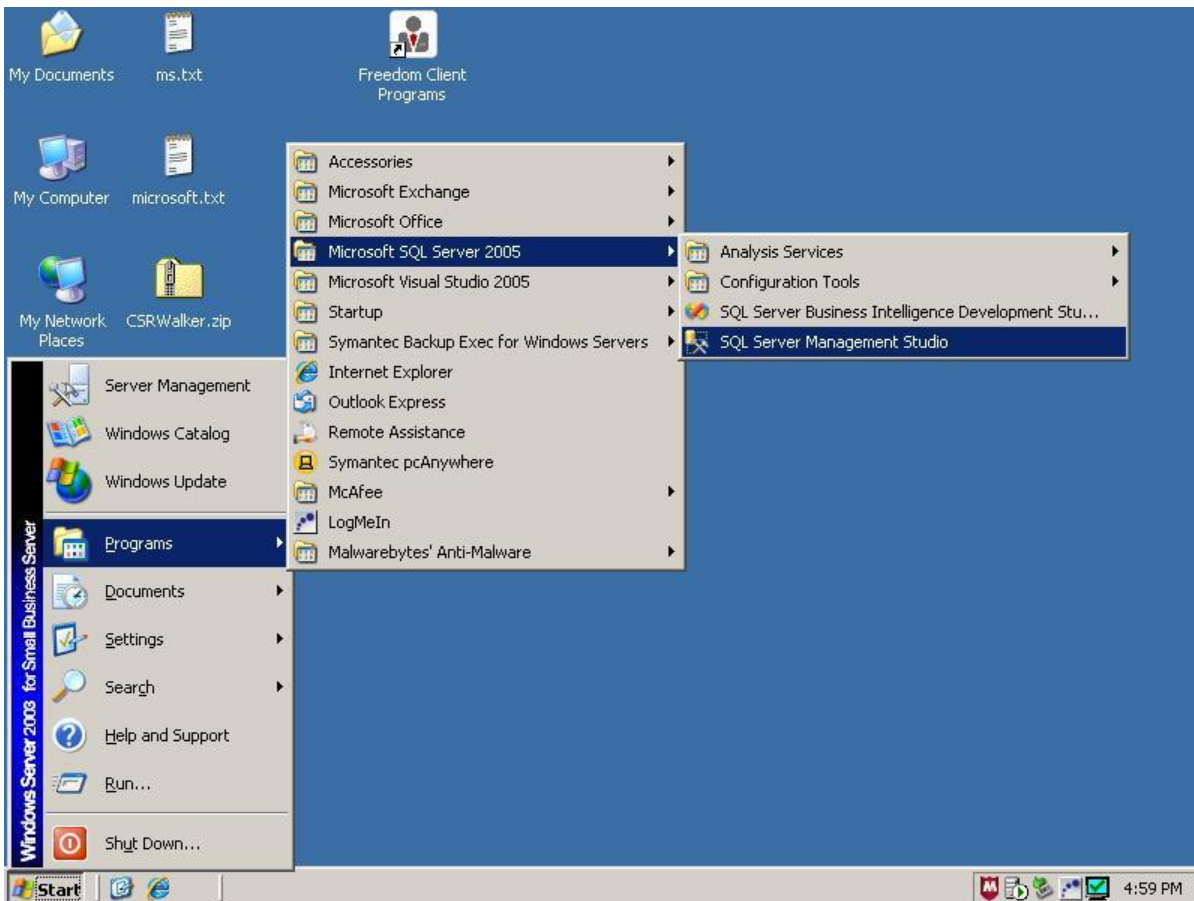


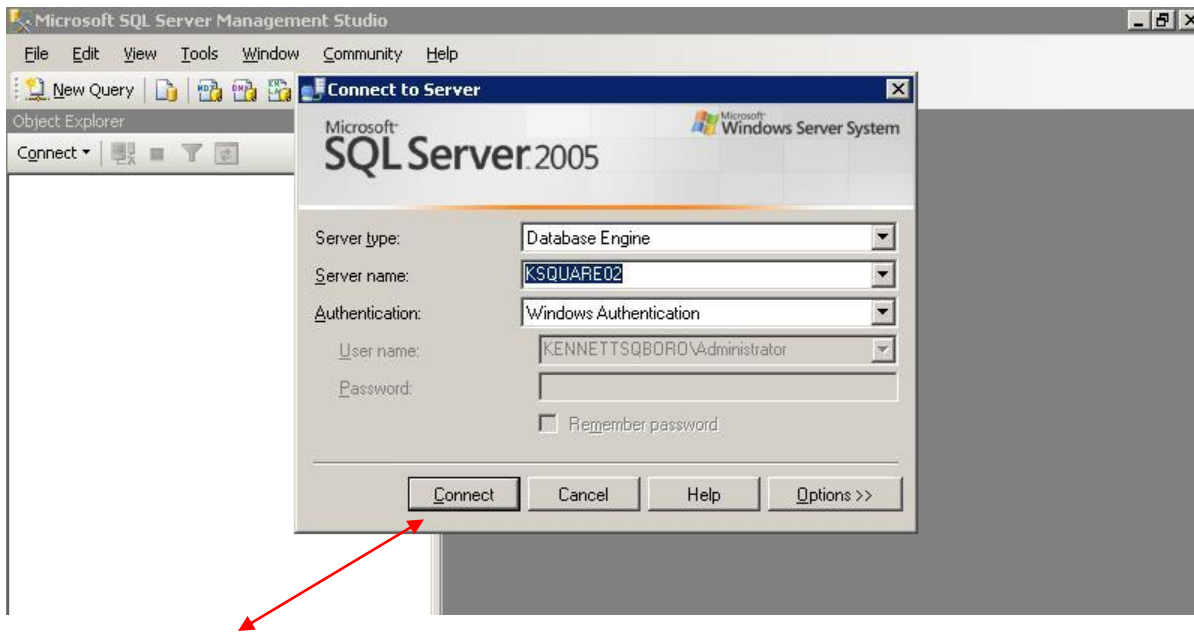
## How to Make a Backup of Freedom Data Base

You will need to follow these steps on your server or, if you do not have a server, the machine that is considered the Master Workstation.

