

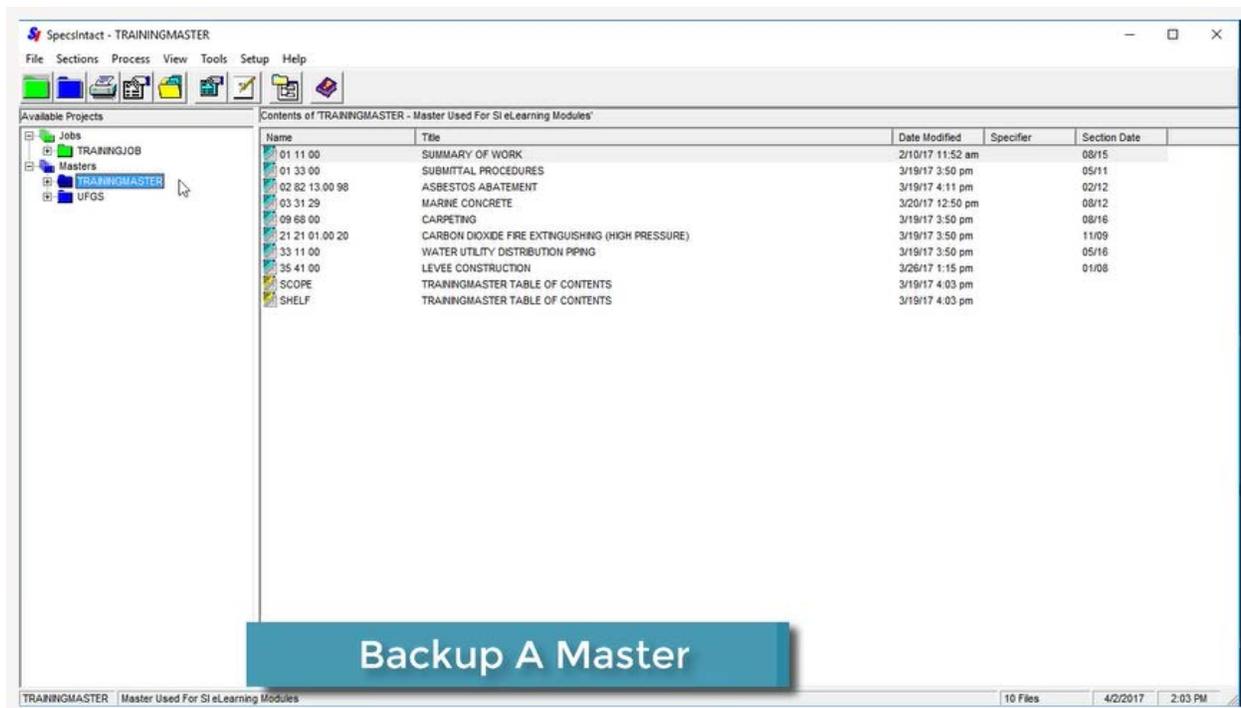
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 8 – Backup A Master

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.

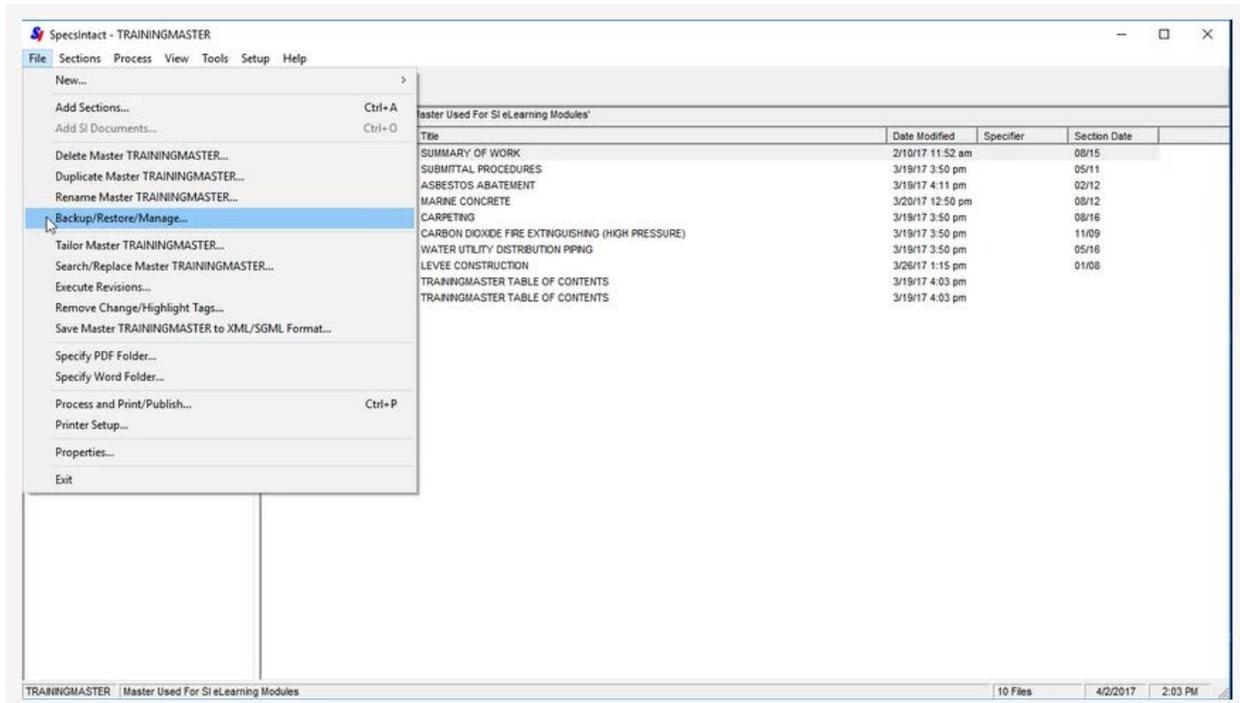
00:00:11,100 --> 00:00:34,600

In this module, we will focus on the steps required to Backup a Local, Regional or District Master. Backing up a Master only takes a fraction of your time, but can potentially save you countless hours of work in the event the Master has been deleted! I highly recommend that you Backup either at the end of the day or as soon as you have finished editing a particular Master.

