

■ Erasing & Resetting Your Device

Sometimes you may want to erase all data before selling, giving away, or starting fresh. Follow the steps below for your device type.

■ Erase a MacBook (macOS Monterey or later)

- 1 Back up your files if you want to keep anything. (Use Time Machine or save to an external drive.)
- 2 Sign out of iCloud: Click Apple Menu ■ → System Settings (or System Preferences) → Apple ID → Sign Out.
- 3 Start Erase Process: Apple Menu ■ → System Settings → General → Transfer or Reset → Erase All Content and Settings.
- 4 Follow the prompts and enter your password if asked.
- 5 The Mac will restart and erase everything, returning to the setup screen.

For Older macOS Versions:

- 1 Shut down your Mac.
- 2 Turn it on and immediately hold Command (■) + R until you see the Apple logo.
- 3 In macOS Utilities, choose Disk Utility → select your main disk → click Erase.
- 4 Then choose Reinstall macOS.

■ Reset iPhone / iPad (Factory Reset)

- 1 Back up your device if you want to keep your data. (iCloud or computer backup.)
- 2 Sign out of iCloud: Settings → Tap your name at the top → Scroll down → Sign Out.
- 3 Erase All Content and Settings: Settings → General → Transfer or Reset iPhone/iPad → Erase All Content and Settings.
- 4 Enter your passcode and Apple ID password if prompted.
- 5 The device will erase and restart, showing the “Hello” setup screen.

■ Important Notes

- Always sign out of iCloud before erasing to disable Find My and Activation Lock.
- Once erased, all personal data is gone — make sure you’ve backed up what you need.
- Erased devices cannot be recovered unless you have a backup.