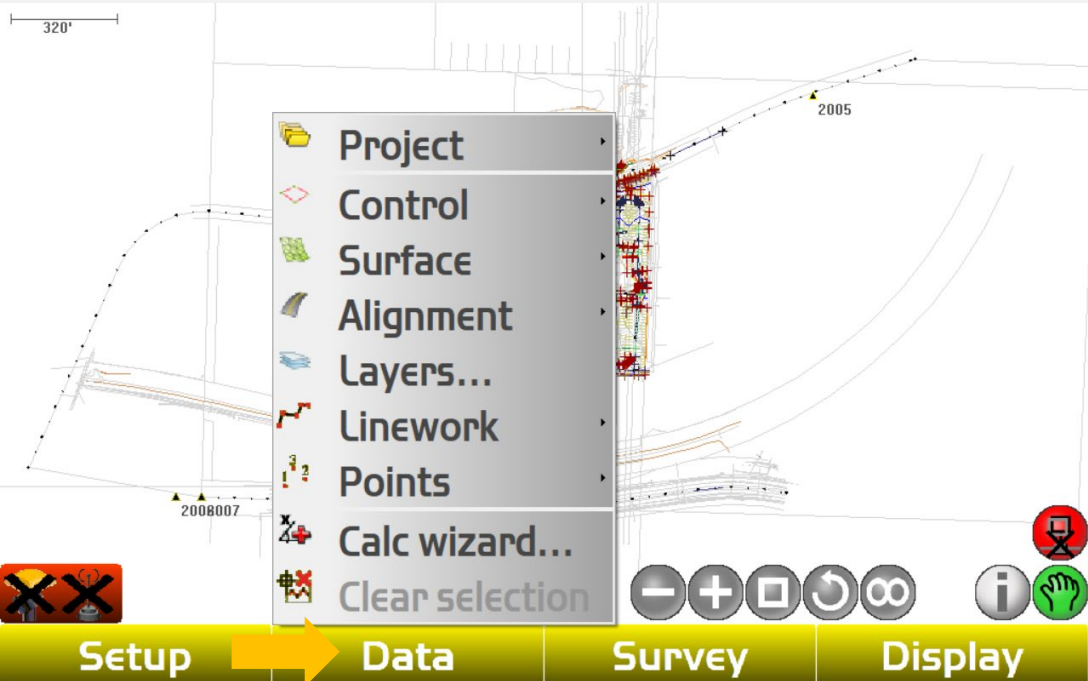




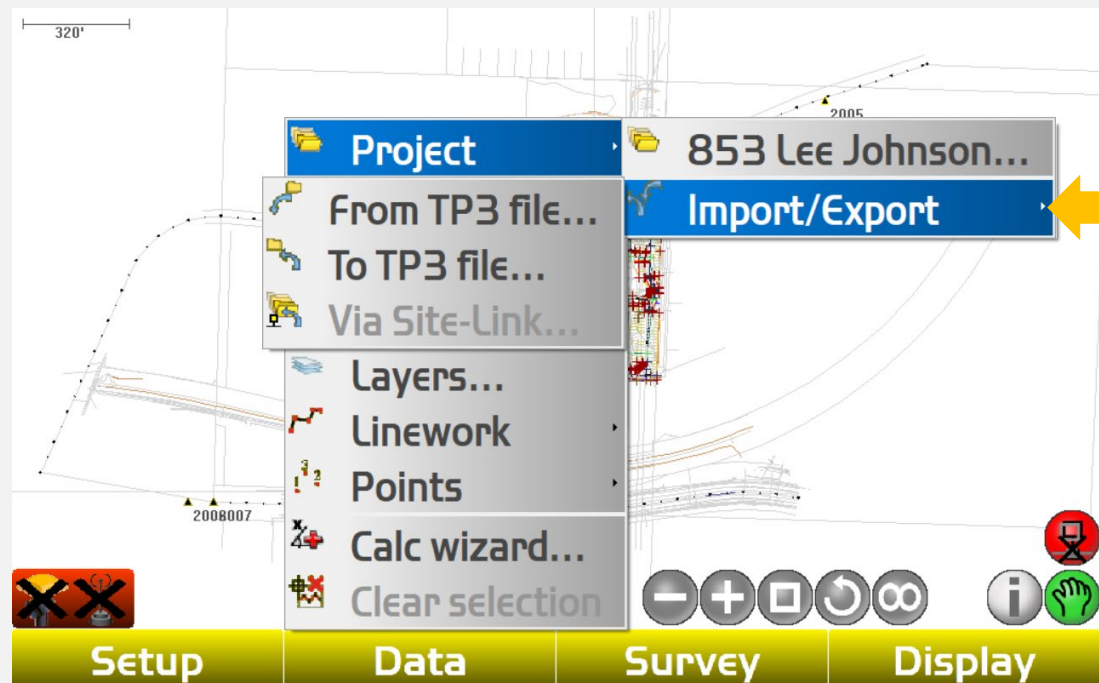