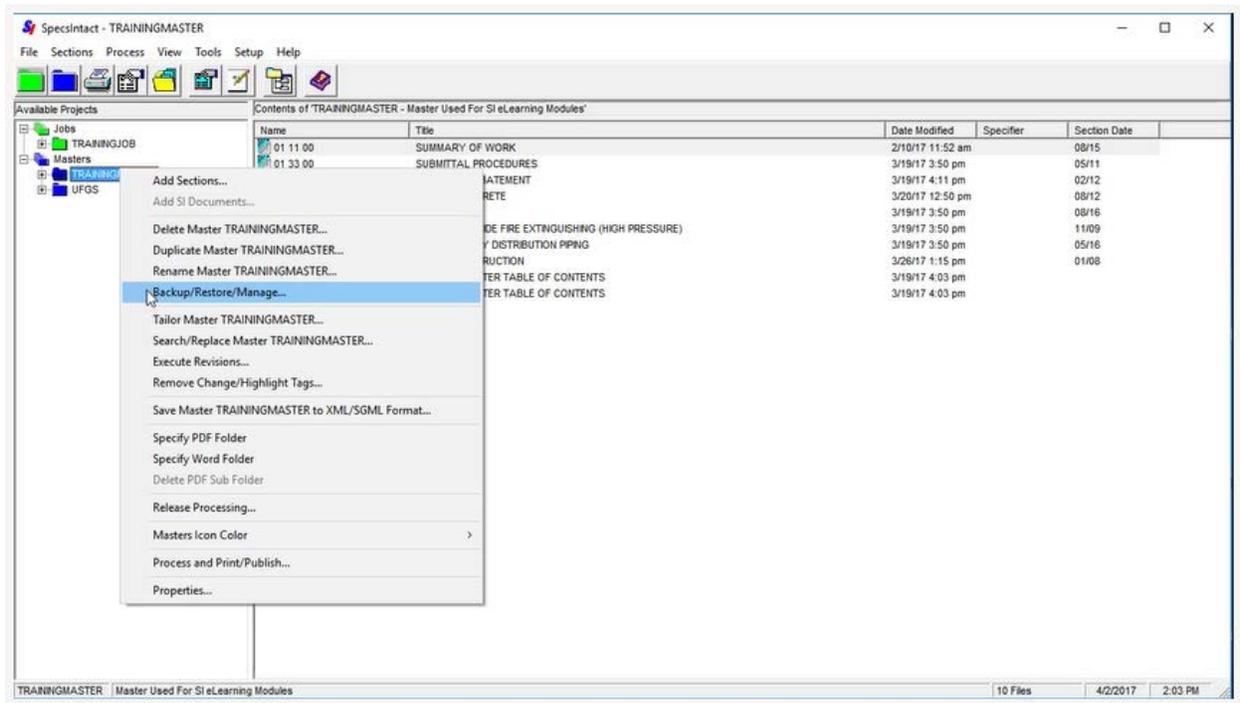


00:00:34,600 --> 00:02:07,400

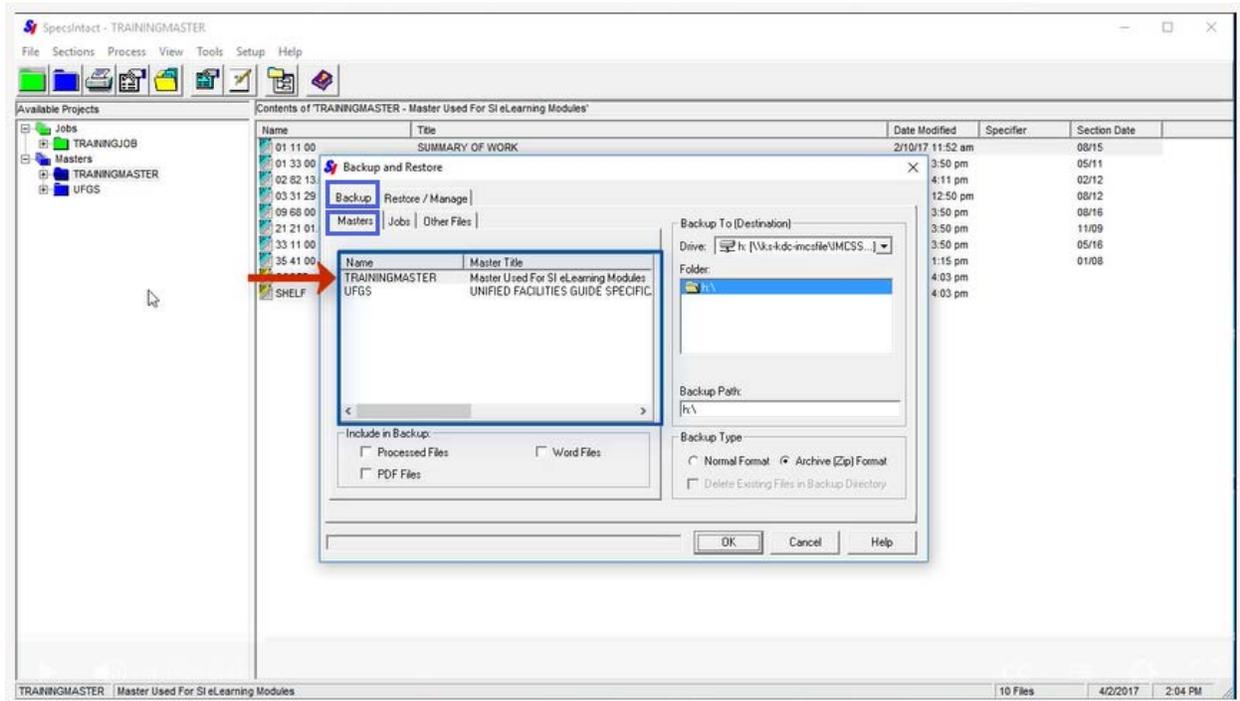
Let's get started! I am going to use my Training Master to demonstrate this feature. There are a couple of ways to Backup a Master. You can go to the File Menu and select **Backup/Restore/Manage**.



