

Backing Up Your DDMS Files in Microsoft® Windows 2000

What It Does

Your DDMS Windows 2000 Server features the Microsoft Windows Backup software as a part of its system tools. This is the tool that a period-end proc file accesses to automate a complete backup of your DDMS files.

However, you may wish to perform a manual backup. Windows Backup software gives you an array of choices that may be confusing when it comes to your DDMS files. For example:

- What drives, folders, and files should you select for your DDMS backup?
- What should be the backup destination?
- What should be the backup media or file name?
- Where do you start?

This article explains exactly what options to select in Windows Backup to ensure a complete backup of your DDMS system.

Note: These instructions are only for the Windows 2000 Backup software in the Accessories > System Tools menu.

How to Do It

Follow these steps to back up your DDMS files:

- 1 Choose a new backup tape (or one you can overwrite), and insert it into the server's tape drive.

Note: Make sure it will be acceptable to destroy and overwrite any data that exists on your tape.

- 2 Quit any programs that are running, including TBL Server. The system will not back up any file that is open. To close the TBL Server, follow these steps:
 - a Click the **TBL Server** icon in the lower taskbar
 - b In the TBL Server window, choose **File** and select **Exit**.
 - c At the Warning message, click **OK**.
- 3 Click **Start**, point to **Programs**, then **Accessories**, then **System Tools**, and select **Backup**.
- 4 If the Backup window appears with the message below, click **Yes**.

A media with an unrecognized format has been detected. This media contains information generated by some other program and cannot be used by Backup until it has been prepared. Do you want to prepare this media now?

Warning: Preparing this media will destroy all information currently recorded on it!

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- 5 Click the **Backup** tab.
- 6 Click on the plus (+) sign next to the hard drive icon labeled **D:**
- 7 Place a checkmark in the box next to the yellow folder labeled **DDMS**, as shown below.
- 8 In the Backup destination box, select the appropriate backup device (i.e. QIC, 4mm, or 4mm DDS).
- 9 For Backup media or file name, select **New Media**.
- 10 Click the **Start Backup** button.

11 In the Backup Job Information window, verify that **Replace the data on the media with this backup** is selected, as shown below.

12 Click the **Start Backup** button.

Depending on the size and speed of your system, the backup process may take several minutes. You may close the Backup window when it is complete.

To restore from a backup, please see FAQ File #92: "Restoring Backups Under Windows 2000" at www.ddms.com/Resources/Support/faq/windows/restore-win2k.pdf

