



# Cooperative Extension Service 4HPlus! Computer Tip

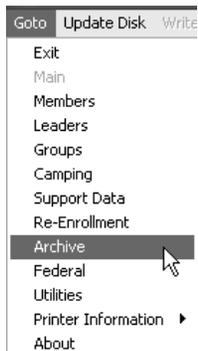
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*New Thinking*

8/31/2004

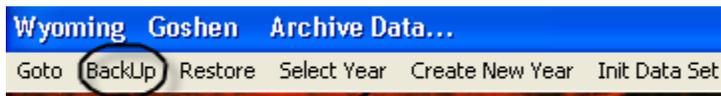
## Backing Up Data

The 4HPlus! program reminds you to back up your data when more than 7 days have passed since your last backup. Consider what it would mean if you ever had to manually re-enter records, and you'll agree that regular backups are a vital part of your data management routine. For an extra measure of security, we recommend *alternating your backups between diskettes you rotate frequently*.

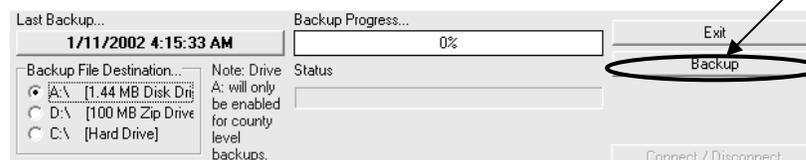
1. Insert a diskette into your A:\ drive.
2. Pull down the **Goto** menu, and click **Archive**.



3. Select **Backup** from the menu bar



4. Click the **A:\** radio button in the Backup file destination, then click the **Backup** button



*If a disk is being reused, a window will appear and list the previous backup file on that disk. Click Delete files and continue button so that the older backup file will be replaced by the newer file. Click OK to confirm deletion.*

*When the procedure is done, the Progress indicator turns a solid color and reads 100%. Note that the program records the date and time of the backup. File created will be A:\4HBack.ebd*



5. If you wish, you may repeat step 4, selecting the C:\ drive as a backup destination (file created will be: C:\4HBack.ebd)

*This will create an additional backup copy on your hard drive, but in a different location than the original data files.*

**Remember to alternate your disks with each backup**