

Make a copy of your database file by Cindy O'Hora

As you read my database tips and tutorials you'll notice I often recommend that you make a copy of your database before you try to modify it. If you follow my advice and a misadventure occurs you can just pitch the copy. No loss of data. No big mess to fix.

Here is how to make a copy of any macintosh file including an AppleWorks database:

1. Click ONE time on the database file you want to copy to select it. Just once - NOT twice!
2. If you clicked twice - close the file's window and see above.
3. With the file selected (highlighted) go File .. Duplicate or command key ⌘ ...d.
4. Zip, zap zowie! there is now a second file with the suffix copy added to the title.
5. I usually move that copy one to my desktop and add a 2. So cddatabase becomes cddatabase2 for example.

There is almost always a second way to accomplish stuff, especially with a computer.

1. Open your database
2. Go File .. Save As
3. Give it a new name as described above. Save it to the Desktop.

I make my modifications/tweaks on cddatabase2. The original is still tucked safely away. Really smart people follow my advice BEFORE a problem happens. Other people take it after making a mess. Which one are you?

"He who laughs last probably made a back-up." Murphy's Laws of Technology

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