

Backing up your ACDSee database

By Heidi V.

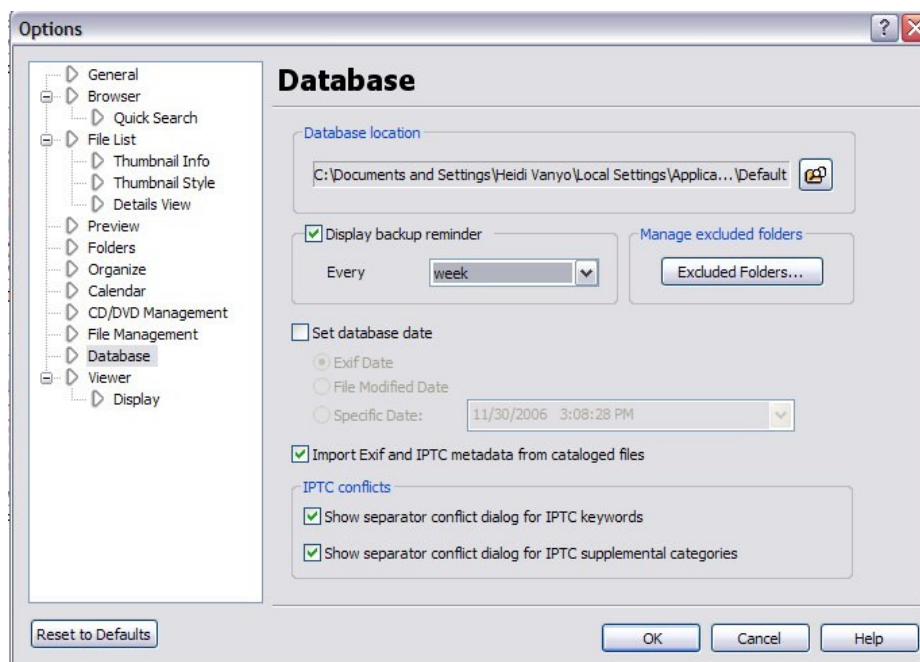
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How often should I do this?

How often you need to back up depends on how often you add or change information in the database. A good rule to use would be to back up your data as often as you want to avoid retyping it. You can use the backup reminder settings on the Database page of the Options dialog box to set a regular reminder for yourself to back up your data as often as you think appropriate.

To change your reminder you need to do this:

- Go to **Tools | Options**
- Click on the **Database**.
- Make sure **Display backup reminder** is checked.
- Switch every to your category that you fit into:
 1. High Intensity ACDSee user: Adding digital kits and images and categorizing every use or every other use -- Remind me every 1 week.
 2. Medium Intensity ACDSee user: Adding digital kits and images and categorizing every week or so -- Remind me every month
 3. Low Intensity ACDSee user: Adding digital kits and images and categorizing periodically -- Remind me every 2 months.



TIP: If you have just done a lot of organizing, then it is a good time to Back up without a reminder.

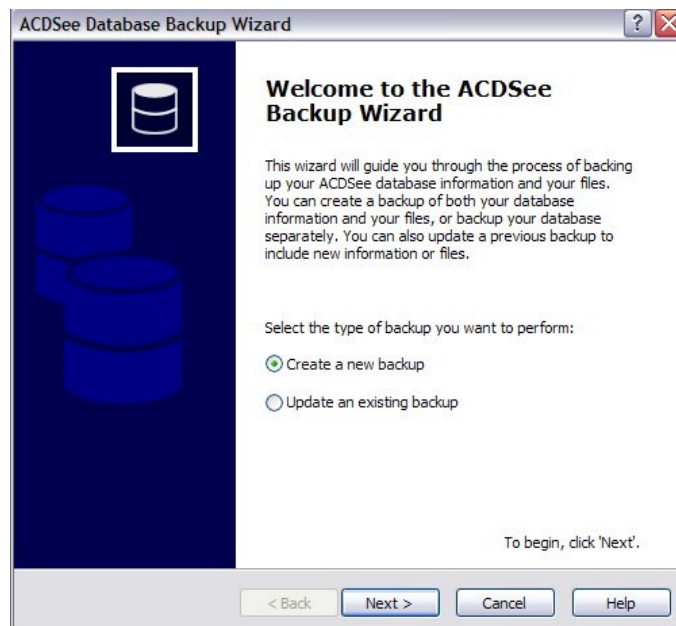
How do I backup?

You can use the ACD Database Backup Wizard to back up all of your database information, which you can then restore in the case of a system failure or other event. You can also choose to back up your image, media, or archive files along with the relevant database information.

