

**Easy Organizer Suite™**  
**Threads Organizer™ Module Pack**  
**easythreads™ Module**

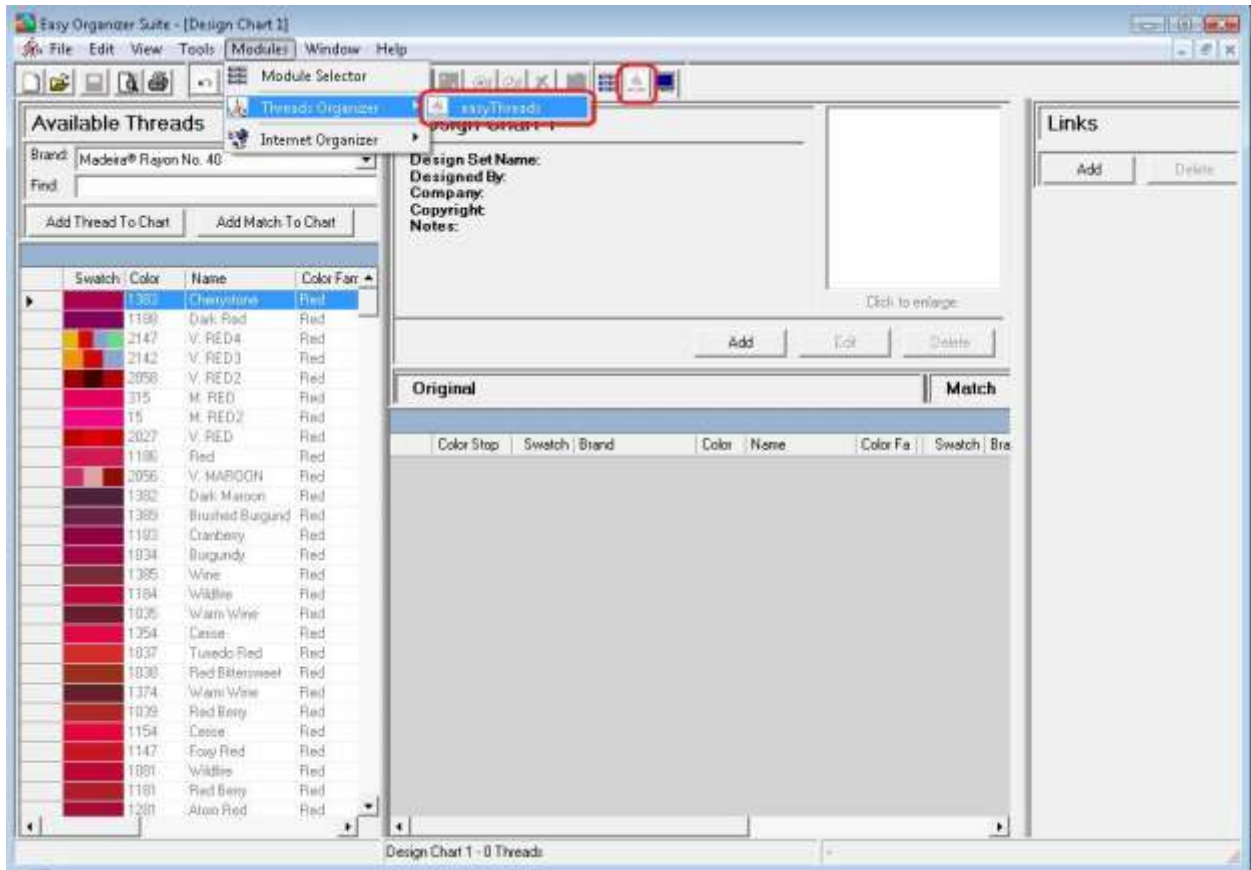
## **Lesson 9 - How to Use the Backup and Recover Features**

Welcome to the **easythreads™** Lessons series. As you follow through each lesson, you will learn new and exciting aspects of the **easythreads™** Module and by the end of the series you will be an expert! Each lesson will build on the last, so be sure to go through the series in order. Our ninth lesson will show you How to Use the Backup and Recover Features.

The Backup and Recover Features allow you to save your user database to a backup location, and also to retrieve it from that backup location and put it in the data location to be used by the program.

## Backup

1. To begin, open **Easy Organizer Suite™** and select the **easythreads™** Module. If you are not already in the **easythreads™** Module, then select Modules → Threads Organizer → easythreads from the menu, or you can click on the **easythreads™** icon in the toolbar.



2. To open the Backup/Recover form, select Tools → Backup/Recover.



3. The Backup/Recover form will open. To backup your user database, select the Backup radio button in the Backup/Recover section. The system will automatically put the default backup directory in the Folder textbox. You can change the location of the backup by clicking on the Browse... button. For this lesson, we will put the backup file into the default backup directory. Click on the OK button to back up the user database.

