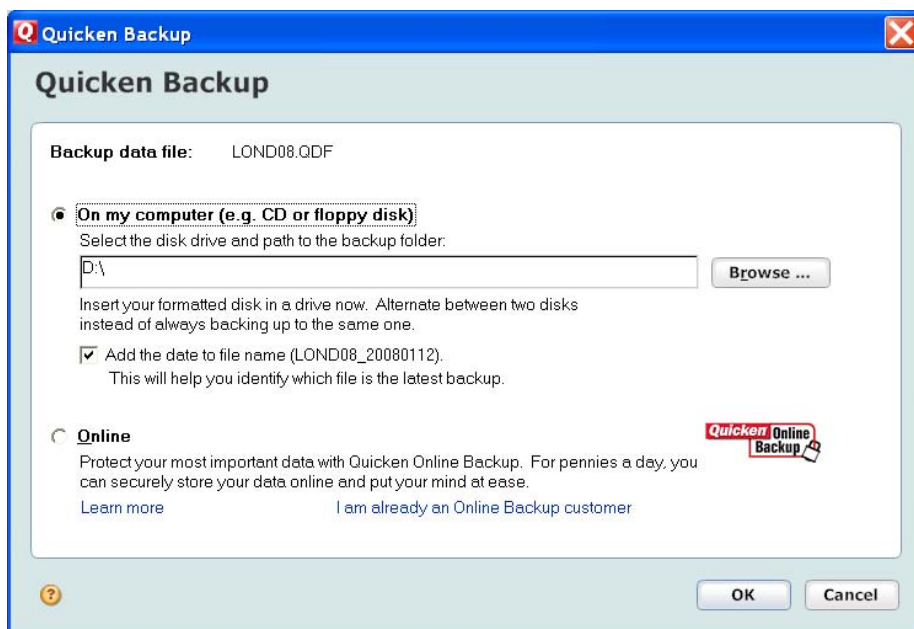*Back up data*

Quicken automatically saves the data that you have entered in the file on which you have been working as you enter transactions.  However, you will want to regularly save a backup copy on a compact disc (CD), DVD, or flash drive in the event of hardware problems.  Instructions for backing up your data on a CD are given on pages 104.  Since we copied the *LOND08* 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**     *(or press Ctrl+B)*



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

Click **OK**.

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*

**Backing Up Quicken Files**

A pat on the back to those who back up Quicken data on a regular basis…. It is important to ensure backup files will be valid and not corrupted if you need them in the event of hardware or software failure. Quicken offers some suggestions for ensuring backup files will be there when you need them.

*Backing Up to Compact Disc (CD) or DVD*

Quicken files may be backed up onto compact discs (CDs) or DVDs. CDs/DVDs are a long lasting source of data storage when handled properly. (From this point forward, CD will be used to refer to both CDs or DVDs.) Windows XP is able to create CDs without third-party software (it is built in), but earlier Windows versions will require third-party software (for example, Roxio or Easy CD Creator). The software needs to be compatible with your CD burner hardware.

Format the CD for data using the CD software before attempting to backup files on an empty CD for the first time. Generally, the preferred format style needs to be "drag and drop" which allows you to copy and paste files directly to a CD. Formatting can vary among CD players, so you may want to make sure that the file is "compatible" for play on most CD drives. This may come from an additional step in the software or you may have to make a selection from a file menu. Some CD burning software is not capable of handling file names that are more than 8 characters so name files carefully. Otherwise, the file name may be automatically shortened by the software or cause an error (true of some jump/thumb drives).

The steps in this section may not be exactly the same as what you will need to do, so use them as a guideline and read up on CD formatting in the Help for Windows or the computer's CD burner software. For non-XP versions of Windows, insert the CD and a window similar to this may open:
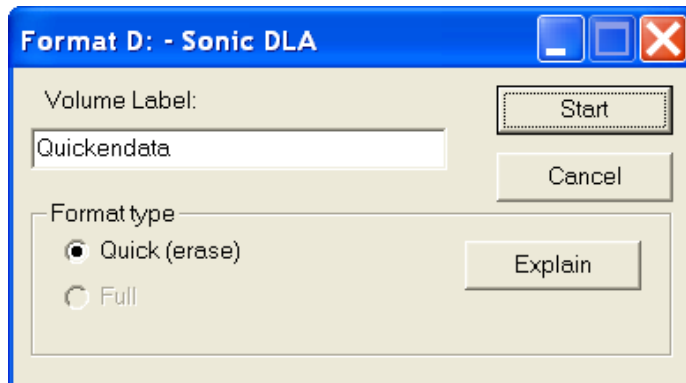
**OK**

Name the CD and click Start:

Format E: - Roxio DLA

Volume Label:
Quicken Data

Format type
● Quick (erase)
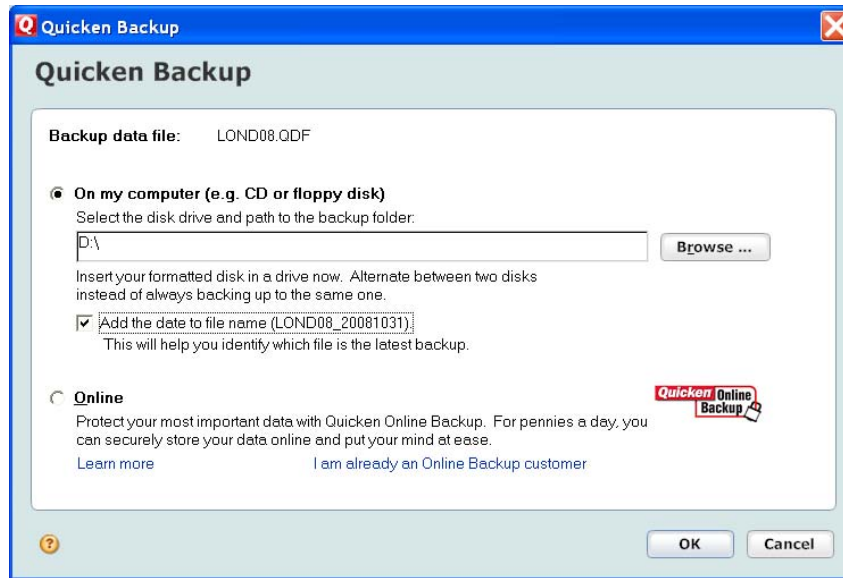○ Full

Start
Cancel
Explain

You will get a warning that any files on the CD will be lost and then a message that the CD has been formatted.

For Windows XP you can go directly to **My Computer,** select **CD Drive (D):** and click on **File, Format**.

Format D: - Sonic DLA

Volume Label:
Quickendata

Format type
● Quick (erase)
○ Full

Start
Cancel
Explain

The Volume Label is the name of the CD.  Click **Start**. Once you have completed the formatting process, you can backup a Quicken file to it.

Next, go to the Quicken program and the file you wish to backup. From the drop-down menu, click **File**, **Backup**.  Select the location of the writable CD or DVD drive by clicking on **Browse**. For our example, we look for **(D):**

Click **OK**

When you receive the message **File backed up successfully**, click **OK**. At this point, your CD burner software may ask how to handle the closing of the CD. Generally, you will want to be able to open the files with any CD player, but keep the CD "open" to allow additional files to be written to it until it is full.

If backing up directly to CD does not work, you may need to back your file up to a "staging" area such as a temporary folder, then "drag and drop" it to the formatted CD.

## Storing Compact Discs

CDs need to be protected from scratches and bending and need to be handled properly. Damage to CDs can be caused by:
- Dust. Dust on the CD can cause scratching, so keep in a jewel case or CD jacket.
- Flexing. Store CDs in a case and store vertically to minimize bending/flexing of the CD.
- Fingerprints. Fingerprints or smudges can distort how information is read. Handle CDs from the edges and wipe off smudges with a soft lint-free cloth.
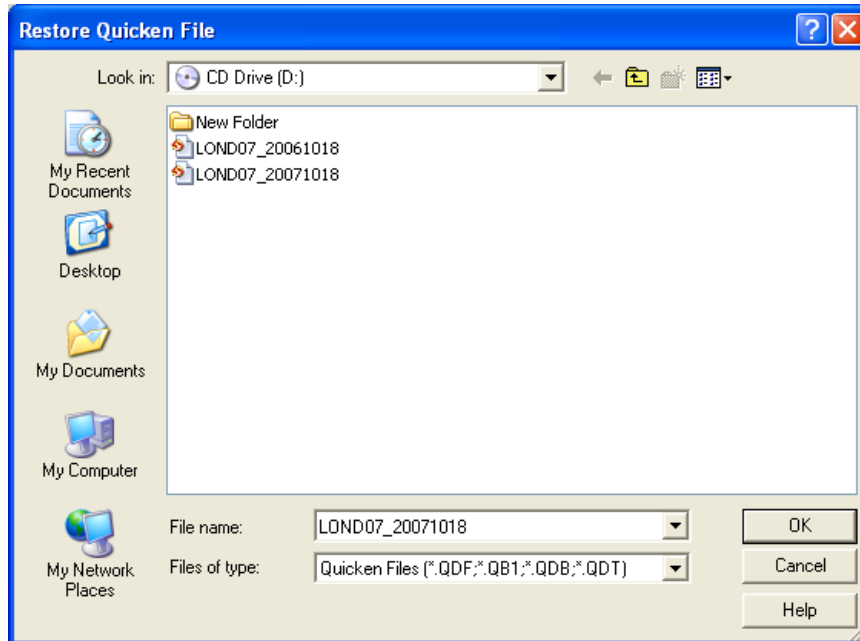
### Restoring a Backup From a CD-R or CD-RW Drive

If you find it necessary to use a manual backup copy of a Quicken file, follow these instructions. To restore the file, go to the Quicken drop-down menu and click

**File**

**Restore Backup File**
  **Browse my computer**



> *Note: If you do not wish to overwrite the original file on the hard drive, you will need to cancel and rename either the backup files or the files on the hard drive.*

Click **OK**.

> *Note: We had selected to include the date in the file name. As you can see in the screen above, 20071018 stand for YYYYMMDD (Year, Month, Date).*

Click **OK**.