

BACKING UP CCS DATA TO A CD

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| Title | Backing up CCS data to CD |
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COPYING CCS DATA TO A CD

CCS Jobs may be backed up to a CD. The normal procedure is to first back up the jobs to a folder on the hard drive and then copy the folder to a CD using the CD burning software.

The recommended method is to use the backup to file facility in CCS. Each job can be backed up to file and the user may name the files. These files can be copied to a CD and recovered into any CCS System. This method allows the user to recover the job backups one at a time.

It is possible to backup the whole CCS System and data to a CD, which can be recovered in the event that the computer hard drive fails. If this approach is taken please note that all the jobs are recovered at one time and the user cannot select one job at a time when recovering the backup. The CCS licence will also have to be re-instated once the backup has been recovered onto the current or new computer. This method of backing up should only be used as an emergency backup. This method is not recommended, as the user may not recover one job at a time. CCS cannot be recovered onto a computer that already has a CCS installation, as the recovery process will overwrite the existing jobs. For these reasons it is recommended that the user rather uses the backup to file option.

This TechNote explains backing up the whole of CCS to a CD for a complete recovery in an emergency situation.

This procedure can also be used when transferring the complete CCS System from one computer to another computer.

NOTE: If you are transferring your data from one computer to another, make sure that you contact the CCS Licence desk to delete your licence **before proceeding with the following steps**. Once you have finished the transfer, you can then contact the Licence desk again to reinstate your licence on your new computer.

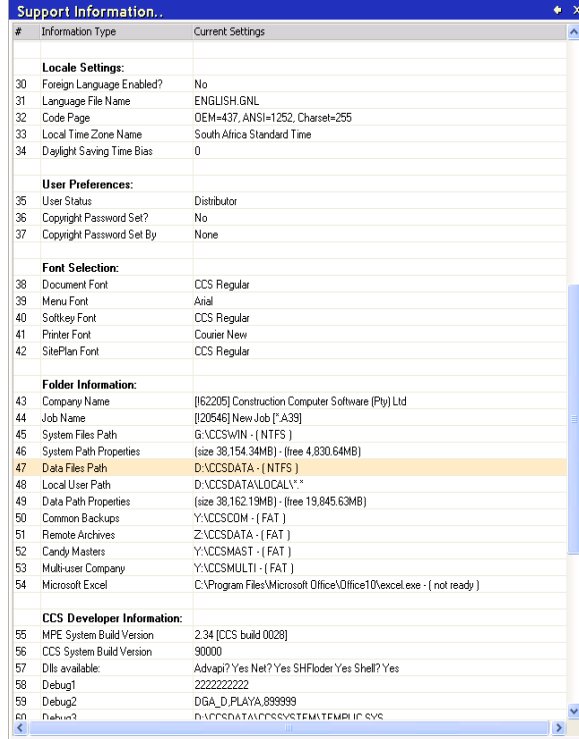
COPYING THE CCS DATA AREA TO CD

Determining where the CCS data is stored on your computer

The following steps explain how to find out where CCS stores its data on your computer.

- Load the CCS System.
- Go to the CCS Main Menu.
- Click on the System Info SoftKey.

The Support Information dialog is displayed.



Point number 47 shows the location of your CCS data on your computer.

