



How to Backup Your BG-Base Data

The BG-BASE DATAWIN folder under your BGBASE6 folder is the main data folder for your BG-BASE application, and as such should be regularly archived. This may be accomplished by copying this folder to your travel drive or to a CD.

- 1) Copying the BG-BASE DATAWIN folder to your travel drive
 - a) Insert the travel drive into one of the USB ports of the laptop. Choose 'Open folder to view files using Windows Explorer'
 - b) Right-click on your desktop folder 'BG-BASE Datawin' and choose 'Copy' (do not choose 'Cut!')
 - c) Click on the travel drive window, right-click, and choose 'Paste'. You should now see the 'BG-BASE Datawin' folder on this drive
 - d) Right-click on the folder and re-name it with the current date, such as:
"BG-BASE Datawin 15 March 2011"
 - e) Close the travel drive, then locate the travel drive icon at the bottom of the windows taskbar (see right) 
 - f) Click on this icon and choose 'Safely remove USB storage device'
- 2) Copying the BG-BASE DATAWIN folder to a CD
 - a) Insert a writeable CD into the CD Drive of the laptop
 - b) Choose 'Open folder to view files using Windows Explorer'
 - c) Right-click on your desktop folder 'BG-BASE Datawin' and choose 'Copy' (do not choose 'Cut!')
 - d) Click on the CD drive, right-click, and choose 'Paste'. You should now see the 'BG-BASE Datawin' folder on this drive with the message 'Files ready to be written to the CD'
 - e) Right-click on the folder and re-name it with the current date, such as: "BG-BASE Datawin 15 March 2011"
 - f) Follow the on-screen directions in the Windows CD burner.