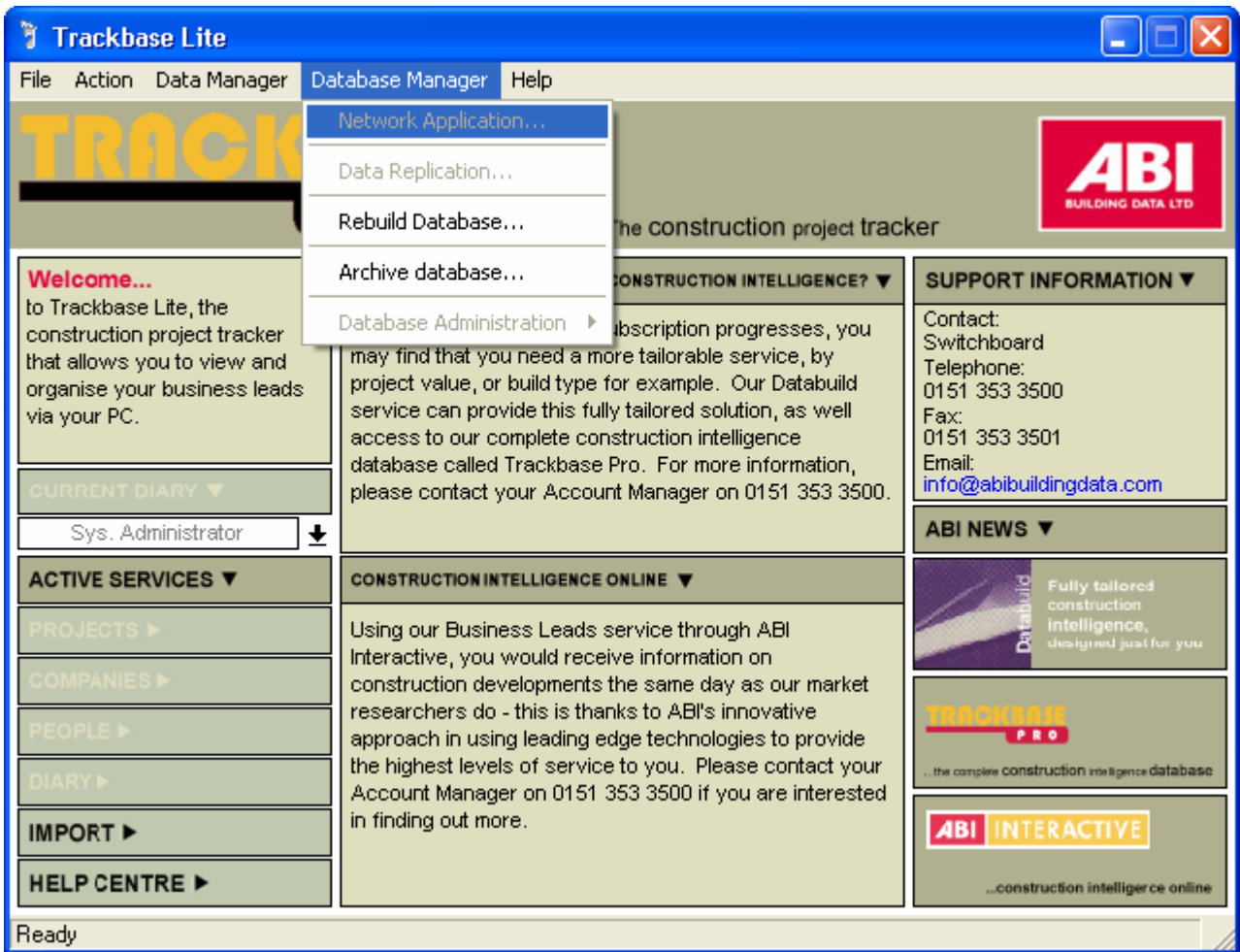
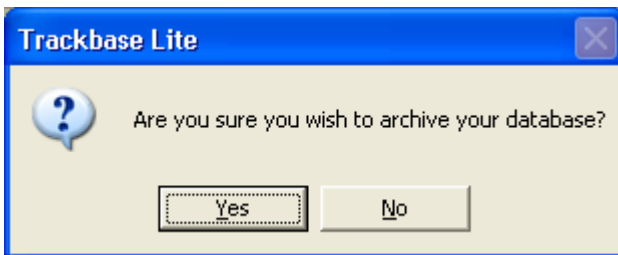

Backing up your Trackbase Lite Database

We recommend that you make regular backups of your Trackbase Lite database. This means that in case of computer problems you will not lose all of your projects, notes or diary entries. The Technical Helpdesk at ABI on 0151 353 3500 will be able to help you to restore your backed up database if necessary.

