

How to Backup CLIP Software using the CLIP Backup Program

created 6/1/2009

You will want to install the Idrive Online backup program. You can obtain this by connecting to the website indicated below.

As of 6/1//2009 Idrive offers up to 2 GB of online storage at no cost. They do have additional plans for which you can register. In addition to being able to backup your CLIP program online, you can also backup other documents and applications.

NOTE: THIS SHOULD NOT BE YOUR ONLY BACKUP METHOD. IT SHOULD SIMPLY BE PART OF YOUR COMPLETE DISASTER RECOVERY SOLUTION.

Follow the instructions on www.idrive.com for installing the Idrive application.

<https://www.idrive.com/p=clipsoft>

Disclaimer: Upload speed and length of time to upload your backup is going to be dependent upon your ISP. Please also read the disclaimer at the end of this manual.

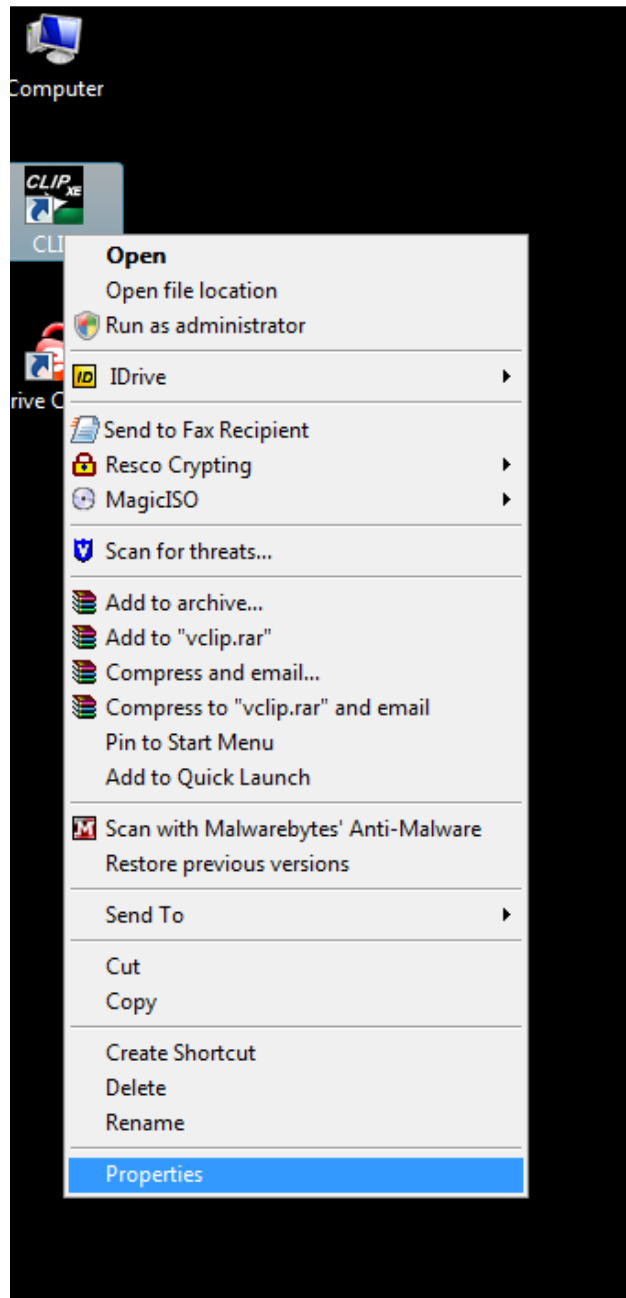
You have three different configuration options.

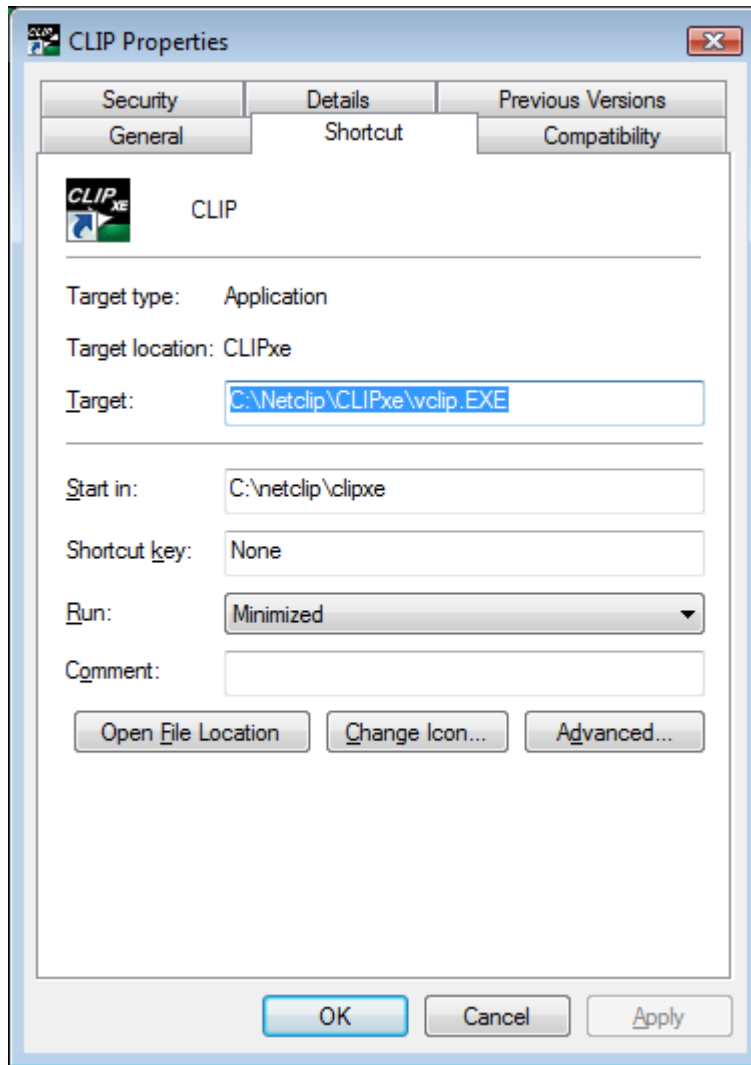
Option A – Complete automated process using only IDrive

Option B –Automated backup process for CLIP with file compression – All Files

Option C – Automated backup process for CLIP with file compression – Data Files Only

You will need to know where your CLIP Program is located. This can be determined by locating the icon on your desktop which is used to open CLIP and right clicking it and clicking "**Properties**".





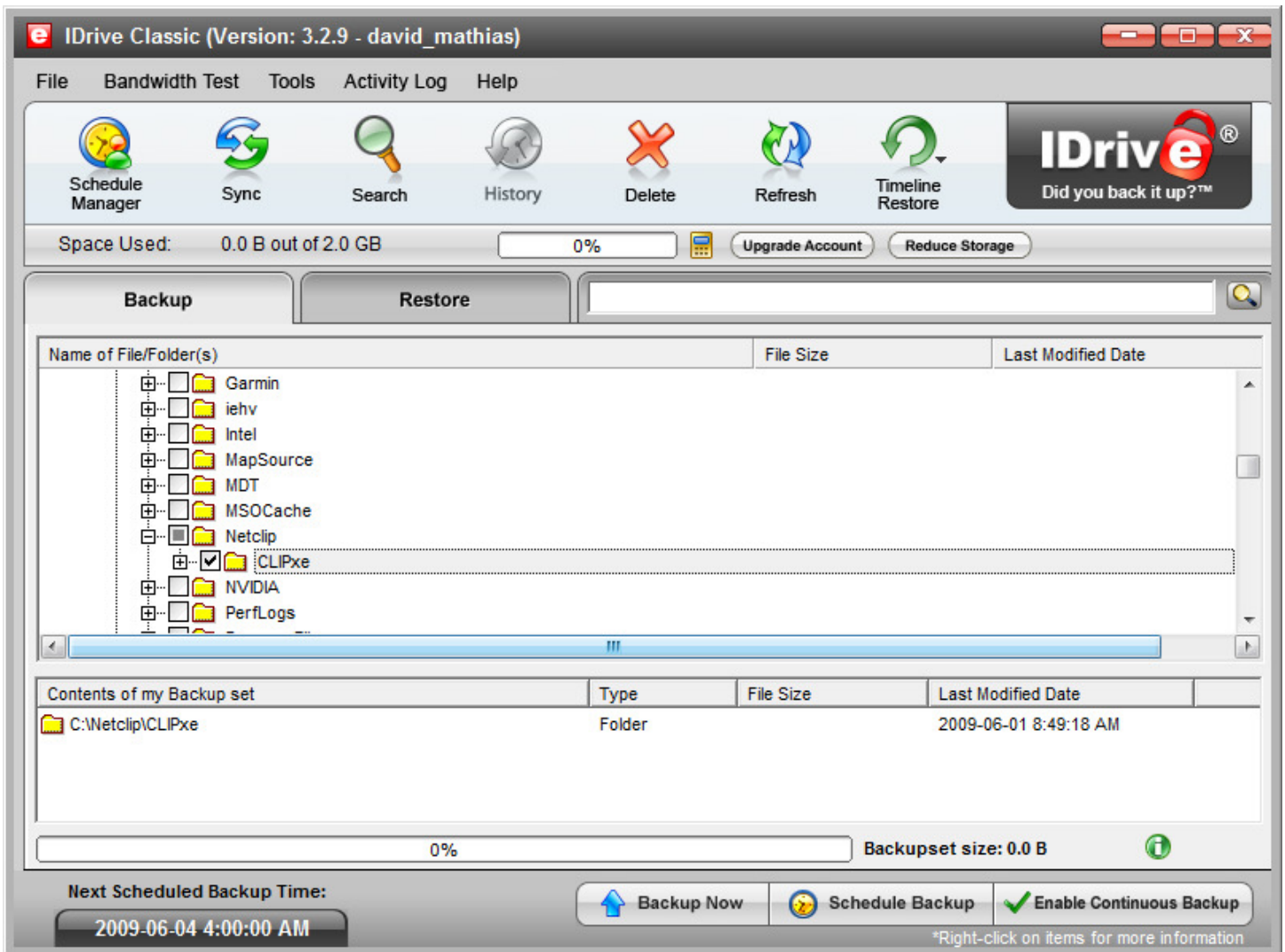
If you look in the "Start In" box this will indicate the folder in which you have CLIP installed.

In this example, the CLIP program is installed at *C:\netclip\clipxe* folder. Note this folder as you will need it when you configure Idrive to backup your CLIP Program.

Option A

Complete automated backup process for CLIPV

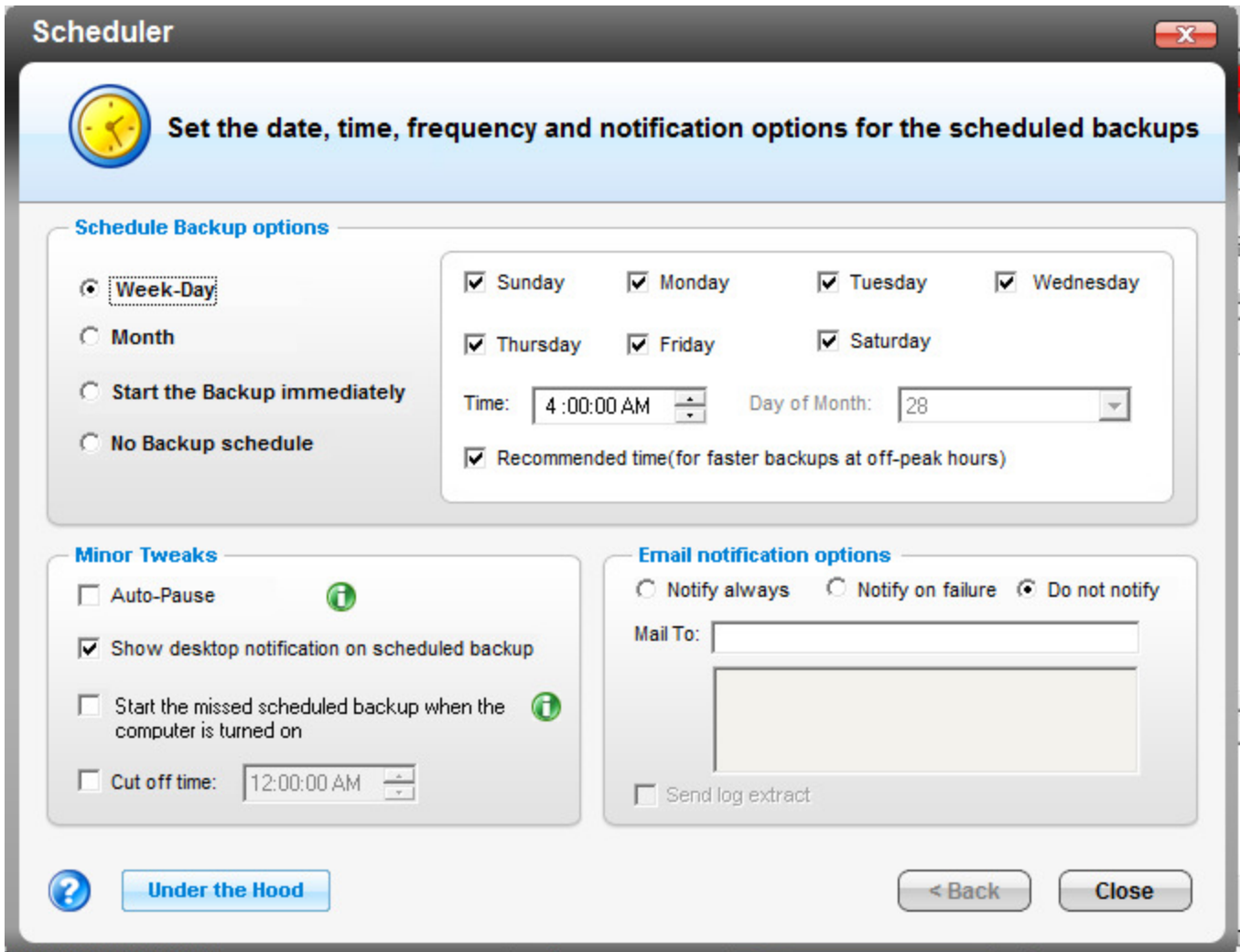
Now open your Idrive application. This configuration will not compress the CLIPV backup. It does backup based upon the schedule you choose.



