

Drake Backup Instructions

Backing Up Your Data

Please follow these instructions closely to back up your data in order to prevent any delays in the conversion process.

Please use blank, formatted media to begin the backup process.

You must calculate all clients **and** remove all locks and passwords from clients before you begin the backup process.

To back up clients in Drake:

If you are backing up to CD, create a new folder on your **C:** drive named **CONVERSIONDATA** before you begin the backup process (e.g. **C:\CONVERSIONDATA**).

1. On the menu bar, click **Tools**, select **File Maintenance**, then **Backup**
2. The **Drake 2008 - Backup** dialog box appears
3. Click the **Select a backup location** button, and select the **drive** and **folder** for your backup media (if you are backing up to CD, set the location to **C:\CONVERSIONDATA**)
4. Check **only** the box for **Client Files**
5. Click **Backup**

Note for CD users: We strongly recommend using Windows XP CD Recording to burn the CD. If you want to use different CD burning software to burn the CD, we also have Nero and Roxio instructions on our website.