



## **NOBLE HOUSE BACK UP POLICY**

**Hello Noble House Customer! This document is designed to express the importance of backing up your Noble House data and to discuss some methods of how to backup your data. Due to the nature of computers (Hardware, Software, and Windows) it is the customer's responsibility to make sure you have a reliable backup of your Noble House data.**

- **There are many different ways to backup your data. Some of these methods include Burning to a CD, putting it on to a Zip disk, Tape Backup, or another Hard Drive (removable or on the network).**
- **Choosing the most viable method of backup depends on the Hardware in your office as well as the size of your data.**
- **Confirming that your backup is reliable and completing successfully is equally as important as the backing up process.**

## **METHODS OF BACKING UP**

### **Burning to a CD-RW or CD-R**



- **If your computer has Windows XP Professional or Windows XP Home it has the benefit of a built in CD Burning feature inherent to the Operating System. This is a very easy way to backup your data.**
- **You simply navigate to the location of your data on the server. This is done from the server by opening up My Computer, and locating the working PRG folder, (default is C:\prg\nd60) and then right click on the 'ND60' folder and select 'Send To', within the Send To menu you will see the drive letter of your CDRW Drive or DVD-RW Drive.**
- **If this is done from a workstation instead of your 'Noble House Server' than you will still navigate through My Computer and select the Mapped Drive (usually N:) instead of the local Hard Drive.**
- **After it has been 'sent' to the 'holding tank' of files ready to be physically written to the CD, you should see a pop up balloon on the bottom right of your monitor saying 'You have files waiting to be written to CD'. If you click on this it will then have the 'Write these files to CD' option on your left or you may have to click on 'File' and then pick this option.**
- **When this is done you have created your backup!**
- **There are many other 3<sup>rd</sup> party CD Burning software titles that you may be more comfortable with using. Some of these include Roxio EZ CD Creator, Nero, Iomega Hot**

**Burn.** You may use these products as well, as long as you make sure that you are copying the entire contents of the PRG\ND60 folder.

## **Backing Up Over Your Network or to a Secondary Hard Drive Within Your Computer**



- Whether you have a network that is a 'Workgroup' or a true 'Client / Server Network', you will always have one computer with your Noble House related data on it and others available as a backup storage area.
- You can very simply navigate through 'My Network Places' or 'Network Neighborhood' (depending on which Operating System you have) and copy the entire contents of the ND60 folder to a folder name of your choice (i.e. Noble\_Backup, ND60\_Backup) from the Server to any other computer's Hard Drive on your network.
- You can achieve this by simply using the Windows 'Copy' and 'Paste' feature.
- The process for copying your Noble data is virtually the same if you wish to send it to a secondary Hard Drive within the same computer. Simply navigate to the ND60 folder and copy that folder to a 'Backup' folder listed within the secondary hard drive. \*This can only be done if you have more than one physical Hard Drive within the same computer.

## **Backing up to a Zip Disk / Super Floppy or LS120 Drive**



- If you elect to put your Noble files on a Zip Disk, The process is identical to copying a file to a floppy. But If the file size of your Noble Data files is above the capacity of your Zip Disk then you may have to use our NDBACK.bat utility. Our customized backup utility is ONLY capable of backing up to a Zip Disk. It will compress (or zip up) the files to make them fit. If you have a Zip Drive and wish to use this feature , please call technical support for one of the Technicians to make sure the backup is setup correctly and you have an icon for it.

C:\Documents and Settings\RichardM\Local Settings\Temporary Internet  
Files\OLKEE\NOBLE HOUSE BACK UP POLICY.doc