You will want to Click on **My Computer** and expand it. Locate the folder you notated in the above process of locating your CLIP folder. Select the **ENTIRE** folder.

Next click on "**Schedule Backup**"

You will see the following screen.



Configure your backup to run at your preferred intervals. After you have made your selections, you may press "**Close**" and then exit the Idrive application.

NOTE: The computer must be on during the time you have selected.

You have now configured your automatic backup of the CLIP Program via the Idrive application.

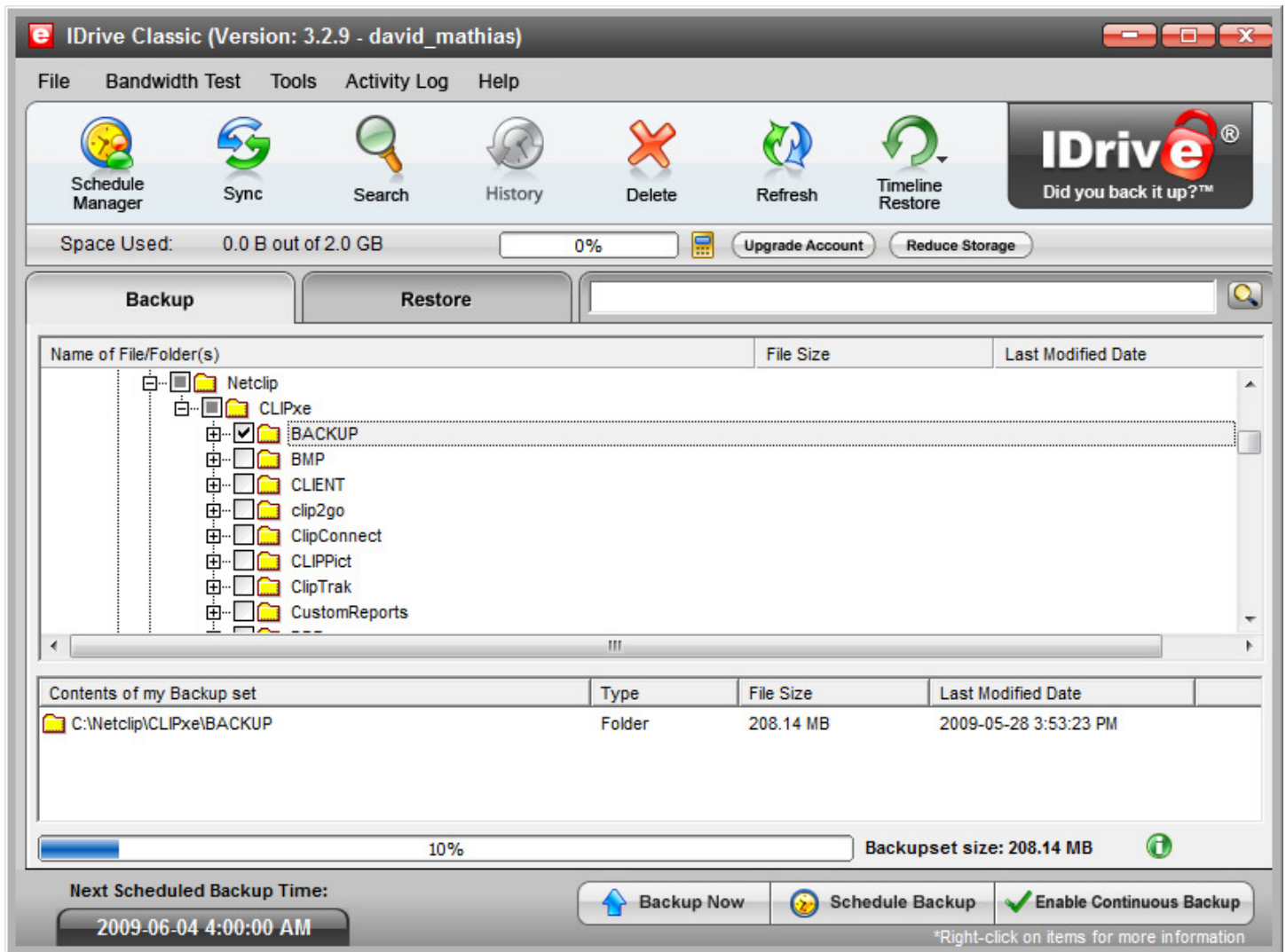
Please note that if a user is in the CLIP program it will not backup that folder. This can lead to data corruption. Ensure all users have logged out of CLIP prior to your scheduled backup time.

Option B

Automated backup

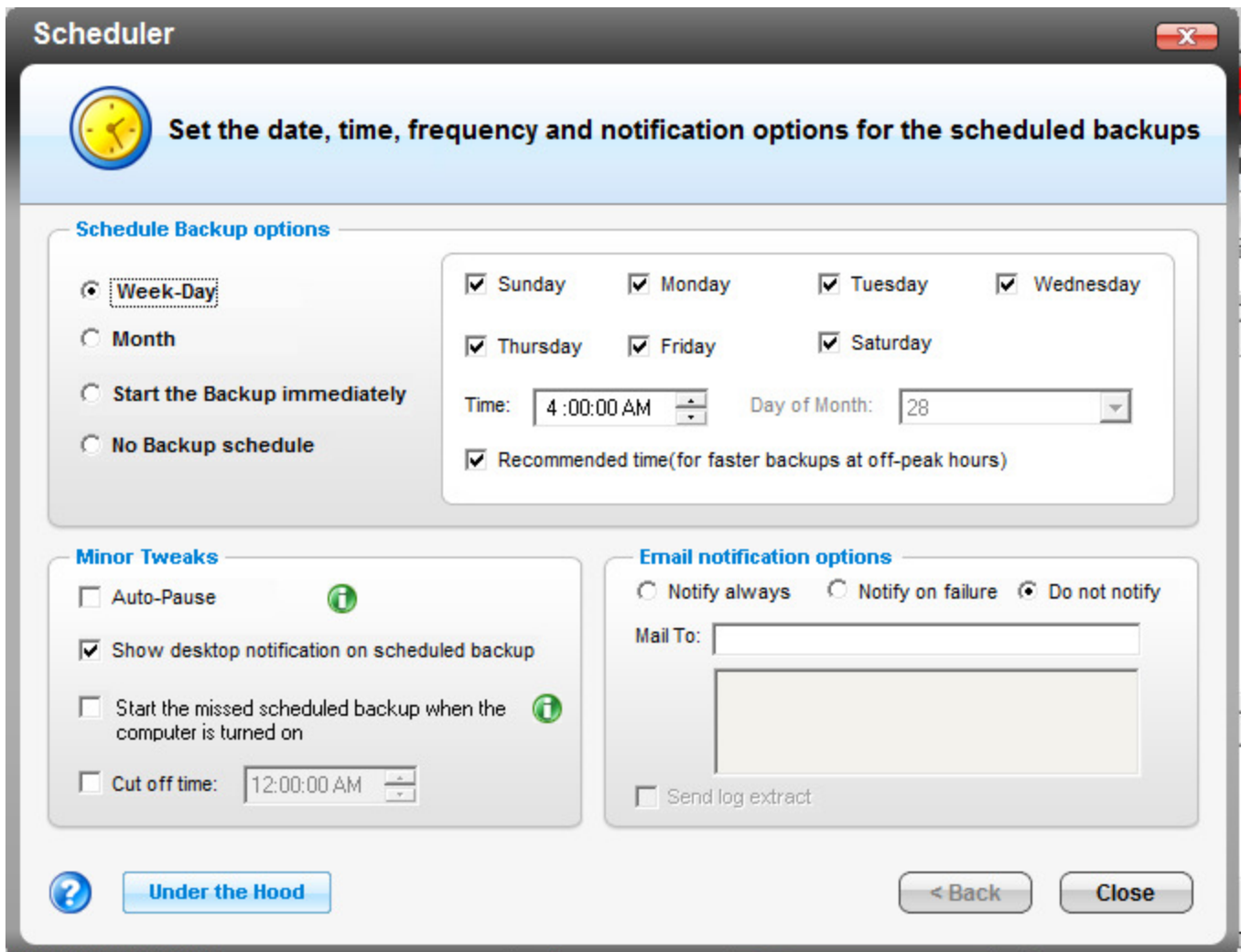
CLIP with data compression – All Files

This process will compress the CLIPV folder into a smaller file and will speed up your uploading process for those users with large amounts of data. You will still navigate to the folder as indicated in Option A, however, in this configuration you will only select the folder labeled "BACKUP".



Next click on "**Schedule Backup**"

You will see the following screen.



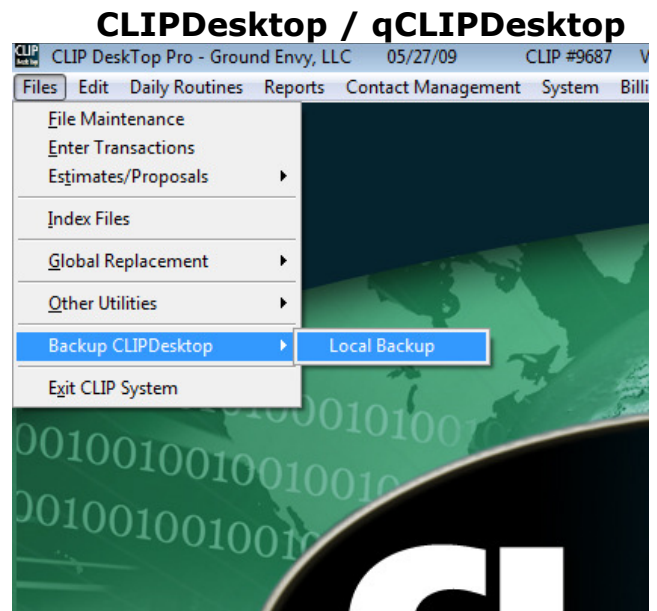
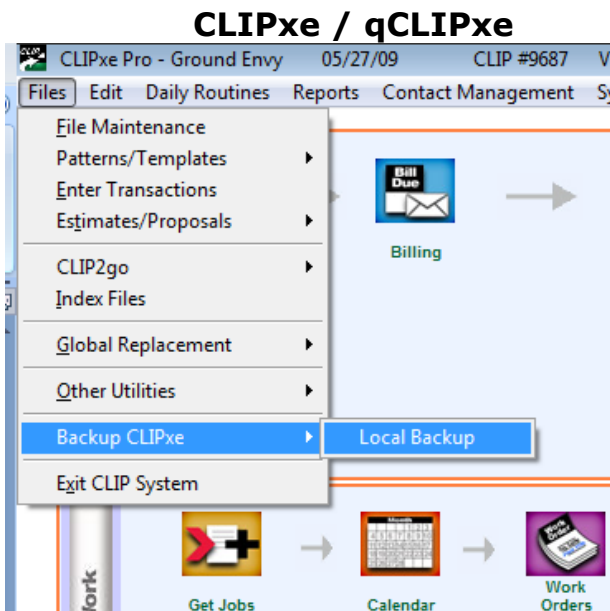
Configure your backup to run at your preferred intervals. After you have made your selections, you may press "**Close**" and then exit the Idrive application.

