

SOFTWARE BACKUP/RESTORE INSTRUCTION SHEET

This document will outline the steps necessary to take configure the Backup software that comes with the BSDI suite of programs.

It is critically important that you protect your database through a program of regular database backups. We have made it extremely easy to implement a robust backup system to safeguard your data. However, an effective backup program **requires your active involvement.** If you don't perform the backups, then you will have no protection from the inevitable computer crash or other problem.

PLEASE BACKUP YOUR DATA! BSDI assumes no responsibility for the data that you create and store with the program nor for its persistence on a permanent medium (hard disk). Loss of data is a common occurrence when using computer software and it is solely the customer's responsibility to make archive or "backup" copies of his or her data at regular intervals. If data is lost, BSDI can assume no responsibility nor obligation to assist in the recovery of said data nor for any incidental damages that may arise from said loss. Your use of this software implies your acknowledgment of the possibility of such loss and the acknowledgment that BSDI. has no responsibility, nor obligation with respect to such loss or for any related damages.

Note for Network Installations of the BSDI Software: The BSDI Backup software will only be available on the PC that is acting as the Server PC, i.e. the PC on which the database is installed.

Note for users of SQL Server Express Database: Users that have SQL Server Express installed (this includes all Windows Vista users) will need to change the permissions on the "C:\Program Files\BSDI\Database\Backup" directory/folder. This directory/folder requires that the "Users" group has "Write" access to be able to backup successfully. Please see the section titled "Changing the User permissions on the 'C:\Program Files\BSDI\Database\Backup' directory /folder" beginning on page 23 of this document.

Backup Procedure

Please ensure that you have your BSDI software installation CD inserted the first time you access the backup software.

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "BSDI" from the displayed list.
- 4. Click on the "Database Backup" option. The window below will be displayed:

)I Backup and Restore		
Backup Your Database	679	9/2005
🔳 Backup Database Nov	~	
Truncate Log First? (see	Help for more info	.)
Restore Your Database		
Restore Database No	w	
-		
Finished		? Help
	-	

- 5. Click on the "Backup Database Now" button.
- 6. If you are presented with a 'Create Database Login' window, click the radio button next to "Use Integrated Windows Login" (Otherwise skip ahead to point 9 below).

Create Database Login	
Please tell us how to sign in to your databa This must be an account with "Backup Dal 1. Enter your SQL/MSDE Server Name:	ase server. tabase" rights.
VMXPPR03	Must be local (this computer).
 2. Enter Login Information for Server:* Use Integrated Windows Login Use a SQL Server Login: User name: sa Password: ******* 3. Specify the database on the server: BSD1 	
<u>T</u> est	Connection
* SQL Login is required.	
🗸 ОК	X Cancel

7. Click the "Test Connection" button



- 8. Click OK twice. Once to close the 'Information' window & a second time to close the 'Create Database Login' dialog window.
- 9. The database backup will begin. You will see a message "Backing up database...please be patient!"

BSDI Backup and Restore	
Backup Your Database	Backing up databaseplease be patient!
Truncate Log First? (see Help for n	nore info)
Restore Your Database	1
Finished	<u>? H</u> elp

10. When completed a window will appear that will tell you that the backup has completed.



- 11. Click "OK".
- 12. Click the "Finished" button to close the "BSDI Backup and Restore" window.
- 13. By default database backups are stored in the following file location: ③ "C:\Program Files\BSDI\Database\Backup".

Restore Procedure

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "BSDI" from the displayed list.
- 4. Click on the "Database Backup" option. The window below will be displayed:

Backup Your Database	6/9/2005
🔳 Backup Database Now	
Truncate Log First? (see Help	for more info)
Restore Your Database	

5. Click on the "Restore Database Now" button.

Select Backup To Restore	
Select a Backup to Restore:	
BSDIBackup050608.bak BSDIBackup050609.bak	
1	
	V OK X Cancel

- 6. Highlight the backup file with the latest date.
- 7. Click OK.

- 5 -

8. If you are presented with a 'Create Database Login' window, click the radio button next to "Use Integrated Windows Login" (Otherwise skip ahead to point 11 below).

