



Informs Backup Guide

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INTRODUCTION

Computer hardware does fail. Power fluctuations can corrupt data. Computers are stolen. It is vital that regular backups of needed data is made and safely stored.

INFORMS' DATA

It is important to understand where your Informs' data is located on your system. Its location will vary depending on Informs' configuration (eg. single computer or network).

The data you choose to backup could include:

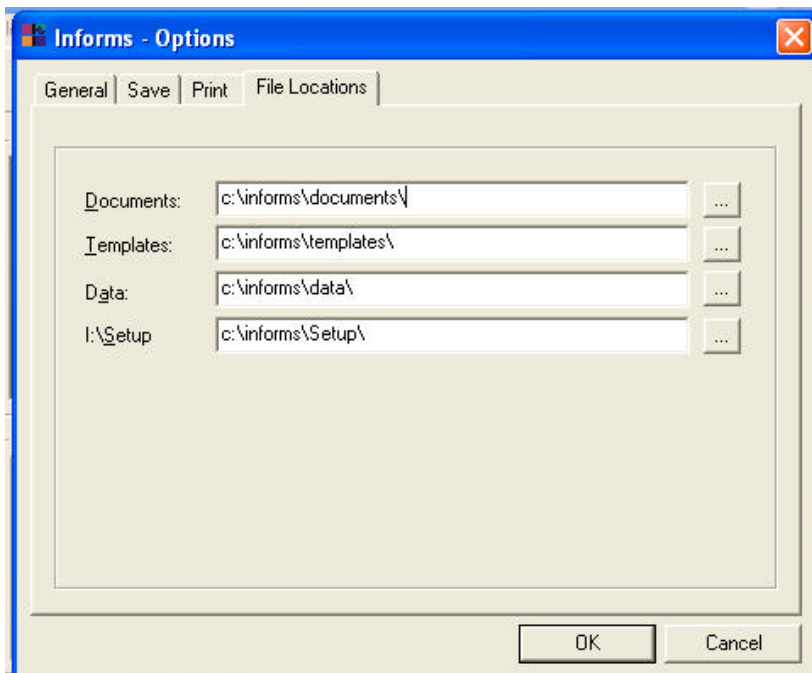
- Documents (letters to clients etc)
- Templates (letter, fax, precedents etc)
- Data (matter data, address book entries and variable fields)
- Setup information (formatting information for templates eg. headers, footers, fonts etc).

Follow these instructions to identify where your Informs' data is located.

In Word, click on Informs. Select **Utilities** then **Matter Manager**.

This will start up the Informs Matter Manager. From the Matter Manager **Tools** menu select **Options**. Under the **File Locations** tab, note the settings for:

- *Documents*: the location where created documents are saved using Informs save eg. letters to clients.
- *Templates*: the location of internal template documents used in Precedents dialog.
- *Data*: where data is stored eg. Address Book, Matters and Variables.
- *Setup*: where the documents which determine how your documents will appear and what formatting they will use are stored (eg. letterhead).



NB: If the I:\Setup field is blank then the location of your setup information is the default of 'I:\Setup'.

