

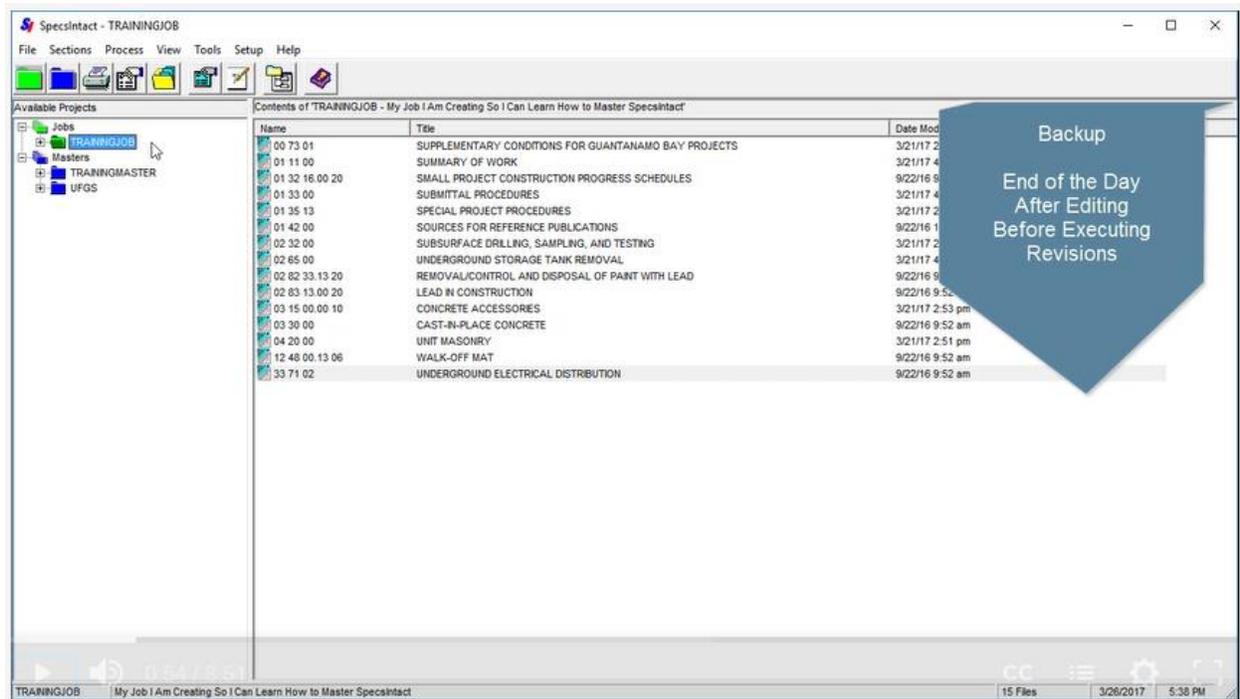
SpecsIntact eLearning Modules Transcript

Module: Chapter 8 - Backup A Job

This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

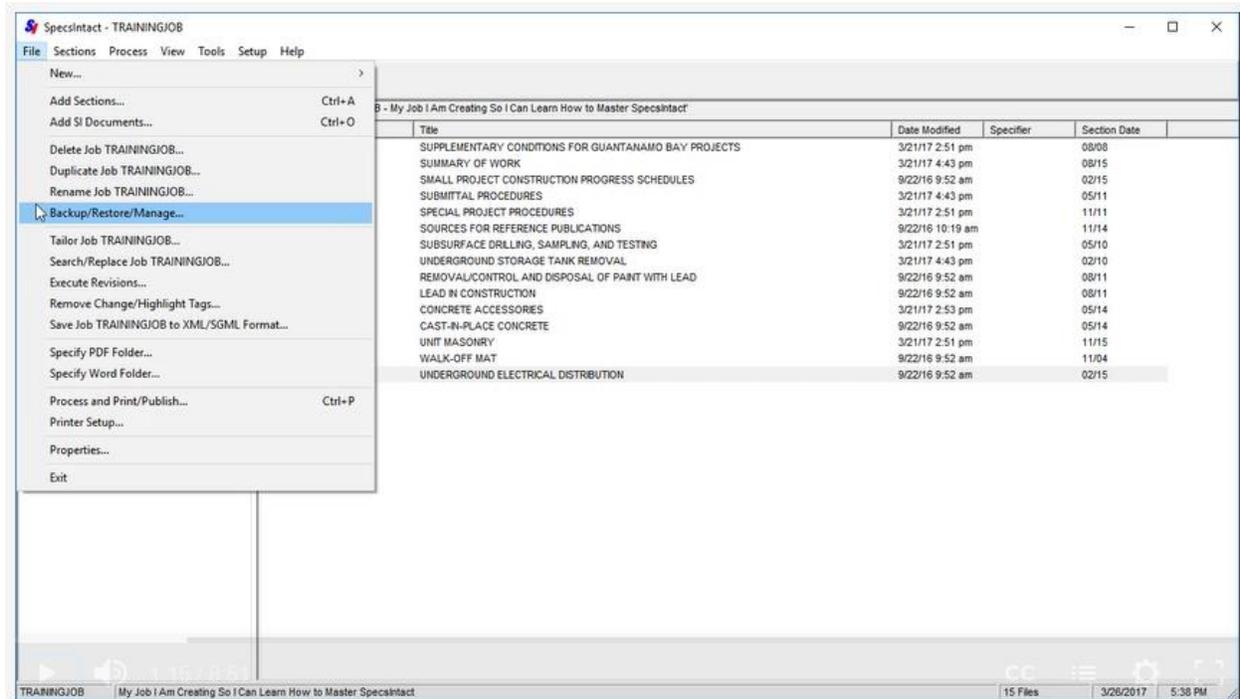
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In this module, we will focus on the steps required to Back up a Job. Backing up a Job only takes a fraction of your time, but can potentially save you countless hours of work and stress in the event a Job disappears either due to a hardware failure or because it was unintentionally moved or deleted from a network drive. Since most Jobs require Revisions to show the text that has been added or deleted, you should always backup the Job before Executing the Revisions, since this will permanently delete the redlined text. You should ALWAYS Backup your Job either at the end of the day or as soon as you have finished editing a particular Job. In addition, you should ALWAYS Backup the job prior to Executing Revisions! Remember it only takes a minute!

