Today 2/27/25:

Mac Maintenance

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Maintaining your Mac

1. Learn how to back up your data. Backing up your data should always be a top priority.
2. Run First Aid on all disks and partitions
3. Check and delete un
4. Delete Unneded downloaded files in downloads folder. For example all .dmg files
5. Install a Mac maintenance app.
6. Clean up junk files.
7. Declutter Mac desktop.
8. Keep Mac software updated.
9. Restart your Mac periodically.
10. Check out Disk Utility.
11. Scan for malware.
12. Regularly empty Mac Trash
13. Manage your login items

Before you upgrade

1. It's highly recommended that you have a complete back up of your computer before doing the upgrade.

2. An external disk drive (either standard drive or SSD drive of 1TB or more

3. Time machine activated on your system

Typical External Disk Drive

Connect a storage device to use for backups

Connect an external storage device to your Mac, such as a USB drive or Thunderbolt drive. Or learn about other [backup disks that you can use with Time Machine](#).

•Use this storage device only as your Time Machine backup disk, not for storage of other files.

•Ideally, your backup disk should have at least twice the storage capacity of every disk or volume you're backing up. If your backup disk doesn't have enough storage space to contain a complete backup, Time Machine will let you know.

Using time machine

Select your storage device in Time Machine settings
When you connect the storage device to your Mac, your Mac might ask if you want to use it for Time Machine backups. If it doesn't ask, follow these steps.
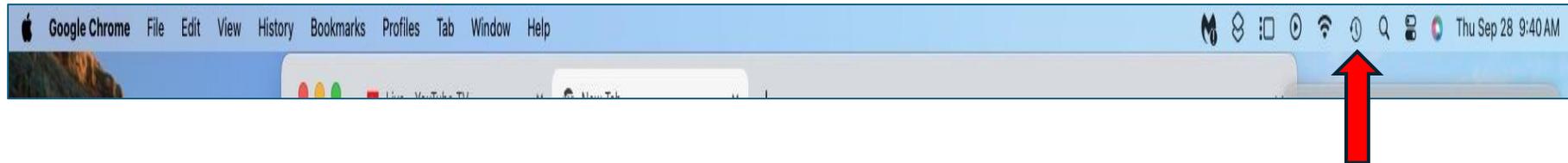
1.Open Time Machine settings:
1. macOS Ventura or later: Choose Apple menu > System Settings, click General in the sidebar, then click Time Machine on the right.
2. Earlier versions of macOS: Choose Apple menu > System Preferences, then click Time Machine.