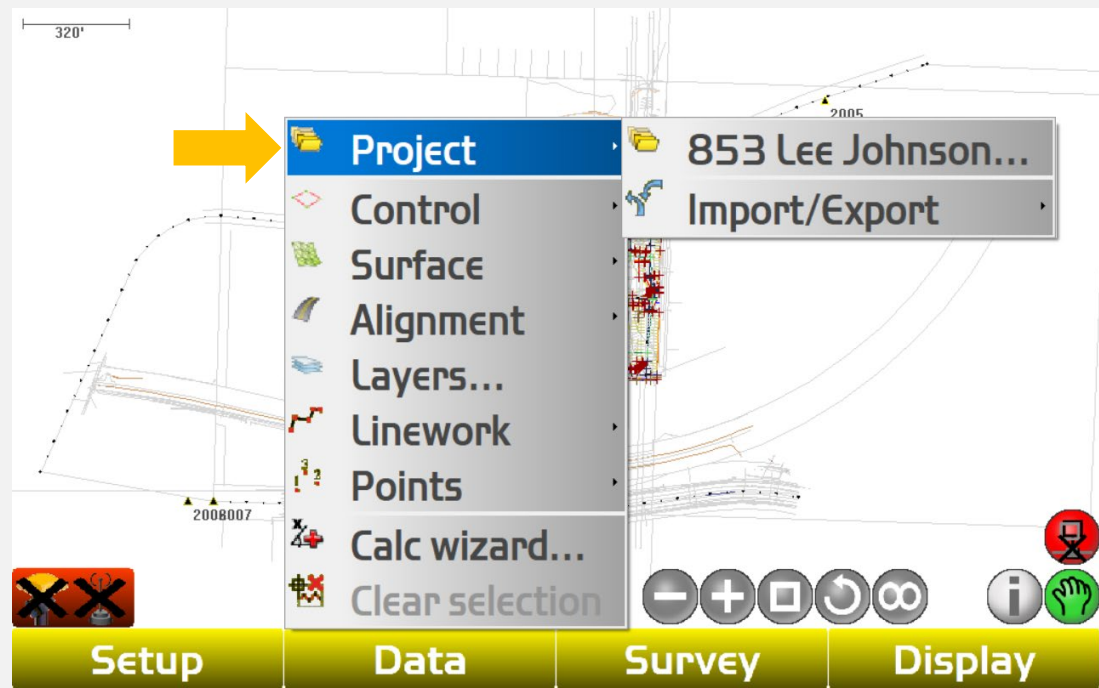
# Backing-Up a Project File onto a Thumb Drive