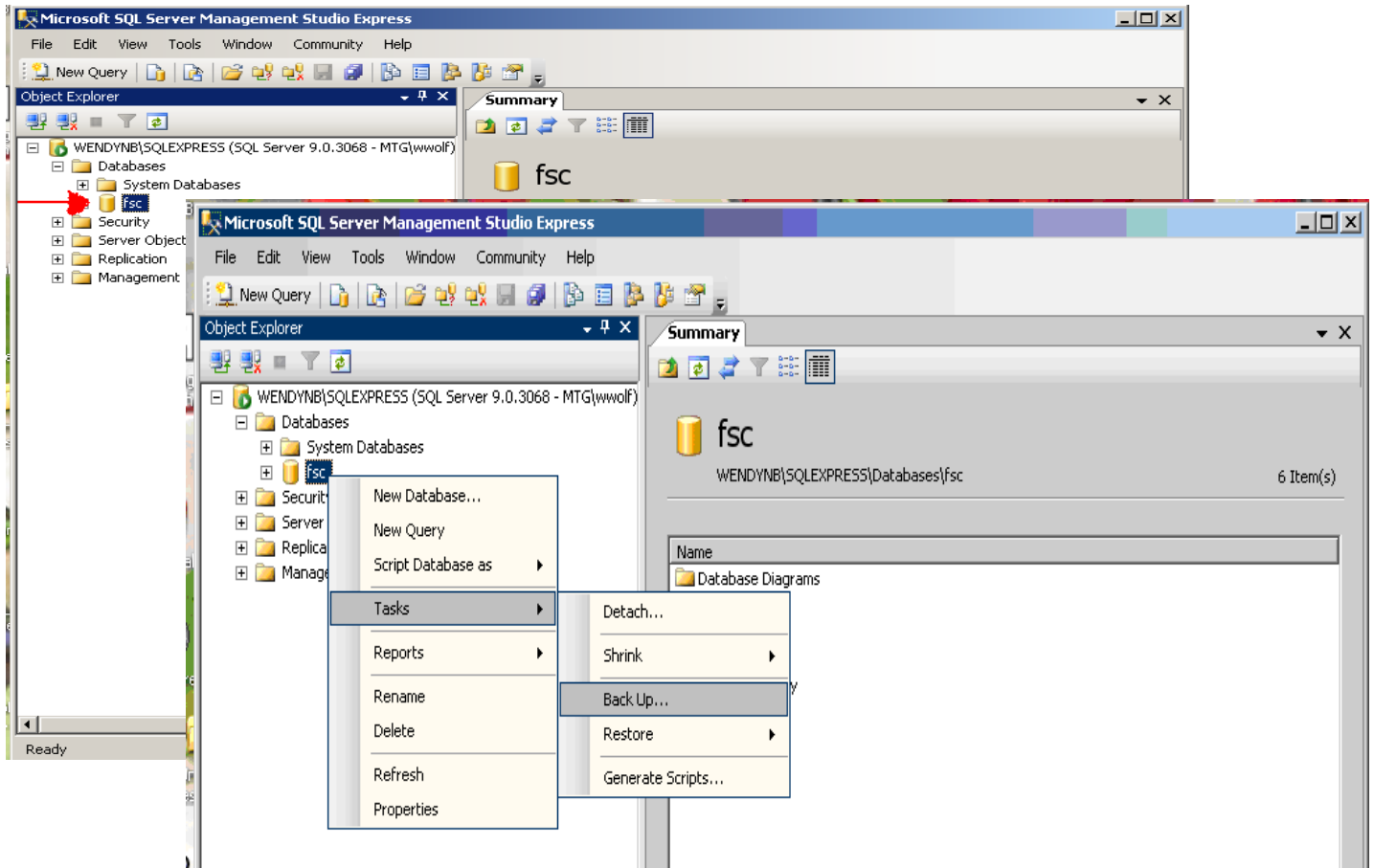
- 1) Click **Start**, go to Programs, go to Microsoft SQL Server 2005, and Double click on SQL Server Management Studio.



