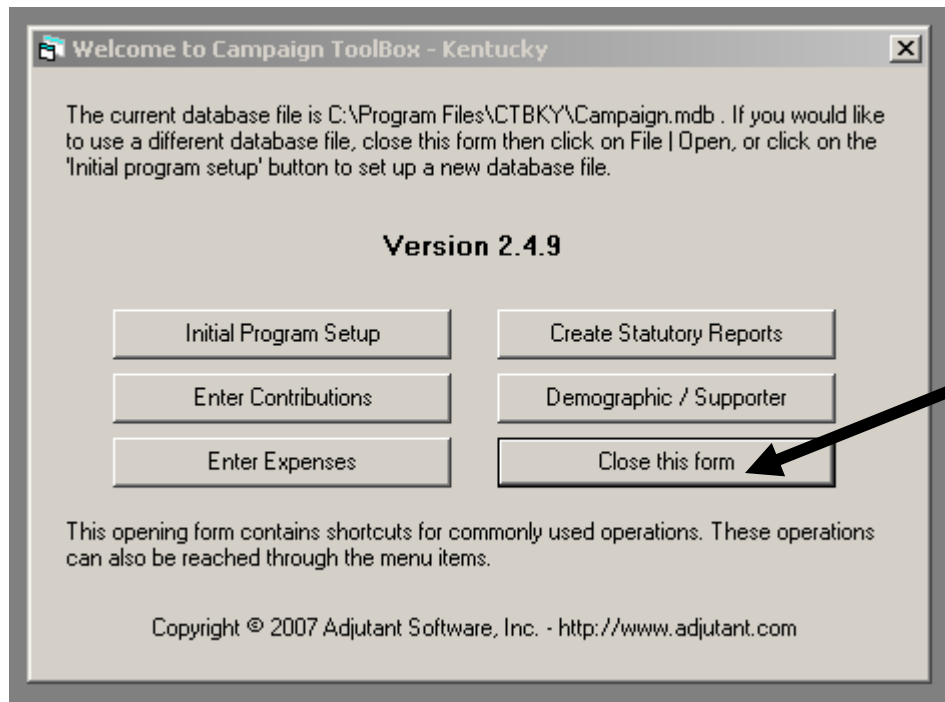
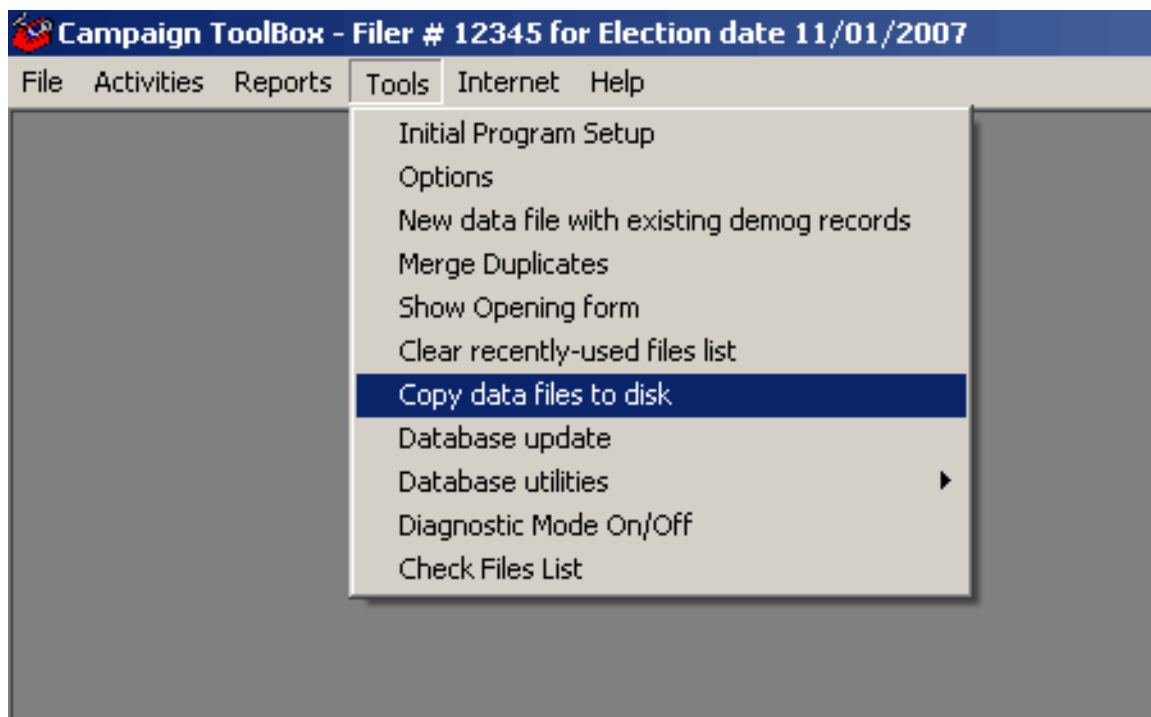


How to Backup your Date Files using Campaign Toolbox

Open Campaign Toolbox. Click “Close this form.”

