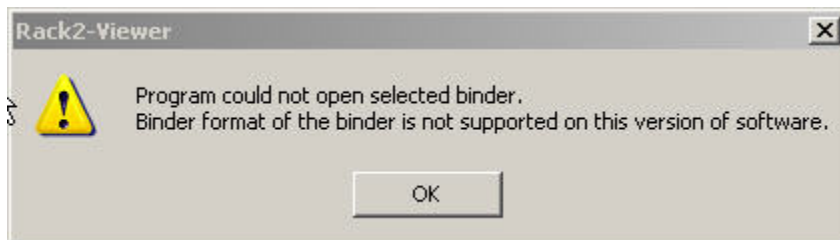


Backup your Rack2 Filer V3.0 library binders

If you are presently using Rack2 Filer V3.0 “full” version and would like to evaluate the Rack2 Filer V4.0 “trial” version software, please read and perform the following procedure before you install Rack2 Filer V4.0.

The Rack2 Filer V4.0 file format has been improved. You are able to use the Library file system created by Rack2 Filer V3.0 with Rack2 Filer V4.0 without any issues. However, Rack2 Filer V4.0 Library file system is not backward compatible. If you decide to go back to Rack2 Filer V3.0 after you evaluate Rack2 Filer V4.0, you will be unable to open the Library file system created in Rack2 Filer V4.0.



Therefore, please perform a backup of the Rack2 Filer V3.0 Library file system before you install the Rack2 Filer V4.0 trial version. Here are the instructions:

- 1) Run Rack2 Filer V3.0
- 2) In Rack2 Filer V3.0, select “Setting”, link folder File path to locate the library file system
- 3) Default file path is:
C:\Documents and Settings\Administrator\My Documents\Raku2Personal\DocumentRoot
- 4) Create a new folder in your hard drive to hold the backup files, ex: Rack2 V3 backup files
- 5) Do **Copy** for **Raku2Personal** folder including the sub-folders
- 6) Install Rack2 filer V4.0: Rack2-Filer V4.0 should detect the Rack2 Filer V3.0 presently installed and request to remove it. Reply “Yes” to remove the older version. Once complete, V3.0 will be removed.
- 7) Reboot the system. Install V4.0 from the setup CD or from the free download.
- 8) After you evaluate V4.0 and if you decide to go back to the Rack2-Filer V3.0, uninstall the V4.0 from Control panel. Add & Remove program to uninstall the V4.0

9) Copy the V3.0 file backup folder on (4) back to the same path-

C:\Documents and Settings\Administrator\My Documents\Raku2Personal\DocumentRoot

10) Rack2-Filer should be operational with the same data previously backed-up.

Recover library binders for Rack2 Filer V3.0 from Rack2 Filer V4.0

- 1) In the event that you did not back-up the Rack2 Filer V3.0 library before installing V4.0 and then returning to Rack2 Filer V3.0, you may still be able to recover the library binders but with very limited features. Perform as follows:
 - a. In Rack2 Filer V4.0, export binder to PDF file format one by one.
 - b. In Rack2 Filer V3.0, launch the PDF binder file, print with ImageWriter. PDF binder files will be printed to the selected binder.
 - c. This is the minimum recovery. Features in Rack2 Filer v4.0 will not show. Editing features such as Highlights, Notes, Stamps and original source link will not be available. Indexing, dividers and table of contents also will not be available. You only recover the files.
 - d. You have to repeat the above steps for each binder to recover.