Create Database Login	
Please tell us how to sign in to your databa This must be an account with "Backup Dal 1. Enter your SQL/MSDE Server Name:	ise server. tabase" rights.
VMXPPR03	Must be local (this computer)
2. Enter Login Information for Server:*	
3. Specify the <u>d</u> atabase on the server:	
BSDI	
* SQL Login is required.	Connection
🗸 ОК	X Cancel

9. Click the "Test Connection" button



- 10. Click OK twice. Once to close the 'Information' window & a second time to close the 'Create Database Login' dialog window.
- 11. The program will start to restore the backup you selected. You will see a message that says "Restoring Database...please be patient!"

🔳 Backup D	atabase Now	ſ	
Truncate Log	J First? (see Help for	rmore info)	
Restore Your Databas	e		
Restore Da	atabase Now	Restoring databaseplease be patie	ntl
Restore D	atabase No w	Restoring databaseplease be patie	nt!

12. When the restore has completed you will see a message advising you that the restore is complete, and that you will need to run the Data Initialization utility.



- 13. Click OK, to close the "Information" window.
- 14. Click the "Finished" button to close the "BSDI Backup and Restore" window.

Data Initialization Utility

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "BSDI" from the displayed list.
- 4. Click on the "Initialize or Test BSDI Database on Server" option. The window below will be displayed:

Press the Start Button When Ready	Run this utility ONLY on the compute that has your database (the server)
Error Messages & Results	~
	2

- 5. Click on the "Start" button.
- 6. You will see a number of messages displayed in the Error Message Results window, when this completes successfully an information message will be displayed that will tell you that your database server is fully configured, and it will also display the Server Name (this being the name of the PC that has the database installed).



7. Click on OK to close the Information window.

Automatic Database Configuration and Testing	
Done.	Run this utility ONLY on the computer that has your database (the server).
Error Messages & Results Connecting to database Previously attached database found. Existing BSDI login found. Connected to BSDI. Login Cleanup. Granting Login Access. Login now associated with database. Done.	
變素 <u>S</u> tart	? Help

8. Click on the "Close" button to close the window.

Windows XP: Scheduling Backups to run automatically with the Windows Scheduler.

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "Accessories" from the displayed list.
- 4. Select "System Tools" from the displayed list.
- 5. Select "Scheduled Tasks" from the displayed list.

省 Scheduled Tasks							
Eile Edit <u>V</u> iew F <u>a</u> vorites	<u>T</u> ools A	dva <u>n</u> ced <u>H</u> elp					
🕲 Back + 🕥 + 🏂	Sear	th 🌔 Folders	•				
Address 🙆 Scheduled Tasks							💌 🛃 Go
	1	Name 🔺		Schedule	Next Run Time	Last Run Time	Status
Other Places	۱	Add Scheduled Task Backup	k	At 4:50 PM every d	4:50:00 PM	4:50:00 PM	The scheduled task
Control Panel							
Details	۲						
	<						>
2 objects							

- 6. Click on the "Add Scheduled Task Icon"
- 7. The Scheduled Task Wizard will open.
- 8. Click on "Next"

And the second	Application	Version	^
n	Accessibility Wizard	5.1.2600.218	10
	👹 Ad-Aware SE Personal	6.2.0.206	
Subjects of the second	Add HP JetDirect Printer	1, 0, 0, 1	
~	Address Book	6.00.2900.21	
	Adobe Acrobat 6.0 Standard		~
		Browse	

9. Click the "Browse" button, and navigate to C:\Program Files\BSDI\Database.

Select Program	to Schedule				? 🛛
Look <u>i</u> n:	🚞 Database		~	0000	-
Recent Desktop My Documents My Computer	Backup DBBackups Backup.bak Backup.exe Backup.ini BSDI_Jog.ldf BSDIData.mdf BSDIData.mdf BSDIData.log DataInit.bak DataInit.exe DataInit.hlp DBBackup.hlp	f .ldf			
	File <u>n</u> ame:			*	<u>Open</u>
My Network	Files of type:	Programs		~	Cancel

10. Click on the "Backup.exe" file.

Select Program	to Schedule					? 🔀
Look in:	🚞 Database		~	00	• 🖽 💙	
Recent Desktop My Documents	Backup DBBackups BBackup.bak Backup.bak Backup.ini BSDI_log.ldf BSDIData_log.l DataInit.bak DataInit.exe DataInit.hlp DBBackup.hlp	ldf				
My Computer						
	File <u>n</u> ame:	Backup.exe				
My Network	Files of type:	Programs			×	Cancel

