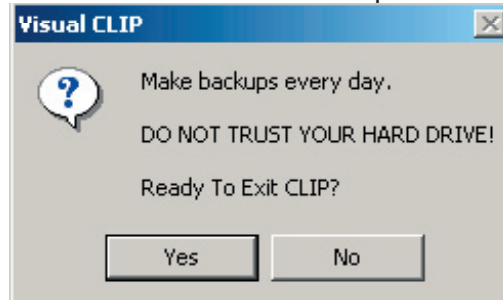


Backing up your files on a daily basis is one of the most important things you can do for your business. It is better than an insurance policy. If a disaster strikes your business such as, fire, flood, theft, electrical storm, earthquake or falling meteors, you could easily replace your computer hardware. That's why you have business insurance. But, your brand new computer would be empty. You can't repurchase your data. Your data is your business, your life, your hard work and sweat. Your data tells you who your customers are, where they live, what their phone numbers are, what work you do for them, and most importantly, how much money they owe you. All of that information is stored on the little spinning plate (called a hard disk) inside your computer, and just like any other mechanical part, it is doomed to fail at some point. Don't learn your lesson the hard way.



Many customers have asked "Why can't I just copy my files to a diskette? Isn't it the same as making a backup?" No. If you copy files on a diskette, that's all you have, files on a diskette. There is no way to restore those files to the correct directory, or to compare the files to the original files to ensure that they are undamaged. You need a backup software program that will copy the files *and* that can then restore them correctly. Don't try to scam the system to save a few minutes or a couple of dollars. The computer will always win.

Spend the time to learn which option for backing up is the best for you. You also have multiple hardware options for backing up. You need to decide whether to backup on floppy disks? Zip disk? Tape? etc.? Have your computer hardware salesman educate you about all of your options so you can find a way that is right for you.

Making backups should be a daily ritual. Backups are easy to do, so make one before you do anything drastic like replacing information or deleting a bunch of customers. If you make a mistake, you will always have a good copy of your files immediately before the mistake. When (not *if*) you need to restore from a backup, you'll be happy you have it. If you don't have a good backup you'll probably be hating life. Life is good, make backups!

To backup CLIP you need to backup the CLIPv folder and everything inside.

Backup Procedures

A Back-Up of your data can be made using many different mass storage media devices.

Media Device	Media Type	Approx .Maximum Data Size (per media)
CD Recorder/Re-Writable Drives	CD-R/RW	700 MB
DVD Re-Writable Drives	DVD +/- R/RW	4.7GB
ZIP Drives	Zip Disk	100MB 250MB 750MB
USB Memory Drives	Hardware	128MB – 2GB
External Hard Drive	Hardware	20MB-500MB
Tape Device	Tape	> 20GB

One of the most economical and widely used Media for backup is CD/DVD

Backing up CLIP to a CD/DVD using Windows XP

Windows XP has built in CD/DVD data burning to allow you to create a Back-up of your CLIP Software and Data.

CLIP software must not be Open or In Use when performing a Backup

1. Double Click on My Computer or Click Start and then My Computer
2. Double Click the Drive that has your Clip Software installed.
 - For Single User this is most likely Local Disk (C:)
 - For Multi User this would be the Network Mapped Drive
3. Locate your Clip Software Folder called CLIPv
4. Right Click on the Clip Folder, Move your mouse cursor over Send To, and then select the Drive of you CD/DVD recorder.
5. Close all Windows
6. Double Click on My Computer or Click Start and then My Computer
7. Double Click the CD/DVD Recorder
8. Select File>Write These Files to CD
9. Follow the Prompts through the Writing Wizard to Name the CD and Write files to Disk.

When using reusable media (CD-RW, DVD+RW) you may be prompted to overwrite files. Select 'Yes' or 'Yes to All' when prompted.

For other versions of Windows additional CD/DVD Burning software will be needed and is often provided by the manufacturer of your computer or CD/DVD drive. Consult the Burning software's manual or help files for writing data files to a CD/DVD.

Creating a Backup Schedule and Routine

The key to creating a backup schedule should be determined by how much information you can re-create in the event you need to restore your backup. Below you can find some schedules to assist in your Backup. Use as little or as much protection as needed to protect against data loss.

Basic Protection against Data Loss

Use re-usable media CD-RW, DVD+RW, Zip Disk, Tape, USB Memory Drive

Amount of Protection: 1 Day

Use 1 Piece of Media
Label this Daily Backup
Create a Backup Daily the disk

Good Protection against Data Loss
Use re-usable media CD-RW, DVD+RW, Zip Disk, Tape
Amount of Protection: 1 Week

Use 5 Pieces of Media
Label these Monday - Friday
Create a Backup Daily on each of the disk, overwriting the previous week's data

Better Protection against Data Loss
Use re-usable media CD-RW, DVD+RW, Zip Disk, Tape
Amount of Protection: 1 Month

Use 9 Pieces of Media
Label 4 of these Monday - Thursday
Label the 5 remaining Friday 1 - Friday 5
Create a Backup Daily on each of the disk Monday - Thursday
Rotate Friday 1 - Friday 5 during the month for each Friday

Best Protection against Data Loss
Use re-usable media CD-RW, DVD+RW, Zip Disk, Tape
Amount of Protection: 1 Year

Use 21 Pieces of Media
Label 4 of these Monday - Thursday
Label the 4 of these Friday 1 - Friday 5
Label the 12 remaining January - December
Create a Backup Daily on each of the disk Monday - Thursday
Rotate Friday 1 - Friday 4 during the month for each Friday
Rotate January - December during the year use at end of each month

CLIP Highly Recommends creating a backup of your CLIP Software prior to

- Applying an Update
- Performing a Global Replacement
- Closing the Period
- Whenever your Computer is being serviced

*Note: CLIP Software recommends a backup of any of your valuable data on your computer. The information contained here only includes instruction on how to backup your CLIP Software and data.

Backup Procedures

