

Backing up the CASST Data

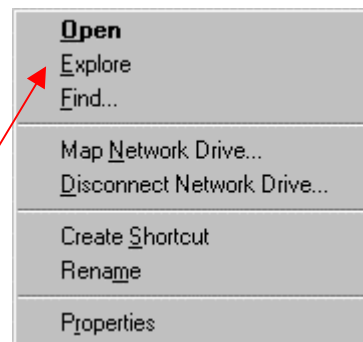
The data that is entered into CASST, Version 2.1, is all stored in one file.

This file is located in the "Data" sub-directory below the actual directory where the program was installed. For example, the default installation directory for CASST, Version 2.0, is "CASST2". This directory is directly below the Root Directory or C:\.

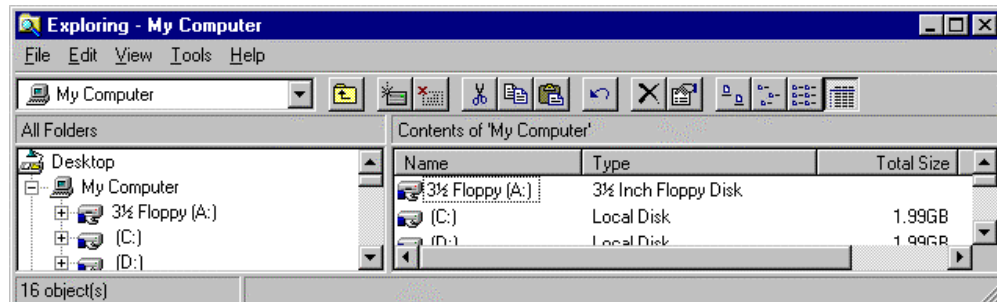
NOTE: If the program was installed to the default installation directory, then the "Data" directory will be a sub-directory in this directory. If the program was installed anywhere other than the default directory, the "Data" directory would be a sub-directory below the directory where the program was installed. If the user does not know what directory the program was installed in, then the Windows "Find" feature may have to be used to locate the file that we want to backup. (See "Using the "Find" feature to locate the CASST data file" later in this document)

To actually backup the data file, we will need to open the Windows Explorer.

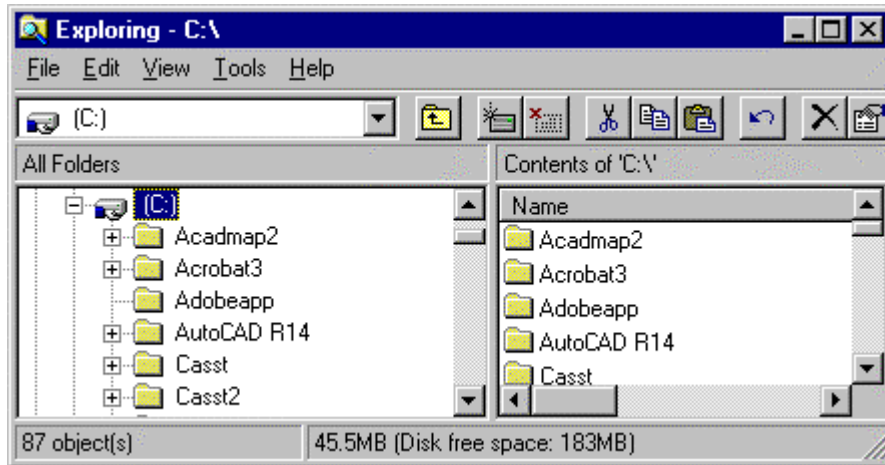
To open the Windows Explorer, place the mouse cursor over the "My Computer" icon on the main desktop and click once with the Right mouse button. A small menu, as depicted below, will be displayed.



