

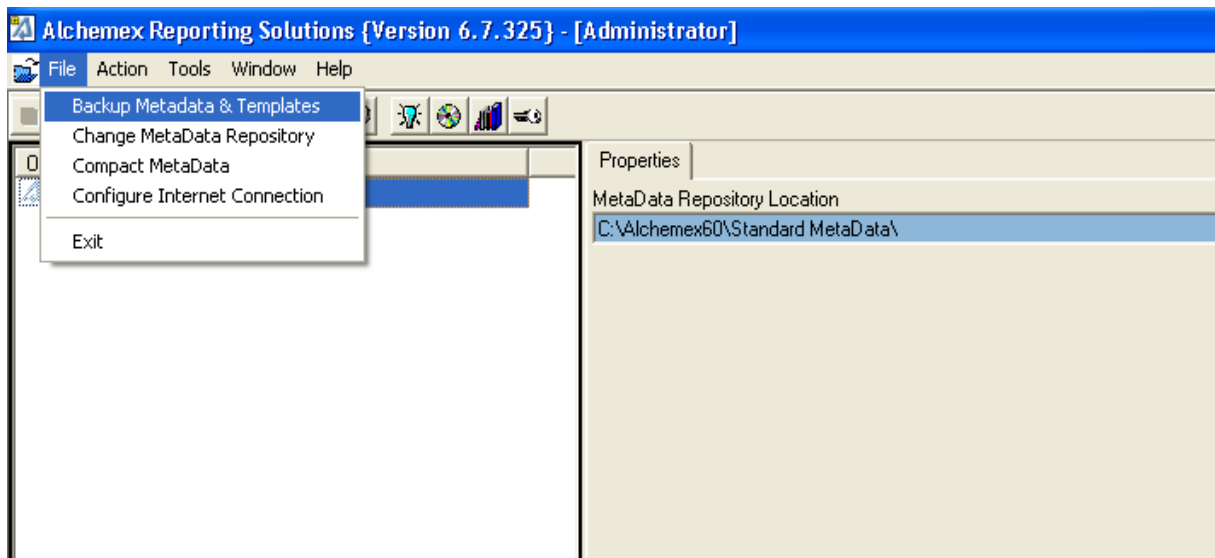
Tip Category: Backup & Restore

Question: How do you create a backup in Alchemex?

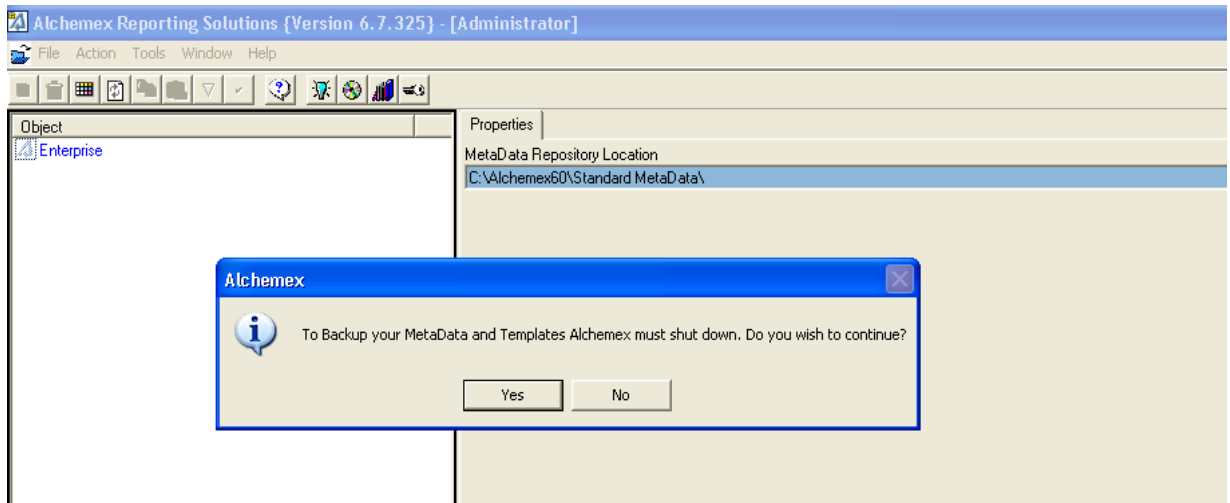
Answer: Use the File|Backup Metadata & Templates option.