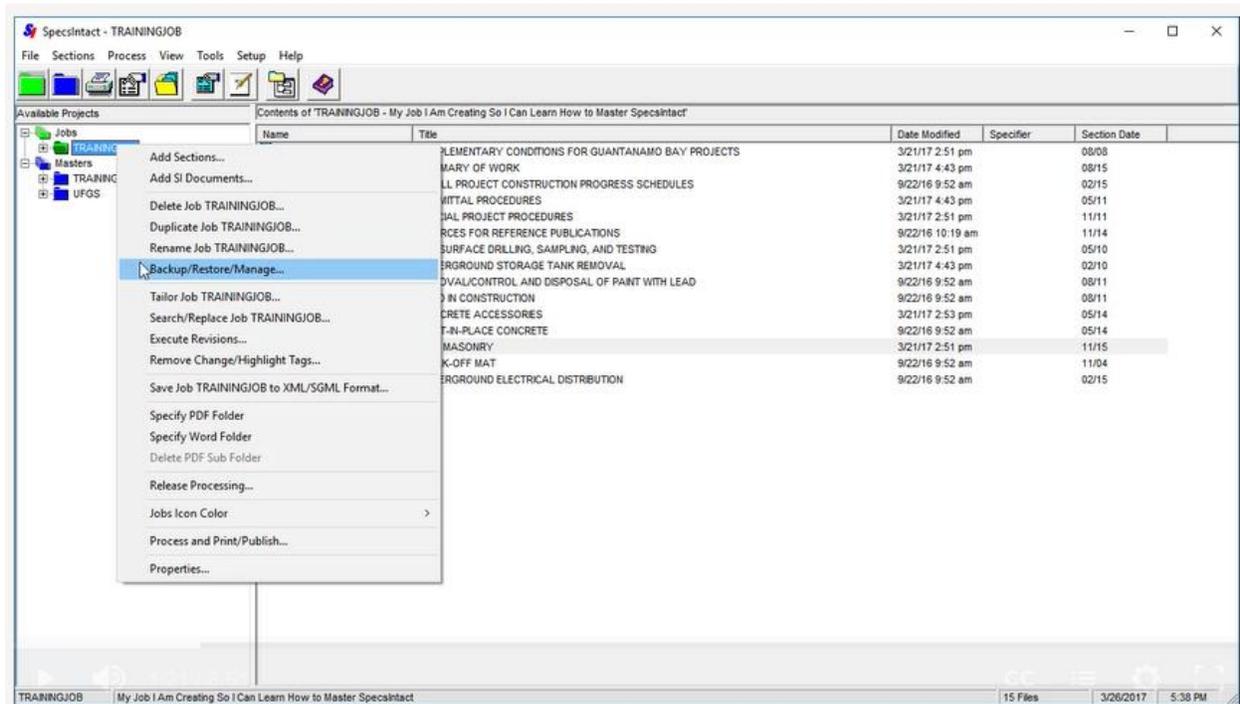


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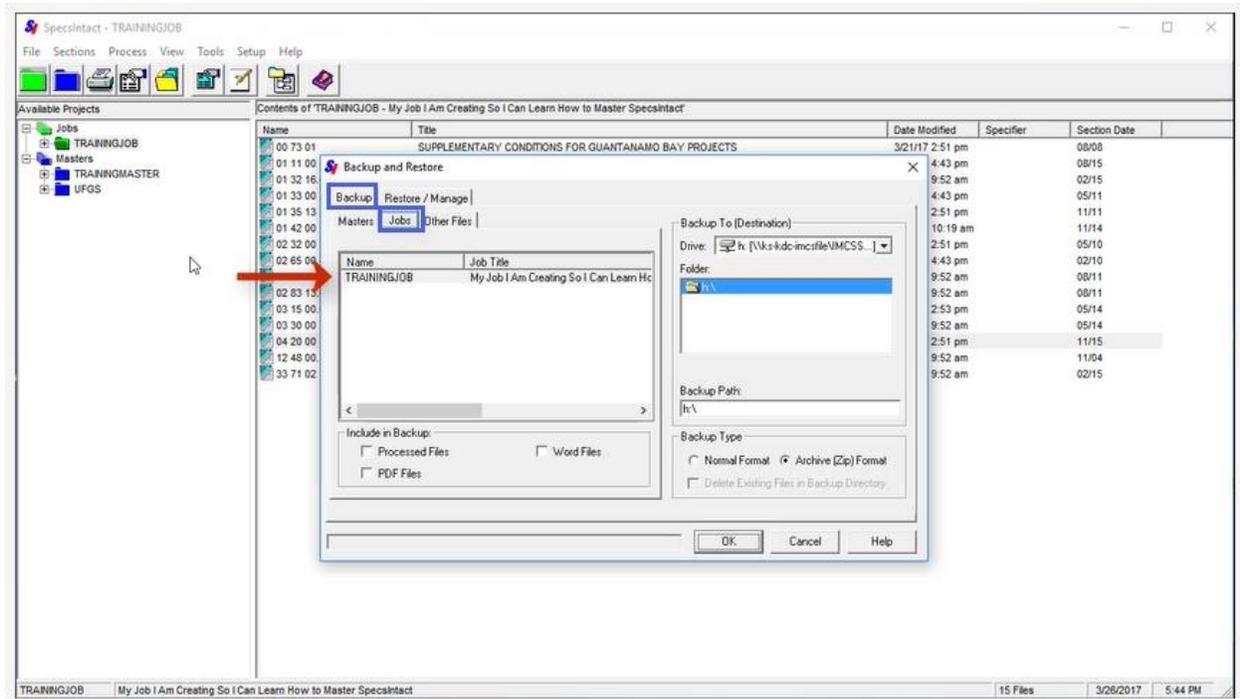
Let's get started! I am going to use my Training Job to demonstrate this feature. There are a couple of ways to Backup a Job. You can go to the File Menu and select **Backup/Restore/Manage**,



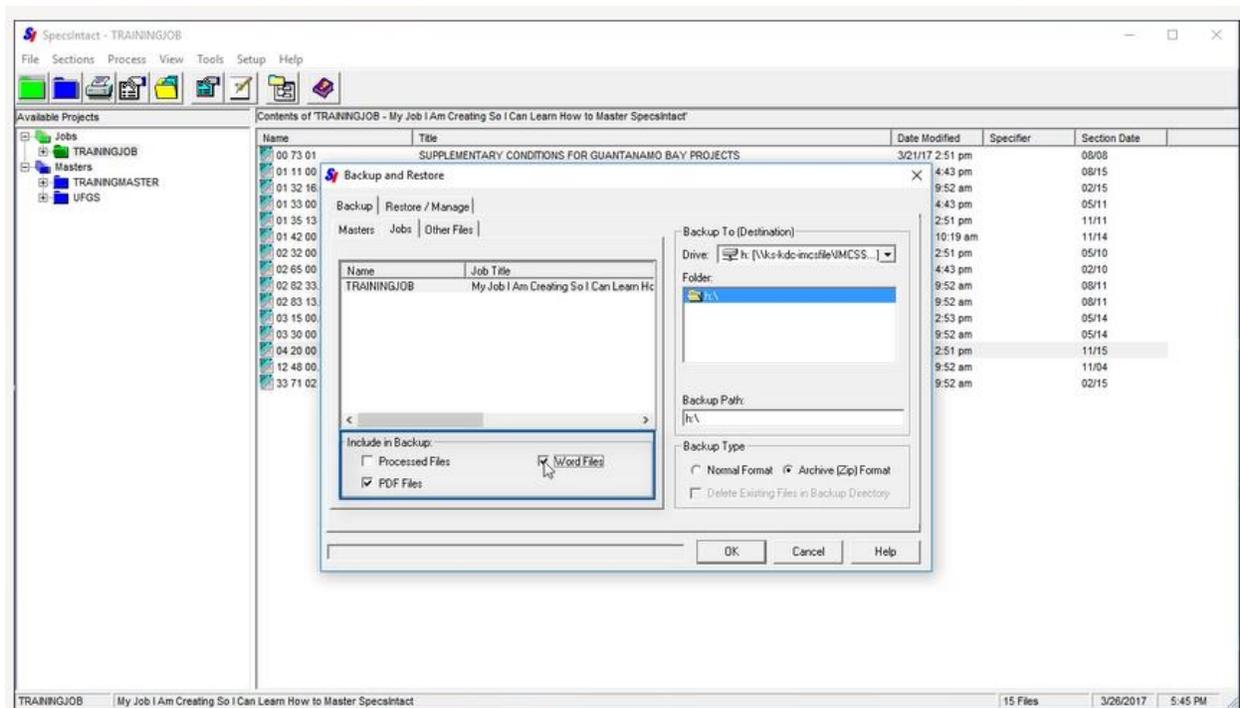
Or you can right-click on your Job and select **Backup/Restore/Manage**.



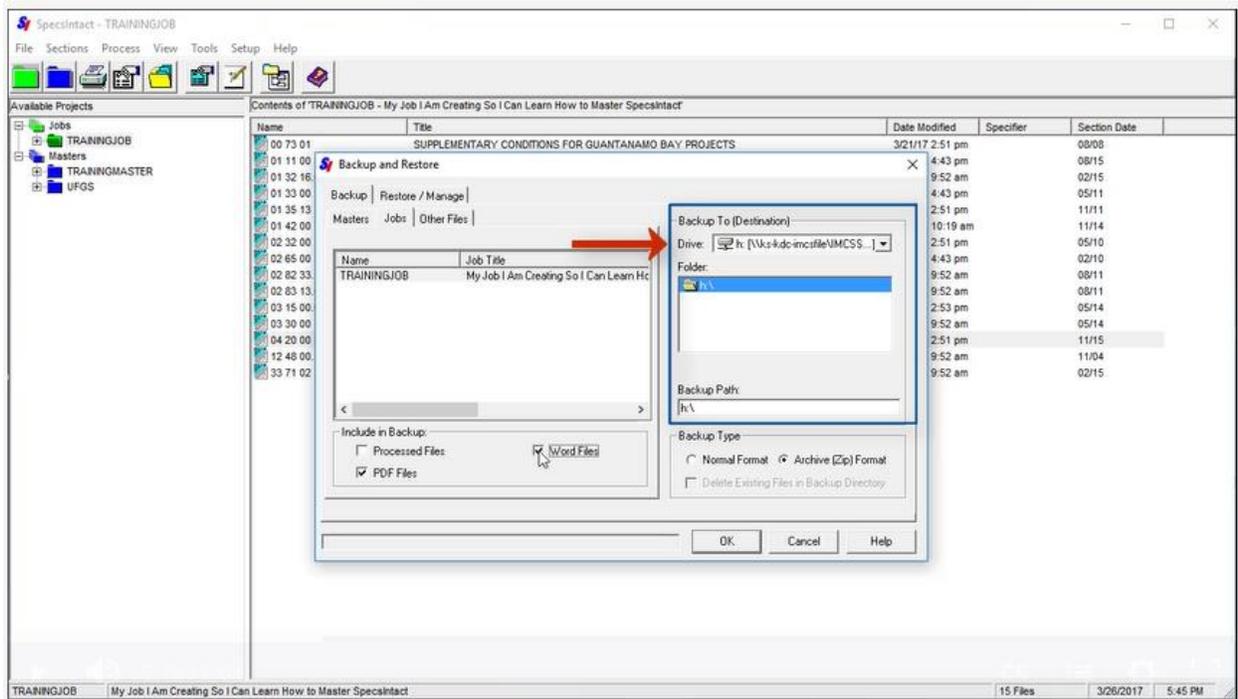
When the Backup and Restore dialog box opens, notice that we are positioned on the Backup Tab, Jobs Tab and the Job we right-clicked on is selected and highlighted in gray.



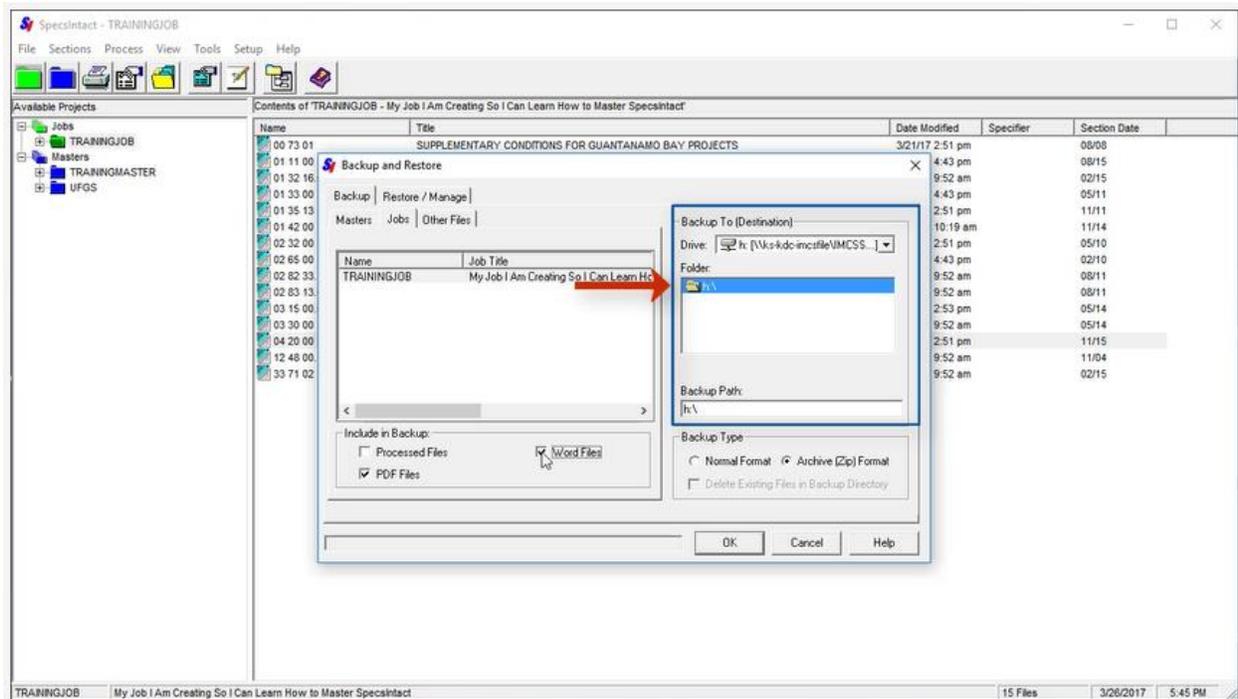
If this wasn't the job you intended to Backup, simply select the correct one. Below 'Include in Backup' you have the option to backup the Processed Files, PDF Files and/or Word Files. For this lesson, I am going to *choose PDF Files and Word Files*.



