

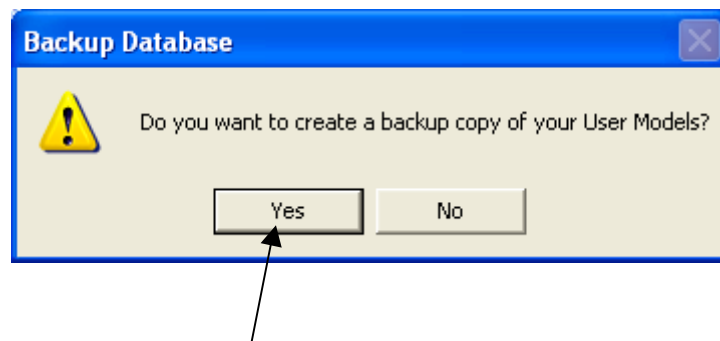
Libris DESIGN 3.0: Backing Up and Recovering Files

A. Creating the Backup

Libris DESIGN 3.0 has an automatic backup reminder, which prompts the user to create a backup file every time the program is closed. This backup file will contain only the user's data (known as tables in Microsoft Access) and cannot be opened or used as a stand-alone file. In order to use the backup file, a new "clean" version of Libris DESIGN must be available. The recovery file is imported into the clean version in the same way that files are imported. (See also *Import Models*)

