

## Backing up to remote media (thumb drives/the cloud)

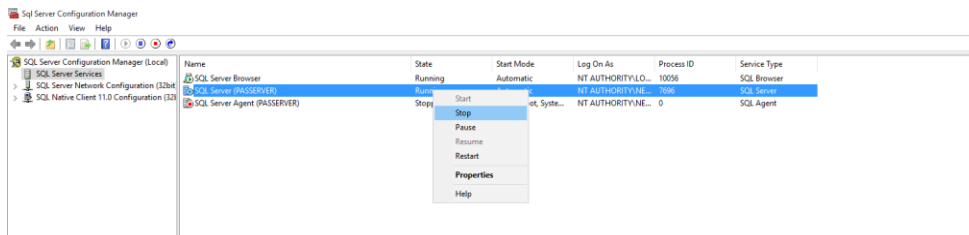
### 1. Turn off the “SQL server” by going to the SQL Server Configuration Manager.

There should be a red tool box in your task bar. Otherwise look for it in your applications folder.



Open it and highlight “SQL Server Services” then choose SQL Server (PASSERVER)

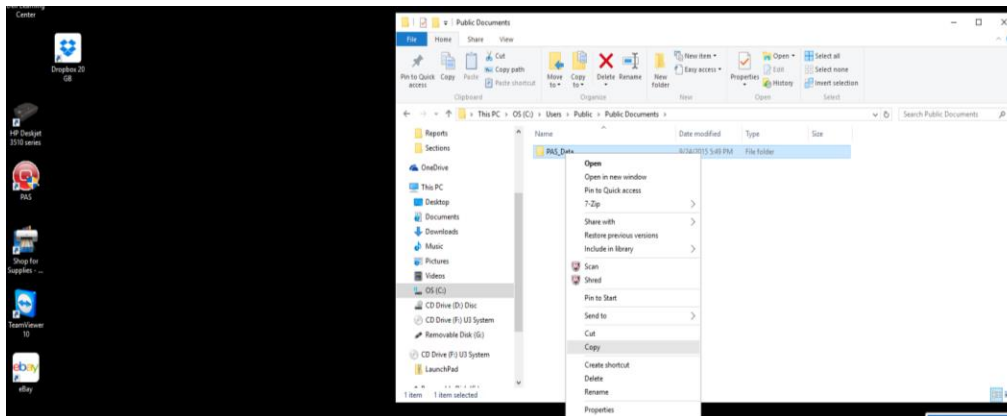
Right click on “Running” a drop down will show up choose “Stop”.



Then minimize it or x out of it.

### 2. Go to your File folder:

Click on “C”, then click on “users”, then choose “Public” and then click on “Public Documents” choose “Pas\_Data” and right click on it...choose “copy”



### 4. Now go to your thumb drive or external hard drive (“Removable Disk (G)”)

Choose “control + v” or right click and choose “Paste” if you right click -and “Pas\_Data” should paste right in there.

Check that your back up data is in the folder... and date it.

After it copies into the dated folder. Close all the File folders down and go back to the **Turn on the “SQL server”** in the SQL Server Configuration Manager. (Right click and click on “start”)