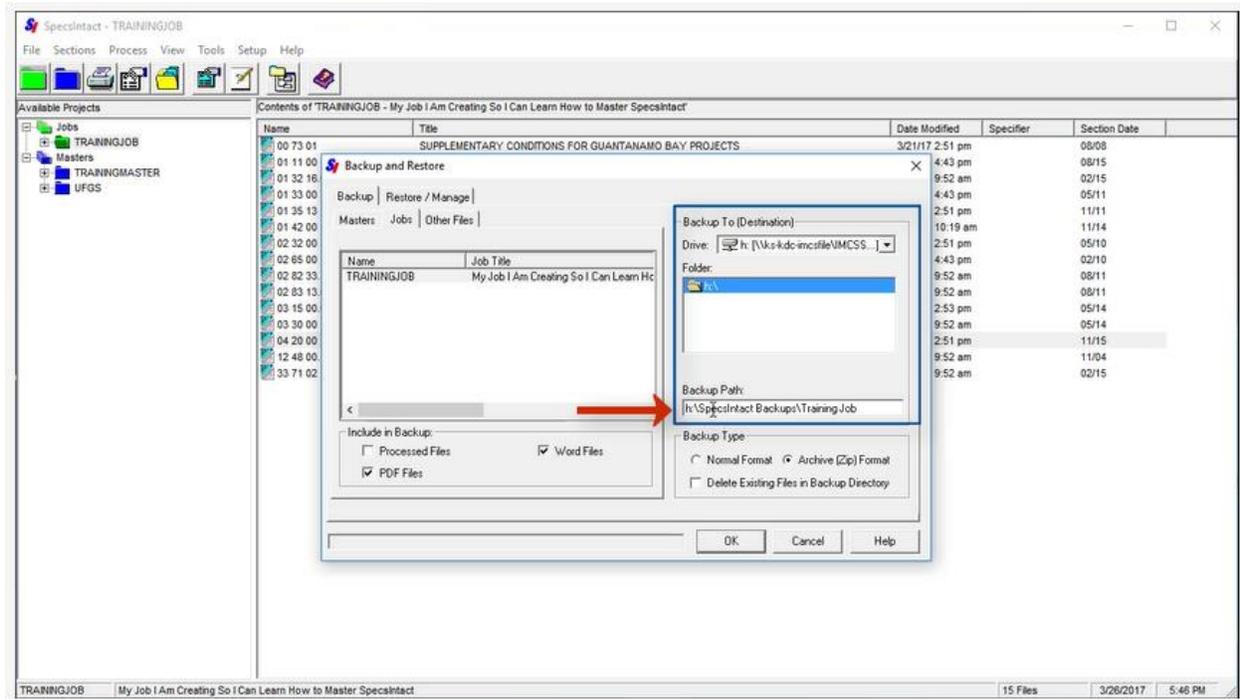
The selections you choose, will be retained as the new backup defaults. Choosing the Backup To (Destination) is extremely important. You should always backup the Job to a different location other than where the Job currently resides. In this case, my job resides on my local drive so I am going to Backup my Job to the H: Drive.



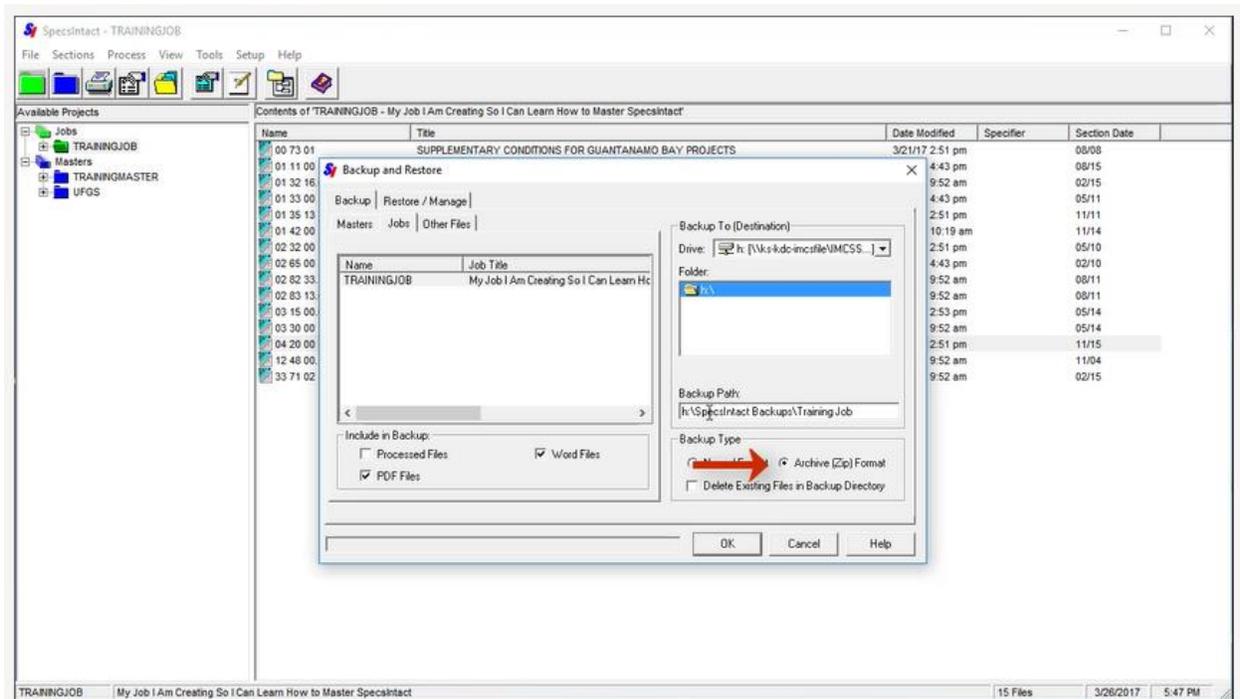
If I had already created a Backup destination, I would navigate to the folder by double-clicking on the root folder H:\ and then double-click on each of the folders until I reached the backup destination. Once I was there, the path would be displayed below the Backup Path.



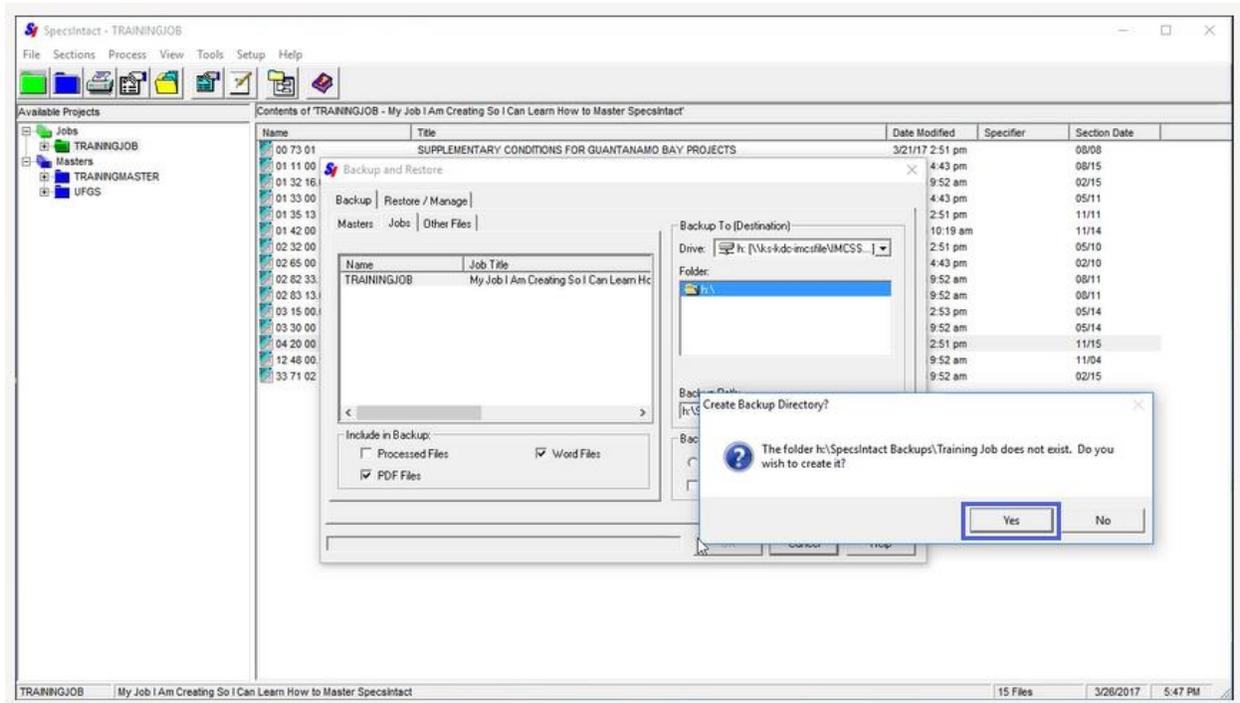
Since this is the first time I have Backed up a Job, we need to establish a new folder. I am going to *place my cursor* in the **Backup Path** field, following H:\ and type **Specsintact Backups** followed by a **backslash and Training Job**. This will create two folders below the root folder on the H: Drive.



