Quick Trial Balance Pro - File menu / Backup/Restore
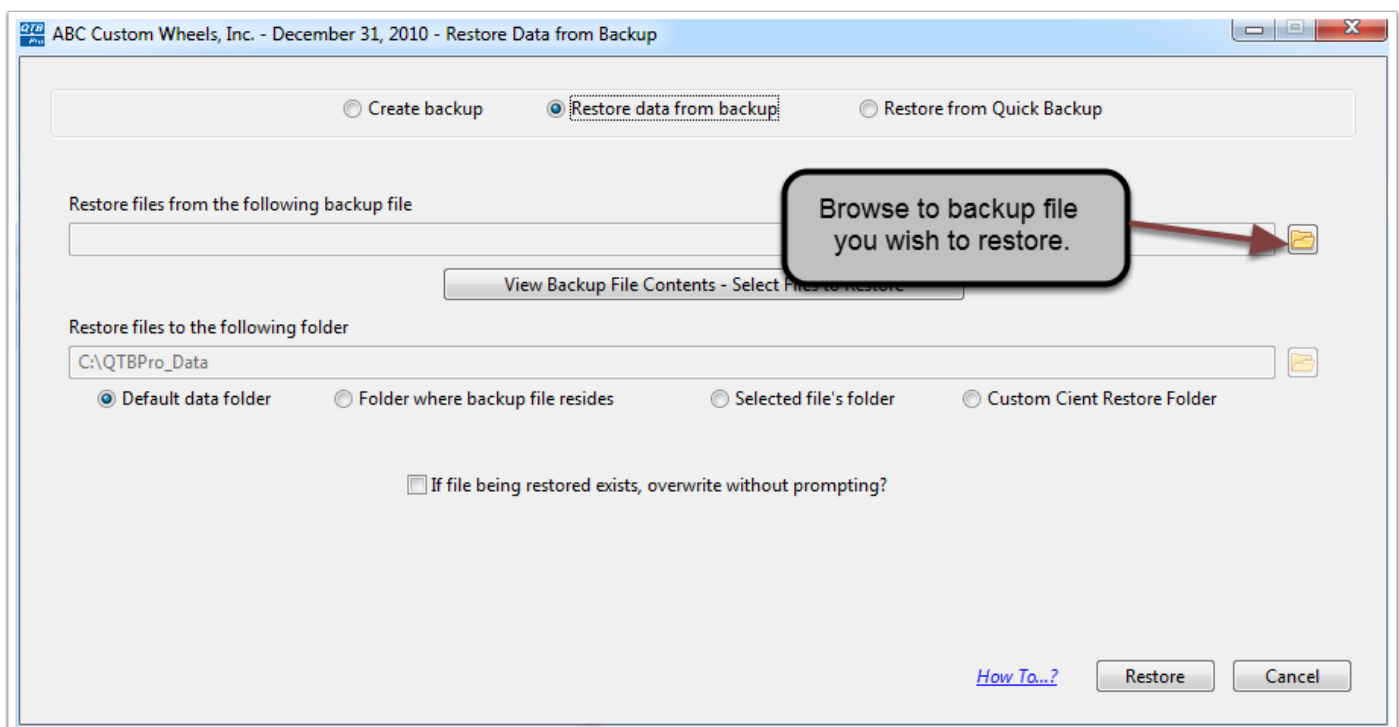
Restore Data

To restore a previously backed up file, go to the File menu and take the Backup / Restore option. You will receive the same screen that you received when doing a backup, but this time you will select the option "Restore data from backup".

Click the yellow folder button and browse to the backup file that you wish to restore.

After the backup to be restored has been selected, you need to specify where you want to restore the backup; to your default data location, to the same folder where the backed up file is located, or in the folder where the file that you are currently in resides?

If you do wish to select another location, hit the yellow folder button and browse to that location.

Here we will take the "default data folder option".

Restore Data

After hitting the Restore button you will be asked to verify that you do want to restore the backup.

If you are restoring to a location that already contains the file to be restored, you will also be prompted to overwrite the existing files. Answer Yes to everything and the backup will be restored.

If you do not want to overwrite existing files, you can answer No and then select a different location to restore backup.