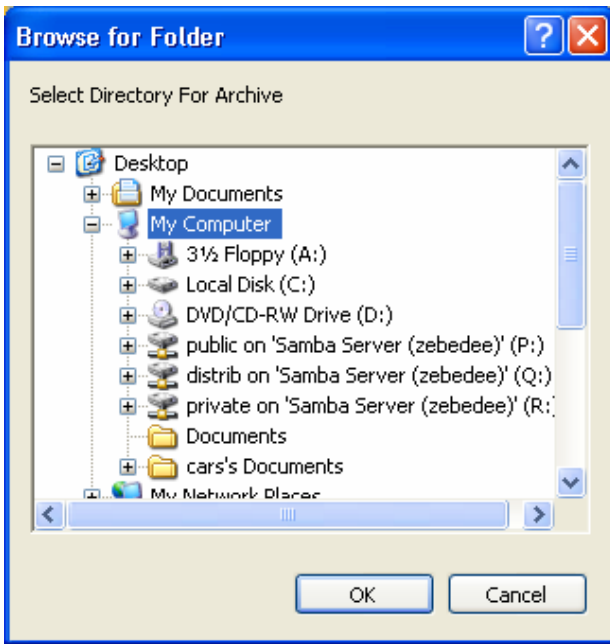
To perform a backup of your database, open Trackbase Lite. On the front screen go to 'Database Manager', then 'Archive Database' as shown below:



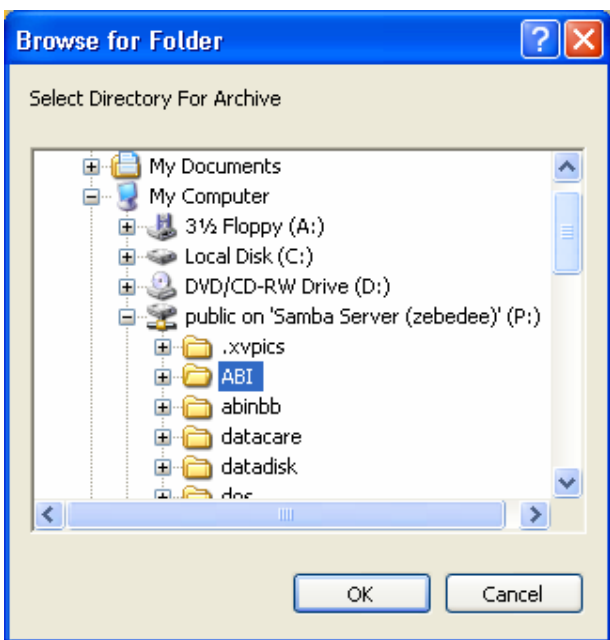
You will be asked to confirm that you wish to archive your database. Click 'Yes' to continue.



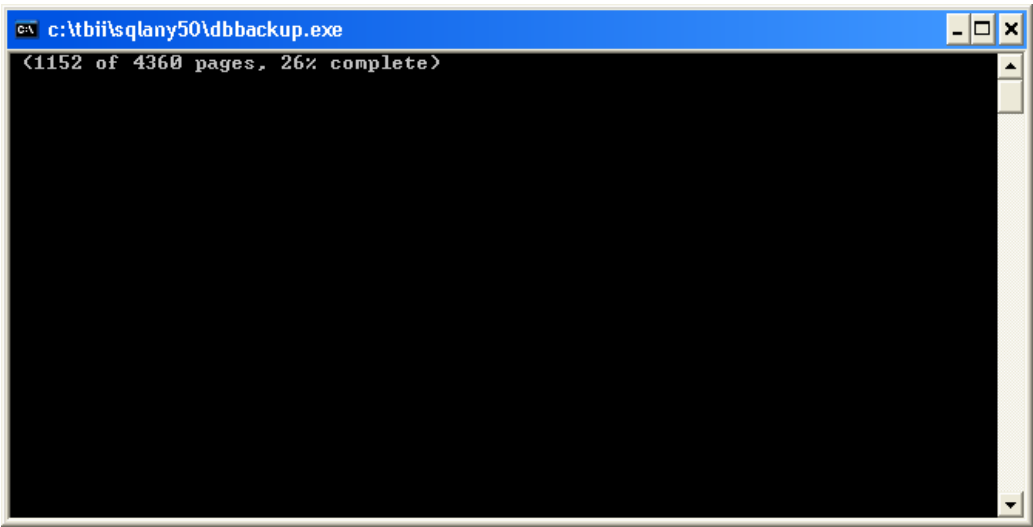
Next you will be shown a directory window where you can choose where to save your backup. If you have a network drive available it would be useful to save the backup to the server, as this would guard against your whole computer being damaged.



