Protect your data by making frequent backups. A computer virus or hard drive problem can be a catastrophe if you haven't saved a backup. If and when you have technical problems with your computer it is a simple process to restore from a backup file onto a new computer, without any loss of your FarmWorks data.
There are options for making backup copies of your data:
1. Back up into a folder inside FarmWorks. This is fast and easy but your data is still at risk if your computer crashes.
2. Back up onto an external storage device (memory stick, flash drive, etc). Consider keeping two sets and switch between them, in case one is lost.
3. Back up to the Shearwell online database (NLMD). This is the most secure option but requires an Internet connection. To set up a free NLMD account go to **www.nlmd.co.uk**

Automatic backup
FarmWorks has a default automatic backup function that is enabled when you install the program. Automatic Backup will save a copy of your data each time you exit from FarmWorks

However, this feature only permits seven backup files, one for every day of the week. So if you open and close FarmWorks on a Wednesday, for example, the "Wednesday" file will overwrite the other "Wednesday" file from last week. The Automatic Backup feature is not a replacement for making regular manual backup files but it is simple insurance that can minimize data loss when disaster strikes!
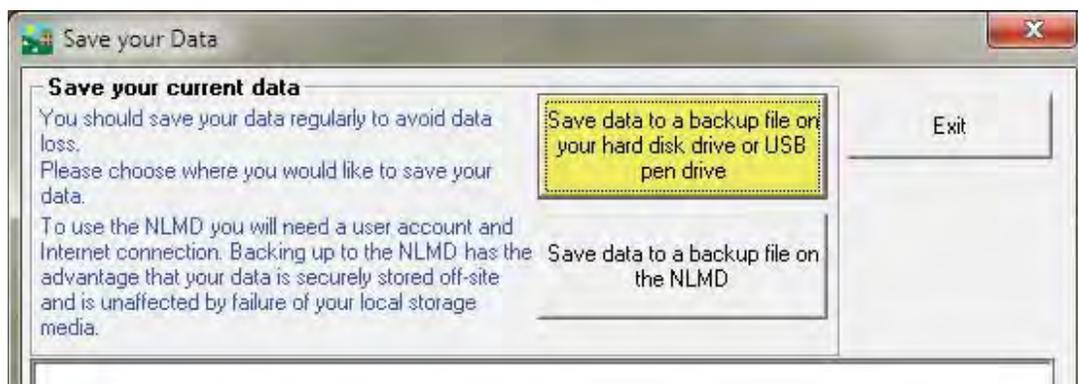
Make a backup
On the top menu bar click on **File > Backup (i.e. save) your data**.
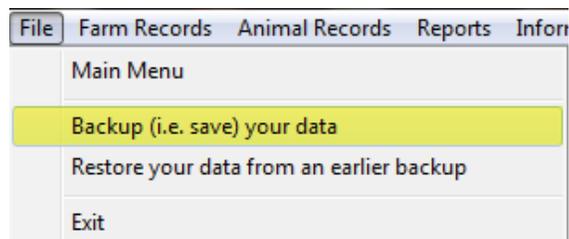
Select one of two options:
1. Backup onto your hard drive or USB - choose your computer or an external device (e.g. memory stick) where you wish the data to be stored.
2. Backup to NLMD - This website storage is available free for Canadian FarmWorks users. Your data is securely stored on a server over the Internet. You must set up an account before you can use this option - register with the National Livestock Management Database (NLMD) at **www.NLMD.co.uk**

Make a backup on your computer
1. Click on *Save your data to a backup file on your hard disk drive or USB pen drive*.
2. Choose where to save your backup. The default is the Backup folder inside the FarmWorks program on the C drive. You can save your data here or choose another location or a removable device like a memory stick.
3. Type an appropriate name in the *Filename* box and click *Save*. If using the date as the backup file name do not use / or . in the name. For example do not use 31.07.12 or 31/07/2012
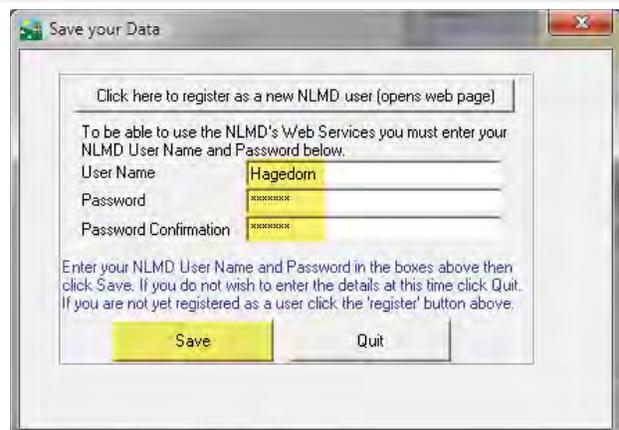
We recommend varying the filename used for different manual backups to prevent overwriting previous copies of your data. We also recommend making at least occasional backups to an external device, just in case something fatal happens to your computer – otherwise it would be like keeping all your data in one book, and then losing the book!

