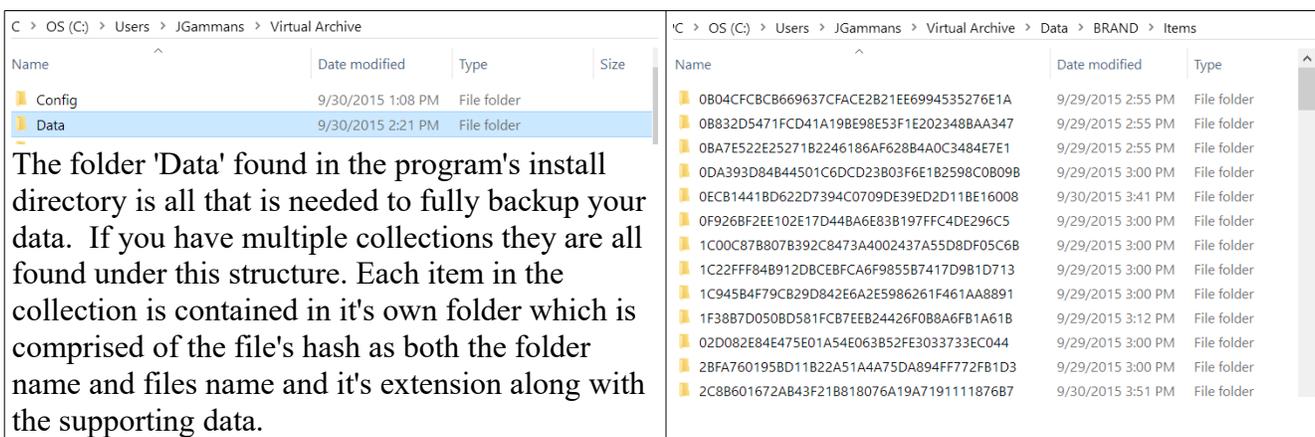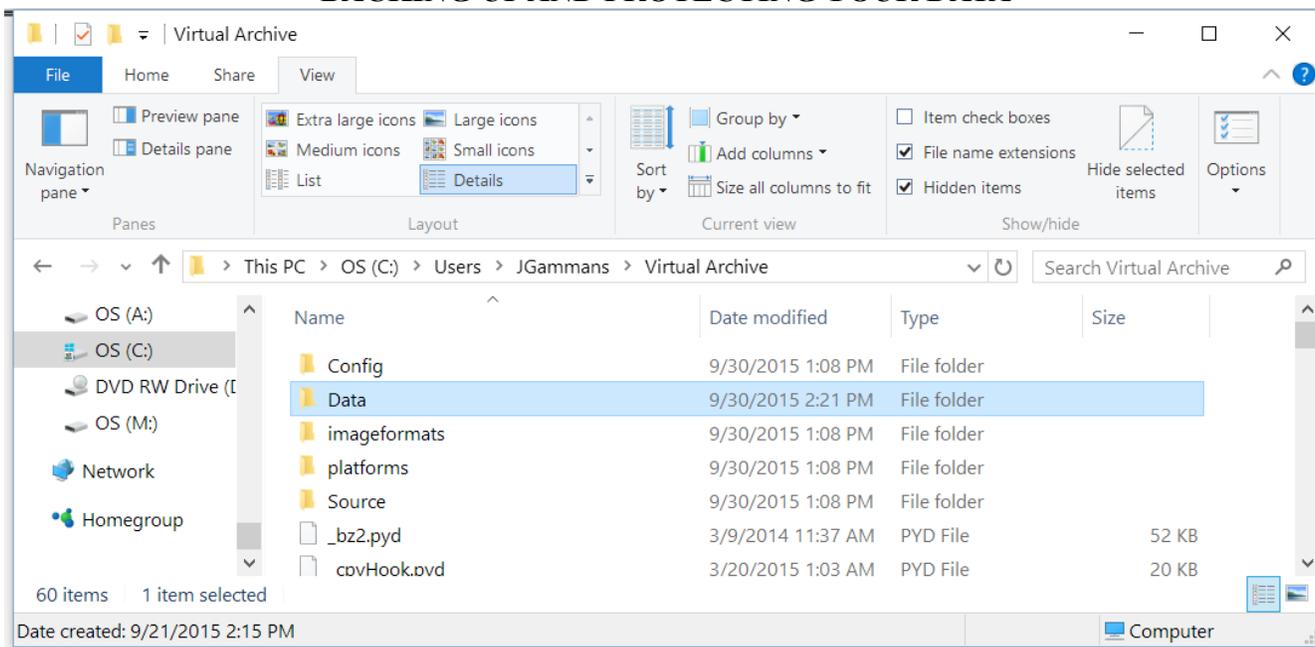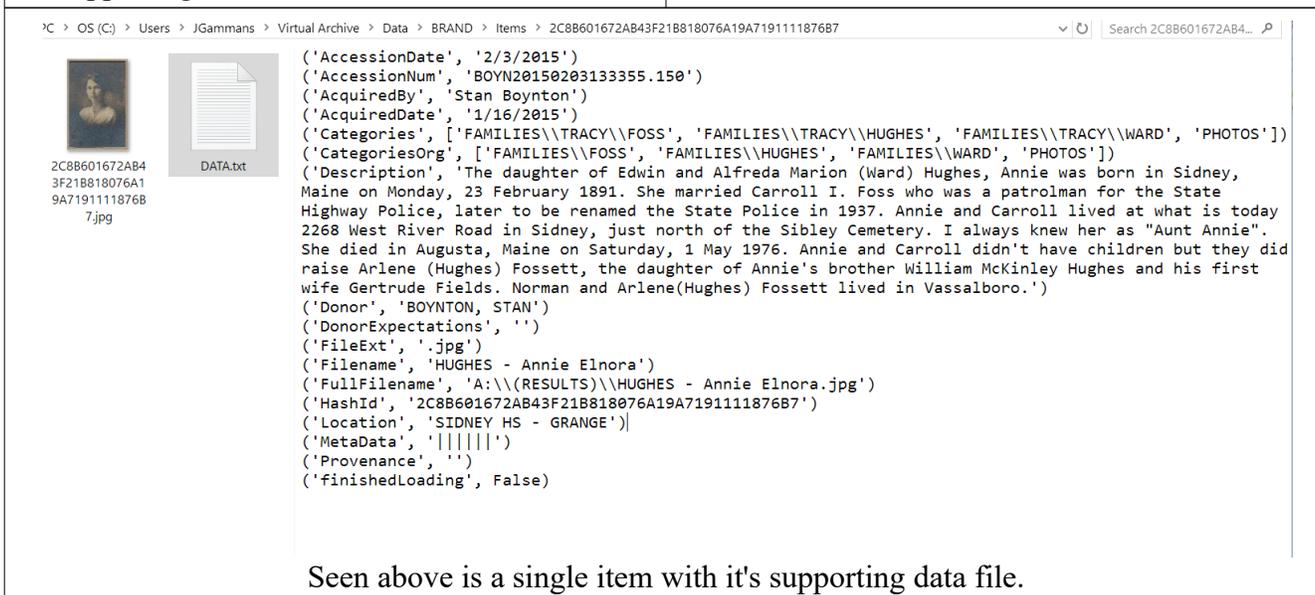# BACKING UP AND PROTECTING YOUR DATA

