

# Safe-guarding Data Before the Move: Backup Procedures for the Mac

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## Backup FAQ

Q: Which files should be backed up?

A: Any file that cannot be restored from an installation media. This includes all documents that you created, and includes word files, pictures, media, explorer favorites and email.

Q: Which files should we exclude?

A: Operating System and software applications that can be re-installed.

## Importance of External Media

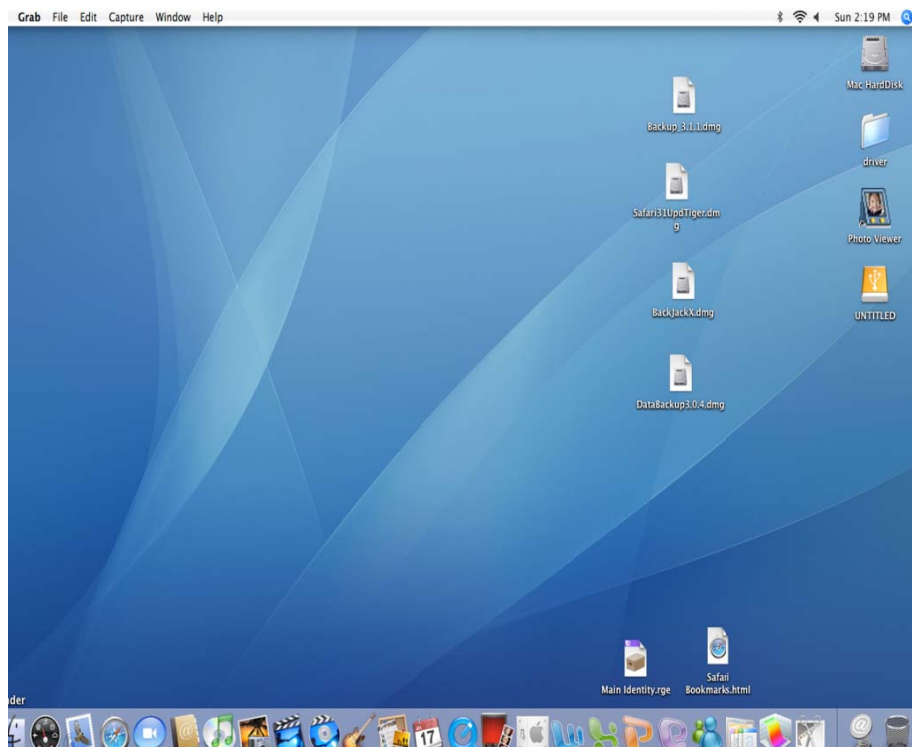
All backups should ideally be stored on external media, to avoid problems arising from an attempted restore from a damaged hard disk. External media includes external hard disks, Flash sticks or CD/DVDs.

