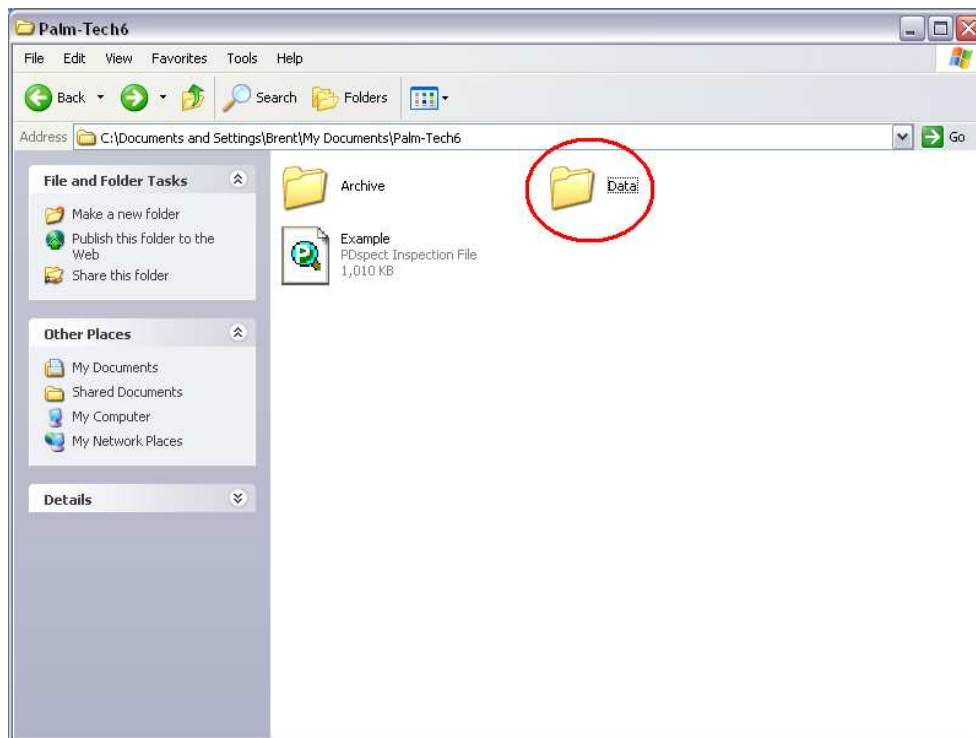


This guide takes you through the step-by-step process of manually restoring one of the automatic backups of a library file. In case of emergency, Palm-Tech 6 performs backups of your library files several times a month and stores them in a safe location. So even if you don't perform a backup, you can still restore your files.

