

Making a backup

To use an ATLAS.ti project on another computer, it must be exported. The same operations are performed to create a backup. This is important before performing an update or changing settings. Regularly making a backup (e.g. after every work session) prevents data loss. It is simple: from an open project, go to File → Export → Project bundle. Save a copy of the file (with extension .atproj) at a safe location, e.g. OneDrive, Research Drive or on a secure USB stick.

Change storage locations ATLAS.ti projects and other files (if necessary)

The work file with the ATLAS.ti projects ("library") should not be stored in the cloud or on a network drive. With desktops and laptops, this can cause problems if the Internet connection to the network environment is less stable. The following is an explanation of how to change the storage locations.

Explanation

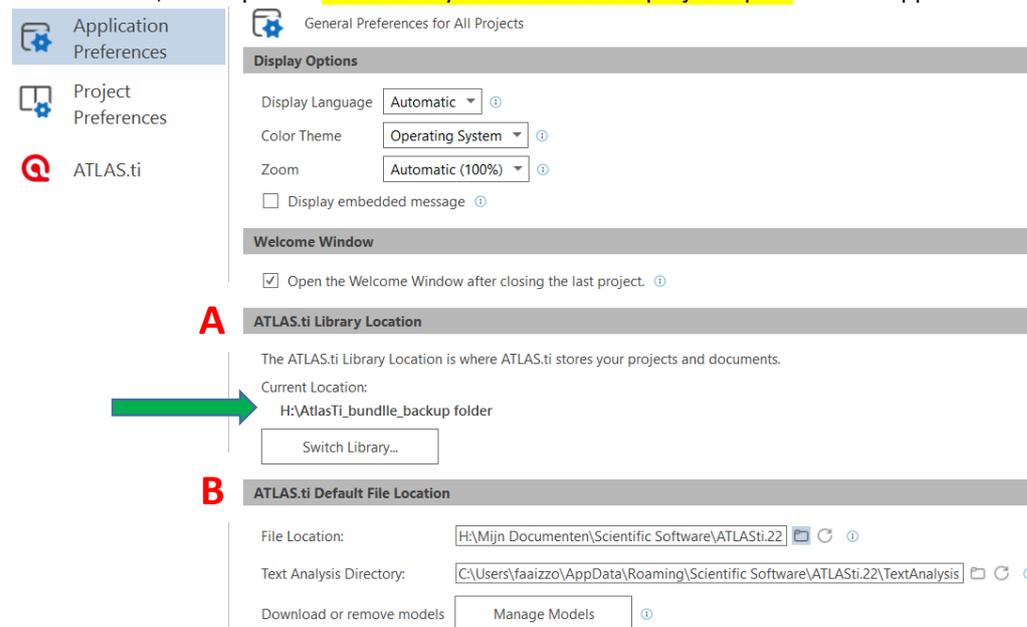
A The ATLAS.ti **Library Location** is where **projects** are stored. The **default** storage location of the Library is locally (C: drive) in the application folder on your computer, in the subfolder Scientific Software. For user "Mary" this would be: C:\Users\Mary\AppData\Roaming\Scientific Software\ATLAS.ti.9

NB: this location must be an empty folder, it must not contain any other files or folders.

B The ATLAS.ti **Default File Location** is where **other files** are kept such as stop word lists and output in various formats such as reports, code books, statistical data and images. By default this is a subfolder within your Documents folder.