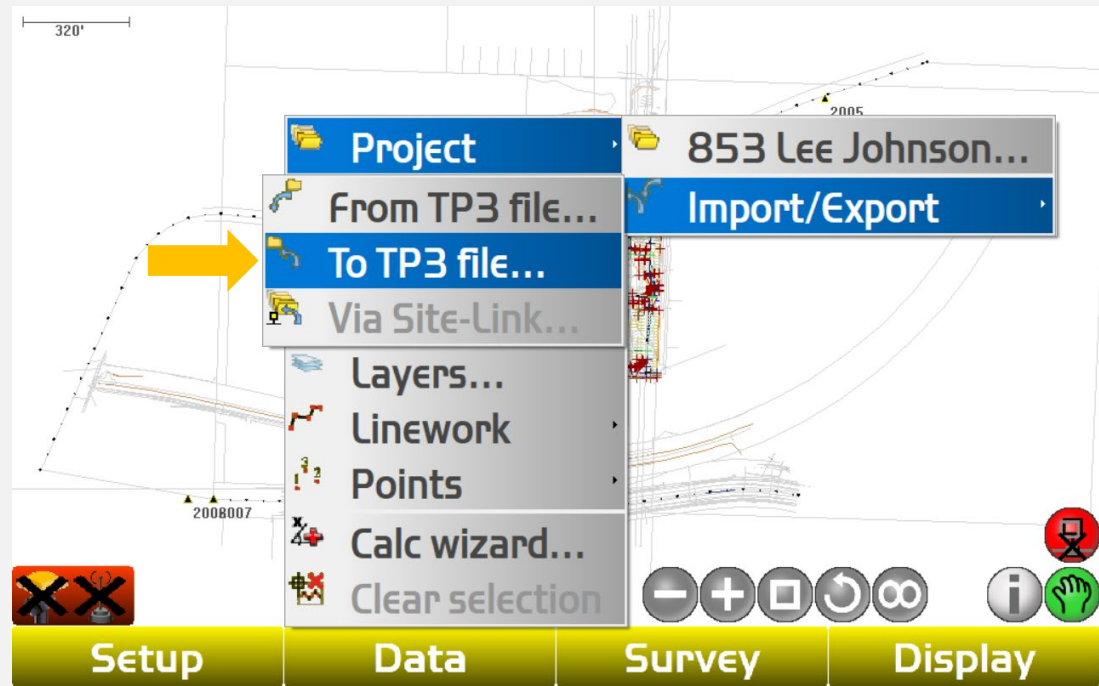
Select the Data Tab



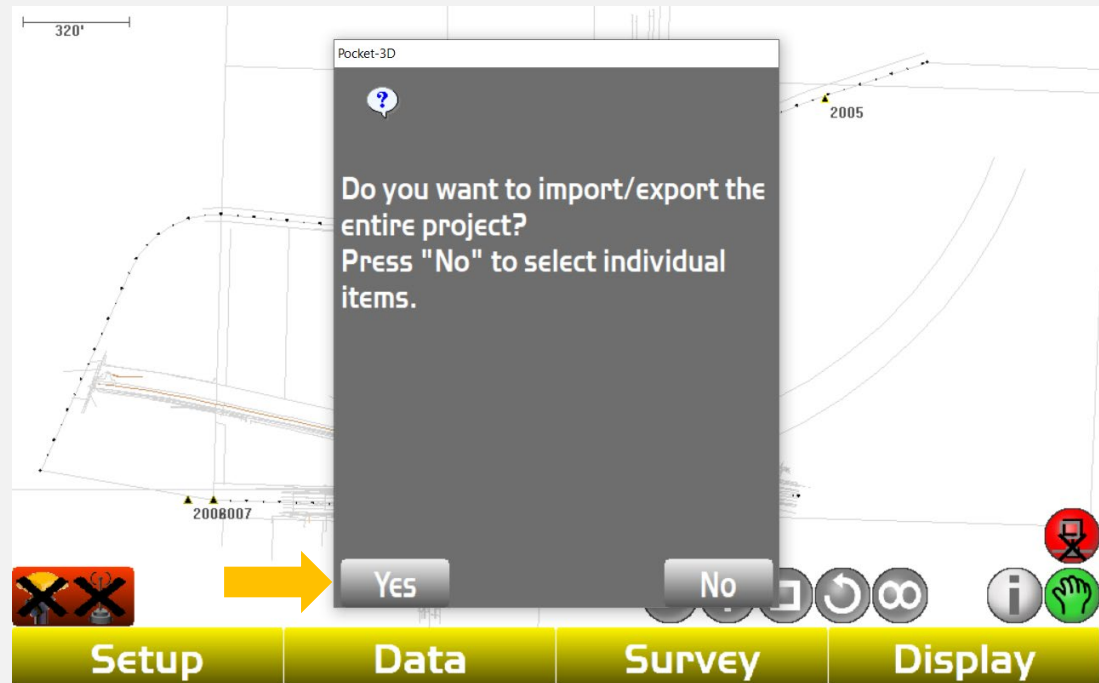
Click "Project" and then click "Import/Export"