The folder 'Data' found in the program's install directory is all that is needed to fully backup your data. If you have multiple collections they are all found under this structure. Each item in the collection is contained in it's own folder which is comprised of the file's hash as both the folder name and files name and it's extension along with the supporting data.


```
('AccessionDate', '2/3/2015')
('AccessionNum', 'BOYN20150203133355.150')
('AcquiredBy', 'Stan Boynton')
('AcquiredDate', '1/16/2015')
('Categories', ['FAMILIES\\TRACY\\FOSS', 'FAMILIES\\TRACY\\HUGHES', 'FAMILIES\\TRACY\\WARD', 'PHOTOS'])
('CategoriesOrg', ['FAMILIES\\FOSS', 'FAMILIES\\HUGHES', 'FAMILIES\\WARD', 'PHOTOS'])
('Description', 'The daughter of Edwin and Alfreda Marion (Ward) Hughes, Annie was born in Sidney,
Maine on Monday, 23 February 1891. She married Carroll I. Foss who was a patrolman for the State
Highway Police, later to be renamed the State Police in 1937. Annie and Carroll lived at what is today
2268 West River Road in Sidney, just north of the Sibley Cemetery. I always knew her as "Aunt Annie".
She died in Augusta, Maine on Saturday, 1 May 1976. Annie and Carroll didn't have children but they did
raise Arlene (Hughes) Fossett, the daughter of Annie's brother William McKinley Hughes and his first
wife Gertrude Fields. Norman and Arlene(Hughes) Fossett lived in Vassalboro.')
('Donor', 'BOYNTON, STAN')
('DonorExpectations', '')
('FileExt', '.jpg')
('Filename', 'HUGHES - Annie Elnora')
('FullFilename', 'A:\\(RESULTS)\\HUGHES - Annie Elnora.jpg')
('HashId', '2C8B601672AB43F21B818076A19A7191111876B7')
('Location', 'SIDNEY HS - GRANGE')
('MetaData', '|||||||')
('Provenance', '')
('finishedLoading', False)
```

Seen above is a single item with it's supporting data file.

RESTORING YOUR DATA

1. Copy the previously saved 'Data' folder back to the original location.
2. Start the program.
3. Under Reports and More, select 'Rebuild Archive'
4. After a short time it will complete.

FOR THE TECHNICALLY INCLINED AND CURIOUS

Each item in the collection appears to be copied multiple times in the many category folders associated with it and also once in the **'(LOCATION)'** folder and once in the **'(SOURCE)'** folder. Although this appears to be wasteful of storage, in actuality this is done through 'hardlinks' which link back to the originally stored single file. Another way to backup your data would be to copy the **'(LOCATION)'** or the **'(SOURCE)'** folder in the archive usually found in the 'C:/Archives/YOURID' directory. As a way of double protecting your data each of these linked files contain an alternate data stream which is not visible but will be transferred to another hard drive (NTFS – format) guaranteeing the same Data.txt to be transferred along with it.

As a test, copy any file from the archive to an external drive, it will seem that only the single file copied. You can rename that file to any other name if you'd like the data stream will still be available. As long as this file is copied to a standard NTFS drive the data will travel with this file.

At the command prompt on the external drive type: *notepad NameOfFile.ext:DATA.TXT*
you will then be in notepad looking at a similar file as that shown above.

I have tried to keep the data as non-dependent of this program as possible, insuring that in the future our histories and stories are not lost.

Available in the next release of the software, this will be the preferred method to share collections and portions of collections with others.