## Backup Procedures

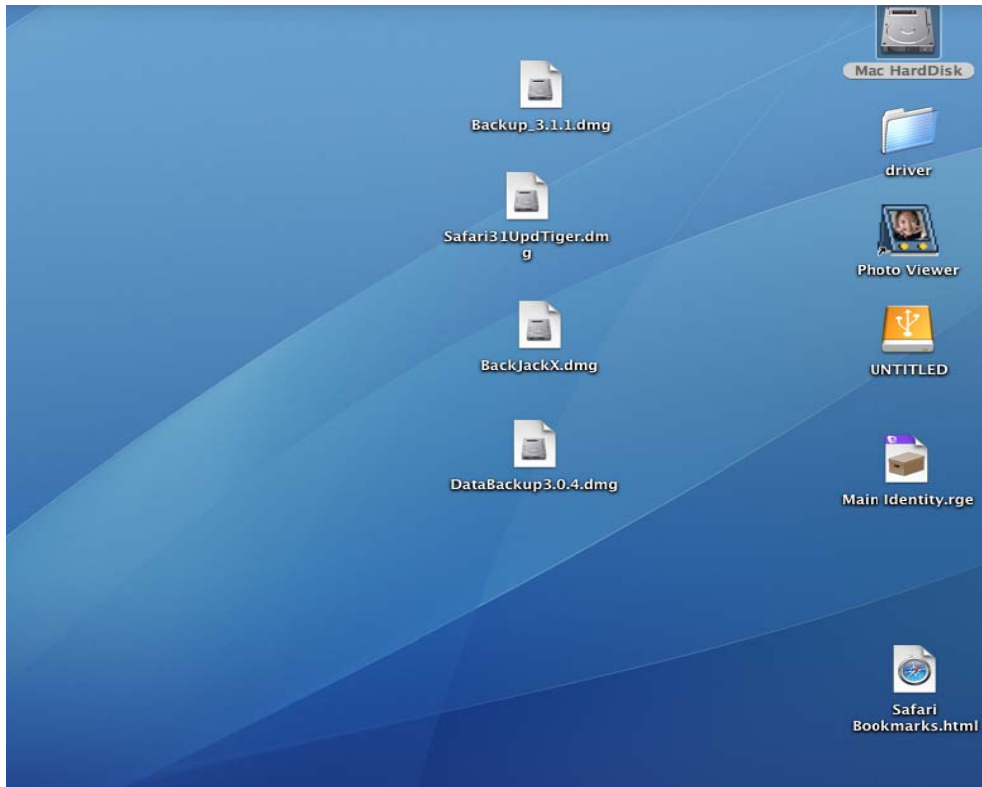
### File Backup

Follow the following steps in order to backup your files to an external hard disk or media.

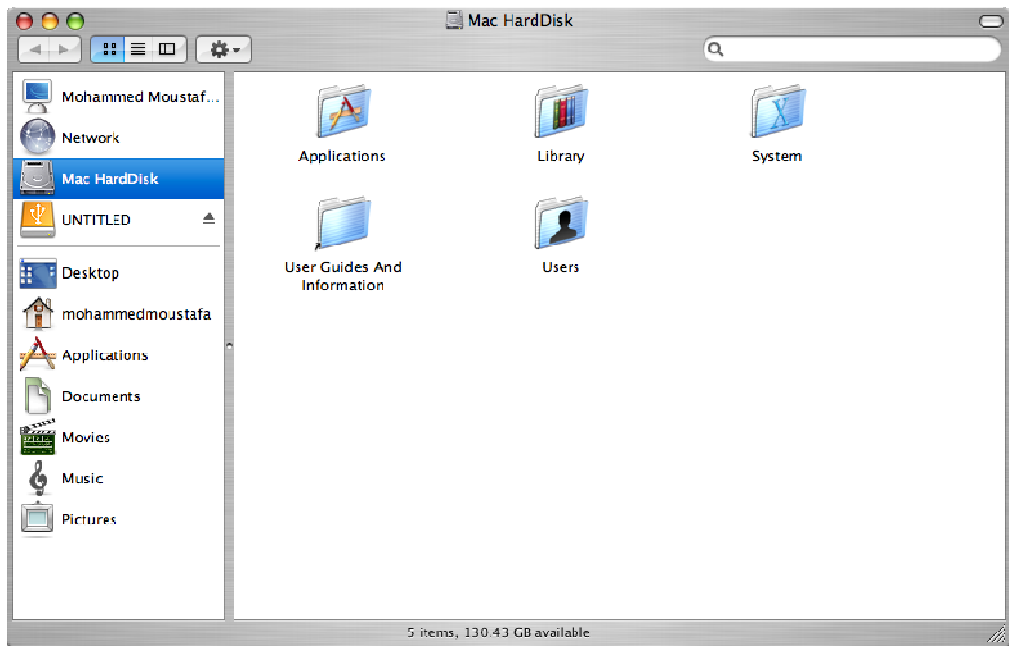
1. Connect the external hard disk to an available USB port, and an icon appears on the desktop (yellow icon in figure)



