Backup FastEMC

WHERE IS YOUR FASTEMC INSTALLED

Check the properties of the shortcut icon on your computer desktop that runs FastEMC.

- Highlight that shortcut
- right click
- select properties.

On this screen you would look at "Start In" and you can see that it lists something like the the following example. Your installation may be different.

D:\HTest\hcfa7a7\md

That would be the path of the folders where the FastEMC software is installed on your computer. Write what you see there on the line below:

My installation is in this path: _____

Note the first letter of this path. That is the letter of the hard drive that holds your FastEMC files. In this example that is drive "D"

My installation is on drive: _____

Note the name of the last folder in the path. That is the what follows the last slash and is the name of the folder that holds your FastEMC files.. In this example that is "md"

My installation is in folder: _____

MAKE THE BACKUP

A good way to backup is to copy all of your FastEMC files to a USB thumb drive or to another drive on your computer if you have more than one drive. These instructions assume you are using a USB thumb drive but the process would be the same to backup to another hard drive.

1. Connect a formated USB thumb drive to one of the USB ports on your PC.

2. Click on the Windows Start Button

3. Select "Computer." The names of your drives will be displayed. Identify your thumb drive. It will be listed something like USB20XYX (E:)

4. Double click the name of your thumb drive displayed above to open it.

5. Click on the top bar of your thumb drive window and drag that window to one side but still clearly visible on your screen.

6. With the thumb drive window still open - Again click the Windows Start button and select "Computer" a second time.

7. This time double click the name of the hard drive that has your FastEMC files on it. That drive will have the letter you previously identified. In our example that is drive D:

8. Navigate the folders on that drive through the folder names in the path identified above until you see the folder where your FastEMC files are located (this was md in our example). Do not open that folder.

9. Drag that folder over to your thumb drive window. You will see a little popup windows that shows the progress of the backup. This process will take a couple of minutes or longer depending on the number of your files.

10. When the files have finished copying. Right click your thumb drive name and select eject.