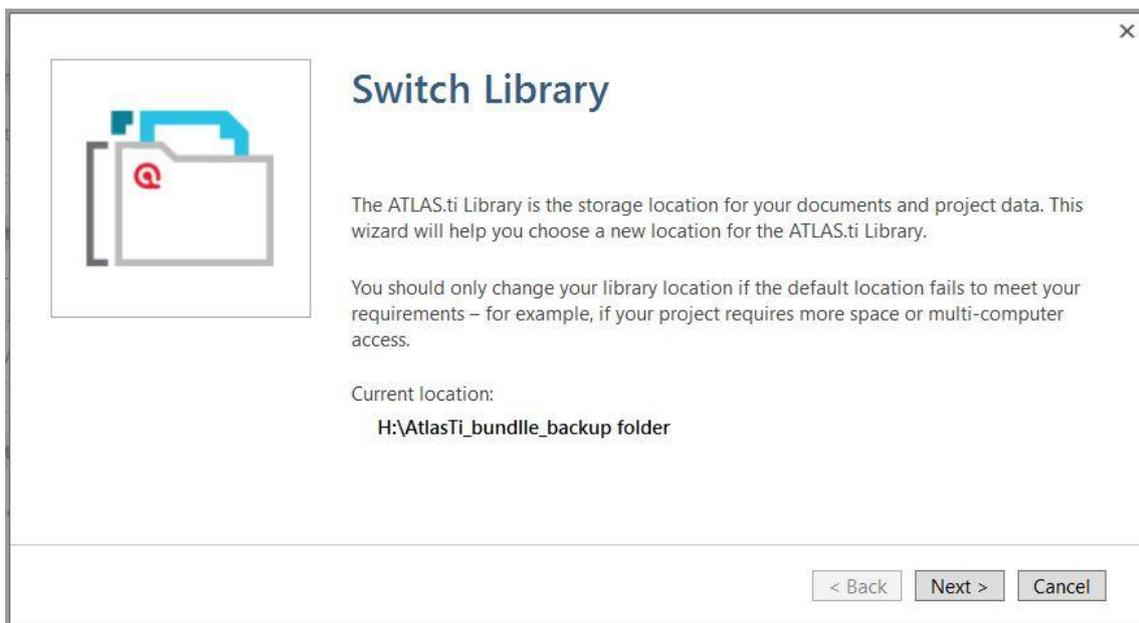
Instruction

Start ATLAS.ti, click Options. **Make sure you do not have a project open.** Look at Application Preferences:



A. If the **ATLAS.ti Library Location** Current Location is not: Default but for example: H:\AtlasTi_bundle_backup folder, carry out the following steps.

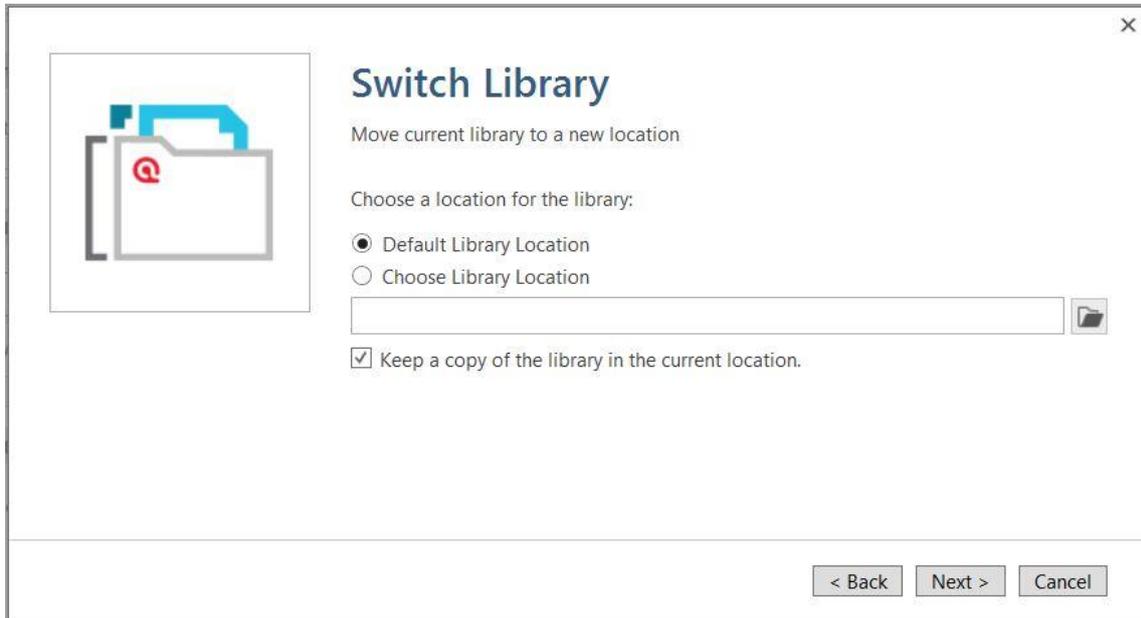
1. Click on the button: Switch Library... and then click on Next >



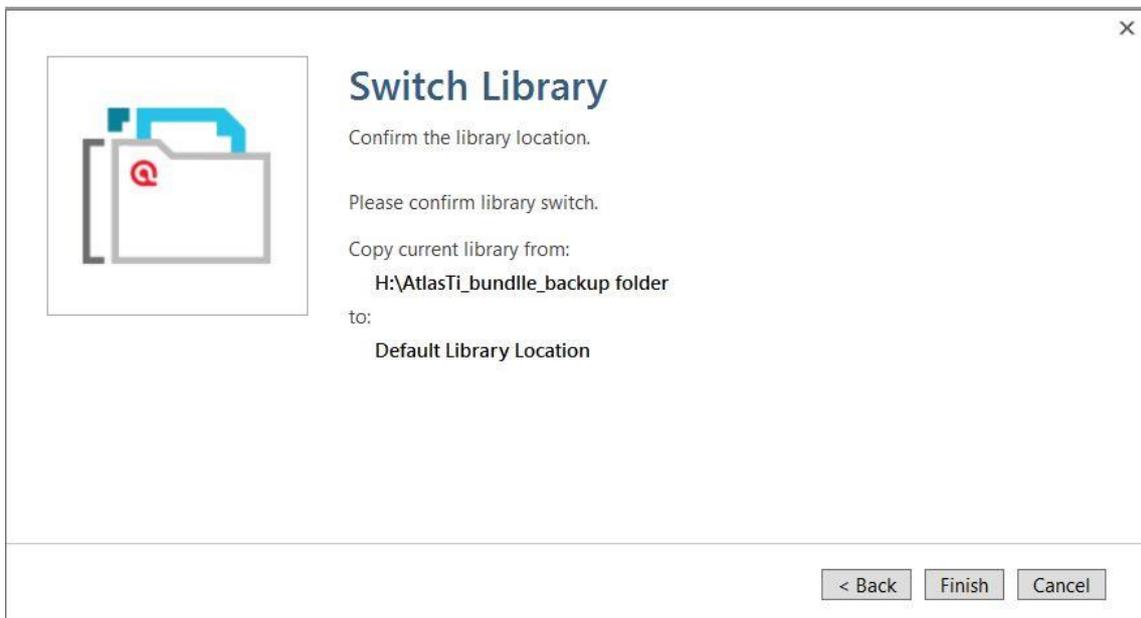
2. Select: Move the library to a different location and click on Next >



