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## Performa: Backing Up and Restoring (7/95)

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TOPIC -----

This article describes the backup and restore process on Macintosh Performa computers. Many later Performa computers come with the Performa Backup CD. Computers that include the Performa Backup CD are:

- Macintosh Performa 550 (later versions)
- Macintosh Performa 575, 577, 578
- Macintosh Performa 630CD, 635CD, 636CD, 637CD, 638CD
- Macintosh Performa 5200 series
- Macintosh Performa 6110CD, 6112CD, 6115CD, 6118CD

This disc contains all the software that is pre-loaded on your hard drive including system software and third party programs. If you have this disc, it is not necessary for you to run the Apple Backup program to back up your pre-loaded software. However, you should still back up your personal files and any other software you add later.

DISCUSSION -----

### Using Apple Backup

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Before you begin, make sure your computer is turned on and you are in the Finder. Follow these steps:

First, you need to buy high-density 3.5-inch floppy disks. Because Performa computers are bundled with different software at different stores, you need to determine how many disks you need.

To find out how many disks you need:

- 1) Click on the Apple Backup Icon in the Launcher.

- 2) Click the Continue button.
- 3) The screen now tells you how many disks you need to perform the backup of your Performa computer. There are two numbers on the screen, one number is how many disks it takes to back up EVERYTHING on your hard drive. The other number is the number of disks it takes to back up ONLY the System folder. If you choose to backup the entire hard disk, you do not have to backup the System folder by itself.
- 4) Once you know how many disks you need, click the Quit button.

#### Steps To Backup

- 1) Click the Apple Backup icon.
- 2) Click the Continue button.
- 3) Make sure your disks are high-density floppy disks. The screen indicates how many disks are required to copy everything, or just the system information.
  - If you have enough floppy disks to copy everything, click the Copy All Files button.
  - If you only have enough floppy disks to copy the System information, click the Copy System Folder button. Copy everything later when you have enough disks for the job.
  - If you don't have enough disks for either option, click Quit, and back up later.
- 4) Insert a high-density floppy disk into the disk drive. (Don't use the utilities floppy disk that came with your computer.)
- 5) Follow the instructions on the screen until a message tells you that you're finished. As you remove each floppy disk from the computer, the program tells you how to label it.
- 6) When you're finished, be sure the floppy disks are properly labeled and locked, then store them in a cool, safe place.
- 7) Remember to back up your hard drive at least once a month.

Additional information on performing Apple Backup is available in the Owner's Manual that came with your Macintosh Performa computer.

#### Using Apple Restore

If the information on your hard disk becomes lost or damaged by a crash, you can restore the information with the data on the disks you created using Apple Backup. You can also use the Performa Backup CD to restore your system software

or the third party programs that were installed on your hard drive originally.

- 1) Get the floppy disk labeled Utilities that came with your computer. Also make sure the disks containing the backup copy are available.
- 2) Make sure the Macintosh is off.
- 3) Insert the Utilities disk in the floppy drive, then turn on your Macintosh.
- 4) Locate the Restore icon on the disk.
- 5) Open Apple Restore by double-clicking its icon.
- 6) Read the information on the screen, then click Continue.
- 7) Insert the disk labeled 1.
- 8) REPLACE newer items with the older ones on your backup disks. This copies older files, but erases newer files which may be corrupted. Saving the newer files may result in another crash.

Note: You don't want to replace personal files on your hard disk such as word processing documents. If you replace those files, and if you have changed those documents on your hard disk since your last backup, the older version of the document is placed on your hard disk. You generally want to select Keep Newer on personal files.

- 9) Repeat steps 7 and 8 for the other backup disks.
- 10) When you are finished, Apple Restore displays One of two messages, depending on the version of Apple Restore you are using:
  - A) "Please insert the disk you used to start up your Macintosh". Insert the utilities disk, and it returns you to At Ease or the Finder. Once you are in either the Finder or At Ease, you need to select Restart from the Special menu.
  - B) "You have successfully restored your files". Clicking the restart button, restarts your computer.

Additional information on performing Apple Restore is available in the Owner's Manual that came with your Macintosh Performa computer.

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Article Change History:

10 Jul 1995 - Added information on Performa Backup CD

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28 Sep 1994 - Reviewed for technical accuracy.

30 Jun 1994 - Added information on determining how many disks are required to backup. Added Restore directions.

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