
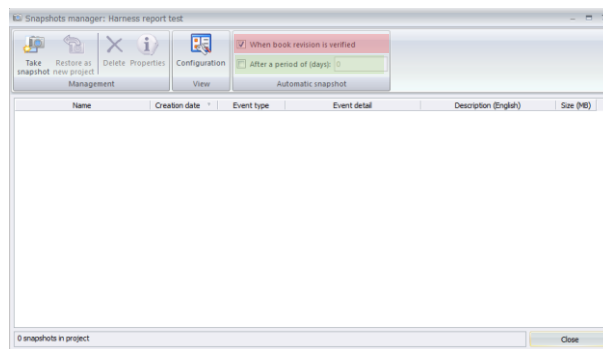


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
Snapshot Manager

A snapshot is effectively a project backup which can be instigated at any specific time, such as a new revision index creation. The snapshot offers the possibility to restore any previous old version of the project at any point in time.

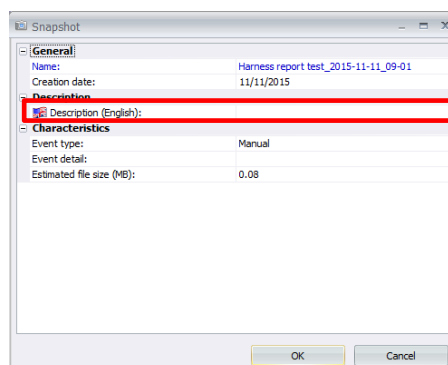
On the *Process* ribbon tab > select 



You can automatically create a snapshot when the **book revision is increased** or **after a period of a number of days**

Within this dialogue you can also force a snapshot at any specific time 

When you create a snapshot, you can enter a description



Select  to save the snapshot

A snapshot can also be taken from the *Process* ribbon tab >



If you highlight a previous snapshot in the *Snapshot Manager*, you can



Older snapshots which you no longer wish to keep can be removed by highlighting the snapshot in the *Snapshot*

Manager and selecting



You can view the properties of any existing snapshot by highlighting the snapshot in the *Snapshot Manager* and

selecting