3. Select: Default Library Location and check: Keep a copy of the library in the current location. Then click on Next >



4. Click on Finish

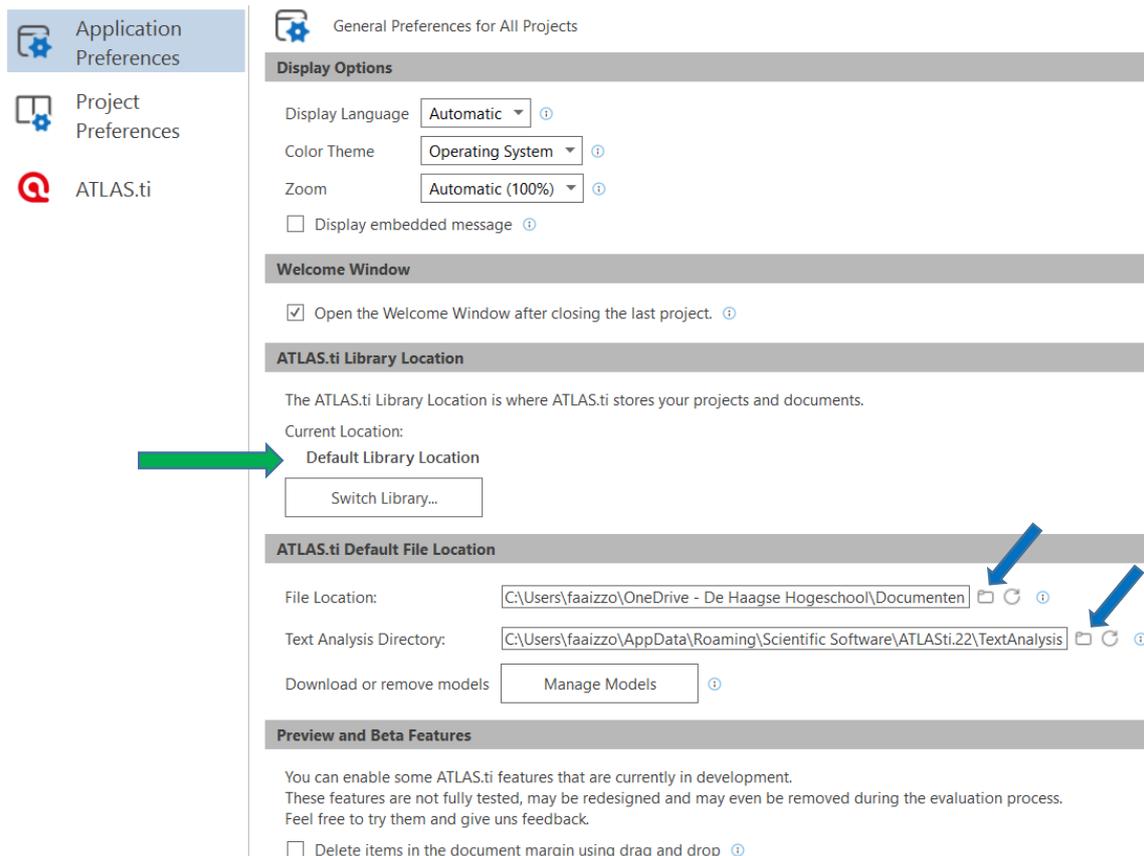


5. ATLAS.ti is busy for a few moments:



Then click on the cogwheel at the bottom left.

6. And this is the result.



At **ATLAS.ti Library Location** the Current Location is now changed to: Default Library Location.

B. Changing the Default File Location

As you can see in the image above, you can click on the folders to set the default storage location for these files. It is less crucial to change this, because when you export files, you will also be asked to specify the desired storage location.