Peachtree Backup

It is important that you back up your company data files on a regular basis in case information is accidentally deleted or corrupted. You can then restore your data, if necessary.

To back up your company data files and customized forms, use the following procedure:

1. From the File menu, select Back Up. Peachtree displays the Back Up Company window.
2. Select the Reminder check box if you want to be prompted to back up in a specified number of days. If the specified number of days has elapsed since your last Peachtree backup, Peachtree will display a reminder message when you close the company or exit the program.
3. Select the Include company name check box if you want Peachtree to incorporate your company name in the name of the backup file it creates.
4. Select the Include archives in the backup check box if you want Peachtree to include your archived companies in the backup. This option is disabled if you do not have any archived companies.
5. Select the **Include attachments in the backup** if you want Peachtree to include files you've attached to records and transactions in the backup. This option will be disabled if you do not have any attachments. (Not available in Peachtree First Accounting)
6. Click the Back Up button to enter or select where you want to save your Peachtree backup file. If you are not prepared to back up your company data at this time, click Close.
7. In the Save Back Up As window, at Save in enter or select the path where you want to save your backup copy.
8. At File name, enter the name for the backup copy. Peachtree offers a default file name that includes the current system date—for example, Bellwether Garden Supply-022507.ptb. You can change this if you like. Peachtree backup files use the *.ptb file extension.
   For increased security, avoid backing up data over existing backups.
   You do not have to specify the location of your data files. Peachtree locates these based on the company that is currently open.
9. Click the Save button. Peachtree displays one of the following:
    o If you are backing up to your hard drive, the estimated size in megabytes (MB) of your backup.
    o If you are backing up to an external source such as diskette or ZIP drive, the number of diskettes needed.
10. Click OK. The system displays the progress of the backup until it is complete.