

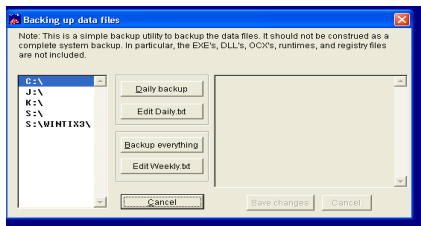
Uploading Wintix v 3/v 4 Full Backup to Center Stage Software's FTP Site

Before you upload to Center Stage Software's FTP site, you will need to backup your Wintix v 3 or 4 (Tix5 folder) data. While in Wintix, follow the instructions below: NOTE: These instructions only apply to business/Pro Microsoft software editions. This will not work with home editions.

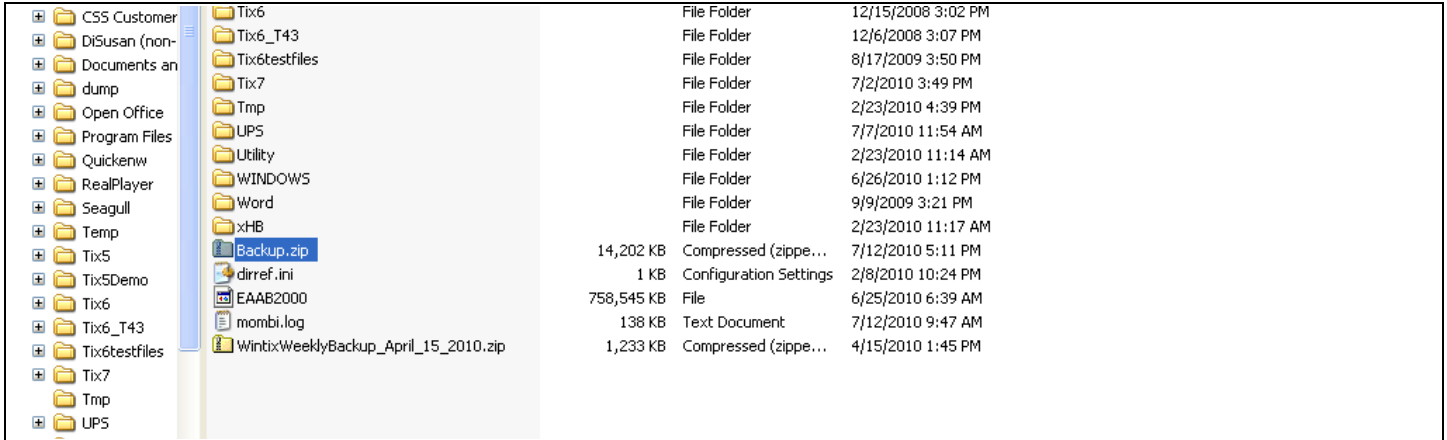
1. Choose Tools | Backup (see screen shot # 1 below)
2. Click on "Backup Everything" button and save to your C drive.
3. When the backup is done, use Windows Explorer by right clicking on your Start button and click on "Explore."
4. Find the backup file on your C drive. The file is called "backup.zip." See screen shot # 2 on next page.
5. Right click on "backup.zip and select "copy."
6. Go to the top of your Windows Explorer screen and type <ftp://centerstage.com> and you will see several folders. See screen shot # 3 on the next page.
7. Right click on the one labeled "uploads." and select "paste."
8. When pasted, the file will have uploaded. You may then close out of Windows Explorer by clicking at the top of your Windows screen: "File | Close."

Let us know by email or by phone when you have completed the upload instructions.

1. Backing up data screen shot



2. From Windows Explorer screen shot – finding Backup.zip



3. ftp://centerstage.com

