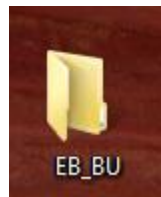


## Backing Up

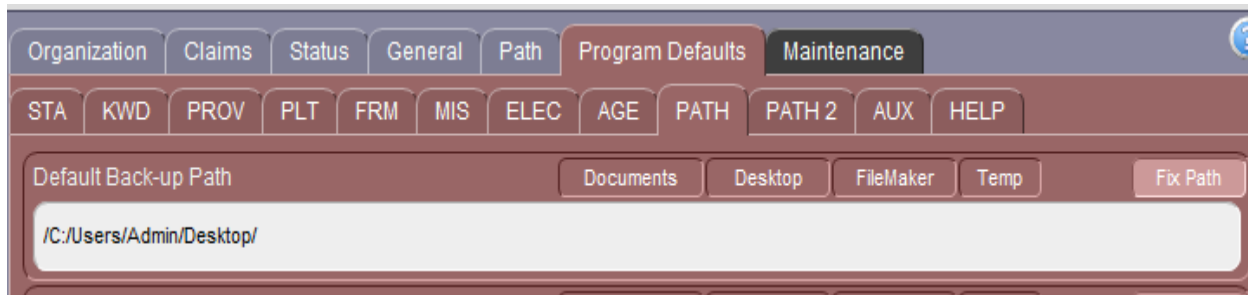


### Backing up your Easy Billing program (perform daily!)

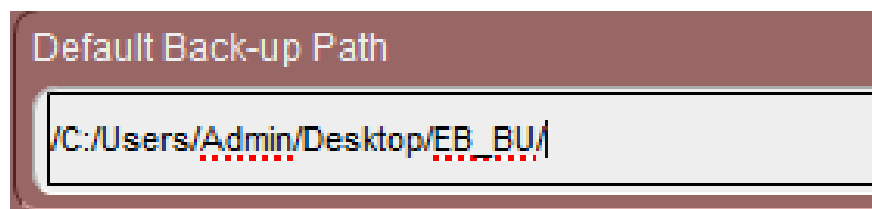
- Create a new backup folder on your desktop (a brand NEW folder separate from your current backup folder)



- In current version of Easy Billing software, go to the **Preferences** menu and select the **Program Defaults** tab. Then select the **Path** tab. On the “Default Back-up Path” field, click the **Desktop** button.



- In the “Default Back-up Path” field, click “Desktop”, after the last forward slash / enter your folder name (located on your desktop), i.e. EB\_BU **followed by a forward slash /**. Do NOT use dashes, slashes, periods etc. The path name should look like this: .....Desktop/EB\_BU/



## Backing Up

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- Then go to **Maintenance** tab / **Backup** tab and click the green disk icon to back up your files.

