

If your copy of HibSoft Labelling is installed to be shared over a network (ie. the databases and templates are stored on the network rather than your local PC) you should check with your network administrator to ensure that these files are included in your standard network backup operation (in which case no further action is necessary).

If HibSoft Labelling is not already included in a network backup, we recommend using Zip Central to make regular backups of your system.

Zip Central is freeware and can be downloaded from <http://zipcentral.iscool.net/>

**** Please note that Zip Central is not a product of Hibiscus PLC and cannot be supplied directly by ourselves. Furthermore, whilst we recommend this software as being a useful tool for the purpose of backing-up your important HibSoft files, we make no warranty as to its fitness for this or any other purpose and accept no liability for any damages which might result from its use.*

Creating a Backup to Floppy Disk(s)

1. From the Windows desktop or start menu run 'Zip Central'.
2. Click on the [New] button to create a new archive.
3. In the 'Create New Archive' window:
 - a) From the 'Look In' drop-down select the floppy disk drive (normally A:\).
 - b) In the 'File Name' box, type in a name for the archive.
 - c) Click on the [Open] button.
4. In the 'Add Files and Folders to Current Archive' window:
 - a) Click on the Browse for Folders button (pair of spectacles icon).
 - b) Navigate to C:\Program Files\HibSoft\Label folder then (with that folder selected) click on the [OK] button.
 - c) In the main window, click on the 'Labels' folder then hold down the [Ctrl] key and click on the 'Resources' folder.
 - d) Tick the 'Use Disk Spanning' tick-box.
 - e) Click on the [Ok] button.
5. The program will read in the files from the selected folders and after a few moments will ask you to "Please Insert disk volume 1 of n" (where n is the number of floppy disks required to complete the backup. Insert the first floppy disk and click [OK].
6. Insert further floppy disks as requested until the backup is complete.

Restoring from a backup

1. Insert the LAST floppy disk from the backup set.
2. In Windows Explorer, select the A:\ drive and double click on the Zip file to open it.
3. Select the file(s) you wish to restore – to select more than one file, press and hold the [Ctrl] key whilst you mouse-click on each file to select it.
4. Click on the [Extract] button.
5. In the 'Extract Files from Current Archive' box, select a location to extract the files to (*.HSL and *.BMP files are normally stored in C:\Program Files\HibSoft\Label\Labels, *.MDB files are normally stored in C:\Program Files\HibSoft\Label\Resources.
6. Insert the other volumes of the archive as requested.