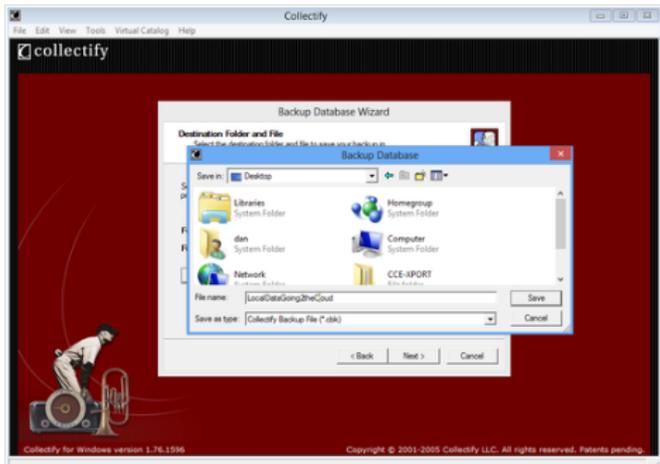# Copying your Existing Collectify Home Inventory Data to Collectify Cloud

1. Create a backup file (.inv) of your collection on your stand-alone version on your local computer:

- open Collectify Home Inventory. 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**.
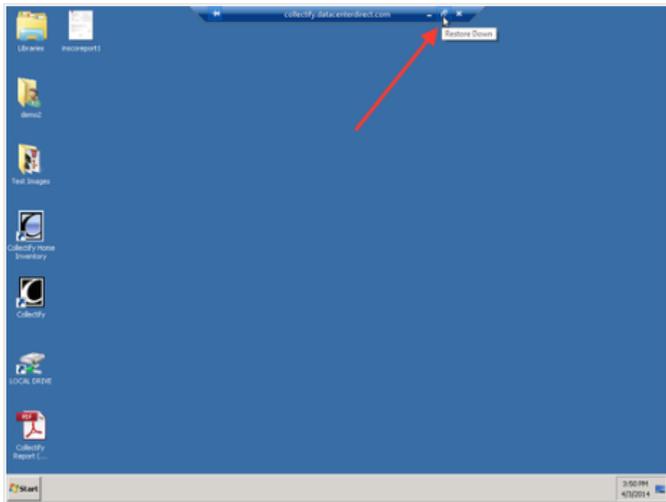

- Now choose where you're going to save the backup file: Click on the **Browse** box. At the top of the Backup Database box that appears, you'll see: Save in: Downloads. Click on the dropdown menu to the right of that, and choose **Desktop** (at the top of the list), and then click **Save**. Click on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

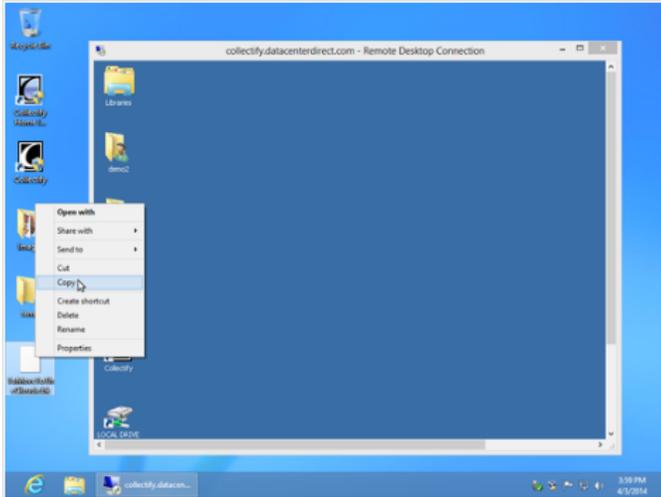2. Now transfer the backup file from your desktop to Collectify Cloud:

