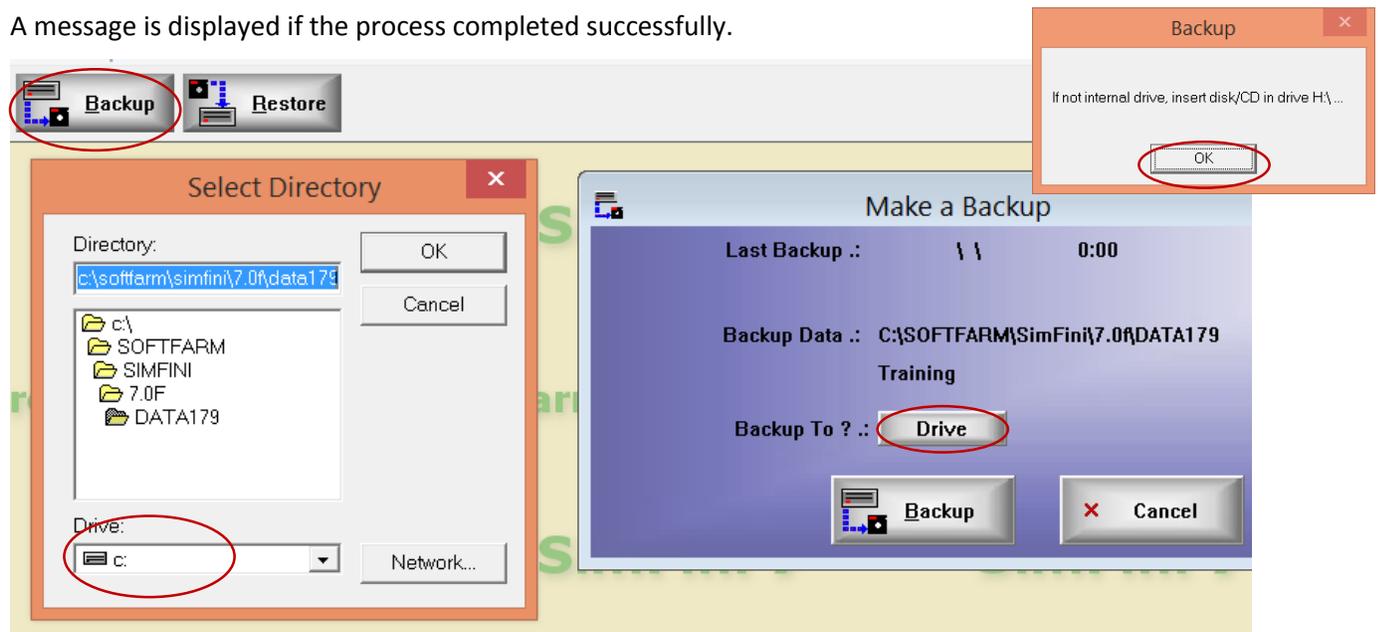**How to make a copy of data for Backup or to send to Software Farm**

Place a memory stick in the computer, and note the drive that Windows assign to it (usually E:, F:, G:, H:), or identify a location on the hard disk where you wil know were to find the backup.

- Choose File | Backup/Restore
- Choose Backup at the top of the screen
- Click on the Drive Button

Choose the letter of the memory stick at the bottom of the screen that pops up, or click on c:\ in the middle block and navigate to the folder where you want to save the backup. Click OK to close the small screen on the left, and click on Backup in the blue screen.
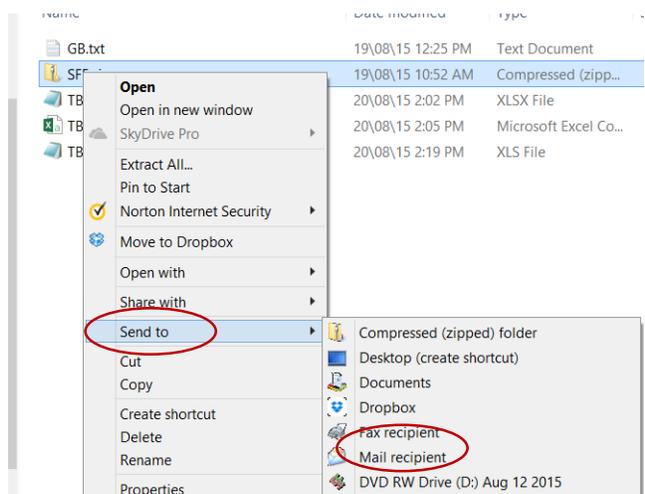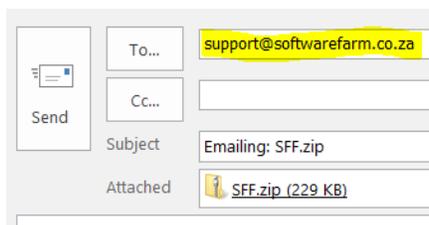
A message is displayed if the process completed successfully.

