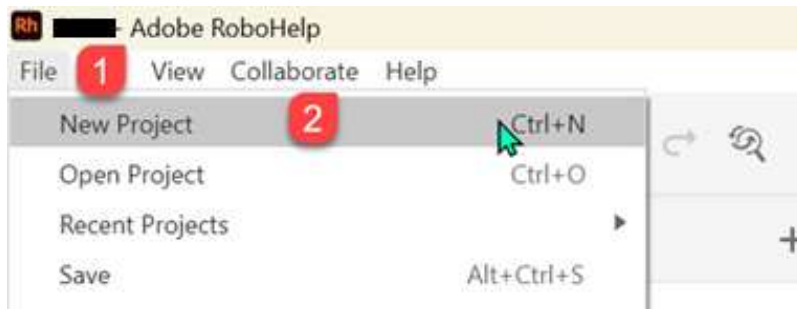
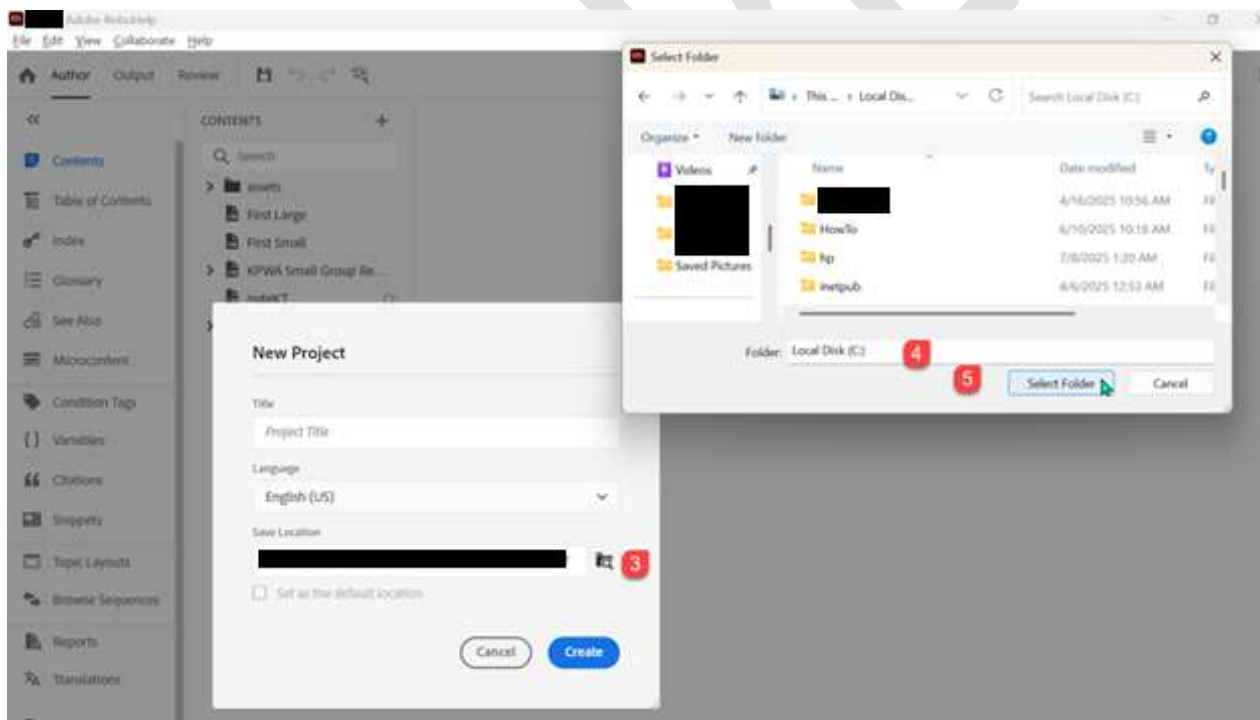