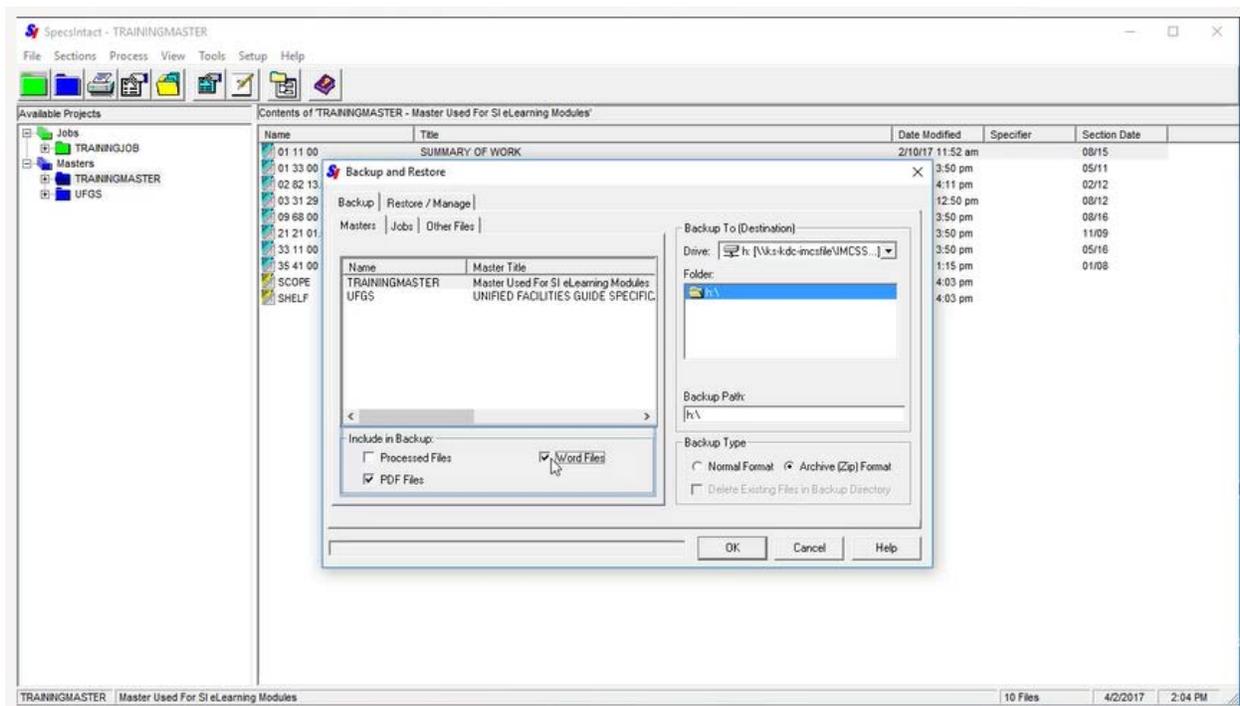
You can also *right-click* on the Master and select **Backup/Restore/Manage**.



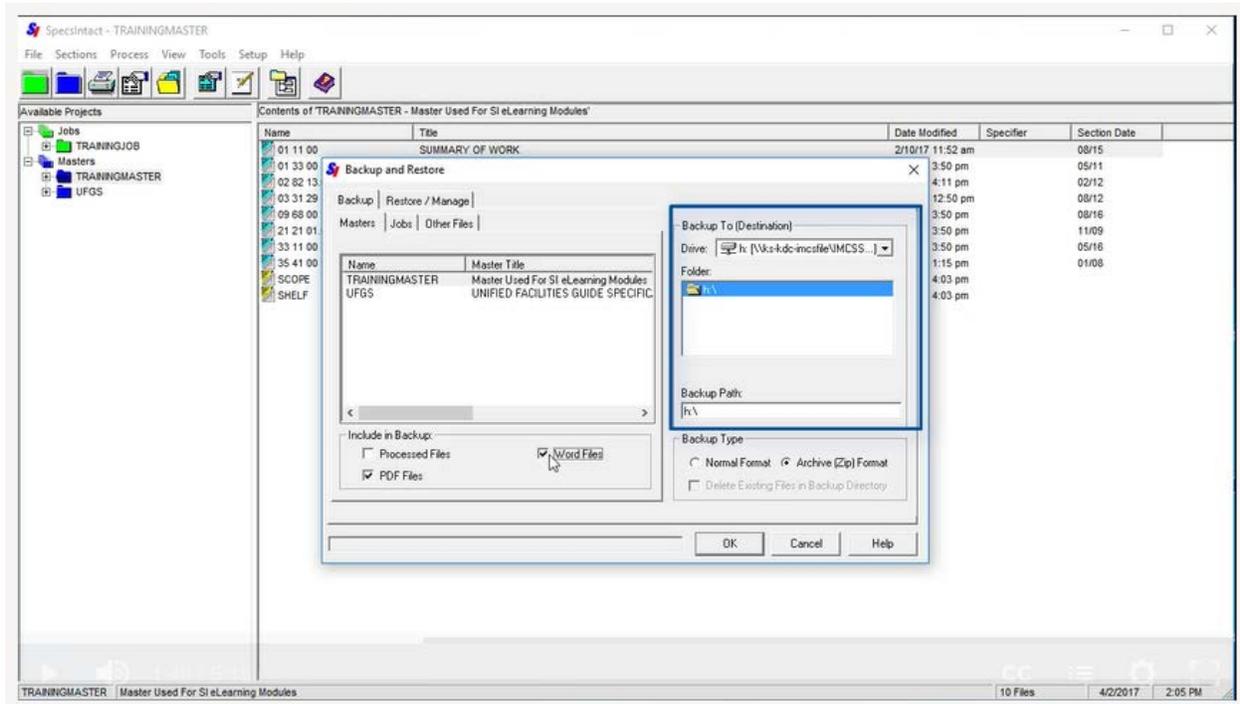
When the Backup and Restore dialog box opens, notice that we are positioned on the Backup Tab, on the Masters Tab and the Master we right-clicked on was selected and highlighted in gray. If this wasn't the Master you intended to Backup, simply select the correct one.



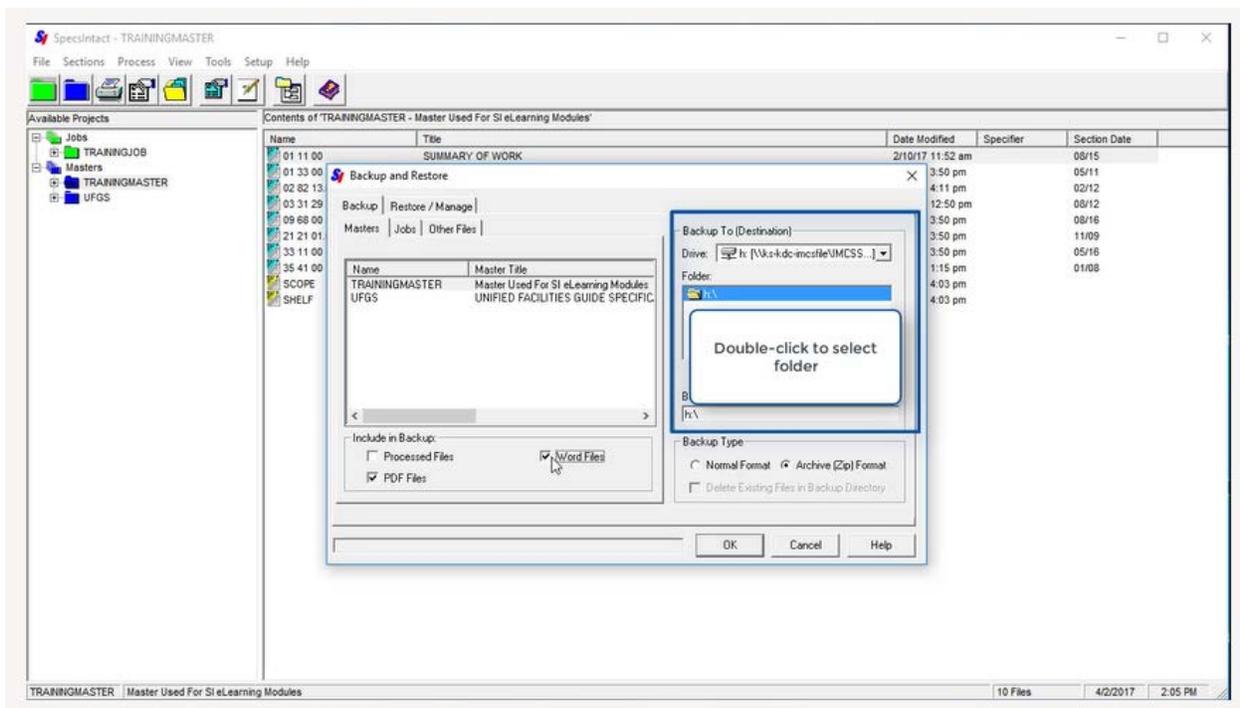
Below 'Include in Backup' you have the option to backup the Processed Files, PDF Files and Word Files. For this lesson, I am going to choose the **PDF Files and the Word Files**. The selections you choose, will be retained as the new backup default.



