

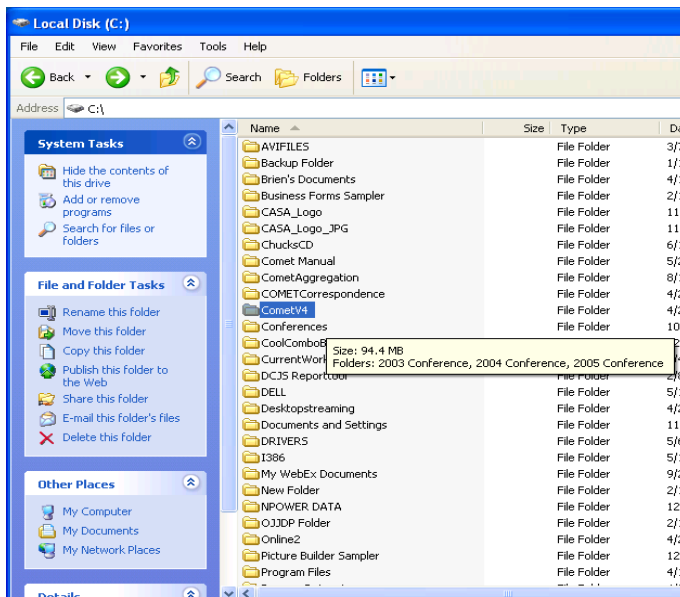
Copy/Backup COMET DATA



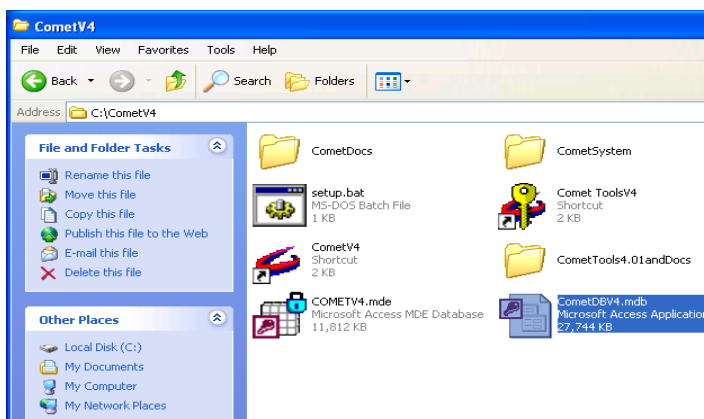
1. Before beginning the backup of Comet Data, open *CometV4* and view the Database File path at the bottom of the COMET Main Menu.

This will determine where your **(CometDBV4.mdb)** data file is stored. This file contains your case management data stored in COMET. If the path is **C:\CometV4\CometDBV4.mdb**, or your data file is stored in the CometV4 folder on the C: drive.

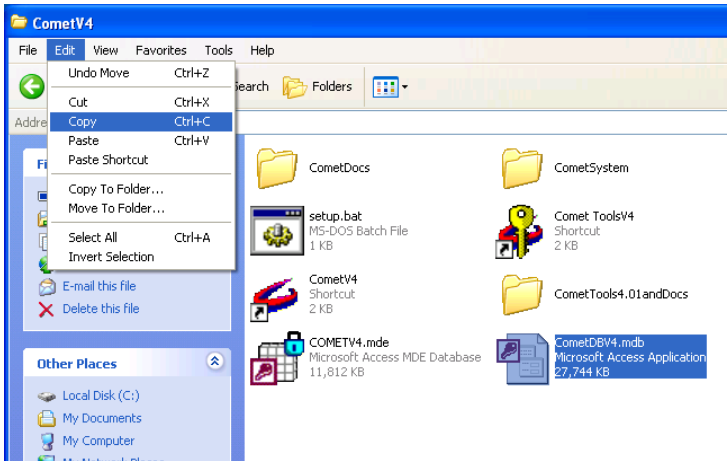
Close COMET and click on **my computer** icon or "explore" to see a windows directory of your files