You have now configured the Idrive portion of Option B.

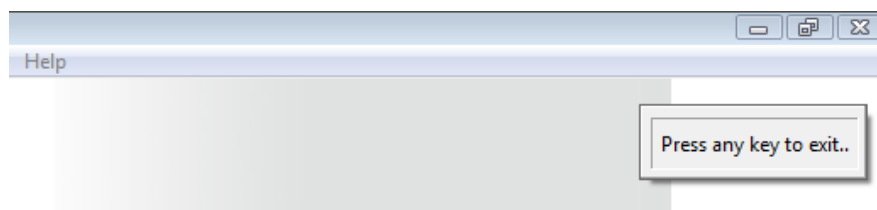
NOTE: The computer must be on during the time you have selected.

In CLIP at the end of your day or when you want to perform a backup (prior to installing an update, completing the end of month billing process, transferring invoices to Quickbooks, performing any global replacement) click on Files > Backup CLIPxe (or CLIPDesktop) > Local Backup.

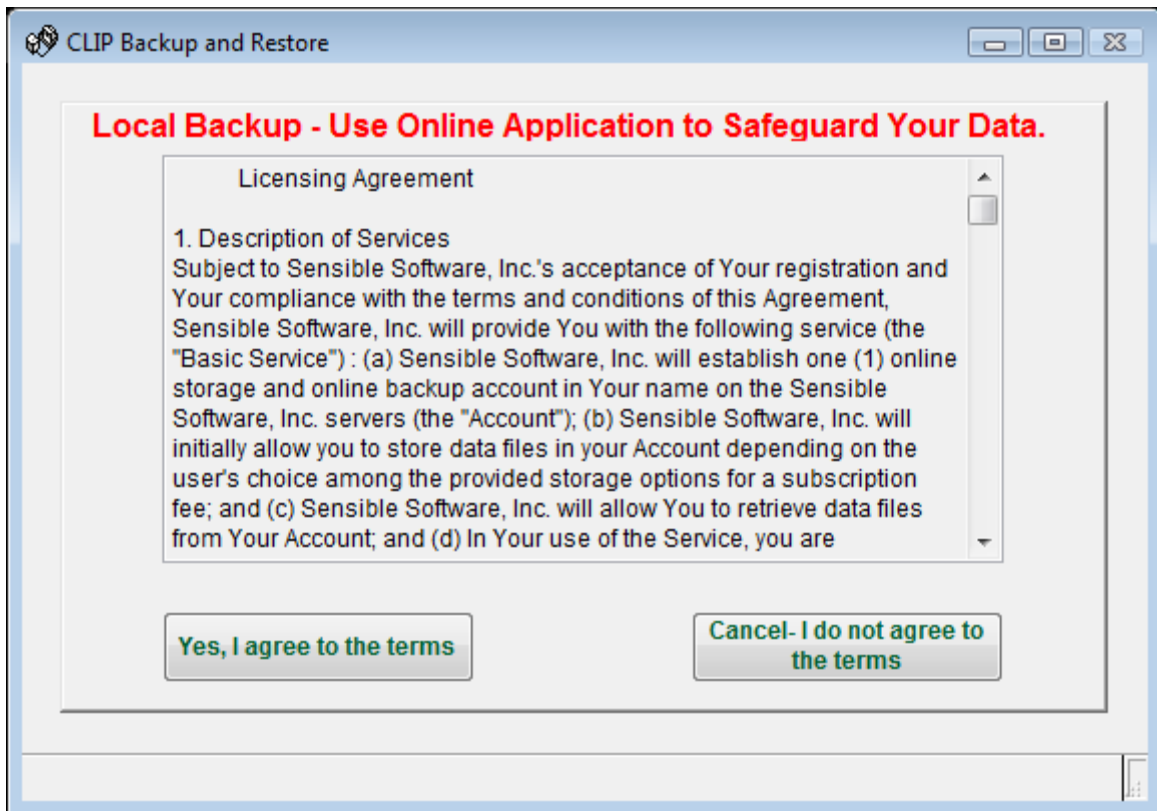
Note: This is a manual process that you must do. IDrive is an automated process



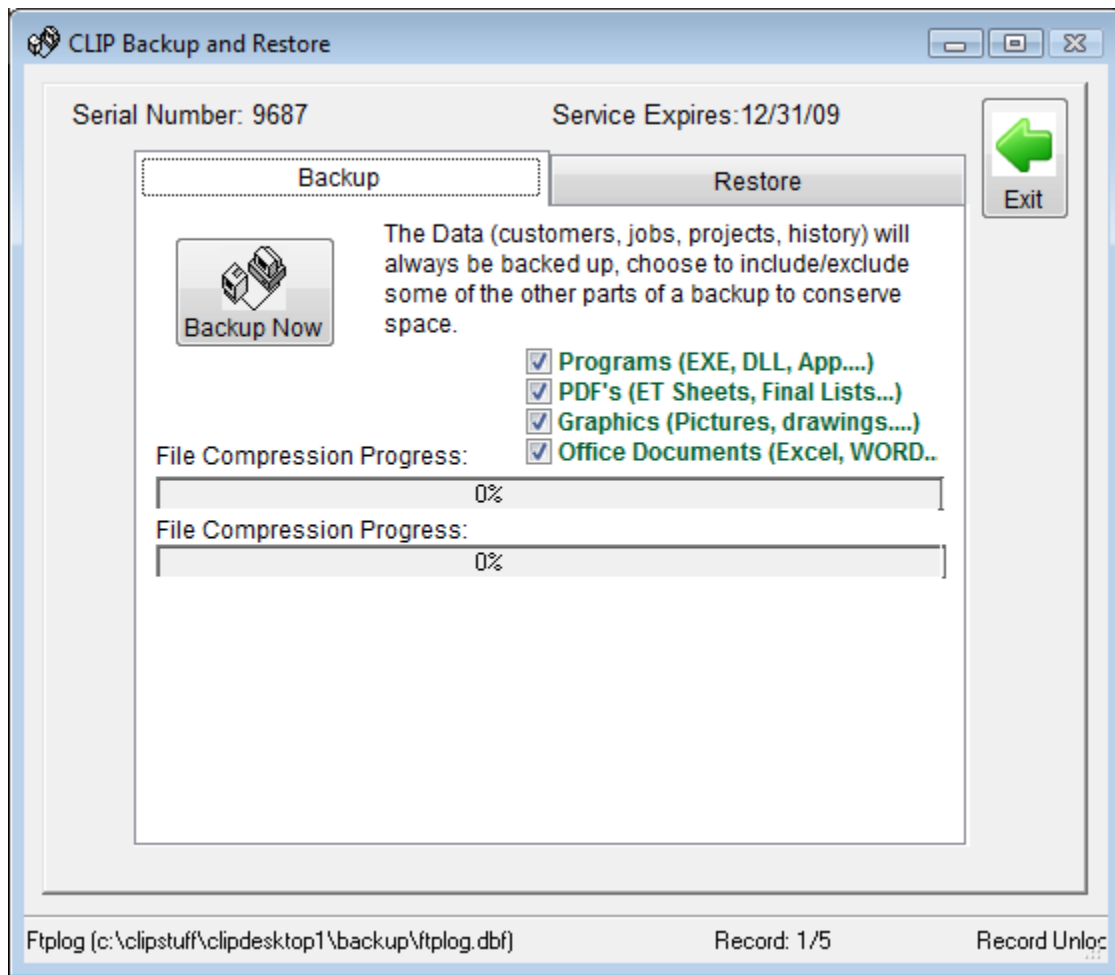
You will then be prompted to "Press **Any Key to Exit**" in the upper left corner of CLIP.



This will bring up the following screen.

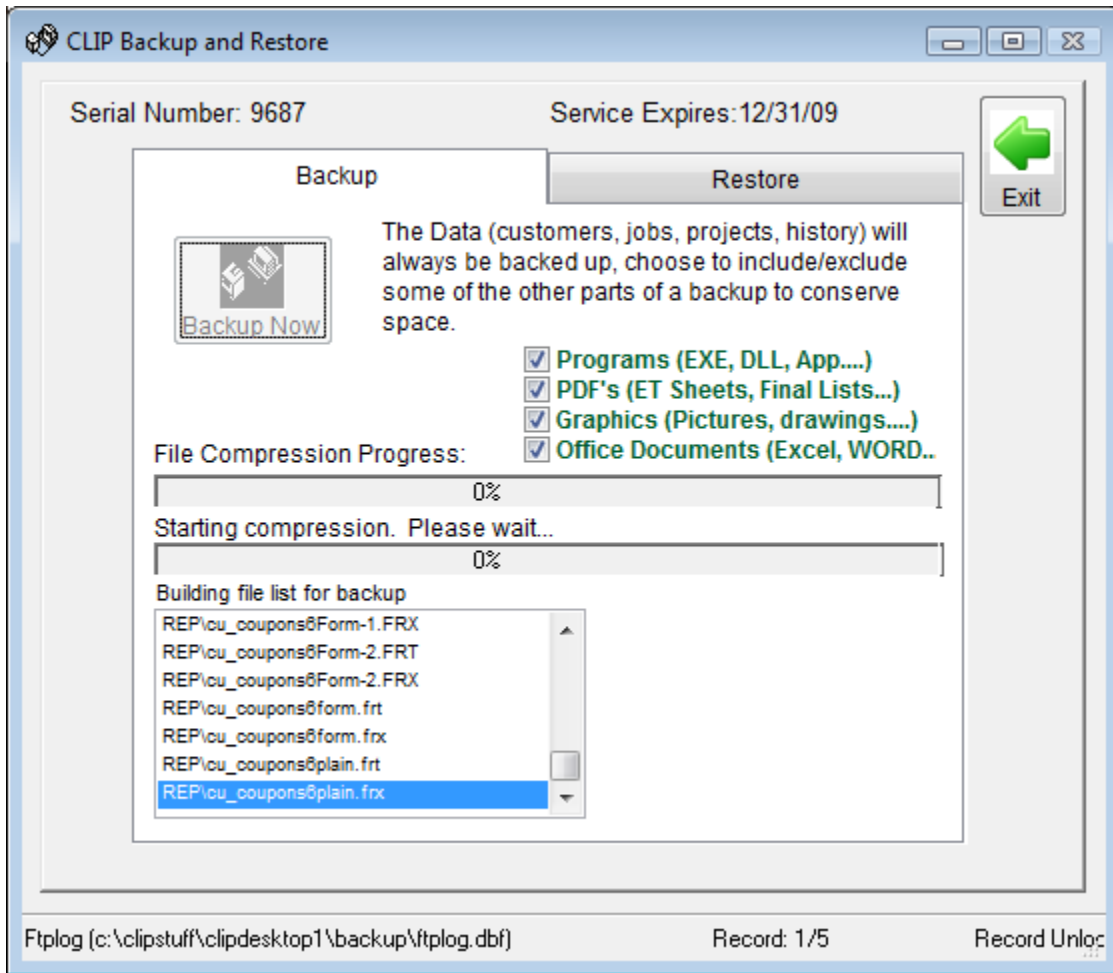


Click "**Yes, I agree to the terms**" if you agree to the terms. If you click "**cancel, I do not agree to the terms**" you will cancel the backup process.

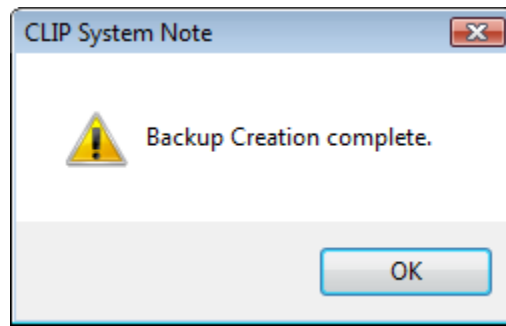


Since the purpose of this configuration is to compress your all of your files leave all options checked.

Click Backup Now to begin the backup process.



If there are no errors you will arrive at this screen.



Press OK.

