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ATLAS.ti Project Backup

ATLAS.ti introduced managed documents in version 7. This functionality manages your documents (My Library or Team Library) in specific directories.

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.)

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:

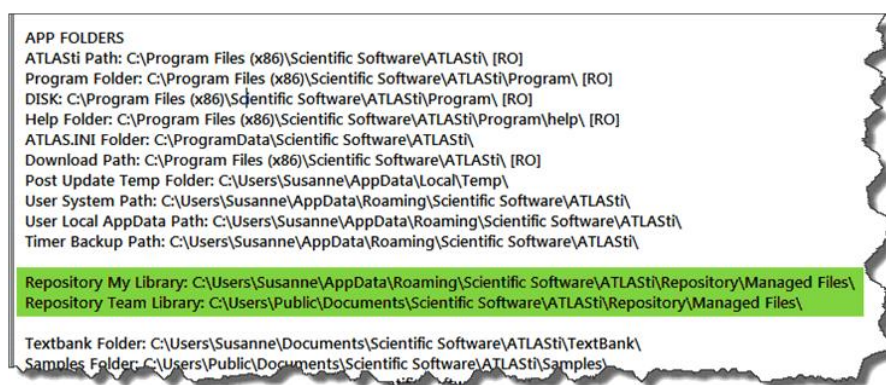


Figure 1: Excerpt of a user system report

Moving The Library Folders To An Auto-Backed-Up Location

Some organizations provide network storage for their users which are automatically backed up using an external backup system. You may create or move your libraries to such storage.

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 as videos, or a large number of files).

Creating or moving a library can be done using the library manager of ATLAS.ti:

- Start ATLAS.ti
- Open the Library Manager: Menu Documents / Data Source Management / Open Library Manager
- From the Library Manager's menu select Extras / Manage Library Management

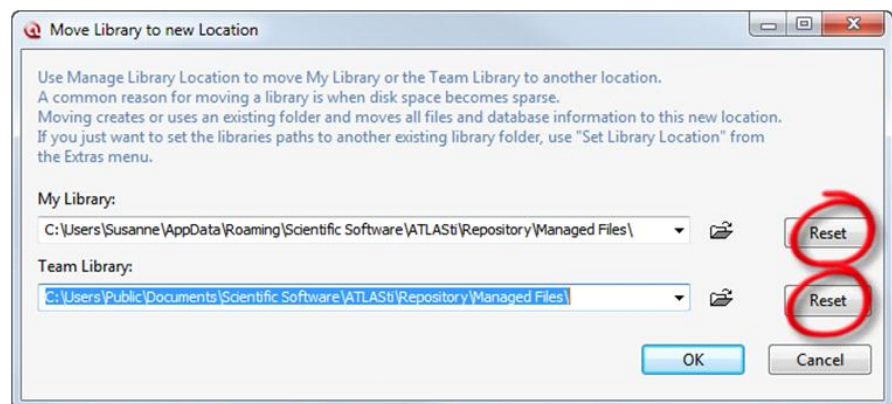


Figure 2: Moving the libraries to a different location

- Click on the Reset button to select a different location for either or both My Library and the Team Library. Click OK when you are done.