

Setting up Time Machine

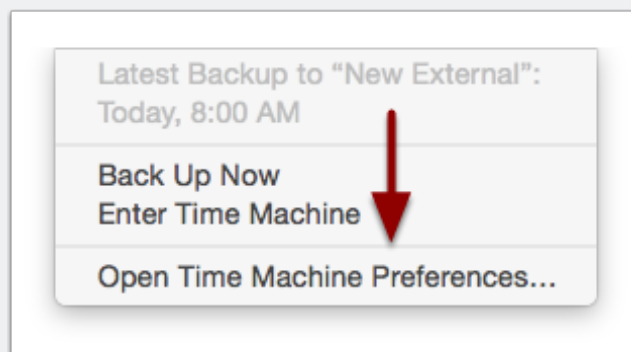
1

Go to the the upper right of the screen and select the TimeMachine icon. It looks like a clock with an arrow rotating counter-clockwise.



2

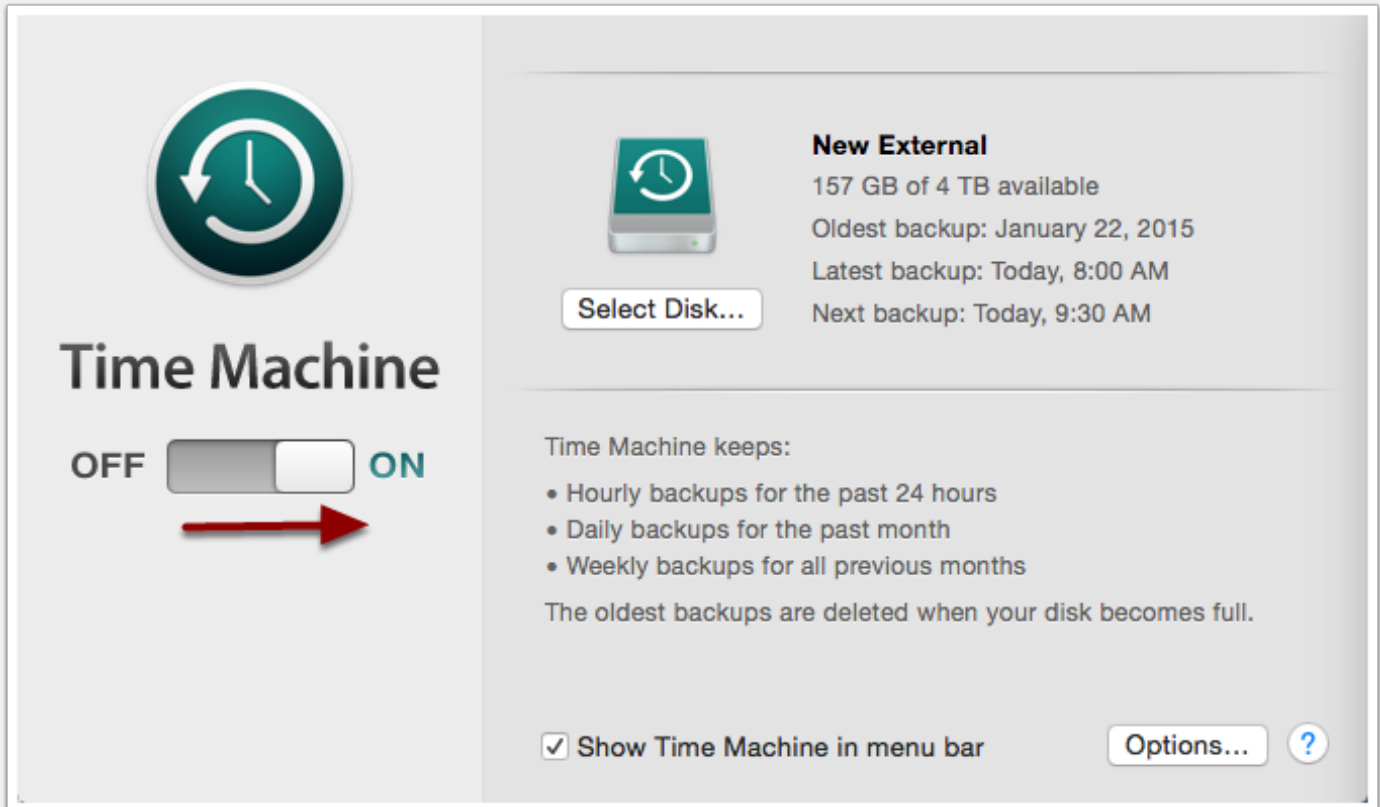
Select Open Time Machine Preferences. This will open a new window



