Step by Step

How To

Manually Restore a Backup Library

*This How To article explains how to manually restore a backup library.*

PDspect automatically creates backups of your library files several times each month. This is done so that if something happens to your library or if you want to revert to an older version of your library you can do this even if you didn't save a backup on your own. This document will walk you through how to restore a backup library file.

1. The first step is to close out of all programs related to PDspect.

2. Next, open up File Explorer (or your Documents folder) and navigate to your PDspect70 Folder. Double click to open it.
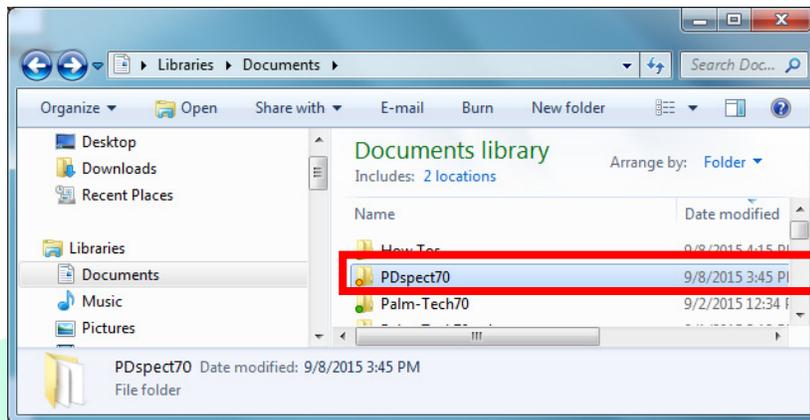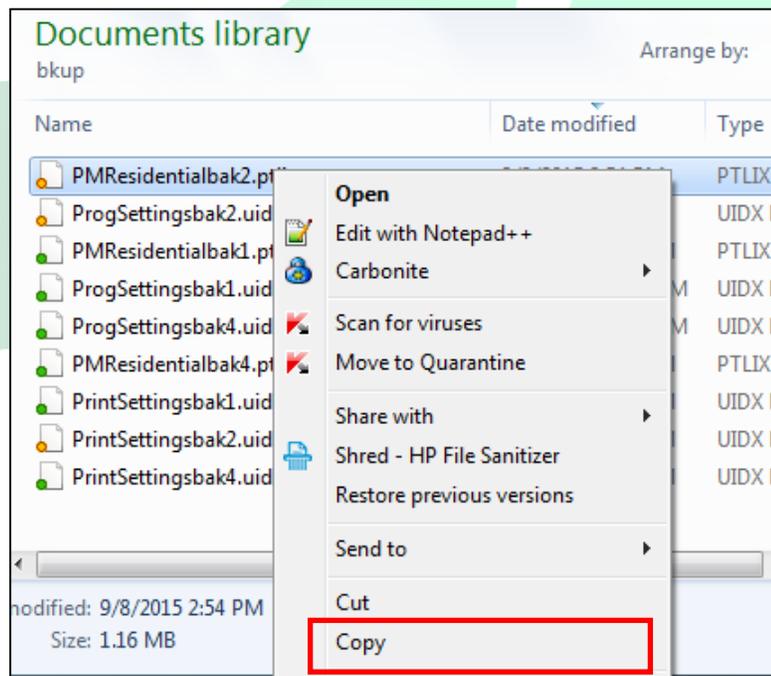

3. Now, double click on the 'Data' folder.
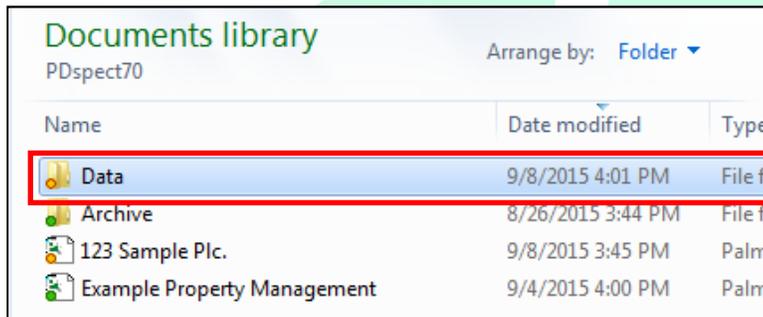
4. In the 'Data' folder you'll see a folder named 'Bkup'. Double click on it.

