



Ohio 4-H Youth Enrollment HOW TO #1 Microsoft Backup For Windows 95

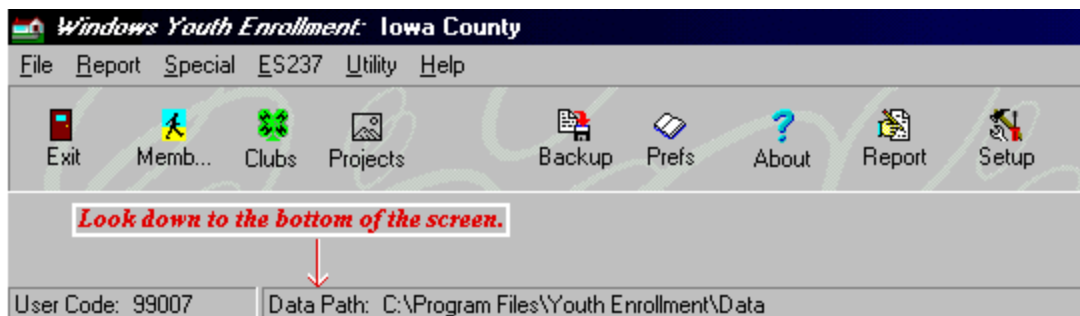


How often do I need to back up?

The answer is -- as you work through your member leader file adding, editing, deleting, etc. and you pause for a moment and say to yourself, "Boy, am I glad that is done," or "Am I ever glad I will not have to do that again," -- that's the prime indicator of being ready for a backup. It's kinda funny, we never have enough time to get our work done, but we always find time to do it over if need be. Rule of thumb is once a week when you are busy adding and editing records, and once a month in less busy times.

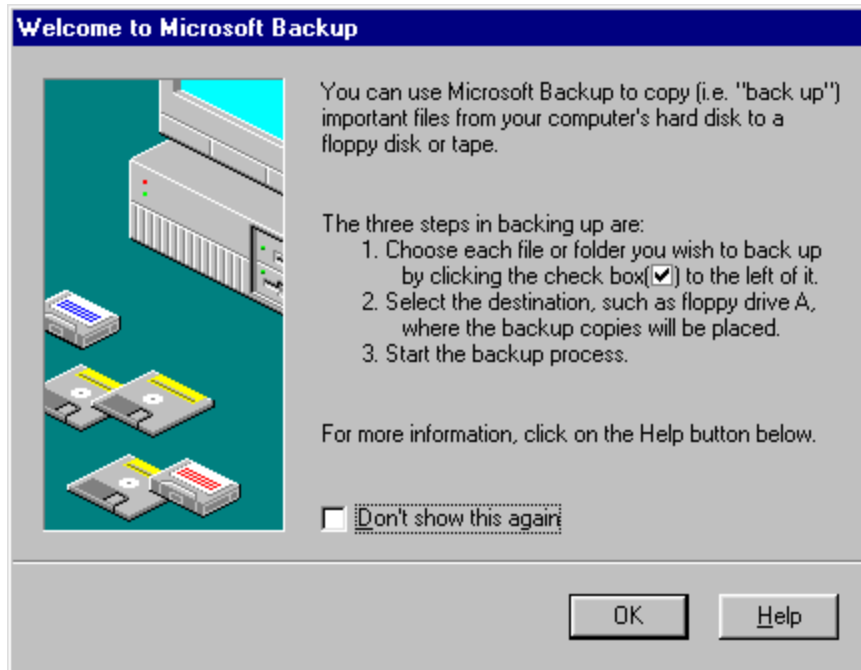
Before we begin . . .

What are we trying to backup? You need to determine where your data files are located in order to be able to back them up. You can find this out by opening your Youth Enrollment program and looking at the very bottom of your screen. Please write that data path here: _____