Choosing the Backup To (Destination) is extremely important. You should always backup the Master to a different location other than where the Master currently resides. In this case, my Master resides on my local drive so I am going to create a Backup to the H: Drive.

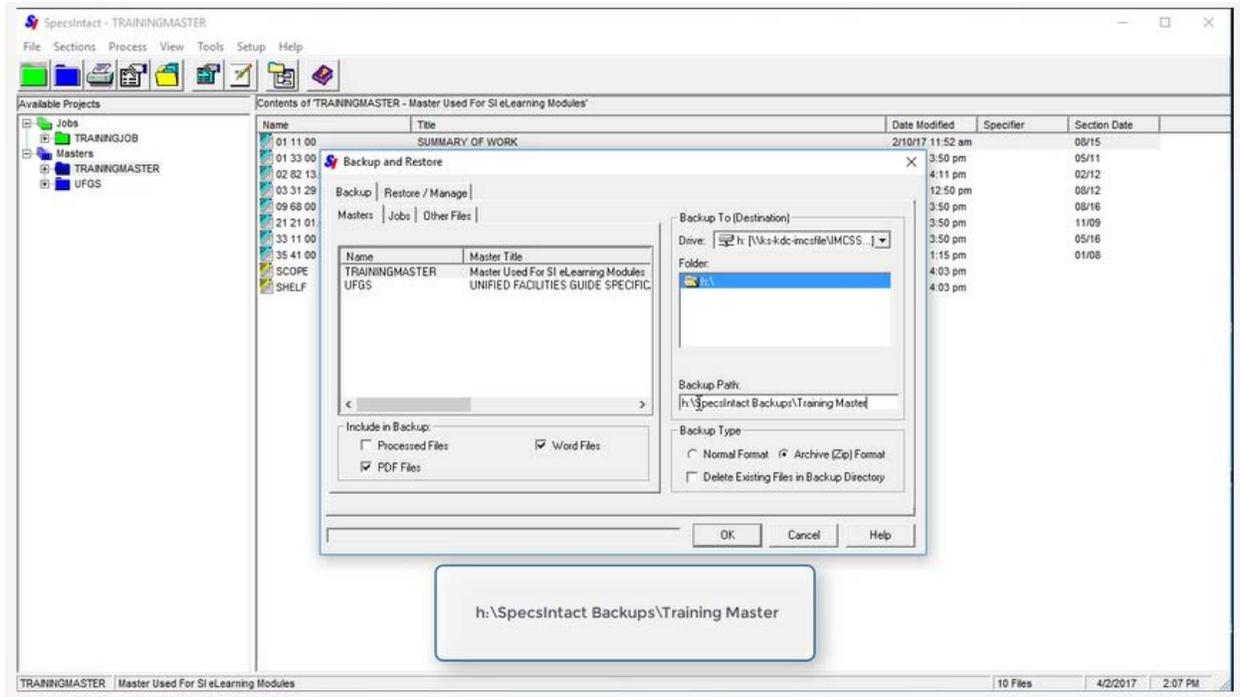


If I had already created a Backup destination, I would navigate to the folder by double-clicking on the root folder H:\ and then double-click on each of the folders until I reached the backup destination. Once there, the path would be displayed below the Backup Path.