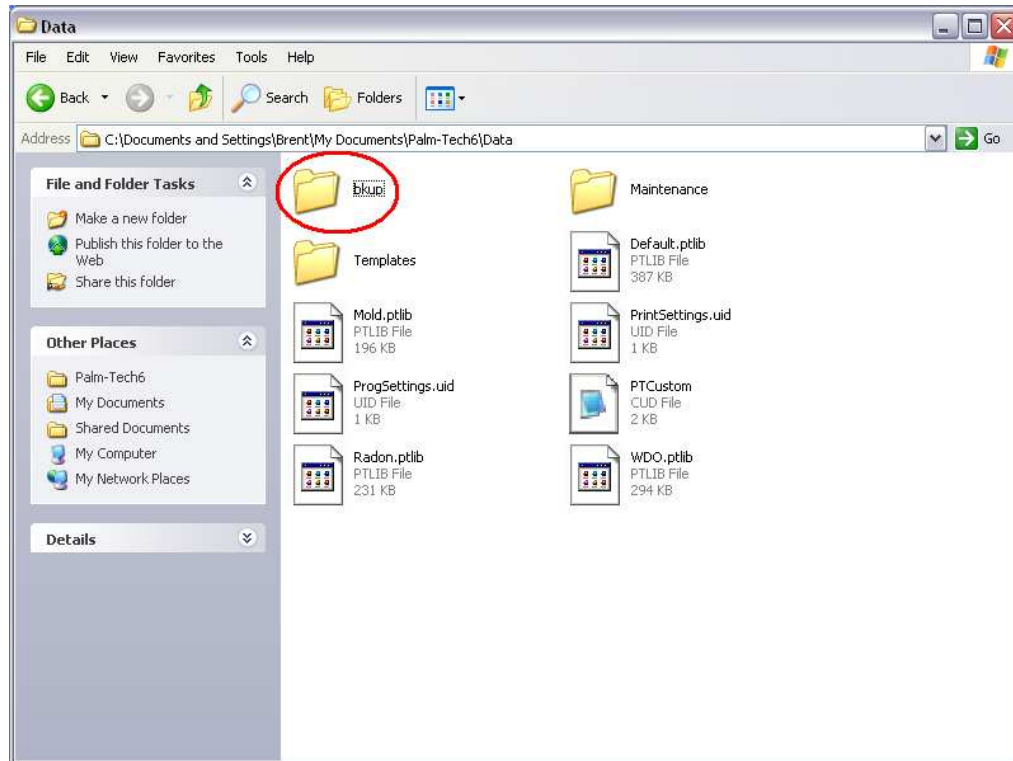
Manually restoring your library files

1. Close all Palm-Tech windows.
2. Navigate to your Palm-Tech6 folder.
 - a. In Windows XP this will be in "My Documents"
 - b. In Windows Vista / 7 this will be in the folder "Username" (whatever your username for the computer is) and in "Documents".
3. In the "Palm-Tech6" folder you will see the "Data" folder. Double-click on it.



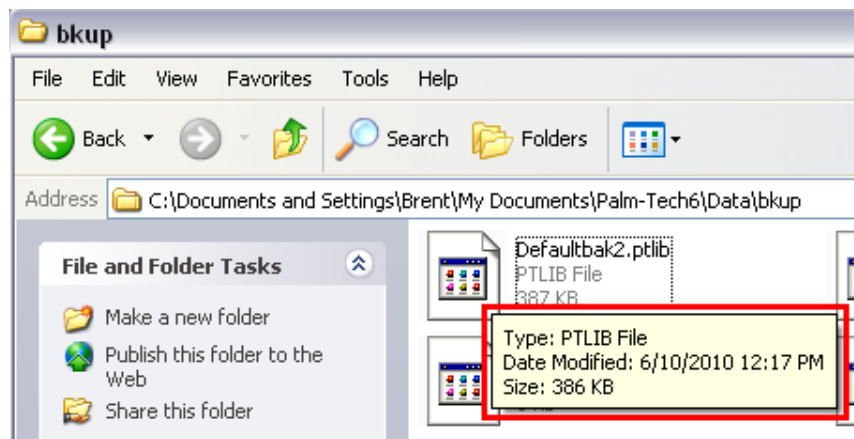
How To: Manually Restore a Backed up Library File