Creating a RoboHelp Back-up Project



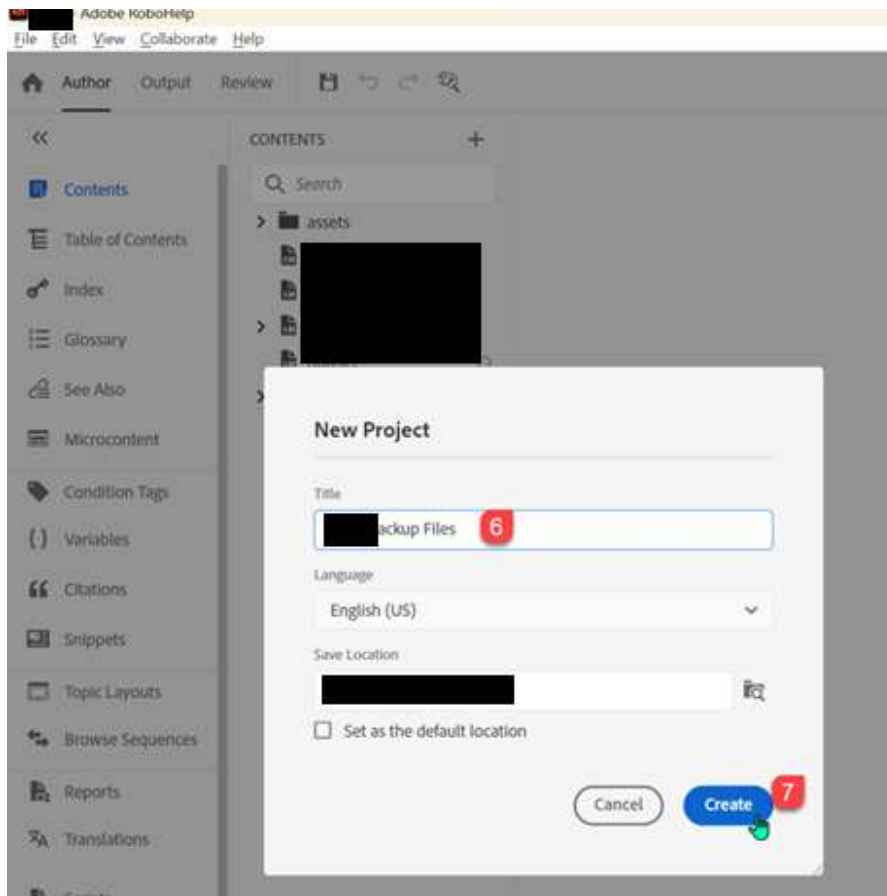
1. Launch RoboHelp. Click **File**.
2. Click **New Project**.
 - You may also click the **New Project** button in the opening screen.



3. In the **New Project** window, select the **Save Location** address where the backup RH Project should be in your computer. Click on the **Change** icon.
4. In the **Select Folder** window, click on Local Disk (C:).
 - The C: drive should also have folders for other RH projects, ex: DEFG.

- You don't have to save the backup RH Project in the C: drive, but this consistency helps with troubleshooting should there be any technical issues in the future.

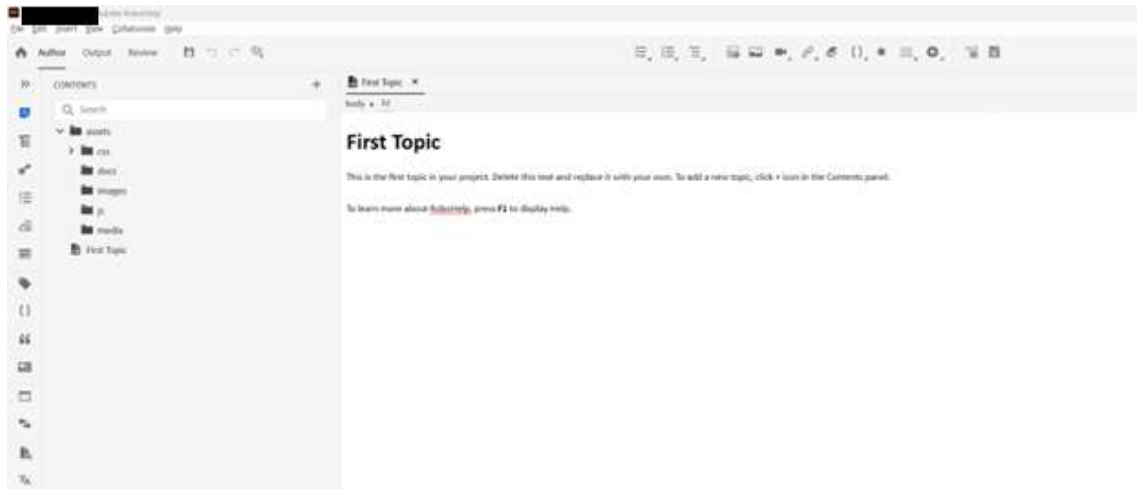
5. Click **Select Folder**.



