and then click the Select Items to Back Up (+) button.
- 3 Click the Files & Folders button. Press the Command key and select your Documents and Pictures folders. Select "Include these items," and then click Done.
- 4 Click the Add a Destination or Schedule (+) button, and then choose your external hard disk from the Destination pop-up menu
- 5 By default, Backup 3 creates a new folder named Backups on your external hard disk. If you want to choose another location, select Choose Location from the Folder pop-up menu.
- 6 Set a schedule for your backup and click OK.
- 7 Click Back Up Now to start the backup for the first time, or close the window to wait for the next scheduled backup.

Backing Up to an External Disk

Back up files to an internal hard disk

Backing up files to a specific folder on your hard disk gives you a convenient option to recover a file if, for example, you delete it by mistake. However, backing up files to the same hard disk that the original files are stored on does not protect your files from loss if the hard disk fails.

Use your iPod as a backup device

An iPod is a great, and very portable, place to keep your backups. Before you can use your iPod as a backup device, you'll have to enable disk use on it. Open iTunes, and then choose Preferences from the iTunes menu. Click the iPod icon and select "Enable disk use." Once your iPod is configured to be used as an external hard disk, it will show up in the Destination pop-up menu in Backup 3.

Seamlessly back up to a network server

If your computer is on a network with servers for backup storage space, you can use the Backup application to back up your files to these servers. In the Finder, mount the network volume where you want to store your backups.

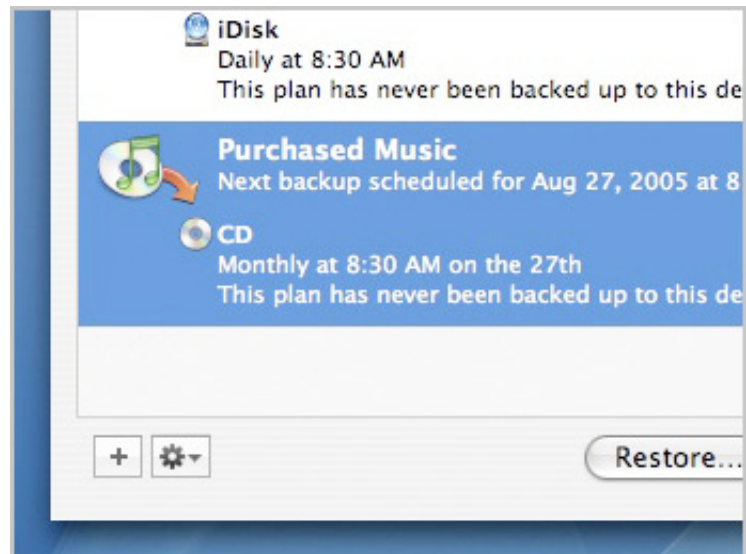
Force a full backup to an external hard disk

By default, Backup 3 performs a full backup the first time you run a backup plan, and later backs up only the files that have changed. If you ever want to do a full backup instead of an incremental backup, choose the plan you want to run, and then choose Full Backup from the Plan menu.

If your computer is in sleep mode or turned off when a backup is scheduled

Backup 3 lets you schedule your backups at a time that's convenient for you. If you ever miss a backup because your computer is in sleep mode or turned off, Backup will launch the missed backup plan when you wake up or turn on your Mac.

Backing Up to CD or DVD



Your movies and music are important to you, so you want to make sure you have a secure, permanent backup in case of loss. It's a good idea to back up these files to CD or DVD, and then store the discs in a safe place.

If you need more space than will fit on one CD or DVD, Backup automatically breaks up the backup file to fit on multiple discs. Once your files are backed up, if you ever lose them, you can easily restore your files to the way they were.