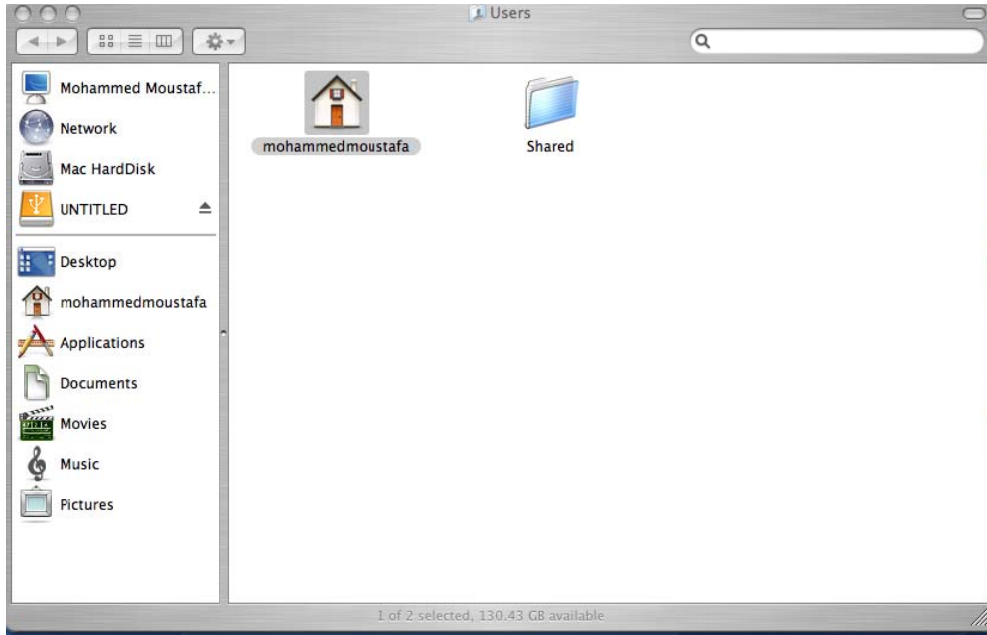
2. Double click on the Mac Hard Disk to browse contents of the disk.



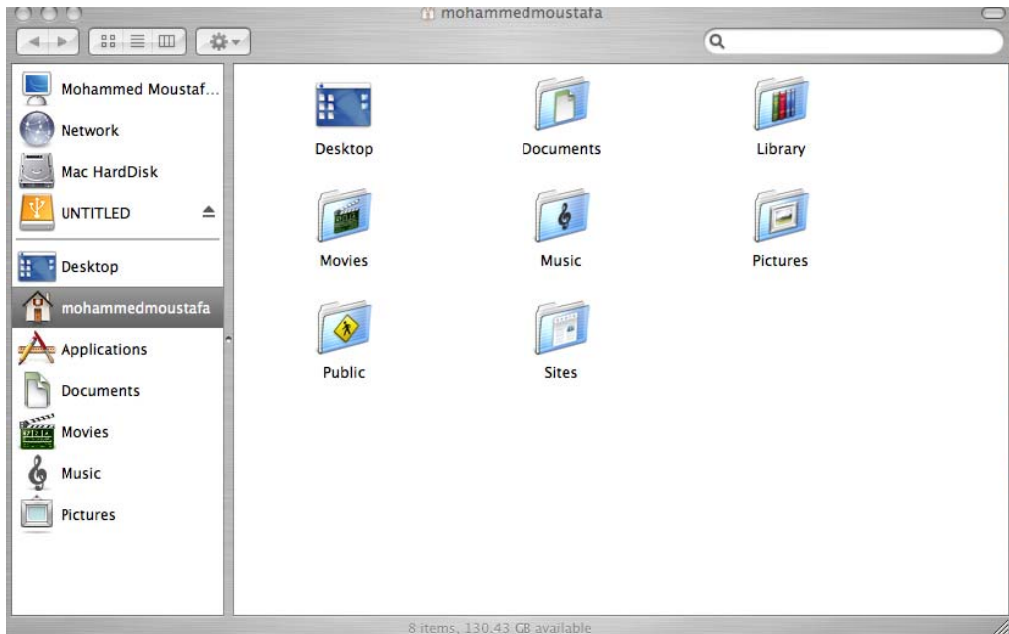
3. Applications, system and data folders are listed on the desktop