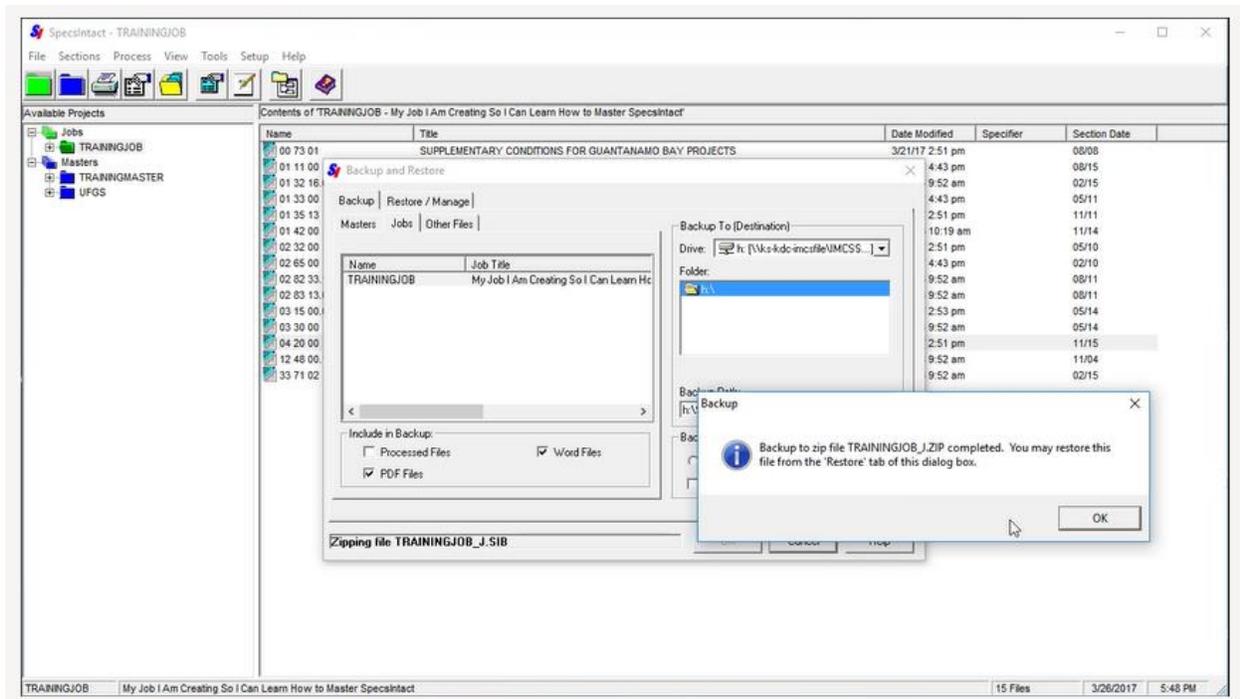
Below the Backup Type you have two options, Normal Backup and Archive (Zip) Format. The Normal Backup is for backward compatibility with older versions and no longer used, so you always want to use the default Archive (Zip) Format. Now that we have made the selections we want for this Backup, let's **select OK**.



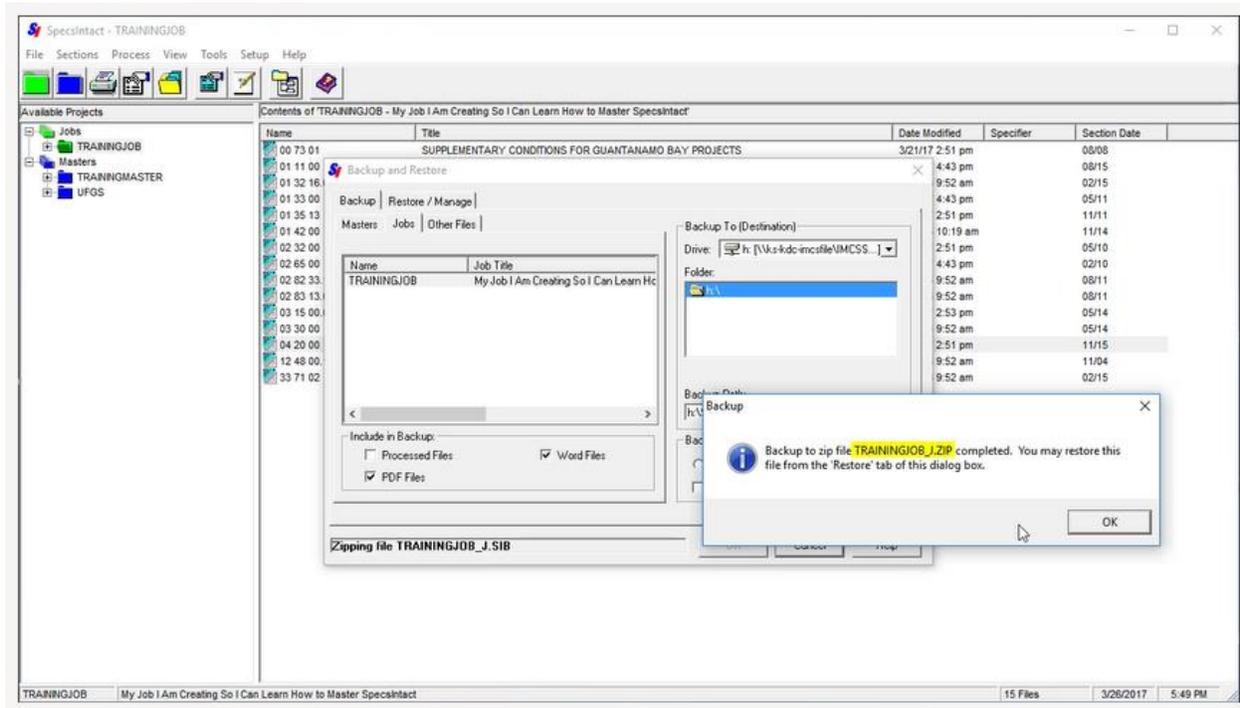
Immediately, a Create Backup Directory message box will appear asking to create the new folder, let's select **Yes**.



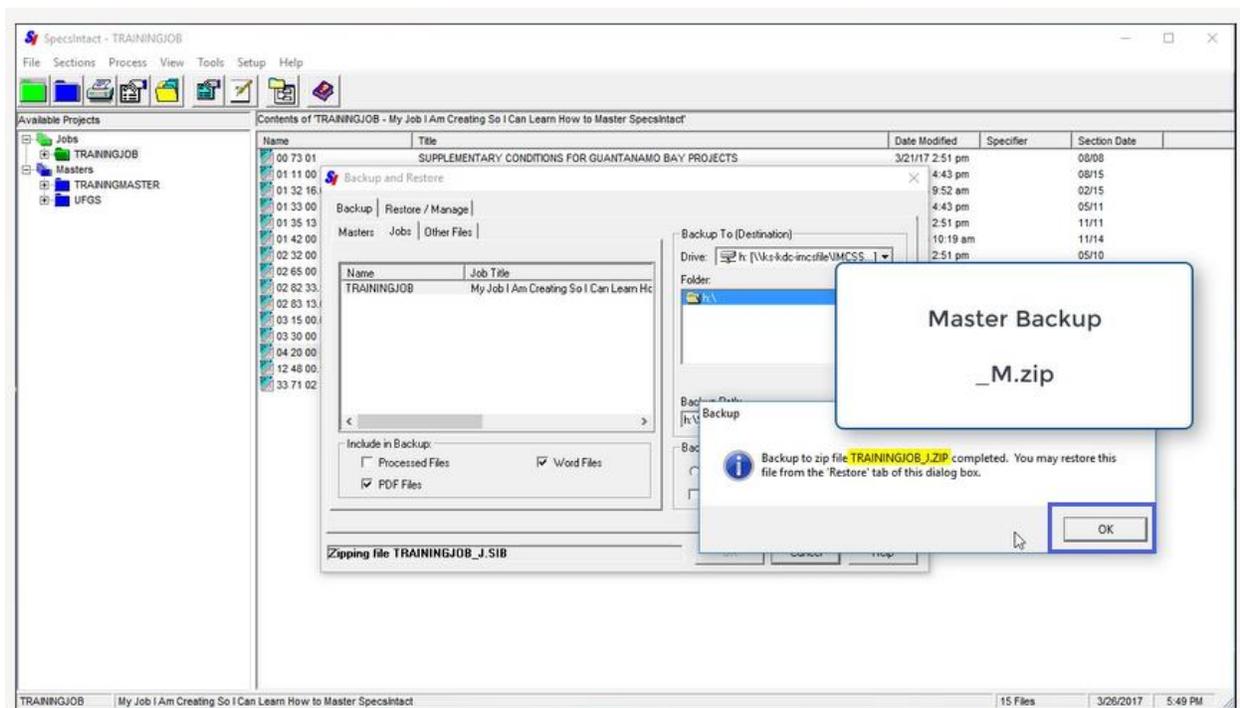
Once the backup is complete, another message box will appear letting you know that the backup to zip file TRAININGJOB_J.ZIP completed and you can restore the file from the 'Restore' tab.