4. In the "Data" folder, you will see a "Bkup" folder. Double-click on it.

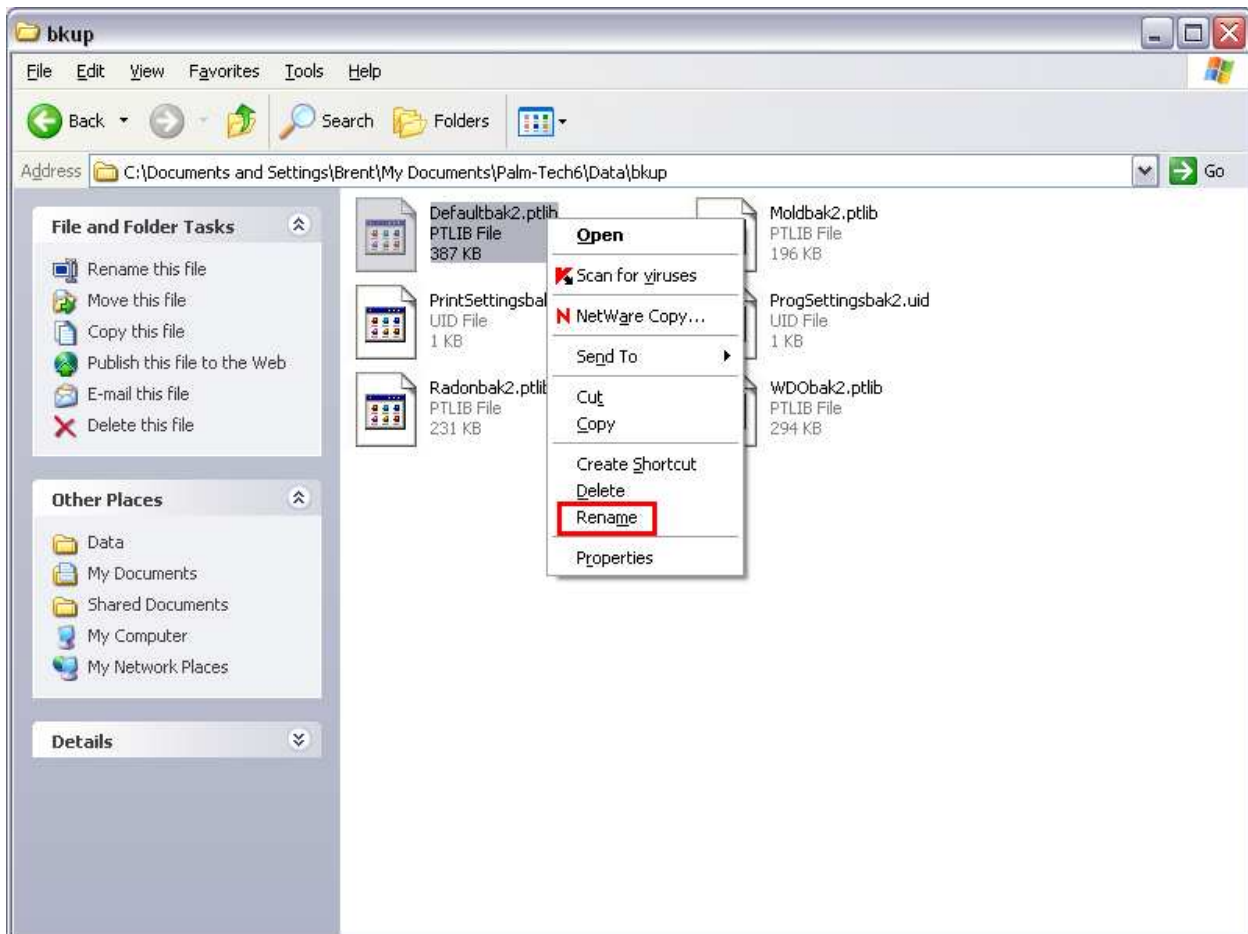


5. In the "Bkup" folder you will notice several icons, with four being named "Defaultbak1.ptlib". There can be up to 4 of these and they will have the same name but be numbered at the end.
6. Take your cursor and hover it over the default files. This will show you the date it was modified last, which is also its creation date.
 - a. It will also show you the file type, which you will notice is .ptlib. This is short for Palm-Tech Library.