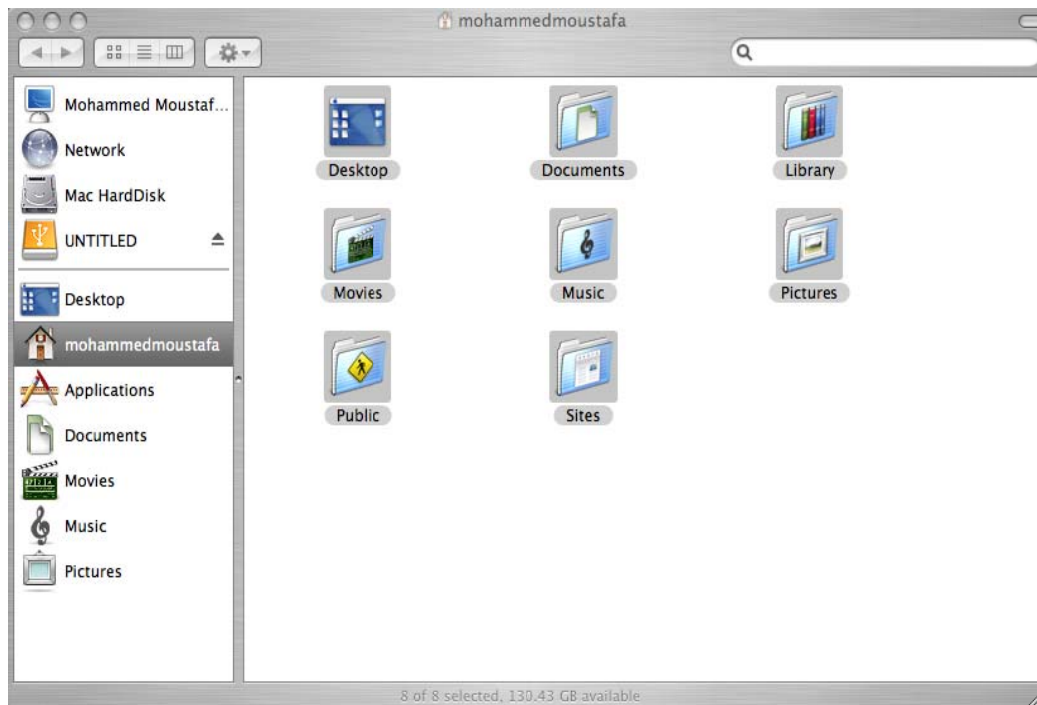
4. Open the Users folder to locate your data folders; typically a folder with your name will be listed on the desktop



5. Open your user folder, and data folders now appear on the desktop



6. Select all folders by holding the shift key +clicking to select each folder in turn (shift + click)



7. To backup your data, copy these folders to external hard disk by dragging the selected folders to the external hard disk or media.

