

Backup of your WinPCO data to CD.

USB memory sticks, Tape Drive, On-line backup, Zip, etc... they are all good backups. However we've found that CD tends to be the most reliable and traditional method of data backup. Any backup that requires overwriting of the previous data gets a bit more complicated. On-line incremental backup also is somewhat difficult to restore from, thus requiring a help from outside.

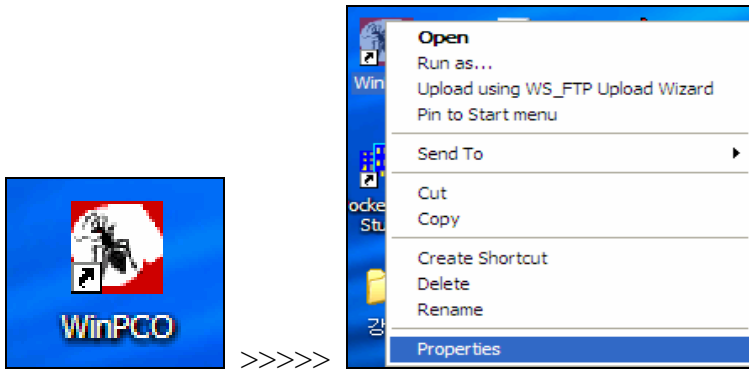
Exit from WinPCO program.

Insert a blank CD (*note: RW-CD is not recommended*).

If a window pops open, simply close it.

From your Desk Top: (*note: There are lots of Right Click with this operation.*)

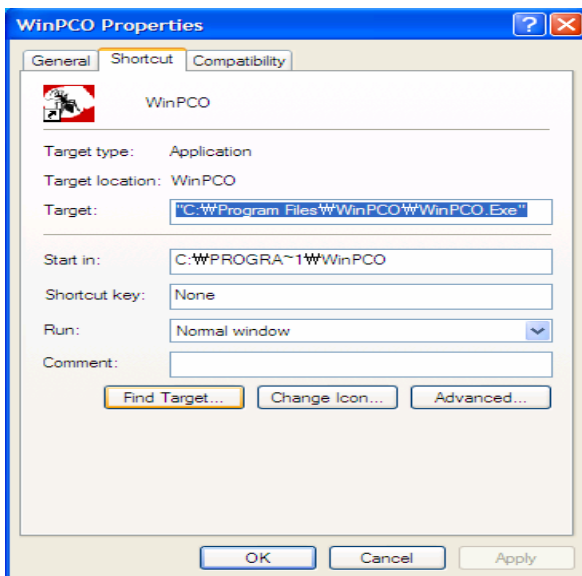
In order to find the HDD and folder where the WinPCO data resides, right click on the A&K **WinPCO icon**.



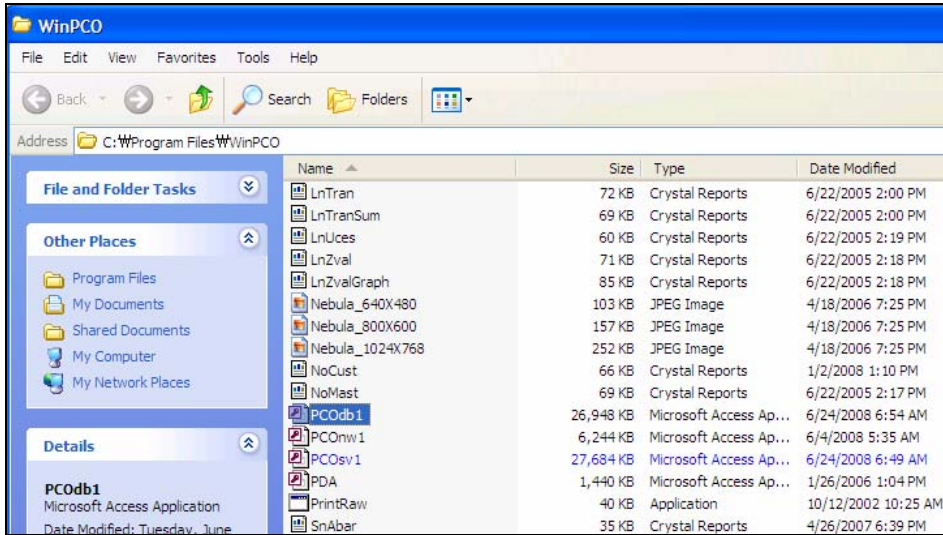
Click on the **Properties** and then the **Find Target** button.

For Windows VISTA, **Open File Location** is the button to click on.

In most cases, this will automatically take you into the proper folder.