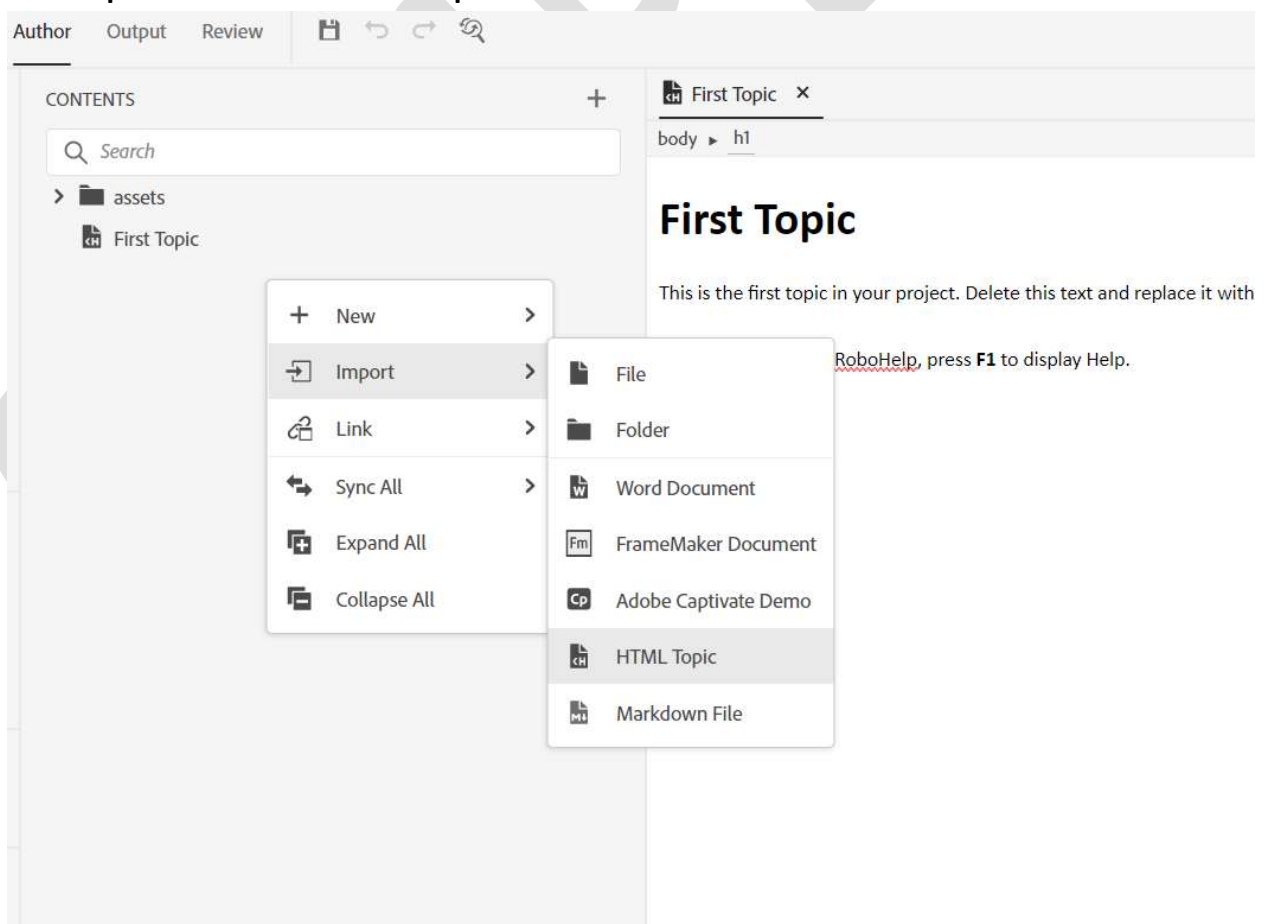
6. In the **Title** field, enter the name of the Backup, ex: ABC Backup Files.

- The Save Location reflects the name of the new Project title, with underscores instead of spaces.