To select where to save your backup, just click on the drive and folder where you wish to save the backup file. The folder name cannot be longer than eight characters.

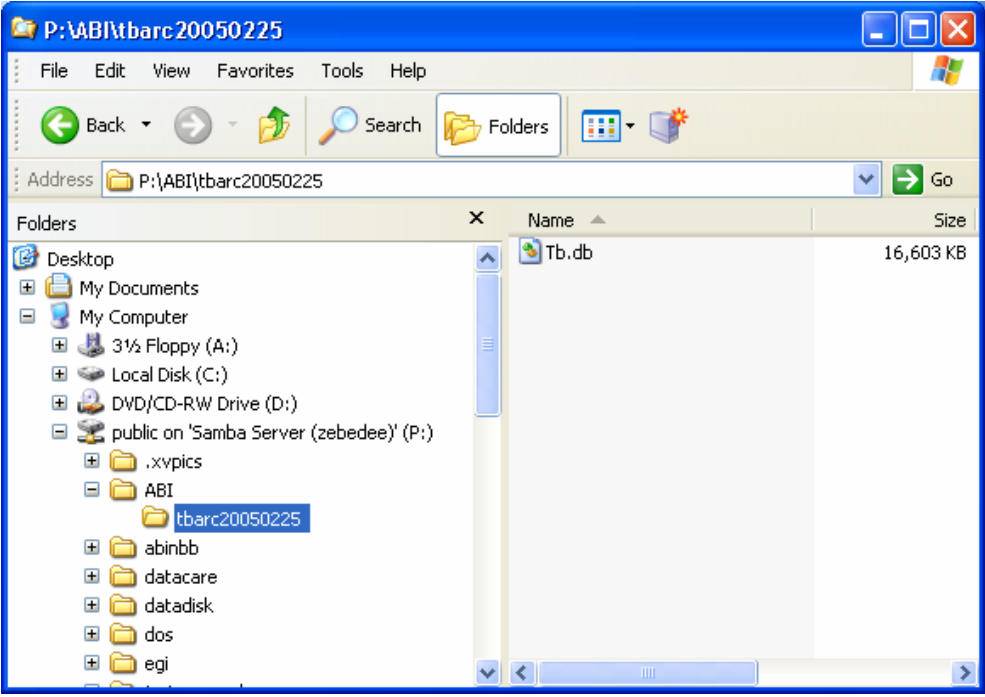


Click on 'OK' and the backup will take place. You will see the window shown below, as your files are backed up.



Once the backup is completed you will be returned to the main menu of Trackbase Lite.

