Instructions to Prepare a Church-owned
MAC Computer for Disposal

Original Author: Sokly Vann September 24, 2014 Version 2.3
Updated by: Dennis Powell August 26, 2015 Version 2.4

Table of Contents

** You DO NOT need to download any additional software OSX Utilities is built-in on the Mac **
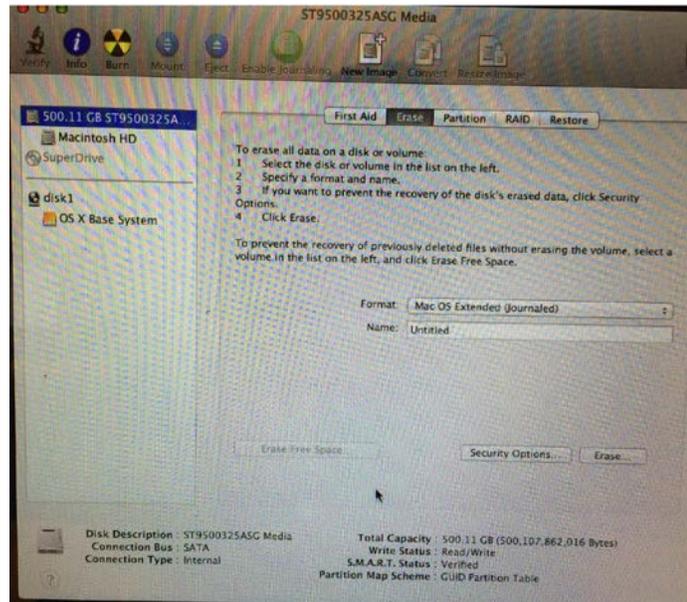
** You DO NOT need to download any additional software OSX Utilities is built-in on the Mac **

1   Instructions on wiping a Mac (OSX 10.7 or Later)

a. **Boot into the Recovery HD**. Reboot the computer and hold down the Command + R keys while the computer boots. This will load the Recovery utility. Select the Recovery HD and press Continue.

b. **Open the Disk Utility.** This program will allow you to manipulate your installed hard   drives. You can access Disk Utility from the Recovery HD.

c. **Select your hard disk.** In the left menu, you will see a list of your computer's installed hard disks. Select the hard disk that you want to wipe.
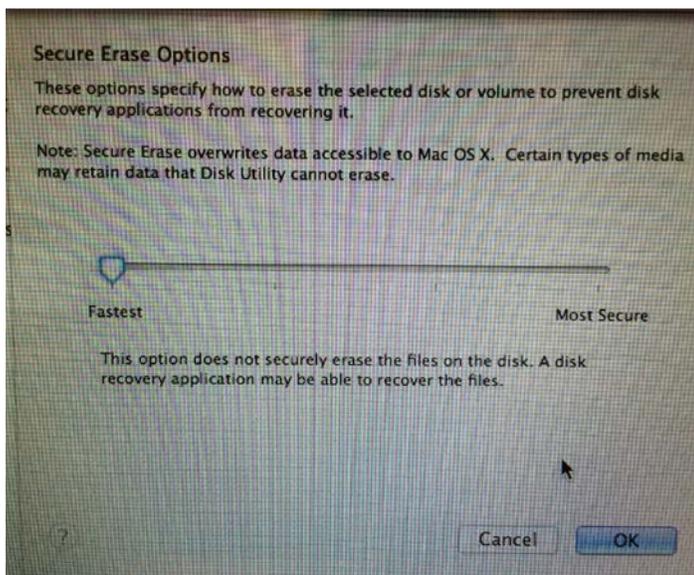
d. **Click the Erase tab.** Here you can select the format you want the disk to be. For OS X, the format should be Mac OS X Extended (Journaled). You can name the disk as well if you'd like.

e. **Click the Security Options button.** By default, the drive will be reformatted with a one- pass method that writes zeros over the entire disk. This is moderately secure, but if you want more security, you can pick from several options.

f. **Click the Erase button.** Your drive will now begin the wipe process. Depending on the Security Options you chose, this can take a significant amount of time. Once the process is complete, the drive will be wiped and formatted for your system.

2 Wiping a Mac (OSX 10.6 or Earlier)

a. **Boot up the installation DVD.** Insert the installation DVD or CD into your computer and reboot. Press and hold the "C" button while the computer is rebooting to open the Installation menu.

b. If you are using a USB drive with the installer on it, press and hold the Option key during start up and select the USB drive from the list of volumes.

c. **Open the Disk Utility.** This program will allow you to manipulate your installed hard drives. You can access Disk Utility from the Utilities section of the Installation menu in OS X 10.6 or earlier.

d. **Click the Erase tab.** Here you can select the format you want the disk to be. For OS X, the format should be Mac OS X Extended (Journaled). You can name the disk as well if you'd like.

e. **Click the Security Options button.** By default, the drive will be reformatted with a one-pass method that writes zeros over the entire disk. This is moderately secure, but if you want more security, you can pick from several options.

f. **Click the Erase button.** Your drive will now begin the wipe process. Depending on the Security Options you chose, this can take a significant amount of time. Once the process is complete, the drive will be wiped and formatted for your system.
g. **Once the Erase procedure is complete, click the Quit Disk Utility button**.