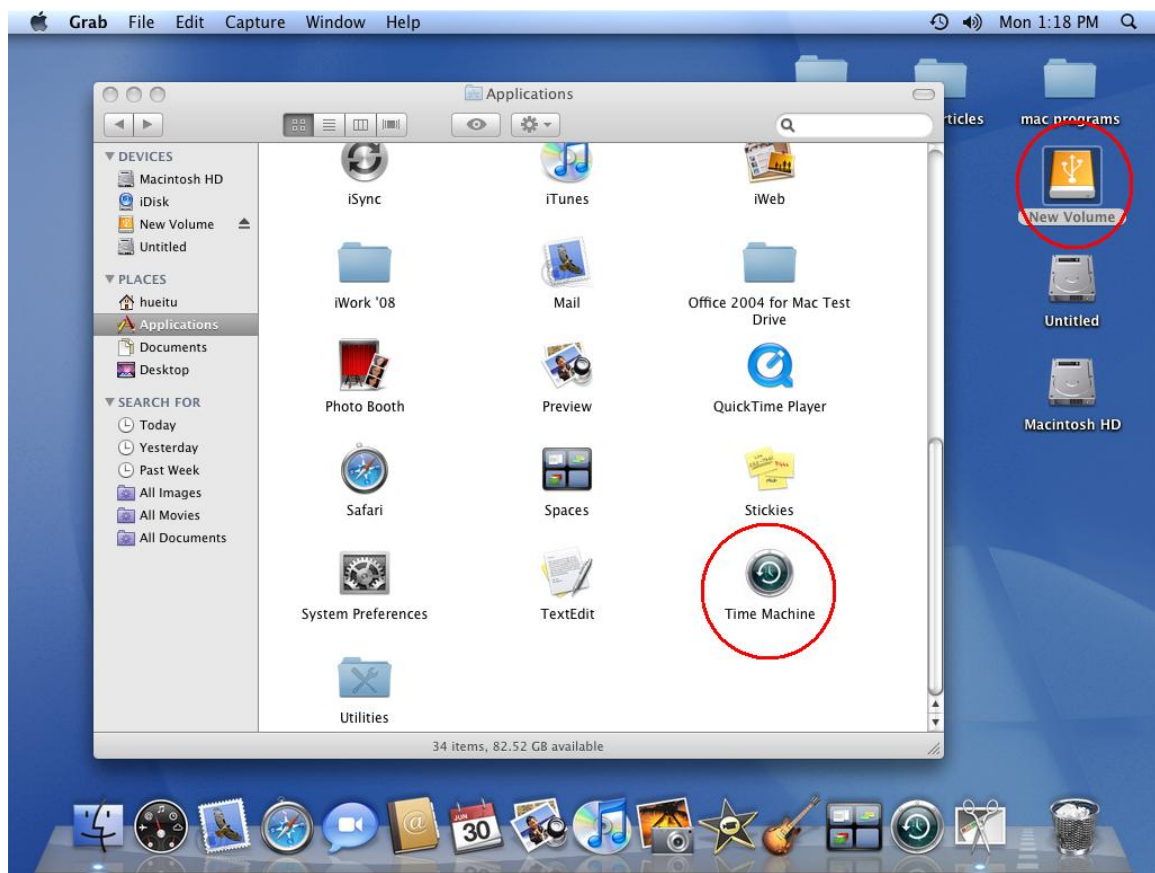




## GUIDE: USING MAC OS X "TIME MACHINE" BACKUP SOFTWARE

- 1) First make sure your external hard drive is connected, recognized by your Mac, and formatted for MAC OS X. Then go to the top menu "Go", and select "Applications". The "Applications" window will start up. Click on the "Time Machine" icon inside.