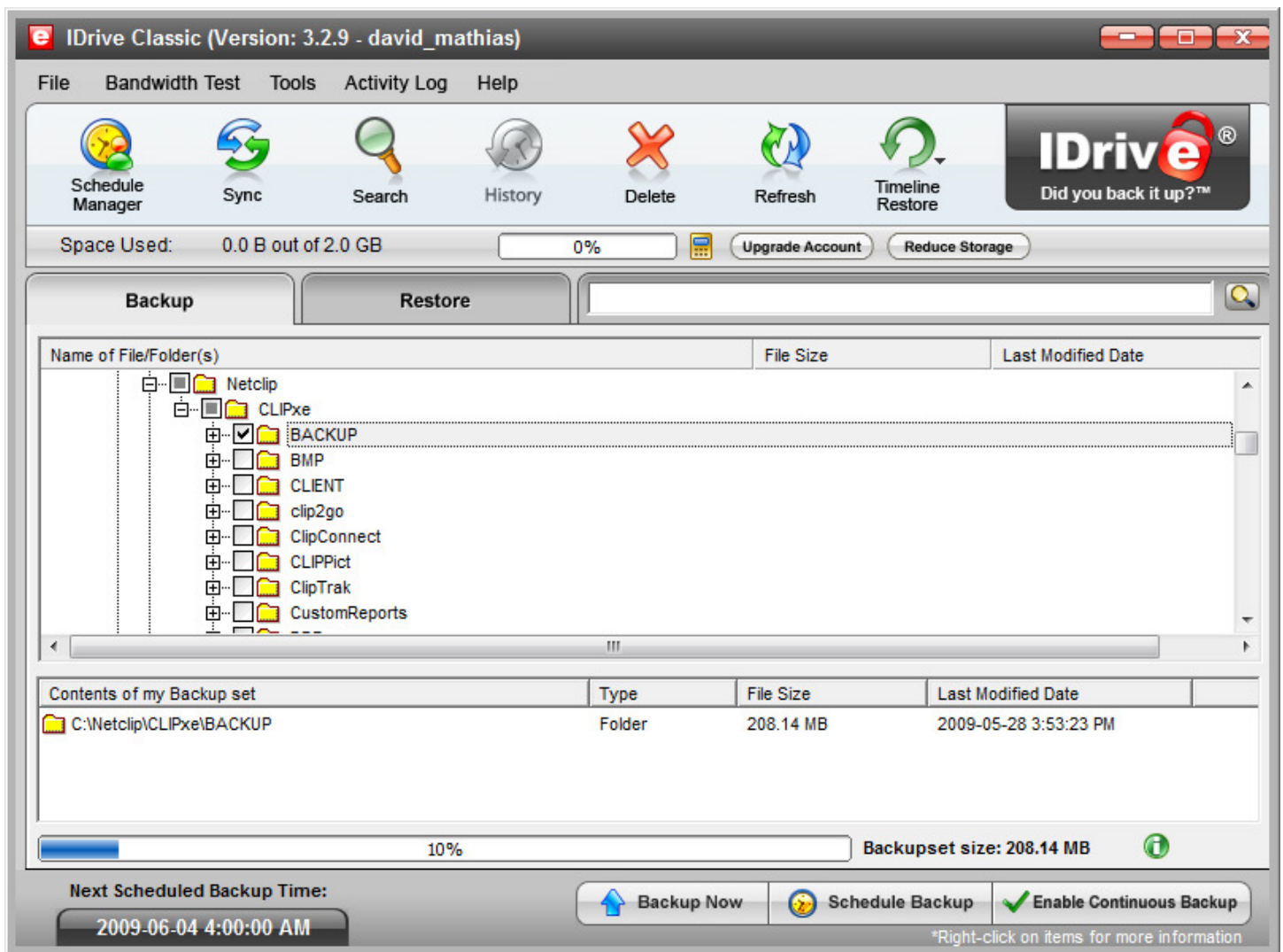
Exit the Backup Program.

Idrive will now, based upon your configuration, begin the upload process at your scheduled interval of the CLIPV / BACKUP folder containing your compressed data with all CLIP files included.

Option C

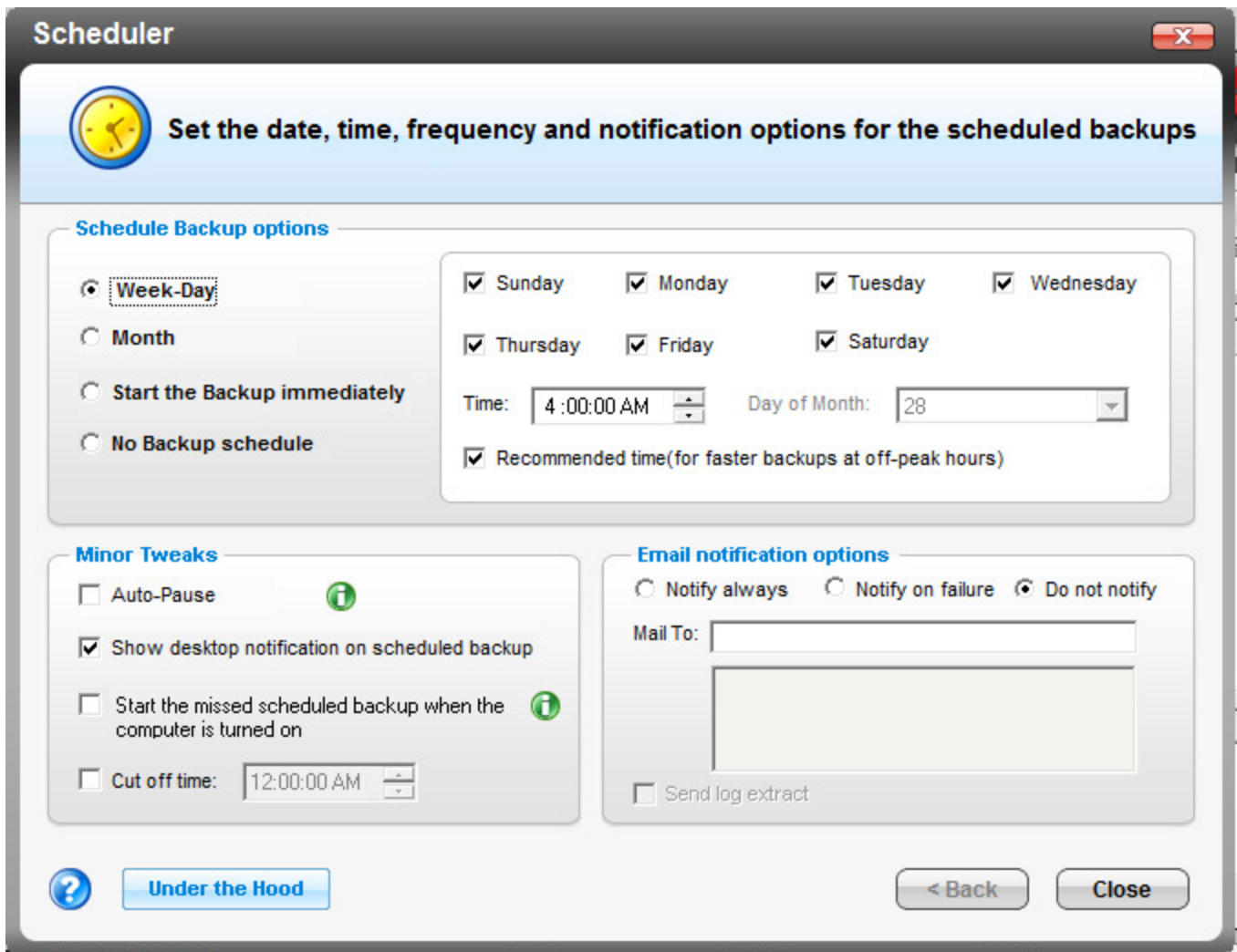
Automated backup process for CLIP - Data Only

This process will compress the CLIPV folder into a smaller file and will speed up your uploading process for those users with large amounts of data. You will still navigate to the folder as indicated in Configuration #1, however, in this configuration you will only select the folder labeled "BACKUP".



Next click on "**Schedule Backup**"

You will see the following screen.



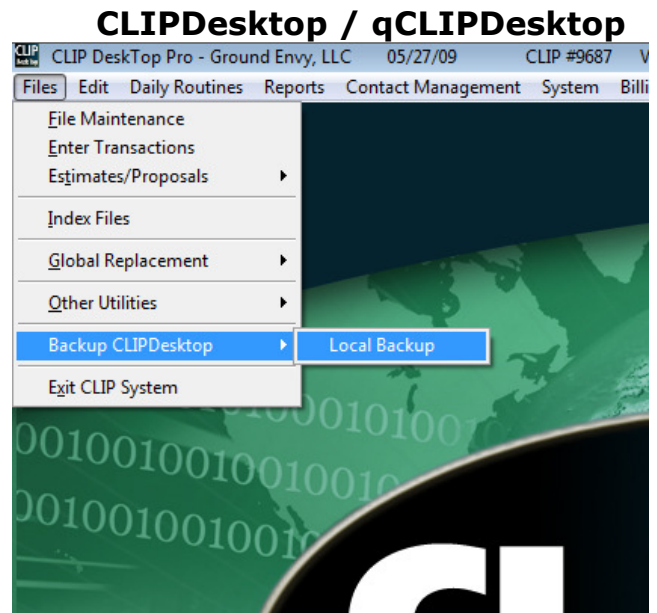
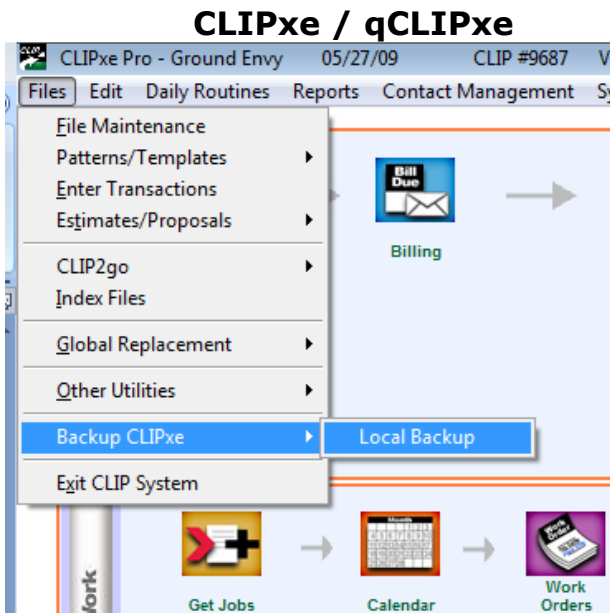
Configure your backup to run at your preferred intervals. After you have made your selections, you may press "**Close**" and then exit the Idrive application.

You have now configured the Idrive portion of Option C

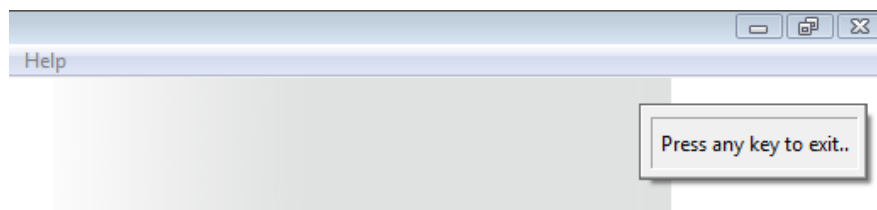
NOTE: The computer must be on during the time you have selected.

In CLIP at the end of your day or when you want to perform a backup (prior to installing an update, completing the end of month billing process, transferring invoices to Quickbooks, performing any global replacement) click on Files > Backup CLIPxe (or CLIPDesktop) > Local Backup.

