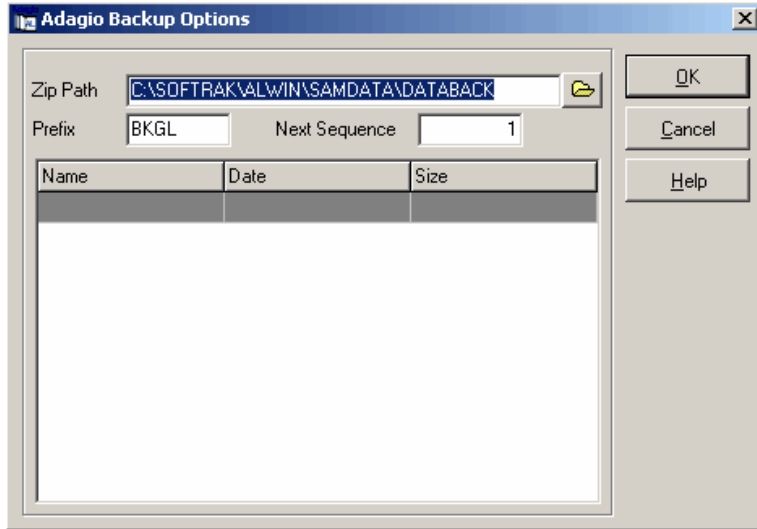


Making a backup of Adagio data to send to another system.

In the Adagio module you wish to use, select *File / Backup / Backup Options*. This brings up the following screen. (Our example uses Adagio Ledger.)

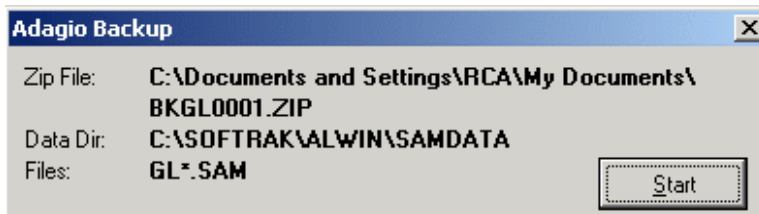
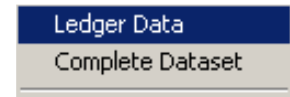


In the **Zip Path** field at the top, make note of the displayed path (in case you want to use it again) and then type in a path to put this data backup, if it is different.

You can also click on the file folder to the right of that field and browse for the location to save the data. To make it easy to find later, you might use your “My Documents” folder.

Click *OK* when you are done.

Select *File / Backup*. Then, depending on whether you want just one module’s data or all the related modules’ data too, select one of the options presented.



Make a note of the path and file name, then click *Start*.

When the backup is complete, click *OK* then *Close*.

You can now e-mail or copy the “zip” file. The user receiving the file requires WinZip or an equivalent program to uncompress the file. (Windows XP includes this functionality.)

If you are using the Adagio Backup feature regularly, you may wish to select *File / Backup / Backup Options* and put the original path back in the **Zip Path** field.