ITS Resource Center Home

Backup and Restore Files in Mac OS X

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Employees

There are two ways to back up your files on your MAC without purchasing commercial software.

Manual Backup

1. In order to manually backup your folders all you have to do is click and drag the desired folder(s) from your MAC to your personal folder on the ESS server. *****DO NOT BACK UP YOUR ENTIRE HARD DRIVE*****
2. You will have to do this periodically on your own and whatever you save to the server will be the only files backed up.

Example of backing up your local Documents folder to your ESS folder

1. First, ensure that you are connected to your EES folder.
2. Open up your Macintosh hard drive and click on the **documents** folder or you can click on the icon with your username and then click on the documents folder. You can also select the **Users** folder. In **Users**, select your user name's folder (e.g. "jsmith"). In your user name's folder, locate the **Documents** folder.
3. **NOTE:** The **Documents** icon on the left side of the screen is only a shortcut; if you click and drag that icon, you will remove the **Documents** shortcut, not back up your files.
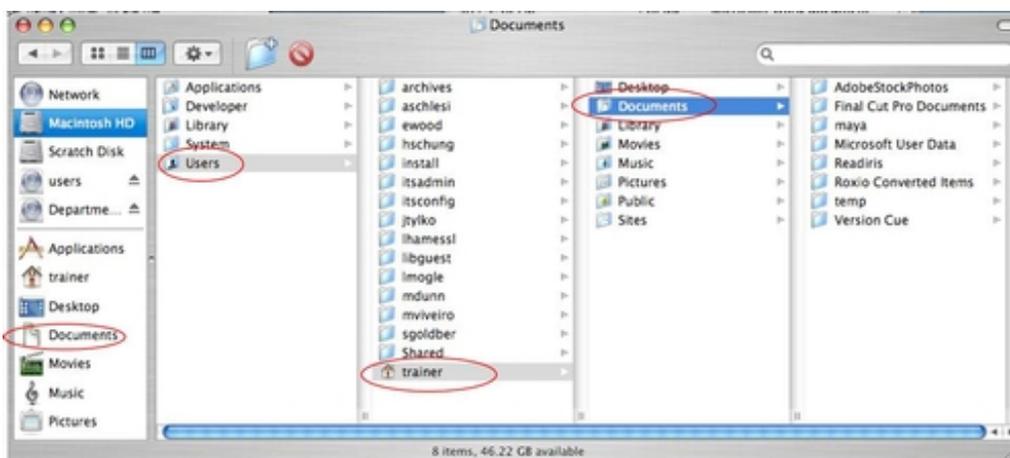
4. Open your Macintosh hard drive again by double-clicking the <u>desktop</u> icon. This will create a second window.