5. In the 'Bkup' folder you will see several different files. (**Note: You could have a different name for your library file depending on what version of PDspect you are using, or whether you created your own. For this example we are using the PMResidential.ptlix)** Navigate to where you see files named 'PMResidentialbak.ptlix'. You'll notice that there may be up to four versions of this file with each one having a different number at the end (1 through 4). So you'll see 'PMResidentialbak1.ptlix', 'PMResidentialbak2.ptlix', etc. Depending on your computers settings you may not see the '.ptlix' at the end.

6. Now that we've located our various backup libraries we need to determine which one we want to restore. To do this, we'll need to determine which one is the most recent backup when compared to when you started having issues with your library. For example, if you noticed issues with your library on 4/28/15, then you'll want to find the backup library that is closest to 4/28/15, but before 4/28/15. To determine this you'll need to see the 'Date modified' for the file. You can do this by looking at the 'Date modified' column (if it's present), right clicking on each file and going to 'Properties', or by simply hovering your mouse over each file until the file properties appear.

7. When you have determined the file that you want to restore, right click directly on it and click on 'Copy'. In this example we'll be restoring the file named "PMResidentialbak2.ptlix'.
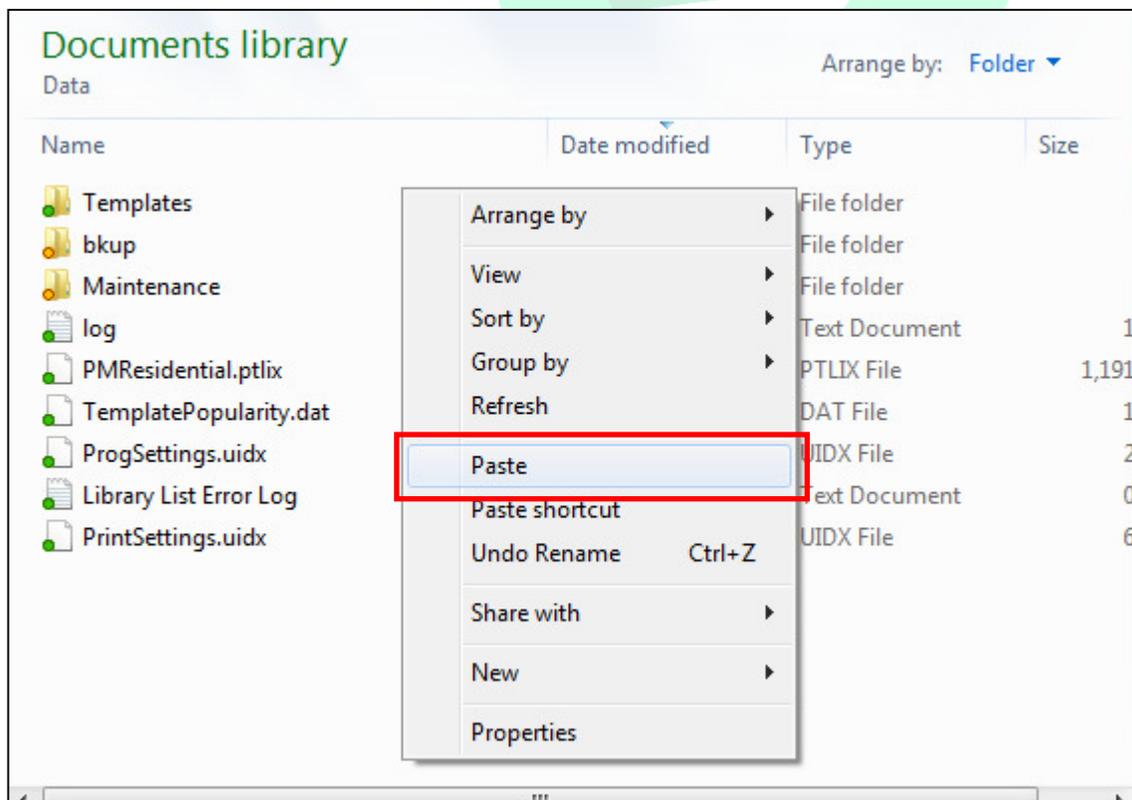
8. Once the file has been copied, click on the blue 'Back Arrow' in the upper left hand corner to navigate back to the 'Data' folder.
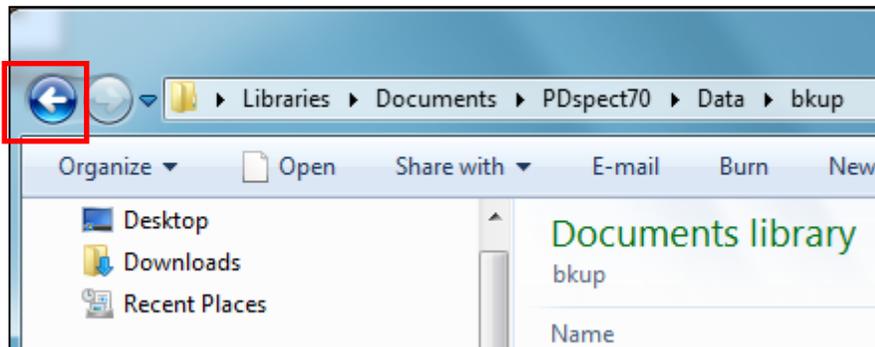
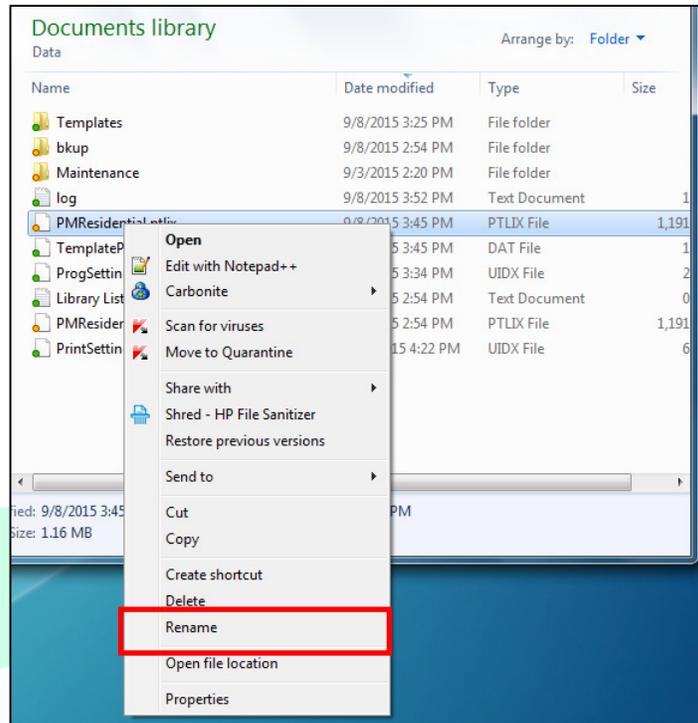9. Now, right click in an area that is empty and click 'Paste'. This will paste a copy of the backup we copied into the 'Data' folder.