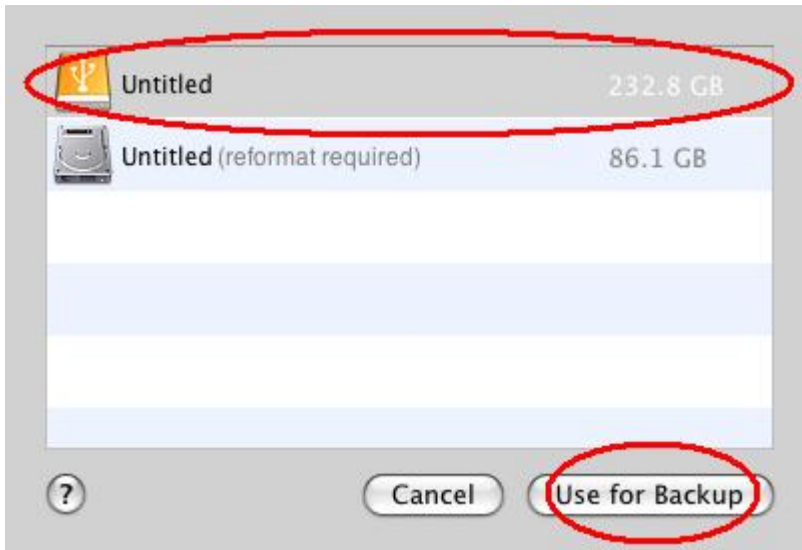
2) Now Time Machine setup starts. Click "Set up Time Machine" to start.



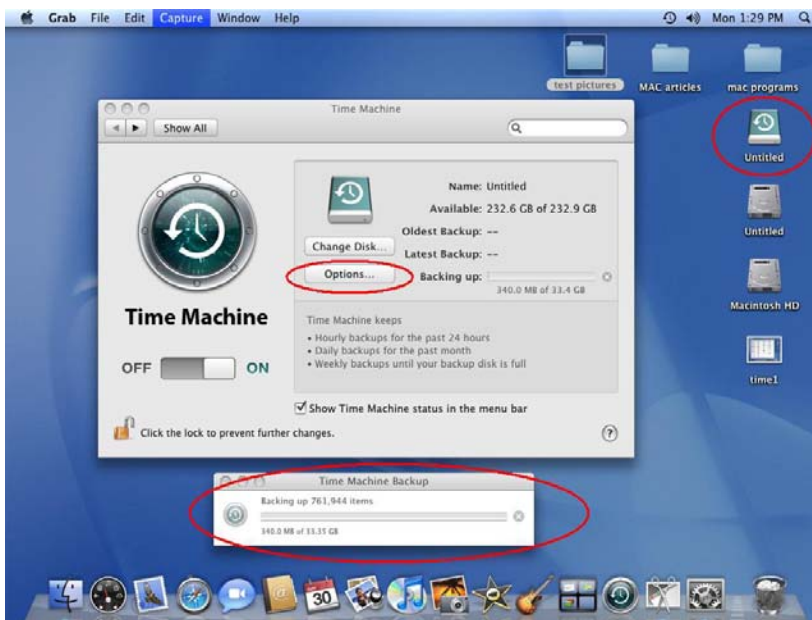
3) The Time Machine setup will now ask you which drive to use. Click on the "Choose Backup Disk" button.



- 4) Click on the row with the external drive you wish to use. And then click the "Use for Backup" button.



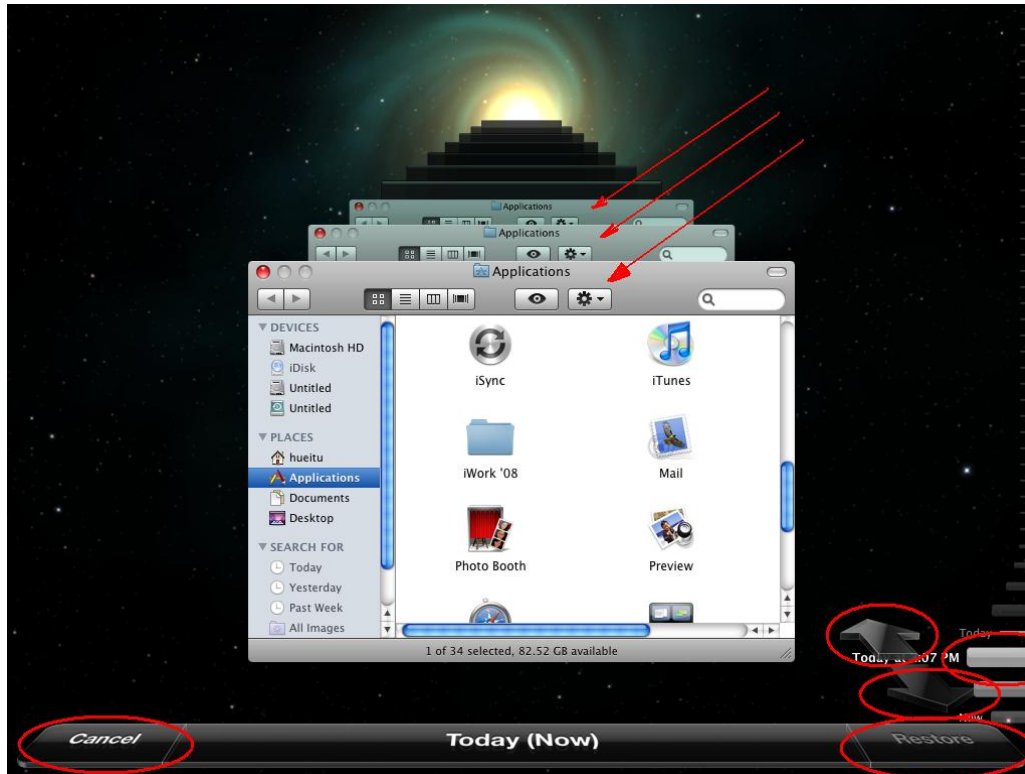
- 5) The main screen of the Time Machine program will start and you will see it busy backing up the first backup. Note that Time Machine is a constantly running backup program. It automatically does hourly, daily and weekly backups on your external drive. The "Options" button allows you to exclude certain files from being backed up.



