

Synergistic Office Solutions, Inc.

Topic: Backing up SOS Data to a Zip Drive
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Zip drives offer a convenient method of backing up moderate amounts of data. The following procedure creates a desktop icon that makes this process as easy as possible. We assume that you are using a default installation, with SOS data located in the DATA folder within the SOS folder on the C drive, that is, C:\SOS\DATA. If your data is saved in a non-standard location, substitute that location for C:\SOS\DATA in the following steps. We also assume that your zip drive is referenced as drive E. If your zip is a different drive letter, make the appropriate substitutions.

1. From your Windows desktop, select **Start > Run**.
2. Type **NOTEPAD.EXE** and press <Enter>.
3. Type the following lines in the edit window:

```
@ECHO OFF
ECHO EXIT ALL SOS PROGRAMS,
ECHO INSERT ZIP CARTRIDGE FOR BACKUP AND PRESS ENTER OR PRESS CTRL-C TO QUIT....
PAUSE
XCOPY C:\SOS\DATA\*.* E:\ /S/E/V
PAUSE
```

4. Click **File > Save As** in the menu at the top of the Notepad window.
5. Erase or type over "untitled" with **C:\SOS\BAKUPSOS.BAT** (Windows 98 and ME) or **C:\SOS\BAKUPSOS.CMD** (Windows 2000, XP, 2003) and click **Save**.
6. Click **File > Exit**.
7. Right-click on any open area of your main Windows desktop (not on top of another icon!). A menu should appear.
8. Select **New** on this menu, then select **Shortcut**.
9. For "Command line:" type **C:\SOS\BAKUPSOS.BAT** (Windows 98 and ME) or **C:\SOS\BAKUPSOS.CMD** (Windows 2000, XP, 2003) and click **Next**.
10. For "Select a name for the shortcut:" type **BACKUP SOS** and click **Next**.
11. Select any icon you like from those displayed and click **Finish**.
12. Find the new icon on your desktop, place the mouse pointer on it and right-click.
13. Select **Properties** on the pop-up menu.
14. Select the **Program** tab on the Properties form.
15. Check the "Close on exit" box at the bottom of this window.
16. Click **OK**.

That should do it. Remember to exit completely out of OMWin and any other SOS products, then execute your new icon. The 12 files in the \SOS\DATA folder should be copied to your zip cartidge. Make sure you check the results in the window on your screen at the end of the copy to be sure that you see "12 files copied" and no error messages!

This information is provided as a convenience to SOS customers. If implemented correctly this procedure will result in a copy of the correct information on a zip cartidge.

UNDER NO CIRCUMSTANCES WILL SOS BE RESPONSIBLE FOR DATA LOSS AS A RESULT OF THIS PROCEDURE! IF YOU HAVE ANY DOUBTS ABOUT WHETHER IT IS WORKING CORRECTLY, YOU SHOULD REVIEW THE RESULTS WITH A COMPETENT COMPUTER PROFESSIONAL IN YOUR AREA.