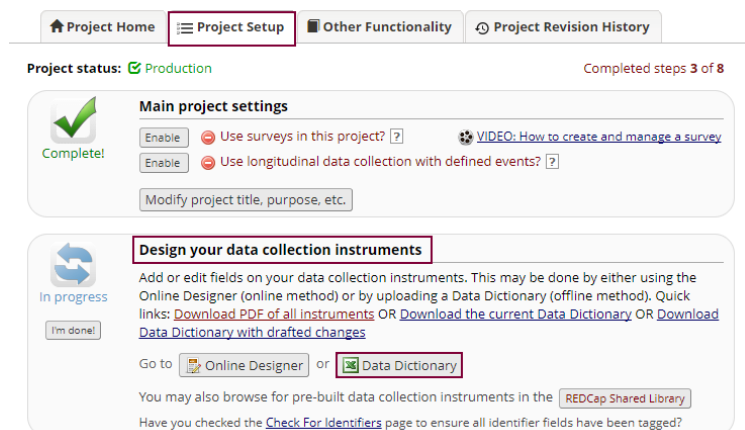


## Backing up a project or a project & data

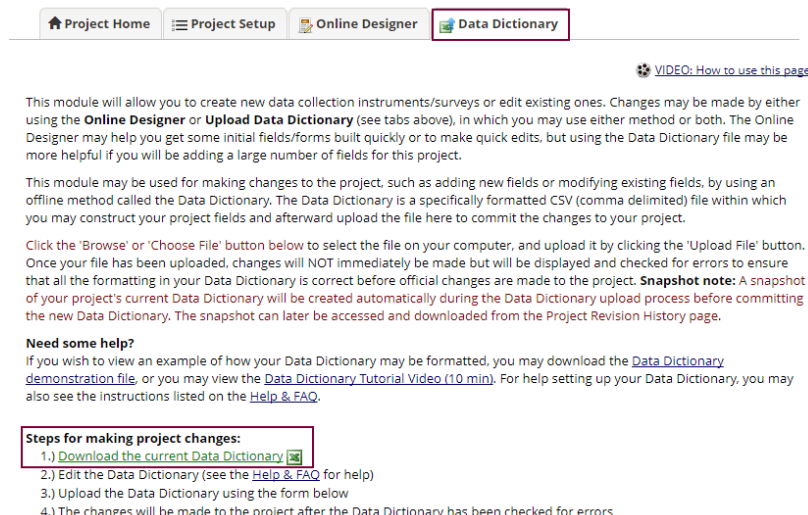
As we mentioned on our REDCap website, it is the researcher's responsibility to ensure backups of their project template and data are performed and maintained, at intervals determined appropriate for the project. So, we suggest the owner of the project to back up their project at least every week.

### Exporting a projects data dictionary csv file

1. Log into REDCap
2. Select your required project from the 'My Projects' tab
3. On the 'Project Setup' tab, under 'Design your data collection instruments' select the 'Data Dictionary' button

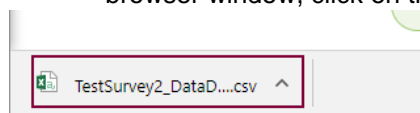


4. On the 'Data Dictionary' tab, under the 'Steps for making project changes' heading, select '1.) Download the current Data Dictionary' that is underlined and written in green text



**Please Note:** Ensure you read all the text information on this tab before downloading your data dictionary.

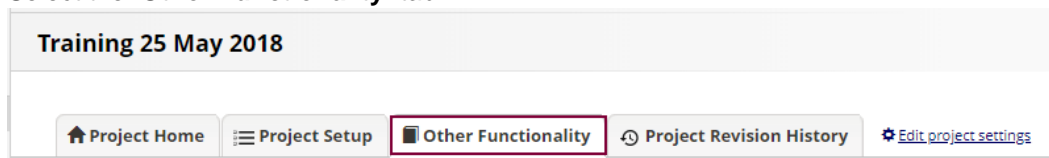
5. Depending on your browser, the downloaded data dictionary CSV file will show at the bottom of your browser window, click on the file to open.



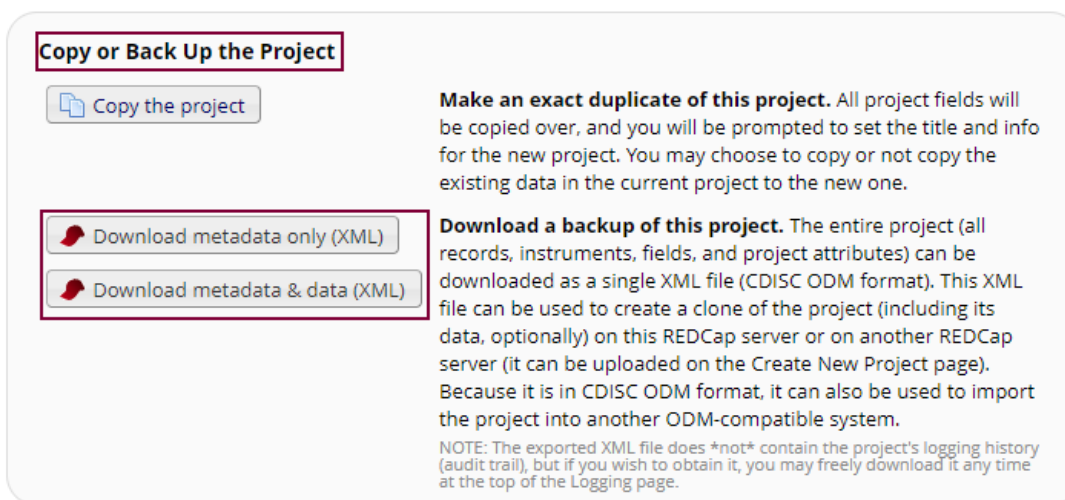
## REDCap How To guide

### Back up the project metadata and data

1. Log into REDCap
2. Select your required project from the **'My Projects'** tab
3. Select the **'Other Functionality'** tab



4. Under **'Copy or Back Up the Project'** select either button:
  - Download metadata only (XML)
  - Download metadata & data (XML)



**Please Note:** Depending on the browser you are using will depend upon how it will show you have downloaded, the below screenshot is of Chrome, where it will show in the bottom of the window that the file has downloaded. If you are unable to see this, you will need to navigate to where your files from your chosen browser downloads files to be able to access and save the file to your required location.