

## BACKING UP YOUR Min-U-Script Pro DATABASE (Standalone and Network versions)

1. NOTE: If you are on Min-U-Script Pro v4.0 or lower you will need to upgrade to Min-U-Script Pro v5.0 to use the backup utility. Free upgrade is available to all customers on a current annual Software/Support contract. You can request an upgrade at [www.minuscript.com/musupgraderequest.html](http://www.minuscript.com/musupgraderequest.html). Current Software/Support contract will be verified before download link is sent by email. Requests will be processed in the order they are received. Although every attempt to answer requests as quickly as possible will be made, if you do not receive an email with your download link within an hour of submission during normal business hours please contact support at [support@minuscript.com](mailto:support@minuscript.com). Install version 5.0 following the prompts and instructions with the download link sent. If you are already on v5.0 or higher SKIP to Step 2 now.
2. Backup your Min-U-Script Database: NOTE: For this step you will need a storage device like a flash drive or external hard drive with space to save data to OR you may backup directly to your server or cloud storage location. With 5.0 or higher already installed, select *Backup/Export Min-U-Script Database* from the *File* menu. Plug in your flash drive or external hard drive at this time, if using this as your storage method. To include the Transcript Library to your backup make sure to mark the checkbox next to *Include Transcript Library (save to disk only)*. Click on *Save To Disk*, select your data storage device and then click *OK*. Please note that depending on the size of your Transcript Library and copying speed of your computer this process may take several minutes to several hours.