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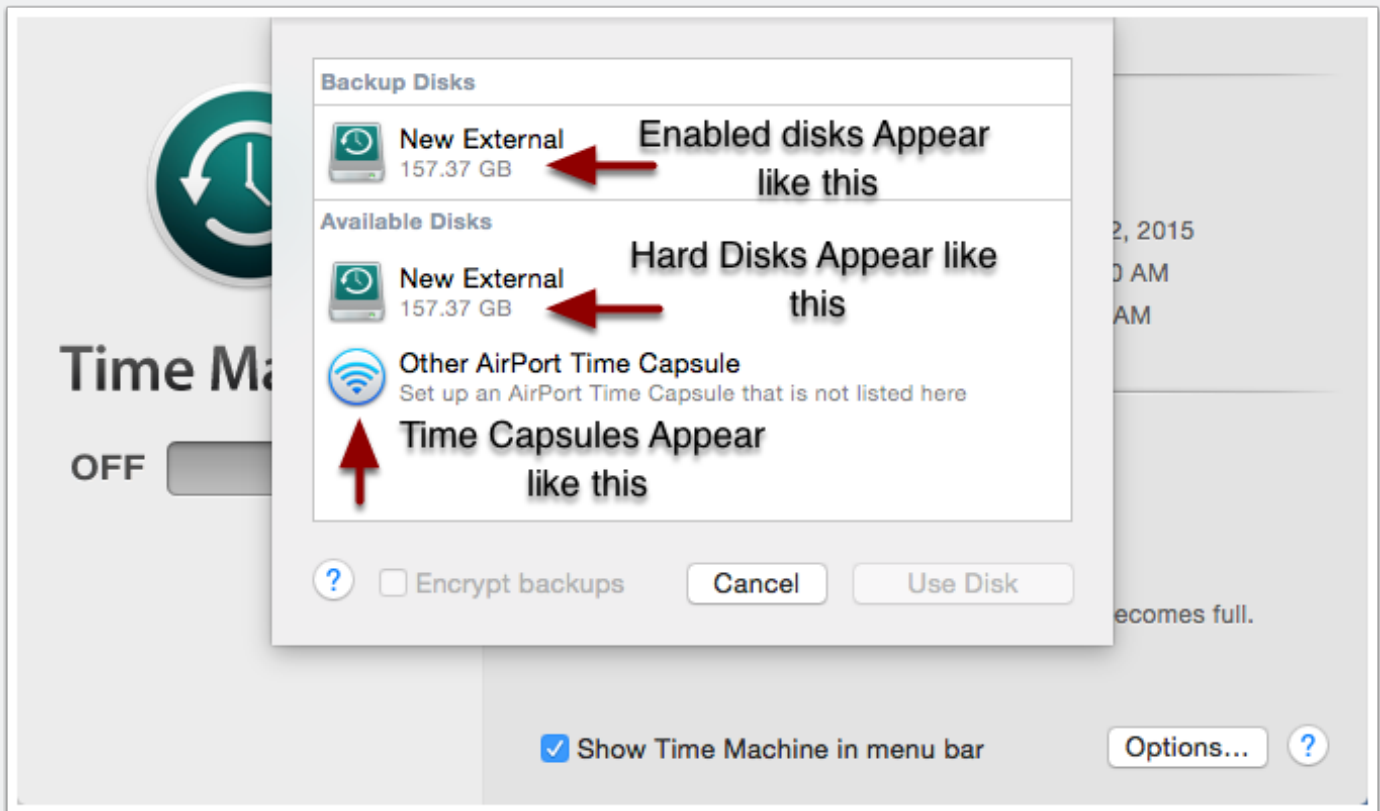
Once the System Preferences for Time Machine open you will see a the following screen. Turn it ON with the big switch.