The Database Backup Wizard creates a series of files in a specified location that contain your entire database. The backup is generated using your folder structure and is unique to your computer.

To back up your database information:

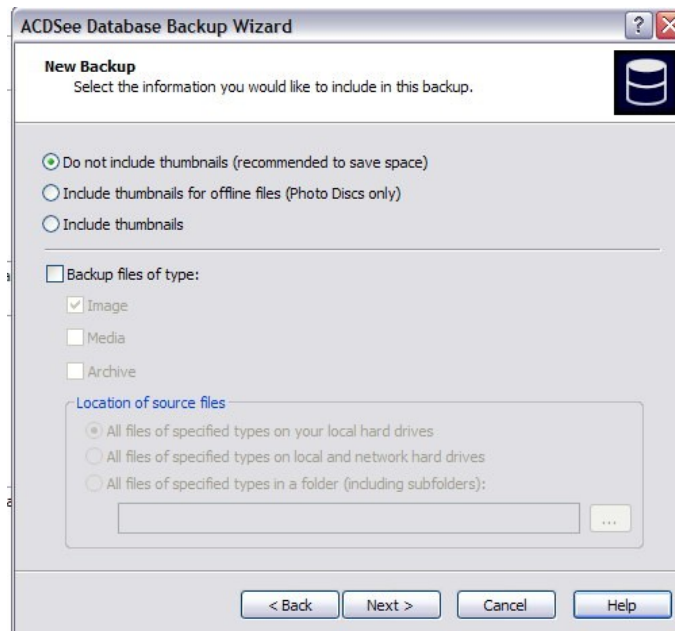
1. Click **Database | Back Up Database**.
2. On the *Welcome* page, select that you would like to create a new backup. Click **Next** when you are ready to continue.



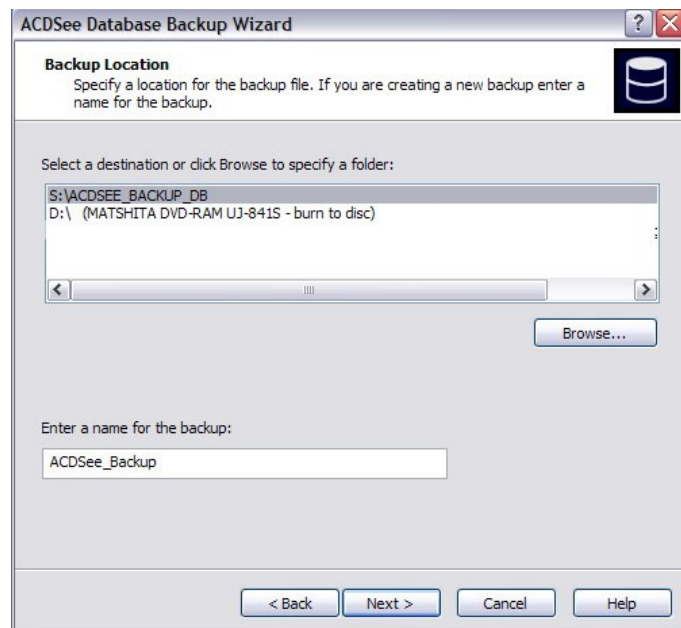
3. On the *New Backup* page, select the information you would like to back up. Depending on what you do depends on what you select here.
 1. If you have everything on your hard drive and do not use external media (cds, dvds, etc.) choose the first one. Do Not Include Thumbnails
 2. If you do use external media, check Include Thumbnails for offline files. This will save you from inserting all your CDs or DVDs again to see your thumbnails.
 3. If you have space and you do either 1 or 2 above, then select 3.

Note: Thumbnails can be easily rebuilt if the image file is still there.

Due to the size of digital scrapbooking kits, you do not want to select Backup Files of Types. This option would copy all your images to your backup destination. There maybe cases do to this but not in this case. We will talk about backing up your digital scrapbooking collection in a different tutorial.



4. Click **Next** when you are ready to continue.
5. On the *Backup Location* page, click **Browse** and specify a location for your backup, and type a name for the backup file. Click **Next** when you are ready to continue. I selected my External Hard Drive and created a special directory there. If you only have one hard drive, I would recommend backing up to CD, then a few times to your hard drive then back to CD and keep repeating this.



6. On the *Backup Summary* page, review your settings. If you chose to update an existing backup, click the **Backup to update** drop-down list, and then select the existing backup. Click **Next** when you are ready to continue.
7. Click **Finish** when done.