BACKING UP THE DATA

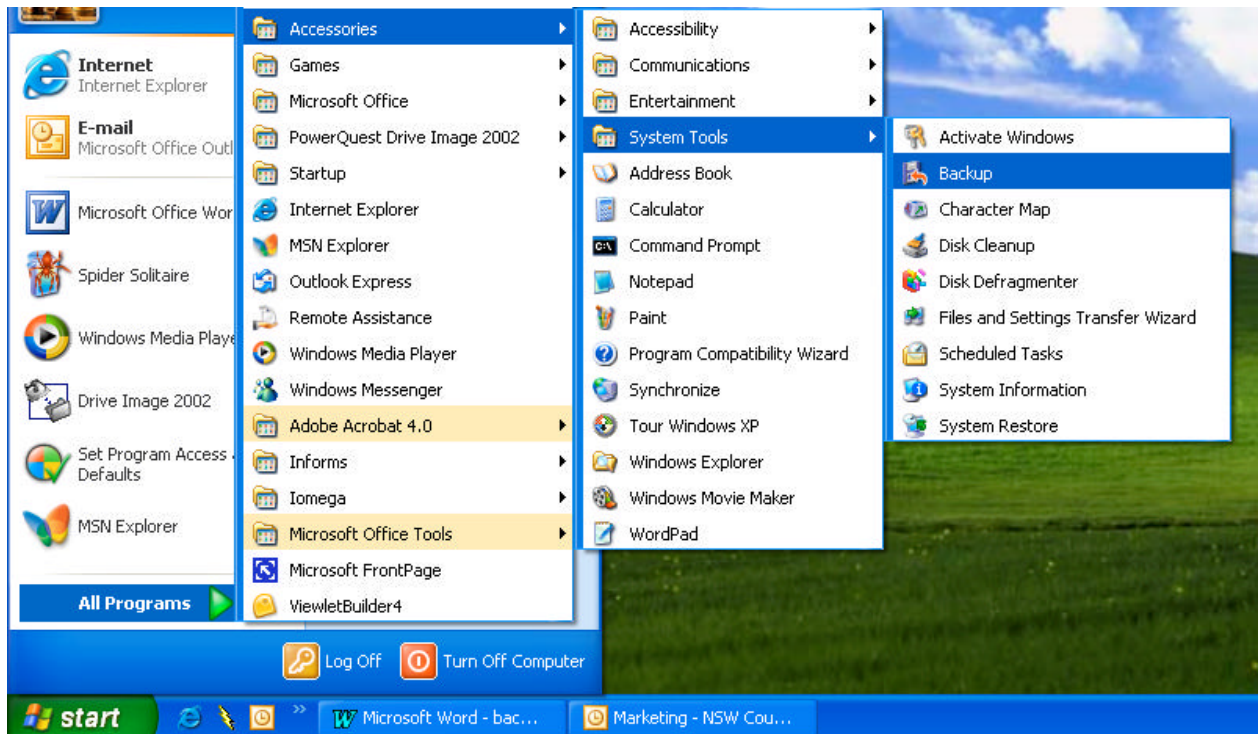
There are many ways of backing up your data:

- If you carry out a regular backup, you can simply amend it to include the folders identified above.
- You can use Windows Explorer to copy these folders to a CD or Zip disk.
- You can use a backup program.

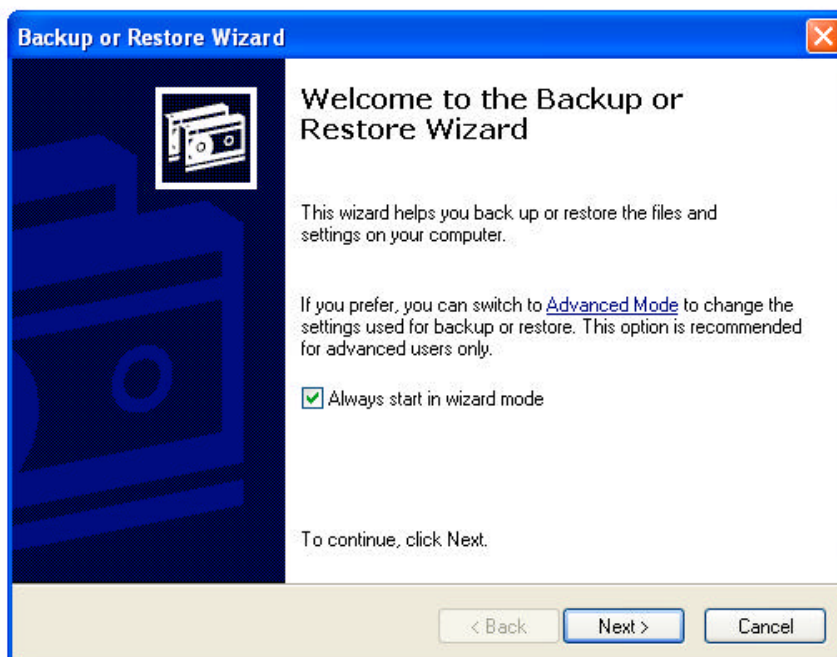
In the following instructions we show you how to use the Windows XP Backup Utility to backup the folders identified above.