Backing up to a folder inside FarmWorks on the computer.

Backing up to a memory stick.
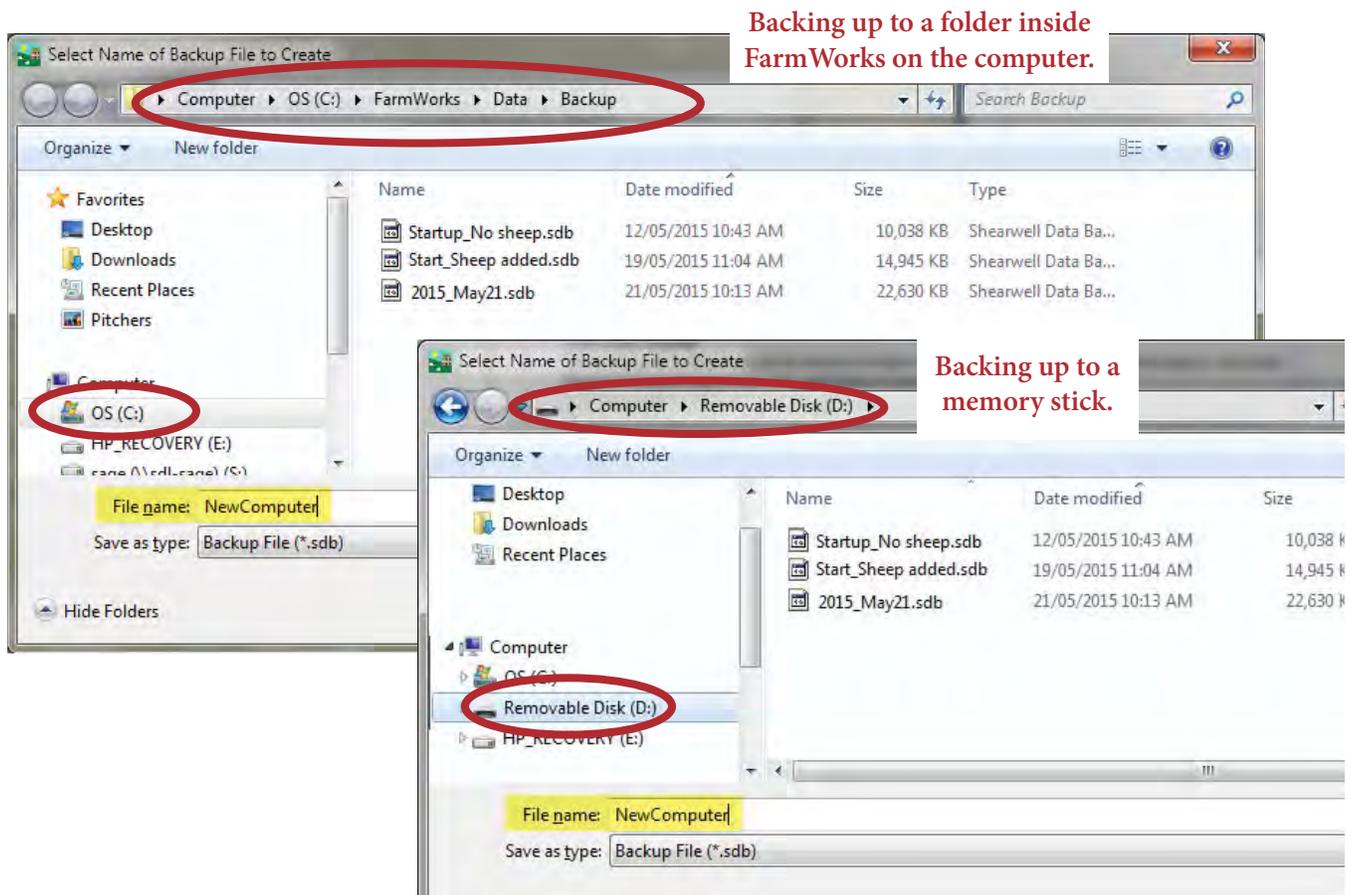
Make a backup to your NLMD account
Click on *Save your data to a backup file on NLMD*.
1. Make sure you have an Internet connection.
2. Type in your user name and password.
3. Click *Save*. A data file is saved automatically with the day's date and time.

