



## *Ohio 4-H Youth Enrollment* **HOW TO #4** *WinZip Backup*

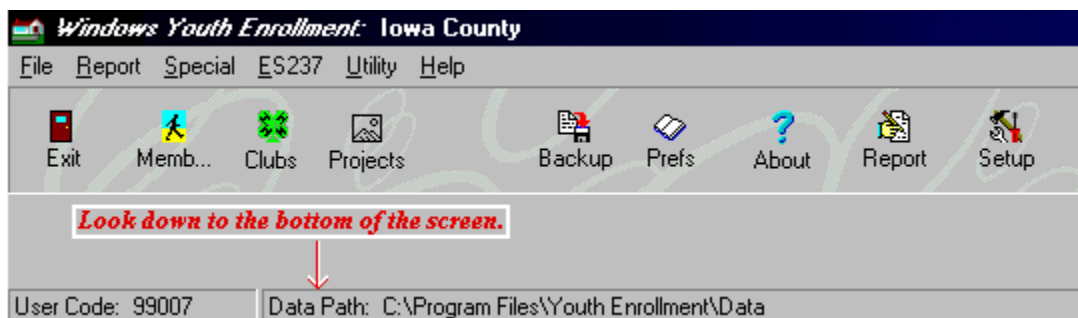


### *How often do I need to backup?*

The answer is -- as you work through your member leader file adding, editing, deleting, etc. and you pause for a moment and say to yourself, "Boy, am I glad that is done," or "Am I ever glad I will not have to do that again," -- that's the prime indicator of being ready for a backup. It's kinda funny, we never have enough time to get our work done, but we always find time to do it over if need be. Rule of thumb is once a week when you are busy adding and editing records, and once a month in less busy times.

### *Before we begin . . .*

What are we trying to backup? You need to determine where your data files are located in order to be able to back them up. You can find this out by opening your Youth Enrollment program and looking at the very bottom of your screen. Please write that data path here: \_\_\_\_\_

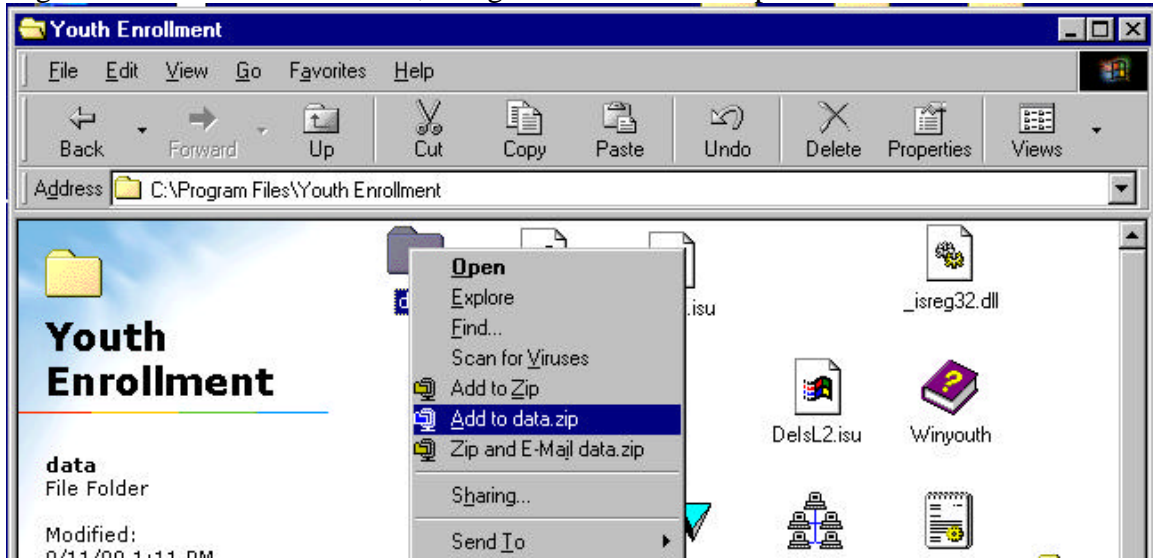


### *Zipping up your data files:*

These instructions will take you step-by-step through backing up your DATA folder using WinZip.

Go to your MY COMPUTER. Find your data folder. Do you remember where that is??? If not, look on the first page of this document, you should have written it down there.

