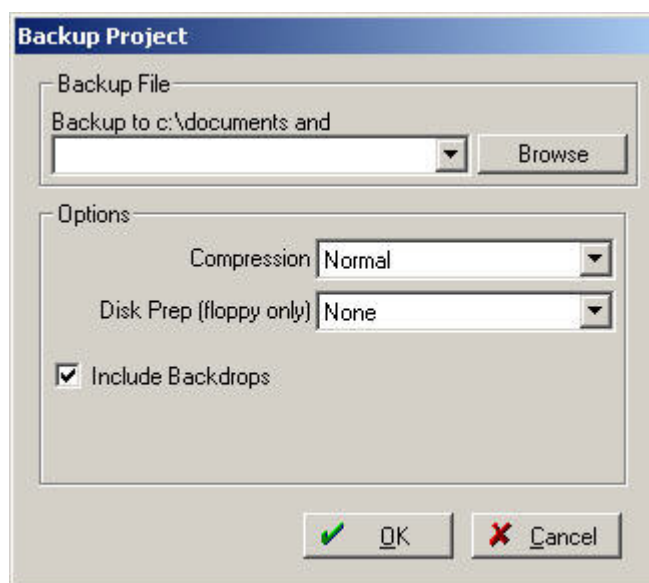


How do I Make a Back-up of My Data

1. To backup your project, select Make Backup from the File menu. The Backup Project box will appear.



2. Click the Browse button to select the drive or directory. If a floppy disk is available, it will be selected by default.
3. From the new window, select the diskette or drive that will receive the backup file. (Note: If you are saving the back-up to a CD, you may have to first make the back-up to the computer's hard disk and then use the CD writer program that came with your computer to put the back-up onto the CD.)
4. Enter a File Name where indicated to name the backup: YourFarm 1-1-20xx, for example.
5. Click the Save button to return to the Backup Project box.
6. Select the Compression level for your data. Compression shrinks your data so that it takes less disk space. **Note:** Normal compression is best for everyday use.
7. To erase all other data on the diskette, select Wipe Disk (erase files) from the Disk Prep (floppy only) drop-down menu. **Note:** This option is only for use with a 3 1/2" removable diskette.
8. If you would like to Include Backdrops and/or Photos in your backup, check the options to include them. Selecting these items may significantly increase the size of your backup file. **Note:** It is not necessary to include these with the back-up each time.
9. Click OK to start the backup.

Warning: It is important that you make regular backups of your data on both the hard drive and a drive that can be stored in a safe place outside the computer. We recommend that a daily backup be made to your hard drive. Because of the limited life of magnetic media such as CDs and diskettes, we recommend that several sets of diskettes be used for backing up data. Data may be lost or corrupted due to system failures or other variables. Having a backup of your data is the only proven method of recovering lost data.

In addition to regular backups of your data, we recommend that a backup be made and stored in an off-farm location on a regular basis to protect you from data loss due to theft or fire, for example. **Making regular backups is the single most important thing you can do to protect your data.**