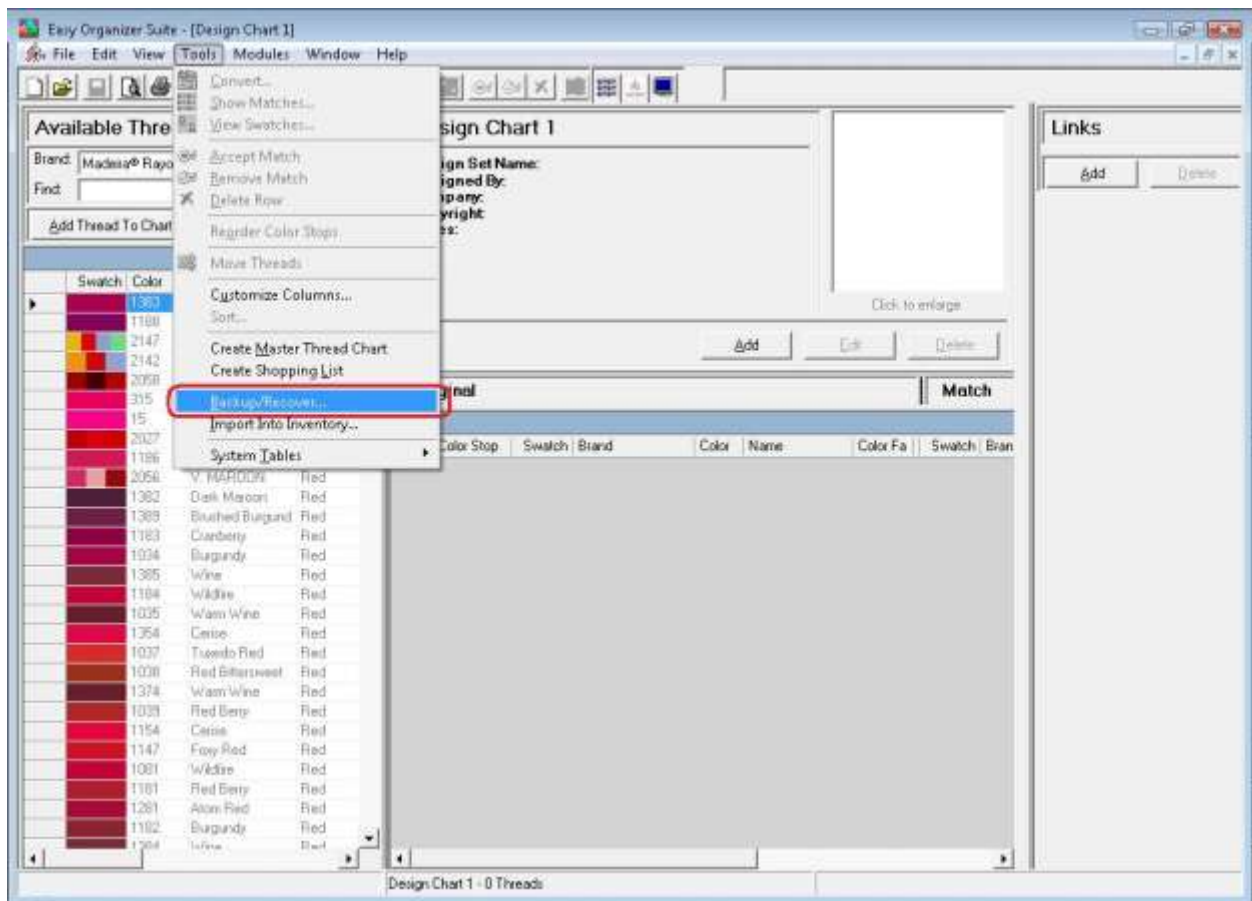


4. The system will save your user database into the directory you specified, and will then close the Backup/Recover form.



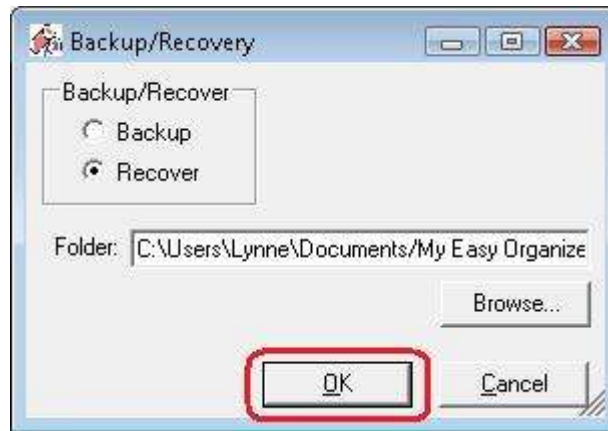
## Recover

1. To open the Backup/Recover form, select Tools → Backup/Recover.



2. The Backup/Recover form will open. To recover your user database, select the Recover radio button in the Backup/Recover section. The system will automatically list the default backup directory in the Folder textbox. You can change the location to where you have backed up the user database by clicking

on the Browse... button. For this lesson, we will retrieve the backup file from the default backup directory. Click on the OK button to recover the user database.



3. The system will copy the user database from the backup directory that you specified to the location where the program can read from it, and then it will close the Backup/Recover form.



Congratulations! You have finished Lesson 9. You are now ready to move on to Lesson 10 – How to Use Preferences.