Automate your ChiroWrite Backups

ChiroWrite backups can be automated to reduce the risk of inconsistent backup procedures. The recommended media for this task is USB or Flash drive. Have at least two sticks. These drives should be interchanged on a daily basis. If you consider a case of theft or fire: the USB or flash drive would be left in the computer that was removed or destroyed. Daily changing of the drive will reduce the risk of lost data.

In ChiroWrite go to the Administration menu, System Configuration, Backup / Restore. Select the location for where your backups will be stored. Click Save, then Close.

Close or minimize ChiroWrite.

Click Start, Control Panel, System and Security, Administrative Tools, Task Scheduler.

Click Create Basic Task.

Type a name for the task into the Name: field.

Type a description for the task into the Description: field.
Click **Next**. Click **Daily**. Click **Next**.

Choose a start date and a start time for the automatic backup. Click **Next**.

Select **Start a program** and click **Next**.

Click **Browse**.

Click on **Computer, Navigate to C:\Softworx Solutions\ChiroWrite\2.2.0.1**.

Locate and click **CWBackup.exe**, then **Open**.

In the box labelled **Start In (Optional)**, enter `C:\softworx\solutions\chirowrite\2.2.0.1`. Click **Next**, then **Finish**.

**Note:** When you receive an update to your ChiroWrite you need to either delete the task and create a new task referring to CWBackup.exe in the latest version folder or edit the existing task to point to the newer CWBackup.exe.