11. Click on the "Open" button.

	Type a name for this task. The task name can be the same name as the program name.
	Backup
4	Perform this task:
11	O Daily
	<u>W</u> eekly
~	○ <u>M</u> onthly
-	O One time only
	When my computer starts
0	O When I log on

12. In this window you can select how often you would like to take a backup. The frequency will depend on the amount of data you are entering, the more data you enter on a daily basis; the more frequent the backups should be made. We would suggest taking Daily, or Weekly Backups. (The example below is based on a weekly backup).

Scheduled Task Wiza	rd	
	Select the time and Start time: 221 PM Every 1 Select the day(s) of Monday Tuesday Uednesday	weeks of the week below: Thursday <u>E</u> riday S <u>a</u> turday Sunday
	< <u>B</u> a	ack Next > Cancel

13. Select the start time, frequency, and days you require a backup to be taken.

1	Select the time an Start time:	d day you want this task to start.
2	Every 1	weeks
Carrier and C	Select the day(s) o	of the week below:
~	Monday	Thursday
	Tuesday	Friday
	Wednesday	Saturday
		Sunday
	< <u>B</u> a	ick Next > Cancel

14. Click "Next".

Scheduled Task Wiza	rd		×
	Enter the name and pa run as if it were started Enter the user name: Enter the gassword: Confirm password: If a password is not ent not run.	ssword of a user. The task will by that user. andy andy andy andy andy andy andy andy	
	< <u>B</u> ack	Next > Cancel	

- 15. Enter the username & password for running the task. (Note, if you do not enter the password, the task might not run).
- 16. Click "Next".



- 17. Check the "Open advanced properties..." checkbox.
- 18. Click Finish.
- 19. The "Backup" task window will open.

C:\	WINDOWS\Tasks\Backup	job
<u>R</u> un:	"C:\Program Files\BSD	I\Database\Backup.exe"
S <u>t</u> art in: <u>C</u> omments:	"C:\Program Files\BSD	I\Database"
Ryn as:	bsdi\andy	Set password
Run only	if <u>logg</u> ed on	

- 20. Click on the "Run:" command, and highlight the entry.
- 21. Edit the command as follows (add "**-a**" to the existing command): "C:\Program Files\BSDI\Database\Backup.exe" **-a**

ackup		?
Task Sched	ule Settings Security	
S C:\\	VINDOWS\Tasks\Backup.job	
<u>R</u> un:	"C:\Program Files\BSDI\Databa	se\Backup.exe" -a
S <u>t</u> art in: <u>C</u> omments:	"C:\Program Files\BSDI\Databa	se"
Run as:	bsdi\andy	Set password
Run only i	logged on cheduled task runs at specified time))
	ОК	Cancel Apply

22. Click on "OK" to close the task window.

Windows Vista: Scheduling Backups to run automatically with the Windows Scheduler.

- 1. Click on the Windows "Start" button.
- 2. Select "Programs", or "All Programs"
- 3. Select "Accessories" from the displayed list.
- 4. Select "System Tools" from the displayed list.
- 5. Select "Scheduled Tasks" from the displayed list.

Task Scheduler	The second secon	X
File Action View Help		
🗢 🏟 🖄 🗊 🔛		
Task Scheduler (Local)	Name Status Triggers	Actions
Task Scheduler Library	@{C8331929-C Ready When the task is c	Task Scheduler Library
		Create Basic Task
		👝 Create Task
		Import Task
		Display All Running Tasks
	* <u> </u>	👏 New Folder
	General Triggers Actions Conditi 1	View
		Refresh
	When you create a task, you must spec actions, open the task property pages u	🛛 Help
	Action Details	Selected Item
	Start a program C:\Windows\sy	🕨 Run
		End End
		Disable
		Export
		Properties
		🔀 Delete
		👔 Help
	9	

- 6. Click on the "Task Scheduler Library" icon in the first column.
- 7. Click on the "Create Basic Task..." option in the Actions column (third column).