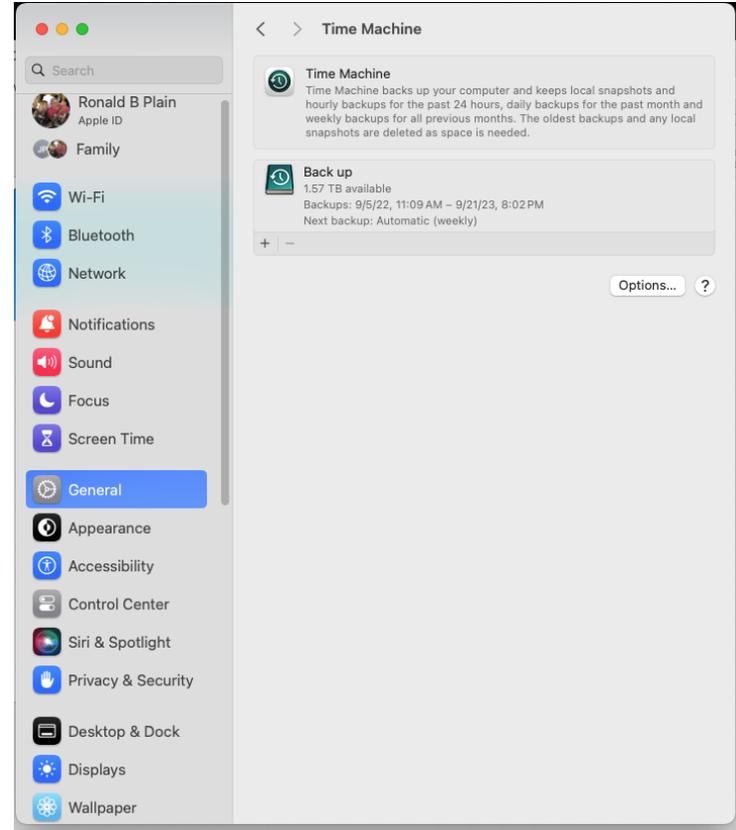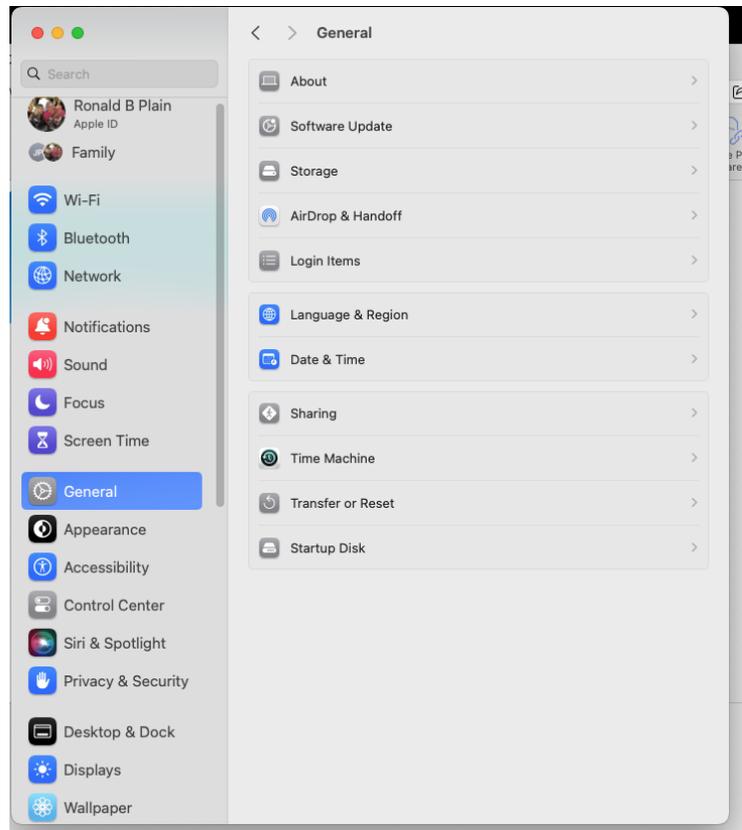2.In Time Machine settings, select your external storage device as your backup destination:
1. macOS Ventura or later: Click the add button (+), then follow the onscreen instructions.
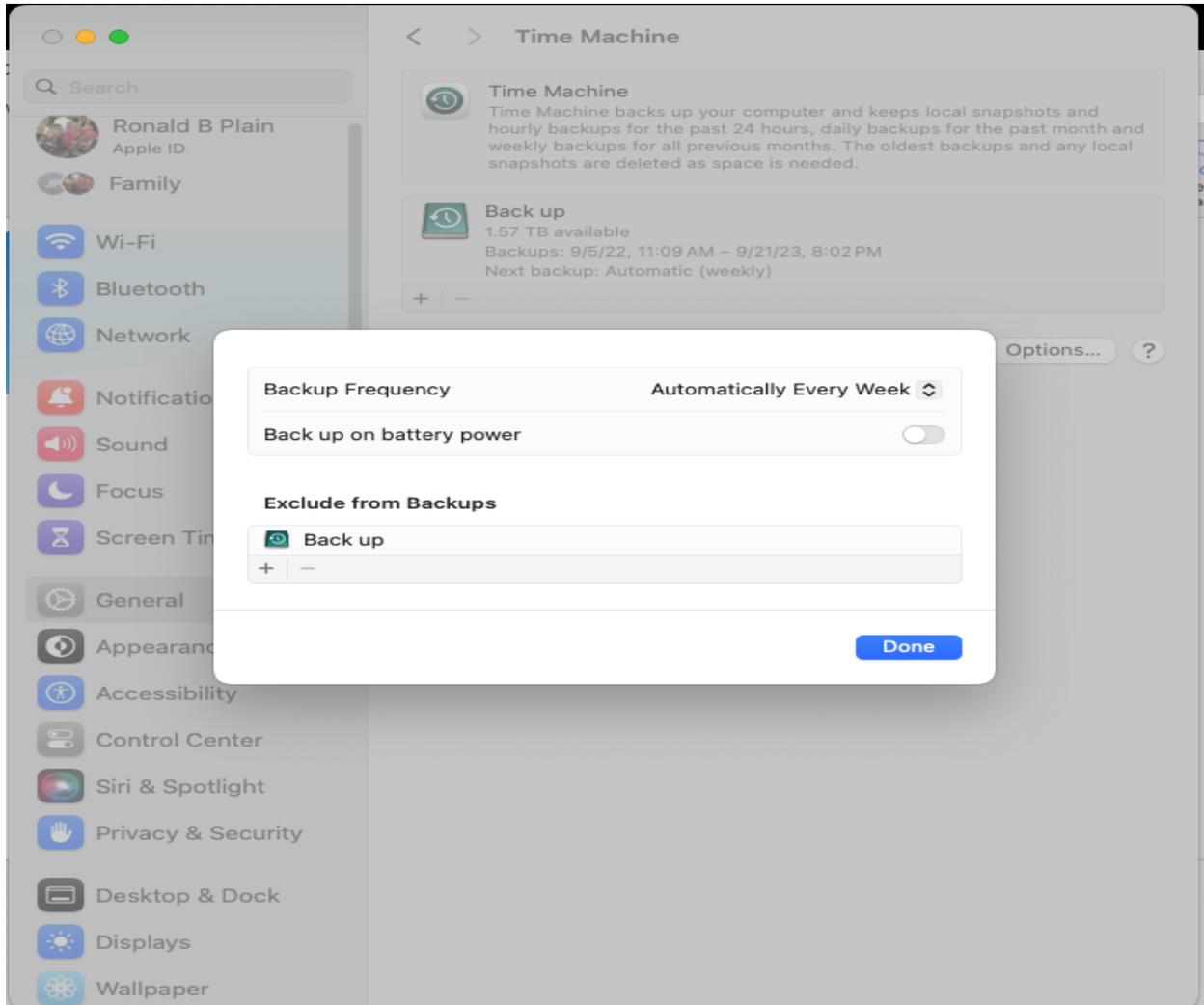2. Earlier versions of macOS: Click Select Backup Disk, then follow the onscreen instructions.