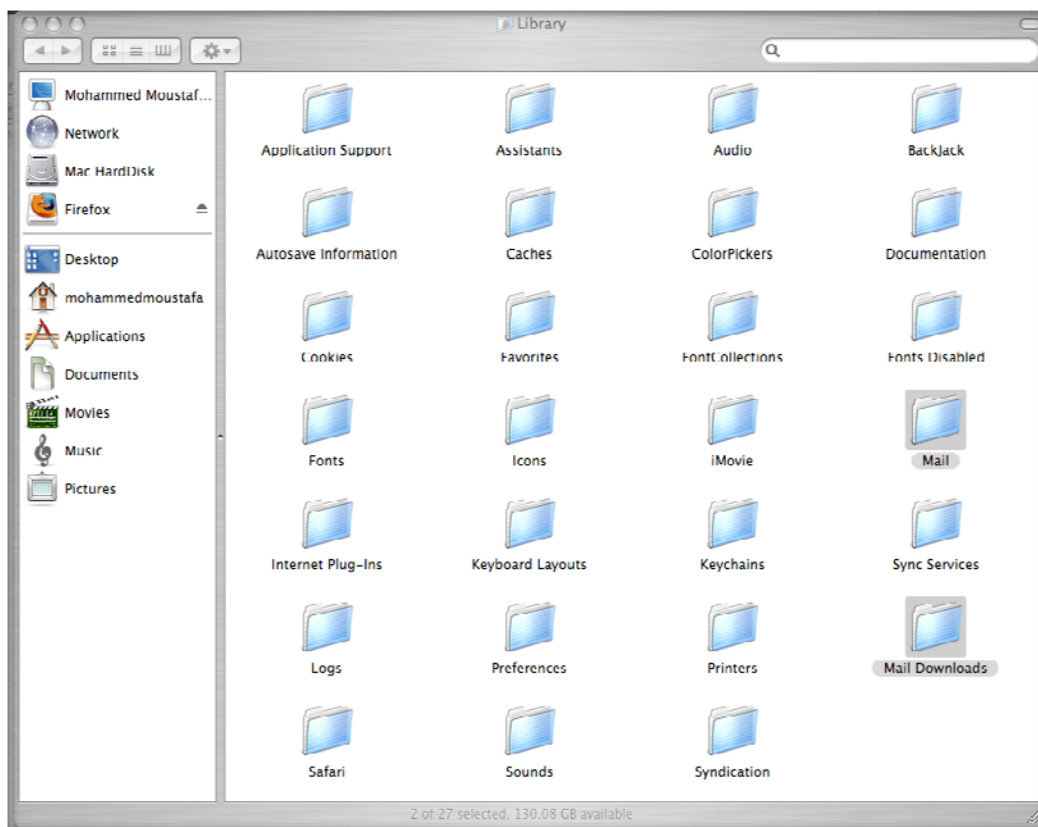
## Mail Backup

To backup your mail follows steps 1 – 5 as above in the procedure for files backup. Then proceed as follows:

1. To copy your mail and mail download folders, open the library folder



2. Select the **mail and mail downloads folders** using the shift + click techniques described above



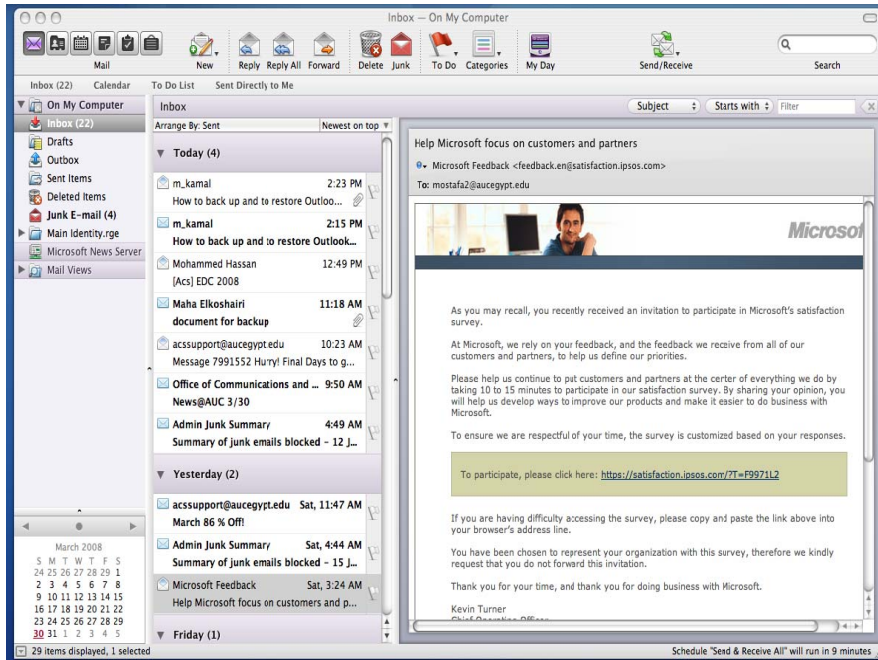
3. Copy by dragging these folders to the external hard disk or media.

## Backup Microsoft Entourage

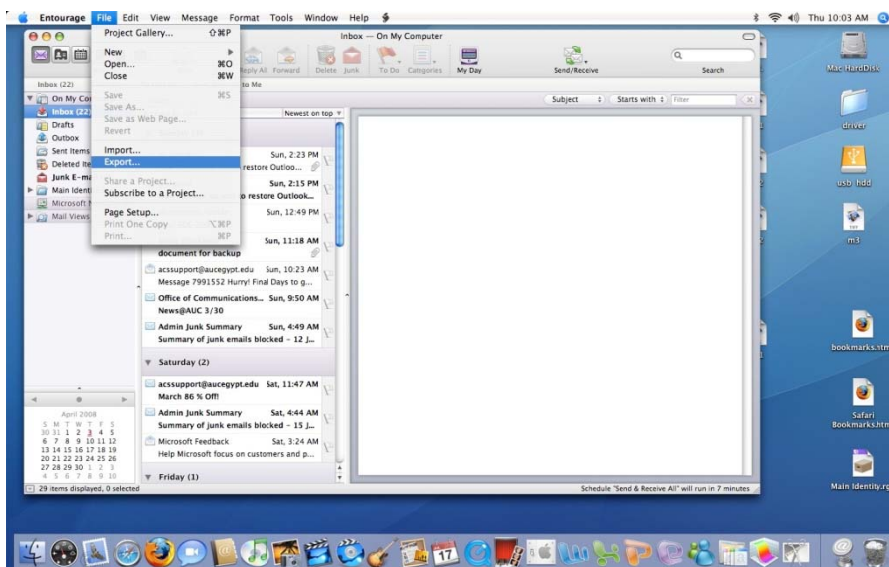
### Backup procedure

Use the following procedure to backup mail if Microsoft Entourage is being used as a mail client.

