Backing up a set of books in PcMars

File	Edit	Options	Setup	Transactions	Reports	Inventory	Cash Flow	<pre>/ A/P Utility</pre>	Window	Help	
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Hit the button that looks like the disk or go to the file menu and click on "back up set of books"

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Set of Books	Year	Business Name	Version	Modified Date	Cash /Accr	Plus	Ad∨. P.R.	Sh. AR	Acc Pay	^	
	2016	Example	2.4.5.0	8/29/16	Cash				Yes	~	Select the Set or Sets of Books you wish to backup on the left side of this window.
Select all Deselect	r ALL 💌 Sort by Year	r 💌 Refresh		🖶 Zip backup 👖 Clos					<u>C</u> los	e	
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Select the set of books that you want to back up. And then hit "zip backup"

	Browse for directory
Then click on the destination for the backup—this should be the letter the computer assigns to your flash drive. This is likely to be different than this example—probably drive F, G or H. It will likely have the name of the manufacturer of the flash drive in the description. In this example, mine is "Lexar (F:)"	Select backup location and click OK to start the backup
Once the location is selected, hit ok. The backup will then run. When it is complete it will say complete. Then you can hit close.	▷ I Lexar (F:) ▷ I Lexar (F:) ▷ I Levar (F:) ▷ I L
Backup Set(s) of Pooks	×
Set of Books Year Business Name Version Modified Date Cash /Accr Plus Accr > EXAMPLE 2016 Example 2.4.5.0 8/29/16 Cash Image: Cash of the state of t	R. Acc Yes Backing up: Complete 100% ackup

Once you have completed the backup, you can verify it is on your flash drive. Your computer screen will look different from the example shown but you are trying to find the "File Explorer". In the case of the example below, the icon is on the task bar.



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File explorer should bring up a window that looks similar to this. Once you are here, double click on the icon for the flash drive, you should see a file that starts with your name or farm name and ends with ".zip". That is the PcMars backup file. If you are going to send us a copy of your backup file this is where you would go to attach it to an email to us.