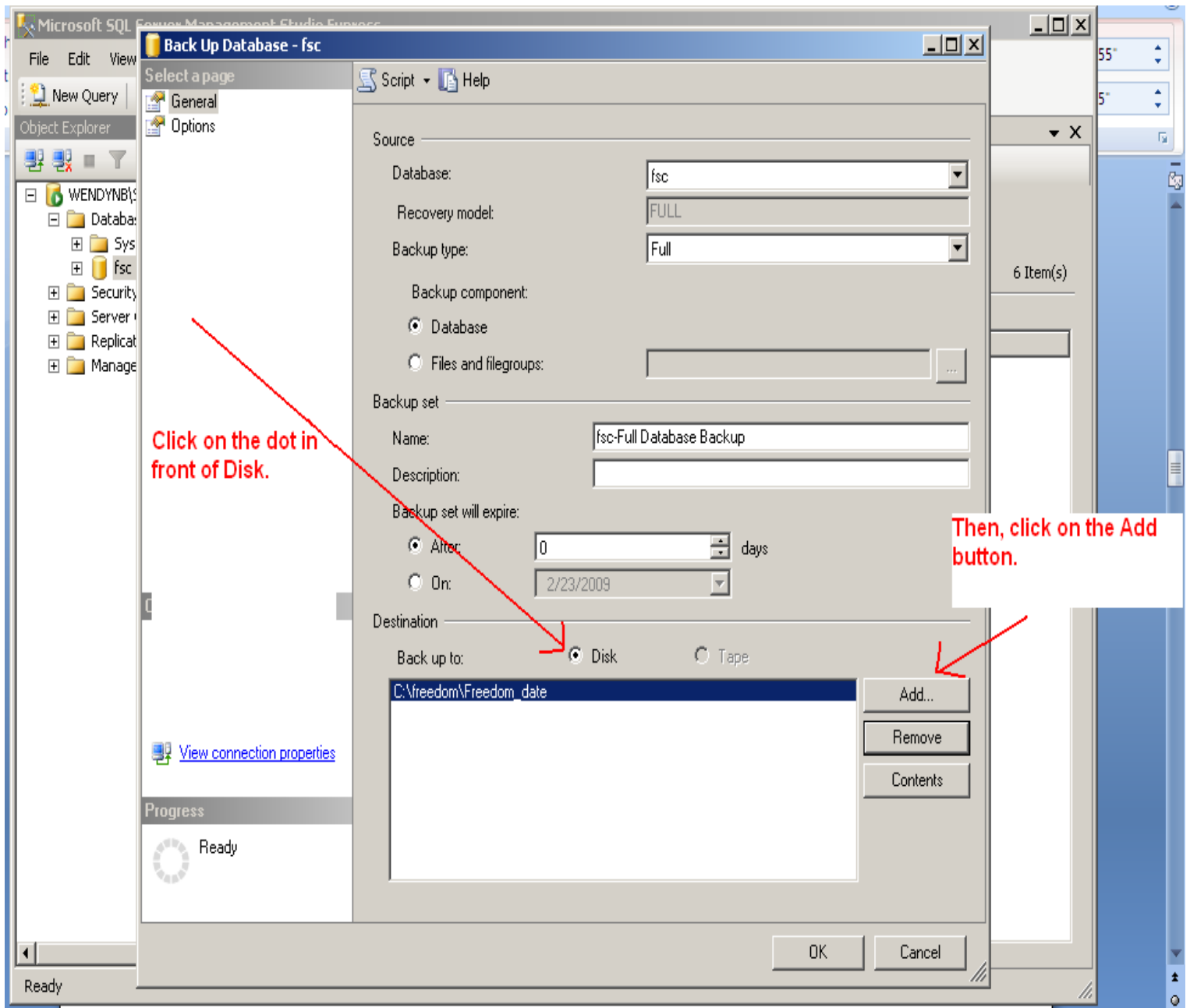
2. When the Connect to Server box comes up click **Connect**.



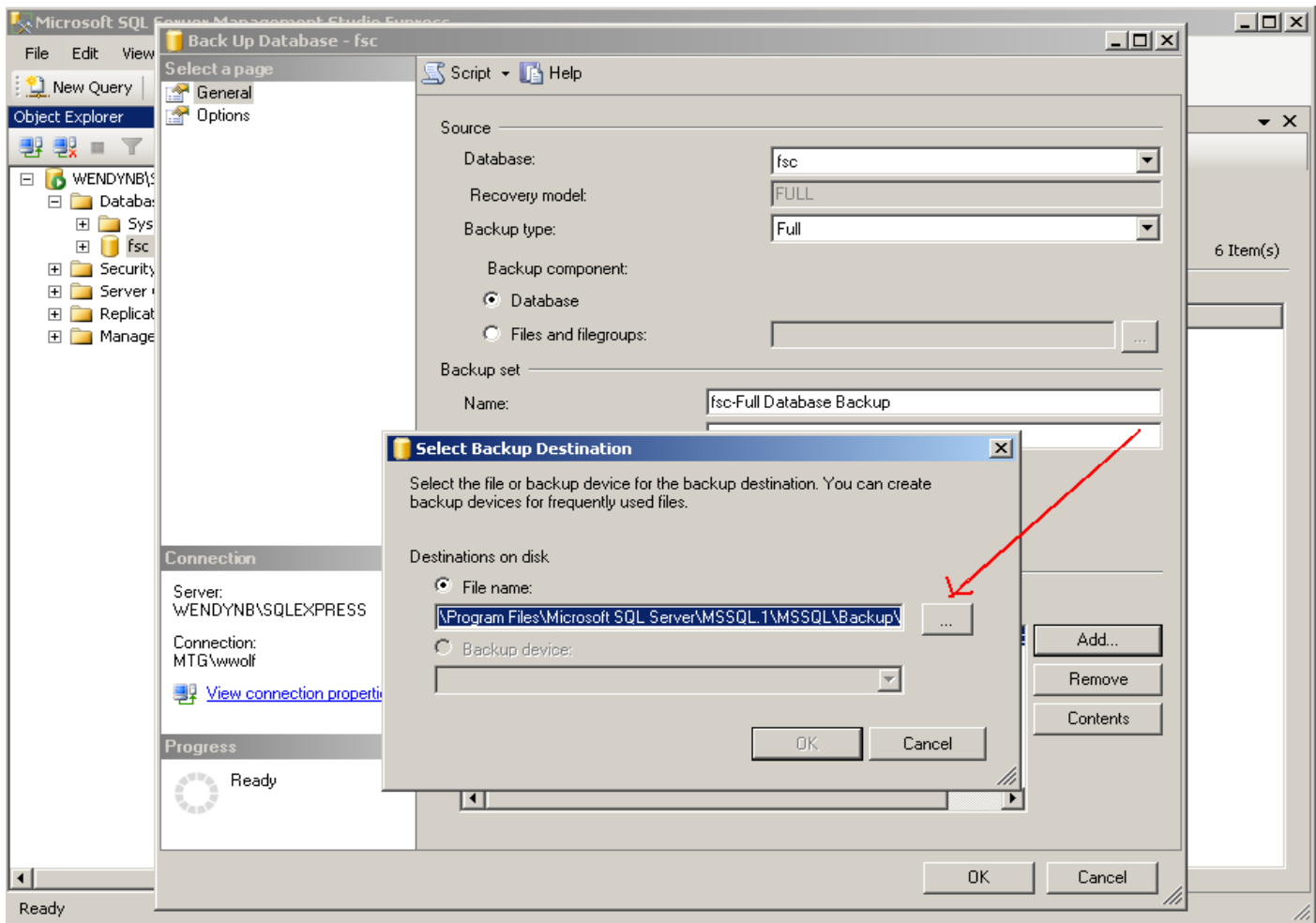
3) Click on the + in front of **Databases**. Right click on **fsc**, Roll the mouse down to **Tasks** and across to **Back Up**, click on it.



