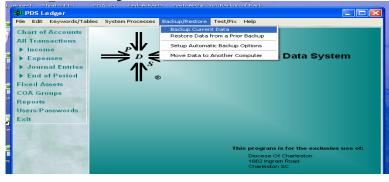
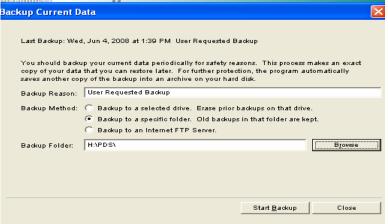
## PDS Backup Step-by-Step

### Backup to a Specific Folder

1) Select **Backup Current Data** from the menu.



- 2) Select **Backup to a specific folder, old backups in that folder are kept** backup method and backup folder (i.e., network folders, jump drive...).
- 3) Click Start Backup.

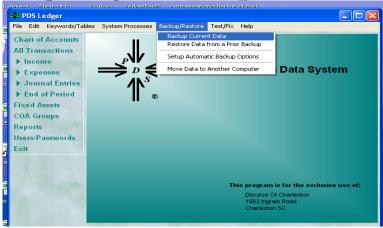


4) Click **Print** to print the backup report.

Process C	ompleted			
The data	has been fully	backed up.		
The Print b	utton will print th	e backup data statistics.		
				-
Progra	ama	PDS Ledger		
Versio	on:	3.2 A		
Backu	up Reason:	User Requested Backup		
Progra	am Path:	C:\PDSLed3\		
Data F	Path:	C:\PDSLed3\Data\		
Backu	up File:	H:\PDS\L080604C.pds		
Date:		06/04/2008		
Time:		02:04 PM		
Licens	see:	Diocese Of Charleston		~
<		100		>
			[ Print ]	Close

# Backup to CD

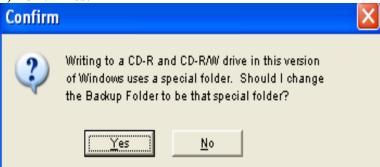
1) Select **Backup Current Data** from the menu.



2) Select **Backup to a specific folder, old backups in that folder are kept** backup method.

3)	Click <b>Br</b>	owse and select DVD/CD-RW Driv	ve (E :)	
Back	kup Current D	ata		×
	You should backu copy of your data	l, Jun 4, 2008 at 10:14 AM. User Requested Backup Ip your current data periodically for safety reasons. This process m that you can restore later. For further protection, the program aut ny of the backup into an archive on your hard disk.		
	Backup Reason:	User Requested Backup		
	Backup Method:	<ul> <li>Backup to a selected drive. Erase prior backups on that drive.</li> <li>Backup to a specific folder. Old backups in that folder are kep</li> <li>Backup to an Internet FTP Server.</li> </ul>		
	Backup Folder:	Eλ	Browse	

