

How Do I Backup to a Removable Drive?

PastPerfect 4.0

When creating a backup of your PastPerfect data, you have several options. In addition to creating a backup to your hard drive and CD or DVD, you also have the ability to create a backup to a removable device like an external hard drive or a USB storage device. Please be aware that while creating a backup to a USB or external hard drive is convenient, each time you backup to the same medium, the new backup is overwriting the previous backup. To create a backup archive, please see our FAQ: How do I backup Data, Images & Multimedia to CD or DVD from inside PastPerfect?

If you wish to backup your data, images, and multi-media to a removable drive, use these steps:

1. Click the "Backup" button on the Main Menu
2. Click the "Backup Data, Images & Multi-media to Removable Drive" button
3. Make sure the desired options are checked, then verify your "Backup Drive and Folder". Make sure the drive letter showing is the drive letter of your removable drive, as it appears on your My Computer screen.
4. Click the "Start Backup" button
5. You might receive a warning message indicating that "Images that are not in the selected folders or in sub-sub-folders and below of the selected folders will NOT be backed up." Once you indicate "OK" your backup will begin.

Please note: You may create a backup at any time. If you are using a networked version of PastPerfect and other users are in the program, while creating the data backup you will receive the message in the upper right corner "File open by another user, backing up unsaved version ____". And after the data backup has been created the message "A minor error occurred but the backup file was created anyway" will appear. A backup will have been created using all saved PastPerfect data.

If you have any questions, please contact our Support Office at (800)562-6080. Thank you for using PastPerfect!