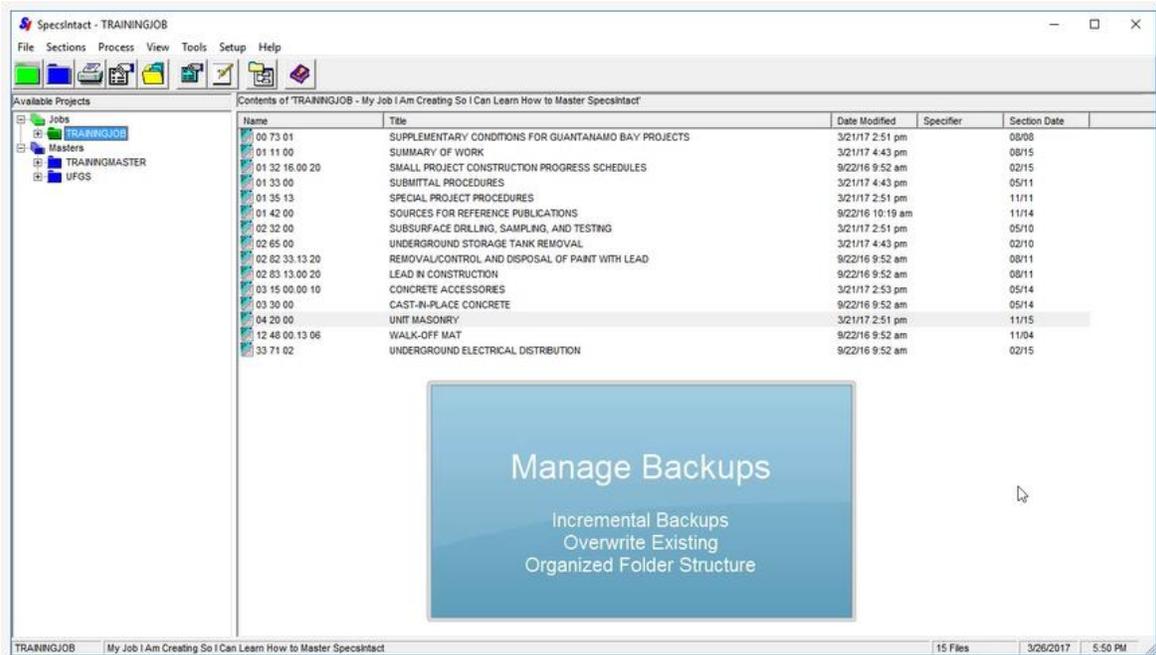
Before we select OK, I'd like to talk about the filename for the backup. The file name will begin with the name of the Job you are backing up, which in this case is "TRAININGJOB", followed by an "underscore J.zip", which indicates this is a backup of a "Job."



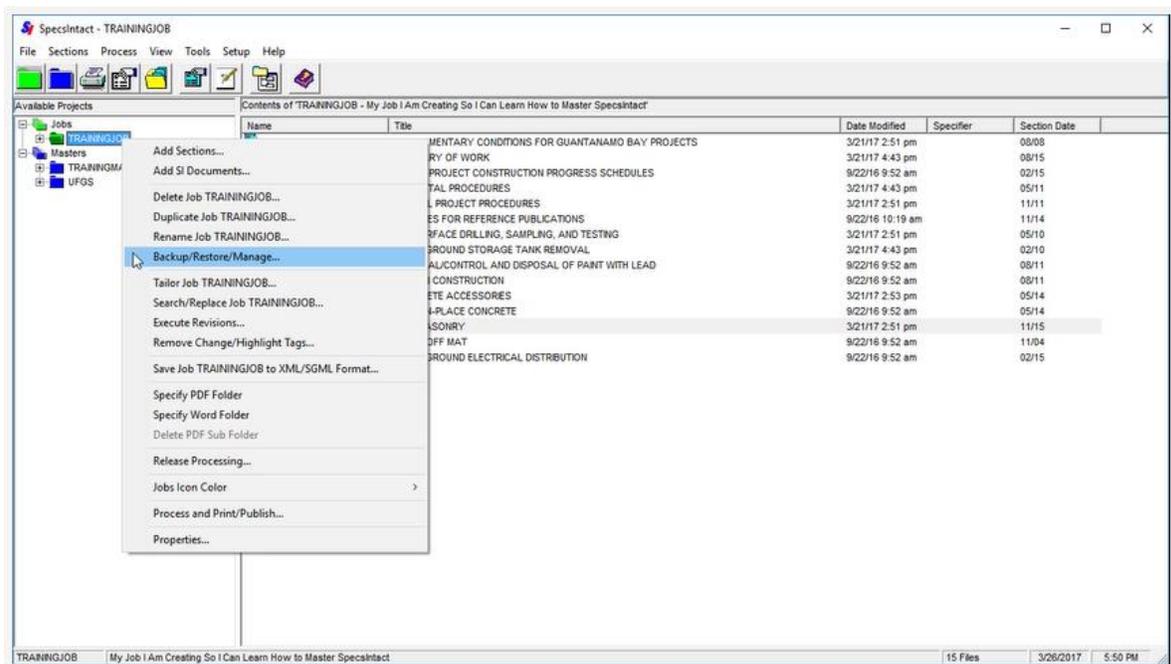
If we had backed up a Master, it would reflect 'underscore M.zip'. Now that we understand the naming convention of the backups, let's select OK.



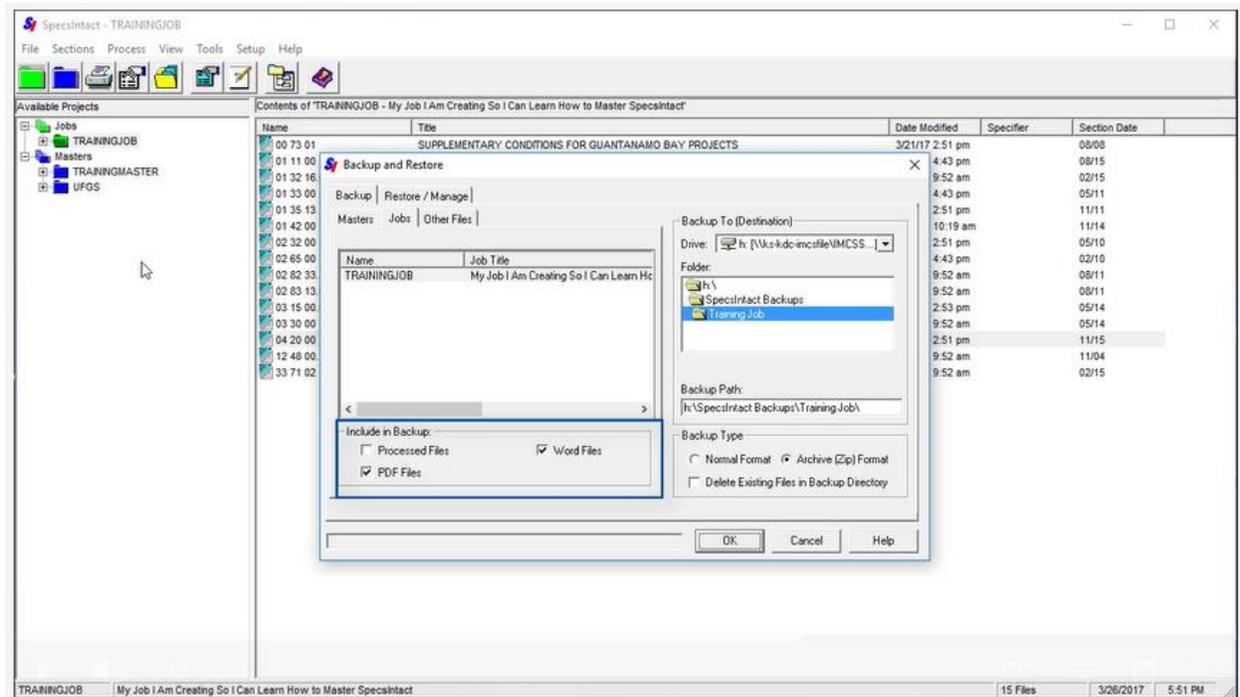
Before we continue, I would like to talk about different methods for managing your backups. You can easily backup a Job incrementally by choosing not to overwrite an existing backup when the backup is in the same location. In this case you would receive a message stating that a backup file named TRAININGJOB_J.ZIP already exist, and asks if you want to overwrite the file. If you choose Yes, the file will be overwritten. If you choose No, then when the backup file is created, it would be named TRAININGJOB_J1.ZIP. The newest backup would be indicated by the highest number in the filename. This is how you would create incremental backups.



