

SUNY ORANGE EARTH DAY HAZMAT

How to erase your personal data from your home PC or Mac

Warning: Restoring your computer will erase all of the information on the hard drive and make it like new. Once the steps below have been completed, you will not be able to reverse the steps if you want to recover possible lost data. You should back up any personal files you do not want to lose before proceeding with the restore process.

Windows 10:

1. Open the Start Menu.
2. Select the Settings option (looks like a gear).
3. In the Settings window, select the Update & security option.
4. Select the Recovery option in the left navigation pane.
5. Click the Get Started button in the "Reset this PC" section.
6. Choose either the Keep my files or Remove everything option, depending if you want to preserve your personal files or delete everything and start over.
7. Follow the prompts to begin the recovery process.

Windows will be reset, either keeping your personal files intact or erasing everything, depending on the option you selected.

Windows 8:

1. Press the Windows key plus the "C" key to open the Charms menu.
2. Select the Search option and type reinstall in the Search text field (do not press Enter).
3. Select the Settings option.
4. On the left side of the screen, select Remove everything and reinstall Windows.
5. On the "Reset your PC" screen, click Next.
6. On the "Do you want to fully clean your drive" screen, select Just remove my files to do a quick deletion or select Fully clean the drive to have all files erased.
7. On the "Ready to reset your PC" screen, click Reset.

The hard drive will be erased and Windows 8 will be reinstalled.

Windows 7 and Vista:

To restore a Windows 7 or Vista computer, you must have a set of restore discs for the computer or an original Windows 7 or Vista installation disc. If you do not have a set of restore discs, you will need to contact the computer manufacturer to order a new set of restore discs.

Note: Before following the steps below, make sure the computer is set to boot from the CD-ROM drive.

1. Insert the Windows 7/Vista installation CD in the CD-ROM drive and restart the computer.
2. When you see the message "Press any key to boot from CD," press a key on the keyboard.
3. Press the Enter key at the Windows Setup welcome screen.
4. When prompted, press any key on your keyboard.
5. On the "Install Windows" page, select your preferred language and other preferences, then click Next.
6. On the License Agreement page, accept the terms and agreements and click Next.
7. On the Installation Type screen, choose the Custom option.

8. Select the Drive Options (advanced) option.
9. For Disk 0, delete all partitions. When all partitions have been deleted, you should see a single entry named "Unallocated space."
10. Click on Disk 0 and select Next.

The Windows installation process will start by creating a new partition, formatting the partition, and installing Windows on the hard drive. The formatting process will erase the hard drive before installing Windows.

Mac OS:

1. Back up your Mac. Use either iCloud or an external hard drive to store any files you want to keep.
2. Sign out of your iTunes account by going to iTunes > Account > Authorizations > Deauthorize This Computer.
3. Don't just delete your texts or photos; sign out of iCloud instead. To sign out, go to System Preferences > iCloud > Sign Out.
4. Sign out of iMessage so that you don't miss any texts. Go to Preferences > Accounts and then click the "Sign out" option.
5. Finally, delete everything off your Mac and then reinstall the OS X system. To do this, restart your computer. As it boots up, hold the Command key and R key. You'll be taken to MacOS Utilities, where you should select Disk Utility. When you see your hard drive, select it, and then go to the "Erase" tab. Here, select "Mac OS X Extended (Journaled)" > Erase.
6. Now, reinstall the OS X system. This should be an option after you erase your hard drive and exit Disk Utility. The window will show several options, but select the "Reinstall MacOS" one. If you have an older Mac, you will need to reinstall the OS X system with the original CD that the computer came with.
7. Turn off your Mac once the OS system is done installing. To do so, hold both the Command and Q keys and then choose "Shut Down."