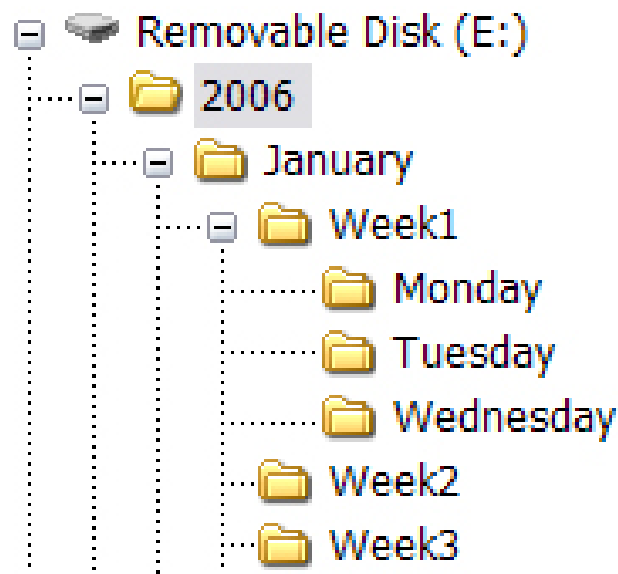


Suggestions for saving backups to a flash drive

Flash drives work exactly the same way as your floppy disks, with the advantage being they are smaller and hold more information.

In the past, you may have had to rotate a set of floppy disks over a period of time to ensure a full cover of backups. With your flash drive, you can complete the same process by creating a file structure on the drive itself.

A suggested method is to create a folder structure in the following manner:



To create this structure:

- e Insert your flash drive and open My Computer
- e Find and open your Flash Drive
- e Use the following method to create a new folder:
 - e On the left hand side of the screen, select Make a new folder
- e Rename the folder to the current year and press enter
- e Open the folder by double clicking on it, and using the steps above create a new folder
- e Name this new folder with the current month
- e Open the folder and repeat the steps to create folders for the week numbers and days

When it comes to backing up your EasyBooks data, click on the browse button and navigate your way to the relevant backup folder, or type in the file path.

WE SUGGEST THAT YOU KEEP A COPY OF YOUR BACKUPS IN A SECURE (PREFERABLY OFFSITE) LOCATION IN CASE OF THEFT OR DRIVE CORRUPTION.