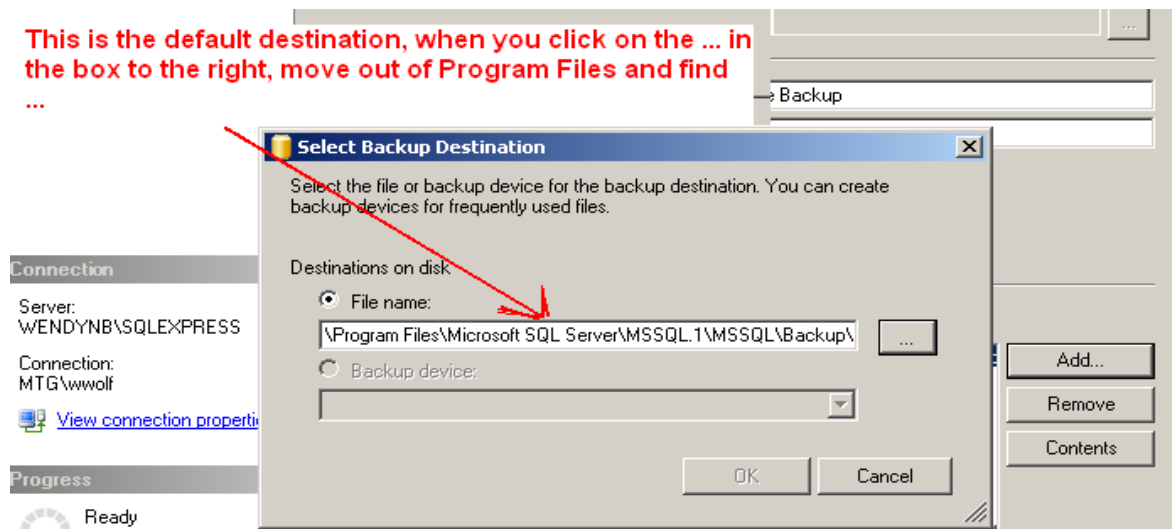
4) Click on the Disk button. Then click **Add**.



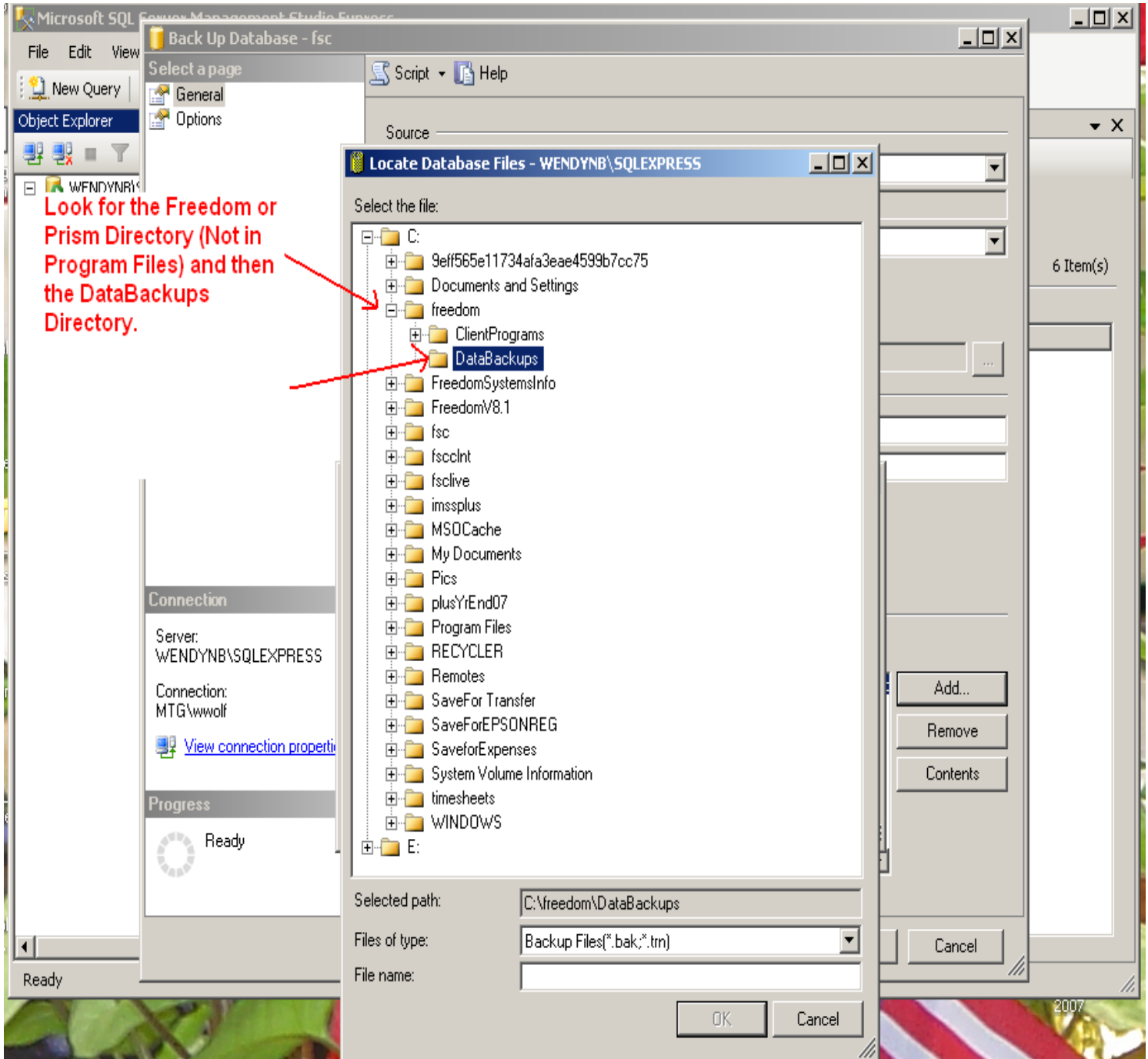
5) This will bring up the Select Backup Destination window. Click the ... button.