3.If the storage device contains Time Machine backups from another Mac, you might be asked to claim the existing backups so that they become part of the backups for this Mac. Or you can choose to start a new backup instead.

Menu line with Time Machine icon

Time Machine Set up

Time Machine
Time Machine backs up your computer and keeps local snapshots and hourly backups for the past 24 hours, daily backups for the past month and weekly backups for all previous months. The oldest backups and any local snapshots are deleted as space is needed.

Back up
1.57 TB available
Backups: 9/5/22, 11:09 AM – 9/21/23, 8:02 PM
Next backup: Automatic (weekly)

Backup Frequency	Automatically Every Week ⇕
Back up on battery power	◯

Exclude from Backups

⏱ Back up

+ —

Done

Ronald B Plain
Apple ID

Family

Wi-Fi

Bluetooth

Network

Notificatio

Sound

Focus

Screen Tim

General

Appearanc

Accessibility

Control Center

Siri & Spotlight

Privacy & Security

Desktop & Dock

Displays

Wallpaper

Options...   ?

Time Machine icon in Menu Bar

Set up a disk in Time Machine Settings: Click the Time Machine icon in the menu bar, then choose Open Time Machine Settings.

1. If the Time Machine icon isn't in the menu bar, choose Apple menu > System Settings. Click Control Center in the sidebar, scroll down to Time Machine , then select "Show in Menu Bar" from the pulldown menu.
2. Click Add Backup Disk or click the Add button .
3. The option you see depends on whether you have one or more backup disks already set up.