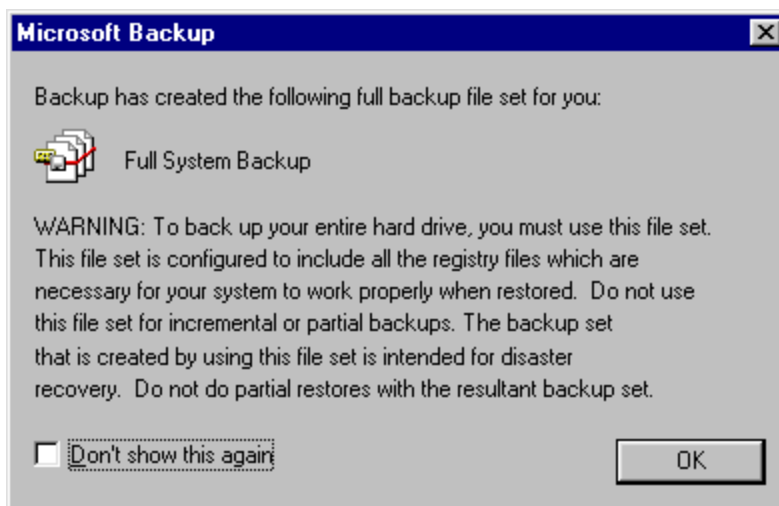


Open Microsoft backup by either clicking on the “backup” icon in the Youth Enrollment program or by going to START|PROGRAMS|ACCESSORIES|SYSTEM TOOLS|BACKUP.

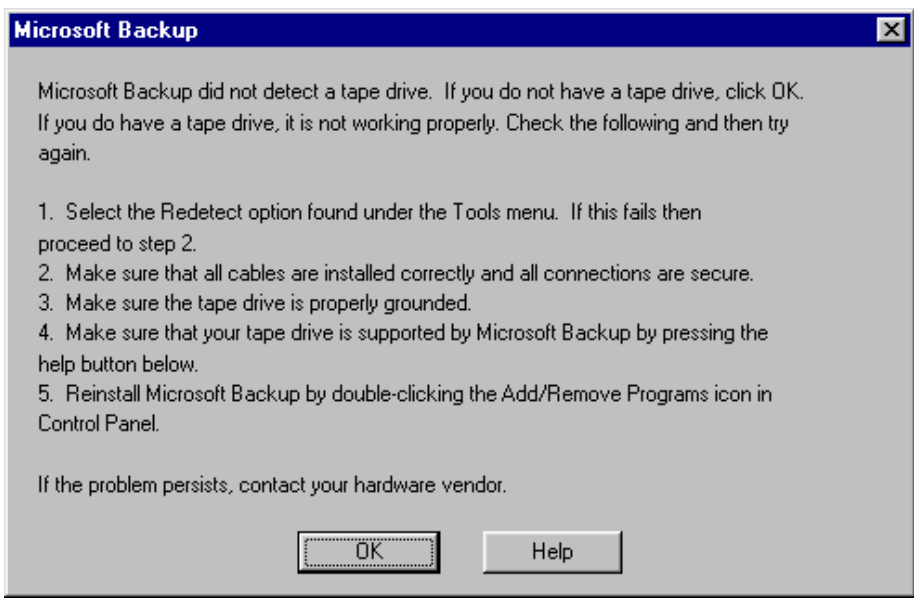
The first screen is a welcome screen. Click OK.



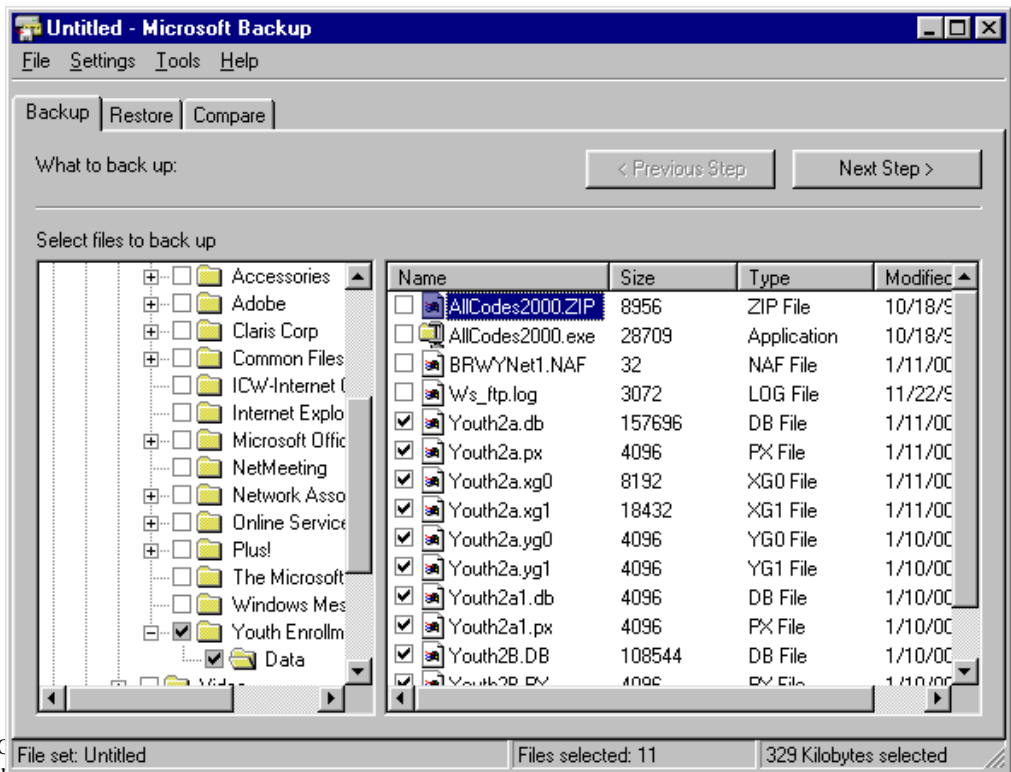
The next screen is a strange warning screen. Just click OK.