Method:

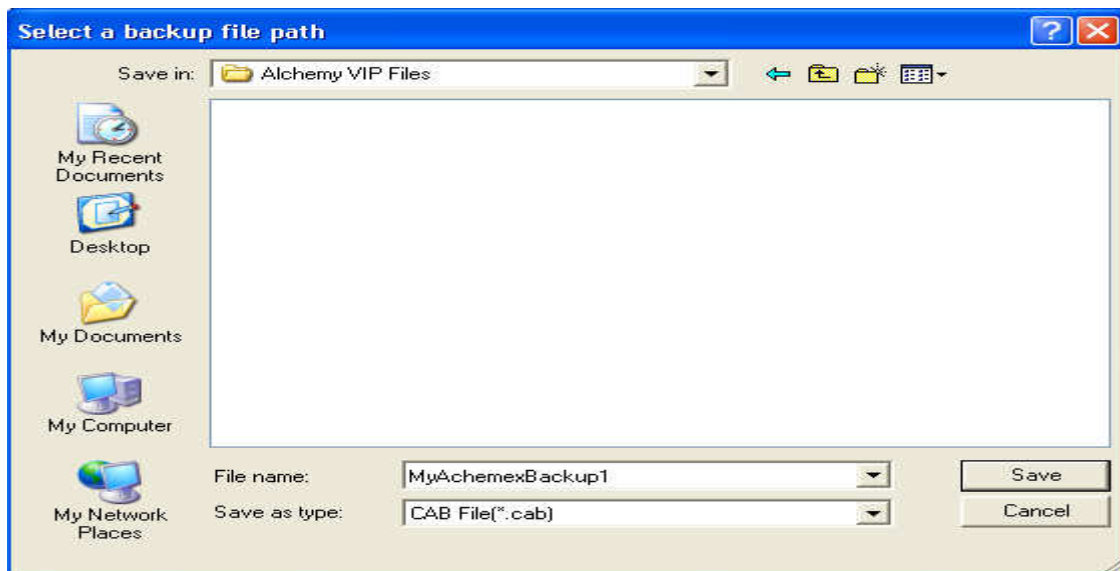
1. Select File|Backup Metadata & Templates from the menu bar in Alchemex



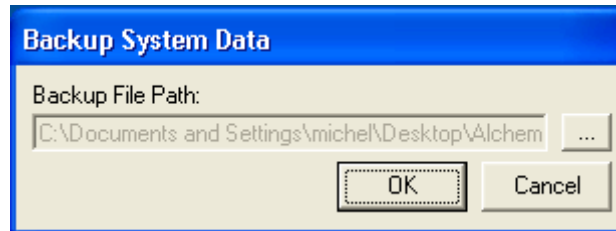
2. The following screen will appear, select **Yes** to continue



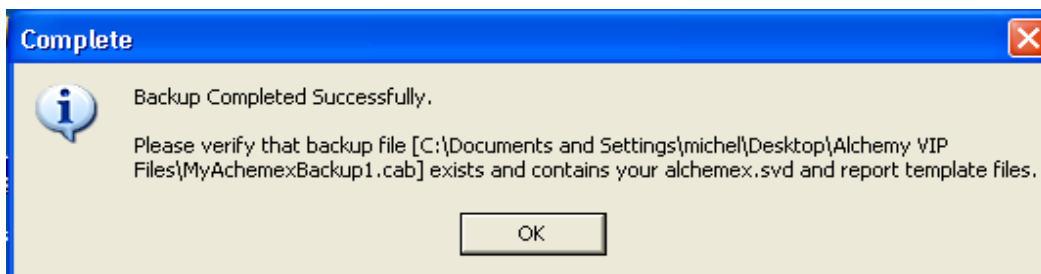
3. Browse to the folder you would like to create your backup in and enter your Backup file name, select **Save** to continue



