

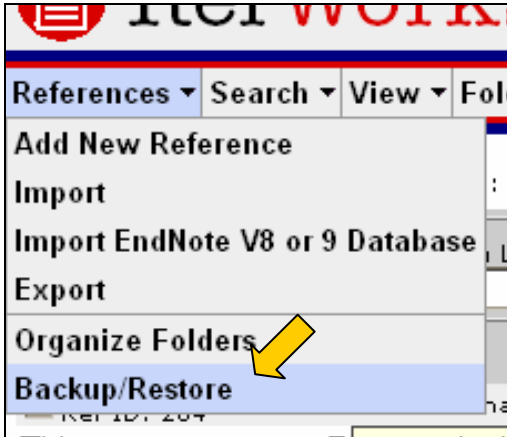
Backing Up and Restoring a Database

Back Up:

To back up a copy of your database (including RefID numbers and folders) and custom output styles follow the steps below.

Please Note - Folders that do not contain any references will not be saved. If you have empty folders that you wish to retain add a reference to the folder before backing up.

1. From either the **Tools** or the **References** menu select **Backup/Restore**

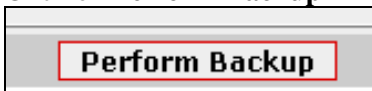


2. By default, **Include References** and **RSS Feeds** are selected. If you do not want to include your references, deselect this option

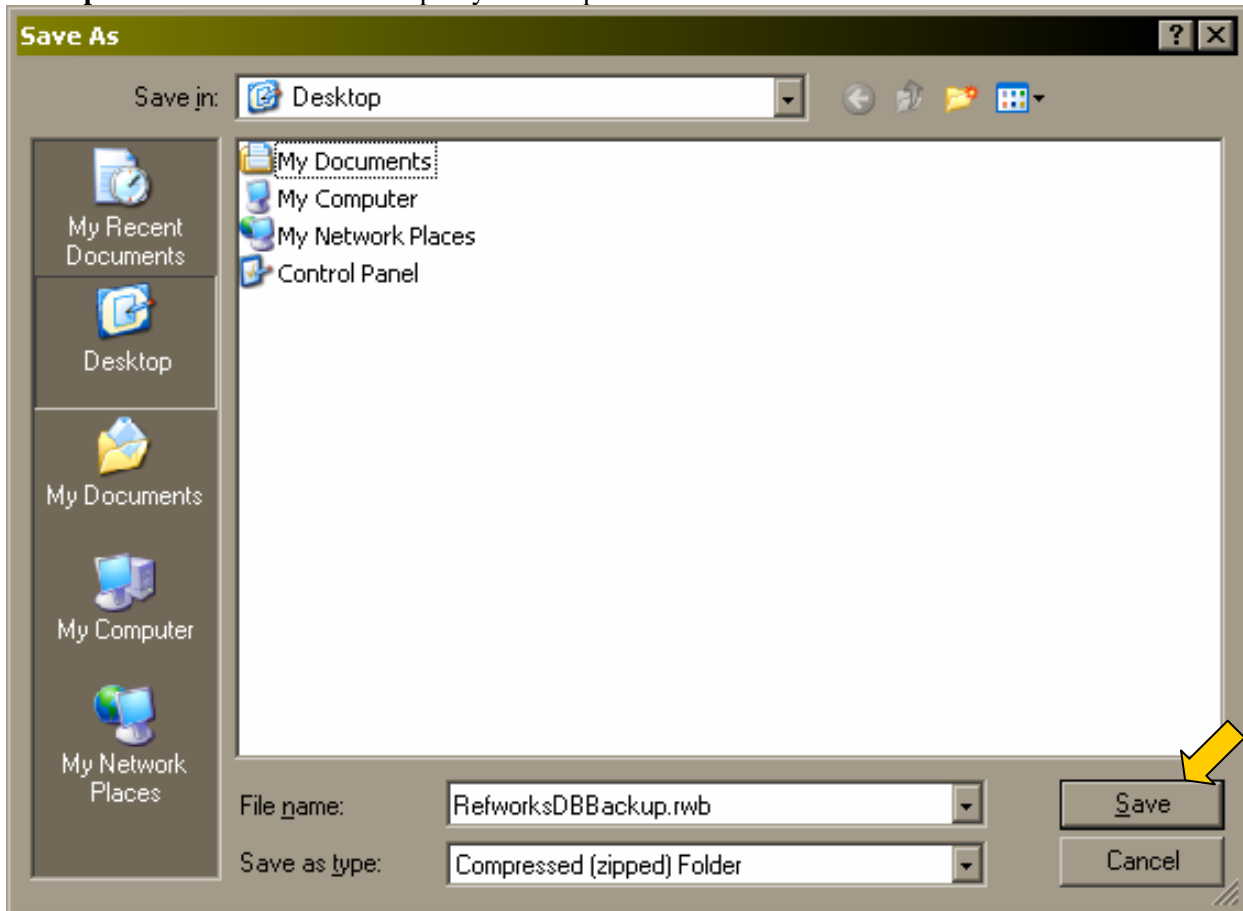


3. By default, all custom **Output Styles** are selected to backup. You can deselect any or all custom output styles.

4. Click on **Perform Backup**



5. Save the file when prompted. If you are not prompted to save the file, click the link that says **Click here to save your backup file** to download the backup to your computer.



The default file name is a combination of your organization's Group Code and your login name. It will be saved as a .zip file. Please do not change the extension of the file as it is necessary to restore if you need to do so later.

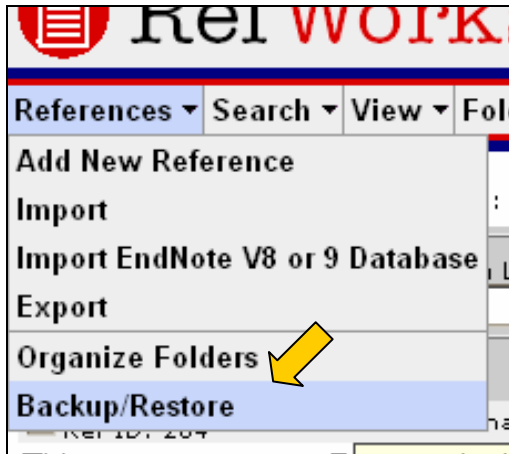
Although RefWorks backs up all databases on a regular basis, we recommend users do this as well.

Restore:

Restoring will overwrite all of the references in the account where the restore is taking place. If you need to restore from a back up for some reason, be sure to do so in either an empty database or to an account that does not have any data you want to save.

Restoring Output Styles will overwrite styles with the exact same name and will add styles that are unique. As a result, you can create several custom styles and back up just the Output styles by selecting the styles you want to include or by selecting **Check All** to include all custom Output Styles. Give this back up to a colleague and they can restore just the styles to add your custom ones to their program. (Be sure you do not back up and restore the database as well.)

1. From either the **Tools** or the **References** menu select **Backup/Restore**



2. Browse for the appropriate back up file



3. Select **Include References**, **Include RSS Feeds** and/or **Include Output Styles**



4. Click on **Perform Restore**

