How To Reformat Your Mac

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❶ Back up your current data

☐ **Back up with Time Machine**

The easiest way to back up your Mac is by using Time Machine. It is a built in application that allows you to back up your apps, accounts, preferences, music, photos, documents, etc. to an external hard drive. Read this article to learn more about how to setup Time Machine

☐ **Store files in iCloud**

If you use iCloud, your photos, mail, contacts, documents, and so on should be automatically backed up in cloud storage.

❷ Remove your account information

☐ Sign out of iTunes
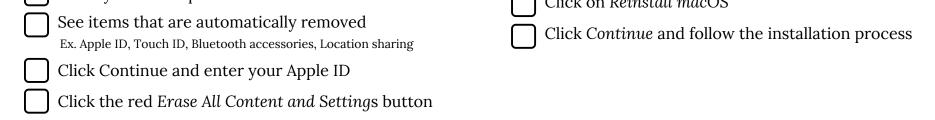
☐ Sign out of iCloud

☐ Sign out of iMessage

☐ Optional: Unpair Bluetooth devices

❸ Erase your Mac

2018 (or newer)

☐ Click the Apple logo

☐ Click *About This Mac*

☐ Confirm that you are running macOSMonterey (or newer)

☐ If not, click on the Software Update button (upgrade to latest OS)

☐ Click the Apple logo

☐ Click *System Preferences*

☐ Click *System Preferences* again in the menu bar

☐ Click *Erase All Content and Settings*

☐ Enter your Mac's password to confirm

☐ See items that are automatically removed
Ex. Apple ID, Touch ID, Bluetooth accessories, Location sharing

☐ Click Continue and enter your Apple ID

☐ Click the red *Erase All Content and Settings* button

2017 (or previous)

☐ Click the Apple logo

☐ Click Restart

☐ Immediately press and hold the Command and R keys until the Apple logo and loading bar appear on the screen

☐ Click on *Disk Utility*

☐ In the sidebar, click on the *Macintosh HD* option

☐ Click on the *Erase* button

☐ Click *Erase Volume Group*

☐ When it is finished, click *Disk Utility* in the menu bar

☐ Click Quit *Disk Utility*

☐ Click on *Reinstall macOS*

☐ Click *Continue* and follow the installation process

❹ Reset NVRAM and shut down

☐ After macOS installation is complete, your Mac restarts to a setup assistant.

☐ Press Command-Q to shut down instead of continuing setup

☐ Turn on your Mac and immediately press and hold these four keys together: *Option*, *Command*, *P*, and *R*. Release the keys after about 20 seconds.

☐ After resetting NVRAM, your Mac starts up to the setup assistant again. To leave the Mac in an out-of-box state, press Command-Q to shut down instead of continuing setup.

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