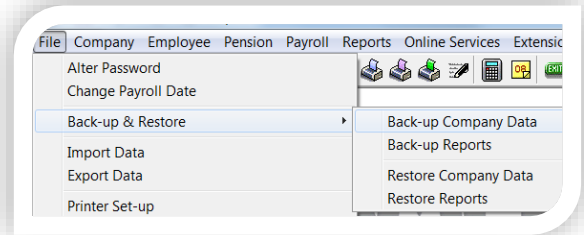
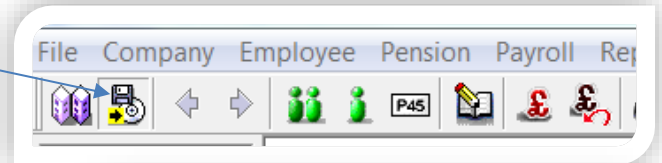


Go to File and select Back-up & Restore

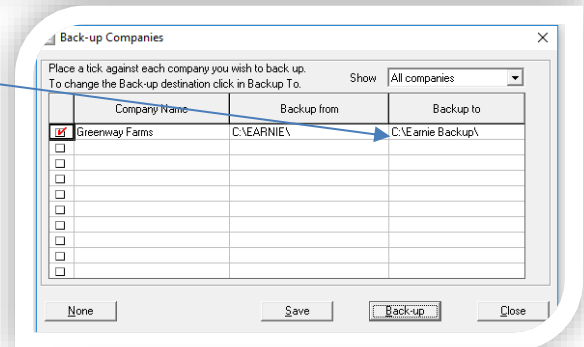
Then select Back up Company Data



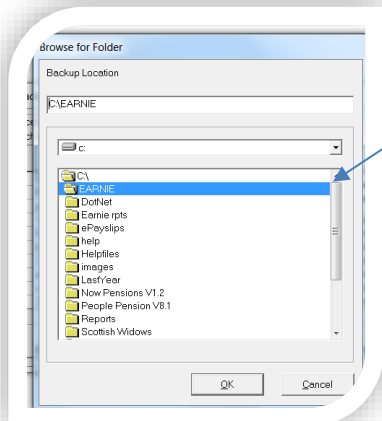
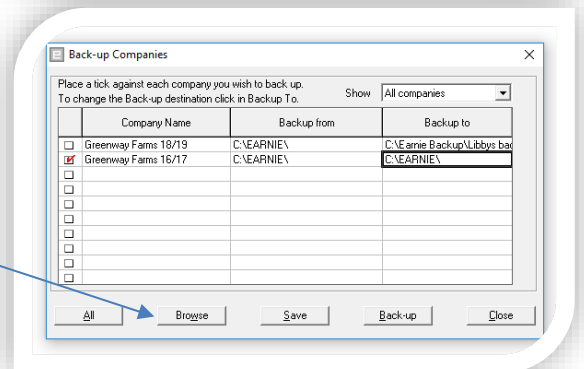
Alternatively you can click the backup icon



Double click in the back up to column against the company you wish to backup



Click on the Browse button that appears



Select where you want the back up to save and **double** click on the location (ensure that this has appeared in the back up location box, alternatively you can type the location. Then click ok and proceed to backup.

