

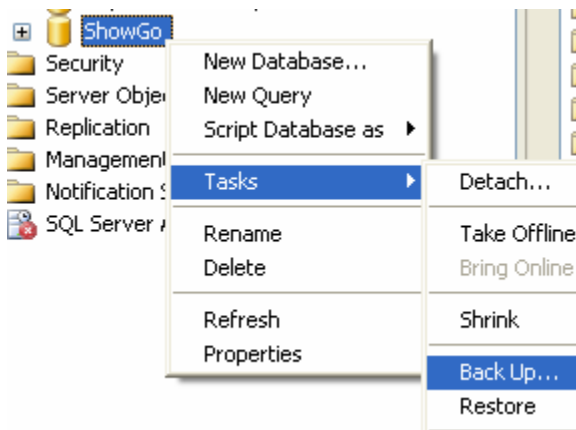
Backing up Your ShowGo Data


These instructions will show you how to back up your existing ShowGo data. After backing up the data, you may want to store it on a CD, a network drive, or if asked, email it to Seattle Software Corporation.

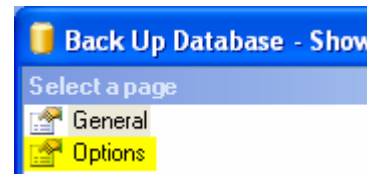


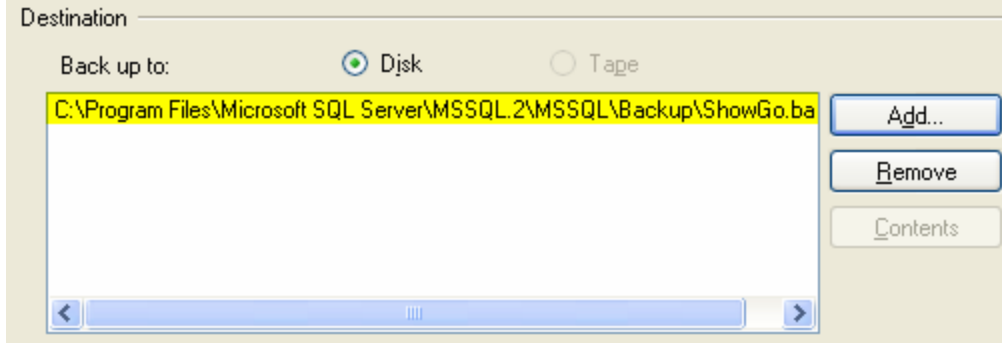
This is to be performed where the ShowGo data resides – your network, or your computer.

1. Have all users **close** the ShowGo software
2. Open **Microsoft SQL Server Management Studio Express**
3. Click **Connect**
4. Expand **Databases**
5. Right-click **ShowGo**
6. Select **Tasks > Back Up...**



7. Pay special attention to the **Back up to:** path (highlighted below). You will need to locate this path in the following steps.
 - a. If you want to change this path:
 - i. Click **Remove**
 - ii. Click **Add**
 - iii. Click the **ellipses button:** 
 - iv. **Browse** to where you want it saved
 - v. Enter **ShowGo.bak** in **File Name**
 - vi. Click **OK**, Click **OK** again
 - vii. Click **Options** in the top-left part of the form (*image to right*)
 - viii. Check **'Overwrite all existing backup sets'**
 - ix. Click **OK** to back up your data





**If you get an error stating that you may not have permissions on that drive, you may need to browse to: C:\Program Files\Microsoft SQL Server\MSSQL.2\MSSQL\Backup and back up the database there.

8. Close **SQL Server Management Studio Express**
9. Open **My Computer**
10. **Browse** to the **Back up to:** location in *Step #7*
11. Right-click on **ShowGo.bak**
12. **Zip** or **Compress** the file
 - a. Some computers use **Send To > Compressed**
 - b. Some computers use **Winzip > Add ShowGo.bak to zip**
13. **Email** the file to support@seattlesoftware.com
 - a. One way this may be done is by right-clicking on the file and selecting **Send To > Mail Recipient as Attachment**