## Back Up Data

Quicken automatically saves the data that you have entered in the file on which you have been working as you enter transactions. However, regularly save a backup copy on a compact disc (CD), DVD, thumb drive, or online (paid service through Quicken) in the event of computer hardware problems. Instructions for backing up your data on a CD are given later in the manual. Since we copied the *LONDON16* file to the C: drive earlier and have been working from that file, we will back up our data on the D: drive. To back up your data, be sure your CD is in the computer and complete the information as indicated on the following screen. You can utilize the browse buttons to select both the file you want to back up and the backup location. Select

#### File

**Backup and Restore** (or press Ctrl+B) **Back up Quicken File** 

Qui	icken Backup
Qu	iicken Backup
	Current data file name: LONDON 2016 login test.QDF
	Backup file name: LONDON 2016.QDF-backup
	Add date to backup file name This may help you identify the latest backup.
•	Back up on my computer or hard drive (CD, hard drive, thumb drive) Backup File:
0	Use Quicken Online Backup Protect all your most important data with Quicken Online Backup. For pennies a day, you can securely store your data online.
	Learn more I am already an Online Backup customer
?	Back up Now Cancel

Note: Clicking the Add the date to backup file name attaches the date to the file name for easier reference. This may not work if you are using certain removable data storage (zip, thumb drive) as it may not be able to handle a file name of more than 8 characters.

### Click Back up Now

You should receive a message that the file has been backed up successfully.

#### Click OK

Now, click **File** 

**Exit** (*This closes the Quicken program.*) Note: It would be wise to back up your information on multiple CDs and back up often. Alternate the disks that you use so that you minimize the potential loss

# of information due to faulty disks

CONGRATULATIONS! You have now completed the basic Quicken workshop for farm financial records! Hopefully, you will want to apply your newly learned skills to your own farming operation. Refer to this tutorial and the Quicken manual for assistance in setting up your own record keeping system.