**PDS Ledger and PDS OnDemand Backup to a Flash Drive**

* Label a flash drive with parish/school name
* Plug the flash drive into USB port on Computer
* Select File
* Backup/Restore
* Backup Data
* Select Back up to a specific bolder. Old backups in that folder are saved.
* Browse
* Browse for Folder box should popup
* Scroll and select the appropriate flash drive
* Select ok
* Select Start Backup
* Print
* On the printed sheet please write your username and password information
* Enclose this printed sheet with the flash drive.

**QuickBooks Backup to a Flash Drive**

* Label a flash drive with parish/school name
* Plug the flash drive into USB port on Computer
* Select File
* Back up Company
* Create Local Backup
* Select Local backup
* Select Next
* Select Save it now
* Select Next
* Browse for Folder box should popup
* Scroll and select the appropriate flash drive
* Select Save
* Click ok
* Print your Parish/School name with username and password information on a sheet of paper
* Enclose this printed sheet with the flash drive.

If you need assistance or have questions, please contact Michelle Roberts at

michelle.roberts@pastoral.org or Austin Howard at austin.howard@pastoral.org (270-683-1545).