Run First Aid once per month

Disk Utility can find and repair errors related to the formatting and directory structure of a Mac storage device. Errors can lead to unexpected behavior when using your Mac, and significant errors might even prevent your Mac from starting up completely.
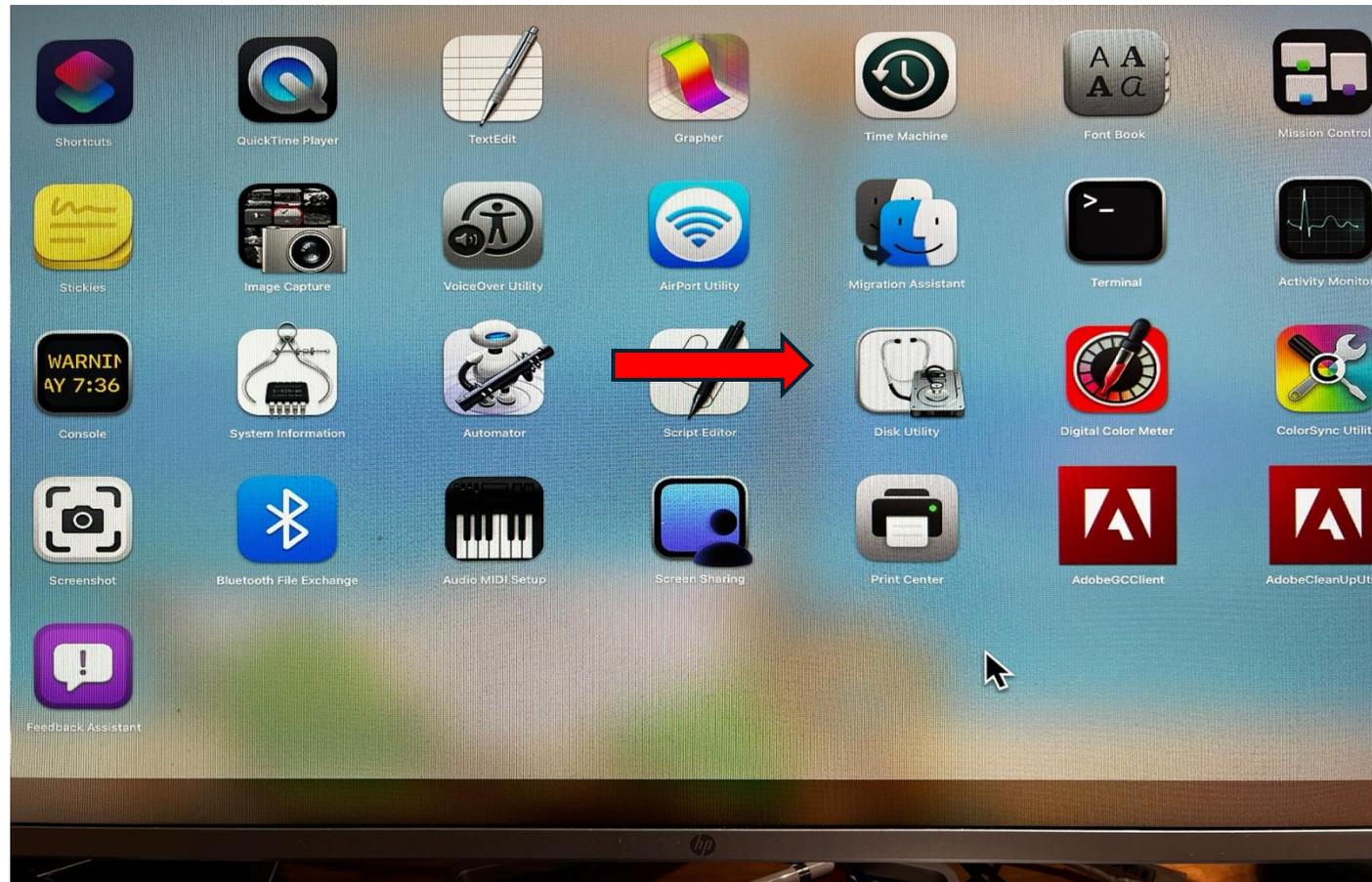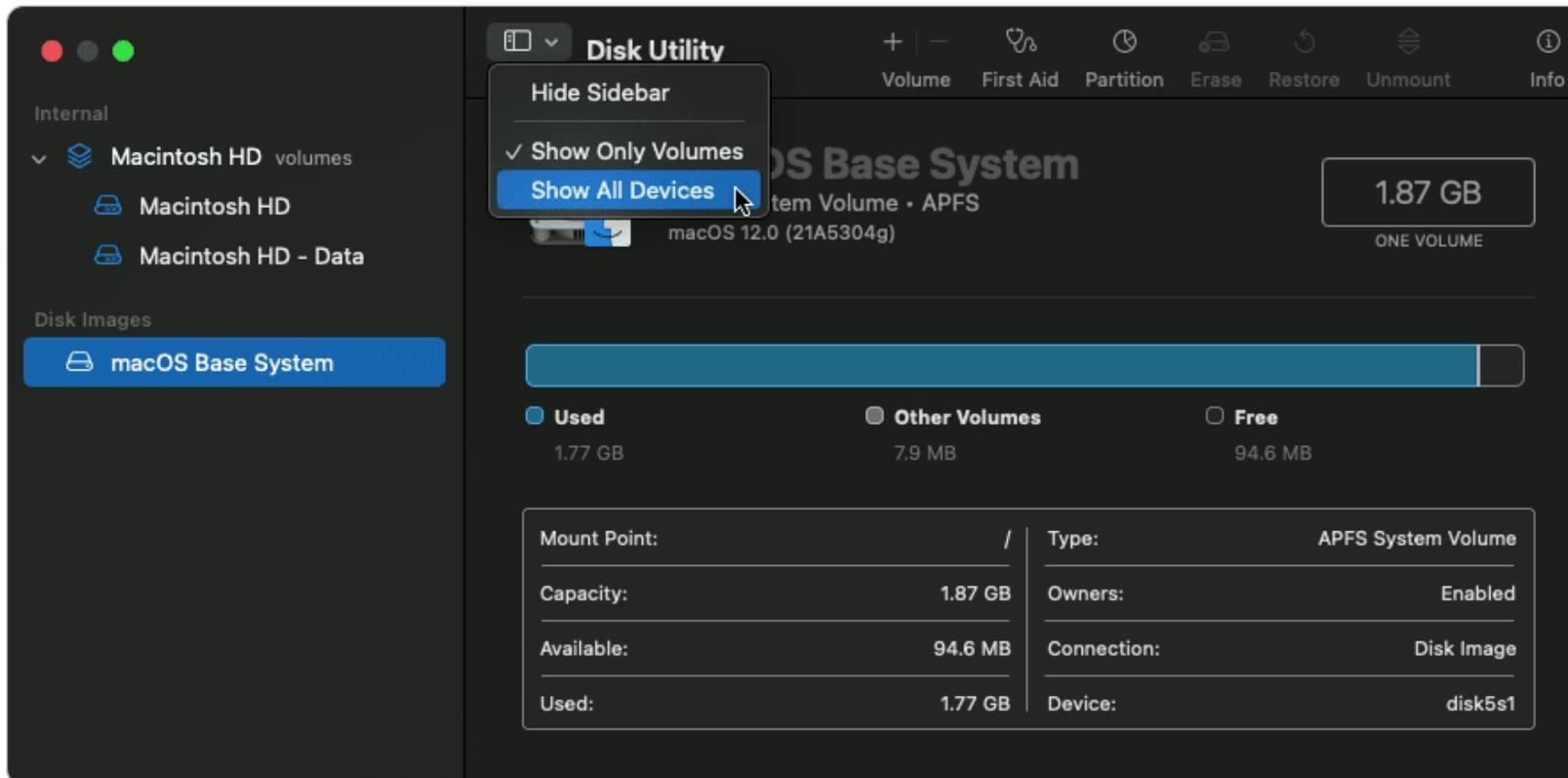
Launch Pad Icon In Dock