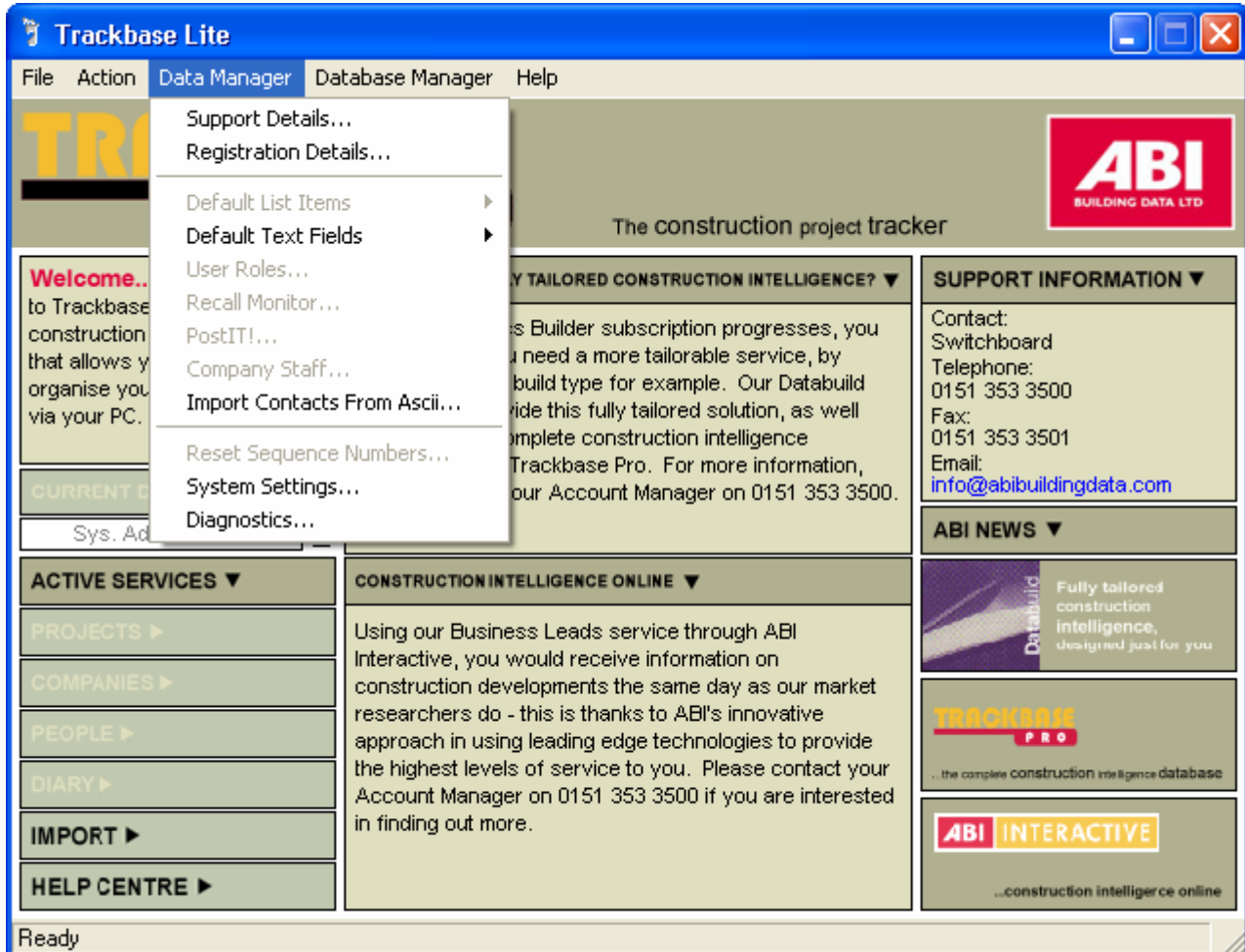
If you browse your files in the location where you have saved your backup, you will see that a new folder has been created - 'tbarc' followed by the date of the backup. Inside this folder is a single file called 'Tb.db' which contains all of your Trackbase Lite data.



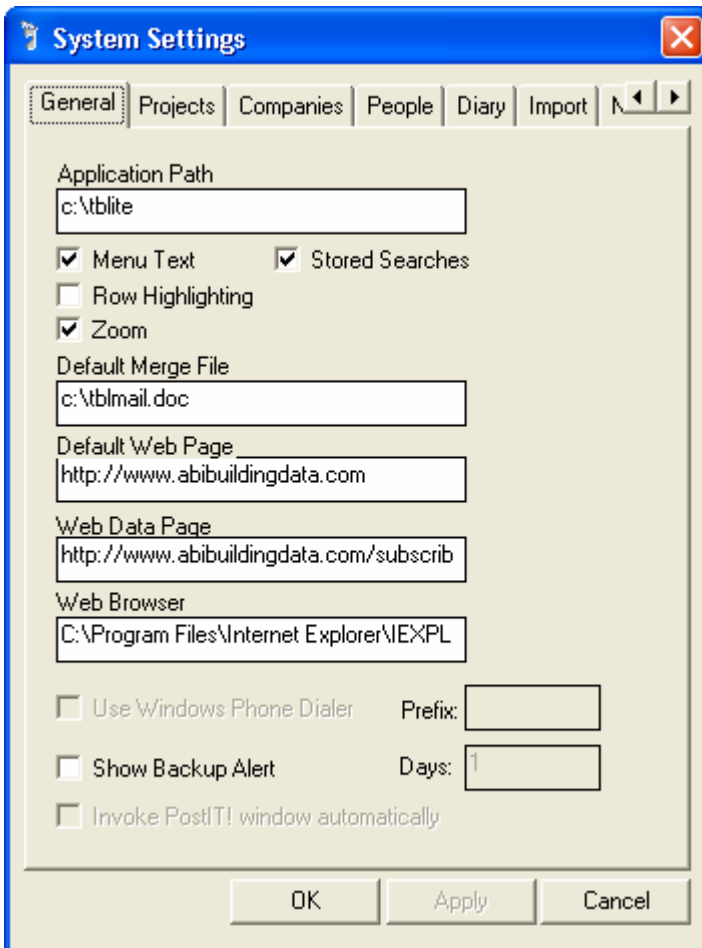
Each time you backup your database a new folder will be created, stating the date the backup was made and containing the database file.

