

### Introduction

Your live database is in the **C:\Users\Public\CARCare** folder on your PC.

Each time you exit CARCare, the software will silently make a copy of your live database file, append a date/time-stamp to the end of the file name, and will store the backup copy in the **C:\Users\Public\CARCare\Backup** folder on your PC. This is the *default* backup folder. See page two (2) for instructions to set your backup path to an external storage device.

### Things NOT To Do!

Do **not** open database backup copies stored in your backup folder.

Your */ive* database file must **not** be stored in the same folder where your backup copies are stored.

Do **not** attempt to open and use a backup copy as-is.

Do **not** use a backup copy on a routine basis. Backup copies are designed to be used only for data recovery purposes.

### File Naming for Backup Copies

A database backup copy will look like:

**CARCare.db.20060701-113233**

Where:

**CARCare.db** is your */ive* database filename.

**.20060701** is the date (yyyymmdd) the copy was made.

**-113233** is the 24 hour time of day when the copy was made.

## Set Your Backup Path

Use Browse button on the **General** tab under **Options | Preferences...** to set your **Backup Path** to an external media device such as an external hard drive, USB drive, CD-R/RW, or similar device.

You should avoid having both your live database and your backup copies on the same physical storage device, or in the same folder.

## Set the Number of Backup Copies to Keep

Also under **Options | Preferences...** you may define the number of the most-recent backup copies to keep. We recommend at least 32 copies, but you may increase this to up to 99 copies.

## You're All Set

You will now have database backup copies to rely upon in the event the hard drive in your PC fails.

### Using a Backup Copy

Your CARCare database is very reliable. You will rarely, if ever, need to use a backup copy. But if your CARCare database has become damaged, or if you have accidentally deleted data that you meant to keep, using a backup copy will help you recover your data.

Here are the steps to take in case you need to recover using a backup copy.

- 1) Close CARCare.
- 2) Locate the latest known-good backup copy in your backup folder.
- 3) Rename the backup copy, removing the date-time-stamp from the file name.
  - a) `CARCare.db.20060701-113233` becomes `CARCare.db`
- 4) Replace your faulty *live* database file, stored in the **C:\Users\Public\CARCare** folder, with the file renamed in step #3a.
- 5) Start CARCare to confirm that your data is now restored.