



Creating a backup and transferring to another computer via removable memory device (USB Flash drive or Memory stick)

Keywords
backup
CD
restore
USB

Applies to: *Auction! V3*

Background: Often you may need to send or take a copy of your data to another team member or computer. *Auction!* makes a compressed, single-file backup in just moments. This file can be stored locally on your hard drive or on a portable device such as a USB memory device or a diskette. CD's are not recommended for quick backup and retrieval of data, but when necessary, you can use a CD to transfer data from one computer to another. Please make sure the CD is not write protected.

Step by Step Instructions

1. Insert the USB device, and allow Windows a moment to fully recognize the device. Note the drive letter (e.g. k:\) assigned to the device.
2. Start *Auction!* Note: *Auction!* must be opened after the device has been recognized.
3. **Open** the project to be backed up.
4. Click **File, Maintenance, Backup project** (Network Users - switch to Exclusive Access first), or click Backup Project Icon.
5. The Save As window is displayed. The default location is C:\Auction\ProjectBackups. Navigate to the drive letter for the removable device or you're your desktop if you prefer. If you change the file location, please remember where you are saving the file.
6. Do not change the name of the file. *Auction!* names the file: name of project and date and time the backup made followed by the suffix ".acb".

Example:	Pikes Peak SnowBall_20070801_1354.acb
	Name Date Time Suffix
7. Click **Save**.
8. After saving the backup to your memory device, close your project. From the task bar of the computer, choose Safely Remove Hardware. If you wish to copy the backup to a CD, use your CD writing program and follow the instructions.

Opening the project from a backup

1. Insert the USB device, and allow Windows a moment to fully recognize the device. Note the drive letter (e.g. k:\) assigned to the device.
2. Start *Auction!* Note: *Auction!* must be opened after the device has been recognized.
3. Start *Auction!* and click **File, Maintenance, Restore Project from Backup**.
4. Choose the appropriate drive letter for the memory device. The backup is listed in the Existing Backups field. Select the appropriate backup file.
5. When there is already a project by that name on the secondary computer, *Auction!* will ask if you wish to overwrite the existing project.
 - a. Verify: incoming data is the *most current and complete* data? Click **Yes**.
 - b. Verify: incoming data is *not complete* and you *prefer to merge with the existing data already on the secondary computer* (multi user and network only)? Click **No**. When this is the case, change the location of where you restore data. Create a new subfolder in the main *Auction!* folder, and restore to the new subfolder.