Macintosh HD

5. Click on the ESS "**Users**" icon and locate your folder (the list is alphabetical).
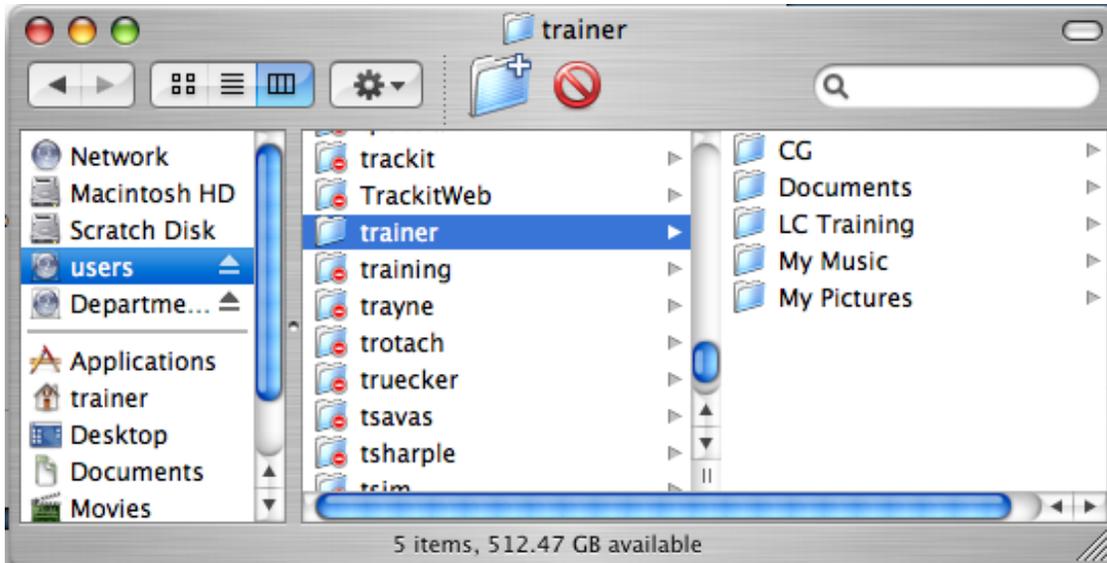
6. *Drag Documents* from the first window to your folder in the EES window.
7. If you have already saved the local folder to your ESS folder before then you will see the following prompt. Click **Replace**. If this is the first time saving the folder then it will automatically begin saving. After you click **Replace** it will begin saving the folder to your *ESS folder*.
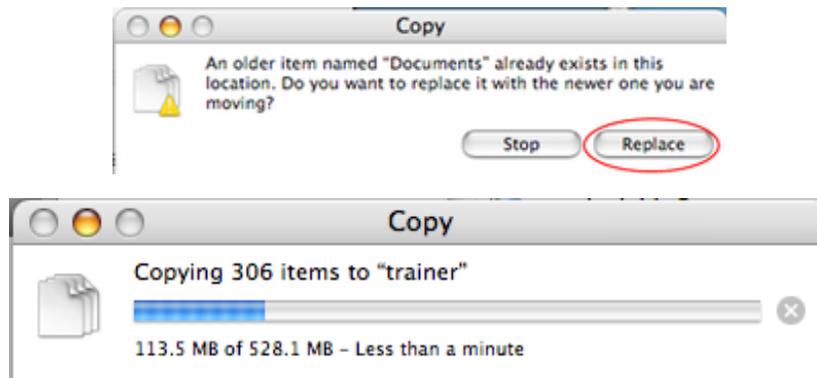
8. You should now be able to see your **Documents folder** on your ESS share.
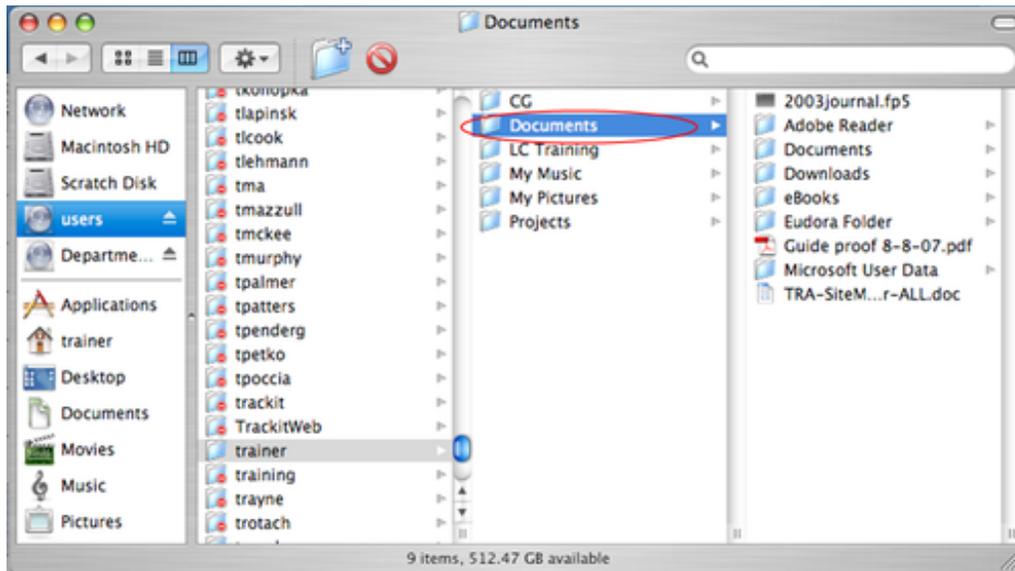
9. Your files in the **Documents** folder are now successfully backed up on your ESS share.

Create Archive

Files and folders can also be compressed within OSX, and then the resulting file (with a .zip extension) can be copied to the server for back up. A folder or file that is compressed usually results in a smaller file size. In the example shown below, the original folder is 104.2MB and the resulting ZIP file is 65.7MB.

