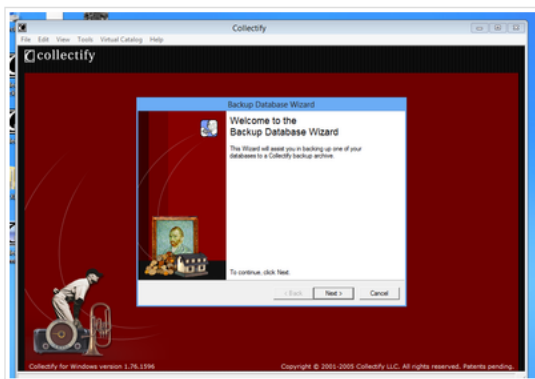
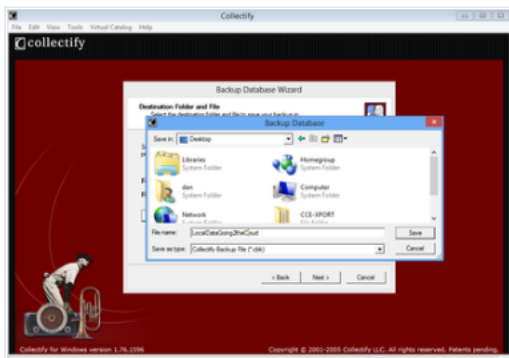


COPYING YOUR EXISTING COLLECTIFY COLLECTORS EDITION DATA TO THE COLLECTIFY CLOUD

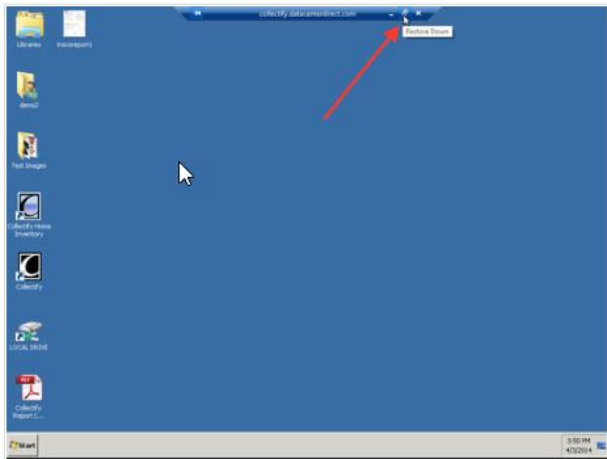
1. Create a backup file (.cbk) of your collection on your desktop version of Collectify:



- open Collectify on your desktop. Click on **File** on the upper left hand corner of the navigation bar, and click on **Backup** from the drop down menu. Backup Database Wizard will open up. Click on **Next**.
- A list of collections databases will appear. Click on the database you want to transfer to the Cloud (you can only transfer one database at a time). Click on **Next**.



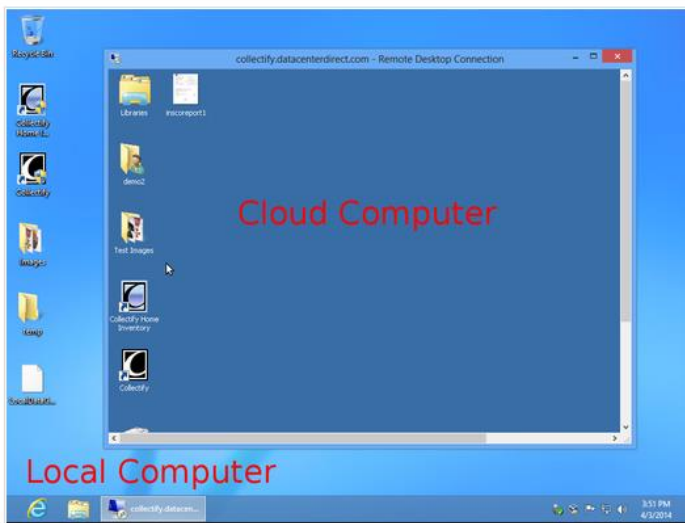
- Now choose where you're going to save the backup file: Click on the **Browse** box. At the top of the Backup Database box that appears, you'll see: Save in: Downloads. Click on the dropdown menu to the right of that, and choose **Desktop** (at the top of the list), and then click **Save**. Click on **Next** on the Backup Database Wizard and then **Finish**.
- Close Collectify.



