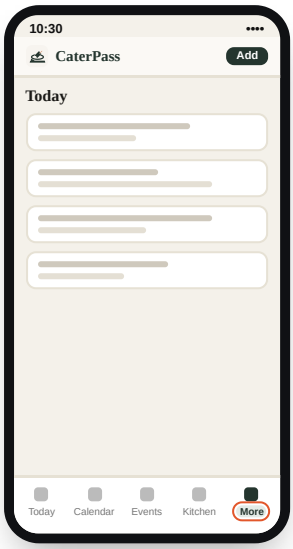
Make a backup of CaterPass

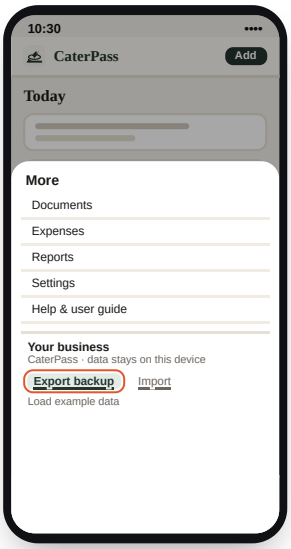
Do this once a week, and after big changes.

Send it to: (your own email)

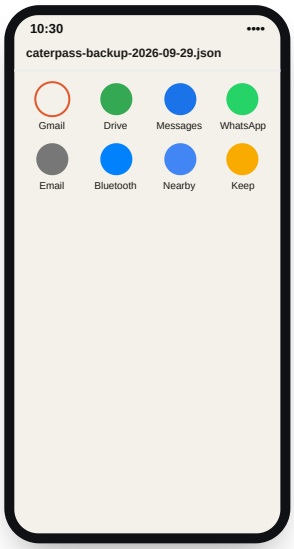
1 Open CaterPass. Tap **More**, bottom right.



2 Scroll to the bottom. Tap **Export backup**.



3 Tap **Gmail**, or the app you use for email.



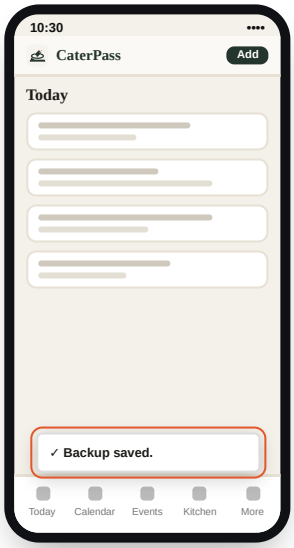
4 Next to **To**, type your own email address.



5 Tap **Send** — it's the arrow at the top.



6 Back in CaterPass, it says **Backup saved.**



On a computer? Export backup is at the bottom of the menu on the left. The file saves to Downloads — attach it to an email the same way.

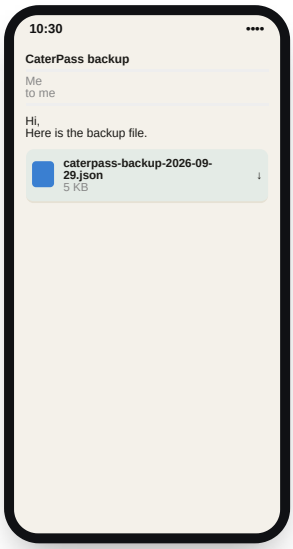
Keep the email. It holds your backup. Loading one back in is on the next page.

Load a backup into CaterPass

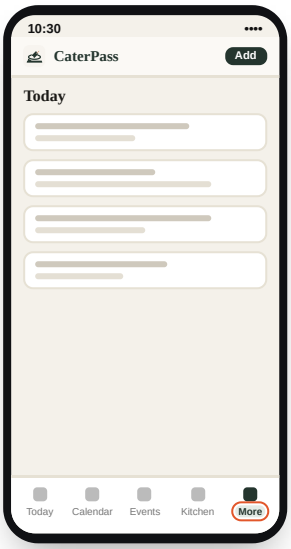
This puts your book back from a backup file.

`The file's name starts with: caterpass-backup`

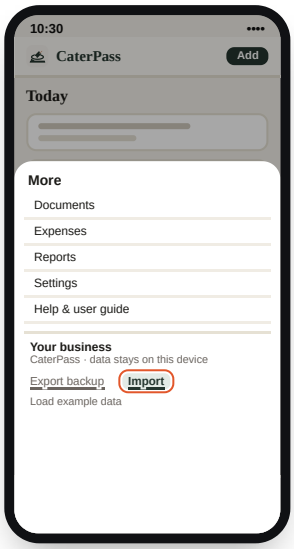
1 In the email with the backup, tap the **download arrow**.



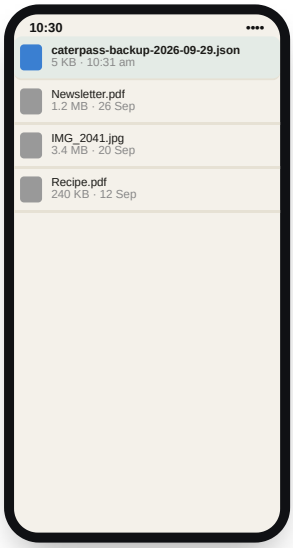
2 Open CaterPass. Tap **More**, bottom right.



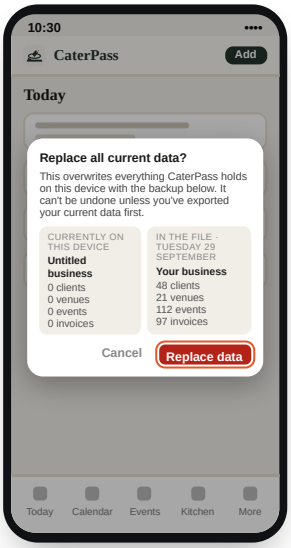
3 Scroll to the bottom. Tap **Import**.



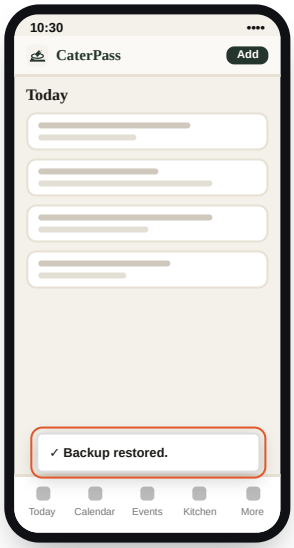
4 Tap the backup file. Its name starts with **caterpass-backup**.



5 Check the name and date in the file. Tap **Replace data**.



6 CaterPass says **Backup restored.** Your book is back.



Loading a backup **replaces everything** currently in the app with what's in the file.

Can't find the email? Look in Sent. On a computer, the file is in Downloads.