About Purging and Archiving your data

Purging erases old data to conserve space which, in return, allows your programs to run faster. You may specify whether you want to Archive (store) the old data or purge it.

In essence, purging your data is the process of permanently removing all of the old data you no longer need. How often you use the Purge Data command is dependent on how extensive your notes are. Some users may find that they need to purge their data once a month, while others may find they need only purge data once a year. Purging your data depends, of course, on your system resources and how much hard disk space you can spare.

If you create an archive, the data is saved as a text file and can only be opened by using a word processor or other text-editing programs.

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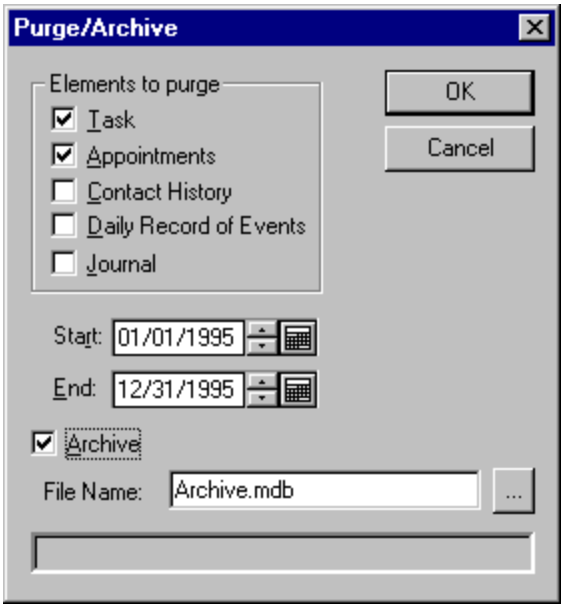
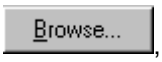
To archive your data:

1. Open the Tools and Utilities program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the **Purge/Archive** button, , and the Purge/Archive window appears.



3. Select the information you want to archive in the **Elements to purge** box.
4. Enter the start and end date of the information you want to archive.
5. Click the **Archive** box.
6. Type the destination path and the file name in the **File Name** field.
   For example, a:\backup.001.
   OR
   Click the **Browse** button, 

, to select a backup path and file name.
8. Click OK. A window appears with the message "The database has been purged/archived."
9. Click OK. The archive process is complete.

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Backing up data

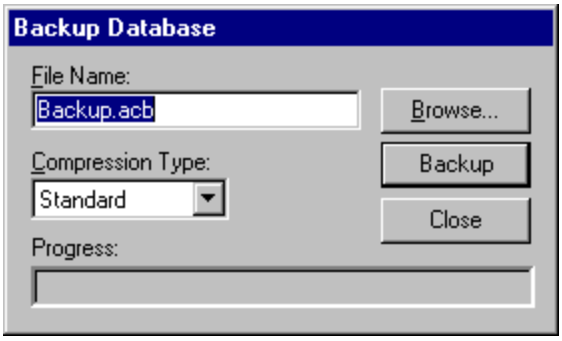
To make a Backup of your data:

1. Open the **Tools and Utilities** program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the **Backup** button,

, and the following Backup window opens.



3. Type in a name you want to call your backup file.
   OR
   You can locate a directory where you want to save the backup file by clicking on the Browse button,

.

NOTE: Regardless of the extension you enter(other than .acb), ".acb" will be added to it. So if you entered "Backup.xyz" the file would be named "Backup.xyz.acb".

4. Select the compression type. You can choose from Standard, Low, Medium-Low, Medium, Medium-High, High, or Maximum.
   Low is faster but may result in a larger backup file whereas Maximum is slower but will result in a smaller backup file. The Standard compression option is sufficient for most purposes.
5. Click the Backup button to create a backup.
6. When the backup is complete, a confirmation window appears that says:
   "The database backup was successful."
7. Click Close. Your backup is now complete.

NOTE: You should backup your data regularly. Creating a backup saves data even in the event of data loss. Remember, hard drives can fail and you don't want to lose all of the information you've entered in your data files.