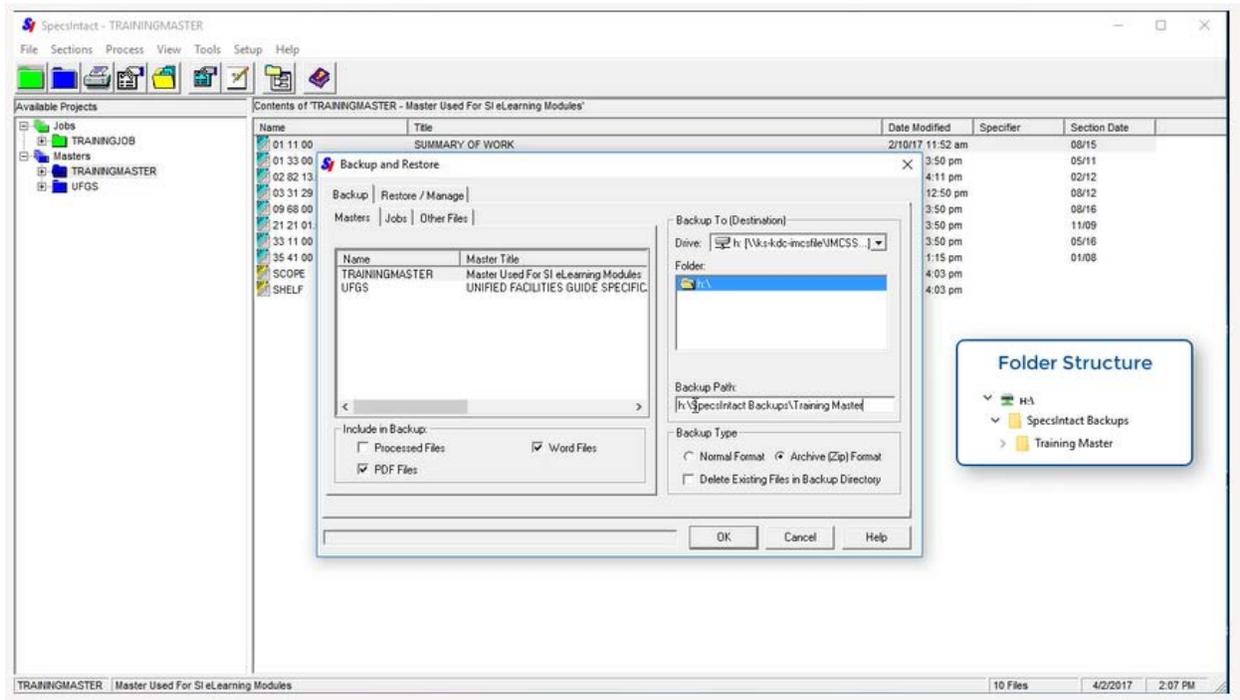


00:02:07,400 --> 00:03:47,933

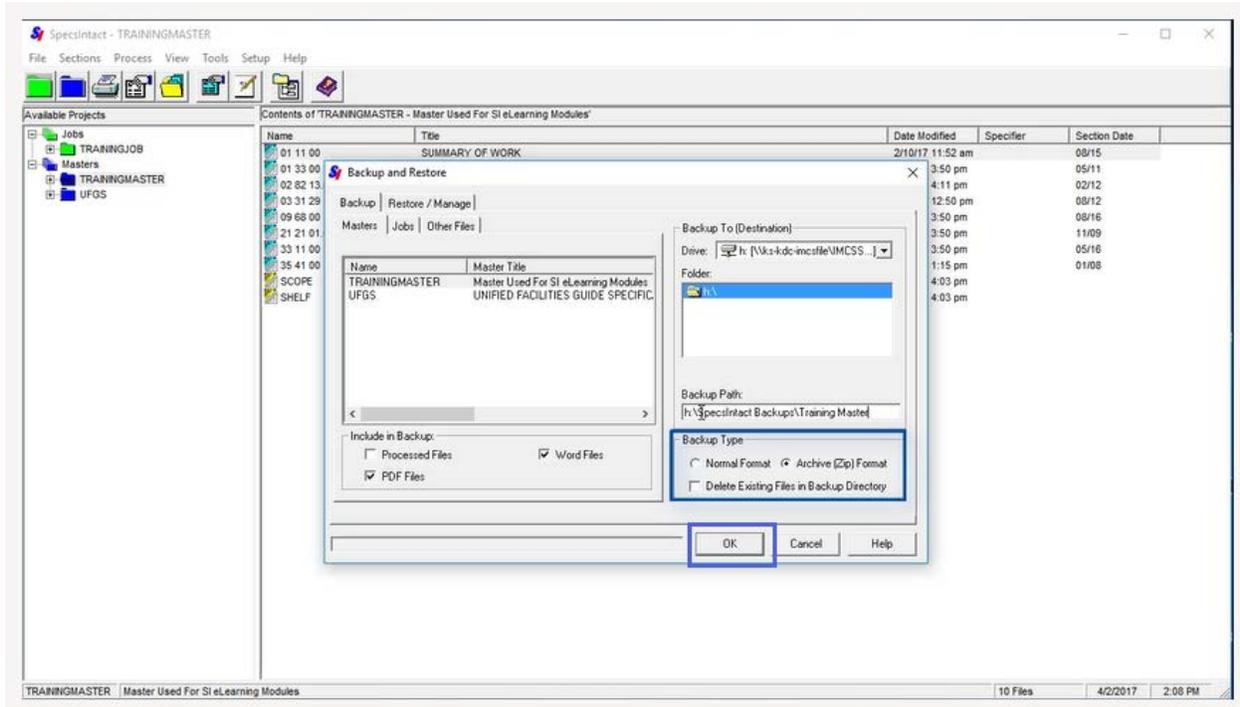
Since this is the first time we have Backed up a Master, we need to establish the new folder. I am going to *place my cursor* in the **Backup Path** field, following H:\ and *enter* SpecsIntact Backups \Training Master.



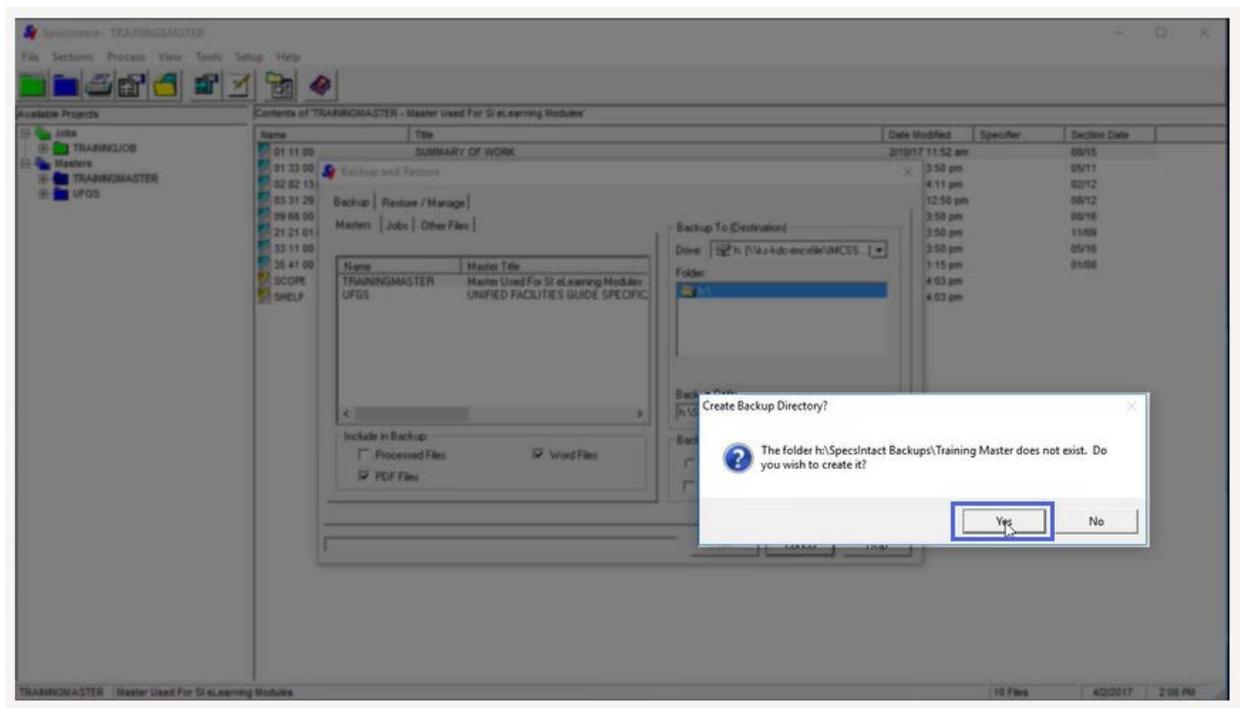
This will create two folders below the root folder on the H: Drive.