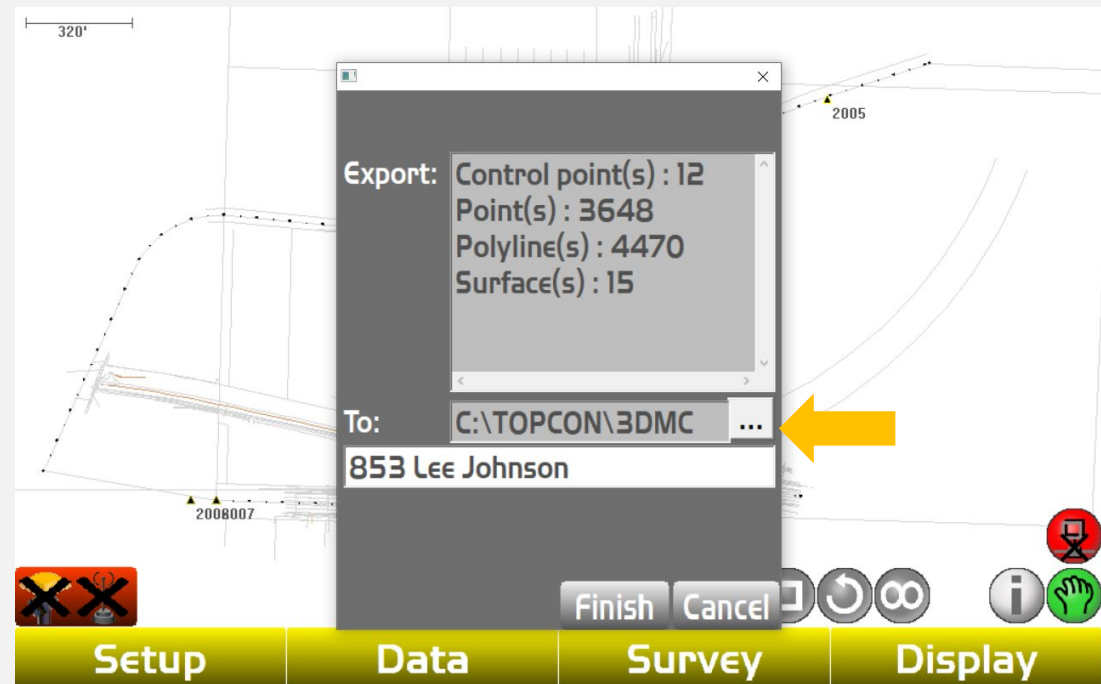
Click "To TP3 file"



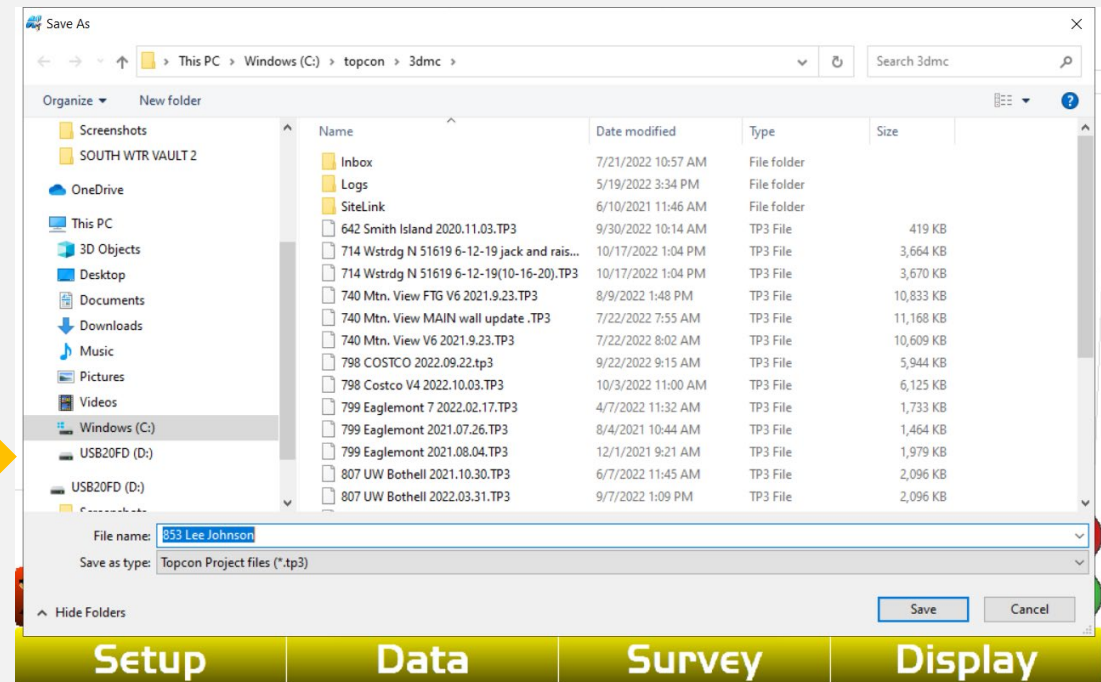
Click "Yes" to import the entire project file on to your thumb drive