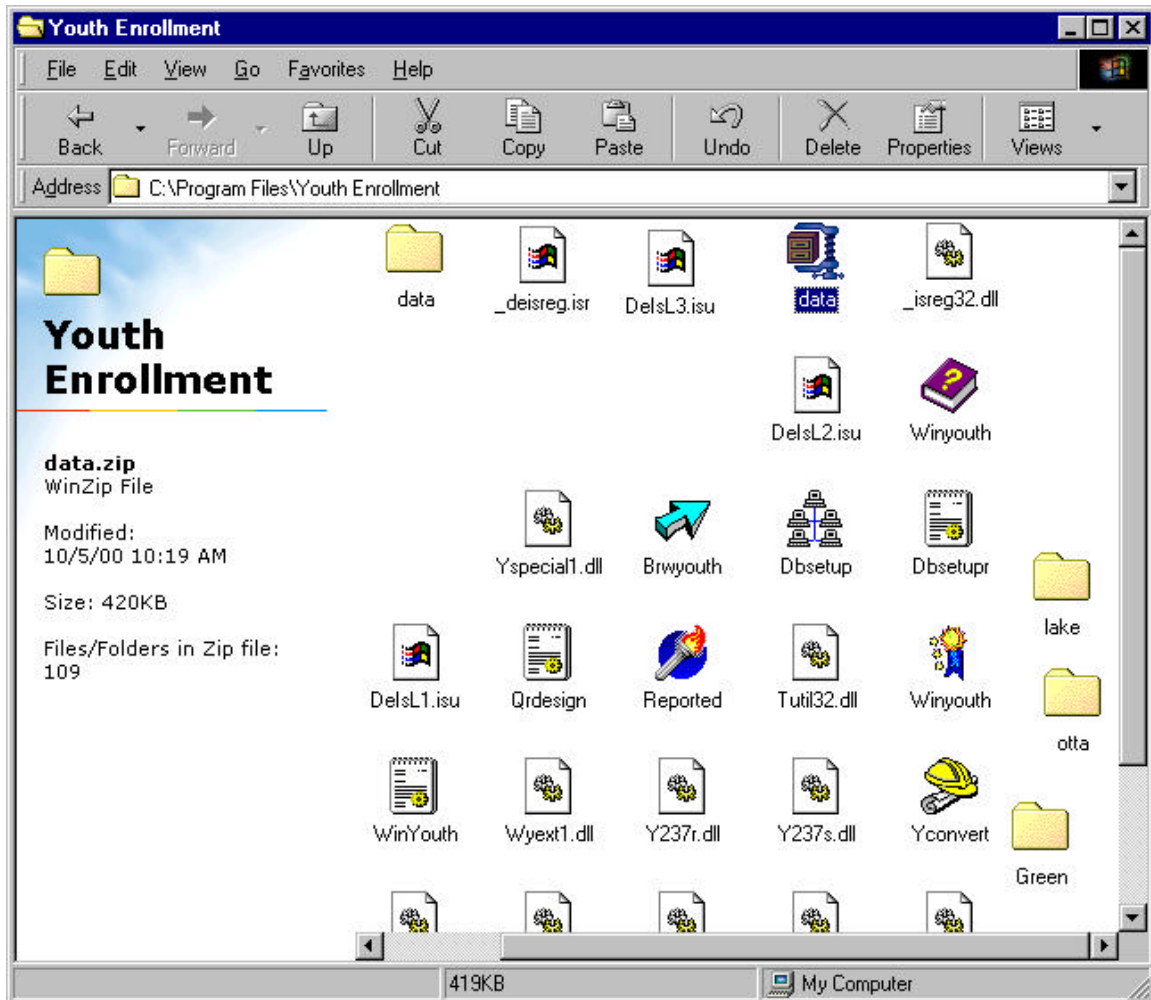
Right-click on the DATA folder, and go to “Add to data.zip”



Because we are using an evaluation copy of WinZip, you need to click on I AGREE.



The program will do its thing and create a file called “data”. There are two files named “data”, choose the one that looks like the icon highlighted below:



Locate this file and go to FILE|RENAME (or right-click and go to rename). Change the name to your county name (or first few letters of the county name) and the date you backed up the data. For example, if I were backing up Ashtabula County’s data on 10/2/00, I would name the file “asht10-2”. *You cannot use the “/”, so separate the date with a dash.*

**That is it!!! You have successfully backed up your data.**