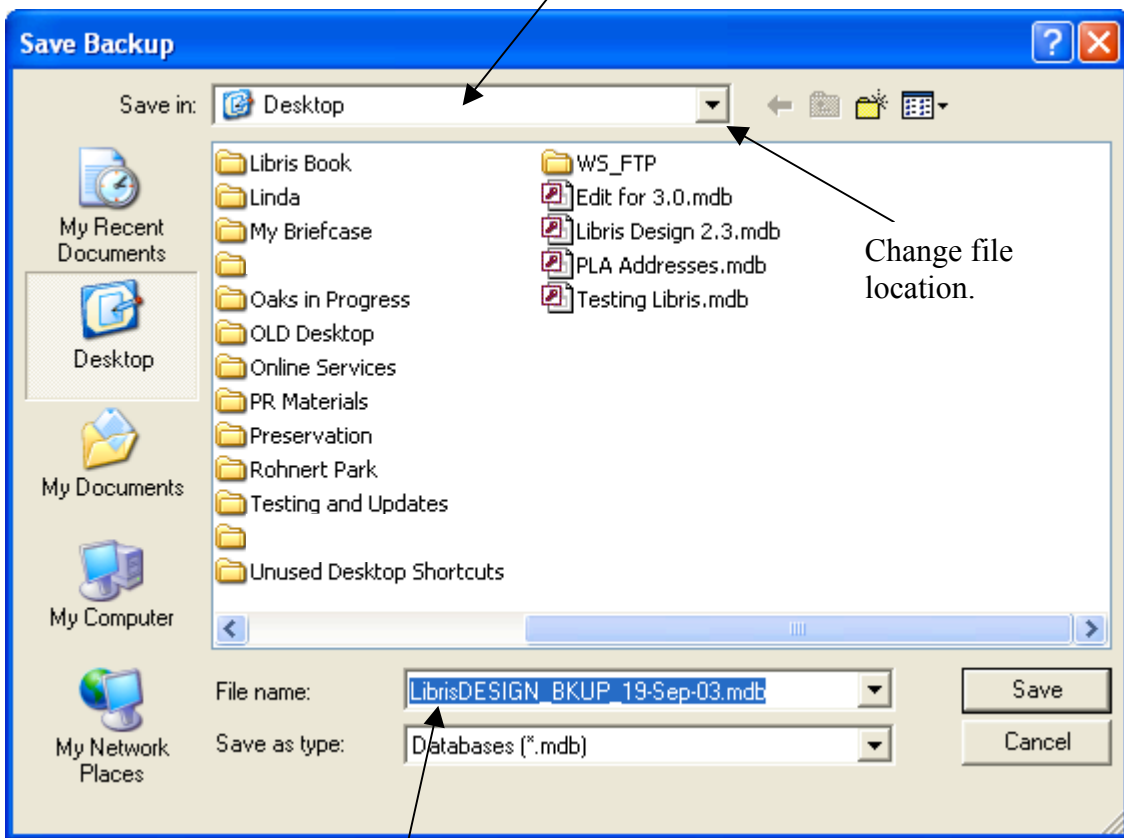


1. Whenever you exit the program this prompt will appear on the screen.

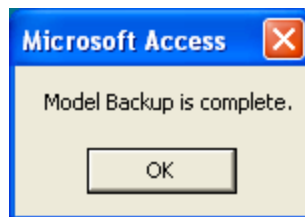


2. If you click yes, a Windows file window will open. (Illustration below shows Windows XP screen.)

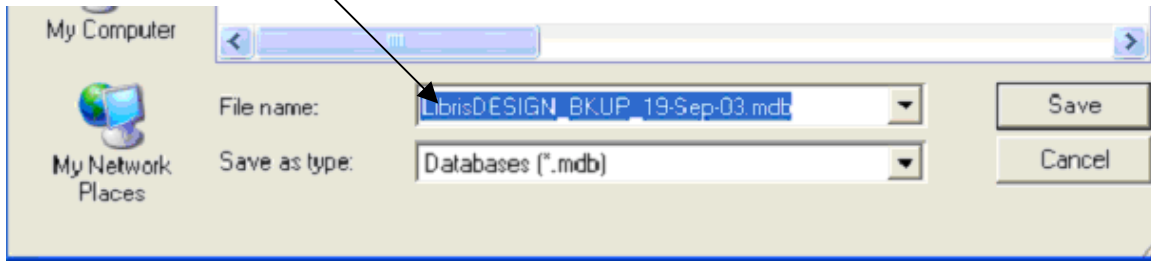
Where you'll find your file



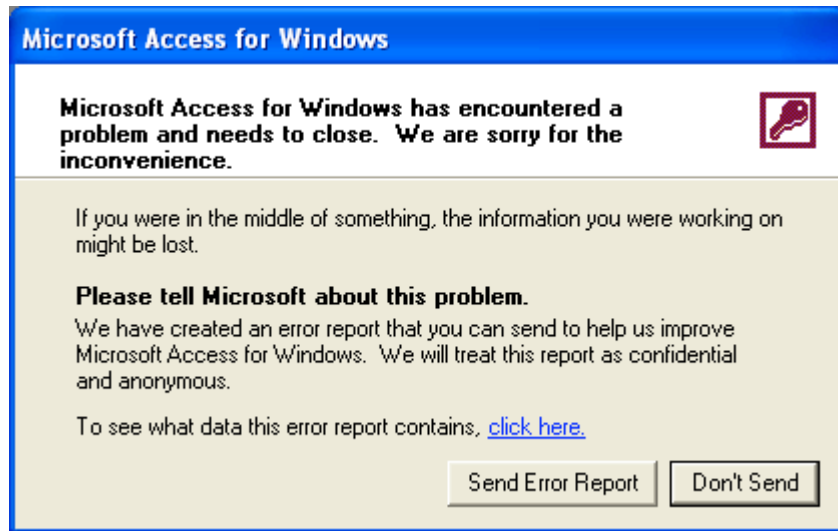
3. After you click “Yes,” this file name containing the current date, will always appear in the “File name:”
4. This is the name that your backup file will have and it will be found in the location noted in the “Save In:” window at the top of the screen.
5. When the process is finished you will see this message on your screen.



Please note that at this time, Microsoft Access operating in Windows XP has a bug that requires you to type into the “File Name:” box over the default file name. You can type in XYZ or ABC. The file name in the box is the one that you will see in your folder or on your desktop. The text you type will not appear anywhere but is required to create the backup.



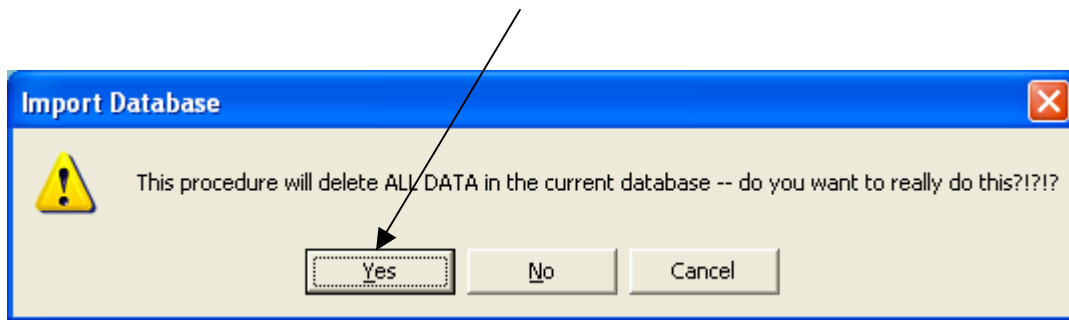
6. If you do not type into this box, you may receive a Microsoft Access error message telling you that the information you are working on might be lost, click “Don’t send.”



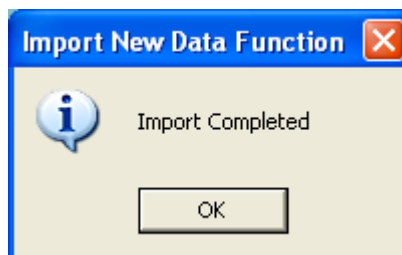
7. Your backup file will be created and your data file will not be lost.
8. You will now have a file on your desktop or in a folder that contains the data (tables) for all of the models in that version of Libris DESIGN.
9. If you have multiple versions of Libris DESIGN on your desktop, you may want to rename the backup file after it has been saved. Since every backup file has the same name by default, a subsequent backup of a different Libris DESIGN file will automatically overwrite the existing file. To rename a file, right click on the icon and select rename. Make sure that the name you select has the Microsoft Access file extension and format *.mdb (e.g., Forest Lawn.mdb)

B. What to do if your program crashes

1. The first thing you should do if any Microsoft Access application “crashes” and you are locked out of your file is to search the desktop and system folders for a file with the extension *.ldb. When the program crashes in the middle of a process, the “locked data base” file remains open. If this “ldb” file is located, it should be deleted. The “mdb” should become functional.
2. If this is not successful, you should open a clean new version of Libris DESIGN 3.0 or any future versions. Following the instructions for “Import Models,” you will select “Recover Models from a Backup Copy of Libris DESIGN” and “Select a File to Import from,” which is illustrated in A.2 above.
3. You will get this warning. Click “Yes” to begin the import of your backup copy.



4. In seconds, this message will appear and the “clean” version will have all of your work in the most recent Backup.



C. Other Uses for Backup Recovery Files

1. Backup files can be as small as 750 KB. The full version of Libris DESIGN can be well over 25MB. The smaller backup files can be used to archive files on smaller capacity media storage formats or for efficient storage of multiple projects.
2. Backup files are small enough to be transmitted electronically by most e-mail carriers. A backup file can be sent to any other computer which has a “clean” empty version of Libris DESIGN. The library model can now be imported into that version. This allows you to send files to other users or to yourself at other locations. Multiple users can work on a library model consecutively by sending the recovery file back and forth.

