Click FORMS

By default, ClickFORMS creates a backup file (.bak) of your regular ClickFORMS file (.clk) and saves it to C:\Documents\My ClickForms\Reports\Backups. If you accidentally delete your report file or for some reason it gets corrupted, the backup file can help you.

1. With ClickFORMS closed, open your '**Documents'** folder and locate the '**My ClickFORMS'** folder. In the '**Reports'** folder is a folder called '**Backups'.** Here you will see all your report file names with a .bak extension.



2. **Right click** on the file you need and select **Rename**. You can then change the .bak extension to be .clk. You will notice that your file will now have the ClickFORMS icon and can now be opened with ClickFORMS.

Note: You may get a message stating that if you change the file extension, the file may become unusable. You can yes to this message to confirm the change.



How to Restore a File From a Backup

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3. You can now move your ClickFORMS file from the Backups folder to your regular Reports folder.

