

## Backing up databases in DB TextWorks

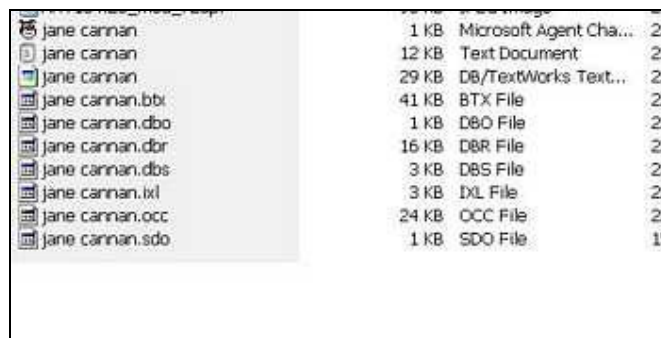
The information in your database is the result of hard work and should be protected. A back-up procedure needs to be an integral part of the indexing or computer project.

After each in-putting session the records in the database should be exported to at least one floppy disk or USB drive. One disk should be kept off site.

Back up copies of data structures, report forms and query screens should also be kept.

The entire database should also be regularly backed up.

### Backing up database



File Name	Size	File Type	Page
jane kannan	1 KB	Microsoft Agent Cha...	22
jane kannan	12 KB	Text Document	22
jane kannan	29 KB	DB/TextWorks Text...	22
jane kannan.bba	41 KB	BTX File	22
jane kannan.dbo	1 KB	D&O File	22
jane kannan.dbr	16 KB	D&R File	22
jane kannan.dbs	3 KB	D&S File	22
jane kannan.ixl	3 KB	IXL File	22
jane kannan.occ	24 KB	OCC File	22
jane kannan.sdo	1 KB	SDO File	15

The files making up the database end in .bba; .btx; .dbo; .dbr; ; .dbs; .ixl; .occ; .sdo; .acf. There will also be a log file (a text file).

Copy (or burn) all these files to a cd-rom, USB drive or other storage device to back up the database.

### Backing up data structure

Go to Maintain menu

Choose Edit Textbase Structure

Choose Back Up Structure



Type the name of the structure back up in the File Name box

Click Save button

## Backing up records

Exporting the records provides a back up of the records only but is a useful way to back up the work done on a particular day, week, month etc.

### **Exporting Records in DB/TextWorks**

Information can be copied into and out of a database by Importing and Exporting ACII files.

Importing and Exporting is a way of sharing information between databases.  
Importing and Exporting is also a way of sharing and restoring record information.

### **Exporting records**

Before exporting records you must search for the records to be exported.

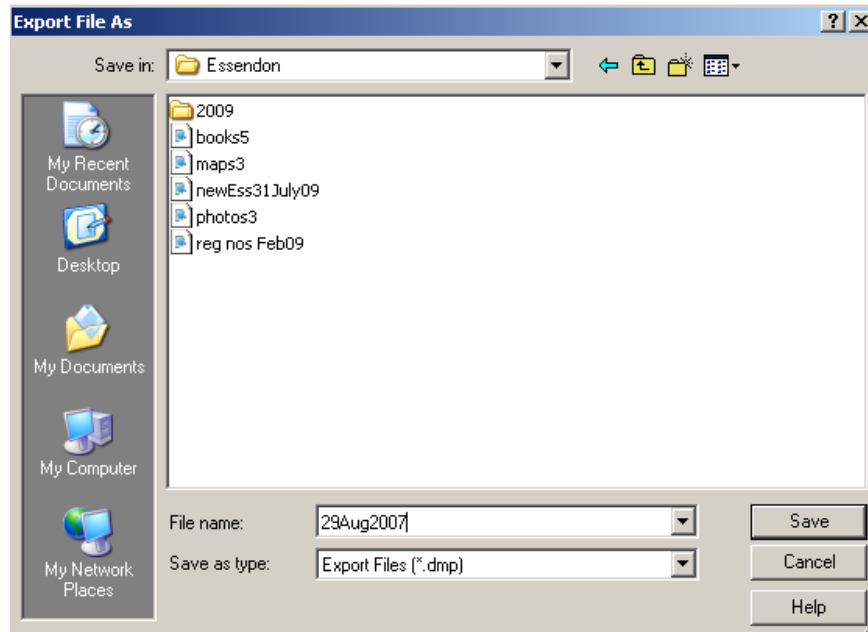
If all the records are to be exported use the Globe icon to search for all records.