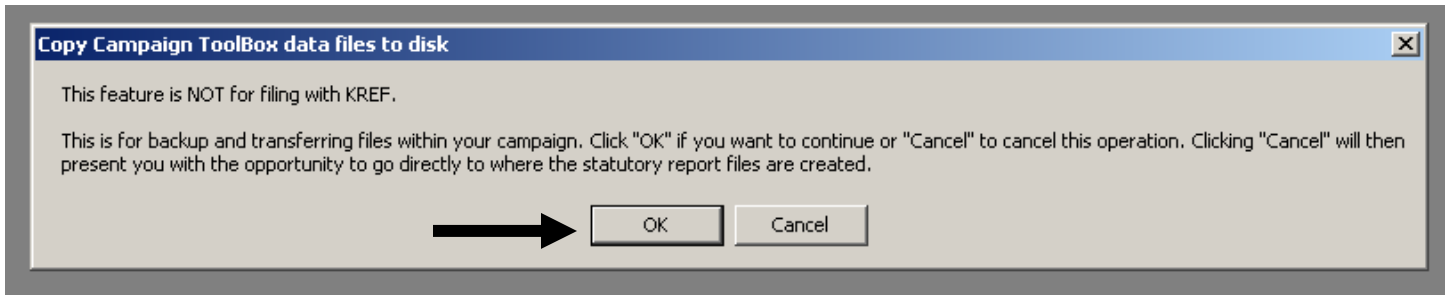


Click on “Tools” > “Copy data files to disk.”

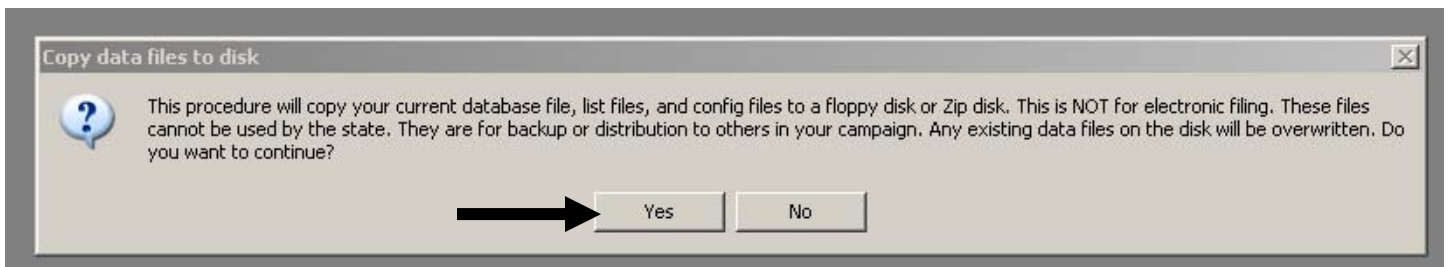


How to Backup your Date Files using Campaign Toolbox

A window will appear informing you that this utility is used for backing up the data, not reporting it to KREF.



This procedure will copy your current database, list files and config files to a floppy disc, a Zip disk, or a USB Flash drive. Be sure you have a disk in your computer or a flash drive connected. Click "Yes."

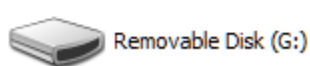
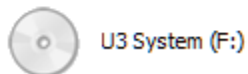
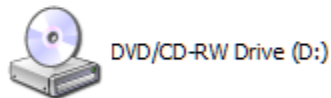
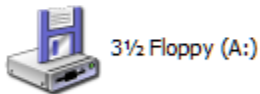


Enter the drive you want to save it to. If you are saving it to a floppy drive, type an "A" in this space. If you are using a Zip drive or a Flash drive use the letter assigned to it. If you do not know the drive letter, open up **My Computer** and look for the device. In the example below my Flash drive uses "G".

Hard Disk Drives

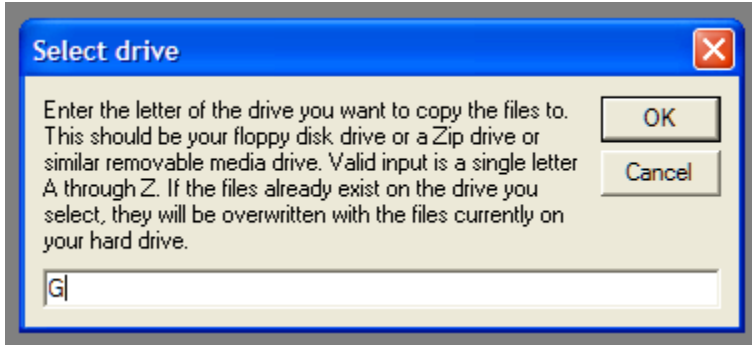


Devices with Removable Storage



How to Backup your Date Files using Campaign Toolbox

Type the drive letter in the box and click “OK.”



You will not receive a confirmation message. To check to make sure the database and files were transferred open the drive you saved the files to verify they were saved.