



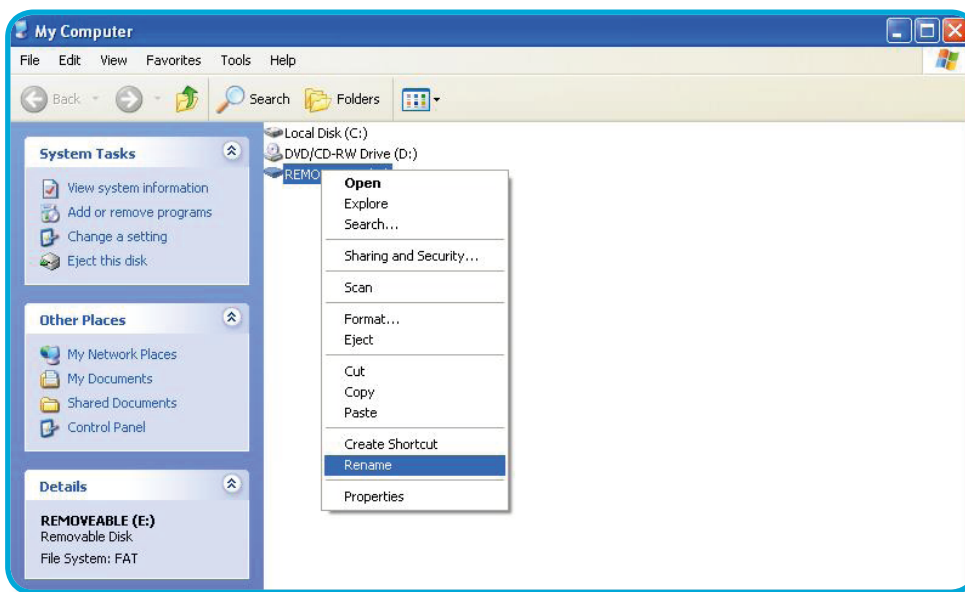
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## Renaming your CPDcare memory stick

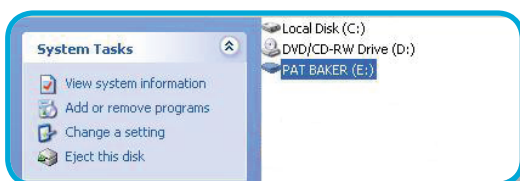
Once you have registered your CPDcare memory stick at [www.cpdcare.co.uk](http://www.cpdcare.co.uk) the first thing you should do is give it a name!

Go to 'My computer'

Right click on the drive containing the memory stick and select 'Rename'



You only have 11 characters including spaces. Include your name or initials so that it's personalised to you and hit 'Enter/Return'.



In this case the 'Removable disk' (the memory stick) has been renamed 'PAT BAKER'. This means that if the disk was misplaced someone would immediately know who it belongs to when they put the stick into the computer.



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## Backing up the contents of your CPDcare memory stick

### First time round

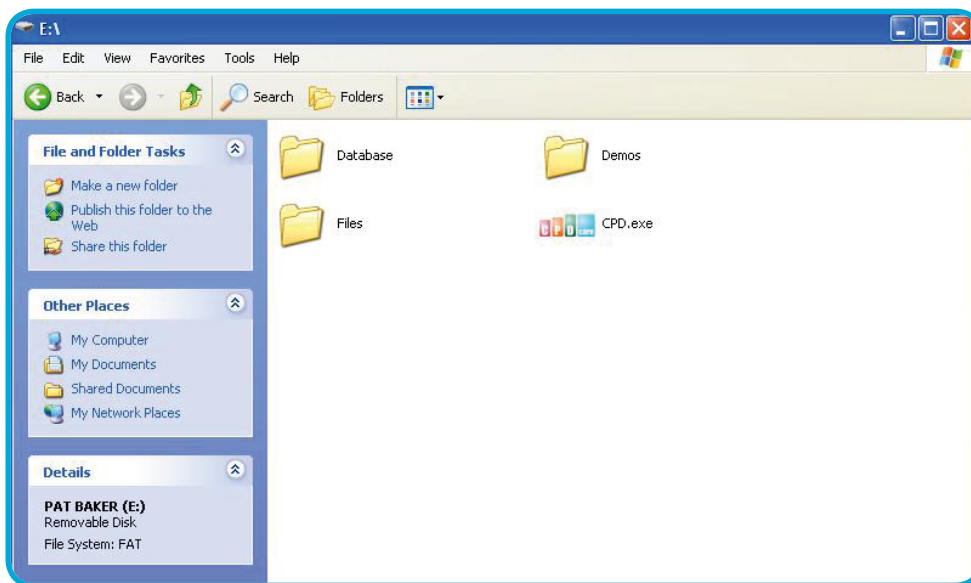
The contents of the CPDcare memory stick should be backed up on a hard drive from time to time – just in case you lose the stick. It's quite simple to do.

Create a folder in 'My documents' or anywhere else for that matter on the computer hard drive. Why not call it something like *CPDcare Your Name?*

Open the newly created empty folder ready to receive its contents!  
Leave it on screen.

With the memory stick in a USB port select 'Start' – 'My computer' – double click on the CPDcare drive.

You will see three folders: '**Database**', '**Demos**', '**Files**' and the '**CPD.exe**' file in the folder.



Select all four and simply drag and drop them into the folder you have created a moment ago.

### Future backups

Go to the folder that contains your original backups and delete all four items in there.

Now simply repeat what you did above, so that you have a new backup with the latest version of everything you have saved on your CPDcare memory stick.