Backing Up, Restoring, and Moving
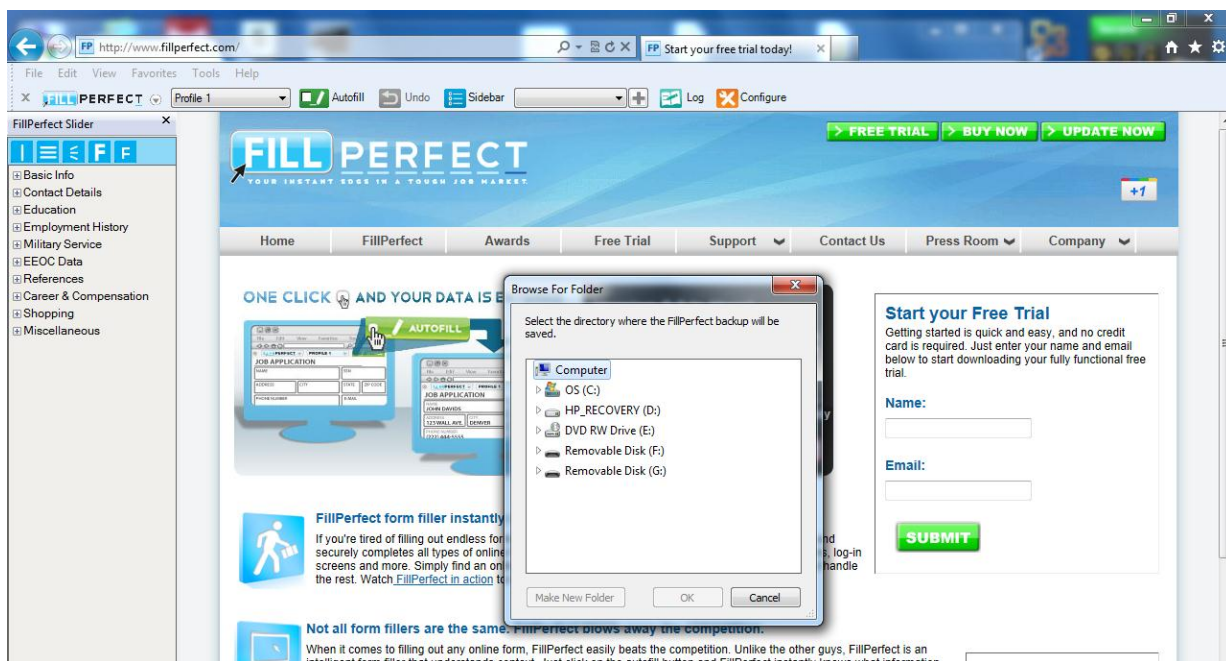# Your FillPerfect® Data

This short document is a supplement to the <u>Getting Started With FillPerfect</u> document, and describes how to create and restore backups of the data that you have entered into FillPerfect.   The data backed up includes both User Profile information and Log data that has been entered

Backing Up Your FillPerfect Data

1.   A. Optional: Insert a "memory stick", sometimes called a flash card, or some other type of removable media where you want the backup to be stored.   After you insert the memory stick a window may pop up asking what action is to be taken. Just make a note of the assigned disk letter at the top of the pop-up window, and then click X to close that pop-up.

     B. Or, the backup can be made to some location on your hard disk (typically Drive C:) as long as you have read and write access privileges to that location.

2.   Open Internet Explorer
3.   Click **FillPerfect** in the FillPerfect toolbar and then click on the **Backup FillPerfect User Profiles and Log Files** menu item.
4.   A "Browse for folder" window will pop up. Your screen should now look something like this:

5.   Click on the drive letter where you want to store the backup. If you used option 1A, then this will be the drive letter assigned to the memory stick. If you used option 1B, select the C disk, or some other non-removable disk drive or disk partition.

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6. Optionally, you can click on one or more subdirectories where you want the file to be stored. You must select only directories that you are authorized to use, such as "Documents" or "My Documents".
7. Click OK at the bottom of the "Browse for folder" pop-up window.

8. The backup will be quickly made and a message will pop-up informing you of what was done. If a backup was made, the message tells you the full path and filename of the FillPerfect backup. You may want to write it down for safe keeping.

9. Click OK in the message window.

10. You can now close or minimize Internet Explorer and use Windows Explorer to navigate to the location where the FillPerfect backup is stored.

Restoring Your FillPerfect Data

To restore your FillPerfect User Profiles or FillPerfect Log Files from a backup, follow the steps below.

1. Open Internet Explorer
2. Click **FillPerfect** in the FillPerfect toolbar and then click on the **Restore FillPerfect User Profiles and Log Files** menu item.
3. A "Browse for folder" window will pop up. Select the location of the FillPerfect backup created using the procedure above.
4. Carefully answer any questions that are displayed.
5. After the backup is restored, a message will pop-up informing you of what was done.
6. Click OK in the message window.

Moving Your FillPerfect Data From One Computer To Another

If you have installed FillPerfect on multiple computers, you can move your data from one computer to another by backing up your data from one computer and restoring it to the second computer. A FillPerfect license is required for each computer and will not be affected by this operation.