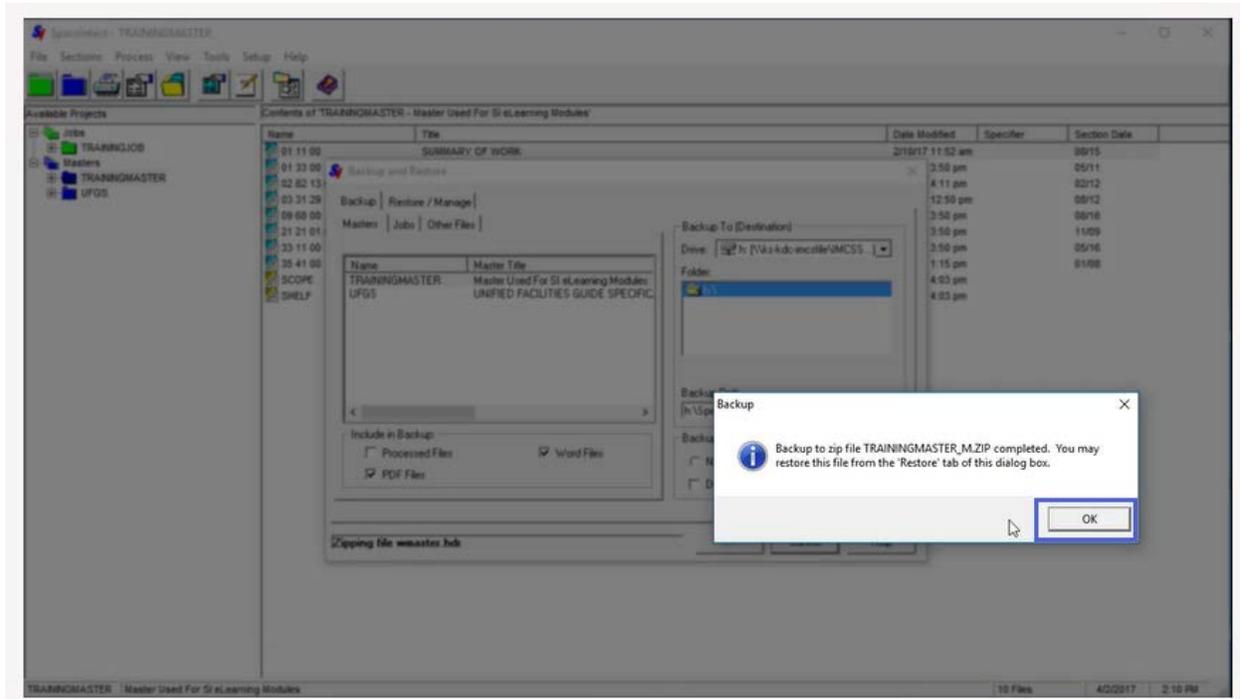
Below Backup Type you have two options, Normal Backup and Archive (Zip) Format. The Normal Backup is for backward compatibility with older versions and no longer used, so you always want to use the default Archive (Zip) Format. Now that we have made the selections we want for this Backup, select **OK**.



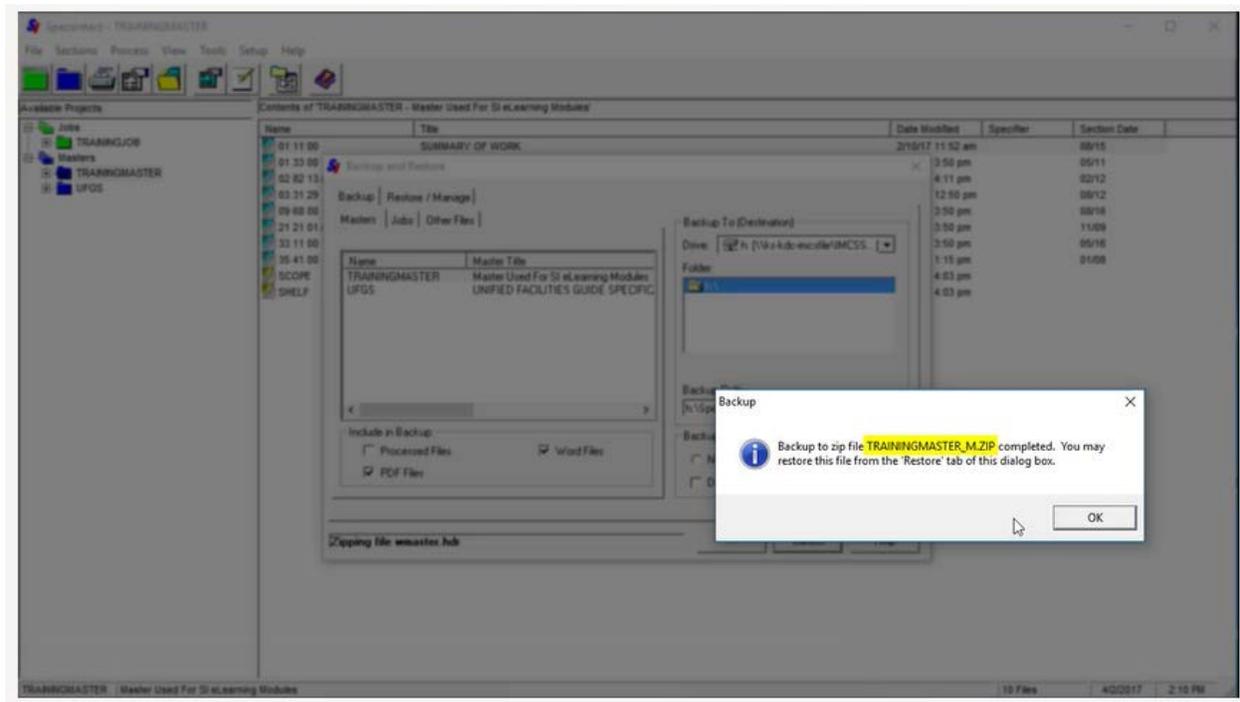
Immediately, a Create Backup Directory message box will appear asking to create the new folders, let's select **Yes**.



