

How do I backup Data, Images & Multimedia to CD or DVD from inside PastPerfect?

Version 4:

Make sure your computer is set up to burn a CD from PastPerfect:

1. Click the "Setup" button on the main menu of PastPerfect
2. Click the "Gen. Information" button
3. Make sure the box at the top of this screen that says "Computer has a CD or DVD burner" is checked
4. Make sure the correct drive letter of your CD/DVD burner is selected next to "CD or DVD Backup/Restore Drive" (if you are not sure what letter should be selected, you can double check it in the My Computer area of this computer)
5. Click the "Exit" button on the General Information window

Backup to CD from PastPerfect:

1. Click the "Backup" button on the main menu
2. Click the "Backup Data, Images & Multimedia to CD or DVD" button
3. Make sure the desired options are checked, then select your CD/DVD burner from the drop down list
4. Make sure the "Finalize" box is checked
5. Click the "Start Backup" button
6. Insert a blank disc into the CD/DVD burner drive and click "Ok"

Once this is complete, you will have your PastPerfect data on CD!

If you get a backup failed message, it may be that you have more information than will fit on one disc. If the size of the Data, Images & Multimedia files exceeds the storage space on the disc, you should choose to include as much of the data, images, and multimedia files that will fit on one disc. Then create a second disc with the remainder of that information. Depending on the number of files you have, you may have to create additional discs to hold all the files. The key is to split up your data, images, and multimedia files so that the size of the files does not add up to be more than the capacity of the disc. A typical CD holds 700MB and a typical DVD holds 4.7GB, although you should check the disc packaging for exact amounts. The Backup screen in PastPerfect will give you totals at the bottom for the files selected to be backed up. Use these totals to guide you as to how many files can be put on the disc.

Backing up data, images, and multimedia files to multiple discs:

1. Click the "Backup" button on the main menu of PastPerfect
2. Click the "Backup Data, Images & Multimedia to CD or DVD" button
3. Under Data Files, click the button for "Calculate data backup file size". The size of your data backup will appear on the screen. Make sure you add this number to the size of your image and multimedia files. Then make sure the "All Data" box is checked.
4. Under Image Files, take a look at the number in the "Size" column next to "Total" at the bottom of the screen. Add the size of the data backup to this number. If the total is too big to fit on your CD or DVD, starting from the bottom, uncheck the boxes until the total in the "Size" column at the bottom, plus your data backup, is small enough to fit on your disc. Uncheck the box next to "Multi-media Files" so these are not included on the first backup disc.

5. If your data and images all fit on the disc, take a look at the total in the "Size" column next in the "Multi-media Files" column. Uncheck the boxes in this column until the total size here, plus the data and images, will fit on your disc.
6. Select the CD-R, CD-RW, DVD-R or DVD-RW drive from the drop down list
7. Make sure the "Finalize" box is checked
8. Click the "Start Backup" button.
9. Insert a new disc into your computer & click "Ok"
10. Click the "Ok" button when the backup is complete

When the backup is complete, the first disc should be done. Now it is time to start the second disc, which should have everything the first disc did not. To create the second disc, please follow these steps below:

11. Uncheck the box next to Data Files
12. Under Image Files, check off the boxes that were not included on the first disc.
13. If you still have space on the disc, under Multimedia Files, check all the boxes you can to fit on the disc
14. Select the CD writeable drive from the drop down list
15. Make sure the "Finalize" box is checked
16. Click the "Start Backup" button
17. Insert a new CD into your computer & click "Ok"
18. Click the "Ok" button when the backup is complete.

You may still need to create a third or more discs to capture all of the image and multimedia files. Keep repeating the process of selecting image folders and multimedia folders to put on the disc until all have been backed up.

If you experience any errors during this process, or have any questions, please contact our Support Office at 1-800-562-6080.

Version 3.5:

In order to backup your Data and Images to CD from PastPerfect 3.5, you must first have the CD formatted using the CD writing software that came with your computer. Programs like this include Roxio Easy CD Creator's Direct CD Format Utility or the format utility through Sonic Record Now. The instructions below give the steps for backing up to CD using Roxio Easy CD Creator's Direct CD Format Utility, if you have another CD writing software program installed, please refer to the user guide for that program for instructions to format a CD. Once the CD is formatted, you should be able to start with step 12 of the instructions below.

Configuring the CD:

1. Click "Start", then "Programs", then "Roxio Easy CD", then "Applications"
2. Click "Direct CD"
3. Click on "Options"
4. Make sure there is a dot next to "Show the Ejected CD Notification"
5. Make sure there is a dot next to "Always Show Eject Options Dialog Box"
6. Click "Ok"
7. Make Note of the drive letter in the upper left corner.
8. Click "Format CD"
9. Type in a label like "PP3BackupCD"
10. Click "Start Format"
11. When format is complete, close the Project Selector, and leave the CD in the computer

Configuring PastPerfect:

12. Open PastPerfect
13. Click "Setup" then "General Information"
14. Change the field "CD Backup Drive" to the CD-R Drive (mine is D:\)
15. Click "Exit"
16. Click "Utilities", then "Backup"
17. Click "Backup Data to CD" or "backup image files" (if you choose backup image files, make sure the image backup folder reads the correct CD drive letter)
18. Then click "Start"
19. You should then see a message, "backup to D:\ complete!"

Still not convinced you have data on the CD????

1. Double-Click My computer
2. Double Click the CD-R drive
3. You should see a file called PPBack_A. That's compressed copy of your data!!!

If you have any questions about backing up your data and images to CD or DVD, please contact our Support Office at 1-800-562-6080. Thank you for using PastPerfect!