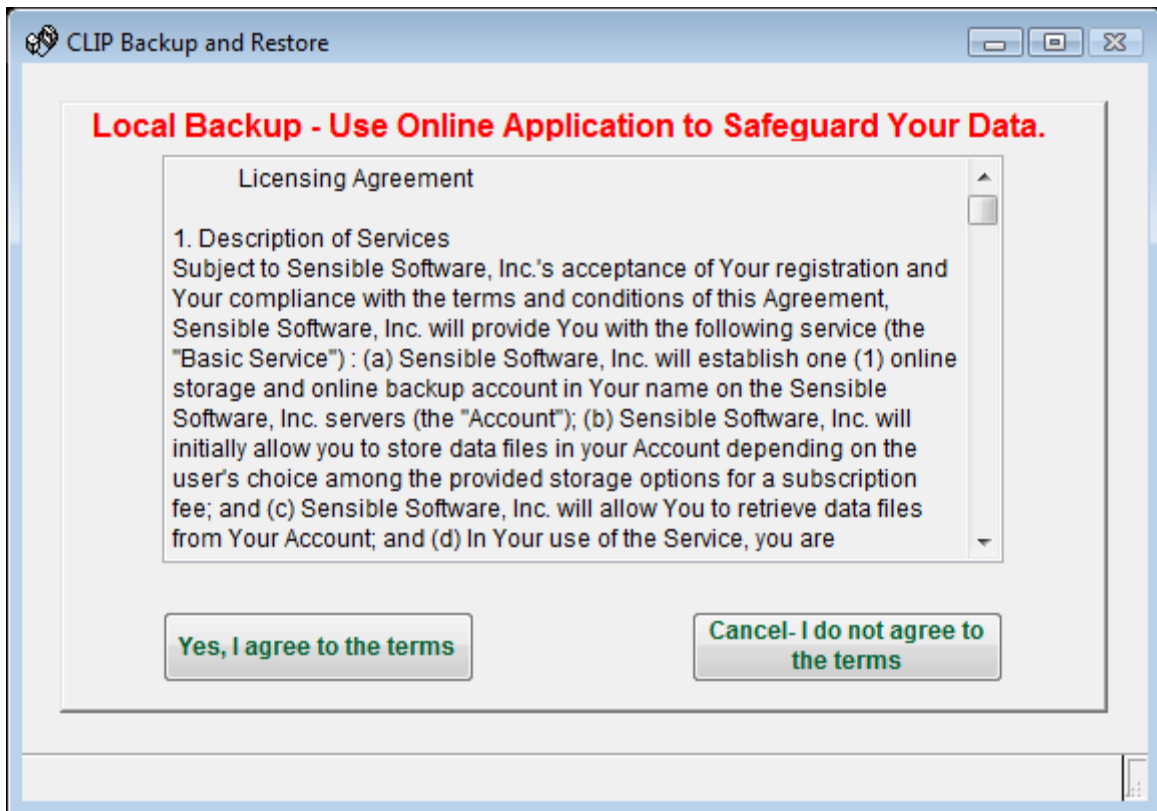
Note: This is a manual process that you must do. IDrive is an automated process



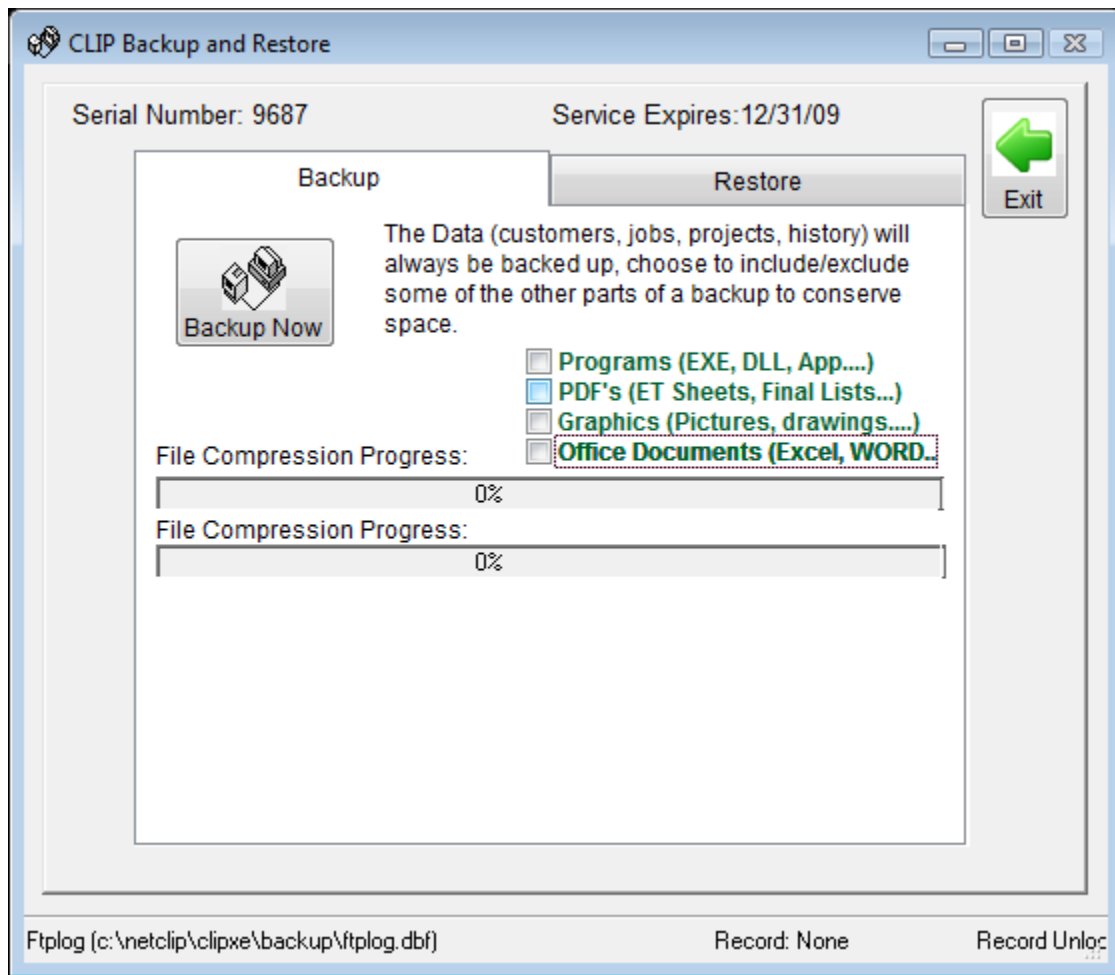
You will then be prompted to "Press **Any Key to Exit**" in the upper left corner of CLIP.



This will bring up the following screen.

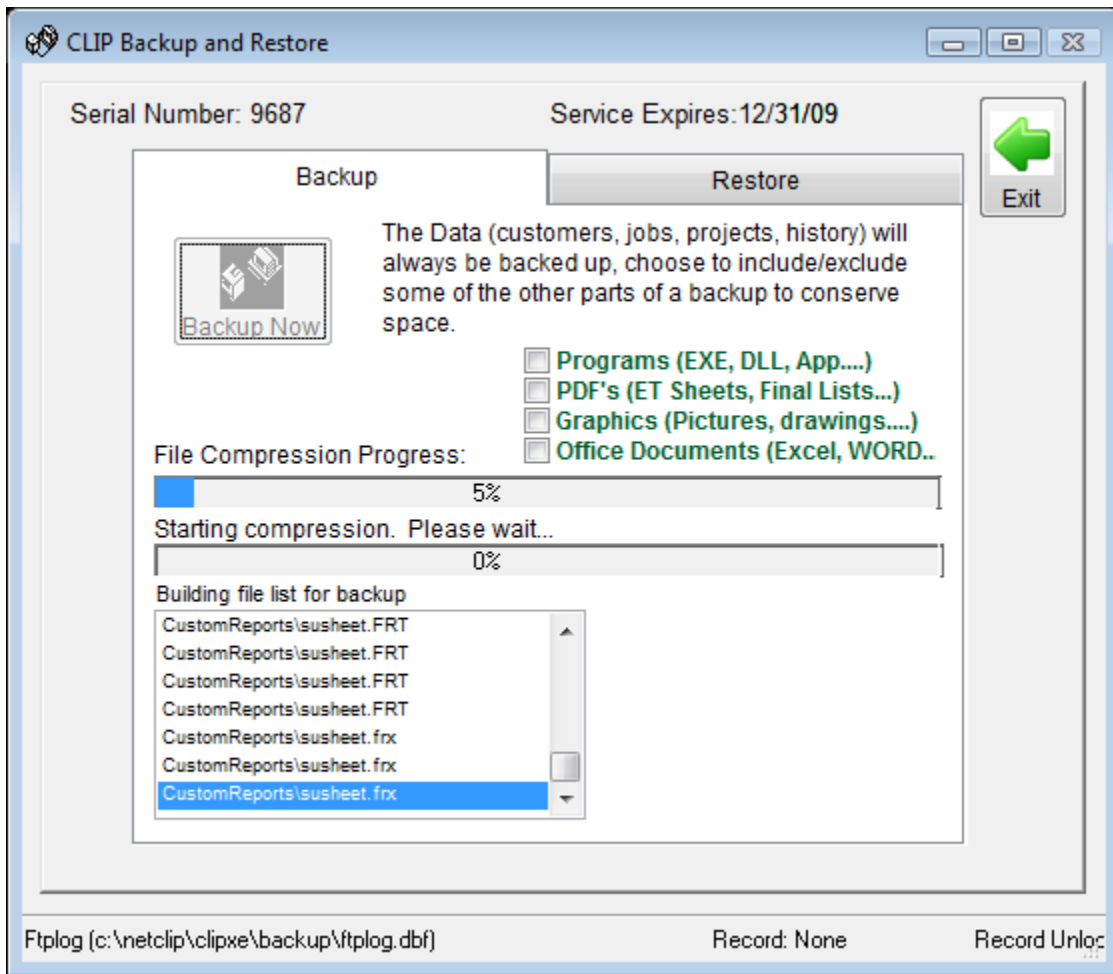


Click "**Yes, I agree to the terms**" if you agree to the terms. If you click "**cancel, I do not agree to the terms**" you will cancel the backup process.

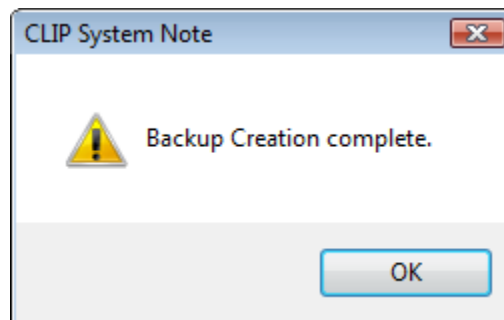


Since the purpose of this configuration is to compress your data, uncheck all options.

Click Backup Now to begin the backup process.



If there are no errors you will arrive at this screen.



Press OK.

Exit the Backup Program.

Idrive will now, based upon your configuration, begin the upload process at your scheduled interval of the CLIPV / BACKUP folder containing your compressed data.

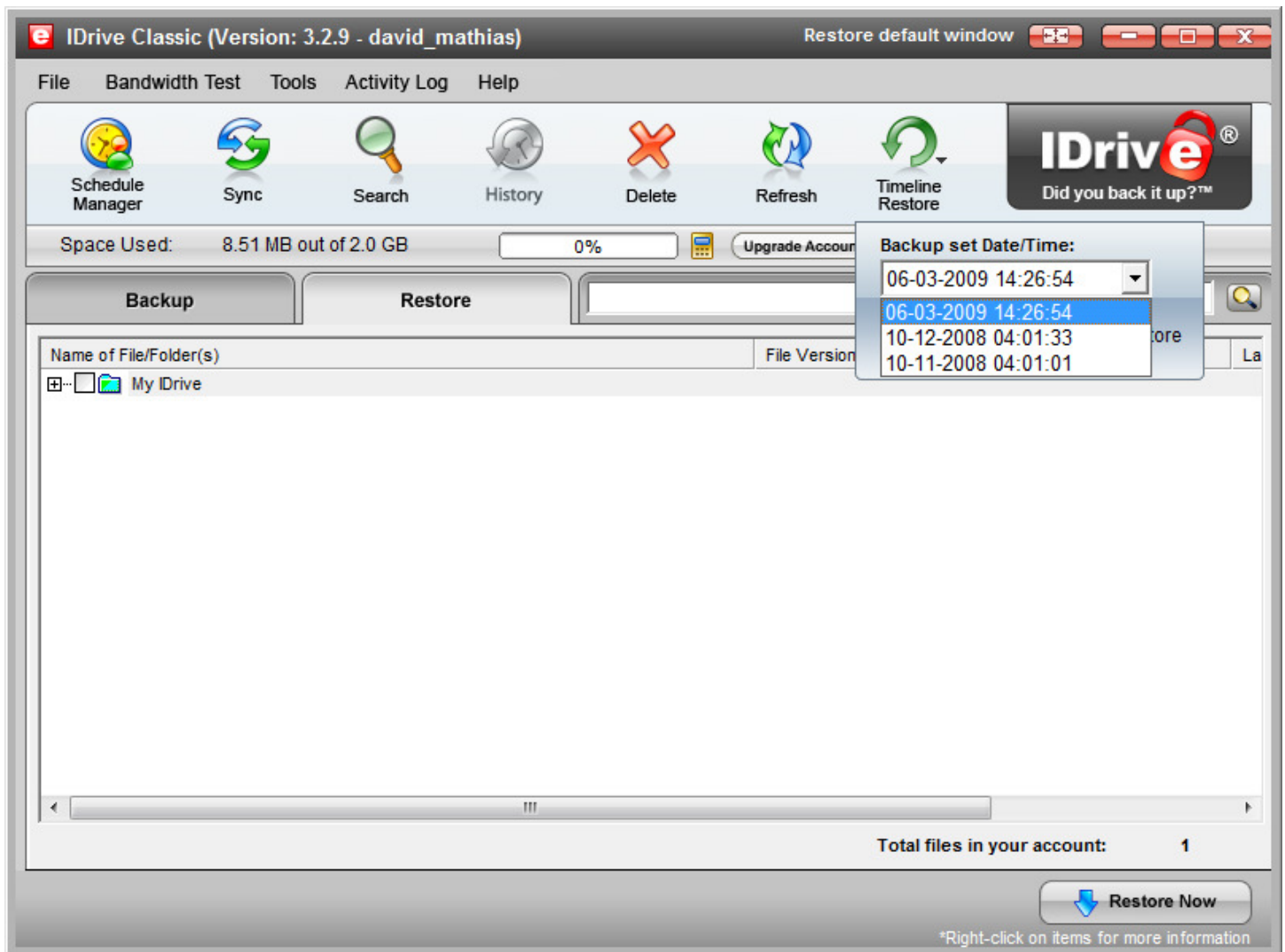
Restore Process

Restore process for a automated full backup of CLIP – Option A.