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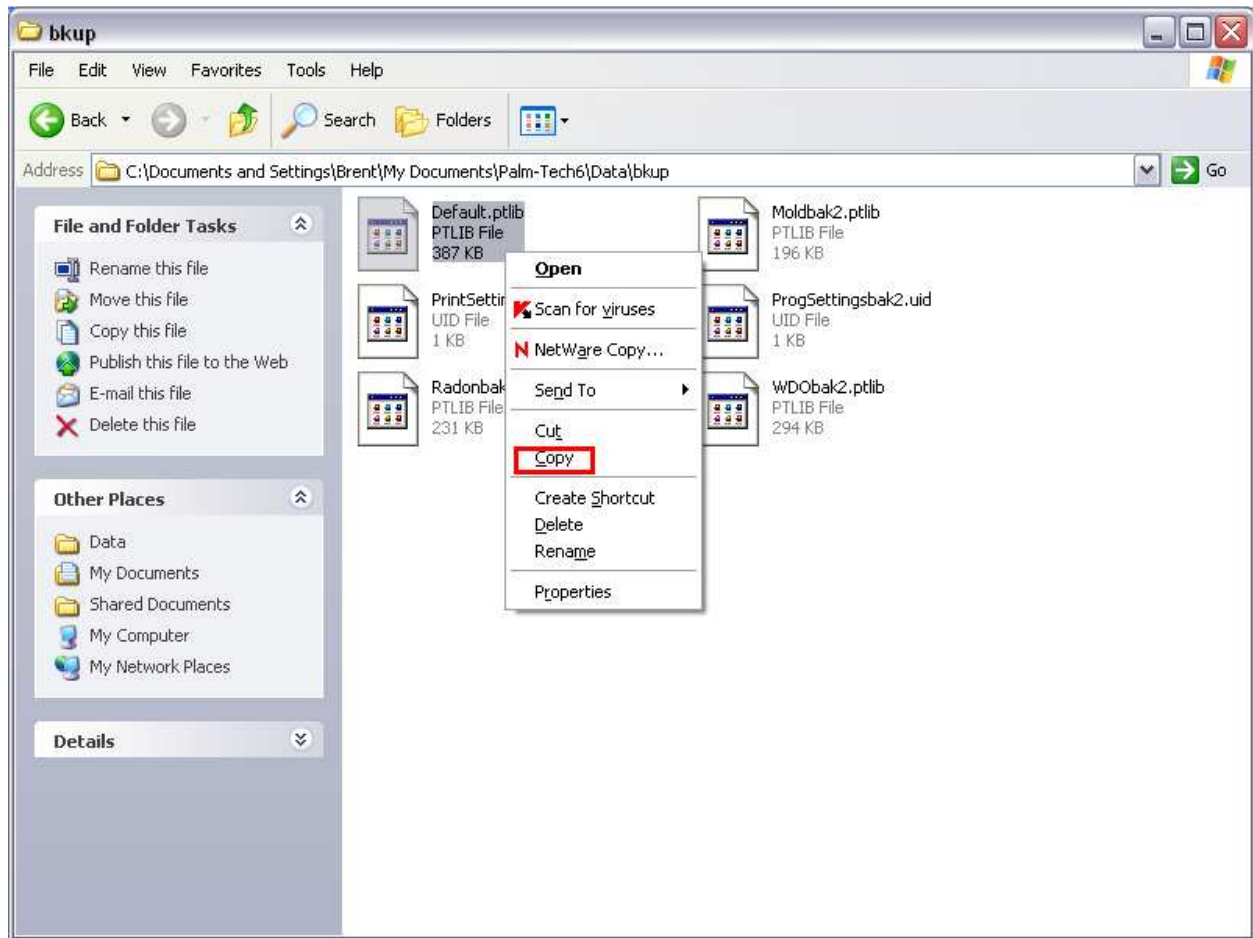


7. Look for the file with the date closest to when you lost your library. It may be up to one week back.
8. When you have found it, right-click on it and select "Rename". Rename the file to "Default.ptlib"



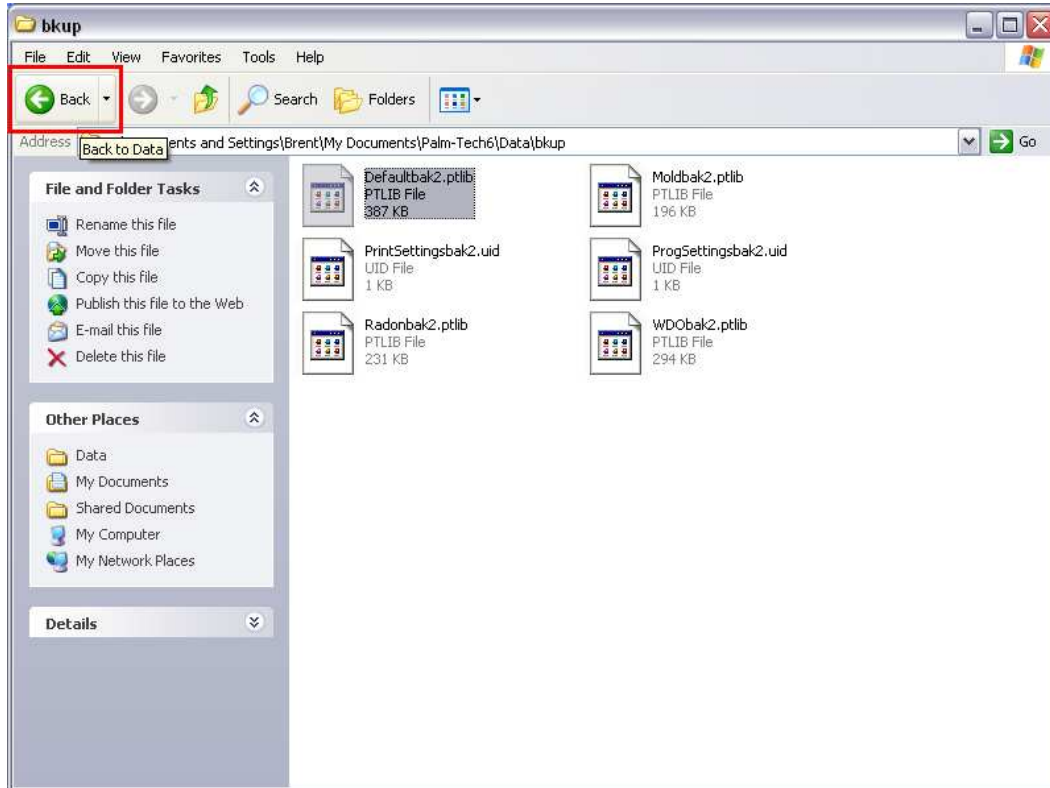
How To: Manually Restore a Backed up Library File