When you are ready to export records

- Go to the 'File' menu
- Choose 'Export'

In the *Export File As* dialog box

- Choose an option in the *Save In* box [the drive and folder where the export file is to be saved]
- Write the name of the new export file in the '*File Name*' box. [It is a good idea to include the date file is exported in the name eg. 20August2007]
- Click the 'Save' button



In the *Export Options* dialog box:

- Select 'File Format' from the *Options* list and ensure that 'Inmagic Tagged Format' in the *Export File Format* list is selected.



- Select 'Records to Export' from the *Export Options* list and then
- Select 'Export Current Record Set' if a set of records has been selected for exporting

OR

- Select 'Export Entire Database'.

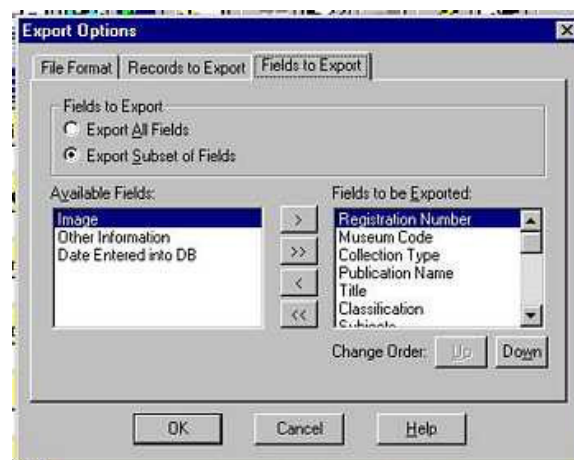
- Select 'Fields to Export' from the *Options* list and then indicate the fields to be exported

'Export All Fields' where information from all fields will be exported

OR

'Export Subset of Fields' which copies information only from selected fields.

When using 'Export Subset of Fields':



In the 'Available Fields' box

- Highlight a field
- Click the arrow button to move the field names into the 'Fields to be Exported' box

[The arrows can be used to return field names to the 'Available Fields' box]

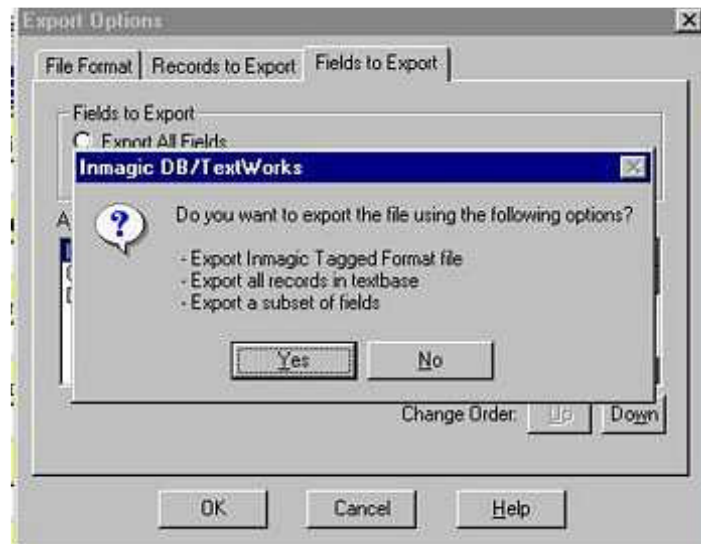
- Define the order in which the fields are to be exported.

If necessary the order of the fields can be changed by using the Up or Down buttons

A box asking you to confirm the export options appears

- Click the 'Yes' button to carry out the export.

A box confirming the number of records exported



The Dump Records feature in DB/Textworks is another way of exporting (copying) all the records in the database.

Open DB/Textworks (but do not select a database)

Select *Manage Textbases* menu

Select *Dump Textbase*

Select the database from which to copy the records

Click Open

Select the file where the copied records are to be stored

Click Save