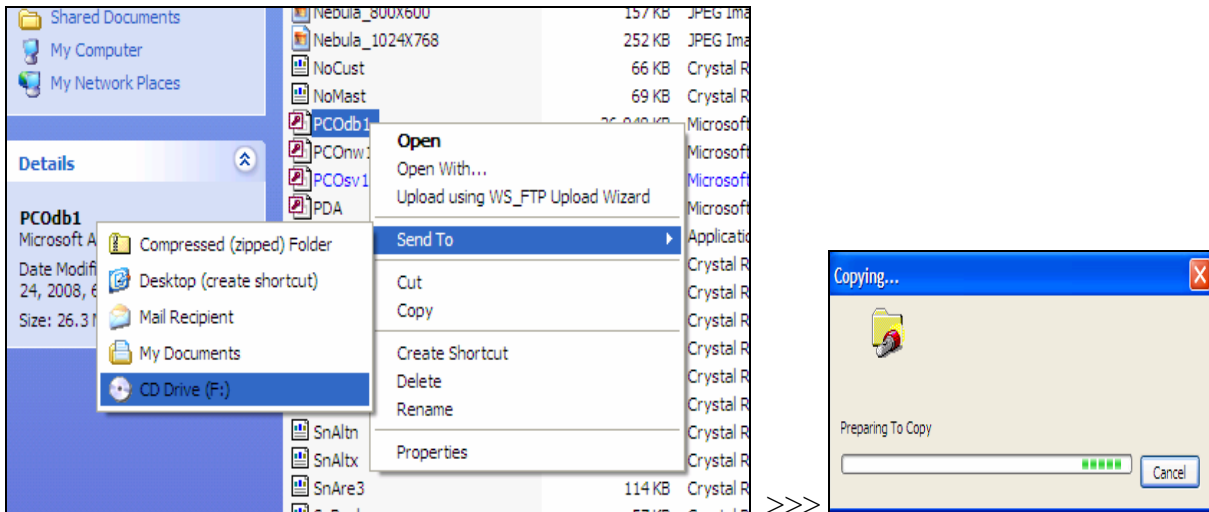


This will display the content of the folder which the WinPCO is located in.

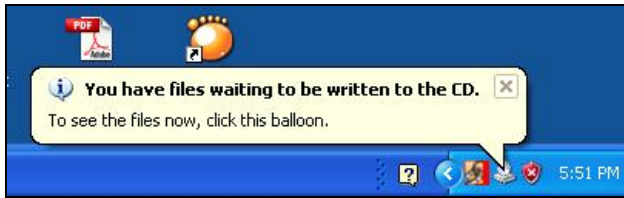


Using the mouse and the scroll bar or down arrow, locate **PCOdb1.mdb**. Right Click on the file. It should open up the menu. Click on the “**Send To**” then the other screen will be displayed. From which, you select the **CD Drive** (your drive).

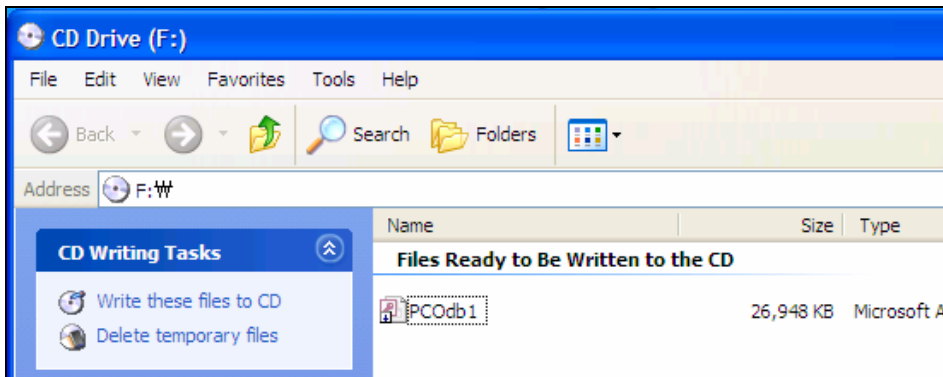
Note: This file will contain all of your basic data. Double check on the Date Modified – this should be today’s date. And the time should also be somewhat current.



After several minutes preparing, a balloon may popup on the lower-right hand corner of the screen in most cases. Then simply click on the balloon to start.



If no balloon pops up, then you will need to go to “**My Computer**” and then select the **CD drive**. Once selected, you can simply click on “**Write these files to CD**”



The system will ask you to enter the CD name: you can simply keep the default date as the file name by hitting “**Enter**” key or click on **NEXT**.

In most cases, the system tells you how much time it is going to take for this process.



After CD pops out, your basic WinPCO data is backed up. Click on “**Finish**”: and store the CD in safe place, and perhaps, off site is also a good idea on a regular basis.

This backup should be done regularly. Once a week at the very least, but daily is recommended.