WINDOWS XP BACKUP UTILITY EXAMPLE

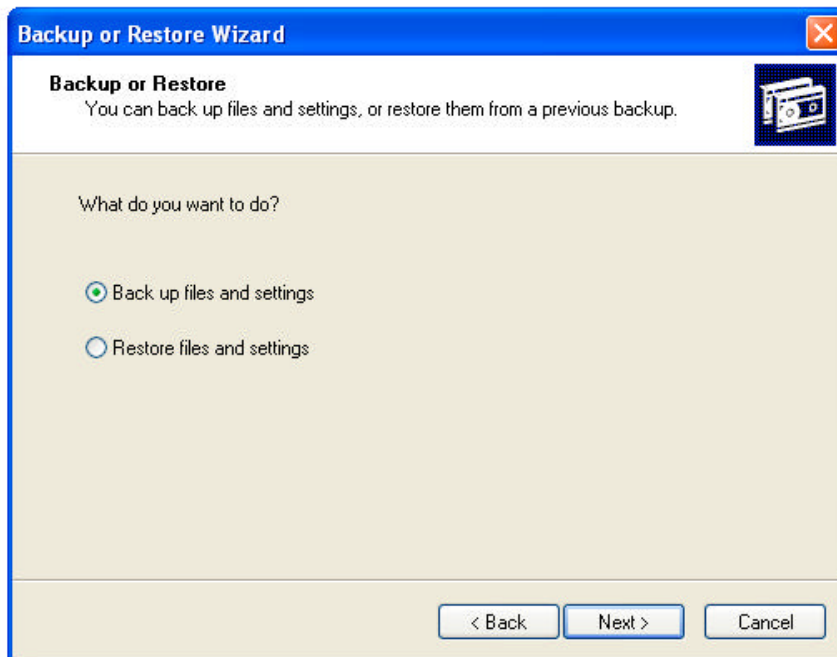
Click on the  button. Go to **Programs, Accessories, System Tools** and click **Backup**.



This will open the Microsoft Backup program. At the Microsoft Backup **Welcome** dialog, click **[Next>]** or press **<Enter>**.

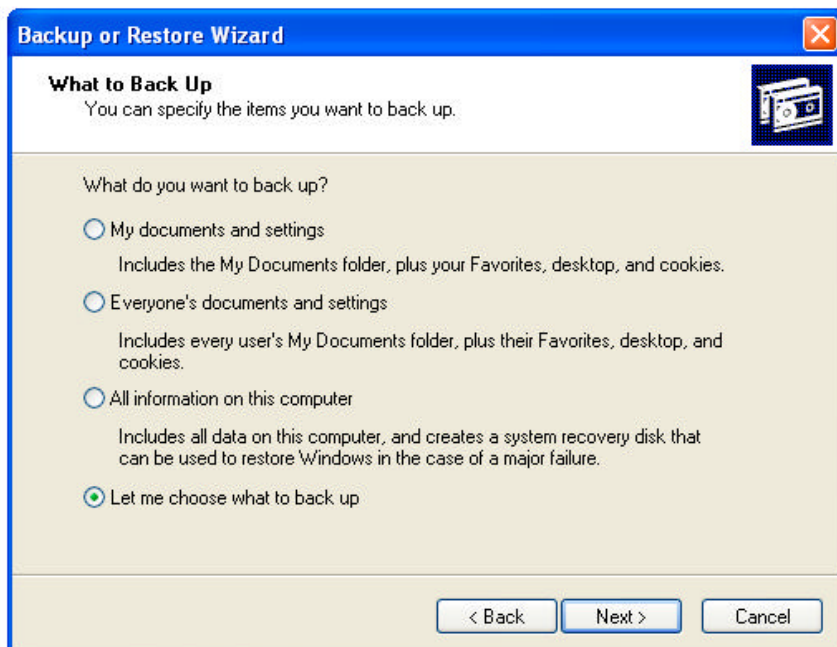


The **Backup and Restore** dialog:



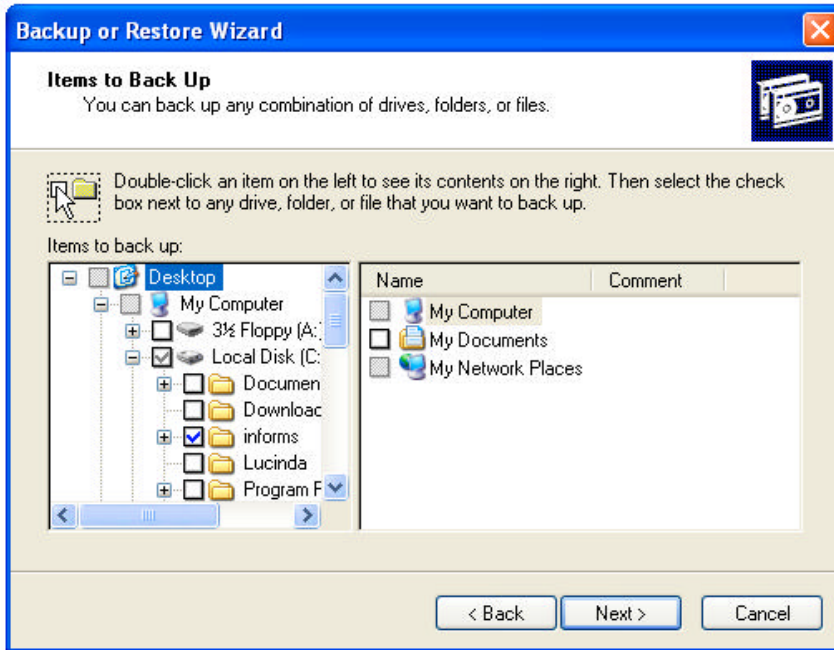
Accept the default and click **[Next>]** or press **<Enter>**.

The **What to Backup dialog**:



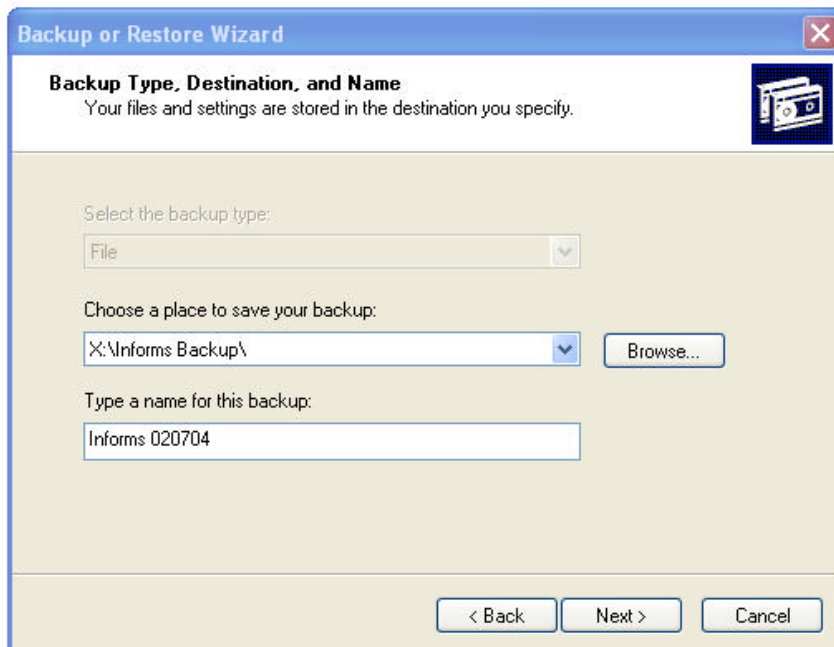
Select **Let me choose what to backup** and click **[Next>]** or press **<Enter>**.