Create a folder on your system labeled "Restore". This should be located on the C Drive. We suggest this so that you can restore your backup to a test location, test it to make sure it is a valid backup with the data you want.

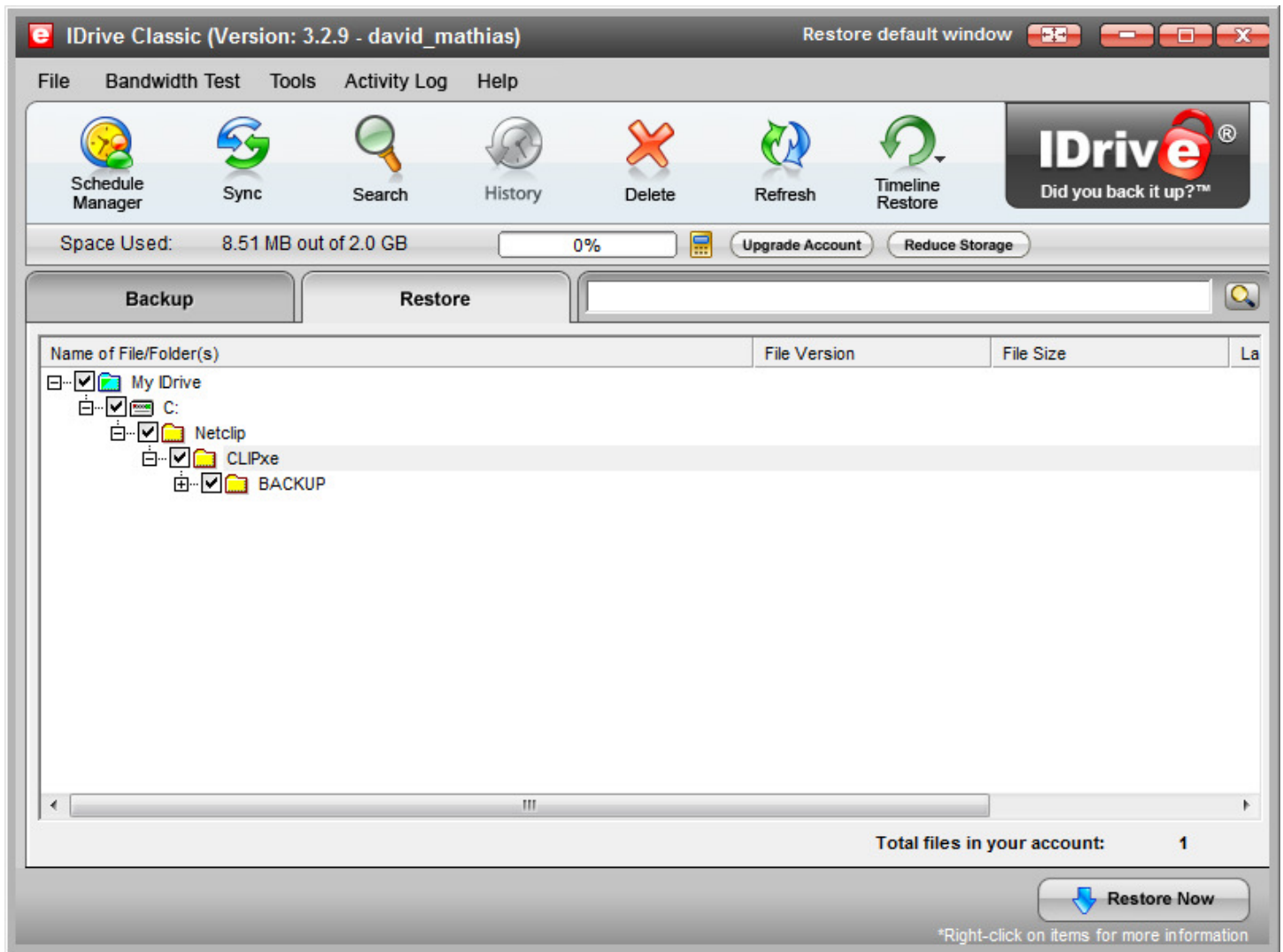
Open Idrive Classic on your system.

Click on the Restore Tab in Idrive



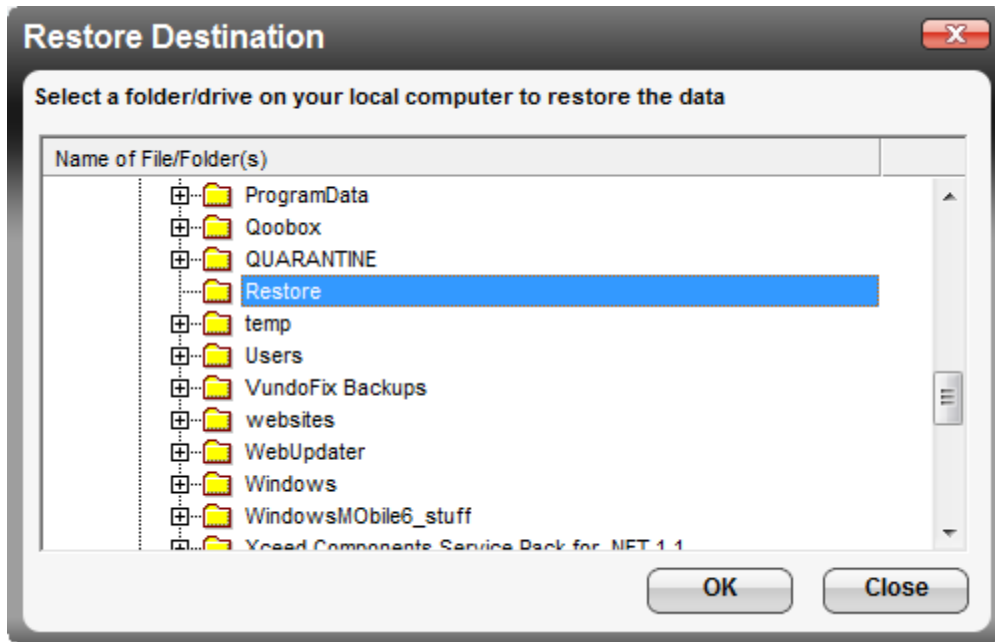
You will notice there is a "Timeline Restore" option in the upper left corner of the Idrive application.

Select that dropdown and you can choose the backup you want to restore.

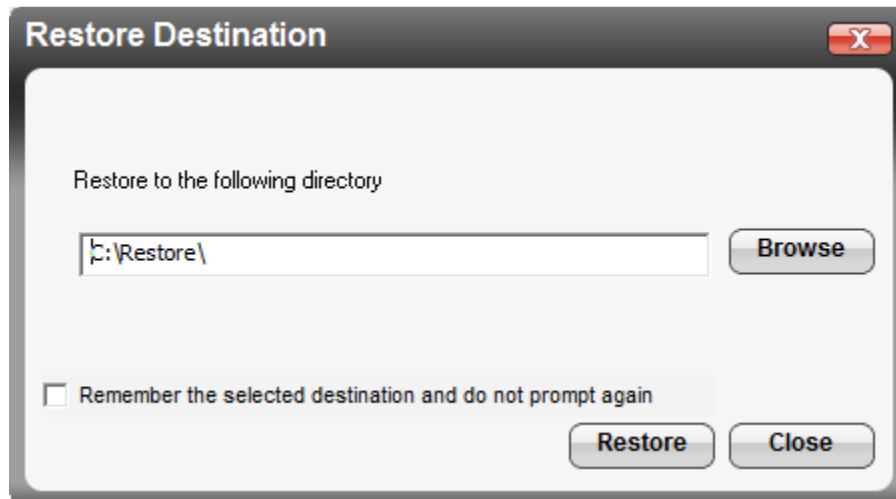


Click the button that says "Restore Now"

Click on "Browse" This will open up the following window



Browse to the "restore" folder you created earlier.



Click "Restore". This will restore your backup to the C:\Restore folder. You should now test your backup by locating the C:\Restore\CLIPV\clip.exe and double clicking it.

If your data looks intact, locate your CLIPV folder on your server or standalone workstation and rename it to ***CLIPV_Bad***.

Now copy and paste the CLIPV folder from C:\Restore to the location where you have your CLIPV folder on your server or workstation.

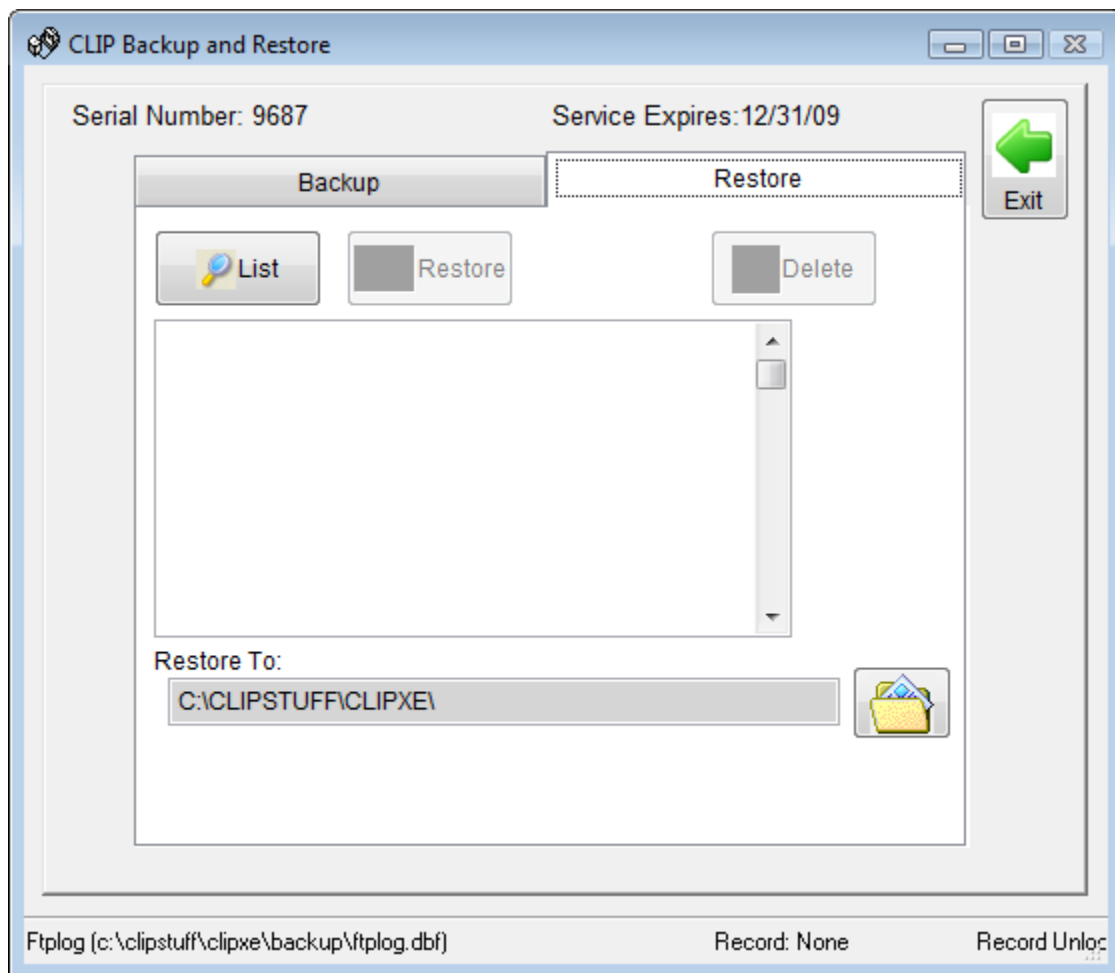
You have now restored your backup from Idrive and can move forward.