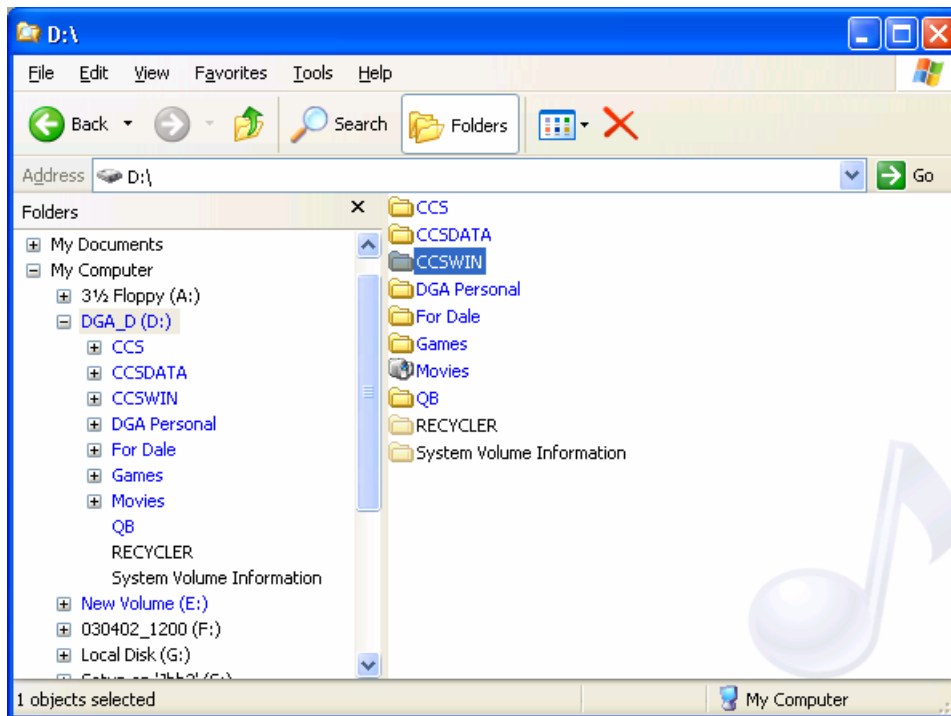
- Close the CCS System

Copying the CCS Data to the CD

Copy the folder containing the CCS data to the CD. The copying process depends on the application being used to burn files onto CDs. Refer to the CD writer manual for assistance.

Note that you must close the CCS System before copying to the CD.

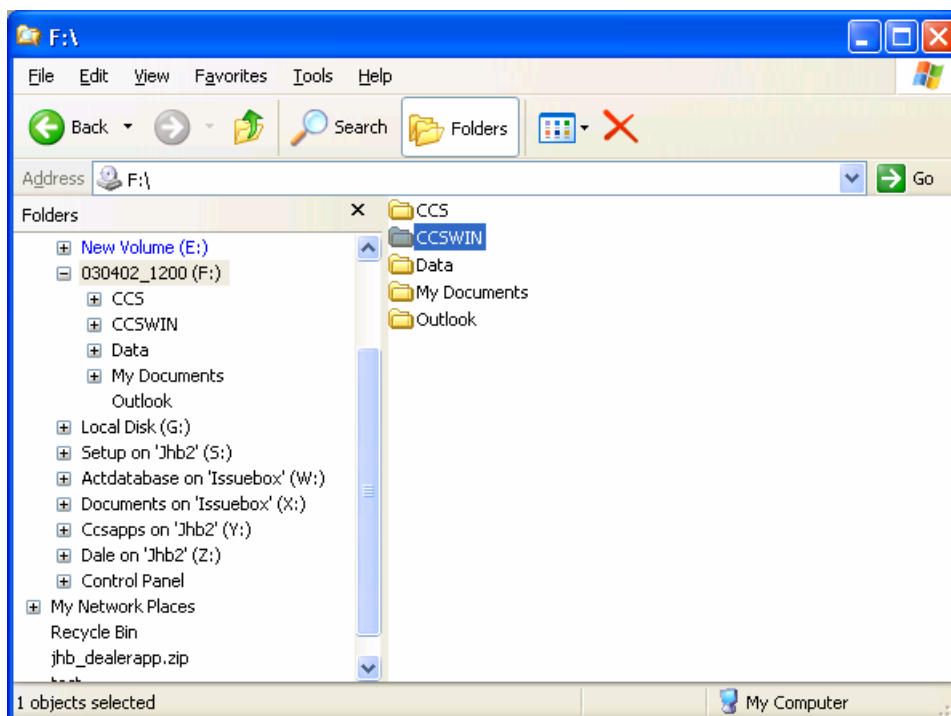
- Load Windows Explorer.
- Browse to the folder where the CCS Data is stored.



