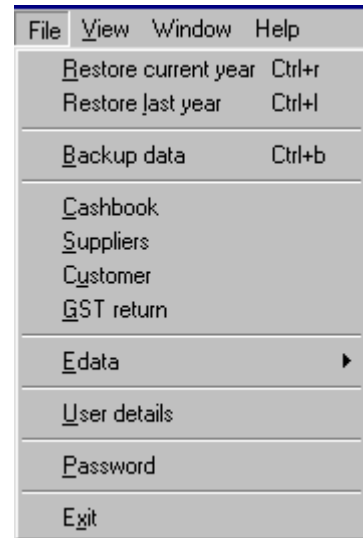
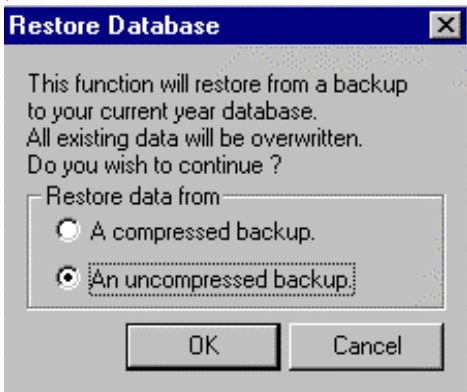


# Restoring Backups

If you need to go back to the data stored on one of your backup disks you can restore the data simply by choosing **Restore Current Year** (or **Restore Last Year** if you need to) from the **File** menu on the main screen.



Be sure to elect to restore from a compressed or uncompressed backup depending on what option you elected when the backup was made.

If **uncompressed backup** the system will then display the following screen asking you to specify the location of your backup disk.

You should place your backup disk in the computer at this stage.

You should click once on **3½ Floppy (A:)** and then click the **OK** button.

The system will then read the disk and display the Backup Information contained on this disk and ask you if you want to restore it. If you want to then click the **Yes** button.

**The screen displayed for restore from a compressed backup is slightly different. However, the principle is the same as with uncompressed backup. You will need to click on the down arrow and then browse your computer to locate the 3 ½ Floppy (A) Drive. The Back up file with the cpz file extension will show. Simply highlight and click Open.**