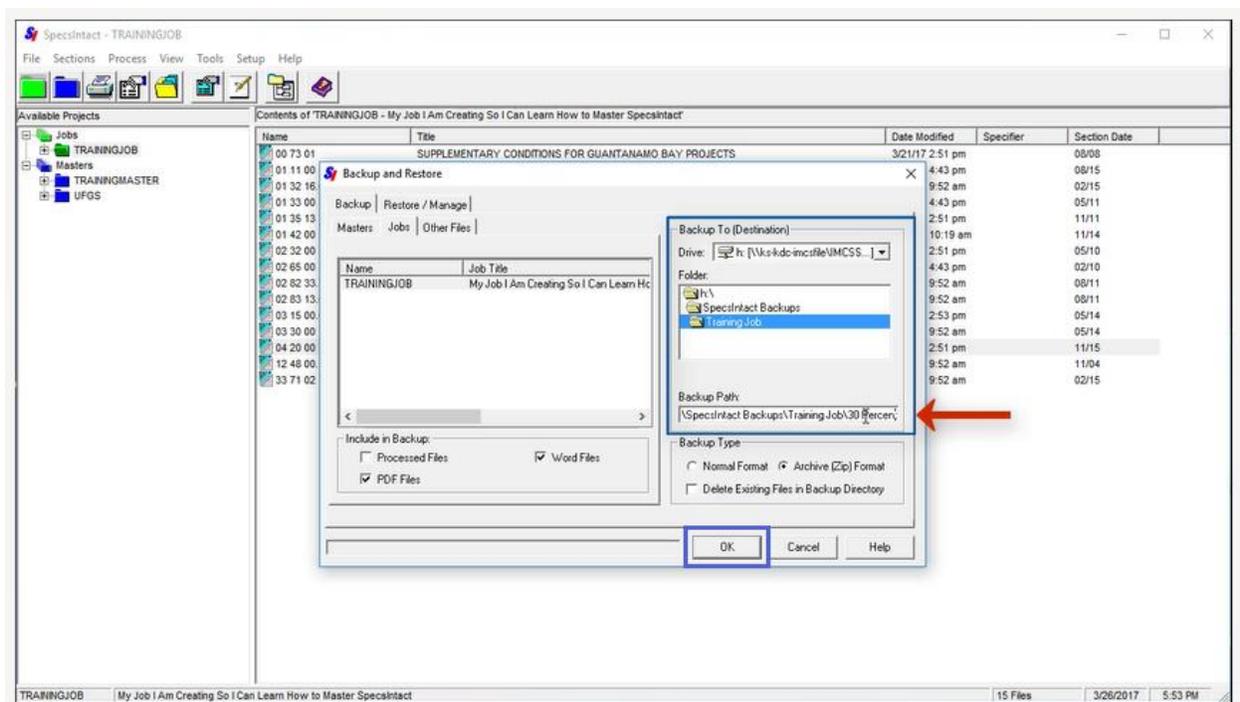
Now I'd like to demonstrate how you can use the Backup Feature to manage your backups using an organized folder structure. This function can also be extremely helpful in tracking the different phases of the project. To do this, we are going to *right-click* on the **Job** and *select* **Backup/Restore/Manage**.



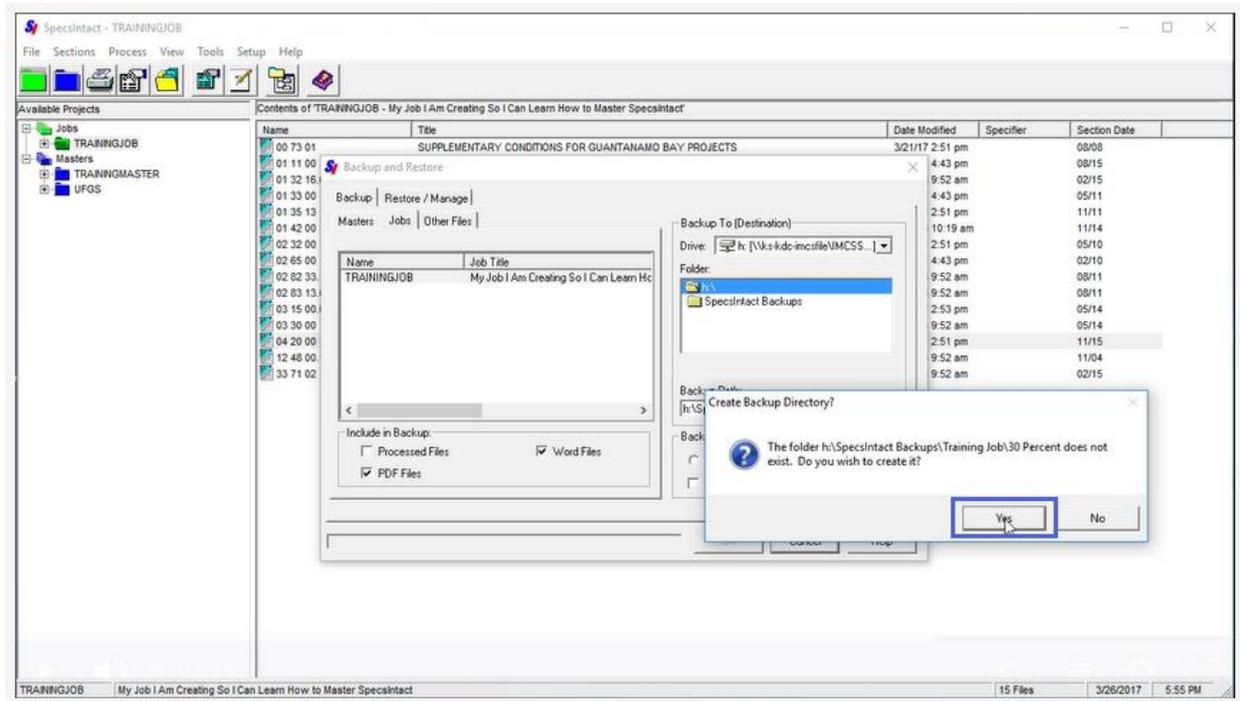
Before we continue, I want to bring your attention to the Include in Backup section. If you notice, the two options were selected during the previous backup are now selected by default. The last chosen selections will then become the new defaults.



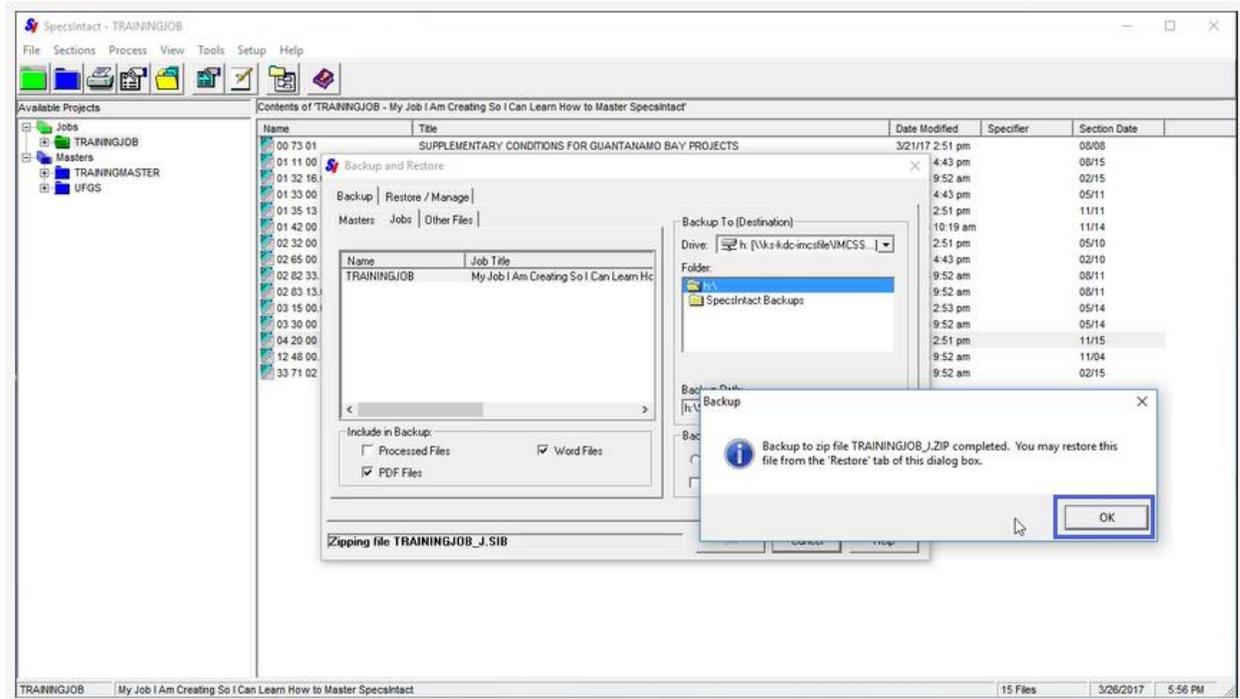
Below Backup To (Destination), we are already positioned in the Backup folder for the "Training Job" since this was the Job I backed up last. This time we want to create new folder so again I am going to *place my cursor at the end of the Backup Path* and *enter 30 Percent*, which will create a folder named "30 Percent". Before, we continue with this backup, I'd like to point out that you use the Backup Path to create as many folders as you'd like in order to have backups for each phase of the Job such as 60 Percent, 90 Percent and Final. This will allow you to keep your backups at each phase of the project. To continue, let's select **OK**.



Again, the Create Backup Directory message box will appear asking to create the new folder, so I am going to select **Yes**.

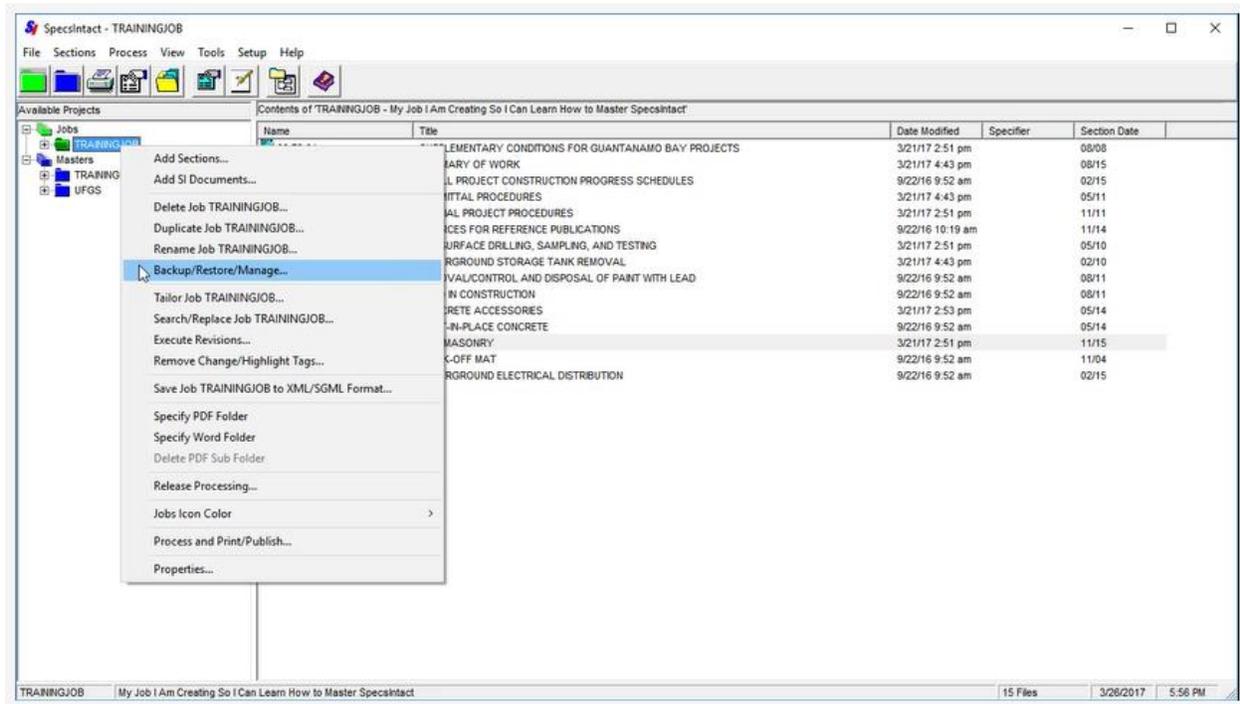


Once you receive the message stating your backup is complete, select **OK**.

