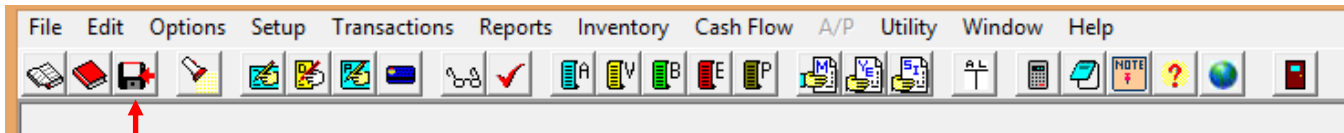
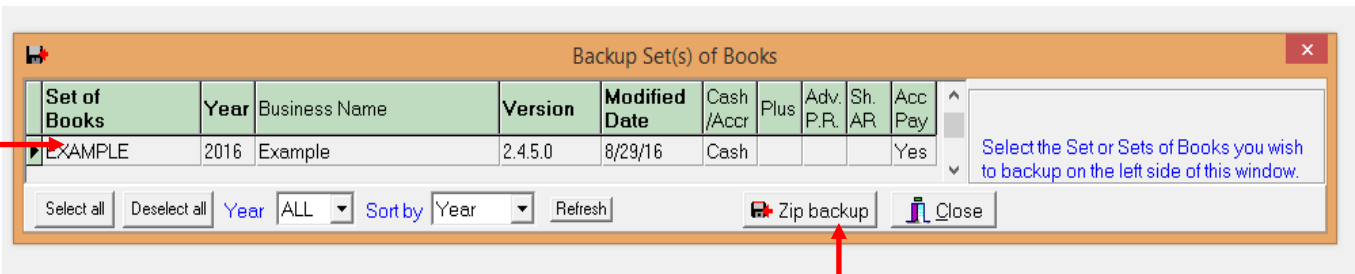


Backing up a set of books in PcMars

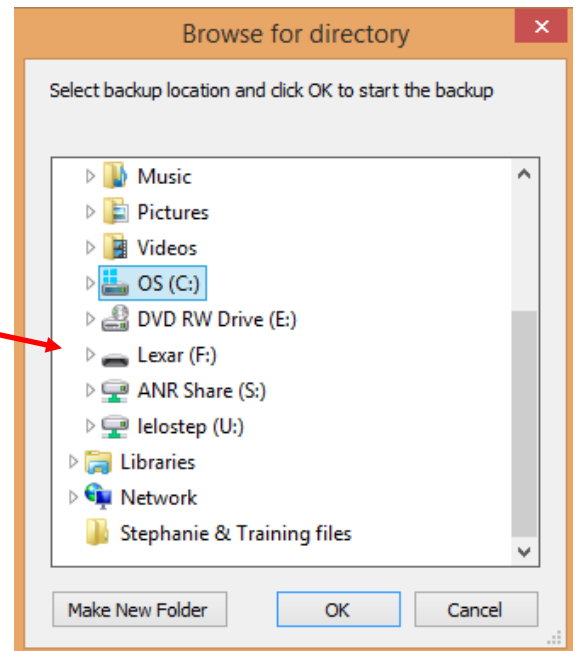


Hit the button that looks like the disk or go to the file menu and click on “back up set of books”

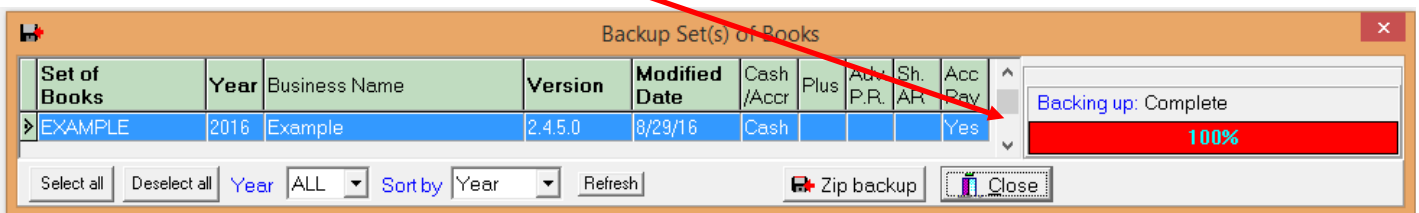


Select the set of books that you want to back up. And then hit “zip backup”