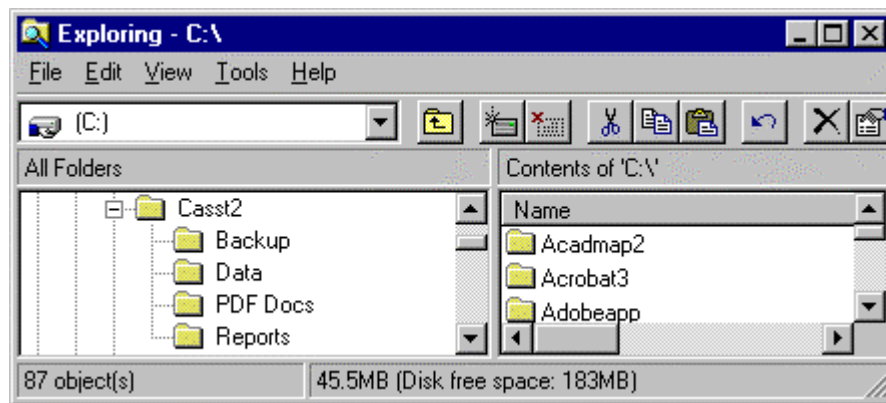
From this menu, select the "Explore" option. The Windows Explorer, shown below, will be displayed. (Not all of the items listed in this example will be in your listings)



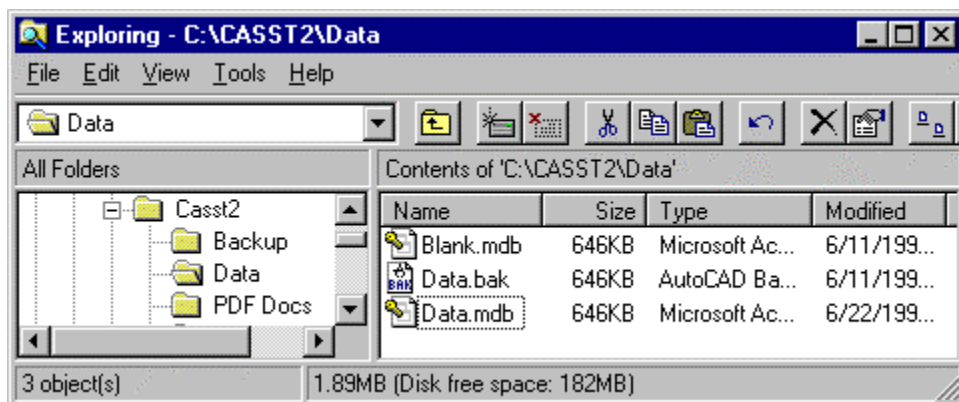
Locate the (C:) drive. There will be a plus sign (+) to the left of this drive letter. Click on the plus sign. The list of directories on this drive will then be displayed. (See graphic below.)



You will see a different list of folders in your Explorer that is show here. Locate the "Casst2" Directory below the "(C:)" drive. There will be a plus sign to the left of the "Casst2" Directory. Click on the plus sign to display the list of all sub-directories that are below this directory. (See graphic below.)

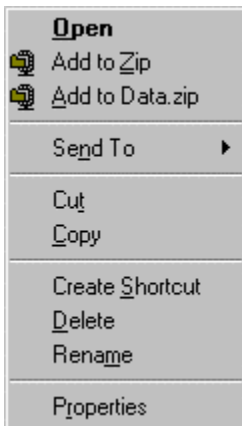


Once again, you will see a different list of folders in your Explorer that is show here. Locate the "Data" sub-directory and click on the word "Data". A list of the files that are contained in this folder will be displayed. (See graphic below.)



Please note that there is other information available about these files.

