

Part Two - Creating a backup to CD or DVD

Welcome to PastPerfect Video Tech Tips. Part two of this technical tip will cover creating a backup of PastPerfect to CD or DVD.

To provide additional protection for your data, you should also create backups to CD or DVD at least once a week, so that your data may be stored off-site in a secure location. To enable the ability to create a backup to CD or DVD from PastPerfect:

- First select the "Setup" button from the main menu
- Then select the "Gen. Information" button
- Make sure that the box at the top of this screen, which reads "Computer has a CD or DVD burner" is checked, and that the correct drive letter for your CD or DVD burner is selected. (If you are not sure what drive letter should be selected, you may verify it by going to "My Computer".)
- Click the "Exit" button to leave the General Information window

When you are ready to backup your data, images, and multi-media to CD or DVD:

- Please select the "Backup" button on the main menu
- Next choose the "Backup Data, Images & Multi-media to CD or DVD" button
- Verify that the desired options are checked and then select your CD or DVD burner from the drop down list
- Click the "Start Backup" button
- Insert a blank disc into the CD or DVD burner drive and click "OK"

The process of creating a backup of your data, images, and multi-media files may take a few minutes.

- When this process has finished, you will receive the message "Backup Complete".
- Please Press "OK".

You now have all PastPerfect data, images, and multi-media files on your CD or DVD! But remember: before restoring any PastPerfect backup, please contact our support office.

If you have any questions regarding how to make a backup in PastPerfect, please contact our support office at 1-800-562-6080, toll free or email us at support@museumsoftware.com