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You'll need to select either an external hard disk or a Time Capsule



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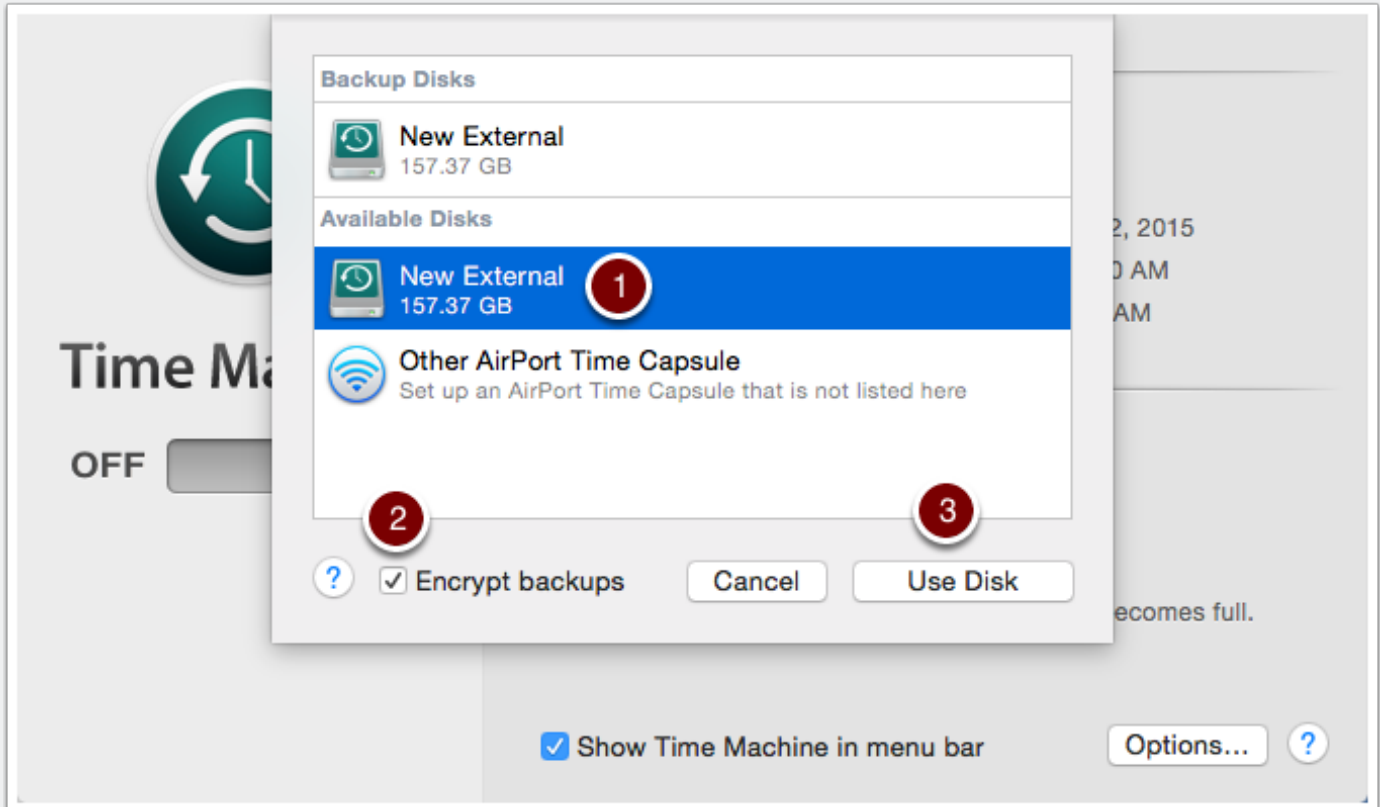
First, Select the disk

Second, Encrypt the backups

Third, click 'Use Disk' to enable the disk for backups

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Backups are selected and the first backup begins.



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Checking your work. Your Time Machine Preferences should now look like this.