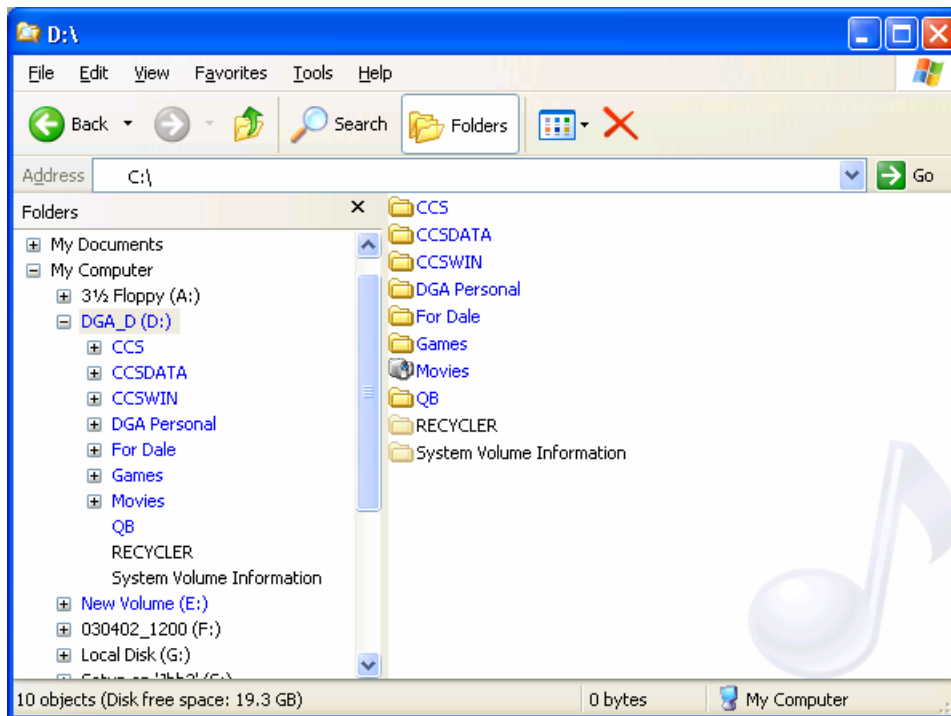
- Copy this folder and its contents to your CD.

RECOVERING CCS DATA FROM A CD ONTO YOUR COMPUTER

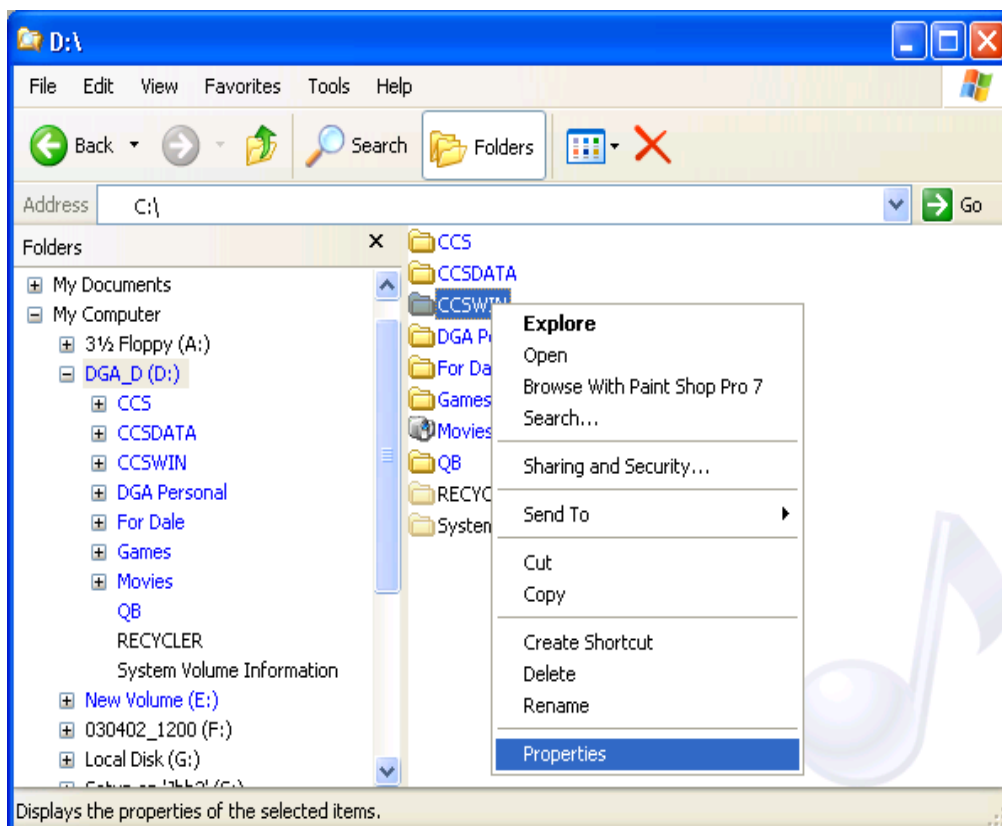
- Insert the CD into your CD / DVD Rom.
- Load Windows Explorer.
- Browse to your CD / DVD Drive.



