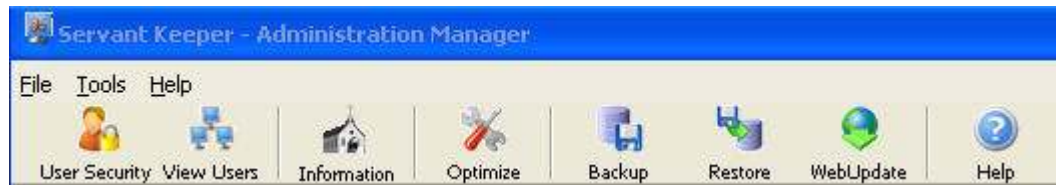


How do I backup my database?

Step 1

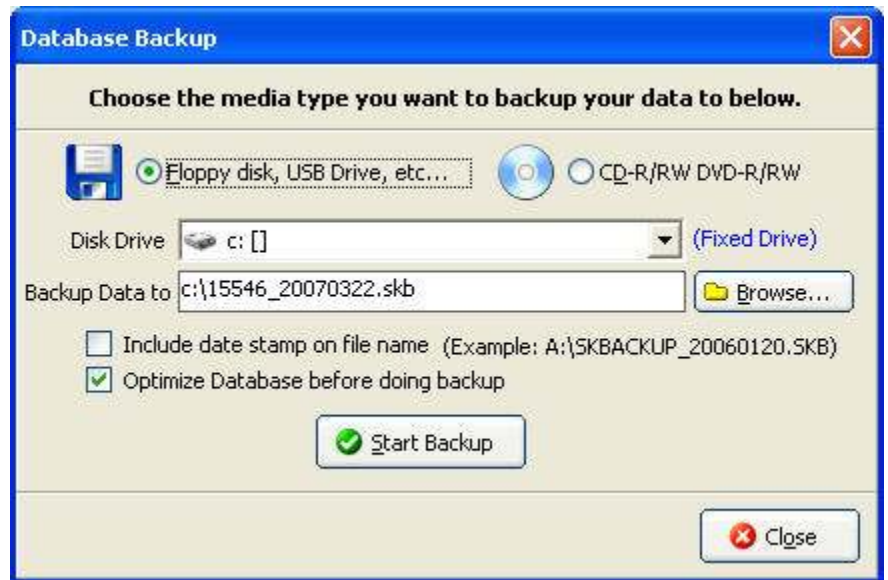
Open Administration Manager and click the 5th button on the toolbar.



Step 2

In the "Database Backup" screen you have the option of backing your data up to a Floppy disk, USB Drive, etc.. or a CD-R/RW or DVD-R/RW drive. Click the radio button for the media you are backing up to. You have the option of including a date stamp to the name of your backup file. You also have the option of running Optimize before doing your backup. After choosing all options, click the [Start Backup] button to begin the backup process.

Note: You can now backup directly CDR or DVD±R media.



Step 3

Once the backup process is complete Servant Keeper will tell you that the backup was completed successfully and the name and location of the backup file.