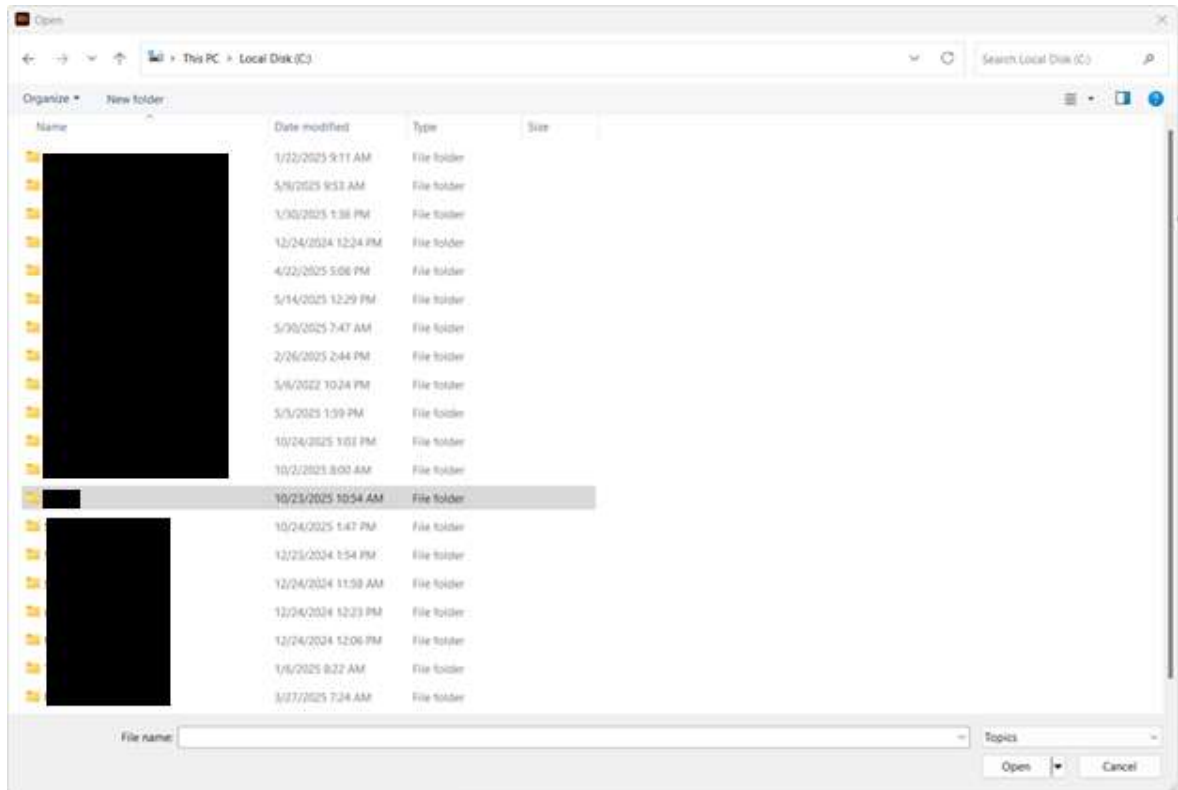
7. Click **Create**.