Click the 3 dots to change which drive to import file to

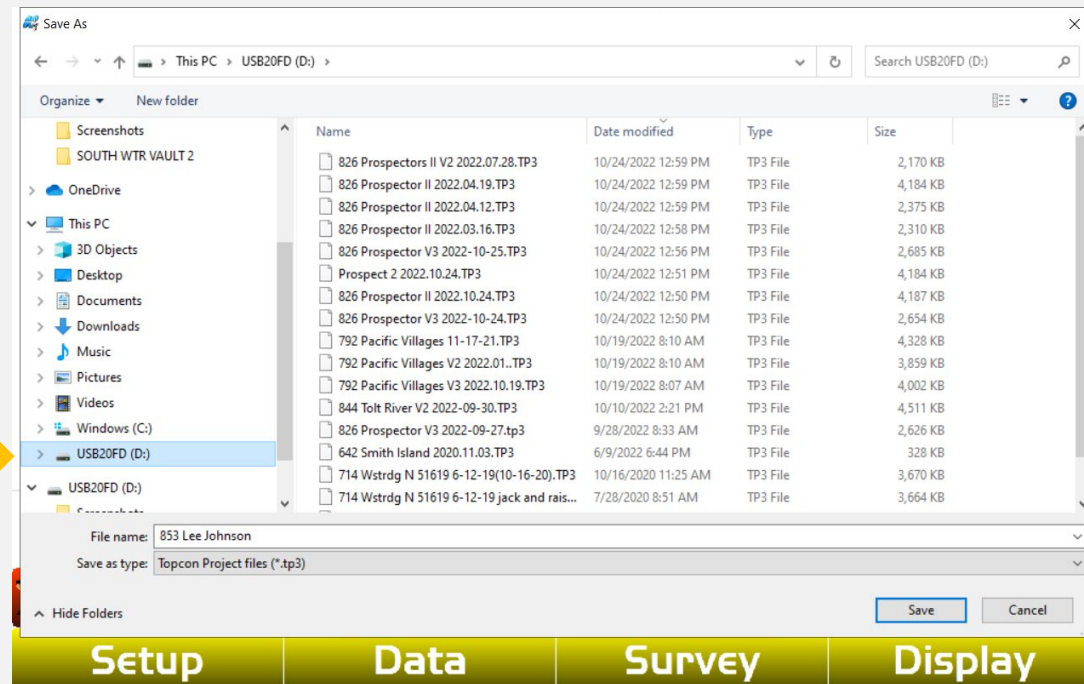


When the windows box appears change drive from the the "C" drive to the "D" or "removable disc drive

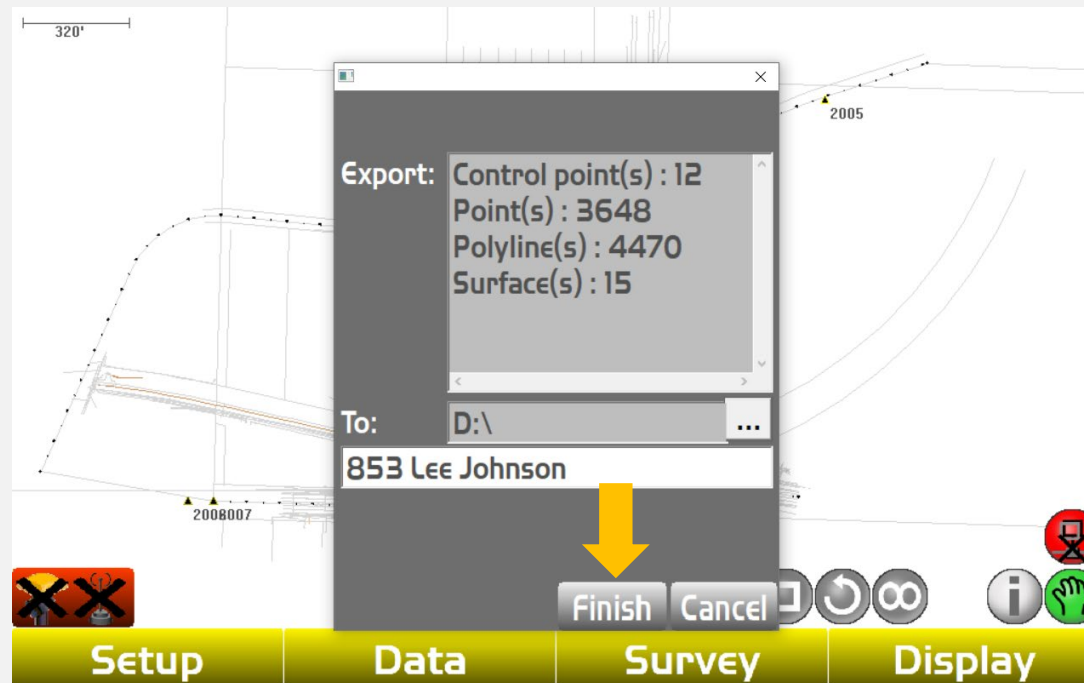




Click "Save"



Once you click "Finish" your project file has been successfully saved to your thumb drive. Regularly have your Project Manager save your back up to the company H: drive





# Link to Training Videos:

<https://www.youtube.com/@northwestconstruction>