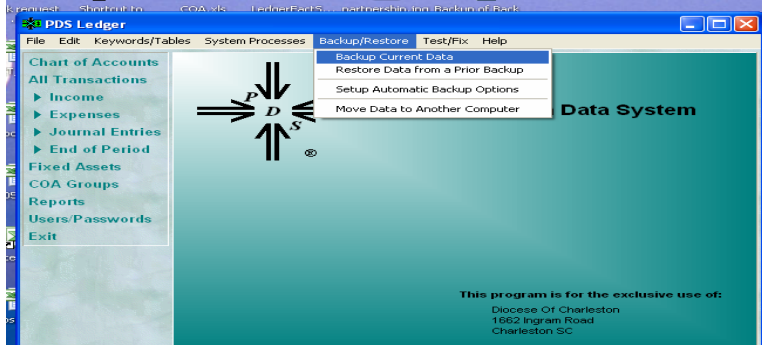


PDS Backup Step-by-Step

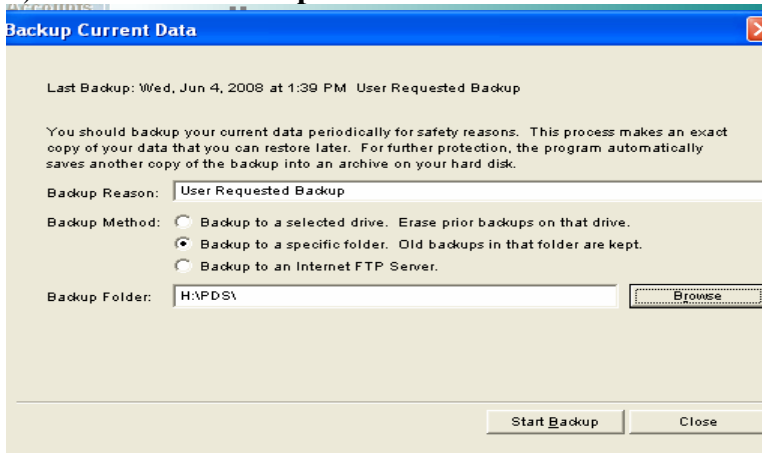
Backup to a Specific Folder

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

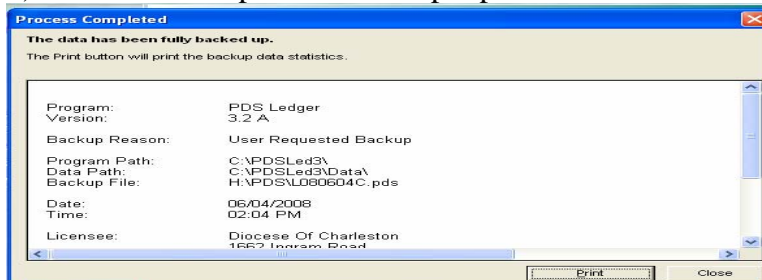


2) Select **Backup to a specific folder, old backups in that folder are kept** backup method and backup folder (i.e., network folders, jump drive...).

3) Click **Start Backup**.

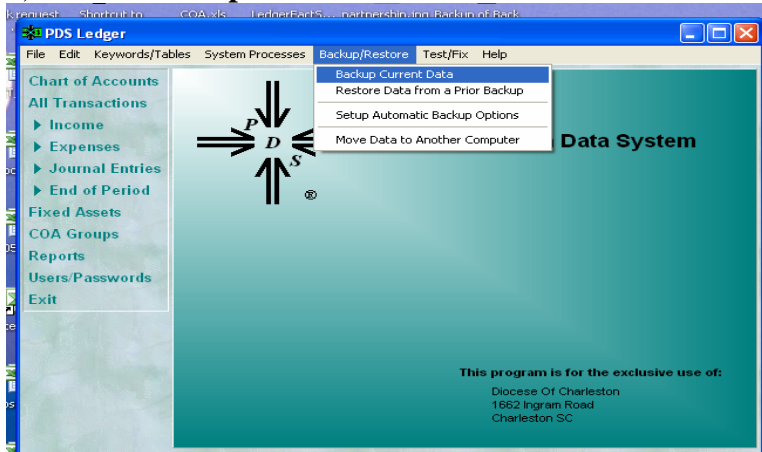


4) Click **Print** to print the backup report.