The **Items to Back Up** dialog:



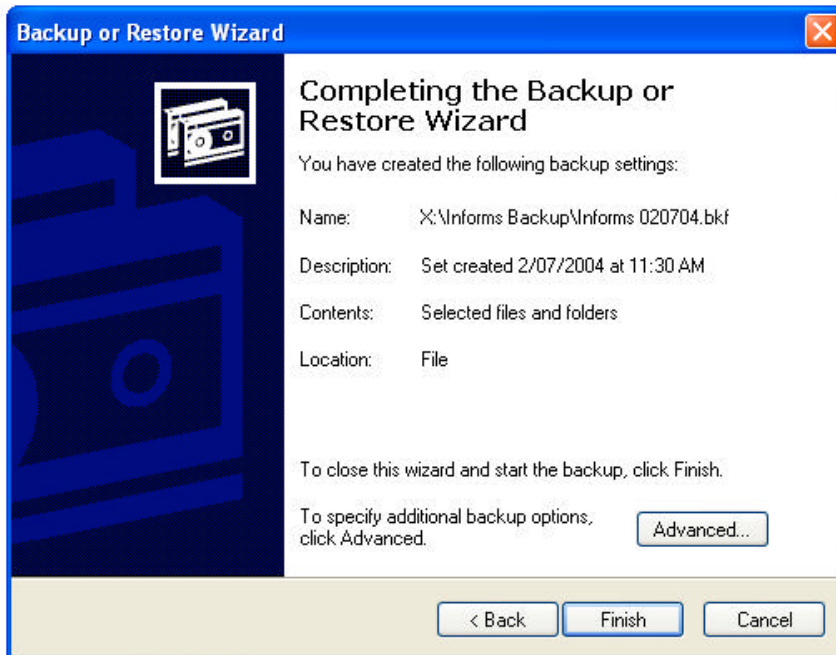
Select the required folders as noted previously with a tick and click [**Next>**] or press **<Enter>**.

The **Backup Type, Destination, and Name** dialog:



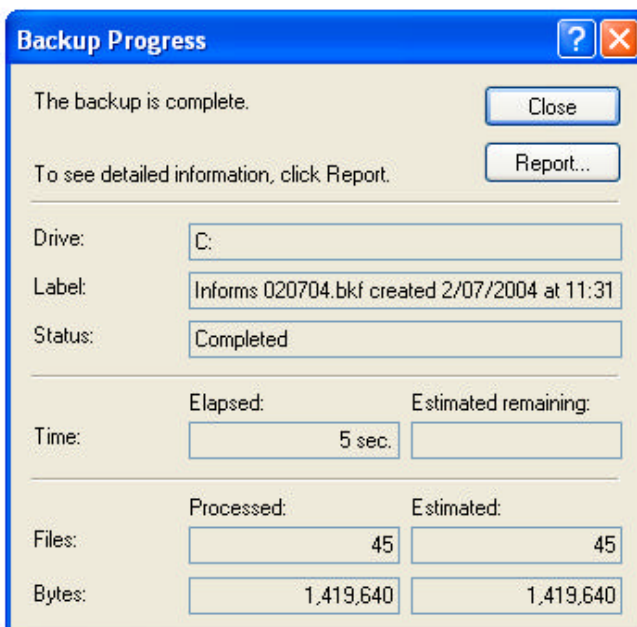
Select a destination to save your backup (where X: is your CD or Zip drive) and a name for the backup and click [**Next>**] or press **<Enter>**.

The **Completing the Backup or Restore Wizard** dialog:



Click **[Finish]**.

The Backup is complete.



For more information using Windows XP Backup Utility visit <http://www.microsoft.com/security/articles/backup.asp>.