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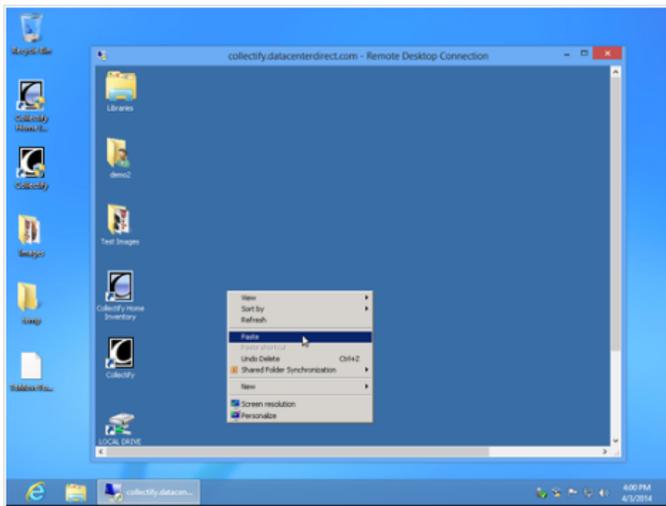
- You'll then be able to see your Cloud desktop as well as your local computer desktop.

- Locate the **.inv** file you just created on your computer desktop and right click on it. On the dropdown menu that appears, click on **Copy**.
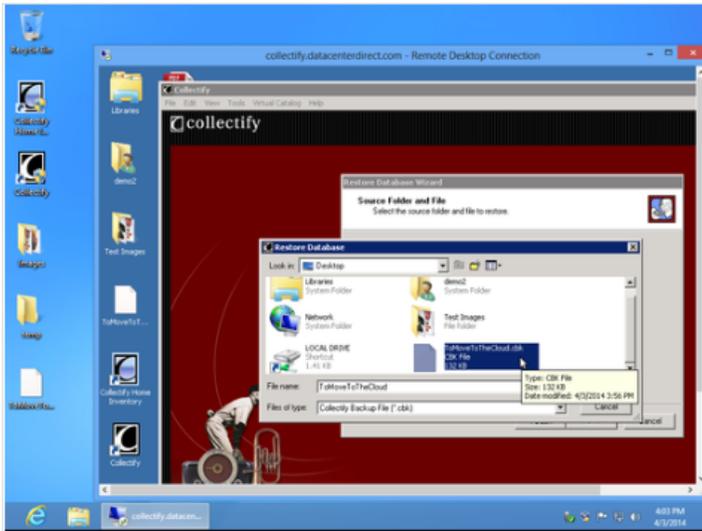
- Place the cursor on the Collectify Cloud desktop and left click on the mouse on an empty part of the screen. Right click on your mouse and, from the dropdown menu that appears, right click on **Paste**. The .cbk file will then transfer onto your Cloud desktop. If your file is large, this step may take several minutes.

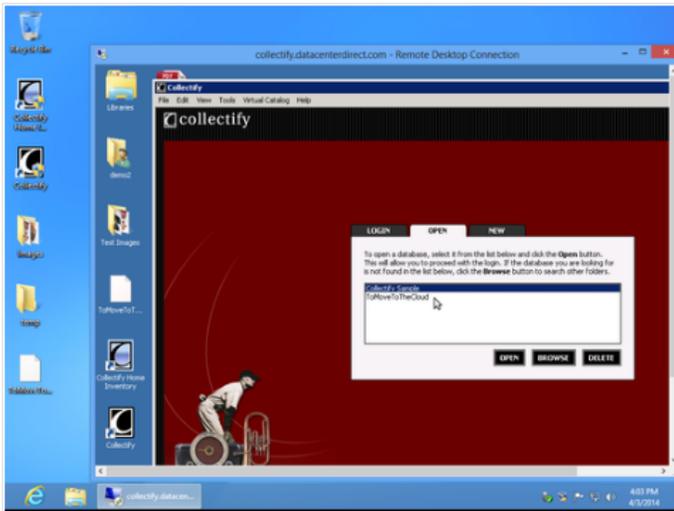3. Now restore the .inv file onto Collectify Home Inventory on the Cloud:

- maximize the screen on Collectify Cloud
- open Collectify Home Inventory 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 .inv 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 Colletify 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 Home Inventory from Collectify Cloud to your stand alone desktop Collectify Home Inventory. Follow the same procedure as above, but create a .inv from Collectify Cloud that you will transfer onto the stand-alone version of Collectify Home Inventory.