Restoring your data

You should only need to restore data if you have entered a large amount of incorrect information, if you have suffered some sort of computer failure, or if you are installing the program onto a new computer. Please note that restoring data from a backed up file will return the data to exactly how it looked when the backup was taken – anything you entered subsequently will be lost.

On the top menu bar click on *File > Restore your data from an earlier backup.*
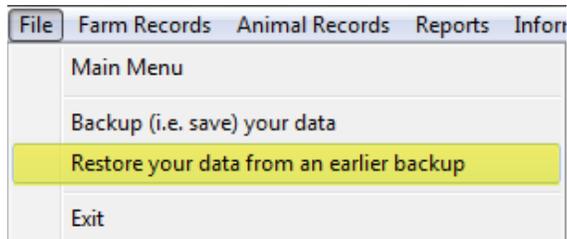
Select one of two options:
Restore from a local backup file
1. Click on *Restore your data from a local backup file*.
2. Choose where you saved your backup. The default is the Backup folder inside the FarmWorks program on the C drive. You can also choose another location, such as a removable device like a memory stick, to find the most appropriate backup file to restore.
3. Select the backup file and click *Open*.
4. When your data has been successfully restored click *Exit*.
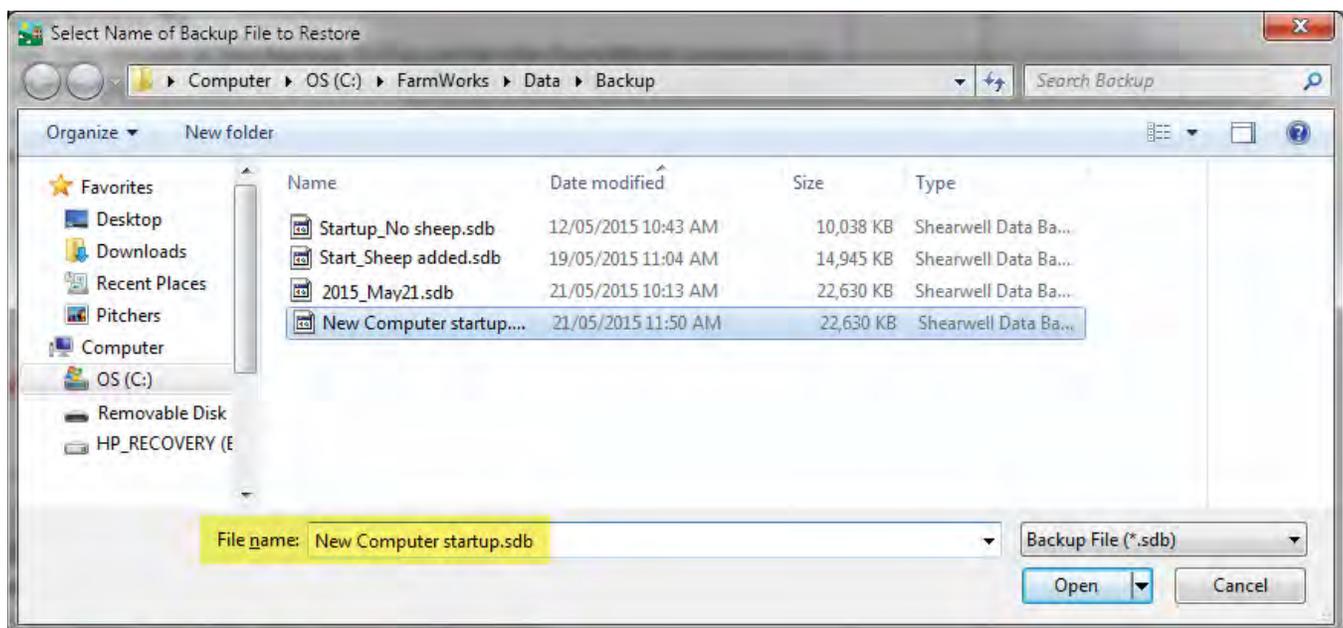
Restore from a backup file on the NLMD
1. Click on *Restore your data from the NLMD*.
2. A window opens for you to log in to the NLMD with your user name and password
3. A list of your previous backup files will appear. Choose the most appropriate file.
4. Click *Restore the selected data from the NMLD*. When your data has been successfully restored click *Exit*.