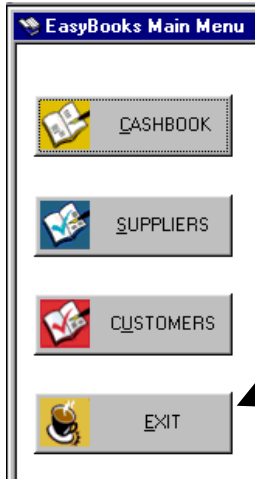


To Restore from a Compressed Backup

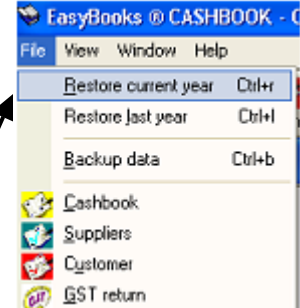


To restore from a compressed backup you must first go to the Main Screen of EasyBooks.

Note: The Main Screen has an **Exit** button all other screens have a **Close** button

Step 1

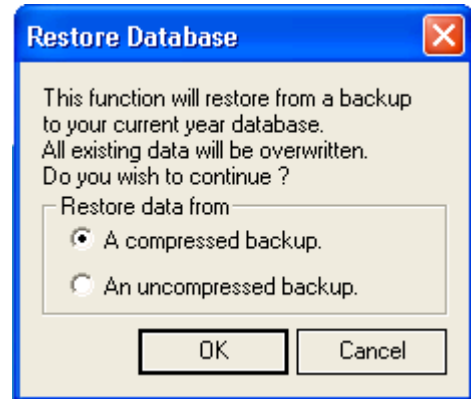
Click on **File**
Then on **Restore Current Year**



Step 2

Click on **A Compressed Backup**

Now there will be a black dot in the circle to the left of the wording

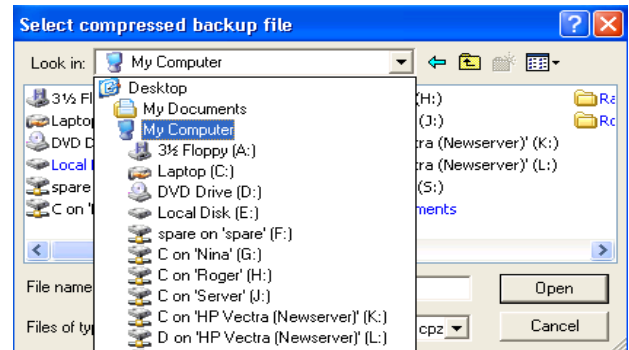


Step 3

Click on the button at the end of the **Look in** box _____

Now double click on the Floppy (A:) on the drop down menu

You will now have Floppy (A:) in the **Look in** box



Step 4

Now you should see your backup file in the main window

It will say;
"Backup -(your company name) .cpz"

Click once on this file to highlight it

Now click **Open** and follow the on-screen prompts.