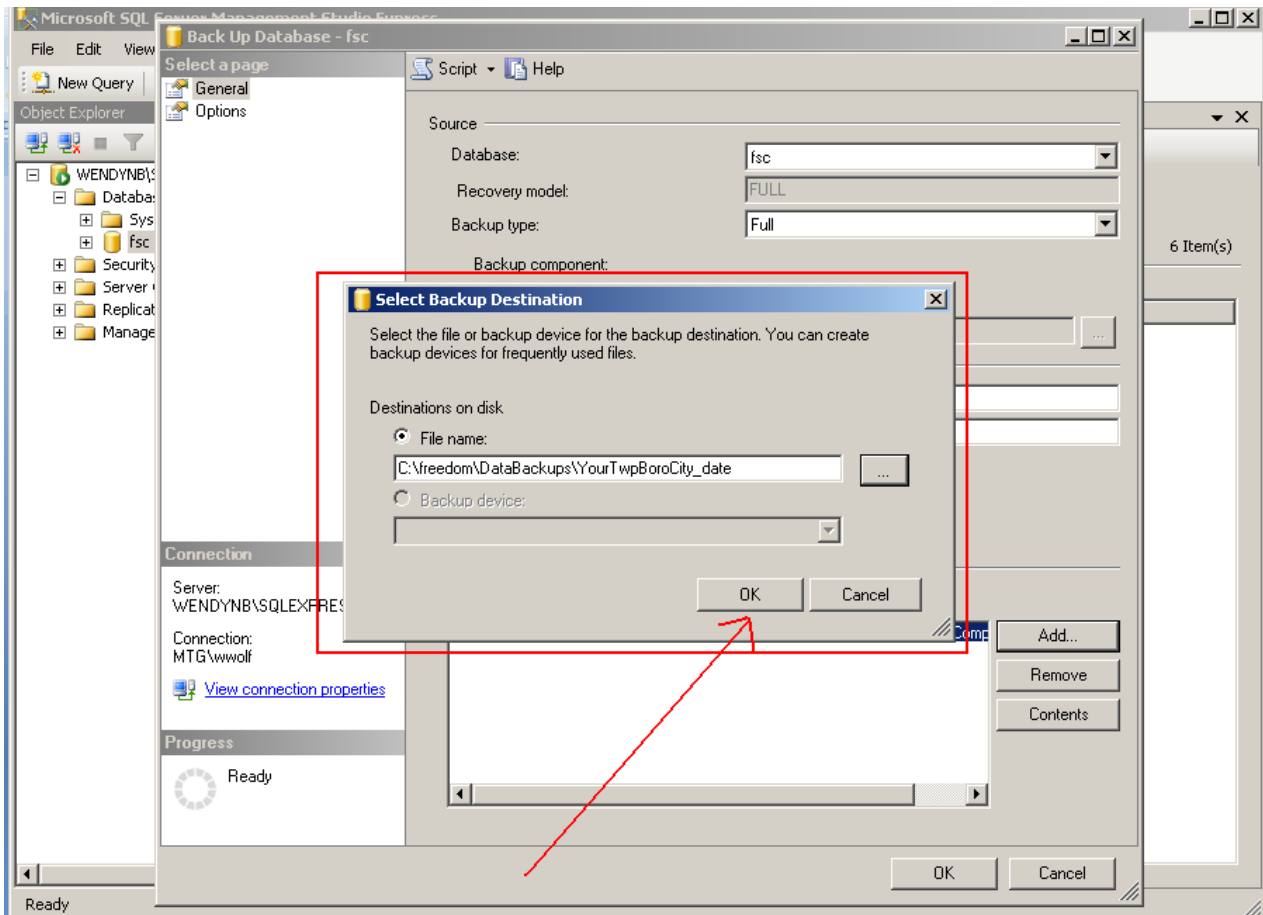
6) This will bring up the Locate Database Files window, see full screen above, but look at the File name in the **Destination on disk**, it goes to a default directory that should be changed.