First Aid Icon
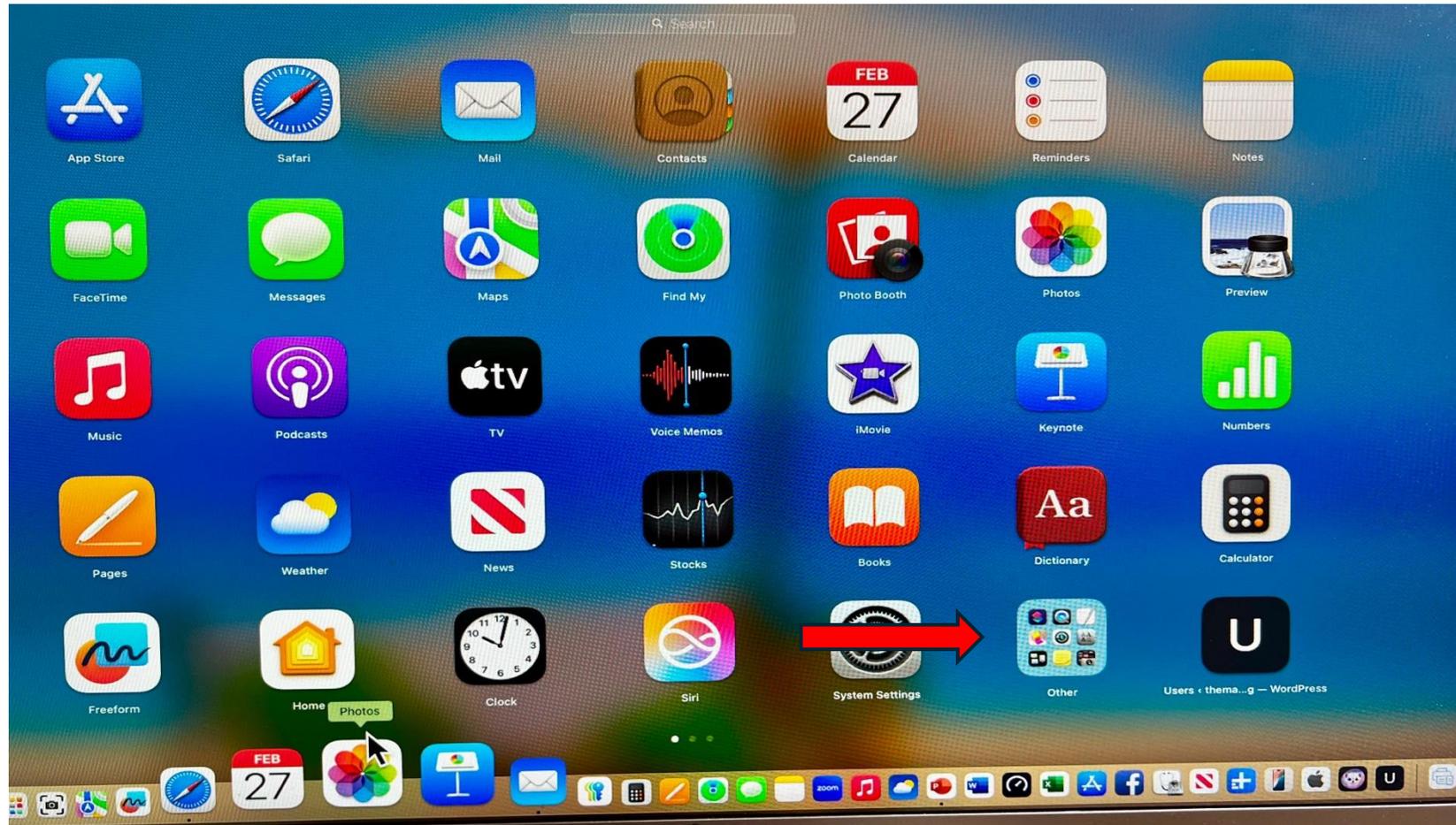
Disk Utility Icon

Use First Aid in Disk Utility

1. From the menu bar or toolbar in Disk Utility, choose View > Show All Devices (if available).

Running First Aid

The sidebar in Disk Utility now shows each available storage device, beginning with your startup disk. Listed under each device are any containers and volumes on that device. Don't see your device?
•In the following example, the startup disk (APPLE SSD) has one container (Container disk4) and two volumes (Macintosh HD, Macintosh HD - Data). Your disk might not have a container, and it might have a different number of volumes.