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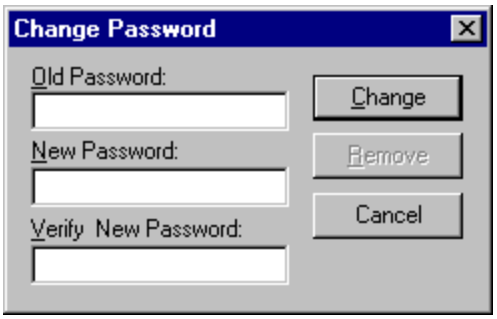
Change Password

To change your password:

1. Open the **Tools and Utilities** program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the **Change Password** button, , and the **Change Password** window appears.



3. Type in your old password, if you have one. If you have not yet set a password, this field will be disabled.
4. Type in your new password. It can be up to 14 characters long and is not case sensitive.
5. Type in that same password again in the **Verify new password** field.
6. Click the Change button.
7. The password you just entered is now your new password for your ASCEND 97 data.

WARNING: If you forget your password you will not be able to access your data.

To remove a password without adding a new one:

1. Type in your old password.
2. Click on the Remove button.
3. The old password is now removed.

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Compacting Data

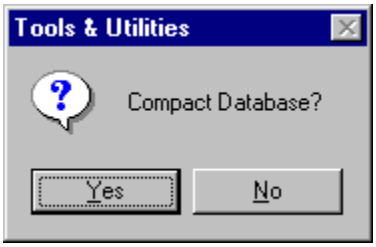
As your files grow you may find that you want to purge, archive or compact some of your information to create more space. If you have deleted old tasks, appointments, etc., compact your database to free this space on your hard drive.

To compact your database

1. Open the Tools and Utilities program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the Compact Database button, , and the Compact Database window appears.



3. Click Yes to compact your database. A confirmation window appears stating "The database has been compacted."
4. Click OK. Your files are now compact.

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Decrypting data

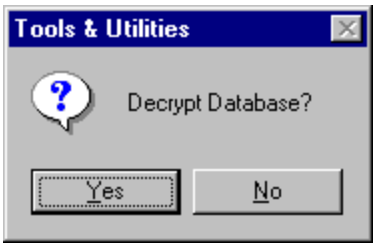
To decrypt your database:

1. Open the **Tools and Utilities** program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the **Decrypt Database** button,

, and the **Decrypt Database** window appears.



3. Click Yes to decrypt your database.

NOTE: If you want to import or export information you will need to decrypt your database. After encrypting your database, decrypting will reverse the encryption process. Decrypting the database makes the database files readable outside of the program that uses it.

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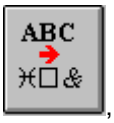
Encrypting data

To encrypt your database:

1. Open the **Tools and Utilities** program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the **Encrypt Database** button, 

, and the **Encrypt Database** window appears.

3. Click Yes to encrypt your database.

NOTE: By encrypting and creating a password for your database you can feel secure that your information is safe. Encrypting the database makes the database files unreadable outside of the program that uses it.

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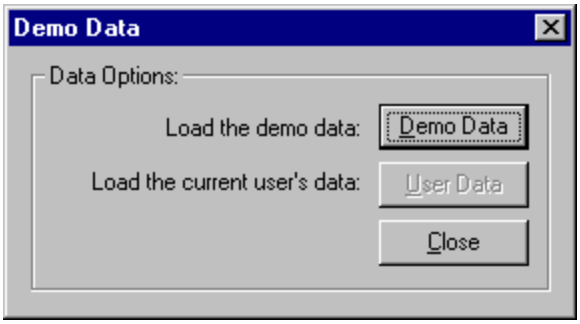
Loading Demo/User Data

To load the demo data:

1. Open the Tools and Utilities program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the Load Demo Data button, , and the Demo Data window appears.



NOTE: The program will detect which data you currently have loaded. If you have demo data loaded you can load User's data. If you have user's data loaded, you can load the Demo Data.

3. To load the demo data click on the Demo Data button. Once the demo data is loaded, a confirmation window appears that says: "Transfer of Demo Data is complete.".

4. To load the current user's data, click on the User Data button. Once the user's data is loaded, a confirmation window appears that says: "Transfer of User's Data is complete."

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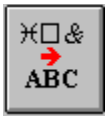
Tools and Utilities allows you the opportunity to do a variety of things with your data files, including restoring, backing up, and more. These options are all listed below. To view help on these topics, click on that topic.

