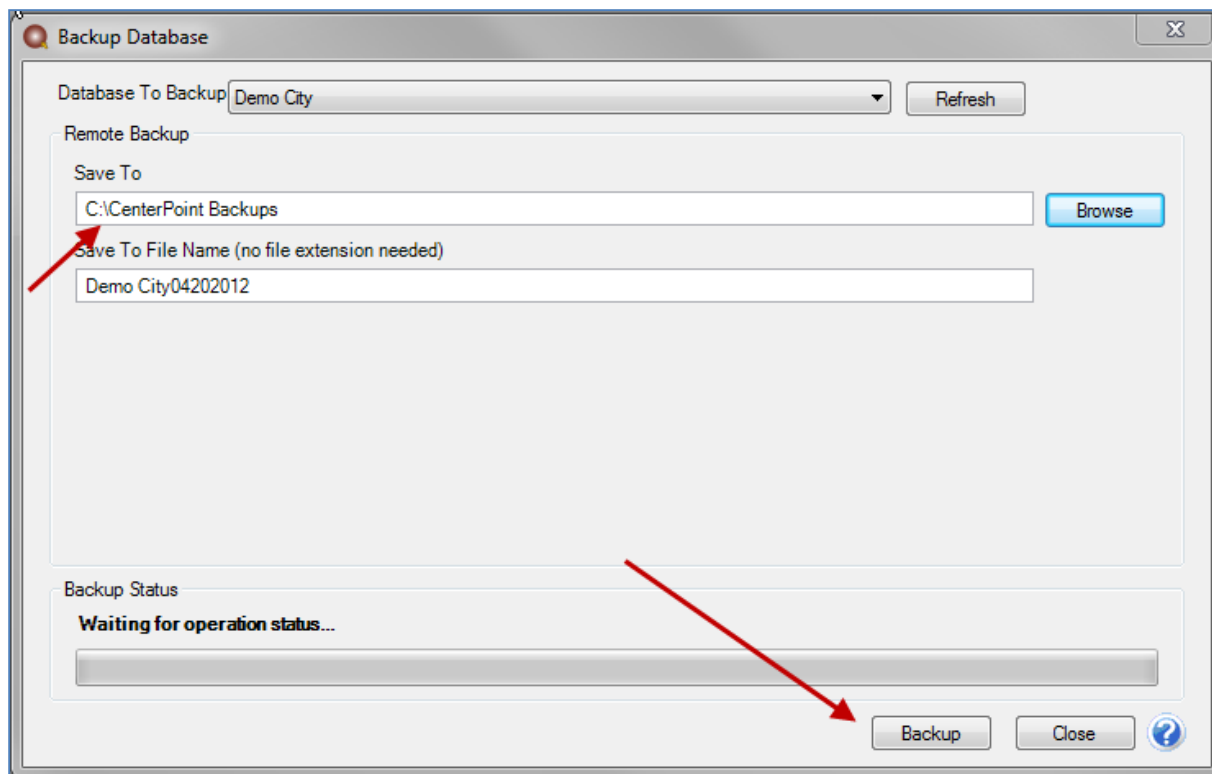


Center Point Procedure: How to Save a Backup to a CD or Flash

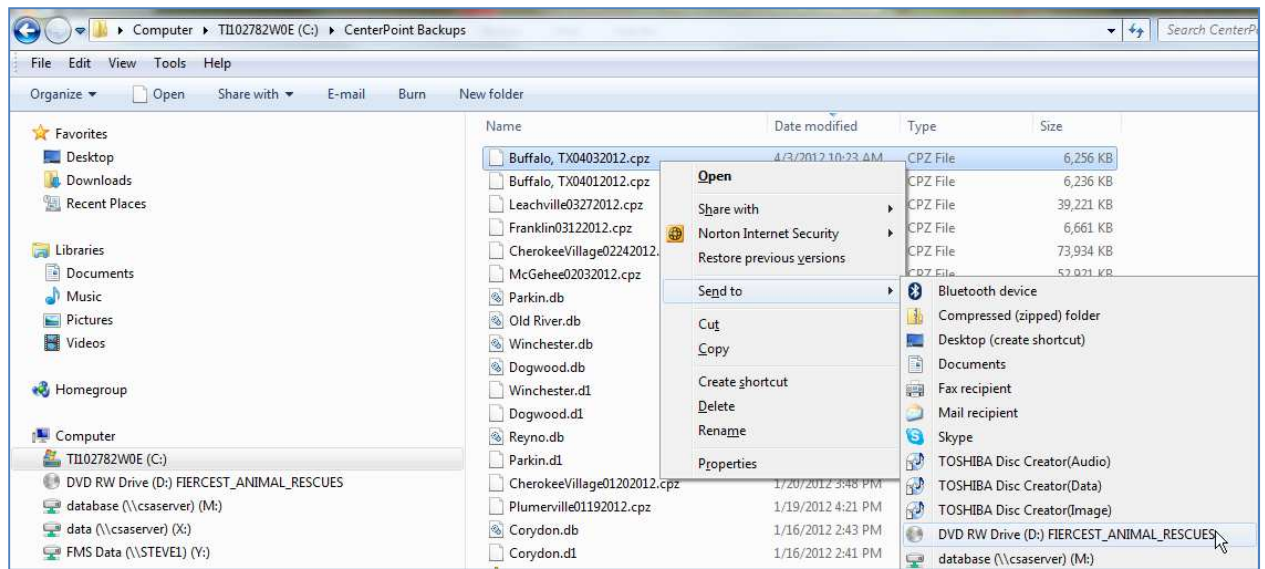
Running your Backup

1. When you close CenterPoint, you will be prompted to run a backup
2. Take note of the path, located in the “Save To” field. This is the location of your backup file.
3. Click the Backup button



Saving your Backup to a CD or Flash

1. Navigate to the location of your backup
2. Find the backup file you just ran (Look at date and time to verify)
3. We suggest sorting that list by the “Date Modified” column so that your most recent backups show at the top
4. Right- Click on the back up file you want to copy
5. Choose “Send To” and then select either your CD drive or your Flash Drive from the list



Once the backup file copies to your CD or Flash you are done.