First Aid Continued

First Aid Continued

1. When done, quit Disk Utility. If you used Disk Utility from macOS Recovery, you can now restart your Mac: choose Apple menu > Restart.

- **If Disk Utility can't repair or see your device**

- If Disk Utility found errors that it can't repair, use Disk Utility to erase (format) the disk.

- If your storage device doesn't appear in the sidebar of Disk Utility, your Mac or the storage device might need service. Shut down your Mac and unplug all nonessential devices, then try again. For an external storage device, check its cable, connections, and power as well.

First Aid Continued
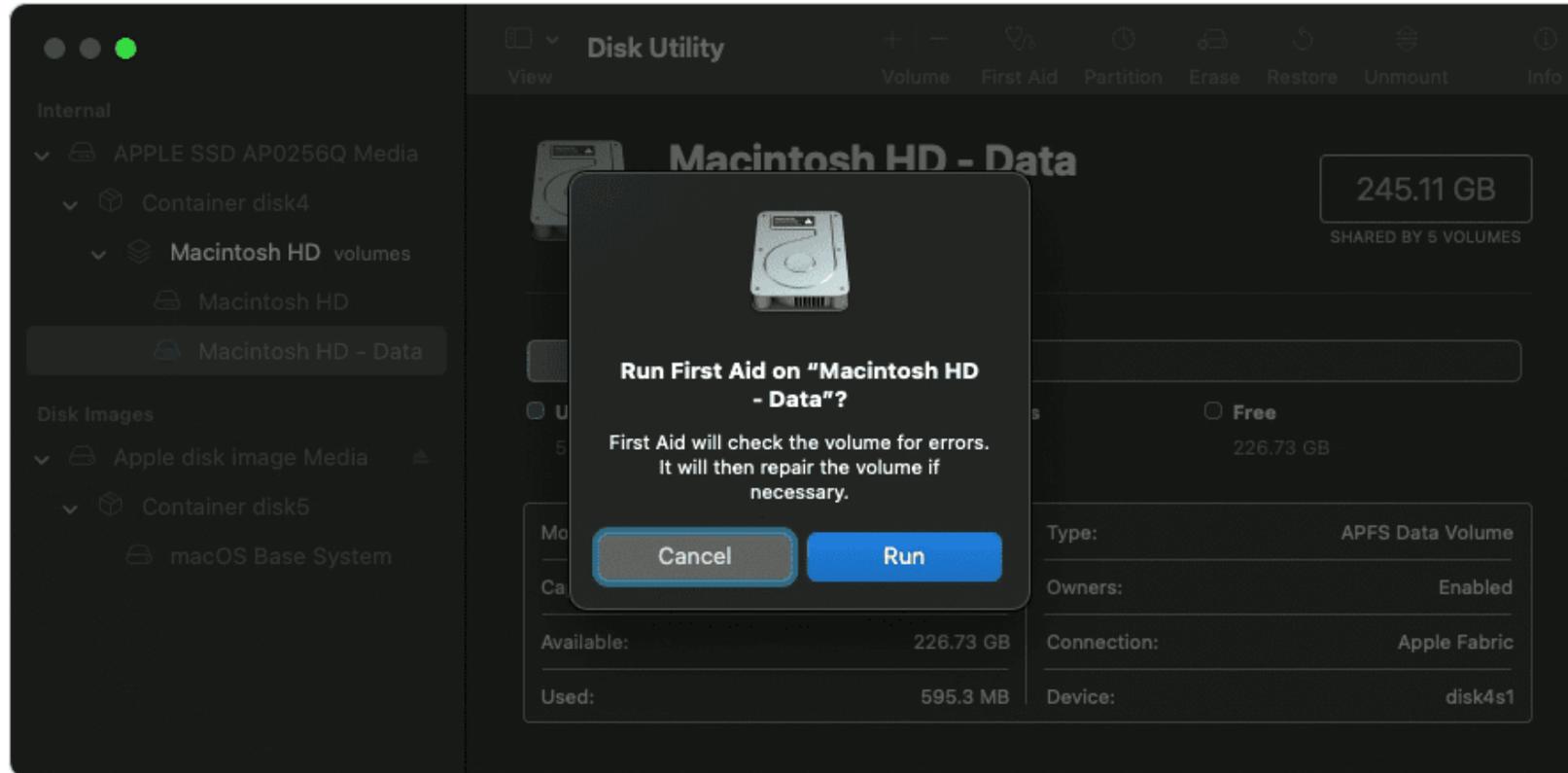
First Aid Continued
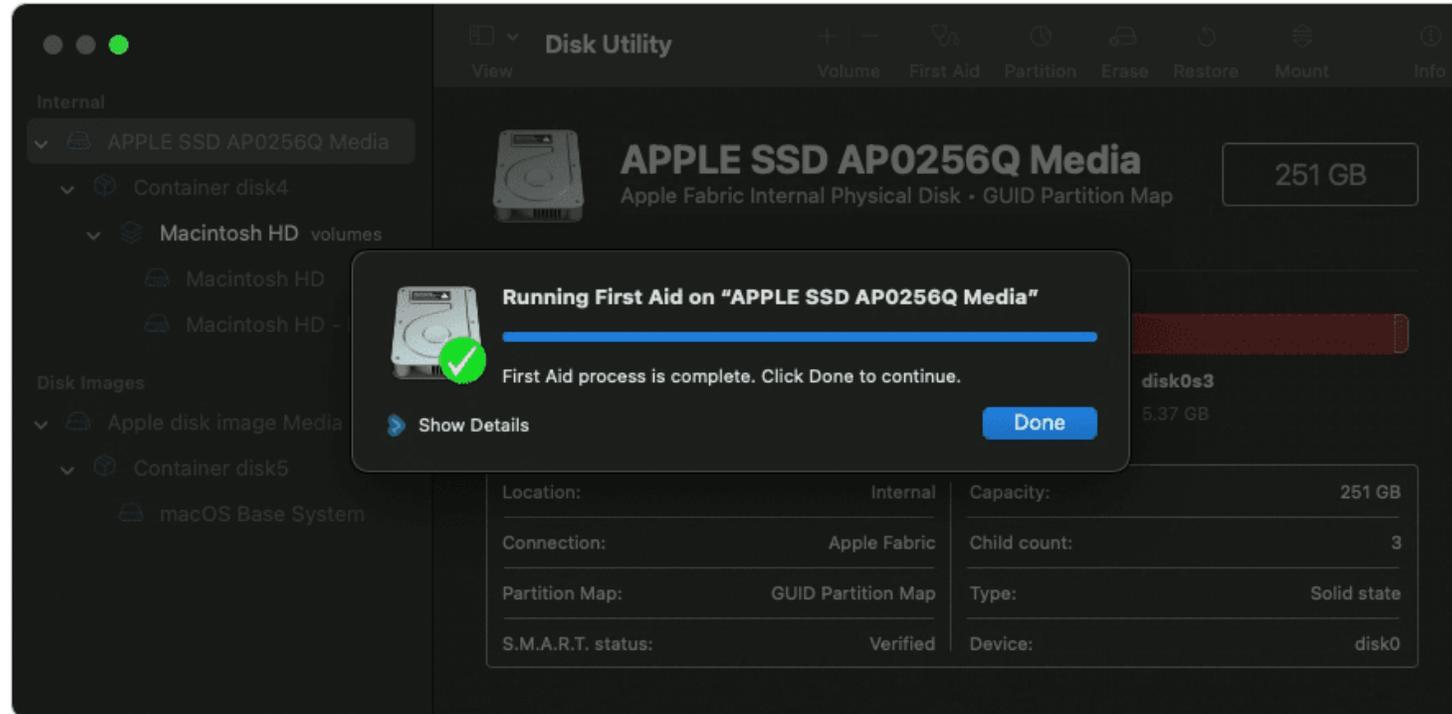
First Aid Continued

