

Copy Files

Introduction

Why Copy the Files

How Often to Copy

Database File Names

Where to Copy the Files: Media Options

External Drive

E-Mail

CD

Methods

Import/Export Utility

Microsoft Windows Explore

File Location

Import/Export Utility: Export

Name a Folder (Optional)

The Import/Export Utility

Import/Export Utility: Import

The Import/Export Utility

Microsoft Explore: Copy

Explore Overview

Name a Folder (Optional)

Copy & Paste the Formation File

Microsoft Explore: Transfer Copy

Explore

Copy & Paste the Formation File

The Next Copy