

Backing up with Windows XP to a CD-R Drive

Make sure that no computer in the practice has Optomate Premier open (or minimised) before proceeding. You cannot use CD's that have been previously used with Nero, InCD, Roxio or Direct CD – even if these are CD-RW's (Re-Writeable). CD's used before with Windows XP burning are OK.

These notes are not suitable for those using any software other than the standard burning facility built into Windows XP.

1. Insert a CD-R (or CD-RW)
 - ▶ If it is brand new Windows XP may open a screen asking what to do with this CD – simply choose “Open Writable CD Folder” (it may say “Open to view files”) – then close the window. Do not select Nero, InCD or any other CD burning option.
 - ▶ If it is a CD that you have used before, it should open a window showing the contents of the CD (or it may say “Open to view files”) – simply close the window.
2. Open the *shortcut** on the Desktop to your “Optomate Folder, for Backup”.
3. Right click on the Database folder, then go down to ‘Send to’ and across to the second list and select your CD *drive*** (If you have used this CD before, it will have the name that was given to the CD showing – if it's a new CD, it will simply say CD-R drive).
4. If you are prompted that the files already exist on the CD, select ‘YES’ to the question regarding Overwriting. You will notice a tick box for “Repeat this answer...” Tick this box (*otherwise you will have to click “Yes” a couple of hundred times!*).
5. Close the Optomate folder window
6. You see a balloon message appear near the system tray (at the bottom right corner of Windows near the Time), which will prompt you with: “There are Files waiting to be written to the CD”, click on this balloon. (NB. This Balloon may not appear if the CD Folder is currently open or minimised. Simply open up the CD folder in this instance, and continue to the next step)
7. (Optional) You may choose to rename the Database folder to include the date. For example, you might rename to “Database 19-08-2004”. You cannot use the character “\”.
8. On the left column in this window, click on the underlined option that reads: “Write these files to CD” to complete the copying.
9. You should now see the Burning Wizard window where you can name the CD (if it's new) or simply click “Next” if you want to keep the previous name (Windows XP will put today's date in by default if you don't change it). We suggest you have a disk for each day of the week, i.e. Monday, Tuesday etc and name it to match.
10. The CD will eject when it has finished writing. Now simply close any window open.
11. We strongly recommend you take external backups onto a separate CD each night. These should be taken off-site and returned for re-use.

**If you have not yet got the “Optomate Folder for Backup” shortcut on the desktop, go to:*

My Computer ▶ C-Drive and right click on the **OptomatePremier** folder. Choose the option ‘Send To’ and then ▶ ‘Desktop, Create Shortcut’. Close. You should now see the new shortcut to the OptomatePremier folder on the desktop. Right click and choose ‘Rename’. Type in: “Optomate Folder, for Backup” and then press Enter on your keyboard to save.

***If the CD-R is not an available choice on the ‘Send to’ list, the CD-R drive has not been made apparent to Windows XP as a writable drive. In ‘My Computer’, right click on the CD Drive and choose Properties. Under Recording, tick the ‘Enable Recording’ box.*