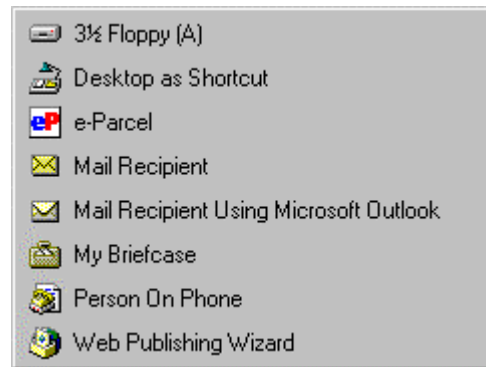
Locate the file named "Data.mdb". Do not be concerned if you do not see the ".mdb" extension, on the file name. Just locate the file name "Data" without any extension. Windows defaults to not display certain file name extensions. Please note the size of this file. (The size column is located just to the right of the file name column.) If this file size is greater than 1,440 then other action will be required to backup this file. When you have located this file name, place the mouse cursor over this file name and click with the Right mouse button to display the menu depicted below.



You may not have some of the options shown here in this menu. However, you will have the ones necessary for what we are doing.

Move your mouse cursor over the "Send To" option and pause. Another menu will be displayed as shown below.

From this menu, select the 3 1/2 floppy (A) option.



This will cause the "Data.mdb" file to be copied to the 3 1/2 Floppy disk.

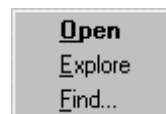
We strongly suggest that you should deep a second backup copy of you data files in a location away from your normal work location.

When the copy process is complete you can close all Windows including the Explorer and remove the 3 1/2 floppy disk from the floppy drive and put it some where for safe keeping.

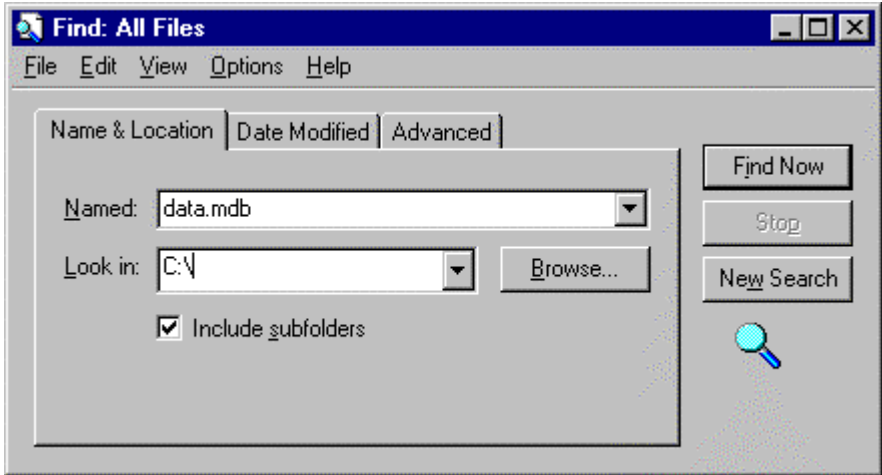
Using the "Find" feature to locate the CASST data file

When you do not know just where the "Data.mdb" file is located, Follow these instructions to locate it using the Windows "Find" feature.

