Training Session 5 - Macintosh Home Folder and Backing Up

Home Folder: With a blank screen, open a **New Finder Window** (⌘N) from the Finder **File** drop down menu. In the gray **Sidebar,** under *PLACES,* click on the **house** icon. This is your **Home Folder**, and usually has your name against it. This opens a list of folders in the first white column.

The **Desktop** folder shows what is currently open on your desktop, and is the same as the *PLACES* **Desktop**.

The **Documents** folder is the same as the *PLACES* **Documents**, and should contain most of your work. Note that this folder has a further **Documents** folder inside it. This second folder contains folders/files you may have put in the **Documents Stack** in the **Dock**. The **Documents Stack** is a great place to keep folders/files you use frequently.

The **Downloads** folder shows folders/files you have downloaded off the Internet; they are also in the **Downloads Stack** in the **Dock**. If you save attachments from e.g. emails, they will be saved here. So you can find them in both places.

Library is **your** personal library; other users will have their own separate library. Have a look, but do **not** touch anything in this **Library**!!

Movies is where you can access your movies and store them. You can store DVDs here, too. You create movies by opening the **iMovie** application.

Music is where your **iTunes** keeps your CDs, etc. Do not tinker with these folders/files; open the **iTunes** application to access your music and other features of **iTunes**. Music you create with **GarageBand** is also stored there.

Pictures is where **iPhoto** keeps your pictures. You open the **iPhoto** application to access your pictures and other features of **iPhoto**. I have several extra folders in the **Pictures** folder for other graphic items (e.g. clipart), including a folder I call **Pics**, where I keep large albums that I do not want to keep in **iPhoto**.

Public is a **Shared Folder** where you can place folders/files for other people to access. This folder has a **Drop Box**, where other people can put files onto your computer. This is something of a mystery for me, as I don't interact with other computers.

Sites has to do with Websites and the Internet.

Backing Up: Note that your **Home Folder** contains **all** your personal computer information, not just your documents, so this is what you need to back up regularly. The saying '*Not if, but when your Hard Drive crashes...*' is so true, and I cannot stress too strongly that you need to back up your **Home Folder** frequently - at least monthly; weekly if you use your computer a lot (some people do it daily).

You can now buy large external hard drives for less than $100, and the USB drives are small and convenient. The Macintosh has an **Application** called **Time Machine**, which automates backing up your work, and recovery when needed; it is very easy to use.

Plug your external hard drive directly into a USB port on your computer (not a USB hub or the keyboard). You will see this **External disk** with its name appear under your hard drive under *DEVICES* in the **Side Bar** of the **Finder** window. Note it has an **Eject** symbol to the right of the name.

To set up your **Time Machine** open **System Preferences** and click on **Time Machine** in the lower right of the pane. The **Time Machine** pane will appear. For the moment, make sure the switch below

Time Machine is *OFF*. Start by ticking the **Show Time Machine status in the menu bar** box. You will now see a new icon like an anti-clockwise arrow/clock in the right hand end of your menu bar.

Click on **OPTIONS…** to open the pane to select what not to back up. You can click on the **+** and add anything not to be backed up. It is probably best to back up everything, at least the first time. Subsequent backups will only back up any changes. Note the **Estimated size of full backup** is shown.Tick the **Notify after old backups are deleted** box, then click **Done**.

Now click **Select Disk…** to open a pane where you can select which back-up disk you want to use. If you have an Apple **Time Capsule** this option will be highlighted (it is wifi and uses Airport). Otherwise select **Use for Backup** and note the **OFF** switch turns to **ON** and Next Backup starts to count down from 120 seconds. Turn the switch **OFF** and click the padlock to prevent changes. Close the **Time Machine** preference window.

You can now click the icon in the menu bar. This shows **Automatic Backups Off** (grayed out); **Back Up Now**; **Enter Time Machine**, and **Open Time Machine Preferences**.

Select **Back Up Now** to do a Backup. The first backup (of your whole computer) may take some hours, so try leaving it on all night! Subsequent backups will be much faster, depending how often you backup. I like to have **Time Machine Preferences** open so I can see the progress. Note values shown against **Available**: **Oldest Backup:** and **Latest Backup:**

When you click on **Back Up Now**, the clock icon arrow goes anti-clockwise, and **Next Backup** changes to **Backing Up**, and shows the progress.

Each time you back up you create a folder in **Time Machine**. To restore a folder/file, click **Enter Time Machine**. Easier to look at the result than to describe it. I have successfully restored a trashed Address Book and a folder of lost emails!

Click on the **Eject** symbol on your **External disk** in the **Side Bar** before you unplug from the USB port.

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T S 1 - Macintosh 'Finder' - March 2011
T S 2 - Macintosh Finder Features - April 2011
T S 3 - Macintosh Finder Menu Items - May 2011
T S 4 - Macintosh Applications & Dock - June 2011