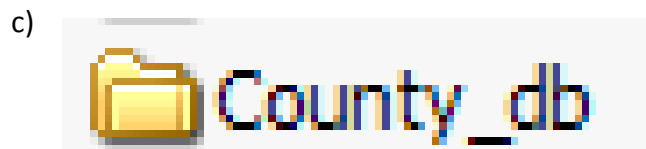
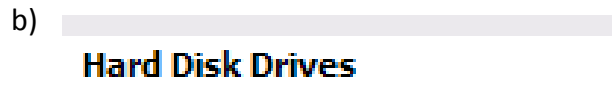
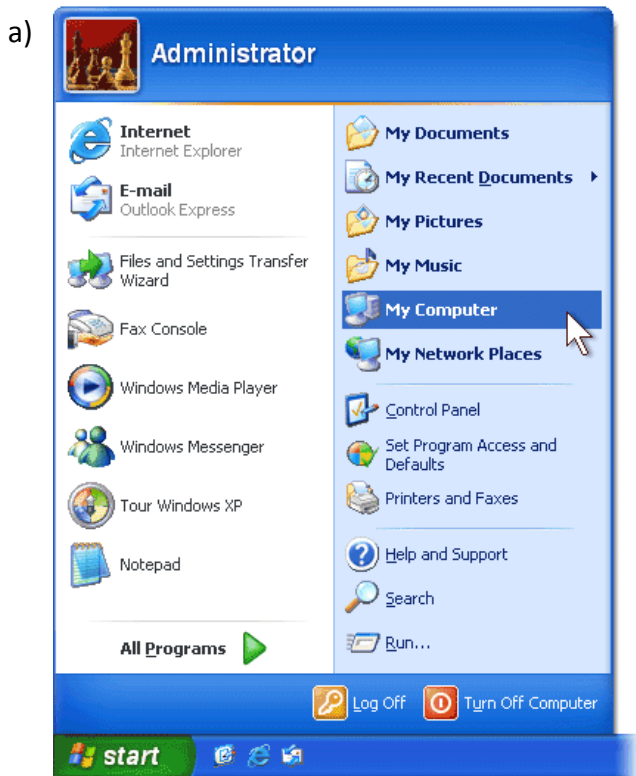
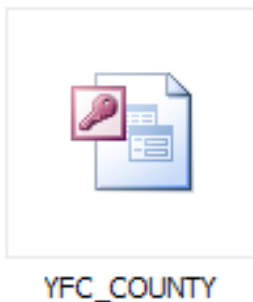


Firstly, let's go through how to backup your database:

1. Navigate to your C:\ drive by clicking Start → My Computer → Local disk C → County\_db



2. Inside this folder you will see lots of files... one of which is called 'YFC\_county.mdb'



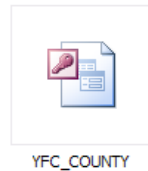
This file contains all of your membership database details.

3. To back this file up, simply follow these instructions:

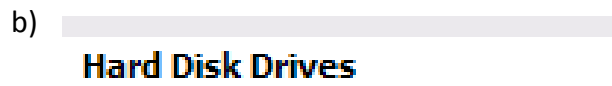
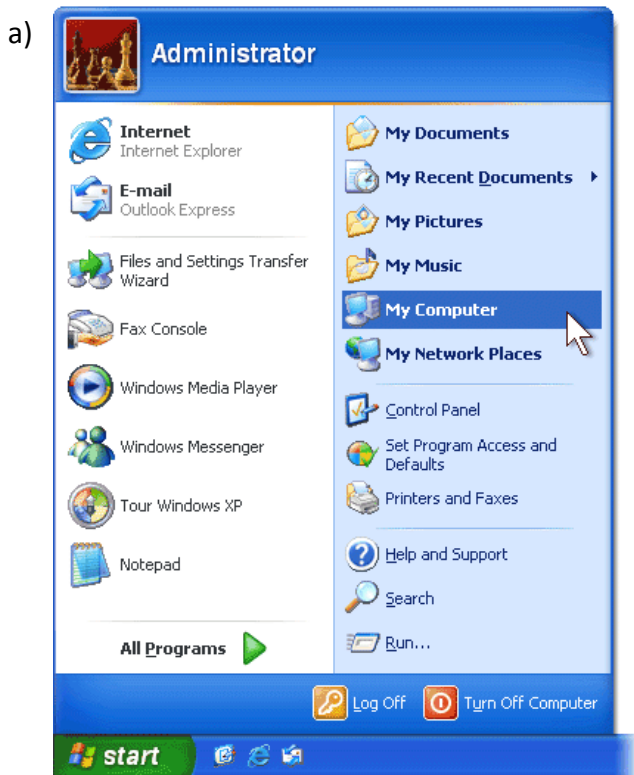
- a. right click on it, and click copy
- b. Inset a memory stick/blank CD/floppy disk and locate to that media
- c. Right click where you want to save your copy, and click paste

Now, let's go through how to restore your database:

1. Ensure that CMDS is closed before commencing
2. Locate the copy of your backup (usually from a CD, or memory stick)
3. Right click on the file 'YFC\_County' and click **copy**



4. Navigate to your C:\ drive by clicking Start → My Computer → Local disk C → County\_db



5. Now right click in a blank space within this folder, and click **paste**
6. You will probably get a warning about the file already existing, if you do, please click yes to overwrite (only if you are sure you want to go back to your backup file, and lose anything you have done since then!)
7. Your backup is now complete. Please login to CMDS, and you will have your database as it was at the time of last backup.