Backing Up to CD or DVD

Create a backup plan to save your files to a CD or DVD

- 1 From the Plan menu, choose New Plan. Select Custom from the list of plan templates, and then click Choose Plan.
- 2 Type a name for your plan in the field at the top of the window, and then click the Select Items to Back Up (+) button.
- 3 Click the Spotlight button, and search your entire computer for files containing the word "Budget" (or another word that you are likely to find on your computer).
- 4 Select all the items in the search results, select "Include these items," and then click Done.
- 5 Click the Add a Destination or Schedule (+) button, and then choose CD or DVD from the destination pop-up menu.
- 6 Set a schedule for your backup and click OK.
- 7 Insert a blank disc.
- 8 Click Back Up Now to start the backup for the first time, or close the window to wait for the next scheduled backup.

Backing Up to CD or DVD

Determine how many CDs or DVDs will be needed for a backup

When you add items to a backup plan, Backup 3 automatically calculates the amount of space required to make a full backup. Typically, recordable CDs store 650 MB or 700 MB of data, and recordable DVDs store 4.7 GB of data. Backup will estimate how many discs will be needed for your backup.

Store backups contained on multiple discs together

If you have a backup that uses more than one disc, be sure to store all the discs in the same place. It's also a good idea to label them, to make it easier to restore the files if you ever need to. If you ever do need to restore files from the backup, you'll need to have all the discs.

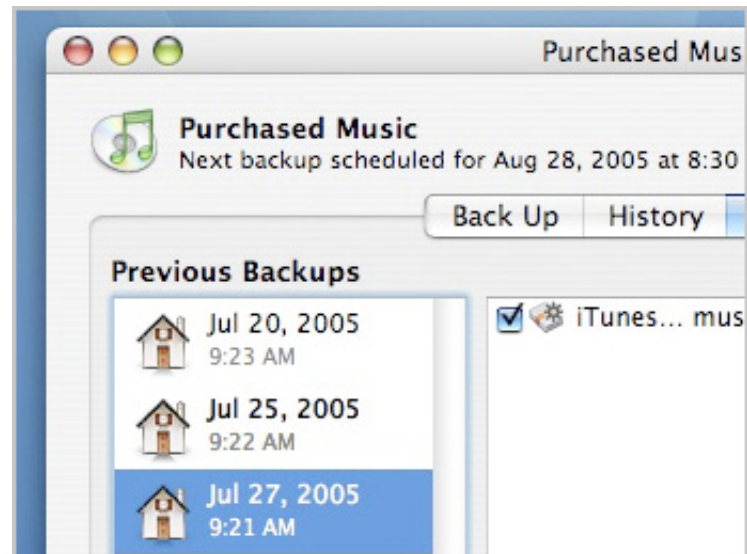
Store your backup discs in a safe place

To keep your backup as safe as possible, store the discs at another location from your computer. That way, if something happens at the location where you keep your computer, your data will be secure. You may even want to make duplicate copies of your most important backup discs and store them at other locations.

Force a full backup to a CD or DVD

By default, Backup 3 performs a full backup the first time you run a backup plan, and later backs up only the files that have changed. If you ever want to do a full backup instead of an incremental backup, choose the plan you want to run, and then choose Full Backup from the Plan menu. If your original full backup and subsequent incremental backups begin to take up too many discs, you might want to force a full backup so you have a complete, recent copy of all your files.

Restoring Files



Using Backup is a great way to keep your important files safe. However, for any backup plan to be useful, you'll need to be able to restore the data if anything should happen to it.

Backup makes it easy to restore your files, whether your backups are on your iDisk, an external hard disk, or a CD or DVD. You can restore your files to wherever they were originally located, or to a different location. You can even restore different versions of a file, if you need to.

Restoring Files

Restore files from a backup

- 1 Select a backup plan in the Backup window, and then click Restore.
- 2 Select a backup in the Previous Backups column, and then select the items you want to restore.
- 3 Click Restore Selection, and then in the sheet that appears, choose whether you want to restore all of the files in the backup, or only the files missing from their original location.
- 4 Click Restore, close any other open applications, and then click Continue.