1 - The Disk you Selected is named at the top

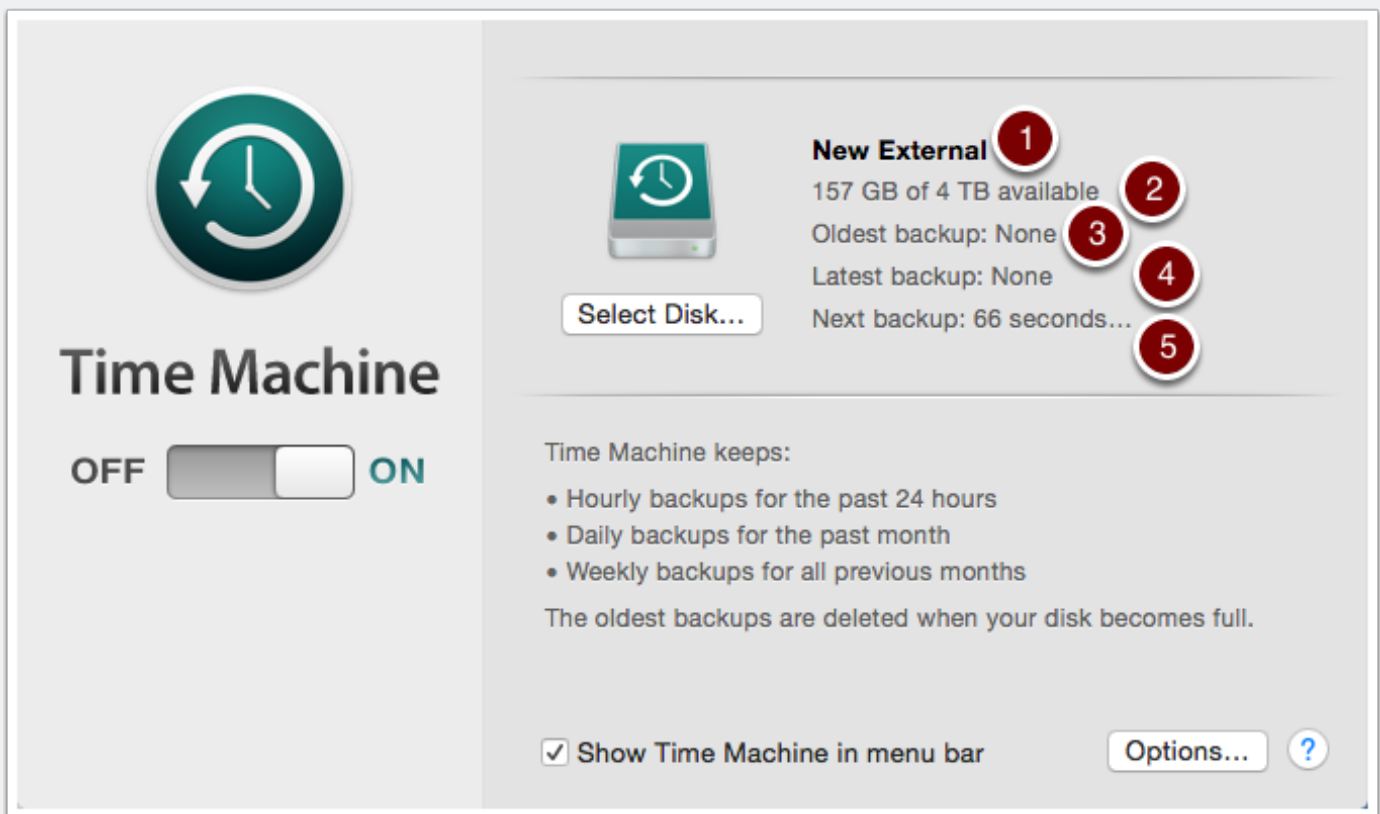
2 - The amount of disk space is shown

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3 - It shows the oldest backup you have. There won't be one until the first backup is complete. After that the oldest backup represents the furthestest point in time back to which you can restore files.

4 - The latest backup is the last time you backed up. Time Machine runs once an hour but only if the disk you selected is available. Ideally this should be from today's date and only an hour behind the current time.

5 - When the next backup will run. This will say 'When disk is available' if the disk is not present.



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Checking on TimeMachine periodically. The TimeMachine menu will show it's current status. Waiting for backup, backing up, backup completed.