Backup Reminder

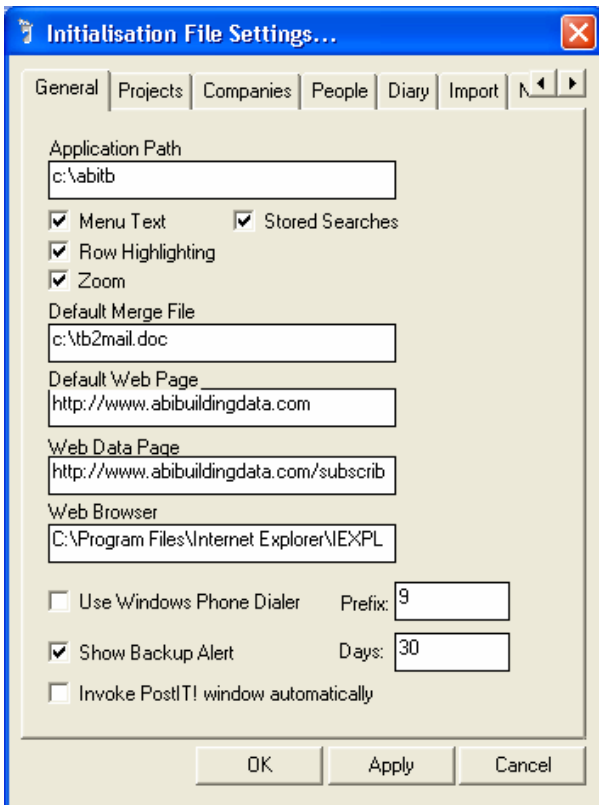
If you wish to be reminded to make a backup of your Trackbase Lite database you can set a reminder using the System Settings window. To do this, open Trackbase Lite and go to 'Data Manager', then 'System Settings'.



This will open the System Settings window shown below:

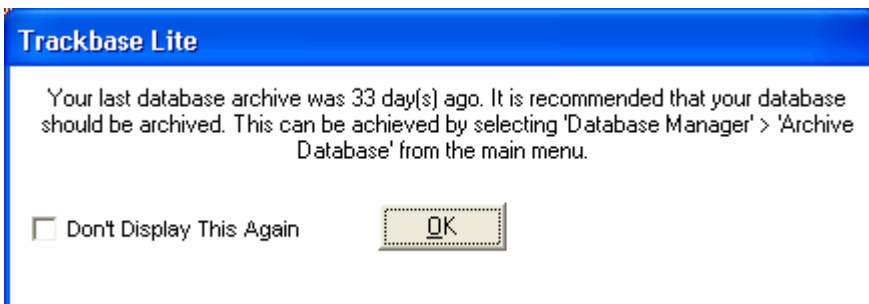


To be reminded to make a backup, place a tick in the checkbox next to 'Show Backup Alert' at the bottom of the System Settings window. You can also set how often you wish to be reminded by changing the number of 'Days' in the text box to the right of the screen. I have elected to have my backup reminder once a month, the changes are shown below:



Click on 'OK' to save this change.

When you are next due to make a backup, the following message box will appear when you open Trackbase Lite.



Click on the 'OK' button and then follow the steps above to create your backup file.