2. Now transfer the backup file from your desktop to Collectify Cloud:

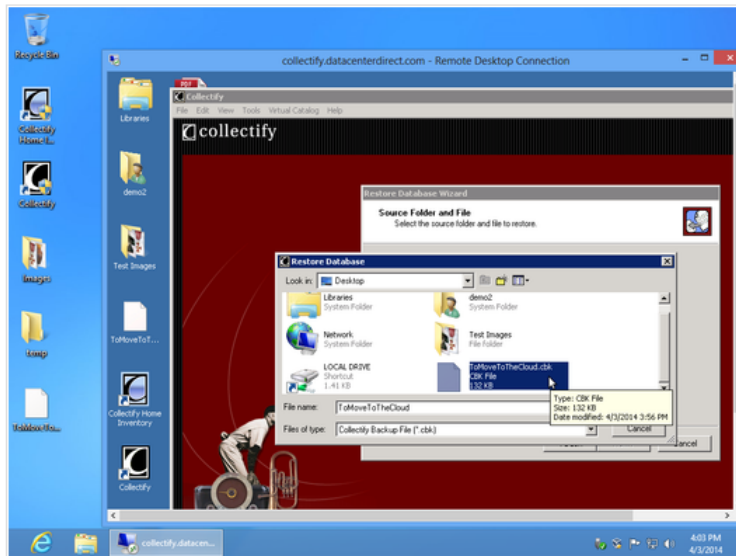
- connect to Collectify Cloud. If you are on full screen, minimize the Remote Desktop Connection by clicking on the button to the left of the X at the top of the screen.

- You'll then be able to see your Cloud desktop as well as your local computer desktop.



3. Now restore the .cbk file onto Collectify on the Cloud:

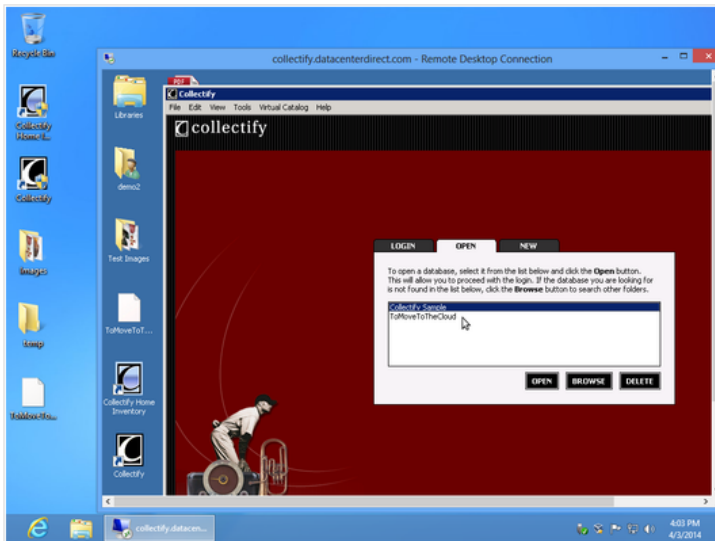
- maximize the screen on Collectify Cloud
- open Collectify on the Cloud
- Click on **File** in the upper left hand corner of the navigation bar
- Click on **Restore**. Restore Database Wizard will open up. Click on **Next**.
- Click on the **Browse** box. At the top of the Restore Database box that appears, you'll see: Look in: My Documents. Click on the dropdown menu to the right of that and choose **Desktop** (at the top of the list), and then click **Open**.



- Find the .cbk file that you want to restore and click **Open**.
- Click on **Next** on the Restore Database Wizard. Once the database is restored, click on **Finish**.

4. Your data is now available to you on Collectify Cloud!

If you have a stand-alone version and a Collectify Cloud account, do all your data entry **ONLY ON THE CLOUD**. If anything happens to your computer, you'll know that the data on the Cloud will be secure and up to date.



Note: As an extra security measure, you can regularly transfer a backup file of Collectify from Collectify Cloud to your stand alone desktop Collectify. Follow the same procedure as above, but create a .bck from Collectify Cloud that you will transfer onto the stand-alone version of Collectify.