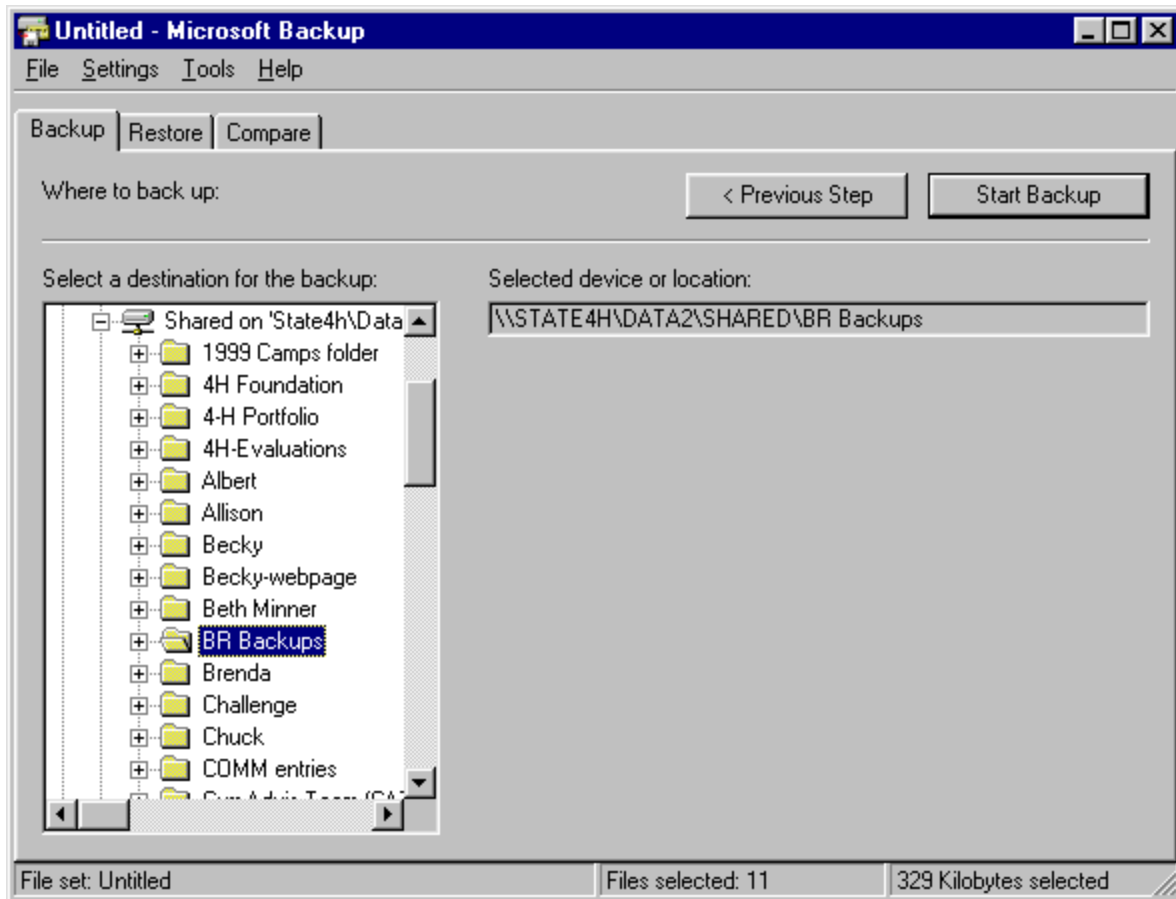
Another warning screen. Again just click OK.