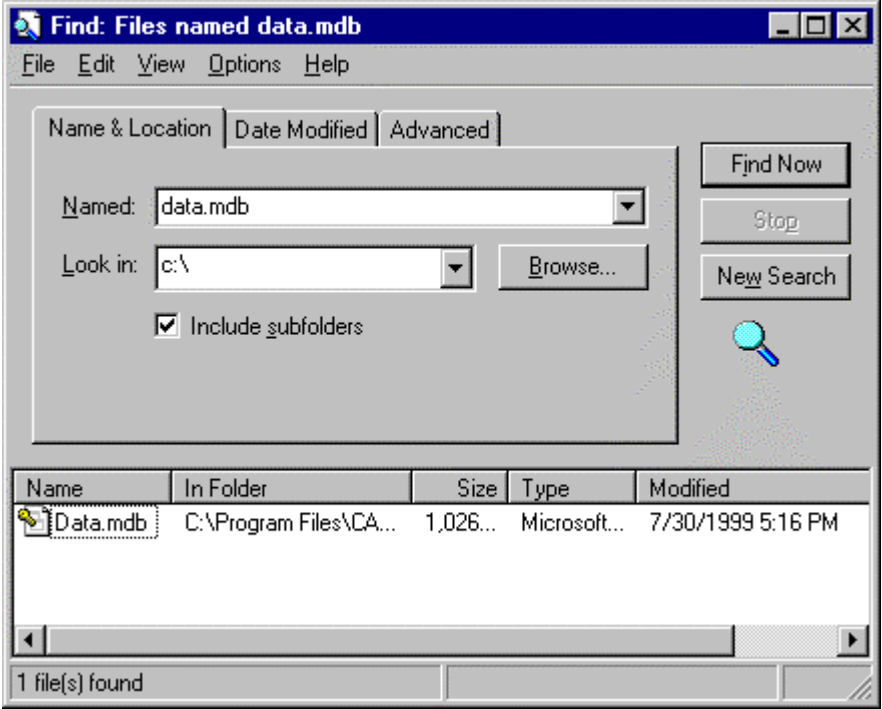
Place the mouse cursor over the "Start" button and click the Right mouse button to display the menu depicted here.



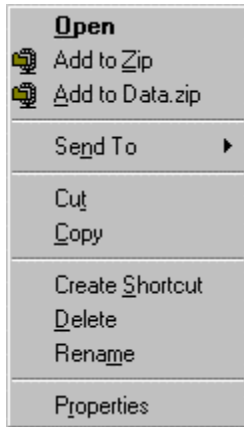
From this menu select the "Find..." option to display the "Find" dialog box as displayed below.



In the "Named:" box, type in "data.mdb" as the name of the file that you want to find. In the "Look in:" box, type in "C:\" as where to look for the file and then click on the "Find Now" button. The following dialog box will be presented and if the file is located, it will be listed as shown below.

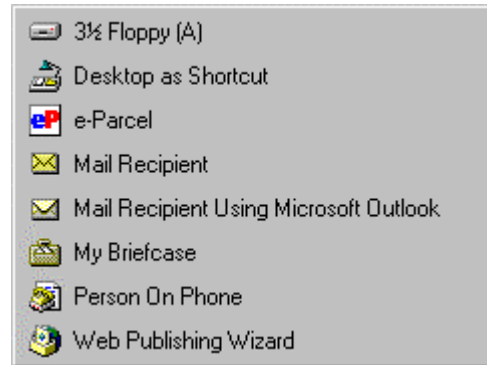


Now that the file has been located, place the mouse cursor over the file name and click with the Right mouse button to display the menu depicted below.



Move your mouse cursor over the "Send To" option and pause. Another menu will be displayed as shown below.

From this menu, select the 3 ½ floppy (A) option.



This will cause the "Data.mdb" file to be copied to the 3 ½ Floppy disk.

We strongly suggest that you should deep a second backup copy of you data files in a location away from your normal work location.

When the copy process is complete you can close all Windows including the Explorer and remove the 3 ½ floppy disk from the floppy drive and put it some where for safe keeping.

What To Do When the Data File Won't Fit on a Floppy Disk

We suggest using one of two methods for backing up you data file when it is to large to fit on a floppy disk.

The first and least expensive option is to install a software program called "WinZip". We have included a free demo version on the CASST installation CD. This demo software is located in the "Goodies" directory in the "Winzip 7.0" directory. When you have located the "winzip70.exe" file, simply double click it to install WinZip. This is a very simple and easy program to use. When you have installed this program you will be able to "Zip" up you data file before you back it up. This process will reduce the size of the file and it will still fit on the 3 ½ Floppy disk. This process can even be used with multiple disks when the file gets so large that even after "Zipping" it up is still will not fit on one floppy disk.

The second method for dealing with a data file that is to large for a floppy disk is to purchase a "Zip Drive" and a "Zip Disk" from you favorite computer store. This is a more expensive method but it can be used for other things as well and is very convenient.

The option is yours, and good luck.