

Backing Up a XAMPP Project

A working XAMPP project normally has two separate parts: website files inside `htdocs` and data stored in MySQL. A complete backup needs both.

Back up project files

1. Stop active editing and save every file.
2. Locate the project folder inside `htdocs`.
3. Copy the entire project folder to an approved backup location.
4. Name the backup clearly with project and date.
5. Open the copy and confirm key PHP, CSS, JavaScript and asset files are present.

Do not use a synchronised copy as the only backup.

Export the database

1. Start Apache and MySQL.
2. Open `http://localhost/phpmyadmin/`.
3. Select the project database.
4. Choose **Export**.
5. Use SQL format and complete the export.
6. Save the `.sql` file beside the project-file backup.

Do not treat XAMPP's raw `mysql` storage folder as a portable database backup.

Protect sensitive information

Use fictional data only. Check that backups and screenshots contain no real student records, personal passwords or hosted-server credentials.

Verify the backup

A backup is not proven until it can be inspected or restored. Confirm:

- project archive opens
- expected folders and files are present
- SQL file is not empty
- SQL contains expected table definitions
- backup location is accessible from another approved device

Check

- ☐ Project files and SQL export are both included.
- ☐ Backup name and date are clear.
- ☐ Original project still runs.
- ☐ Backup contains only fictional data.
- ☐ At least one recoverable copy exists outside the working folder.

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