Restore Process

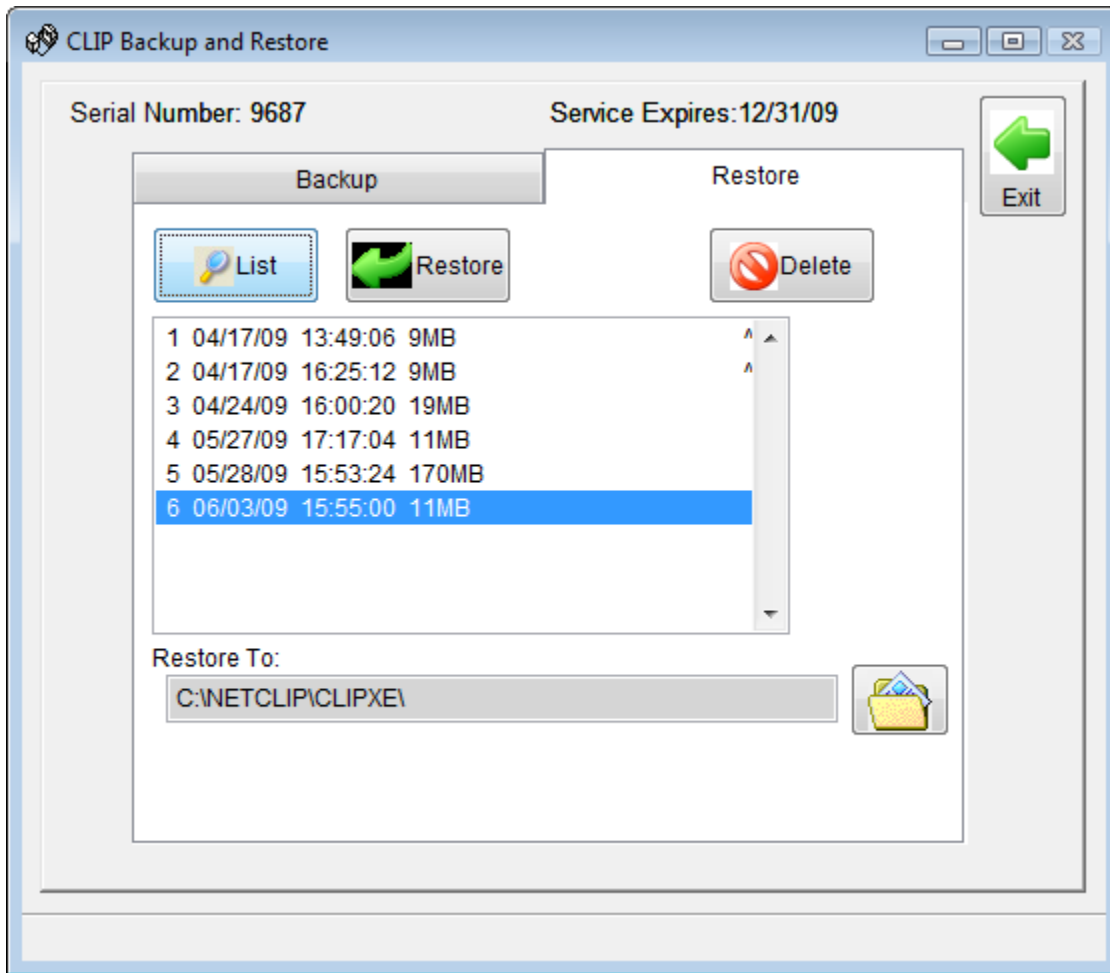
Restore process using Option B or Option C

CLIP will maintain an unlimited number of backups on your system based upon the amount of space you have on your harddrive. You would only need to restore the files from Idrive if you have a harddrive crash.

Locate the CLIPV folder where you have CLIP installed. Then double click the file named **"backup.exe"**. This will open the CLIP backup program. Click on the restore tab after you agree to the terms.



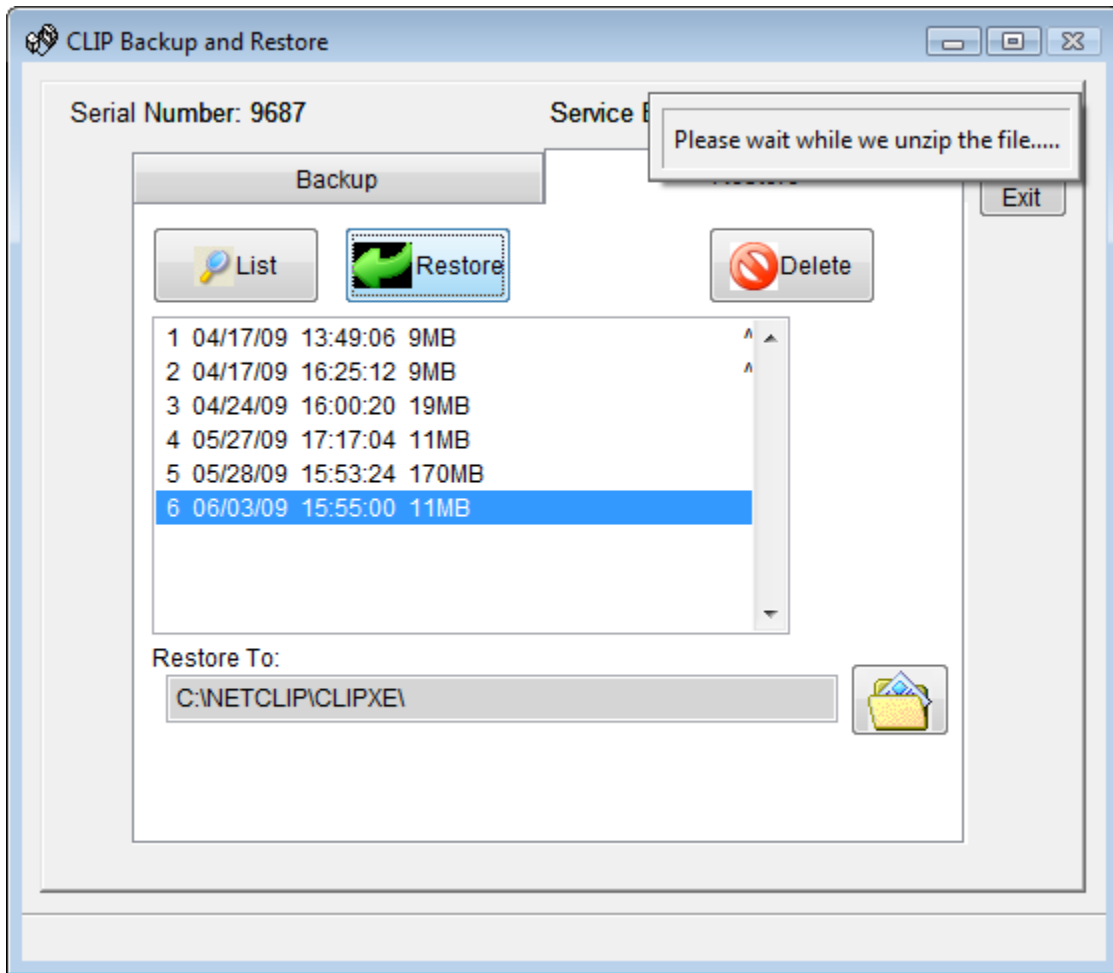
Click on "List" to show your backups.



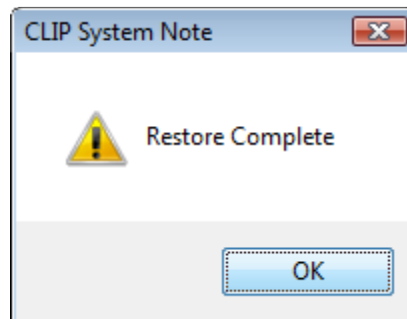
You would then select the backup you want to restore. You have the option if you have a full backup (all options checked) to install this to an alternate location.

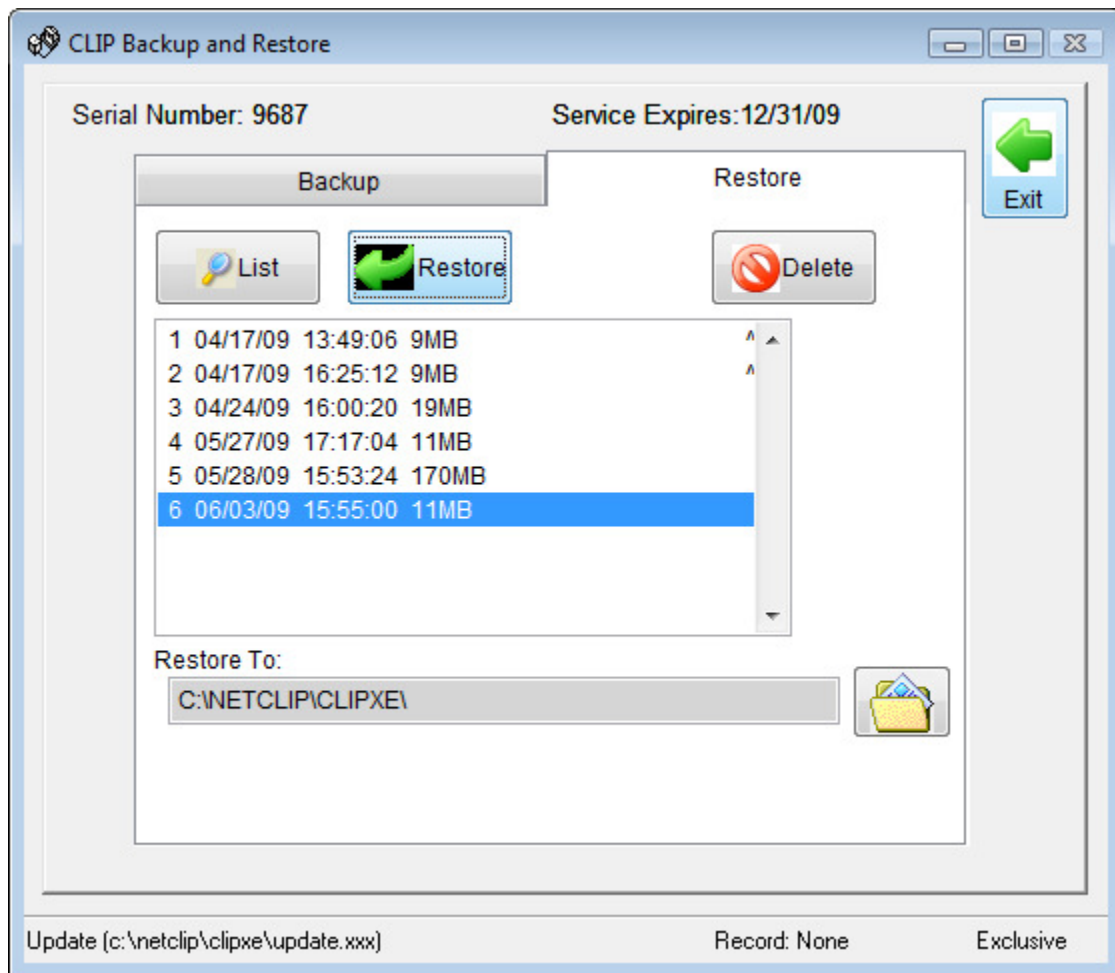
We are going to keep it in the same location as this is simply a data backup we are restoring.

Click on "Restore"



When the restore is complete, you will receive the following message.





Exit the Backup Program and then open CLIP. You will receive a message indicating you have just received an update. Let this process complete and you have restored your backup.

DISCLAIMER

1. Description of Services

Subject to Sensible Software, Inc.'s acceptance of Your registration and Your compliance with the terms and conditions of this Agreement, Sensible Software, Inc. will provide You with the following service (the "Basic Service") : (a) Sensible Software, Inc. will establish one (1) online storage and online backup account in Your name on the Sensible Software, Inc. servers (the "Account"); (b) Sensible Software, Inc. will initially allow you to store data files in your Account depending on the user's choice among the provided storage options for a subscription fee; and (c) Sensible Software, Inc. will allow You to retrieve data files from Your Account; and (d) In Your use of the Service, you are responsible for providing the following: (i) all equipment, such as a computer and modem, necessary to access the World Wide Web; (ii) Your own access to the World Wide Web; and (iii) payment of all telephone or other fees associated with such access. Please note Sensible Software, Inc.'s online backup provider provides an extensive range of services. It is possible that one or more of these services may not be available at certain times.

2. Conditions of Use

You are solely responsible for the content of all data You store or retrieve from, or attempt to store or retrieve from, Your Account and the Public Folders and for all transmissions by You from and to Your Account. Your use of the Service is subject to all applicable local, state, national and international laws and regulations. You will: (a) not use the Service for any illegal purposes; (b) not use the Service to store, retrieve, transmit or view any file, data, image or program that contains: (i) any illegal pictures, materials or information; (ii) any harassing, libelous, abusive, threatening, harmful, vulgar, pornographic, obscene or otherwise objectionable material of any kind or nature; (iii) any material that encourages conduct that could constitute a criminal offense, give rise to civil liability or otherwise violate any applicable local, state, national or international law or regulation; (iv) any code or material that violates the intellectual property rights of others; (v) any Windows temporary files of any kind (including, without limitation, any *.p or ~*.* files); or (vi) any viruses, worms, "Trojan horses" or any other similar contaminating or destructive features; (c) comply with United States and other applicable law regarding the exportation and re-exportation of any data or other materials from the United States or other jurisdictions through the Service; (d) not use the Service for any spamming, chain letters or other use that may otherwise disrupt the Service or the networks through which You access and use the Service; (e) comply with all regulations, policies and procedures of networks through which You access and use the Service; and (f) not access or attempt to access any Service account for which You have no access authorization or duplicate, modify, distribute or display any of the data or files from any such account.(g) not use sharing features in a way that amounts to 'publishing' and restrict the use of sharing features to share data between friends, colleagues and business partners, in a very limited sense. (h) Sensible Software, Inc. service should not be used to sell digital content to others. It is not a media for dissemination of digital content for commercial purposes. Sensible Software, Inc. may use automated procedures to detect unacceptable level of usage and may immediately disable offending accounts, and the process of detection may vary from time to time, based on misuse detected. Sensible Software, Inc. is NOT a service for storing and disseminating large amounts of data to large number of recipients. It is an Online Storage and

Backup service. Sensible Software, Inc. is not responsible for any business interruptions that may be caused due to this process.

Any link(s) provided through a web site or a mass email to download/upload files stored at Sensible Software, Inc. Accounts is completely unacceptable and would be considered as violation of terms as per the (g) clause mentioned above.

3. Registration Information/Credit Card Charges

You will promptly notify Sensible Software, Inc. of any change in the information You provide on Your registration form during Your registration for the Service (including, without limitation, any change in Your mailing address, telephone numbers or email address). The registration information provided by You on Your registration form during Your registration for the Service, together with any and all updates provided by You from time to time under this paragraph, is referred to in this Agreement as the "Registration Information." Sensible Software, Inc. policy regarding the privacy and use of the Registration Information is set forth in Sensible Software, Inc. privacy policy, as the same may be modified and amended by Sensible Software, Inc. from time to time (the "Privacy Policy"). When You accept this Agreement, You acknowledge that You agree to the terms of the Privacy Policy.

You authorize a recurring monthly or annual charge to your credit card in exchange for use of the Sensible Software, Inc. service as indicated by published standard plans or a customized quote provided for your specific use. You also agree that the enrollment for the next service period is automatic. Please note that refunds on a pro-rated basis are issued only for monthly plans. When yearly subscriptions are cancelled before the subscriptions end, refunds are issued based on a pro-rated calculation of the subscription charges at the monthly rate for the plan, for the actual number of days the account was subscribed (the number of days between the most recent yearly charges and the cancellation date). If the calculated refund amount exceeds the yearly subscription rate, then no refund is issued.

Sensible Software, Inc. will not issue any pro-rated refunds for the remaining period during the month when an account with a monthly subscription plan ("current plan") is downgraded to a smaller plan ("new plan") (a plan that costs less per month than the current plan) during the middle of a month. However the rate applicable to the new plan will automatically be charged starting the first of the subsequent month.

Sensible Software, Inc. may allow for use of storage space beyond the specified plan limit chosen by the user. This is designed to allow for uninterrupted backups, in case the usage exceeds the quota limits. Users will be intimated immediately via email on such occurrences to reduce the storage to the specified limit, or to upgrade their accounts. In case of non-action by the user after repeated emails over a period of time which is typically one week, the account may be automatically upgraded to the next available plan in the group that exceeds the current storage usage, or an overuse charge may be applied for the overused storage. If we are unable to execute the upgrade or the overuse charges due to credit card denial or for whatever reasons, the account may be cancelled.

3a. Use of IP Addresses

An IP address is a number that's automatically assigned to your computer whenever you're surfing the Web. Sensible Software, Inc. may collect IP addresses for the purposes of system administration, to audit the use of our site. We can and will use IP addresses to identify a user when we feel it is necessary to enforce compliance with our house rules or terms of service or to protect our service, site, customers, or others. Some services and Emails sent from Sensible Software, Inc., such as registration related, may display IP addresses along with the message.

4. Account and Password

After You accept this Agreement and Your registration has been accepted by Sensible Software, Inc., You will receive a link by email, on activation of which Your Account will be established. You are solely responsible for any consequences arising out of Your failure to maintain the confidentiality of Your Password. You will notify Sensible Software, Inc. of any unauthorized use or other breach in security of Your Account immediately after You learn of the same.

5. Security of Stored Data and Files

Sensible Software, Inc. will endeavor to restrict access to the data and files You store or retrieve from Your Account to persons accessing such data and files through use of Your Account or Password. However, it may be necessary to access users accounts for support requirements. It may also be necessary to access users' accounts to verify that the accounts are not being misused, especially with respect to digital copy-right laws and resource misuse checks including bandwidth.

6. Content of Stored Data and Files

You are solely responsible for (a) obtaining sufficient rights to the content of all data and files stored by You on Sensible Software, Inc. servers and (b) ensuring that such content does not include any of the items listed in paragraph 2(b) above. Sensible Software, Inc. normally does not review, inspect, edit or monitor any content, data or files stored by You or any other user of the Service, including, without limitation, for viruses, worms, "Trojan horses" or any other similar contaminating or destructive features. However, if Sensible Software, Inc. has suspicion that an account is being used for storage and distribution of any illegal material such as copy-righted content, Sensible Software, Inc. reserves the right to examine the content of the online storage and backup account. Sensible Software, Inc. reserves the right to refuse, remove or disable access to any data or files stored on Sensible Software, Inc. servers with immediate effect that Sensible Software, Inc. learns may be illegal, may violate the terms of paragraph 2 above, may violate the rights of any third party or otherwise may be reasonably objectionable.

7. Disclaimer of Warranties

The transmission, storage, viewing and retrieval of data and files through the World Wide Web are subject to a variety of conditions that make such transmission, storage, viewing and retrieval potentially unreliable. ACCORDINGLY, YOUR USE OF YOUR ACCOUNT AND THE SERVICE IS AT YOUR SOLE RISK. YOUR ACCOUNT AND THE SERVICE IS PROVIDED TO YOU ON AN "AS IS" AND "AS AVAILABLE" BASIS. SENSIBLE SOFTWARE, INC., ON BEHALF OF ITSELF AND ITS DISTRIBUTORS, ADVERTISERS AND SUPPLIERS, DISCLAIMS ALL WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, WITH RESPECT TO YOUR ACCOUNT AND THE SERVICE (INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT). PLEASE NOTE THAT YOUR ACCOUNT AND THE SERVICE MAY NOT MEET YOUR NEEDS. SENSIBLE SOFTWARE, INC. MAKES NO REPRESENTATION OR WARRANTY: (A) THAT YOUR ACCOUNT OR THE SERVICE WILL MEET YOUR NEEDS; (B) THAT ACCESS TO YOUR ACCOUNT OR THE SERVICE WILL BE TIMELY, ERROR-FREE, UNINTERRUPTED, VIRUS-FREE OR SECURE; (C) THAT THE DATA AND FILES YOU STORE IN YOUR ACCOUNT WILL NOT BE LOST OR DAMAGED; (D) THAT THE DATA ON YOUR DESKTOP OR SERVER WILL NOT BE LOST OR DAMAGED; OR (E) THAT DEFECTS IN THE SERVICE WILL BE CORRECTED. YOU ACKNOWLEDGE THAT ANY MATERIAL OR DATA YOU RETRIEVE THROUGH THE USE OF THE SERVICE IS DONE AT YOUR CHOICE AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE RETRIEVAL OF SUCH MATERIAL OR DATA.

8. Limitations of Liability

IN NO EVENT SHALL SENSIBLE SOFTWARE, INC. OR ITS ADVERTISERS OR SUPPLIERS HAVE ANY

OBLIGATION OR LIABILITY TO YOU FOR THE COST OF PROCUREMENT OF SUBSTITUTE SERVICES OR DATA OR FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY LOSS OF DATA, REVENUE OR PROFITS OR BUSINESS INTERRUPTION) OR OTHER PECUNIARY LOSS ARISING OUT OF YOUR USE OR INABILITY TO USE YOUR ACCOUNT OR THE SERVICE OR YOUR LOSS OF DATA OR FILES STORED THEREIN.

9. Indemnification

You will defend, indemnify and hold Sensible Software, Inc., its parents, subsidiaries, affiliates, agents, officers, directors and employees, harmless from any claim or demand, including reasonable attorneys' fees and costs, made by any third party due to or arising out of (a) Your use of Your Account and the Service, (b) any data files and content stored by You in Your Account and otherwise on the Sensible Software, Inc. servers and (c) any violation of this Agreement by You.

10. Termination

Either you or Sensible Software, Inc. may terminate this Agreement with or without cause at any time by giving notice of such termination to the other in the manner described in paragraph 11 below. Further, if Sensible Software, Inc. believes that You have violated Your obligations under this Agreement, Sensible Software, Inc. may, at its option and in addition to its other remedies, immediately and without notice, suspend Your Account, remove and destroy data and files stored by You on Sensible Software, Inc. servers and/or terminate this Agreement. Sensible Software, Inc. will not be liable to You or any third party for any suspension or termination of Your Account or the Service. Should You object to any terms and conditions of this Agreement or any subsequent modifications thereto or become dissatisfied with the Service in any way, Your only recourse is to immediately: (a) discontinue use of the Service; (b) terminate this Agreement; and (c) notify Sensible Software, Inc. of such termination. Upon any termination of this Agreement, Sensible Software, Inc. will remove your stored data files from main storage and archives within five (5)-day period from termination notice. Paragraphs 7, 8, 9, 10, 11, 12, 13 and 14 of this Agreement (and any other provision that can be reasonably construed to survive termination) will survive termination of this Agreement.

11. Notices

Any notice under this Agreement given by Sensible Software, Inc. to You will be deemed to be properly given if sent by email to Your email address as set forth in the Registration Information, or by a startup screen that starts before Your next use of the Service or by written communication mailed by first class U.S. Mail to Your address on record in the Registration Information or by a display about the changed information in the agreement on the index page if the change is generic. It is important that you maintain a correct working email id and update it if necessary to be able to receive Sensible Software, Inc. communication. Any notice under this Agreement given by You to Sensible Software, Inc. will be deemed to be properly given if received by email sent to Sensible Software, Inc. Customer Service at support@clip.com, except those that are related to cancellation or termination of the account. Sending an email to support@clip.com for cancellation is not considered as a cancellation notice for security reasons. On successful cancellation of account by the user, or by Sensible Software, Inc. due to various reasons including non-payment for the services, user data files will be removed within five (5)-day period from cancellation date from main storage as well as archives.

12. Severability

This Agreement will be enforced to the fullest extent permitted by applicable law. If for any reason any provision of this Agreement is held to be invalid or unenforceable under applicable law to any extent, then (a) such provision will be interpreted, construed or reformed to the extent reasonably required to render the same valid, enforceable and consistent with the original intent underlying such provision and (b) such invalidity or unenforceability will not affect any other provision of this Agreement.

13. Modifications to this Agreement

The terms and conditions of this Agreement may be changed by Sensible Software, Inc. from time to time. Upon any such change, Sensible Software, Inc. will notify You of such change in accordance with paragraph 11 above and post an updated version of this Agreement on the Sensible Software, Inc. Sensible Software, Inc. website located at <http://www.clip.com>. Your use of any Services after such notification will constitute Your acceptance of such changed terms and conditions.

14. Miscellaneous

Your right to use the Service is personal to You, and You will not assign any of Your rights, obligations or interest in this Agreement or Your Account. Without limiting the foregoing, this Agreement is binding upon and inures to the benefit of the parties and their respective successors and assigns. Sensible Software, Inc. failure to insist upon or enforce strict performance of any provision or right of this Agreement will not be construed as a waiver of any provision or right. This Agreement will be governed by the laws of the State of Maryland, without regard to its conflict of laws rules. The provisions of the U.N. Convention on Contracts for the International Sale of Goods and any successor treaties will not apply. You consent to the venue and exclusive jurisdiction of the state and federal courts located in Frederick County, Maryland, U.S.A., with regard to any claim arising under or otherwise occurring by reason of this Agreement or Your use of the Service or Your Account. You will commence any claim or cause of action arising under or otherwise occurring by reason of this Agreement within one (1) year after the claim or cause of action arises or such claim or cause of action is forever barred. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all prior and contemporaneous understandings and agreements.