

# Lesson 11

## Keeping your data safe

Power failures, disk problems, and other unexpected computer problems can happen to anyone at any time. To help prevent data loss, regularly back up all important documents on your computer, including your databases.

In this lesson you will learn:

- how and when to back up your database
- where to learn about other ways to protect your files

### How to back up your database

There are many ways to back up a file. This is one way.

1. Determine the size of the database.

Windows: Right-click the icon for the file, then choose Properties.

Mac OS: Click the icon for the file, then choose File menu > Get Info.

2. Identify a disk or volume that has enough available space for a copy of the database.

3. Open the database you want to back up.

4. Choose File menu > Save a copy as.

5. Click Save.

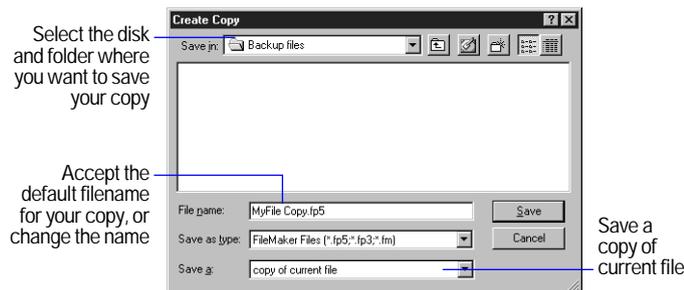
**Important** Next time, back up to a *different* disk or volume. Never back up over the only or most recent copy of your file. You should have several different backups at all times.

### When to back up

You should back up:

- as often as necessary to be sure you can restore all of your data in an emergency.
- before you make a major or irreversible change like deleting records, deleting a field from Define Fields, or replacing data using the Import or Replace features.

Remember, it takes far less time to back up a file than it does to recreate a lost or damaged file!



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