1. Select the file(s) or folder.
2. From the **File** Menu choose **Create Archive** (**Compress** for Mac OS X 10.8).
3. If multiple files or folders are selected, a file will be created named *Archive.Zip*. If a single file or folder is selected, a file will be created named *Foldername* or f*ilename.zip*.
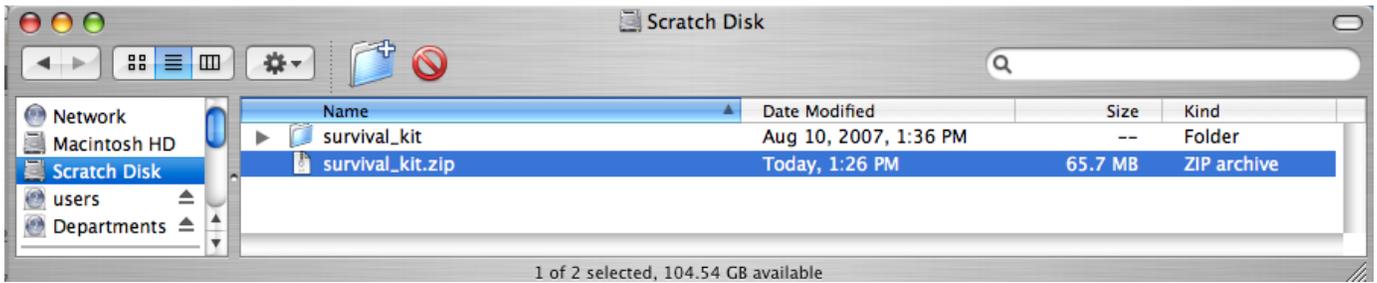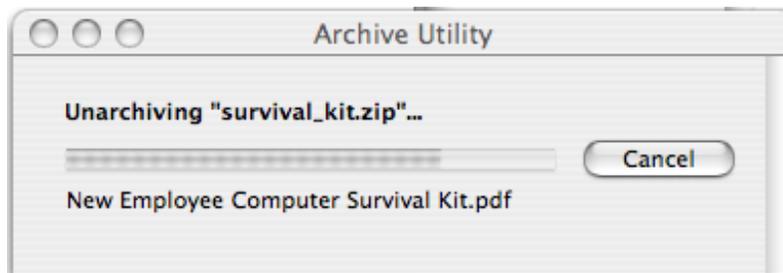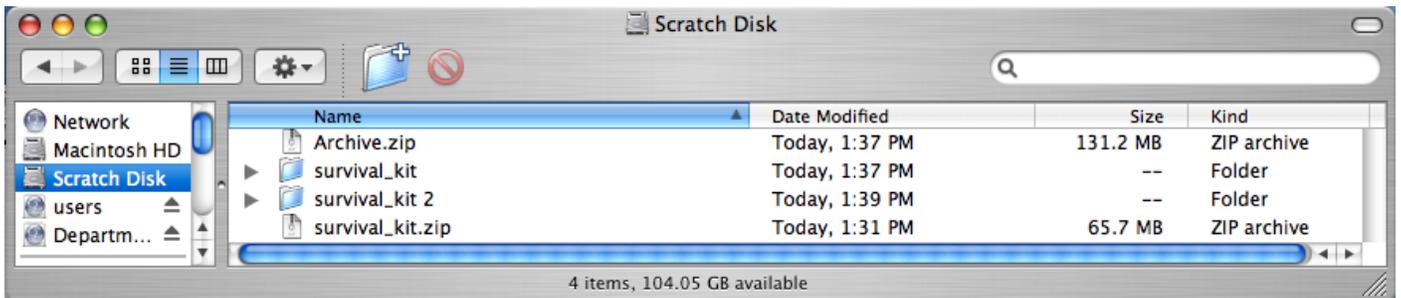
Unarchiving a Zip file

In order to make edits to any file contained within a zip file, you must first unarchive it.

    1. Double click on the zip file.

    2. If a folder was compressed, after double clicking on a zip file, a folder will appear in the same location as the zip file. If a single file was compressed, the original document will appear. The zip file will remain until you delete it.

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