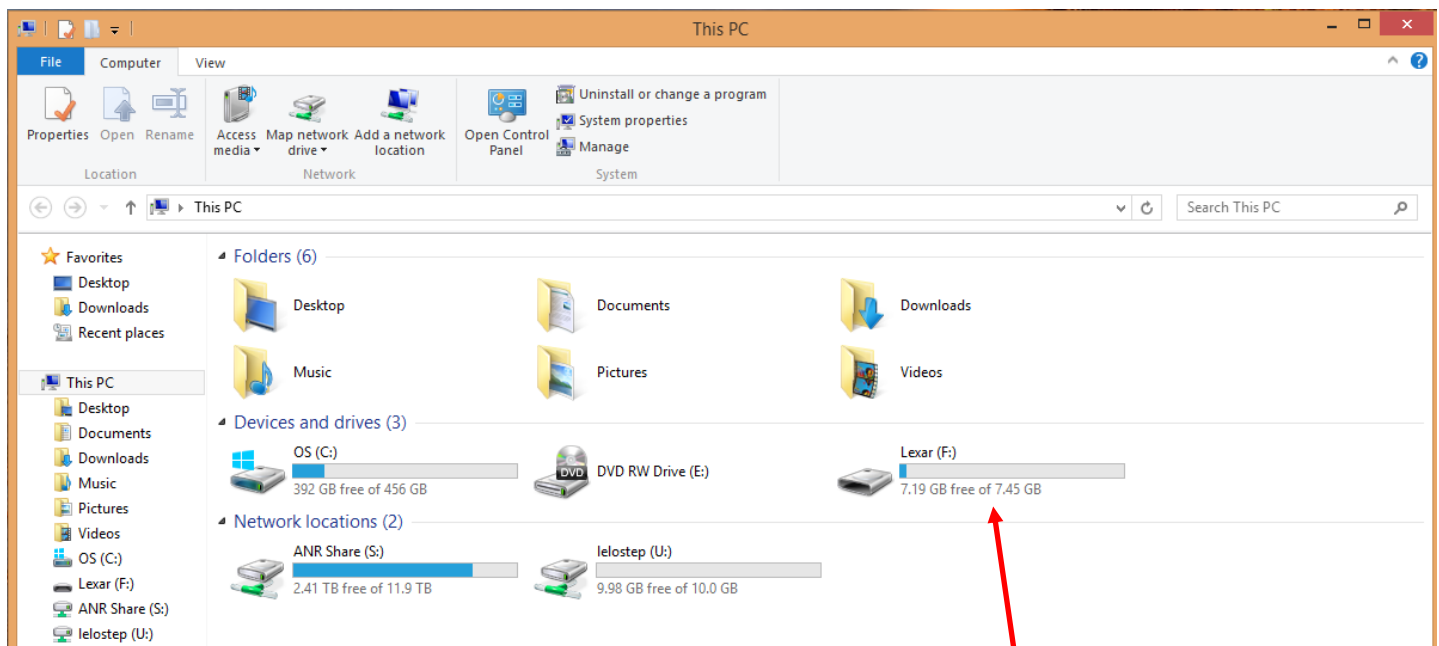
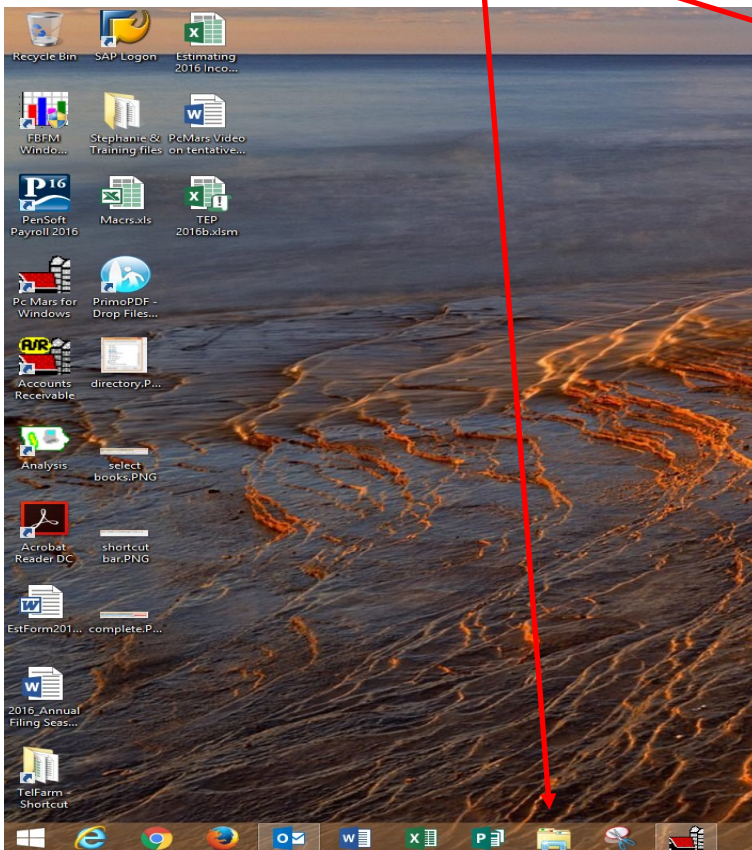
Then click on the destination for the backup—this should be the letter the computer assigns to your flash drive. This is likely to be different than this example—probably drive F, G or H. It will likely have the name of the manufacturer of the flash drive in the description. In this example, mine is “Lexar (F:)”



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.



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.



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.