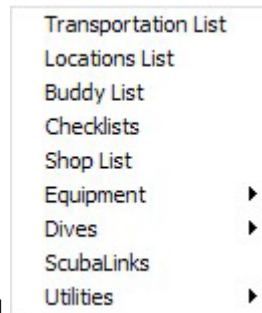


## **“How To”- Do Database Back-Ups**

As with all computer programs in which you keep valued information, it is good practice to do backups on a regular basis. We recommend the same good practice for your ScubaTrak database.

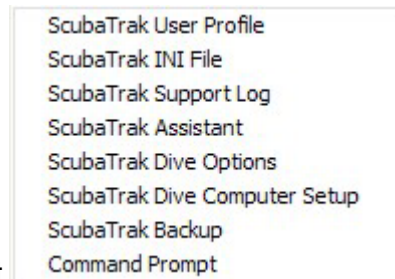
1. From the Menu Bar ( **File Edit View Tools Diving Information Window Help** ) select “Diving Information”.



2. From the drop-down menu **Utilities** that follows, select “Utilities”.

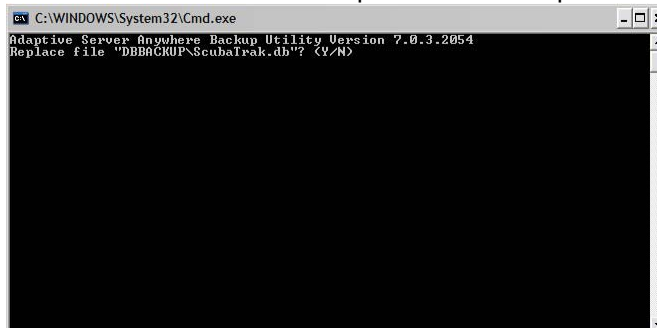


3. From this next menu **Administration**, select “Administration”.



4. Then select **ScubaTrak Backup**.

5. This DOS command box will open so the backup routine may execute,



Type: “Y” (no quotation marks, either upper or lower case is fine); and press “Enter”.

6. You're finished! ScubaTrak will take just a few minutes to do its backup of your database.