

Answer:

To backup your One Vision data file:

1. If you are using a removable disk for backup, insert it into the appropriate drive (3.5-inch disk drives are usually labeled as **A:**). If you just want to backup to your hard drive, there is no need to insert a disk.
2. From the One Vision **File** menu, choose **Backup** to open the **Backup Company File** window.
3. If the **Filename** or **Location** information in the **Backup Current Company** section is incorrect, click the **Browse** button. (If they are correct, skip to step 4.) This will open the **Save Backup for One Vision** window.
 - a. Select your backup file location from the **Look In** drop-down list.
 - b. Select the filename from the center of the window. (Your backup file will look something like [OV0127005.OVB, where the numbers indicate a date.)
 - c. Click **Open**. You will return to the **Backup Company File** window.
4. Click **Backup**. Carefully read any messages that may appear before the restoration process begins.

Note: Be sure to write down the filename before closing this window.