1.For each device that you're repairing, start by selecting the last volume on that device. In the example above, Macintosh HD - Data is the last volume.

2.Click the First Aid button or tab, then click Run (or Repair Disk) to begin checking the selected volume for errors. If the button is dimmed and you can't click it, skip this step for the disk, container, or volume you selected. If asked for a password to unlock the disk, enter your administrator password.

Install MacBook maintenance app

The best way to ensure your system works flawlessly is to invest in a Mac maintenance app. One such app is CleanMyMac X — it has a few other weapons in its arsenal to take care of maintenance.
Maintenance module lets you run regular optimization and diagnostic checkups for improved performance. It can run maintenance scripts, free up RAM, speed up Mail, reindex Spotlight, and perform many other Mac maintenance tasks.

All of these tasks can be done in seconds, rather than the hours it would take to perform them manually. Here's how it works:
1.Open CleanMyMac X — available for download here.
2.Click Maintenance from the sidebar.
3.Select the tasks you want to perform and click Run. Easy!

CleanMyMAC X

Clean up junk files

If you're running a new macOS version, you can use Mac's Optimized Storage feature. It erases Trash automatically, reduces clutter, optimizes storage by removing previously watched movies and TV shows, and moves certain files to iCloud.
Tip: For smooth performance, you should aim to keep at least 10% of disk space free at all times. You can do this by regularly deleting junk files from your system.

1.Open the main Apple menu > System Settings > General > Storage.
2.Check Recommendations under the colored bar.
3.Browse through the categories under Recommendations and see if you can delete any files or application.

Storage System Menu
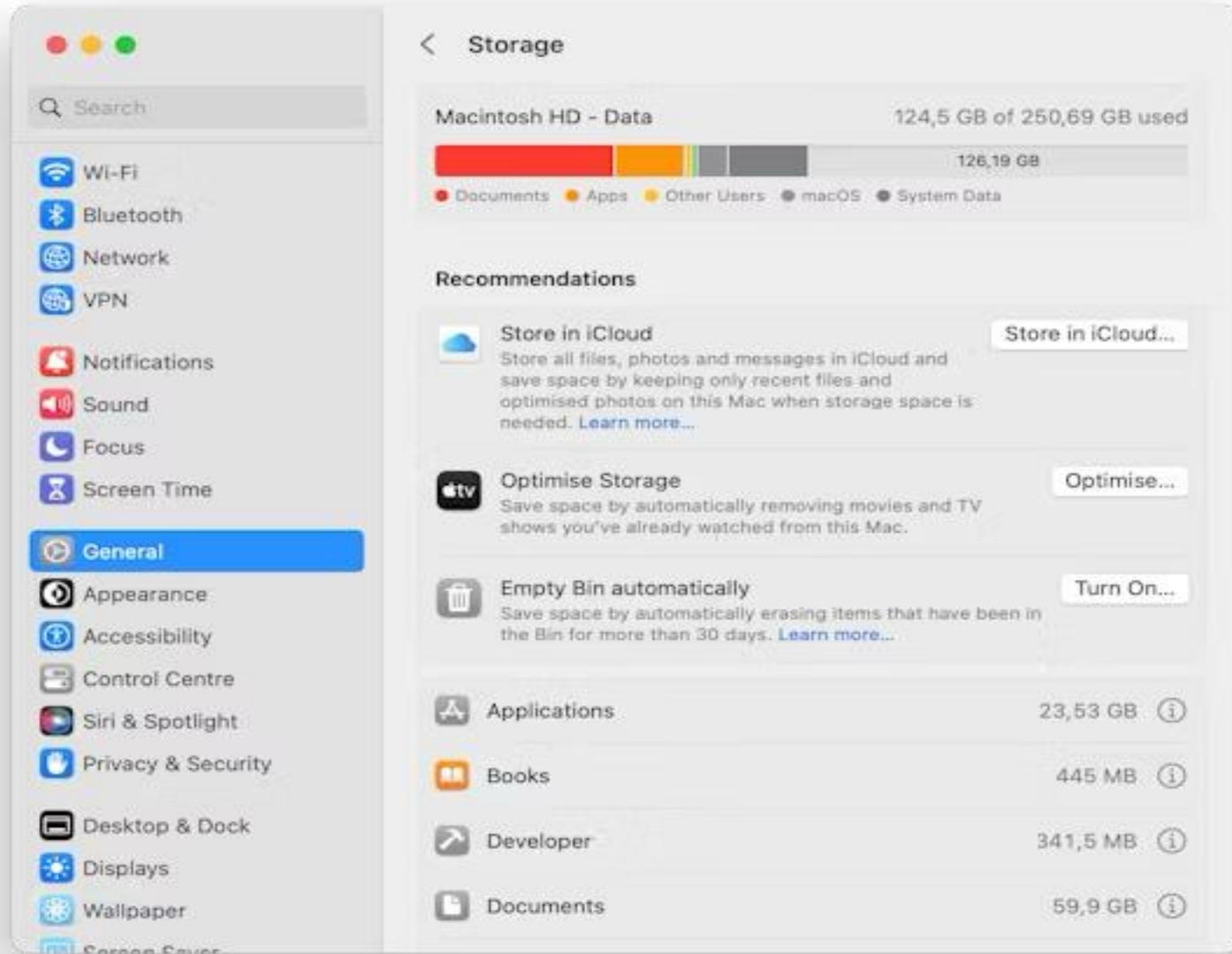
Declutter Mac desktop

For every app, file, or screenshot on your desktop, Mac has to contribute RAM. So, the more things you have there, the more draining it is on system resources. Keep your desktop clutter-free by removing anything you don't need and organizing items into folders.

Declutter Mac desktop

This originated on macOS Catalina. A simple organizer feature called Stacks.
1.Right-click on a blank space on your desktop.

2.Click Use Stacks.
Now, the contents of your Desktop will be grouped into folders.

3, In the same menu, you'll find Show View Options. There, you can specify the size of icons on your Desktop and stacks themselves.