

## Backup and Restore Files

Best Case Bankruptcy allows you to back up your files to a diskette or to a separate location on your hard drive or network. The restore function allows you to copy files from a diskette or separate location on your computer into the appropriate data folders in the Bestcase directory.

### Types of Files to Back up

Using the backup function, you can back up any or all of the following data files:

**Setup Files**, which include your Common Creditor List, your macro phrase list, your zip code database, law firm information, attorney name choices, non attorney information, and your stored list choices, (such as the choices for description of lien on Schedule D).

(Note that the backup/restore function below cannot combine two Common Creditor Lists - you will either just keep your existing list or overwrite it with the file being backed up. There is a separate feature to Combine Common Creditor Lists from two machines.)

**Client Files**, which include all client files in the database, (to backup just one client file, see Copying Client File to Disk)

**Jurisdiction Files**, which include all jurisdiction settings in the jurisdiction portion of the Setup Menu,

**Exemption Files**, which include all exemptions listed in the exemption section of the Setup Menu, and

**Additional Documents**, which include all Word or WordPerfect documents in the additional documents sub-directory.

### Tips for Backing Up Files

1. Exit all programs that are running before backing up files.
2. If you are backing up files to a diskette, flip the write protect tab on the diskette after you have copied data files to the disk. This will help to prevent accidental erasure.
3. Cycle through several sets of backup disks or locations. That way, if something happens to your backup disk or file, you have another copy in another place.

### Backing Up Files

Use this procedure to make a backup copy of your data files, or to copy data files from one computer to another.

**Note that if your program is installed on a network, no one will be able to work in Best Case Bankruptcy while the data files are being backed up.**

1. Start Best Case Bankruptcy. In the Welcome Screen, click **Close**.
2. If you are already in Best Case Bankruptcy, close any entry screens that are open, close the Forms and Schedules Menu, then close the Client List Window.
3. Click on File in the Main Menu.
4. Click on Backup/Restore then click the Total Backup/Restore Utility option.
5. Click the **Backup** button.
6. Select the files to be backed up. The file types are described above.
7. In the bottom of the window, you'll see the estimated number of disks that it will take to back up the files you have selected. Click **Next**.

8. Select the drive you want the files to go to. If you are backing up to a diskette, you will generally want to select drive A: or B:. If you are backing up to your hard drive or network drive, choose Other drive, select the drive from the drop-down menu, and select the directory from the drop-down Path list. Be sure the correct path name is listed above the white box. If just the drive letter is listed, you need to select the appropriate folder below. With the correct path listed, click **OK**. Click **Next**.
9. In the Done by box, type your name. You can also type a description, if it is helpful to you. The backup date and time are displayed for you. (If you later restore this data to your computer, this information will be displayed for you.)
10. Click the **Begin Backup** button. You will be asked to insert a diskette. Insert a blank, formatted diskette and press **OK**, or, if you are backing up to a hard drive, just click **OK**.
11. If you are backing up to a floppy disk, a message will appear telling you that any information on the floppy diskette will be deleted. Click **OK** to continue.
12. When the backup is complete, summary information will be displayed which you can write on your disk. Click the **Backup Complete** button to exit this screen.
13. Click **Close** to exit the Backup/Restore function.

### Restoring Backed Up Files

This procedure restores data that was saved using the Best Case backup function. You will be asked to specify whether you want to overwrite existing files or not.

1. Start Best Case Bankruptcy. In the Welcome Screen, click **Close**.
2. If you are already in Best Case Bankruptcy, close any entry screens that are open, close the Forms and Schedules Menu, then close the Client List Window.
3. Click on File in the Main Menu.
4. Move the mouse to Backup/Restore
5. Click the Total Backup/Restore Utility option then click the **Restore** button.
6. Choose the drive you are restoring data from. If this is a directory on your hard drive or network drive, choose the path by clicking from the drop-down list. Click **Next** once you have chosen your directory.
7. If you are copying from a diskette, insert the diskette when prompted for disk 1, then click **OK**. If you are copying from a hard drive, just click **OK**. If the directory you backed up to is different from the directory you are restoring to, a warning message will appear. Click **Yes** to continue.
8. Next you will need to choose which files to restore. (See Types of files above.) The backed up data files in the selected location will be displayed. If you want to restore all of them, click **Next**. If you only want some of the types of data that are marked, remove the check mark from the files you don't want to restore, then click **Next**. If a choice is grayed out, that means that you did not select that data type during this backup.
9. Next you will be asked what to do if a file being restored already exists on your machine. Your choices are:
  - a.) **Replace All Existing Files** - If there is a file with a same name on your computer, it will be replaced. For example, if the Joseph and Sarah Sample File is included on the disk you are restoring from and is also on your hard drive, the one on the disk will replace the one on the hard drive, regardless of which one has the newest revisions.

- b.) **Replace Older Existing Files** - If you select this option, data files on your computer will only be replaced if they are older than files of the same name that are being restored.
  - c.) **Do Not Replace Existing Files** - If you select this option, data from the backup files will only be added to your computer if no files of this name already exist.
  - d.) **Ask if Each File is to be Replaced.** - For each case where a data file on the hard drive has the same name as a file being copied from the backup disk, you will be asked whether to replace the existing file on your hard drive with the file of the same name on the disk. For each duplicate, the date and time the file was last modified will be displayed.
10. Select your replace option, then click the **Begin Restore** button.
11. When the restore is complete, the number of files replaced and not replaced will be displayed. You can view the names of the restored files, or click the **Restore Complete** button to exit.