9. After you have renamed the file, right-click on it and select "Copy".



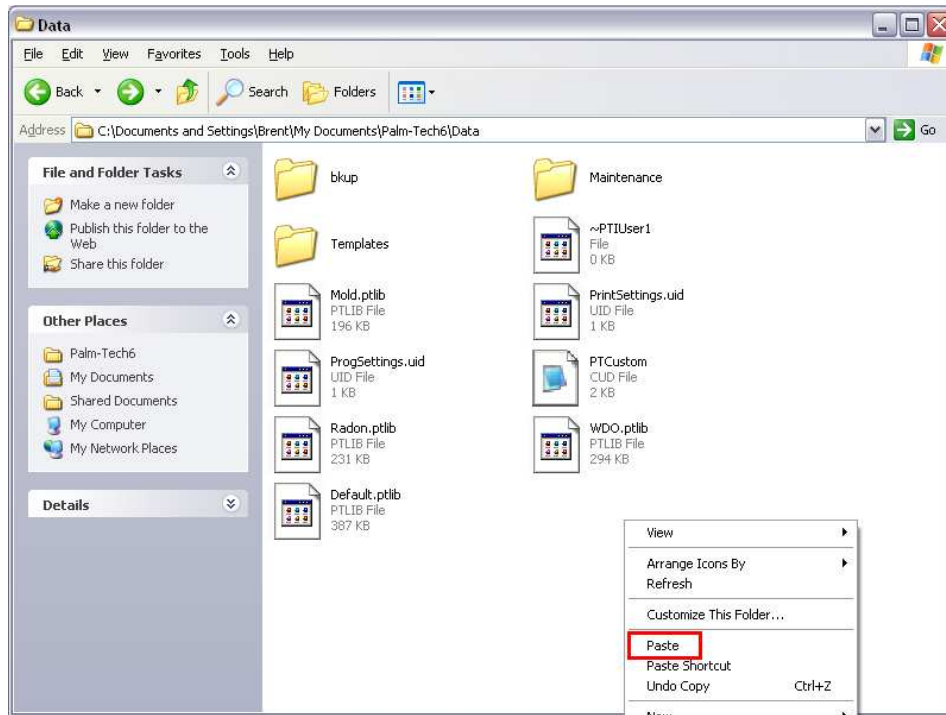
How To: Manually Restore a Backed up Library File

10. Click on the "Back" button on the upper-left of your window.

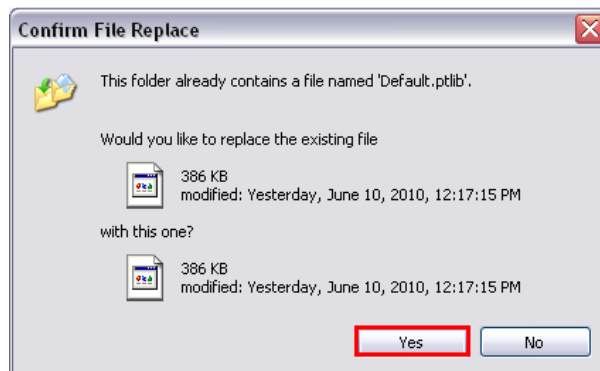


How To: Manually Restore a Backed up Library File

11. This will bring you back to "Data". In a **blank area** with no icons, right-click and select "Paste".



12. You will get a message saying "The folder already contains a file named Default.ptlib. Do you wish to overwrite it?". Select "Yes".



13. You have successfully restored your library files. Open Palm-Tech 6 and start a new inspection to verify all of your settings have been restored.