

USEFUL SAVING AND BACK UP TUTORIAL

1. Back up all your iCal calendars:

- Open iCal
- Choose File > Export > iCal Archive.
- Name the backup file and choose where you want to keep it, such as on your hard disk or on an external hard disk.

2. Archive ALL your mailboxes:

- Open Mail
- Select one or more mailboxes to archive.
 - To select mailboxes that are next to each other (contiguous) in the list, hold down Shift as you click the first and last mailbox; to select mailboxes that are not next to each other in the list, hold down Command as you click each mailbox.
- Choose Mailbox > Archive Mailbox, or choose Archive Mailbox from the Action pop-up menu (looks like a gear) at the bottom of the sidebar.
- Choose a folder or create a new folder where you want to store the archives, and then click Choose.
- Mail archives the mailboxes as .mbox packages. If you've already archived a mailbox, Mail does not overwrite the existing file but appends a number to the filename to create a new version of it.

3. Archive your Address Book:

- Choose File > Export > Address Book Archive.
- Choose a name for the file, and select where you want to export the file.

4. Bookmarks:

- **Safari & Camino:** File > Export Bookmarks
- **Firefox:** Bookmarks > Organize Bookmarks, Click the "star" icon on the top frame, choose File > Export HTML

5. Important files and folders:

- Teacher/Desktop
- Teacher/Documents
- Teacher/Downloads
- Teacher/Music
- Teacher/Pictures
- Teacher/Sites

Importing Archives Back onto Your Mac

To Restore your Calendars from a Backup:

- Open iCal
- Choose File > Import > Import
- Locate your saved iCal calendar file and click Import. When you restore the backup version, any changes you've made since the last backup are lost

To Import Mailboxes:

- Choose File > Import Mailboxes.
- Select the mail application you want to import messages from.
 - If you're importing a mailbox archived from Mail, choose Apple Mail.
- Follow the instructions that appear onscreen.

Your imported mail is stored in a new mailbox called "Import." To reorganize imported messages, create new mailboxes and drag folders and messages from the Import mailbox to other mailboxes. When you're done, you can delete the Import mailbox.

If you don't see your mailboxes in Mail, choose View > Show Mailboxes; empty mailboxes aren't imported.

To import an Address Book Archive File:

- Open Address Book
- Choose File > Import

To import Bookmarks:

- **Safari & Camino:** File > Import Bookmarks
- **Firefox:** Bookmarks > Organize Bookmarks, Click the "star" icon on the top frame, choose File > Import HTML

Copy All Other Files and Folders to the Appropriate Location/Path:

- Teacher/Desktop
- Teacher/Documents
- Teacher/Downloads
- Teacher/Music
- Teacher/Pictures
- Teacher/Sites