Creating Part Program Archives

Note: This procedure is used to create a backup of Part Programs for easy restoration in case of control or hard drive failure.

1. Press **Menu Select** hardkey

2. Press **Services** horizontal softkey

3. Press **Data Out** horizontal softkey

4. Using the arrow keys, move to Part-programs (the source directory for the files being copied). You can also single click onto the directory name

   Note: If you select only the directory name, you will create an archive containing all the files within that directory. You can also press **Enter** to open the directory (or double click the directory name) and select single or multiple files to add to your archive.

5. Press **Archive** softkey

6. In the Archive drop box (which should be highlighted) input the name of your archive. Normally this should be PARTPRO####, replacing the # with the current date (example PARTPROy052709)

7. Press **Enter**

8. Press **Start** softkey

   Note: This procedure creates an archive on your control's hard drive. To save a copy to an external source (which is **highly** recommended) refer to procedure OP-104-3400AII-840DI-A-Copying Data from Control to External Sources.

<div align="center">End of Procedure</div>