

# TERRAPIN TECH



DIVISION OF  
INFORMATION  
TECHNOLOGY

McKeldin Library, Room 1221

itsc@umd.edu • <http://itsc.umd.edu>

301.405.1500



DivisionofIT.UMD



@ithelpumd

## Back Up Your Data

Hard drives can break and fail just like any other piece of equipment. Learn how to keep your data safe by backing it up. Start by buying an external hard drive that is at least as large as the device you want to back up. There are no OS-specific brands, so buy the brand you prefer.

You can purchase an external hard drive at Terrapin Tech or elsewhere. If you bring an external hard drive to Terrapin Tech, we will do the backup for you!

### Apple Computers

Apple computers come with the Time Machine app installed.

#### How to Use Time Machine:

1. Plug in your external hard drive.
2. Go to **System Preferences**.
3. Select **Time Machine**.
4. Click **Select Backup Disk** and choose your external hard drive.
5. Your computer will begin the backup.

### Windows Machines

You can create a backup on your Windows machine.

#### How to Create a Backup:

1. Click the **Start** button.
2. Click **Control Panel**.
3. Click **System and Maintenance**.
4. Click **Backup and Restore**.
- 5a. If you've never used a backup before, select **Set up backup** and follow the steps in the wizard.
- 5b. If you've backed up before, you can wait for your next scheduled backup, or manually create a new backup by clicking **Back up now**.

Terrapin Tech is operated by the Division of Information Technology as a service to University of Maryland students, faculty, and staff. Valid UMD ID required at time of sale.