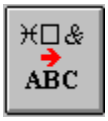
Click on this button to Back up your database

Click on this button to Restore your database

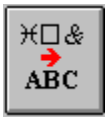
Click on this button to Repair your database



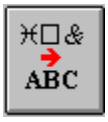
Click on this button to Encrypt your database



Click on this button to Decrypt your database

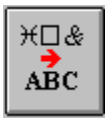


Click on this button to Change your password



Click on this button to Purge your database or Archive your database
Click here to learn About Purging and Archiving your data

Click on this button to Compact your database



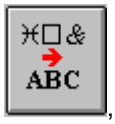
Click on this button to Load Demo/User Data

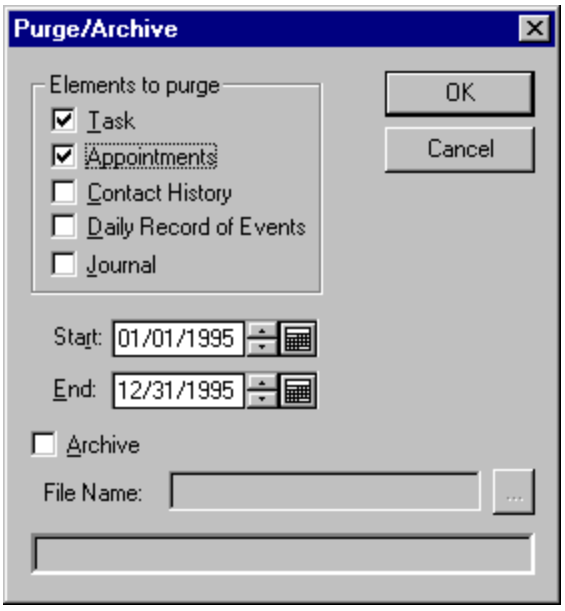
Purging Data

To purge data:

1. Open the Tools and Utilities program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the Purge/Archive button,  , and the Purge/Archive window appears.



3. Select the information you want to purge in the Elements to purge box.
4. Enter the start and end date of the information you want to purge.
5. Click OK. A window appears with the message "The database has been purged/archived."
6. Click OK. You have finished the Purge process.

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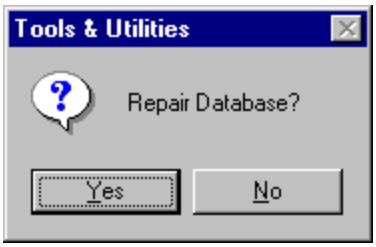
To repair your database:

1. Open the **Tools and Utilities** program.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the **Repair Database** button, , and the **Repair Database** window appears.



3. Click Yes to repair your database.

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Restoring data

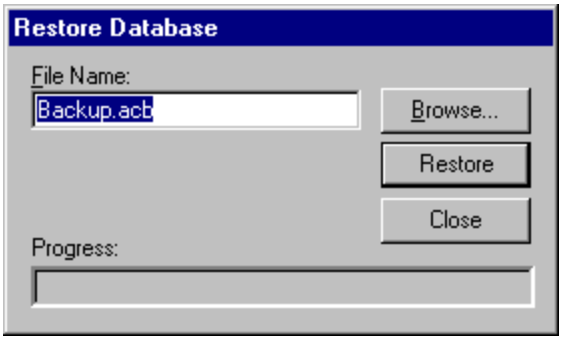
To restore data from a backup:

1. Open the Tools and Utilities module.

Note: You must close ASCEND 97 before you can open the Tools and Utilities program.

2. Click the Restore button,

, and the Restore window appears.



3. Enter the name of the backup file you want to restore.
OR
You can search for it by clicking on the Browse button,

.

4. Once you have typed in or selected your database, click the Restore button.

5. When the backup is complete, a confirmation window appears that says:

   A window appears with the message "The database has been restored."

6. Click Close. The Restore process is complete.

NOTE: The Restore feature restores data from a backup file to the planner directory on your hard drive. This is a useful command for transferring data between computers. For example, you can transfer data between the computer you use at work and the computer you use at home. You can run a Backup routine when you leave one computer and do a Restore command when you arrive at the other.

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