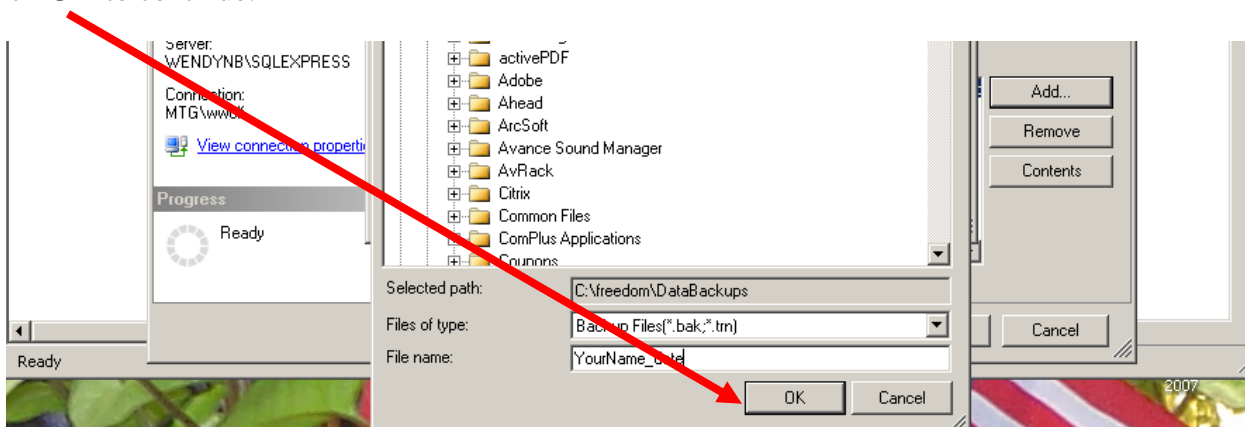
7) Your backup will default to the Program Files\Microsoft SQL Server\MSSQL\Backup and when you click on the ... dots you will need to browse to the drive where your software is installed. This is usually the C: or the D: drive. You will need to click on the + in front of the Prism folder or Freedom folder. Then double click on the **Data Backups** Folder.



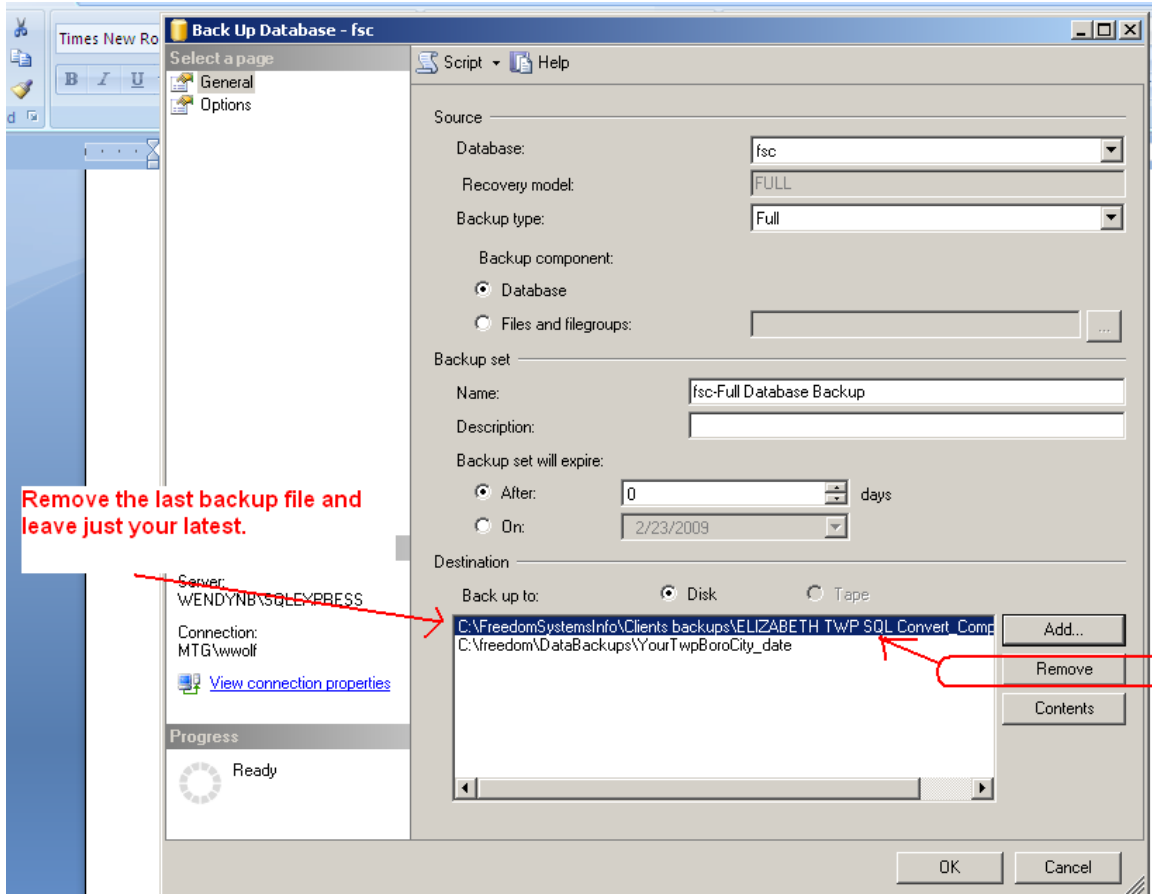
Fill in the File Name box with a name for this backup. Name the file something pertaining to your city, township or borough and the date, i.e. MyCityTwpBoro\_date. Click **Ok**



