USER
MANUAL

ATLAS.ti 7
Project Backup

ATLAS.ti Project Backup

Your project consists of two parts, the HU file and your data. In most cases, your data will be stored external to the HU in a document library. If this is the case, ATLAS.ti has made a copy of the original source files and you need to make sure that the documents from the library are included in your regular backup routine. If you however have assigned documents rather than added them, the original source files are linked to the HU. If this is the case, you should know where these documents are and include the original source files in addition to the HU file into your regular backups.

In case your documents are stored internally in the HU file – this is the case if you have imported survey data, created internal text documents or imported f4/f5 or Transana transcripts - your project only consists of the HU file. And thus, the only file you need to backup is your HU file.

Daily Backups

For routine backups of your work in progress create a **copy bundle file** of your project and store it in a safe place (i.e. external hard disc).

The copy bundle file includes the HU and all documents that either have been added to a library or that are linked as external documents.

You can use the copy bundle file either as a means to transfer your project to another computer or to reconstruct your project in case something has gone wrong (e.g. hard disk failure, re-installation of Windows, etc.)

PROJECT / SAVE COPY BUNDLE

Backing Up The Whole ATLAS.ti Environment

The ATLAS.ti environment consists of
- The HUs
- Original documents
- Managed documents

For backing up the whole environment you have to add the directories containing these files into your backup. If you or your company/university has already a backup system then you can add these directories to the backup system. If you do not have a backup system you may setup a backup system or manually copy these directories to an external hard disk or file storage.

Windows 7 already comes with a reasonable on-board backup system. This system is fully suitable for individual users. You can easily find documentation how to set up and use the Windows 7 backup either in the interactive help system on your computer or on the Web (e.g.,

http://windows.microsoft.com/en-US/windows7/products/features/backup-and-restore).

Users in an ATLAS.ti team should ask their local administrator which backup is or shall be used.

Beside the directories that contain the HUs and original documents you have to add the library folders to the list of items to be backup up. The system report will tell you where to find the two library directories. Create a system report to locate the library directories:

Start ATLAS.ti

From the main menu select HELP / TECH SUPPORT INFO / DISPLAY SYSTEM REPORT

The library directories are reported in the section "APP FOLDERS" using the keys "Repository My Library" and "Repository Team Library". You have to add one or both of these directories depending which libraries you use.

The following shows an example report. However, note that the directories will be different on every computer. Their path depends on your user name, language of Windows installation and other factors:

```
APP FOLDERS
ATLASti Path: C:\Program Files (x86)\Scientific Software\ATLASti\ [RO]
Program Folder: C:\Program Files (x86)\Scientific Software\ATLASti\Program\ [RO]
DISK: C:\Program Files (x86)\Scientific Software\ATLASti\Program\ [RO]
Help Folder: C:\Program Files (x86)\Scientific Software\ATLASti\Program\help [RO]
ATLAS.INI Folder: C:\ProgramData\Scientific Software\ATLASti\
Download Path: C:\Program Files (x86)\Scientific Software\ATLASti\ [RO]
Post Update Temp Folder: C:\Users\Susanne\AppData\Local\Temp\
User System Path: C:\Users\Susanne\AppData\Roaming\Scientific Software\ATLASti\
User Local AppData Path: C:\Users\Susanne\AppData\Roaming\Scientific Software\ATLASti\
Timer Backup Path: C:\Users\Susanne\AppData\Roaming\Scientific Software\ATLASti\

Repository My Library: C:\Users\Susanne\AppData\Roaming\Scientific Software\ATLASti\Repository\Managed Files\
Repository Team Library: C:\Users\Public\Documents\Scientific Software\ATLASti\Repository\Managed Files\

Textbank Folder: C:\Users\Susanne\Documents\Scientific Software\ATLASti\TextBank\
Samples Folder: C:\Users\Public\Documents\Scientific Software\ATLASti\Samples\
```

Figure 1: Excerpt of a user system report

Moving Your Documents To A Project Library At An Auto-Backed-Up Location

Some organizations provide network storage for their users which are automatically backed up using an external backup system. If so, it is a good idea to work with project specific libraries.

Before doing this, however, make sure that the storage is indeed big enough to hold all your project data (this is mainly a concern when using large files, such a videos, or a large number of files).

This is how you move documents of an existing project to a project-specific library:

| Create a folder at the location where you want the library to be located.

| Open ATLAS.ti and your project.

| Select PROJECT / SET PROJECT LIBRARY.

| Click the button CREATE OR SELECT LIBRARY FOLDER. Select the´folder that you have created for the project library. Click OK.

| Confirm that you want to connect your HU to this library. All documents will now be moved to this location and thus be included in the Auto-Backed-Up