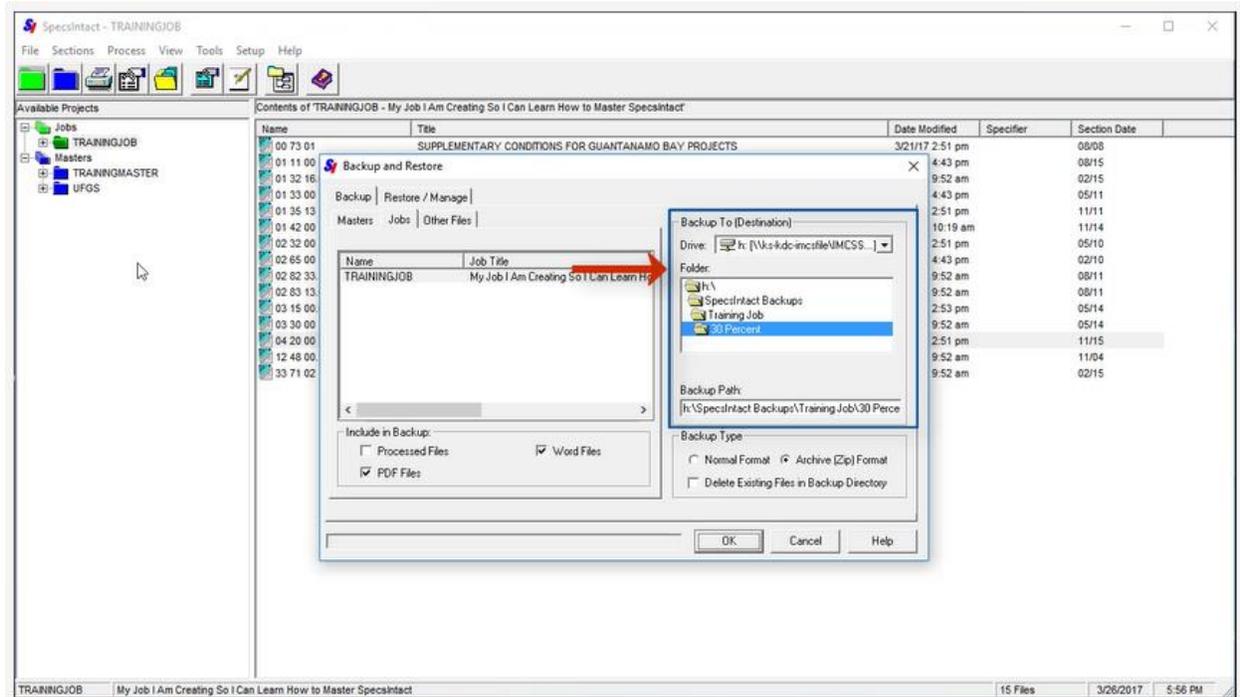


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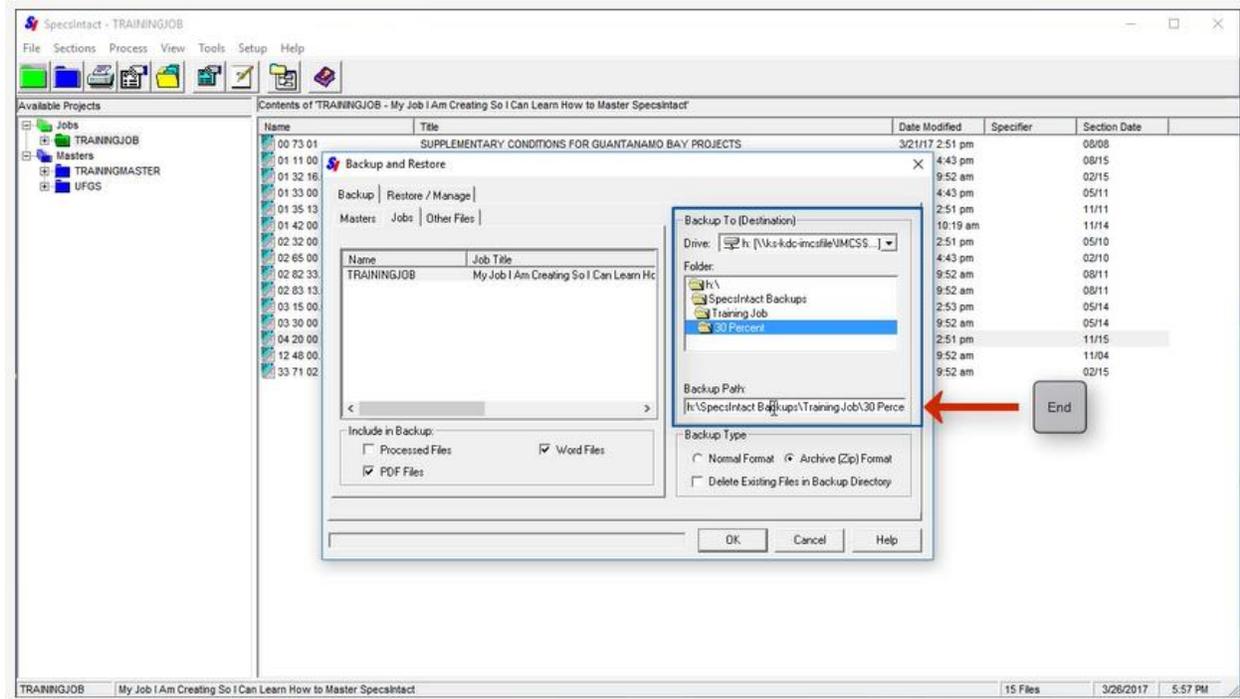
For the final demonstration, let's *right-click* on the **Job** and select **Backup/Restore/Manage**.



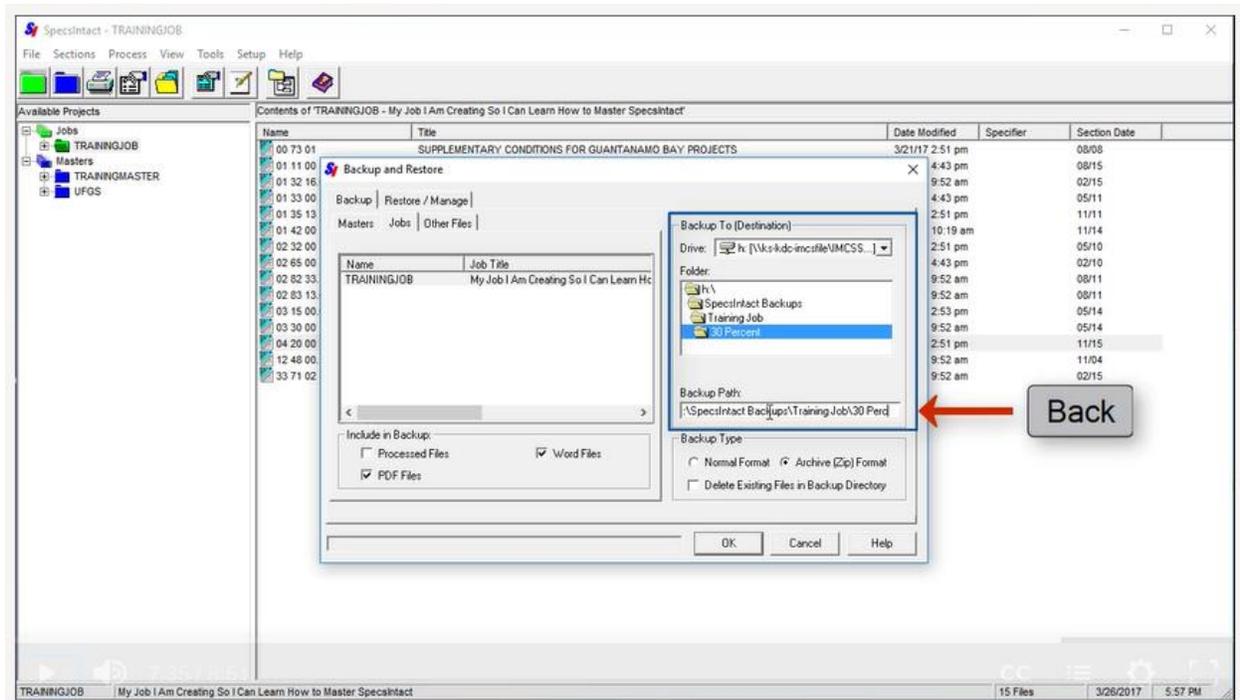
As we examine the Backup To Destination, you will see we have created a nicely organized folder structure for managing and storing our backups.