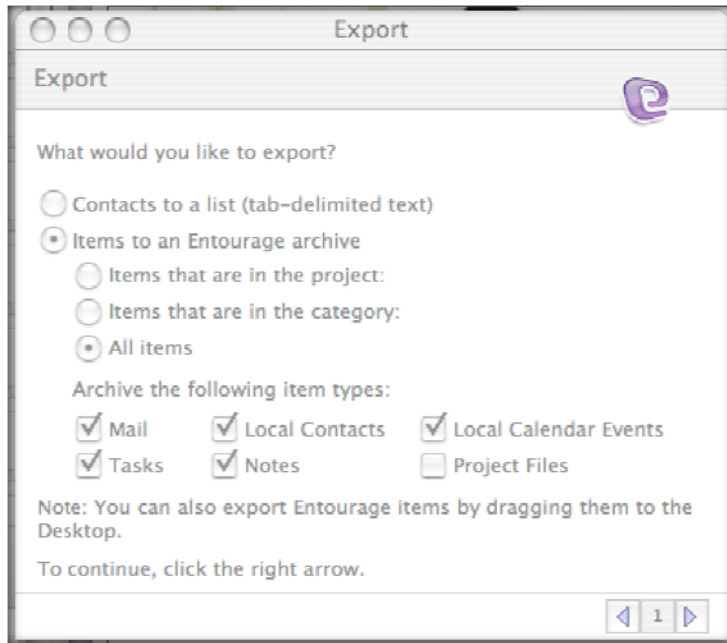
#### 1. Start the program



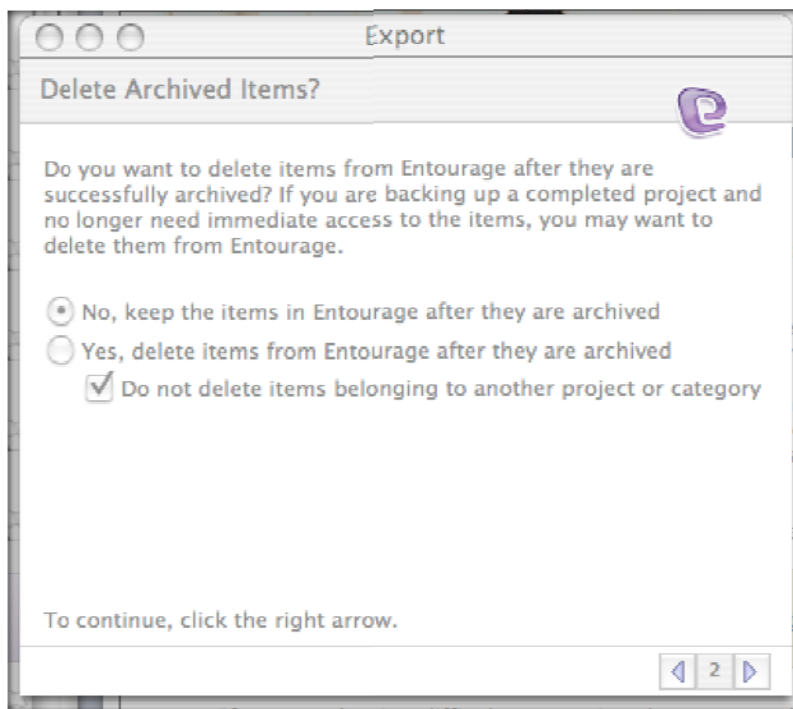
#### 2. From the file menu choose Export...