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

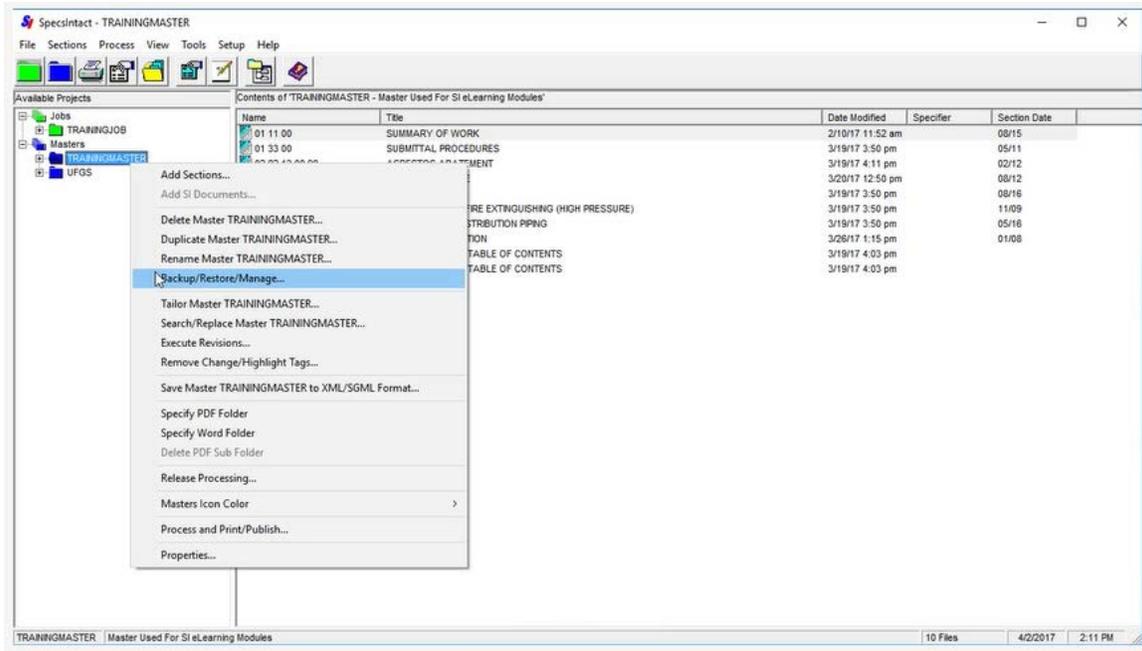


Before we select OK, I'd like to talk about the filename for the backup. The file name will begin with the name of the Master you are backing up, which in this case is "TRAININGMASTER", followed by an "underscore M.zip", which indicates this is a backup of a "Master." If we had backed up a Job, it would reflect 'underscore J.zip', now that we understand the naming convention of the backups, let's go ahead and select **OK**.

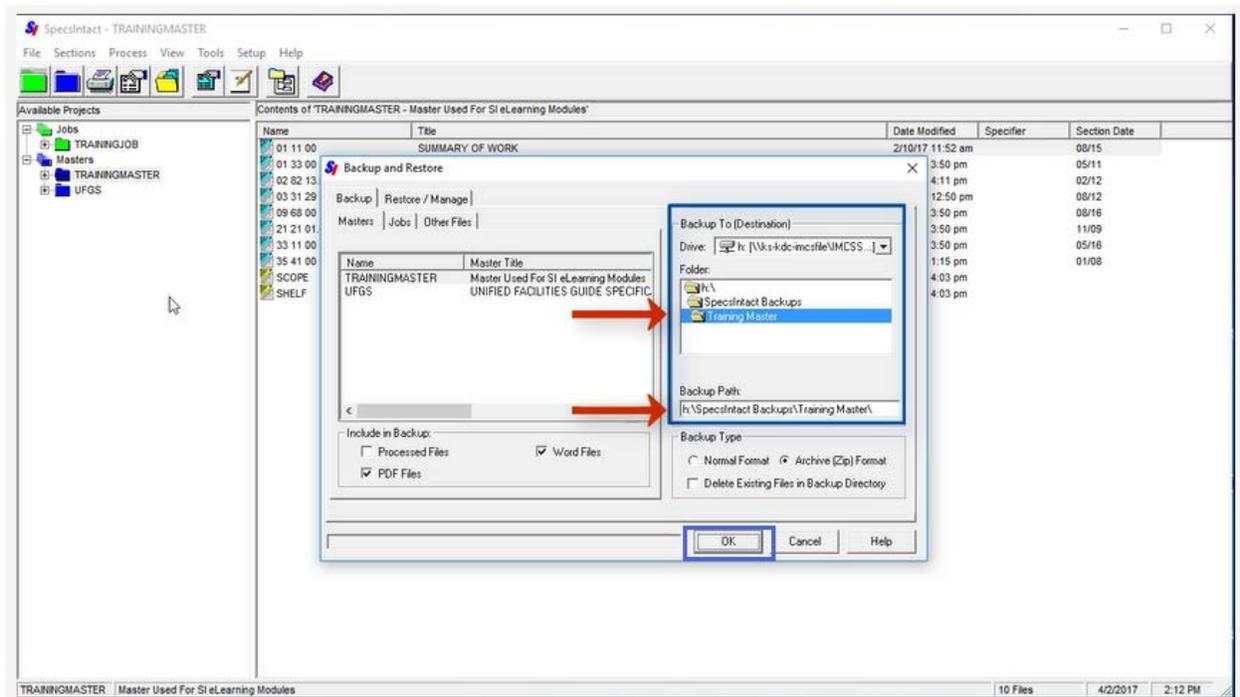


00:03:47,933 --> 00:05:08,300

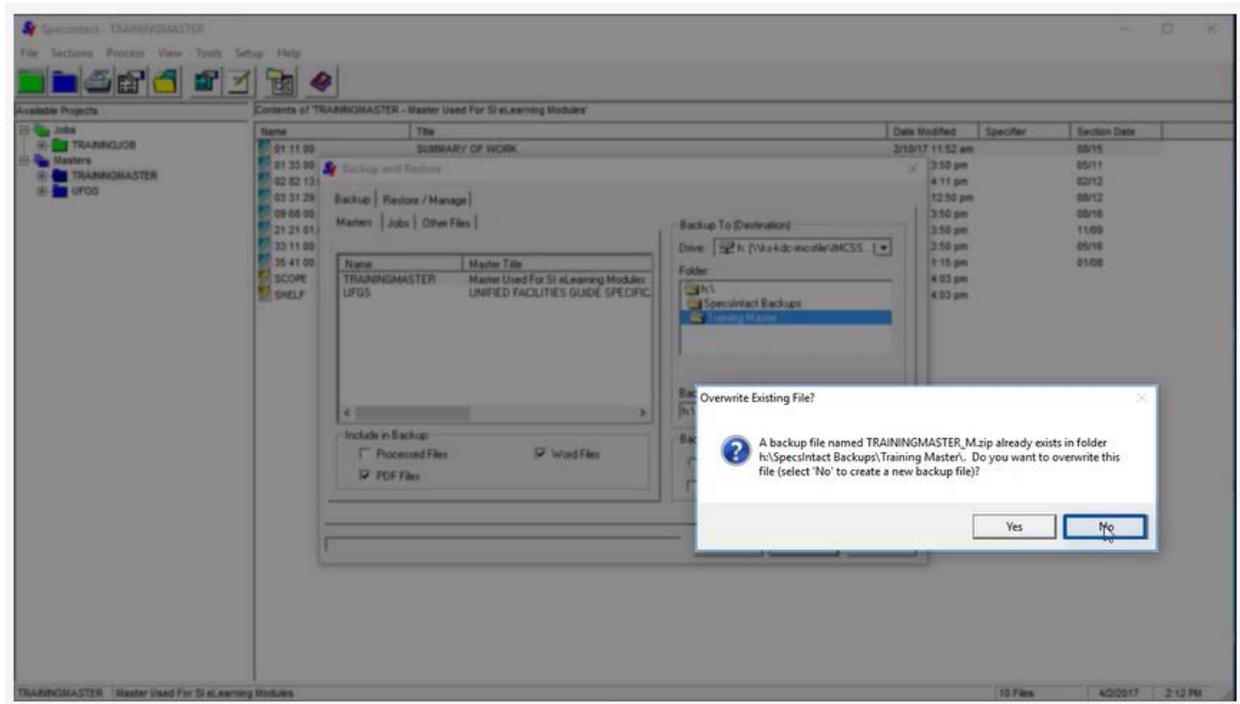
Before we continue, I would like to talk about different methods for managing your backups. You can easily backup a Master incrementally by choosing not to overwrite an existing backup when the backup is in the same location. In order to demonstrate how to create an incremental backup of a Master, let's *right click* on the "TRAININGMASTER", and select **Backup/Restore/Manage**.



