



Backup Instructions

Hello,

We hope this finds you all well. This is installment number thirty five of Enhanced Business Systems' *Enhanced Fund Accounting* Tip of the Month. Each month we will be shedding light on some of the more frequently asked questions regarding each of our accounting modules. This month we will be focusing on how to back up your data to whichever option you choose.

→Your data file is `mtxacct8.mdb` which is located within the `MTXACCT8` folder. PLEASE VERIFY WHETHER OR NOT YOU ARE ON A NETWORK!!

How to Back Up Data to a USB Flash Drive

Insert the Flash drive into a USB port on your computer.

1. Click **Start** in the lower-left corner of the computer's desktop.
2. Click **My Computer**.
3. You should see an icon for the Flash drive in the **My Computer** window.
4. Resize the **My Computer** window so that when you open the location (window) where the files/folders you want to back up are located, the windows do not overlap each other on the desktop.
5. Open the location of the files/folders you want to back up. (There are many ways to locate your files—use the procedure you normally use.)
6. Move the mouse cursor over the file/folder you want to copy and hold down the left-side button on your mouse to select the file or folder icon.
7. Drag the icon over to the Flash drive icon.
8. When a small plus sign (+) appears over the Flash drive icon, release the mouse button. A copy of the file or folder will now be located on the Flash drive.
9. To verify that the file or folder has been copied to the drive, double-click the Flash drive icon to open it. The file or folder that you copied should be listed.
10. Repeat steps 6-9 until you have copied all the files or folders you want to back up.

SkyDrive

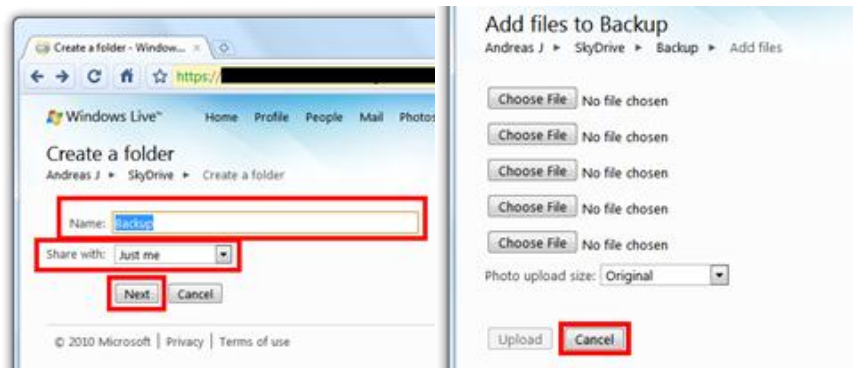
1. Go to <http://skydrive.live.com>, and sign in.



2. Click the "Create Folder" link on the top left.



3. Type in "Backup," or whatever you want your backup folder to be called, and make sure that your privacy setting is set to "Just Me." Click "Next," and then on the next page, click "Cancel." You won't be doing anything else on SkyDrive for now.



Back up to a Disk

• 1

Create a new folder called "Backup." Create the folder on your [external hard drive](#) if you have one. If not, put it on the Windows desktop. Open this folder. This will be a convenient location for you to store the files that will eventually be put on your blank CD or DVD.

• 2

Open Microsoft Outlook. Click "File," then click "Import and Export." Click "Export to a file." Click "Personal Folder File (PST)." Click "Personal Folders," and check the box labeled "Include Subfolders." Click "Next." Click the "Browse" button, then browse to the Backup folder. Click "Finish." Your emails are [now](#) backed up. If you use webmail rather than an email client, skip this step. Note that other email clients may have slightly different menu options.



· 3

Create a new folder inside the backup folder. Name it "Pictures." Copy all of your saved pictures to this folder.

· 4

Create another new folder, naming it "Music." Copy all of your MP3 and other audio files to this folder. Do the same for any home videos that are saved on your computer. If your music and video collections are too large to fit on a CD or DVD, you may wish to skip this step and back these files up directly to an external hard drive instead.

· 5

Click the "Start" button, then click "Documents." Copy everything in the Documents folder to the Backup folder. You should now have copies of all of your emails, music, videos, pictures and documents in the Backup folder.

· 6

Burn the contents of the Backup folder to a CD or DVD. Write the date on this disc. If your Backup folder is located on an external hard drive, save it. Having two copies of each backed up file will help to ensure that it cannot be lost.

· 7

Repeat this process at least once every week to ensure that you will be able to restore from a recent backup disk if the contents of your hard drive are ever lost.

Read more: [How to Create a Backup Disk | eHow.com http://www.ehow.com/how_5547612_create-backup-disk.html#ixzz13l12K8Rf](http://www.ehow.com/how_5547612_create-backup-disk.html#ixzz13l12K8Rf)

We hope these tips provide guidance and serve as a helpful reminder. Feel free to save these and refer to them as necessary. If you do not have our full module suite would like more information on all of the programs, please refer to our website www.enhancedfund.com for more information. Talk with you next month!!!

Regards,

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