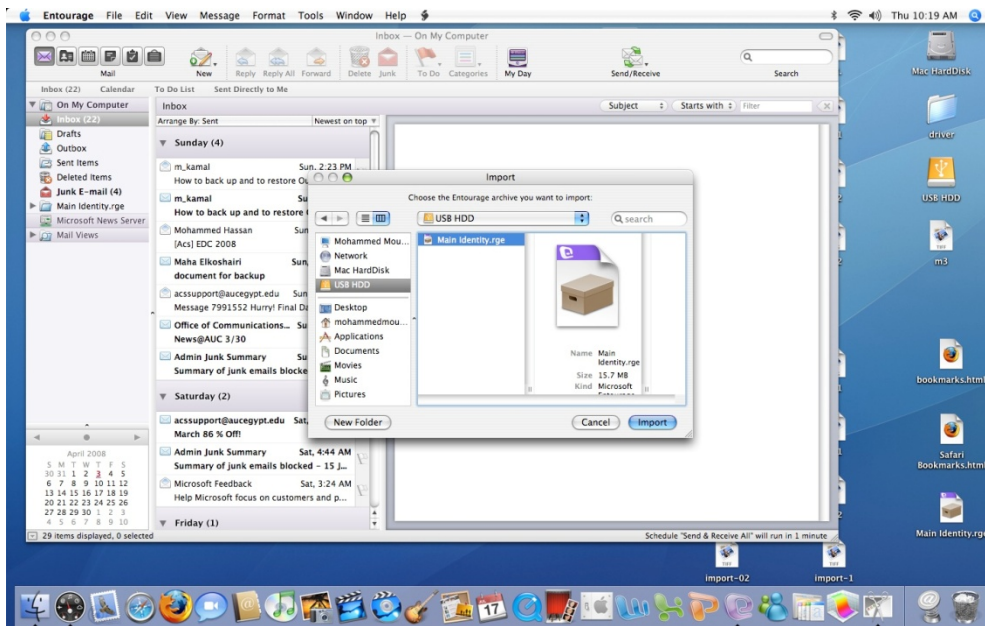
3. The export window appears; activate checkboxes for the items you want to backup and click the right arrow to continue



4. The following message appears; select the second option that does not delete items from your computer. Click the right arrow to continue.



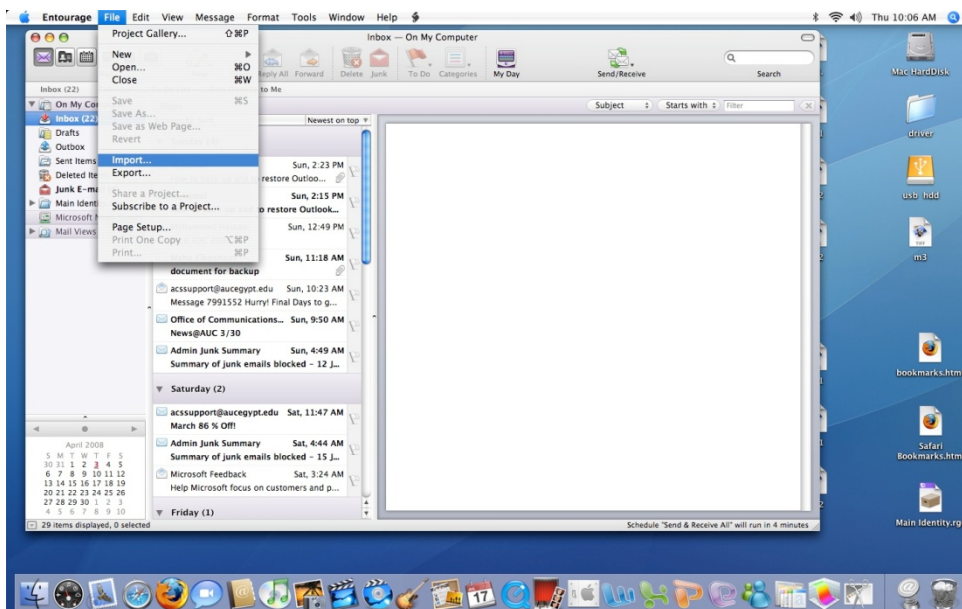
5. Save your archive to a location on your external hard disk or media



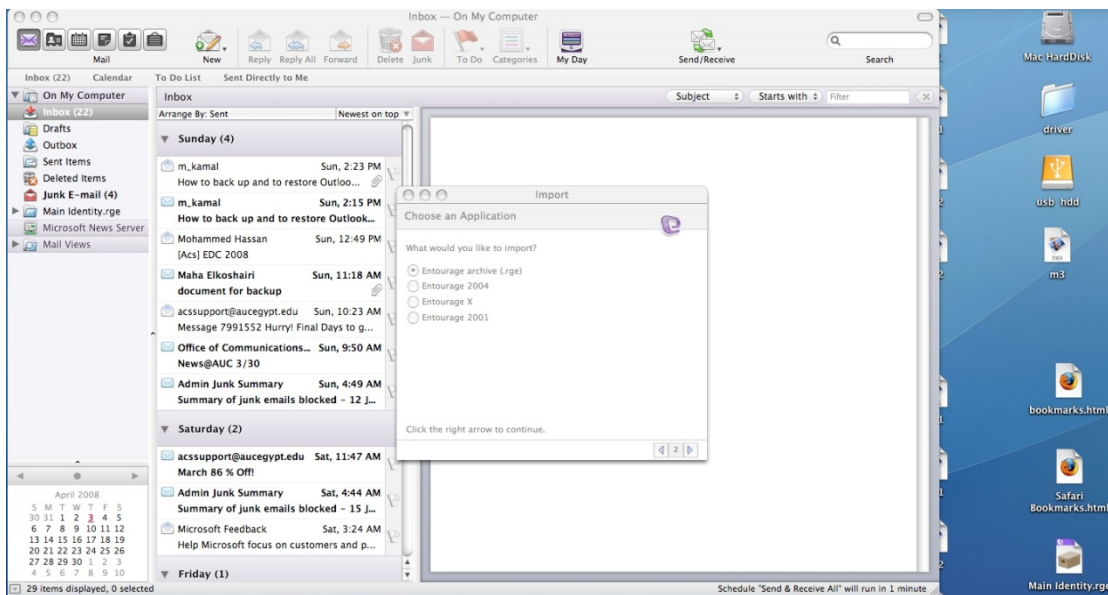
## Restore Procedure

To restore your email from an entourage archive, follow these steps.

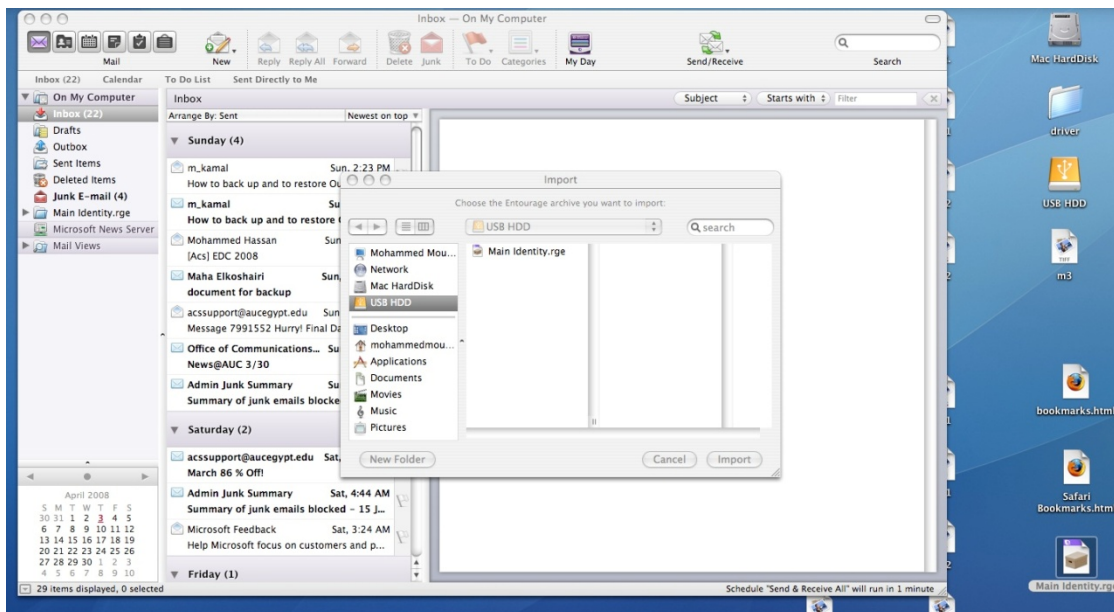
1. From the file menu, select **Import ...**



2. The following screen appears; select the type of archive that you previously created;



3. Browse to your external hard disk and locate your archive file



4. Click the Import button to restore your email.