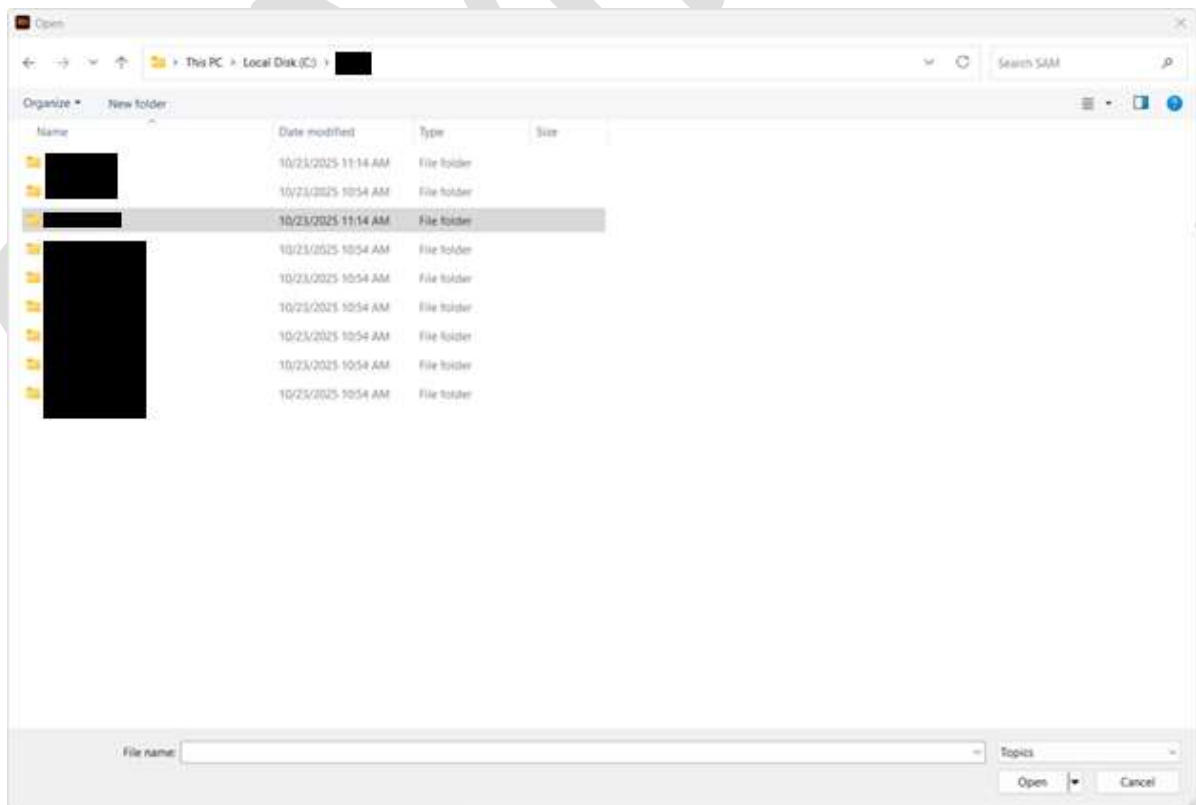
8. Your new RH Project should have an **assets** folder and an HTML Topic titled, First Topic.
 - First Topic and the assets folder are in the highest level of file hierarchy in the RH Project.
9. To start importing RH back-ups, right-click by the First Topic. In the pop-up menu, hover over **Import** and click on **HTML Topic**.



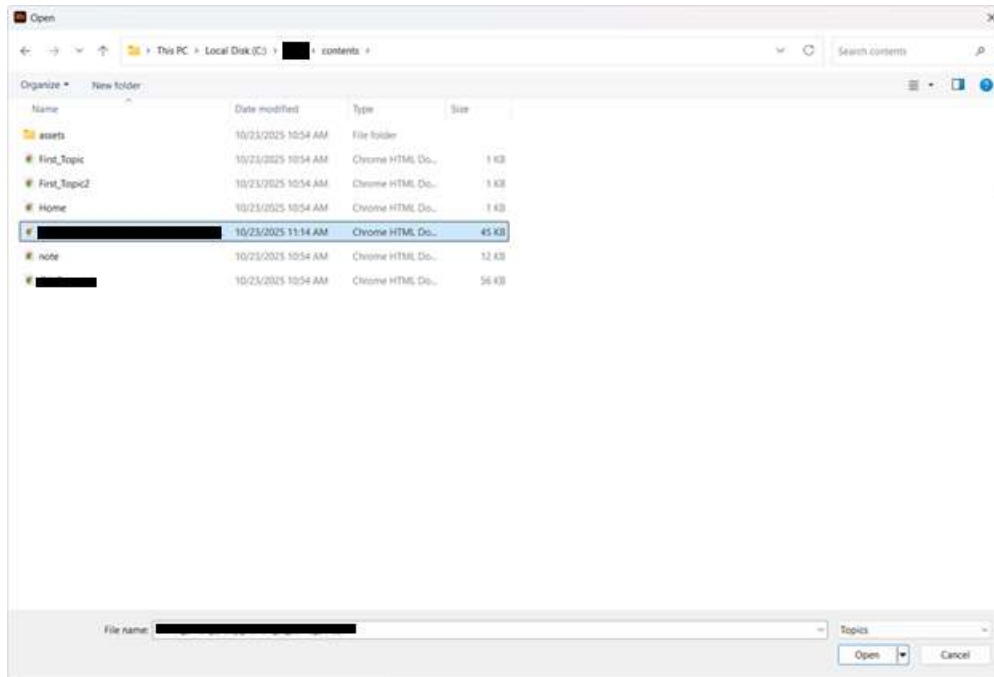
10. In the **Open** file dialog box, navigate to the RH project in the C: drive and double-click.



11. In the RH project folder, double-click on the **contents** folder.



12. Navigate to the DLP HTML topic and double-click on it to select.



- Depending on project folder structure, it may be in a subfolder, ex: WIP, For_Review, etc.