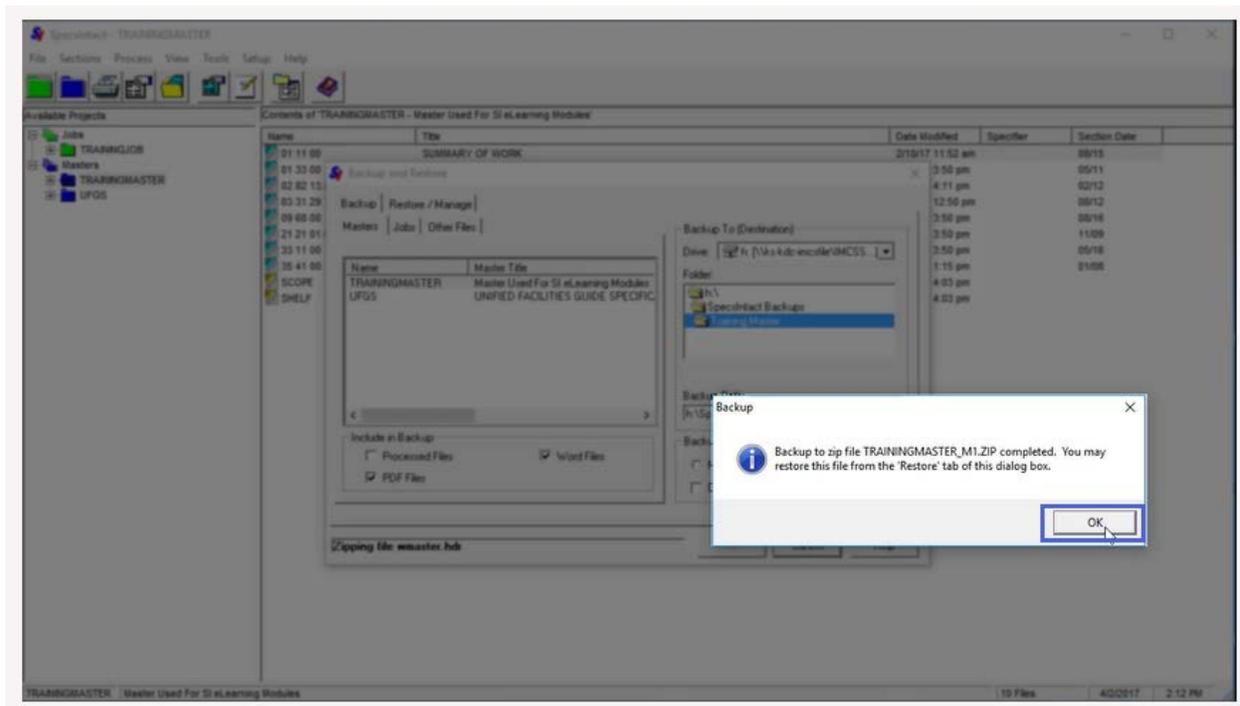
As we look at the Backup To (Destination), you will notice that we are positioned at the same folder that we backed up to the last time, so we're going to leave the default settings and **select OK**.



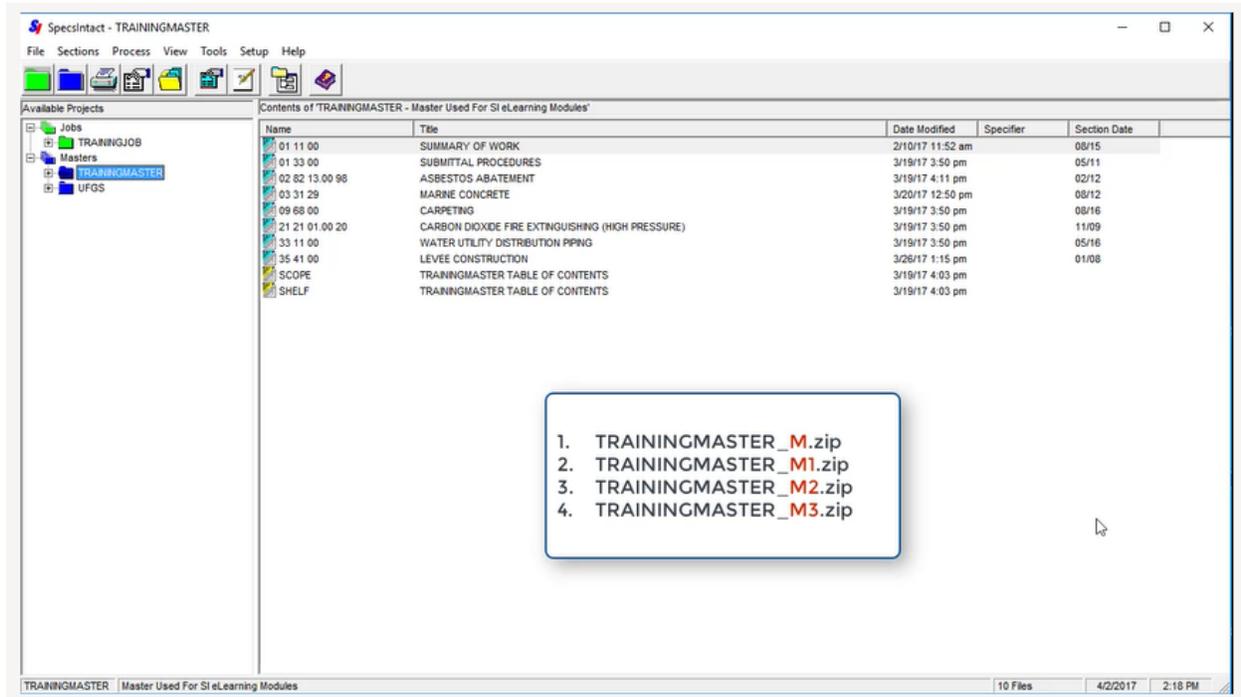
This time, we received a message stating that a backup file named TRAININGMASTER\_M.ZIP already exist, and asks if you want to overwrite the file. Since we do not want to overwrite the file, we are going to choose **No**.



When the backup is complete, another message box opens to let you know that Backup zip file is complete. As you see, the new backup named TRAININGMASTER\_M1.ZIP. The newest backup would be indicated by the highest number in the filename.



This is how you would create incremental backups. This completes the lesson on the steps required to Backup a Master. To learn more, please continue to the next module of your choice.



## Contact Information

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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:

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