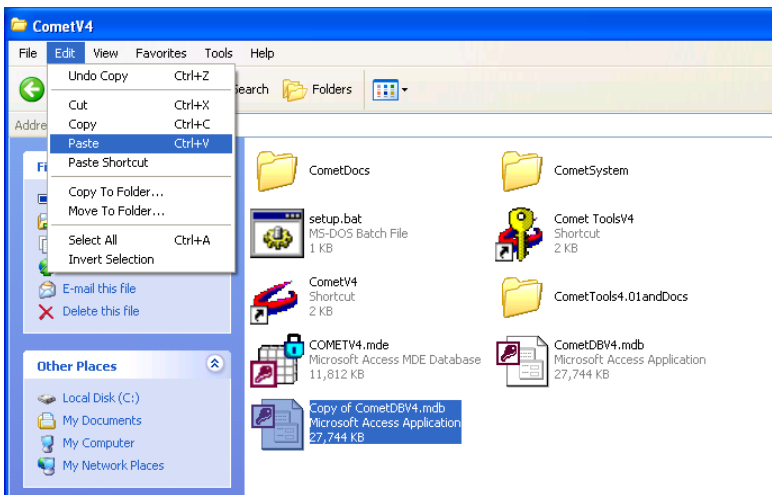
2. On the left side of the Exploring window, find the CometV4 folder (or the folder that is holding your **CometDBV4.mdb** data file) where the data file is stored. You may have to drag the center scroll bar to scroll up to the top of the directory of folders to see your CometV4 folder.



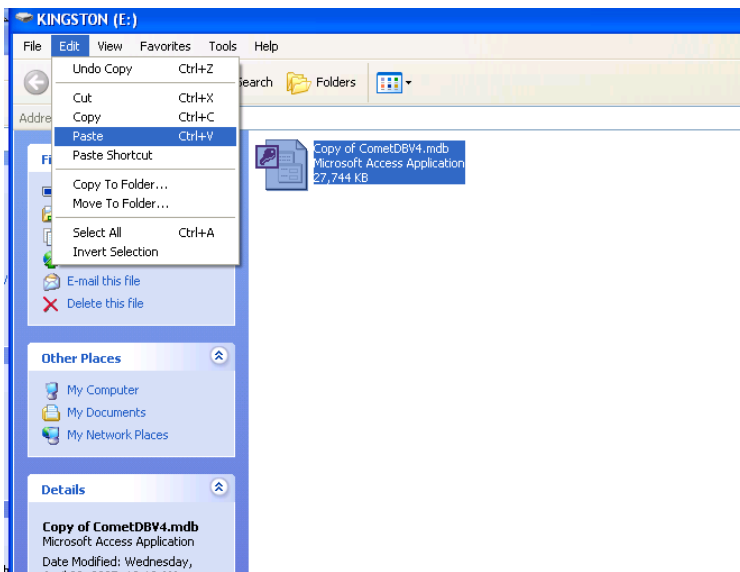
3. Double click on folder to Open the CometV4 folder (or the folder that is holding your **CometDBV4.mdb** data file) in your computer drive



4. Highlight the **CometDBV4.mdb** file and Select **Edit/Copy** from the top menu. The **CometDBV4.mdb** data file maybe too large to copy it directly to a floppy disk in the A:\drive. You can use either a CD burner (fairly standard on most new computers) or a Zip drive. You would need to follow instructions on copying files supplied with the burner or zip drive.



5. Select **Edit/Paste** from the top menu. You should see copy of your COMET Data. (**Copy of CometDBV4.mdb** file) |



6 .Go to the drive to which you want to keep the backup.

Paste the copied file(s) to the back up directory.

From the menu, choose Edit/Paste. Label the zip disk or floppy disk with the date of the backup.

It is a good idea to rotate back up disks so that you have at least two copies of the **CometDBV4.mdb** data file.