Create Basic Task Wizard					×
Create a Basic Ta	sk				
Create a Basic Task Trigger Action Finish	Use this wizard to quickly se such as multiple task action Name: Description:	chedule a common task. is or triggers, use the Cre	. For more adv	anced options on and in the Act	or settings ions pane.
			< <u>B</u> ack	Next >	Cancel

8. Enter a name for the task, e.g. "BSDI Backup", and then click "Next".

Create Basic Task Wizar	d	
Create a B	asic Task	
Create a Basic Task Trigger Action Finish	Use this wizard such as multipl	to quickly schedule a common task. For more advanced options or settings le task actions or triggers, use the Create Task command in the Actions pane.
	N <u>a</u> me: <u>D</u> escription:	BSDI Backup
		< Back Next > Cancel

9. Select the Task Trigger. This is how often the backup will run, for the purpose of this document we are going to have the task run on a daily basis. Then click "Next".

Create Basic Task Wizard	A REAL PROPERTY AND INCOME.	
Task Trigger		
Create a Basic Task Trigger Action Finish	When do you want the task to start?	
		< <u>Back</u> Next > Cancel

10. Select the start date & time for the task to run. Then click "Next".

Create Basic Task Wizard		-X-
Daily		
Create a Basic Task Trigger Daily Action Finish	Start: 6/13/2007 🛛 3:00:00 🔤 📄 Universal tir Regur every: 1 days	ne
	< Back Next >	Cancel

11. On the Action screen, select "Start a program". Then click "Next".

Create Basic Task Wizard	X
O Action	
Create a Basic Task Trigger Daily	What action do you want the task to perform?
Action	Start a program
Finish	Send an e-mail
	O Display a message
	< Back Next > Cancel

12. Click the "Browse" button.

Create Basic Task Wizard	And I wanted in the local division of the	
Start a Program		
Create a Basic Task		
Trigger	Program/script:	
Daily	1	Berner
Action		DIOWSE
Start a Program	Add arguments (optional):	
Finish	Start in (optional):	
	Start III (optional).	
		< <u>Back</u> Next > Cancel

13. Navigate to "C:\Program Files\BSDI\Database\Backup.exe".

Create Basic Task Wizard	
5 Start a Progra	am
Create a Basic Task Trigger Daily	Program/script:
Action	"C:\Program Files\BSDI\Database\Backup.exe"
Staf a Program Finish	Add arguments (optional): Start in (optional):
	< Back Next > Cancel

PO BOX 357 • CALIFON, NJ • 07830 PHONE: (908) 832-2691

E M A I L : <u>S U P P O R T @ B S D I W E B.C O M</u>

14. Enter "-a" after the file name: "C:\Program Files\BSDI\Database\Backup.exe" -a

Create Basic Task Wizard		×
Start a Program		
Create a Basic Task Trigger Daily Action	Program/script: "C:\Program Files\BSDI\Database\Backup.exe" -a	Browse
Start a Program Finish	Add arguments (optional): Start in (optional):	
	< <u>B</u> ack <u>N</u> ext	> Cancel

15. Click the "Next" button.

Task Sched	uler
?	It appears as though arguments have been included in the Program text box. Do you want to run the following program: "C:\Program Files\BSDI\Database\Backup.exe" With the following arguments: -a
	<u>Y</u> es <u>N</u> o Cancel

16. You will see a Task Scheduler warning message. Click the "Yes" button.

Create Basic Task Wizard		
O Summary		
Create a Basic Task		
Trigger	Name:	BSDI Backup
Daily	Description:	
Action		
Start a Program		
Finish	Trigger:	Daily; At 3:00 AM every day
	Action:	Start a program; "C:\Program Files\BSDI\Database\Backup.exe" -a
	🕅 Open the Pr	operties dialog for this task when I click Finish
	When you click	Finish, the new task will be created and added to your Windows schedule.
		< <u>Back</u> Einish Cancel

17. The Task Scheduler will display a Summary screen of the task you have just created. Click "Finish" to create the Task.