## 4) Click Yes.



Start <u>B</u>ackup

Close

#### 5) Click Start Backup.

ckup Current Data Last Backup: Wed, Jun 4, 2008 at 10:14 AM User Requested Backup You should backup your ourrent data periodically for safety reasons. This process makes an exact copy of your data that you can restore later. For further protection, the program automatically saves another copy of the backup into an archive on your hard disk. Backup Reason: User Requested Backup Backup Method: C Backup to a selected drive. Erase prior backups on that drive. C Backup to a specific folder. Old backups in that folder are kept. C Backup to an Internet FTP Server. Backup Folde:: C:\Documents and Settings\jun.CATHOLIC-DOC\Local Setting Writing to a CD-R and CD-R/W drive uses this special folder in Windows XP.	*	··· •
You should backup your ourrent data periodically for safety reasons. This process makes an exact copy of your data that you can restore later. For further protection, the program automatically saves another copy of the backup into an archive on your hard disk. Backup Reason: User Requested Backup Backup Method: C Backup to a selected drive. Erase prior backups on that drive. C Backup to a specific folder. Old backups in that folder are kept. C Backup to an Internet FTP Server. Backup Folder: C:\Documents and Settings\jun.CATHOLIC-DOC\Local Setting Browse		rent Data
You should backup your current data periodically for safety reasons. This process makes an exact copy of your data that you can restore later. For further protection, the program automatically saves another copy of the backup into an archive on your hard disk. Backup Reason: User Requested Backup Backup Method: C Backup to a selected drive. Erase prior backups on that drive. C Backup to a specific folder. Old backups in that folder are kept. Backup Folder: CADocuments and Settings/jun.CATHOLIC-DOC/Local Setting		
copy of your data that you can restore later. For further protection, the program automatically saves another copy of the backup into an archive on your hard disk. Backup Reason: User Requested Backup Backup Method: C Backup to a selected drive. Erase prior backups on that drive. © Backup to a specific folder. Old backups in that folder are kept. © Backup to an Internet FTP Server. Backup Folder: C:\Documents and Settings\jun.CATHOLUC-DOC\Local Setting	10:14 AM User Requested Backup	cup: Wed, Jun 4, 2008 at 10:14 AM
Backup Method: C Backup to a selected drive. Erase prior backups on that drive. Backup to a specific folder. Old backups in that folder are kept. Backup Folder: C:Documents and Settingsjun.CATHOLIC-DOC\Local Setting	ore later. For further protection, the program automatically	our data that you can restore later.
Backup to a specific folder. Old backups in that folder are kept.     Backup to an Internet FTP Server.     Backup Folder: C:\Documents and Settings\jun.CATHOLIC-DOC\Local Setting     Browse	Backup	leason: User Requested Backup
Backup Folder:     C:\Documents and Settings\jun.CATHOLIC-DOC\Local Setting     Browse	selected drive. Erase prior backups on that drive.	Nethod: 🔘 Backup to a selected of
Backup Folder: C:\Documents and Settings\jun.CATHOLIC-DOC\Local Setting	specific folder. Old backups in that folder are kept.	Backup to a specific for
Backup Folder: C:\Documents and Settings\jun.CATHOLIC-DOC\Local Setting	Internet FTP Server.	C Backup to an Internet
Writing to a CD-R and CD-RAW drive uses this special folder in Windows XP.	nd Settings\jun.CATHOLIC-DOC\Local Setting	older: C:\Documents and Settin
	R and CD-R/W drive uses this special folder in Windows XP.	Writing to a CD-R and CD-
Start Backup Close	Start <u>B</u> ackup Clos	

Note: Although you selected your CD-ROM drive as the default location, PDS temporarily saves the backup (until you write it to a CD) in the Windows temporary burn folder: C:\Documents and Settings\(user name)\Local Settings\Application Data\Microsoft\CD burning

6) Click **Print** to print the backup report.

P	rocess Completed		×	
	The data has been fully backed up. The Print button will print the backup data statistics.			
	Program: Version:	PDS Ledger 3.2 A	<	
	Backup Reason: Program Path: Data Path: Backup File:	User Requested Backup C:\PDSLed3\ C:\PDSLed3\Data\ C:\Documents and Settings\jun.CATHOLIC-DOC\Local Settings\App		
	Burning\L080604B.pds Date: Time:	06/04/2008 01:39 PM		
	l iransaa: K	Dincese Of Charleston	×	

- 7) Open CD drive.
- 8) Select Write these files to CD from the menu.

🕑 CD Drive (E:)		
File Edit View Favor	ites Tools Help	
Scan for Viruses Open With	Search 🌔 Folders 🔢 -	
Write these files to CD		🔽 🄁 Go
Delete temporary files	Files Ready to Be Written to the CD	^
Send To		3
New	P22	
Create Shortcut	L080604B.pds	
Delete Rename		×

9) Click <b>Next</b> .	
🍣 CD Writing Wizard	$\mathbf{X}$
Ð	Welcome to the CD Writing Wizard This wizard helps you write, or record, your files to a CD recording drive. Type the name you want to give to this CD, or just click Next to use the name below.
	CD name:
	New files being written to the CD will replace any files already on the CD if they have the same name.
	Close the wizard after the files have been written
	< Back Next > Cancel
10) Click <b>Finish</b> .	
🍣 CD Writing Wizard	
	<u>~</u>
Ð	Completing the CD Writing Wizard You have successfully written your files to the CD.
	Wizard
	Wizard You have successfully written your files to the CD. Do you want to create another CD using the same files? Yes, write these files to another CD
	Wizard You have successfully written your files to the CD. Do you want to create another CD using the same files?
	Wizard You have successfully written your files to the CD. Do you want to create another CD using the same files? Yes, write these files to another CD

\* If you have any questions, please feel free to contact the Parish/School Accounting Office.