

TMG Backup

- First - in **Preferences**, choose drive and folder for backups.
- **Backup Wizard: FILE > BACKUP.**

Step 1: Backup Type.

Select from three defaults (or create and save a configuration).

- BACKUP ALL (includes both project data and customizations)
- BACKUP CUSTOMIZATIONS (only the customizations)
- BACKUP PROJECT (only the project)

Select whether to save a new backup configuration

Step 2: Data

Check Current project or select the project to back up, using the Select button next to the Select project field to locate the project.

Check Generate archive name automatically or click on the Select button next to the Select backup file field and enter the backup drive/folder and backup name. Then click [Open].

Step 3: Options

Check (and/or uncheck) items to include in the backup:

- Project items (data and user created items such as exhibits, accents, and filters). Note that external exhibits are subordinate to the project and can only be backed up with a project.
- Program items (selections made by the user in the program, including layouts, preferences, report configurations, and DNA fingerprint templates).
- Advanced items (items that can be changed or created by advanced users, such as timelines, custom frames, etc.). These items are less frequently customized by users and may create large backup files.

Project items :	Program items :
<input checked="" type="checkbox"/> Project data files	<input checked="" type="checkbox"/> Preferences > Program Options
<input checked="" type="checkbox"/> External exhibits	<input checked="" type="checkbox"/> Layouts
<input checked="" type="checkbox"/> Accents	<input checked="" type="checkbox"/> Custom toolbars
<input checked="" type="checkbox"/> Filters	<input checked="" type="checkbox"/> Icons for custom toolbars
Advanced items :	<input checked="" type="checkbox"/> Window color schemes
<input type="checkbox"/> Language translations	<input checked="" type="checkbox"/> Report configurations
<input type="checkbox"/> Timelines	<input checked="" type="checkbox"/> Book configurations
<input type="checkbox"/> Spell checker dictionary	<input checked="" type="checkbox"/> Export file configurations
<input type="checkbox"/> Custom frames	<input checked="" type="checkbox"/> Backup/Restore configurations
<input type="checkbox"/> State abbreviations	<input checked="" type="checkbox"/> Check for Duplicate People configuration files
<input type="checkbox"/> Colornames.xls	<input checked="" type="checkbox"/> Web search config files
<input checked="" type="checkbox"/> DNA fingerprint templates	

Steps 4 through 7 will be present only if the corresponding types of items are present and checked in step 3. If any steps are missing then the subsequent steps are renumbered. Therefore, the numbering below may not be what you see.

Step 4: Layouts

Click the radio button All or Selected. If you choose Selected, use the buttons labeled [Mark], [Unmark], [Mark All], and/or [Unmark All], or double-click on the item, to select which layouts to back up.

Step 5: Custom Toolbars: All or Selected

Step 6: Books: All or Selected

Step 7: Report Configurations: All or Selected

Step 8: Backup Characteristics: Compression, Span disks, Format, etc.