Task Scheduler		
<u>File Action View H</u> elp		
Task Scheduler (Local) Rask Scheduler Library	Name Status Triggers	Actions
	Content of the second	Tosk Generative Library 2 Import Task 1 Import Task 1 Display All Running Tasks 1 New Folder 1
	General Triggers Actions Conditi	View View Refresh Help Selected Item
	Start a program "C:\Program Fil	 Run End Disable Export Properties Delete
	· · · · ·	Perece

18. To test that the backup will run, right click on the "BSDI Backup" task and select "Run" from the dropdown menu.

Name	Status	Triggers
🕑 {C8331929-C	Ready	When the task is c
🕐 BSDI Backup	R	Run
		End
		Disable
		Export
<		Properties
General Triggers	5	Delete

19. A "Create Database Login" screen may, or may not appear. If you do not see this screen jump to item 24 below.

reate Database Login	×
Please tell us how to sign in to your databa This must be an account with "Backup Da	ase server. tabase" rights.
1. Enter your SQL/MSDE Server Name:	
VISTASUPPORT	Must be local (this computer).
2. Enter Login Information for Server:*	
3. Specify the <u>d</u> atabase on the server:	
b3b1	
Iest	Connection
* SQL Login is required.	
🗸 ок	X Cancel

20. In the section "2. Enter Login Information for server:" check the "Use Integrated Windows Login" radio button.

2. Enter Login Information for Server:*
⊙ Use Integrated <u>W</u> indows Login
Use a SQL Server Login:

21. Then click the "Test Connection" button. An Information window will appear stating that "Connection successfully opened.



- 22. Click the "OK" button to close the "Information" window.
- 23. Click the "OK" button to close the "Create Database Login" window.
- 24. The backup program will open and begin to execute.

BSDI Backup and Restore	23
Backup Your Database	
Backup Database Now Backing up databaseplease be patient	d
Truncate Log First? (see Help for more info)	
Restore Your Database	
Restore Database Now	
Finished ? Help	

25. When the Backup task has completed the window will close.

- 22 -

<u>Changing the User permissions on the 'C:\Program Files\BSDI\Database\Backup'</u> <u>directory/folder</u>

Please note that you have to be logged into Windows with an account that has local administrator rights on the computer to be able to complete the steps below.

Windows XP Operating System:

Ensure 'Use simple file sharing' is switched off:

- 1. Right click on the "My Computer" icon on your desktop, or by clicking on the "Start" button.
- 2. Select "Explore" from the dropdown menu.
- 3. Click on 'Tools' on the submenu, and select 'Folder Options...' from the drop down menu.



4. Click on the "View" tab at the top of the 'Folder Options' dialog window.



5. Using the scroll bar to the right of the window, scroll to the bottom of the window.

ier upnon	S	<u>[</u>
neral View	File Types Offline Files	
Folder view	8	
	You can apply the view (such as Details or Tiles) you are using for this folder to all folders.	:hat
Gene (Apply to All Folders <u>R</u> eset All Folders	
Advanced se	ttings:	
📃 Lau	nch folder windows in a separate process	~
🛅 Mar	naging pairs of Web pages and folders	
0	Show and manage the pair as a single file Show both parts and manage them individually	
õ	Show both parts but manage as a single file	
Ren	nember each folder's view settings	
🔲 Res	tore previous folder windows at logon	
🔲 Sho	w Control Panel in My Computer	
Sho	w encrypted or compressed NTFS files in color	
In Sho	w pop-up description for folder and desktop items	
	simple nie snanny (necommended)	~
	Restore Defa	ults
	OK Cancel	ionlu
	on curica	16-6-1A

6. Uncheck the checkbox next to "Use simple file sharing (Recommended)"



- 7. Click the 'OK' button to close the dialog window.
- 8. In the left side folder window of the "Windows Explorer", navigate to the "C:\Program Files\BSDI\Database\Backup"



9. Right-click on the "C:\Program Files\BSDI\Database\Backup" folder.

Backup	(C	
File Edit View Favorit	es Tools Help	
🌀 Back 🔹 🐑 🛛	🔊 🔎 Search 🔀 Folders 💷	
Address 🚞 C:\Program File:	s\BSDI\Database\Backup	🔁 Go
Folders	× Name 🔺	
Hogen Hies Adobe Adobe Sol Sol	Expand Explore Open Search Sharing and Security ∰ WinZip E2 scan with Computer Associates Antivirus Send To Cut Copy Delete Rename Porpertaes	

