

# Mariner Software

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## How should I backup my Paperless library information?

Jim Henson - 2018-12-16 - in Paperless for Mac OS

- How can I backup my Paperless information?
- Is it advisable to use an **automated backup service** to backup my Paperless library file?
- How can I restore from a back-up of a Paperless library file?

Paperless stores all its information in Paperless library files. For more information on library files, see [this knowledge base article](#). It is recommended to make periodic backups of Paperless library file, so that it is possible to restore from backup, if needed.

You can back a Paperless library file up using one of the following three methods:

- **In Paperless**, select **Backup Library** from the **File** menu. This creates a .ZIP archive of your Paperless library, in a location you choose.
- **In Finder**, locate your Paperless library file. While Paperless is quit (while it is not running), select your library file and select **Compress [the name of your library file]** from the **File** menu.
- **In Paperless**, select **Burn to CD/ DVD** from the **File** menu. This will burn an archive of your library to CD or DVD.

### Using toolbar buttons to create backups of your Paperless library

Two buttons related to these methods can be added to the Paperless toolbar:

- **Backup** - This will raise the save dialog, to **save a backup of your Paperless library to your hard drive**.
- **Burn** - This will display the dialog to **archive your library to CD/ DVD**.

**I use an automated service to manage backups of files on my Mac. Is it advisable to use this to manage backups of my Paperless library, as well?**

We recommend that you backup ALL your data, not just your Paperless data, using an automated incremental backup system that is constantly backing up your data. We recommend Time Machine for backups. Please be aware when using a non-Mac OS based backup system (CrashPlan, Carbonite, etc), that a Paperless library is a special type of file called a package, and package files behave a little differently on non-Mac OS based systems. A package file appears on the Mac like a single file, and the Finder treats it as a single file. A package file appears on non-Mac OS based systems as a folder, and is treated like a folder: the contents of the package are treated like individual items and are backed up individually. Because of this, there can be problems backing up and restoring from a non-Mac OS backup system. If you are using a backup system like this, it is very important that, when viewing a Paperless library file on a non-Mac OS based system, that you don't change the names or locations of the items inside the package file. The best thing to do is to regularly create .zip copies of your library file(s) and back those .zip files up. Backup systems generally handle .zip files well.

### **How do I restore a Paperless library from a backup?**

Depending on the method you used to back-up your Paperless library file, you might use one of two different methods to restore from a backup you've made. See the headings below, to select the appropriate method to restore from your current backups. Restore from a backup created either through Paperless or through Finder. If you've made a backup of your library file either through Paperless (with the Backup library command) or through Finder (with the Compress command), you should have a compressed backup file (a compressed archive file). Unless you have specified a different archive format, this is most-likely in .ZIP file format. To restore from this backup file, follow these steps:

1. Make sure Paperless is not currently running.
2. Move your backup file to a location that you would like to store it in (the default location is your user's Documents folder).
3. Unarchive (unzip) your library backup file. You should be able to unarchive a backup file by double-clicking it. This will create a copy of your library file, in the same directory as your backup file.
4. Double-click the copy of your library (the copy that was created after completing the last step).

Paperless should now open the copy of the library file.

## How do I restore a Paperless library from an archive burned to CD/DVD?

To restore your Paperless library from a backup you've made to a CD or DVD, follow these steps:

1. Make sure Paperless is not currently running.
2. Insert the CD/ DVD you archived your library to into your Mac's optical drive.
3. In Finder, open the mounted CD/ DVD.
4. In the top-level directory of the CD/ DVD will appear a copy of your Paperless library file. Copy this to the location you would like to store your Paperless library (the default location is your user's Documents folder).
5. Double-click the copy of your library file that was created when you unarchived the .ZIP file.

Paperless should now open the copy of the library file.

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### Related Pages

- [Where should I store my Paperless library file?](#)
- [Where is the best place on my Mac store my Paperless library?](#)
- [Is hosting a Paperless library on a network drive supported?](#)