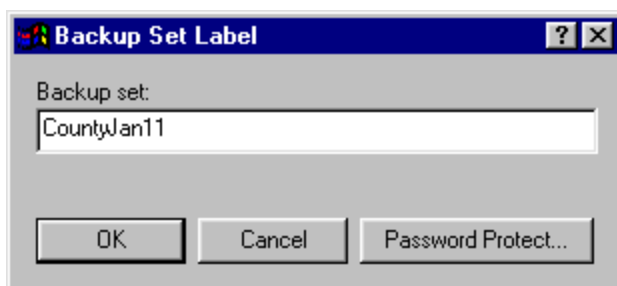
Here you will find two windows. The one on the left has all of your directories and the one on the right has all of the files. Do you remember where your data is stored???? If not, look at the first page of this document, you should have written it down. Locate that directory on the left side. On the right side, you want to select all of the files that begin with a “Y”. (youth2a.db, youth2a.px, etc.). You should have 90 files.



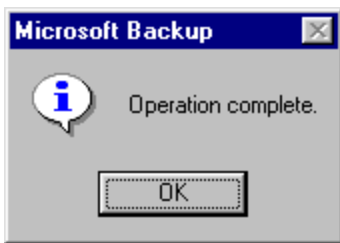
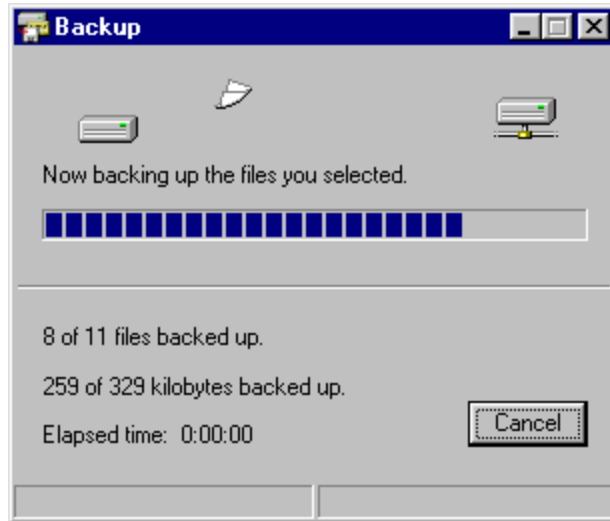
Select the directory you want to save the backup to. This can be wherever you will remember. I would suggest “C:\” or “C:\backup”.



Now you get to name your backup. I highly recommend naming this file with your county name and today’s date. For example Adams county data being backed up on January 11th would be: “AdamsJan11”. For long county names, use the first 4 letters.

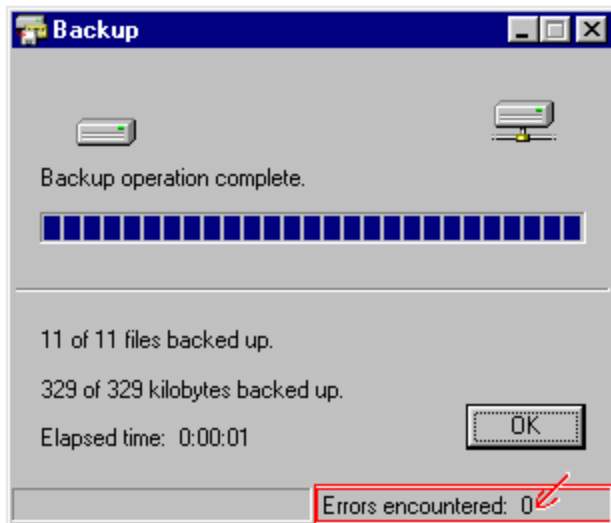


The files will now be backed up.
Be patient.



You will now get a message telling you that the operation is complete.

Before you exit the program, check to see if there were any errors. If there are any, check to see what the messages are and call Tim Murawski or your district computer support person.



Congratulations!!! You have successfully backed up your data.