10. Next, we need to rename the file named 'PMResidential.ptlix' to be called 'PMResidentialOLD.ptlix'. This is done by right clicking on 'PMResidential.ptlix' and then clicking on 'Rename'. You will then be able to change the name of the file.

11. The final step is to rename the backup file we pasted into this folder to be named 'PMResidential.ptlix'. This means you'll need to remove the 'bak#' from the file name. In this example, we'll be removing the 'bak2' from the file name. You can rename the file by right clicking on it and then clicking on 'Rename'.
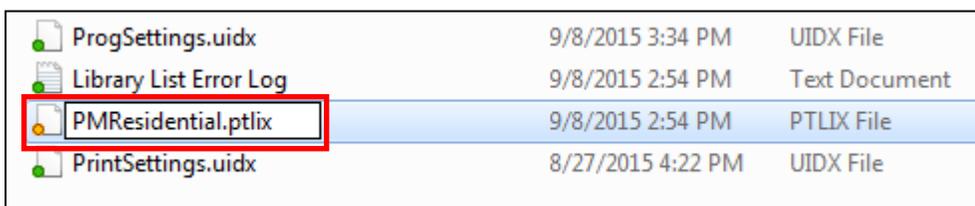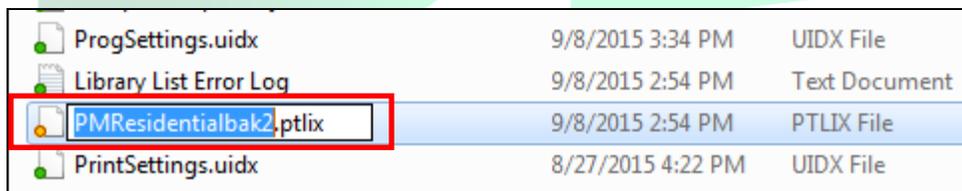
12. You have now successfully restored a backup library. The next time you open PDspect the information from the backup library will be present.