

Quick Trial Balance Pro - File menu / Backup/Restore

Backup Data

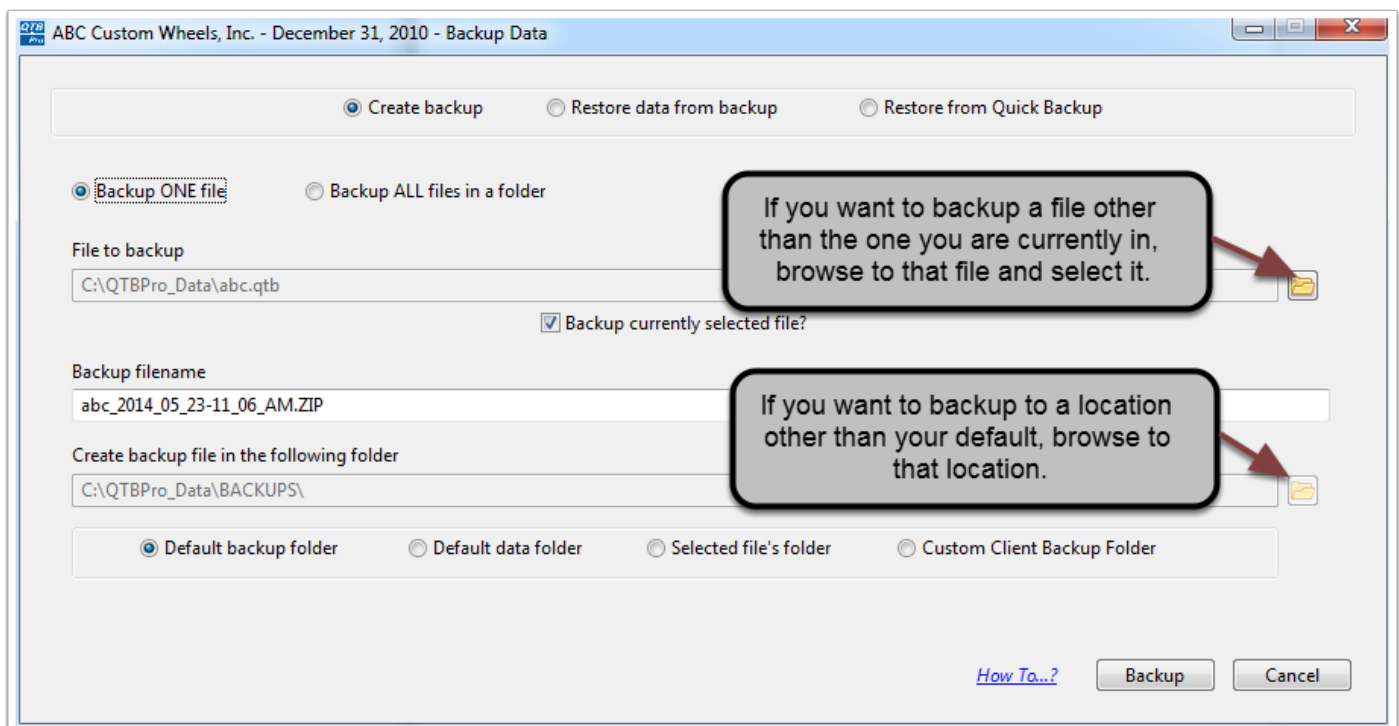
To backup a file or files in Quick Trial Balance Pro, go to the File menu and take the Backup / Restore option.

Select the option to Create Backup.

If you are creating a backup file you can choose to backup one file or all files in a particular folder. If you want to backup a file other than the file you are currently in, hit the yellow folder button and browse to that file and select it.

Quick Trial Balance Pro will by default give the backup file a name, which includes the file name, backup date, whether backup was created in AM or PM, and an extension of .ZIP.

By default the backup will be saved to C:\AKPRO_Data\BACKUPS, but you do have the option to browse to another location if you like. Simply hit the yellow folder button.



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After hitting the Backup button, the backup will be created and you will receive confirmation. After hitting the OK button you will return to the home screen.