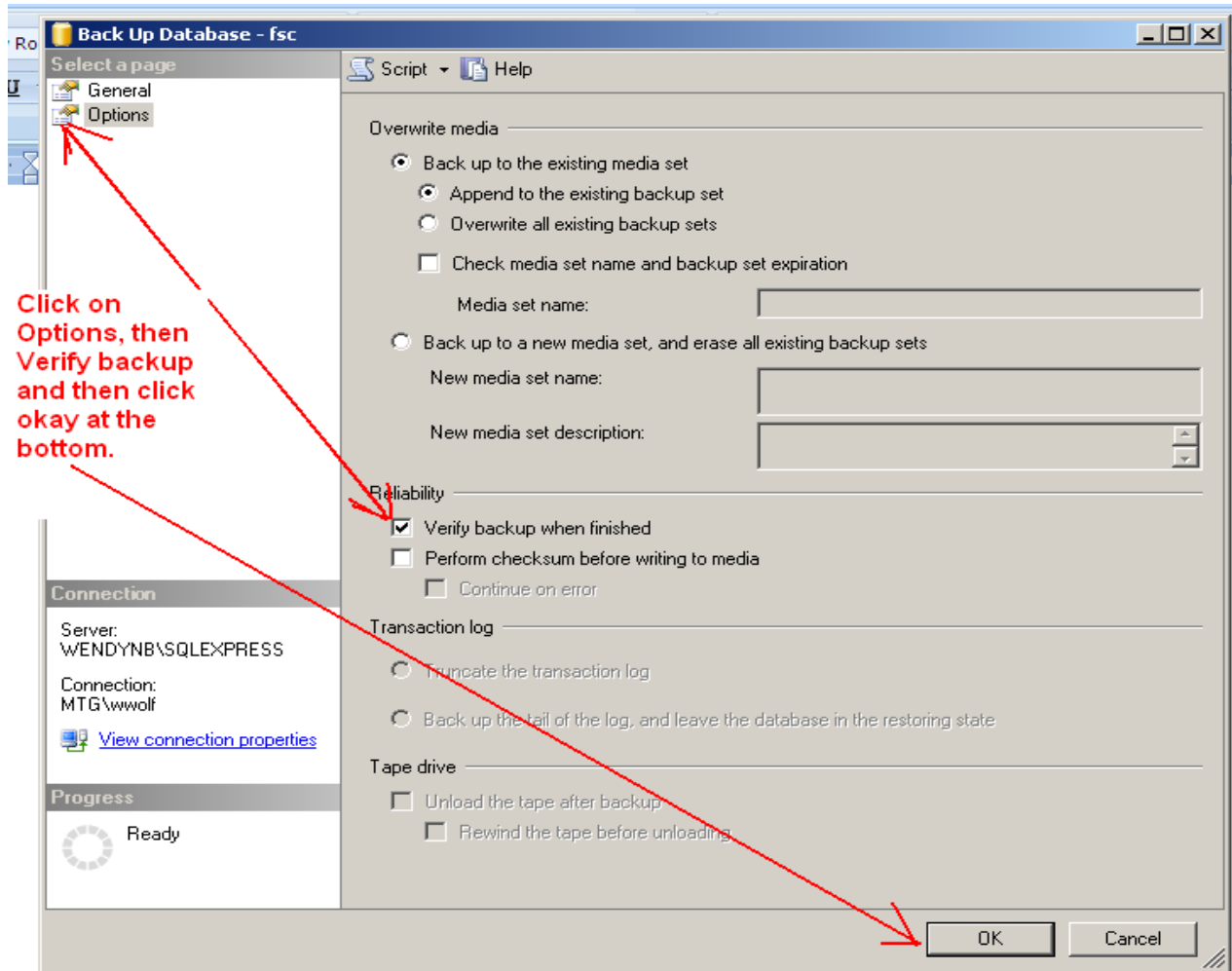
7) It will return you to the Select Backup Destination screen. It should show you the file location and file name. Click **OK** to continue.



Remove the previous backup.



8) Click on Options on the top left of the screens to change the options, since this is a new backup it is not necessary to overwrite, but click Verify backup when finished and then the okay button towards the bottom of your backup screen.



9) You will get a Progress bar in the lower left. When it is finished you will get a completed successfully message. Click **OK** then Click on the **X** to close out the Studio Express Manager.