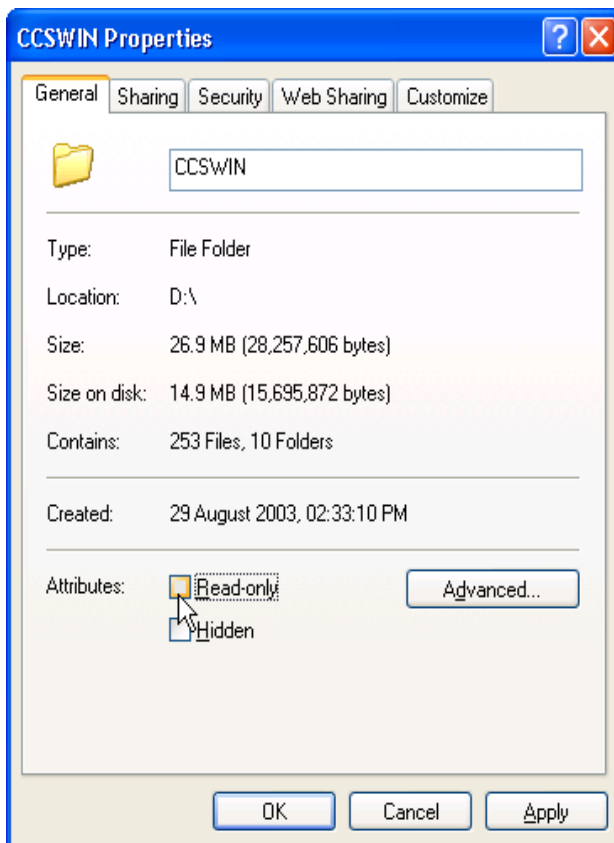
- Select the folder by single clicking on it with your mouse.
- Press CTRL + C on your keyboard to copy it into memory
- In Windows Explorer, browse for the drive in which you want to recover CCS (This would be Drive C on most computers).



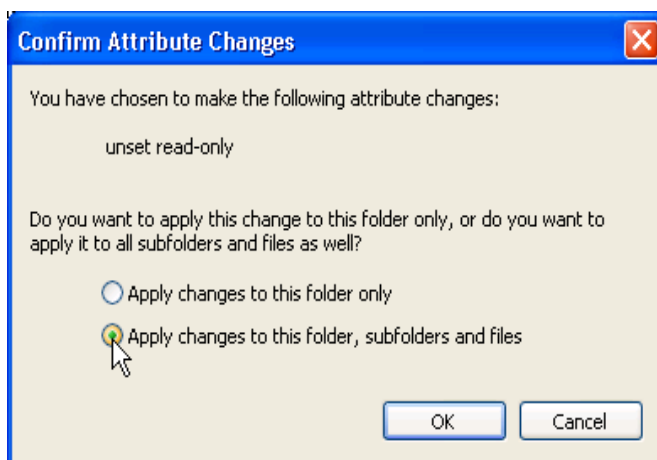
- Press CTRL + V on your keyboard. This will copy the data from the CD onto your computer.
- Once the data has finished copying, click on the folder with the Right Mouse button.
- Click on Properties.



- Unselect the Read Only check box.



- Click on OK.
- Windows will display a message regarding attribute changes.



Select the option to apply the changes to this folder, subfolders and files.

- Click on OK.
- Windows will remove the Read Only attribute from the CCS Data folders.
- Now install the CCS System into the same folder as your CCS data. During the CCS installation process ensure that CCS installs a new shortcut when prompted.

Run the CCS System to make sure that all of the jobs and data was correctly copied.