10. Select "Properties" from the drop-down menu.

ieneral Shar	ng Security Web Shar	ing Customize
D	Backup	
Туре:	File Folder	
Location:	C:\Program Files\BSDI\	Database
Size:	0 bytes	
Size on disk:	0 bytes	
Contains:	0 Files, 0 Folders	
Created:	Today, April 26, 2007, 12	2:43:31 PM
Attributes:	Read-only <u>H</u> idden	Advanced

11. Click on the "Security" tab.

nistrators) Users)	~
nistrators) Users)	~
Users)	~
Users)	~
Users)	~
	×
A <u>d</u> d	<u>R</u> emove
Allow	Deny
V1	
2.00	
4	
4	
4	
4	
177	
settings,	Ad <u>v</u> anced
	Allow

- 12. Using the scroll bar to the right of the "Group or user names:' section of the window, scroll down until you see "User" listed.
- 13. Click on the "Users" name, so it is highlighted.

ackup Properties			?
General Sharing Security	Web Sharing	Customiz	:e
<u>G</u> roup or user names:			
🕵 CREATOR OWNER			~
Power Users (VMXPPF	RO3\PowerUse	ers)	
SYSTEM			
Users (VMXPPR03\U	sers)		
<			~
Powelle			
	Add.		<u>R</u> emove
Permissions for Users	Þ	Allow	Deny
Modifu			
Bead & Evecute		1	
List Folder Contents		1	
Read		~	
Write			
Special Permissions			
For special permissions or fo click Advanced.	r advanced sett	ings, 🚺	Advanced
	ок С	ancel	Apply

14. In the lower section of the window, check the "Write: Allow" checkbox.

	web sharing		3
<u>G</u> roup or user names:			
🕵 CREATOR OWNER			^
🕵 Power Users (VMXPPRO	3\Power Us	ers)	
🕵 SYSTEM			
🕵 Users (VMXPPR03\User	's]		
			~
٢	1		. >
	Add	i	<u>R</u> emove
Permissions for Users		Allow	Deny
Modifu			
Bead & Execute		1	
List Folder Contents		1	n
Read		~	
Write			
Special Permissions			
' For special permissions or for a click Advanced.	dvanced set	tings, 🔽	Advanced

- 15. Click the "OK" button to close the properties dialog window.
- 16. Close the Windows Explorer.

Windows Vista Operating System:

- 1. Right click on the "My Computer" icon on your desktop, or by clicking on the "Start" button.
- 2. Select "Explore" from the dropdown menu.
- 3. In the left side folder window of the "Windows Explorer", navigate to the "C:\Program Files\BSDI\Database\Backup"



4. Right-click on the "C:\Program Files\BSDI\Database\Backup" folder.



5. Select "Properties" from the drop-down menu.

eneral S	Sharing	Security	Previous Versions	Customize
L	В	ackup		
be:	Fil	e Folder		
ation:	C:	Program I	Files\BSDI\Database	e
e:	01	oytes		
e on di	isk: 01	oytes		
intains:	0	0 Files, 0 Folders		
eated:	Ye	esterday, N	lay 08, 2007, 9:57:0	9 AM
tributes		Read-ont	2	Advanced
	E	Hidden		
			K Canoo	

6. Click on the "Security" tab.



- 7. To change permissions, click the "Edit" button.
- 8. In the "User Account Control" dialog window, click the "Continue" button.

SDI\Database\t	Васкир
dministrators)	
Add	Remove
<u>Au</u> u	Temove
Allow	Deny
	-
[77]	
	Times a
1000	
	Add

9. In the "Group or user names:' click on the "Users" name, so it is highlighted.

ecunty		
Object name: C:\Program File	es\BSDI\Database\I	Backup
Group or user names:		
& CREATOR OWNER		
SYSTEM		
& Administrators (Vista Suppor	rt∖Administrators)	
Users (VistaSupport\Users)	
StrustedInstaller		
	A <u>d</u> d	<u>R</u> emove
Permissions for Users	Allow	Deny
Full control		-
Modify		
Dand 8 avenue	1	
head & execute	13	
List folder contents	1.4	
List folder contents Read	V	-

10. In the lower section of the window, check the "Write: Allow" checkbox.



- 11. Click the "OK" button to close the Permissions dialog window.
- 12. Click the "OK" button to close the Properties dialog window.
- 13. Close the Windows Explorer.