- 6) When the backup is done, you can close the main Time Machine window.

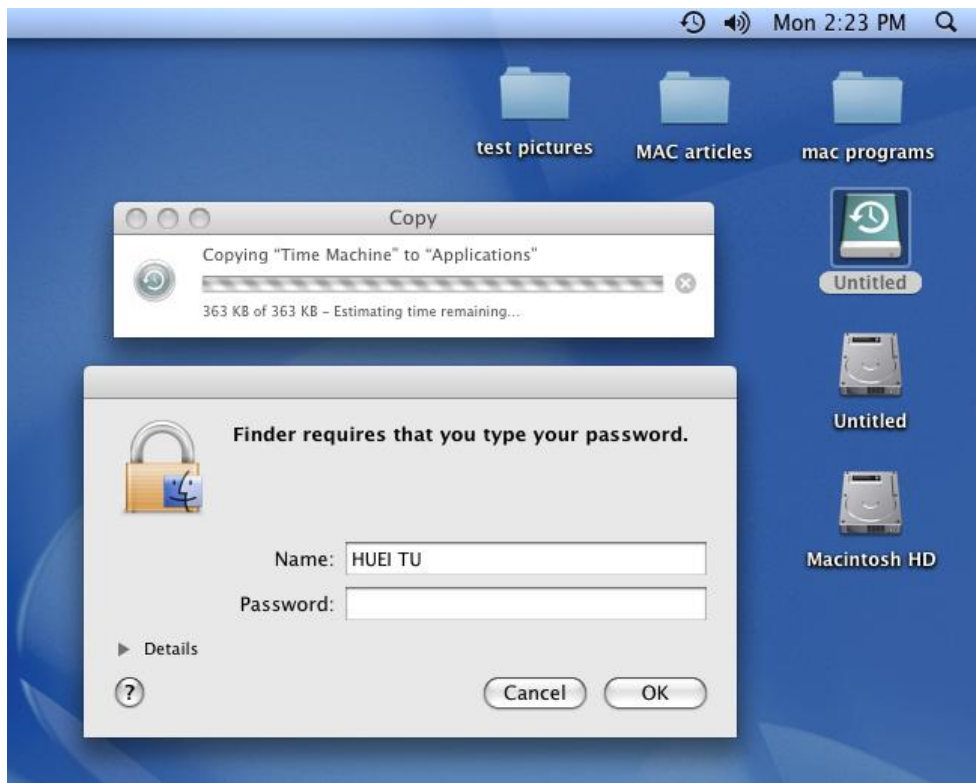
## RESTORING YOUR COMPUTER TO A PREVIOUS BACKUP

- 7) To restore to a specific past backup, click on the “Time Machine” backup button again in the “Applications” window (under the top menu “Go”).



- 8) As you can see in the picture above, there are several windows you can click in the “time warp” screen. You can choose a specific backup at a certain time—each window corresponds to a certain backup in the past, with windows further back corresponding to earlier backups. The “Restore” button at the lower right starts restoring your computer to the selected date and time, and the “Cancel” button on the lower left exits without restoring.

- 9) When you've picked your backup time, click "Restore" to begin. The screen will revert to the regular desktop and you may need to enter your Mac OSX administrator account's password. The restore will then start.



- 10) For more help and details on Time Machine please see the online MAC OSX help topics on Time Machine. Click on top menu "Help", then type "time machine" in the search textbox.