This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
DVD RW Drive
AdminC61 (\\S
Home (\\SOFT'
UDISK (H:)

Backup ✕

If not internal drive, insert disk/CD in drive H:\ ...

OK

Backup   **Restore**

Select Directory ✕

Directory:
c:\softfarm\simfini\7.0f\data179

c:\
SOFTFARM
SIMFINI
7.0F
DATA179

OK

Cancel

Drive:
c:

Network...

Make a Backup

Last Backup .:   \ \   0:00

Backup Data .:   C:\SOFTFARM\SimFini\7.0f\DATA179

                              Training

Backup To ? .:   **Drive**

Backup   ✕ **Cancel**

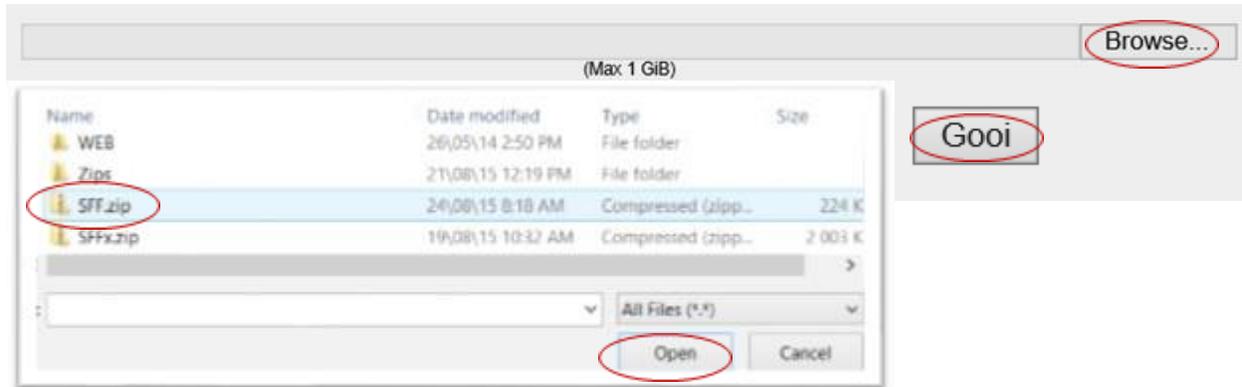**To send the Backup via Email**

Navigate to the folder where the backup is stored (Memory stick or folder on C:)

Right click on the ZIP file (eg. SFF.zip), choose Send to, then Mail Recipient. When your mail program opens, type support@softwarefarm.co.za in the To… field and send.

Name   Date modified   Type
GB.txt   19\08\15 12:25 PM   Text Document
SFF   19\08\15 10:52 AM   Compressed (zipp...
TB   20\08\15 2:02 PM   XLSX File
TB   20\08\15 2:05 PM   Microsoft Excel Co...
TB   20\08\15 2:19 PM   XLS File

Open
Open in new window
SkyDrive Pro   ▶
Extract All...
Pin to Start
Norton Internet Security ▶
Move to Dropbox
Open with   ▶
Share with   ▶
Send to   ▶   Compressed (zipped) folder
Cut   Desktop (create shortcut)
Copy   Documents
Create shortcut   Dropbox
Delete   Fax recipient
Rename   Mail recipient
Properties   DVD RW Drive (D:) Aug 12 2015

To...   support@softwarefarm.co.za
Cc...
Send
Subject   Emailing: SFF.zip
Attached   SFF.zip (229 KB)

To send files via FileGooi when Email doesn't work

Click on the link http://filegooi.co.za/uploadbay/Johane. Click on Browse, and navigate to the folder where the backup file is. (Memory stick or folder on C:). Click on SFF.zip, then on open. Then click Gooi.

To receive data from FileGooi

Click on the link that we send to you, eg. http://filegooi.co.za/get2/0fdedf7eeeaa92b42dd114c33ecf5d27/SFFtest.zip. You will have the option to save the file. The file will initially be saved in the Downloads folder of the PC. Copy it to a location where you can use it, e.g   C:\SOFTFARM\DATA001, or a memory stick. No spaces are allowed in the file or folder name.   The name of the saved file must be SFF.zip. When you restore the file, navigate to that folder to restore.