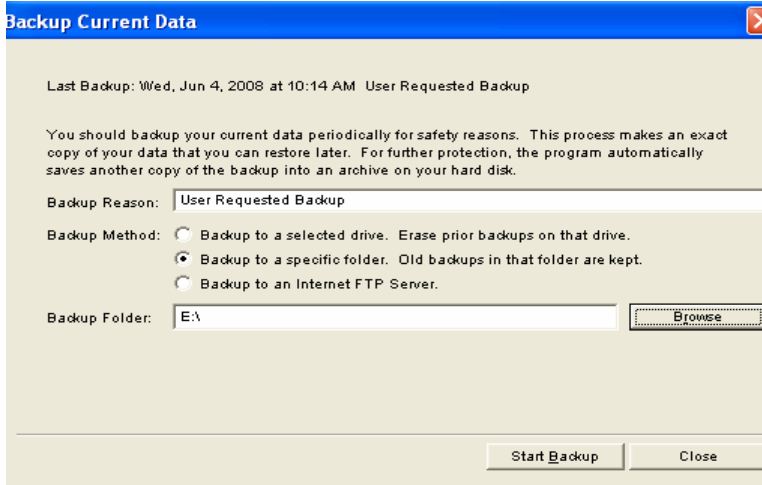
Backup to CD

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

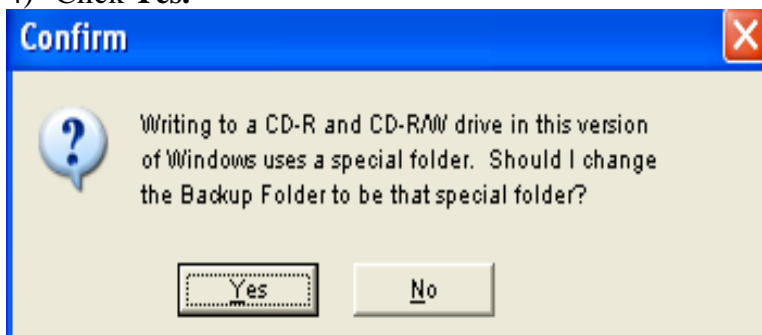


2) Select **Backup to a specific folder, old backups in that folder are kept** backup method.

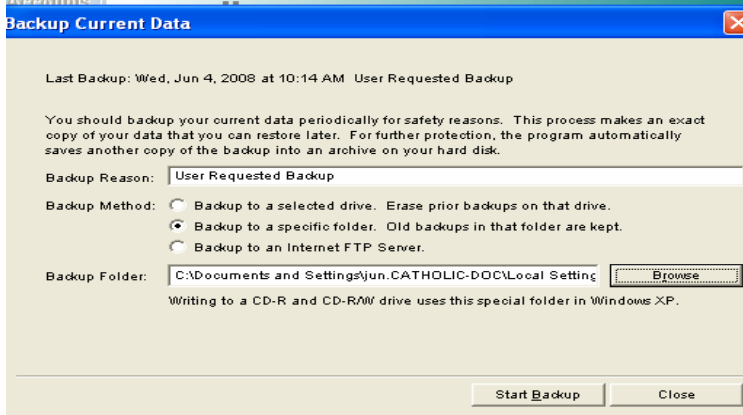
3) Click **Browse** and select **DVD/CD-RW Drive (E :)**



4) Click **Yes**.

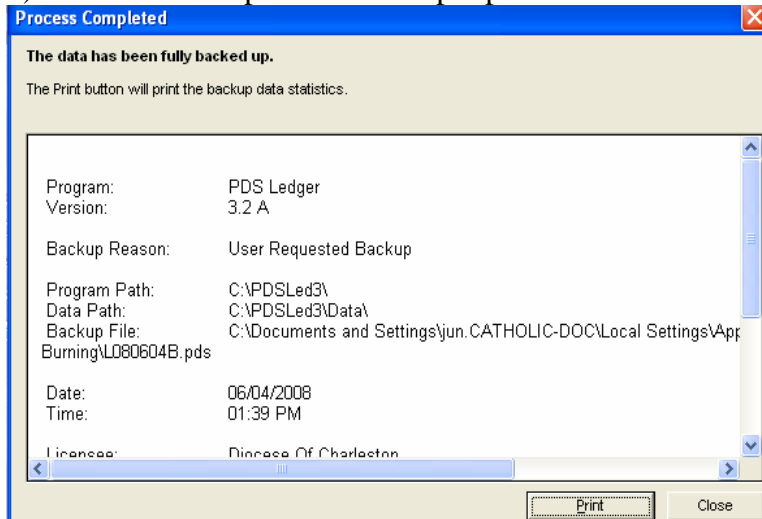


5) Click **Start Backup**.



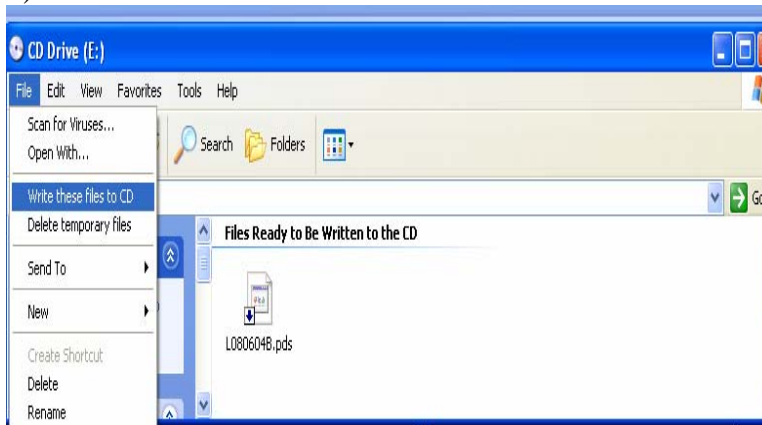
Note: Although you selected your CD-ROM drive as the default location, PDS temporarily saves the backup (until you write it to a CD) in the Windows temporary burn folder:
C:\Documents and Settings*(user name)*\Local Settings\Application Data\Microsoft\CD burning

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



7) Open CD drive.

8) Select **Write these files to CD** from the menu.



9) Click **Next**.



10) Click **Finish**.



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