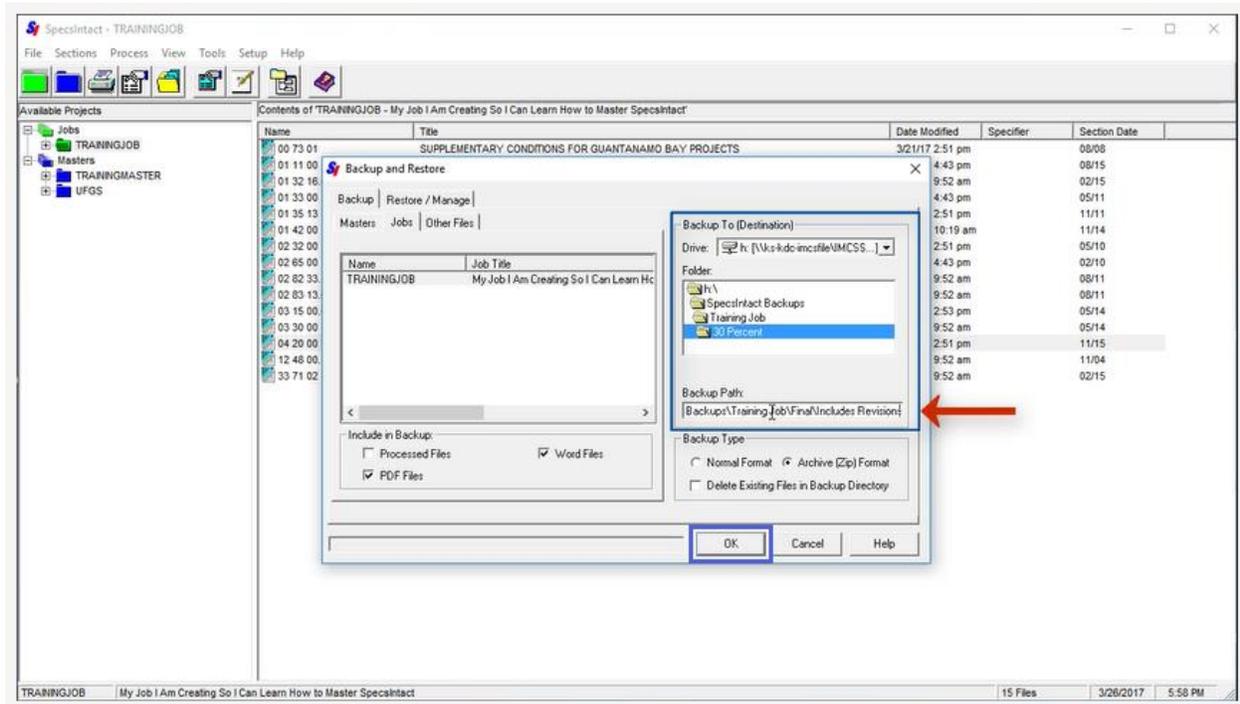
Now we are at the Final stage of the project, so I want to make a backup of the Job that includes my Revisions, but I do not want the backup under the 30 Percent folder so I am going to *place my cursor* in the **Backup Path**, then *press the keyboards "End" key* so my cursor will be at the end of the path.



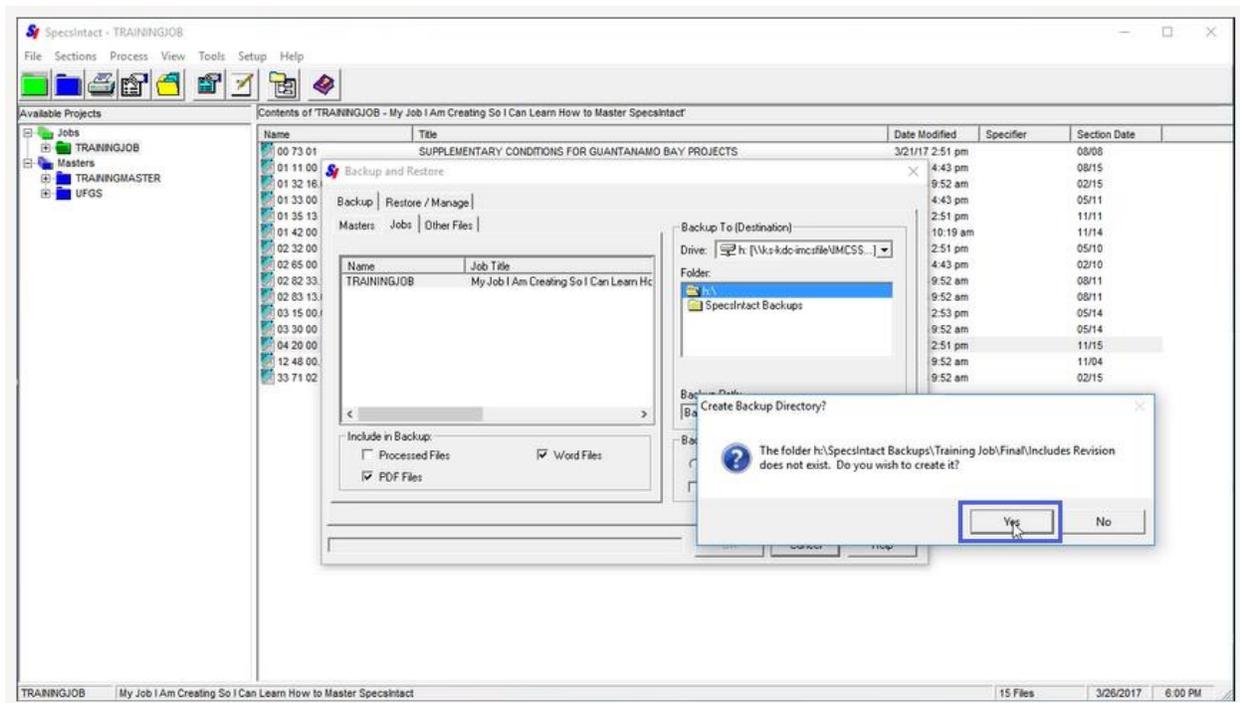
Then I am going to **backspace** over the "30 Percent" folder.



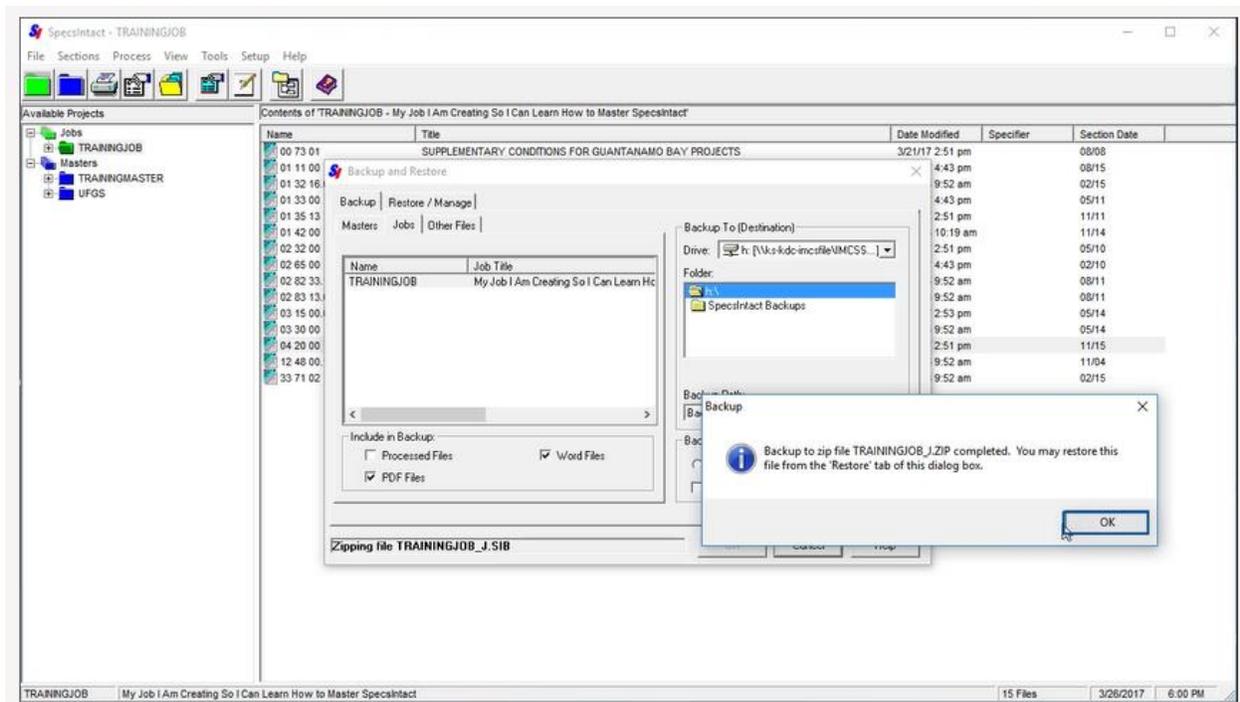
Now I am going to enter "Final followed by a backslash and Includes Revisions". This will create two new folders below my Training Job. Now let's select **OK**.



When prompted to create a new directory, select **Yes**.



When prompted that your backup is complete, let's select **OK**.



Once I have Executed the Revisions on my Job, I would use the same technique above, to back out the "Includes Revisions" folder, so the backup without the Revisions would be located directly below the Final folder. Using this technique to create folders will help you keep your backups well organized. This completes the lesson on the steps required to Backup a Job. To learn more, please continue to the next module of your choice.

Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

SpecsIntact Technical Support

Monday - Friday

8:00 AM – 4:30 PM Eastern Time

Phone: 321.867.8800

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eLearning Module Notes:
