

# Backup Nvivo Projects

## Prerequisites

To properly take a backup of your NVivo Projects you will need to fulfill some prerequisites.

You will need:

- Access to your home folder at the KI file server user.ki.se. This is usually setup as U: on your computer. If you do not have a home folder you can contact [Helpdesk via a new helpdesk ticket](#), and they can create one for you.
- VPN or wired connection to KI
- An active KI account

Before you start with exporting your project(s) make sure you have saved it to ensure you do not accidentally lose any progress you have made between the last save and the export.

## Make a backup of the project

You should use the copy function to make regular backups of your project—this protects your data and allows you to take a snapshot of your project at a particular point in time.

1. If a project is currently open, close the project.
2. Click the **File** tab and then click **Copy Project**. (In Nvivo 10 press **Manage** and then **Copy Project**)
3. Under **Copy to**, choose the project format, then select a location under **U:\** and file name for the new project, and then click **Save**. (Windows uses the project format **.nvp** and MacOS uses **.nvpX**)
4. Click **OK**. A copy of your open project is saved at the selected location.

### NOTE

- To copy a project to or from the Mac project format (.nvpX), you need a project converter. If the project converter is not already installed, it will be downloaded and installed automatically.
- If you copy your Windows project to the Mac project format (.nvpX), and then access it on the Mac, you may not be able to work with all your project items. For more information about working across platforms, refer to [http://help-nv11.qsrinternational.com/desktop/deep\\_concepts/work\\_with\\_your\\_projects\\_on\\_windows\\_or\\_mac.htm](http://help-nv11.qsrinternational.com/desktop/deep_concepts/work_with_your_projects_on_windows_or_mac.htm)