

Part One - Creating a backup to the Hard Drive

Welcome to PastPerfect Video Tech Tips. Part one of this technical tip will cover creating a backup of PastPerfect to the Hard Drive.

We highly recommend that you backup your PastPerfect data every day. Making data backups will provide protection, in the event of a natural disaster or computer malfunction. Having multiple backups of PastPerfect, on the hard drive and on removable mediums stored on and off site will ensure that should disaster strike, your data is recoverable. The ability to recover your information efficiently is important. This is why we have made the process of creating a backup simple!

- Before you create a backup, please ensure that other users have exited from PastPerfect, so that you are creating a backup of the most recent data.
- To create a backup to your hard drive, please select "Backup" from the main menu.
- Next, choose "Backup Data to Hard Drive".

Generating a data backup on your hard drive should only require a few moments, and because it is a compressed, or zipped, file, it uses very little hard drive space.

After the program has created a backup you will receive the message "Operation Completed Successfully".

- Please select "OK".

Beginning with PastPerfect 4.0D7, 30 of your most recent data backups will be stored, while previous versions store a maximum of 10. Please note that this backup will contain your data, but not your images or multimedia files.

- Select the "Exit" button to return to the main menu

The backup file will be stored in your PP4\Backup folder.

In addition to creating a backup every day, we also suggest that you backup your data to the hard drive before any Reindex, Global Update, or Gather.

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