4. The following window will appear, select **OK** to continue



5. Once your backup is complete the following screen should appear:



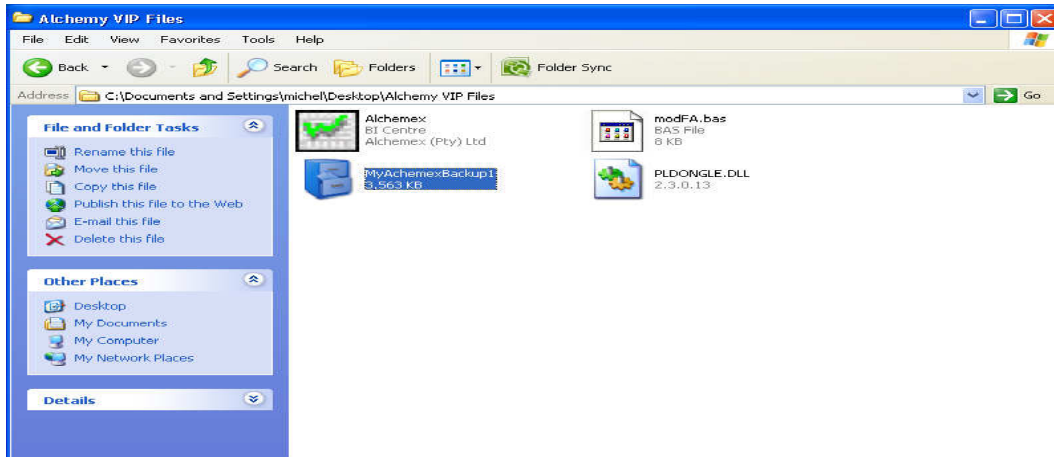
Select **OK** to continue

Question: How do you restore a backup in Alchemex?

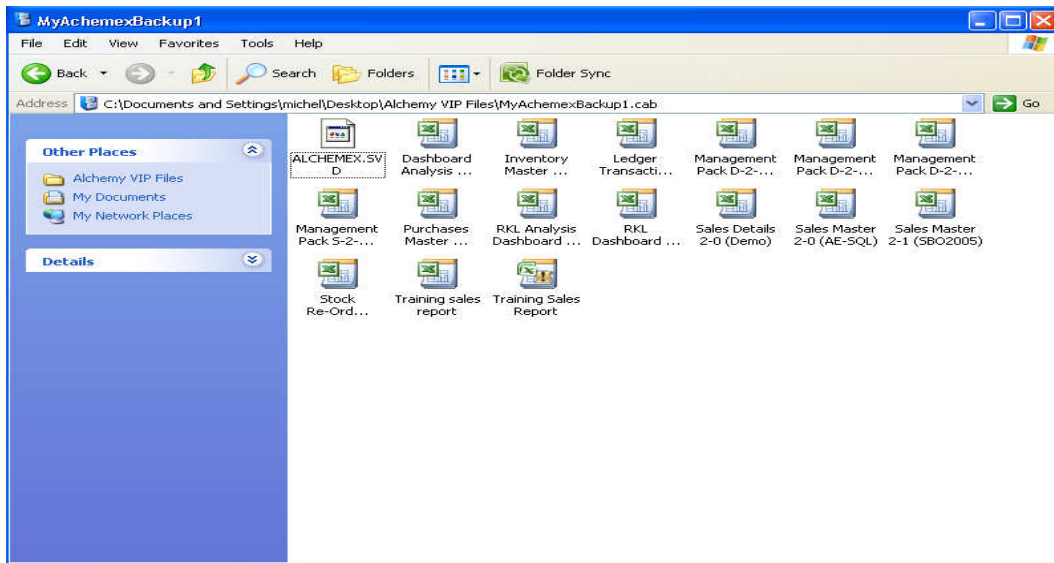
Answer: Use the MS Windows Cabinet file extractor option

Method:

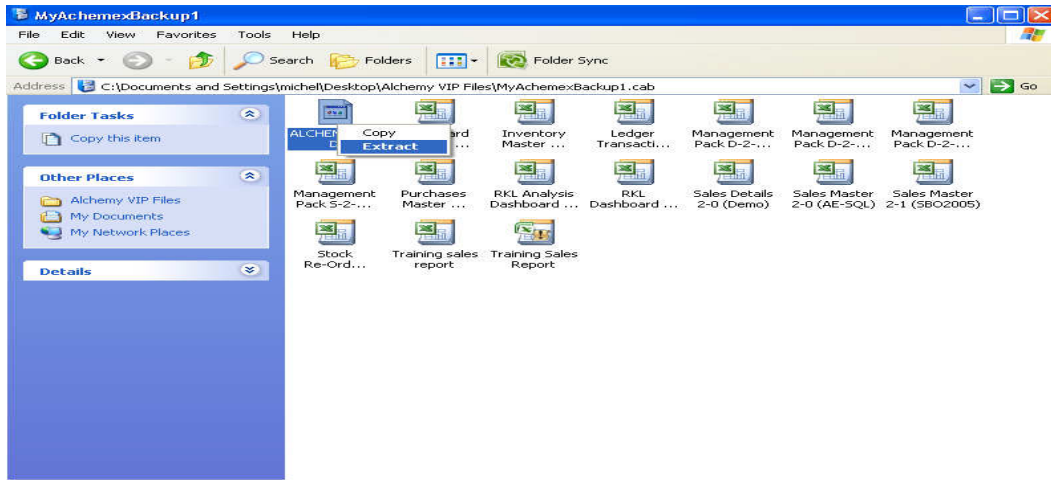
1. Using MS Windows explorer locate the backup file that you created earlier



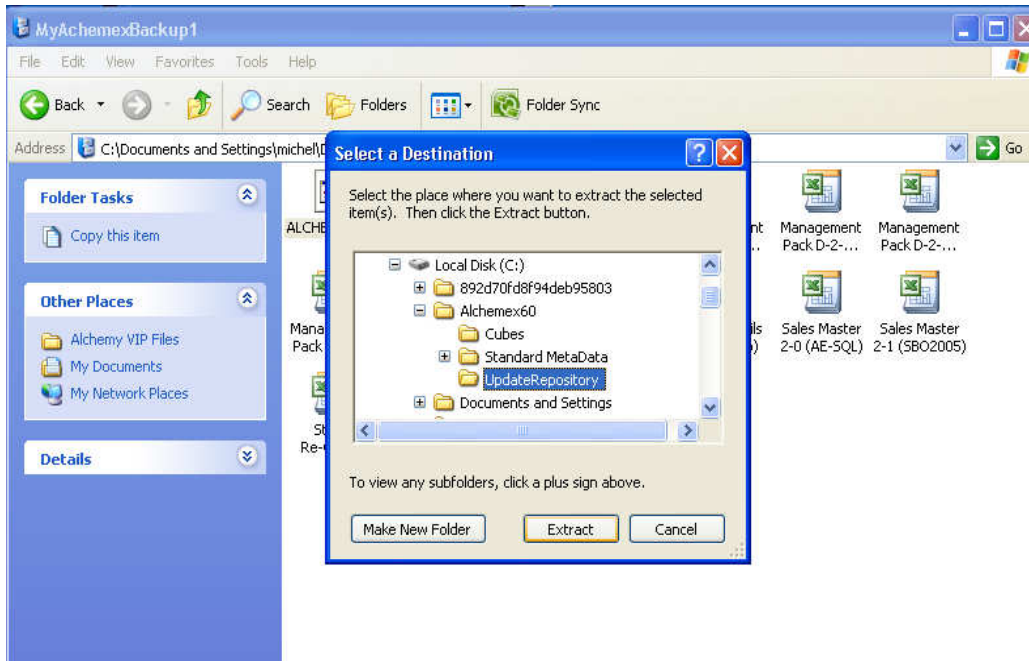
2. Double click on your backup file and the following screen will appear:



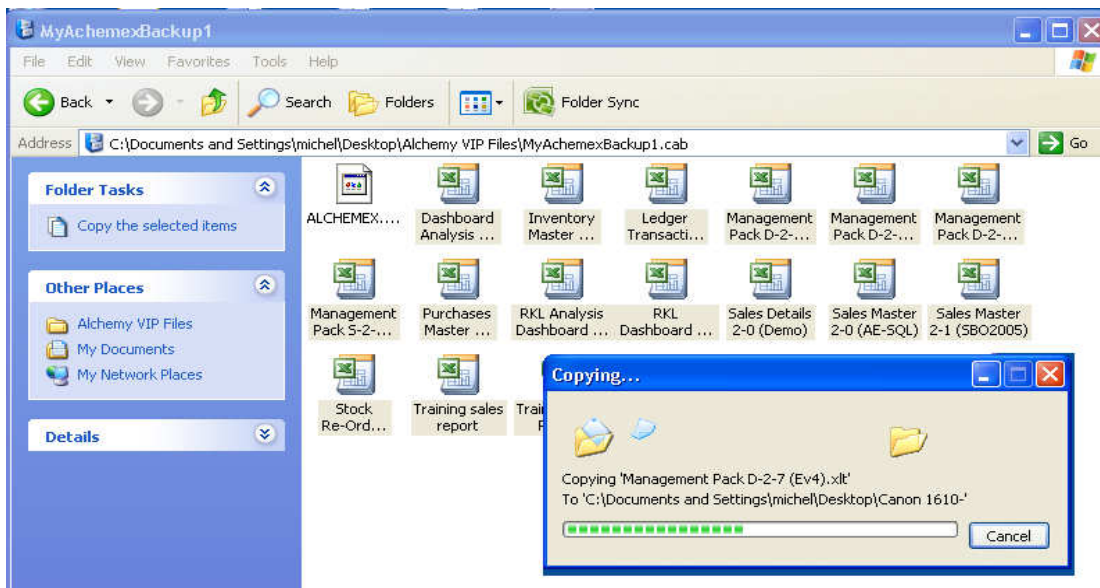
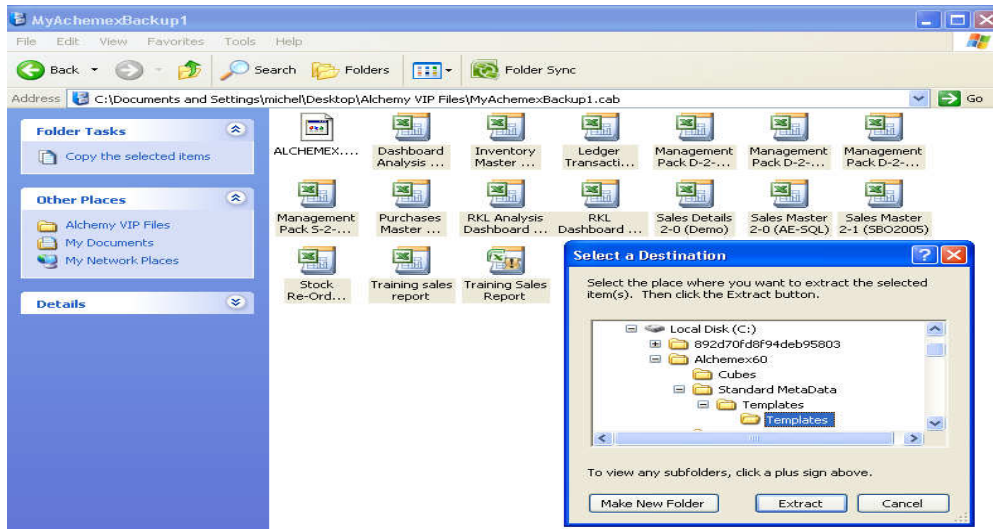
3. Right Click on the **Alchemex.SVD** file.



4. Select **Extract**



5. You will be asked to select the destination for the Alchemex.svd file. Select the correct location and select **Extract**. By default this location is **Alchemex60|Update Repository**
6. Repeat the same Process for the Templates. Please note that the destination folder for the Alchemex.SVD and the Templates are different. By default the location for the templates is **Alchemex60|Standard Metadata|Templates**



7. Your files will be extracted to the correct locations as selected. Your backup is now restored.