

**Overview** Take a copy of the datafile and store it in another directory or on another PC by using Windows Copy and Paste routines

There are many variations to the Copy and Paste routine - this process will serve as a good basic process

## 1. Create the copy of the datafile

Ensure **ALL** users are logged out of FinancePlus

Access Windows Explorer using **Start > Programs > Windows Explorer**

In the Explorer window locate the FinancePlus datafile –

- It will always have the file extension **.FPD**
- If on a network this would be on the server and will probably be in a directory called **Findata**
- If not on a network this will be on the local drive and will probably be in a directory called **Findata**

Highlight the datafile which will be called [filename].fpd ie Junk.fpd

Take a copy of the datafile by using the menu items **Edit > Copy**

## 2. Paste the copy of the datafile to another location

Paste the copy to another directory or to another drive by using menu items **Edit > Paste**

Rename the copied datafile to something different from the original using menu items **File > rename**

It is often good practice to incorporate the date into the filename, perhaps [filename][date].fpd ie., Junk250700.fpd

## 3. Restore from Quick Backup

If required, the datafile can be quickly restored from backup by copying the backup datafile back to the original location using the Copy and Paste routines detailed above

It is always advisable to use **Copy** rather than **Move** as the copy routine leaves the original untouched for later use.

Because the file being restored has a different name from the original, it will not overwrite the original file

**Note** This process is intended only to make a Quick Backup of your datafile  
It is **not** intended to replace your normal Backup process

### Disclaimer

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