

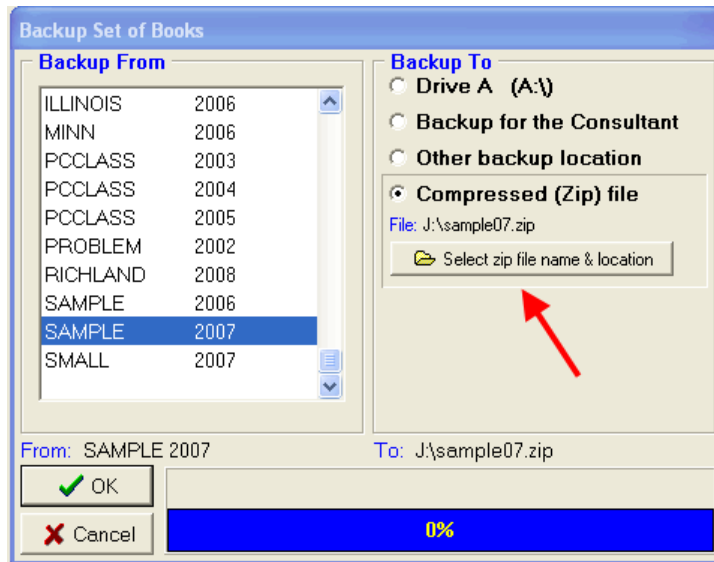


PcMars Tip

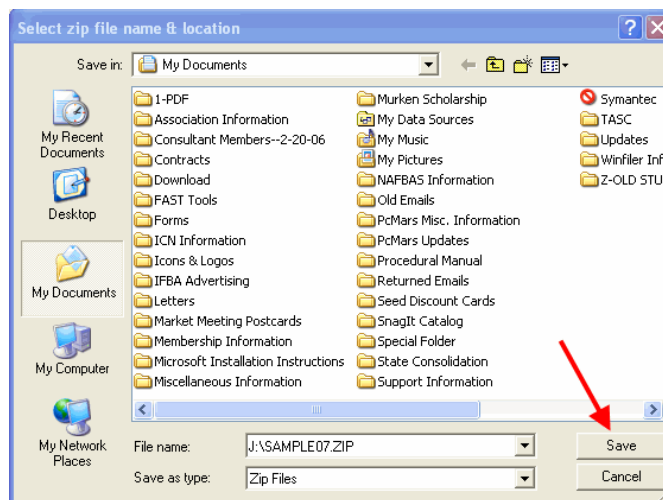
How to Email and Restore Zipped Data

EMAIL A ZIP FILE

1. In your PC Mars program, go to “File” ⇒ “Backup Set of Books”⇒ and then select the set of books you wish to backup.
2. Select the option to backup to a “Compressed (Zip) file”. Click on “Select zip file name & location”.

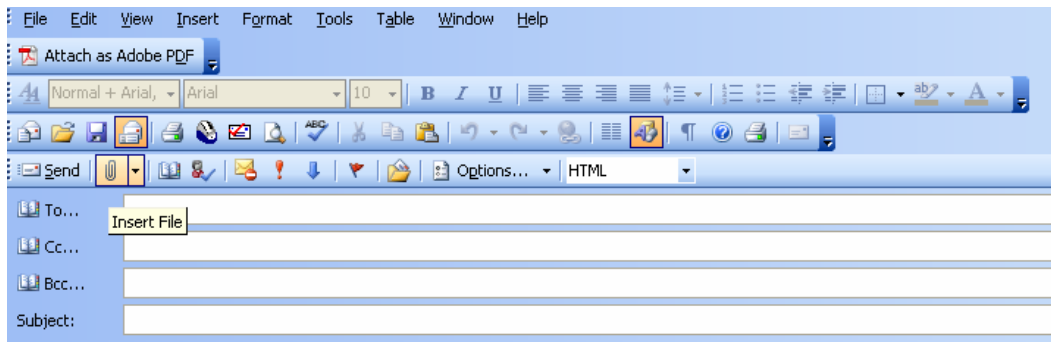


3. You need to decide where you want the “zipped” file to be saved. We will be using “My Documents” in this example. We suggest saving it in “My Documents” as it makes it easier to find.

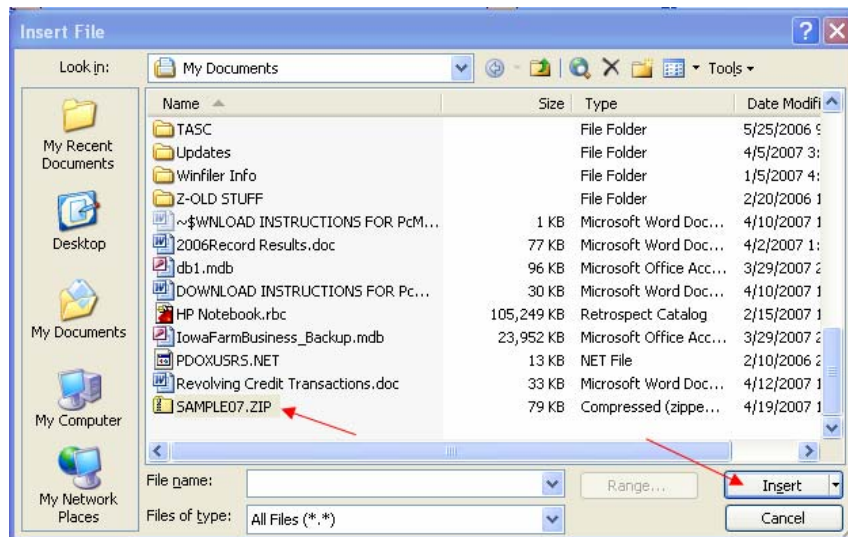


4. Click the “Save” button. This will take you back to your “Backup” screen in PC Mars. Click the “OK” button. Your PC Mars set of books will be “zipped and saved” to your “My Documents” folder.

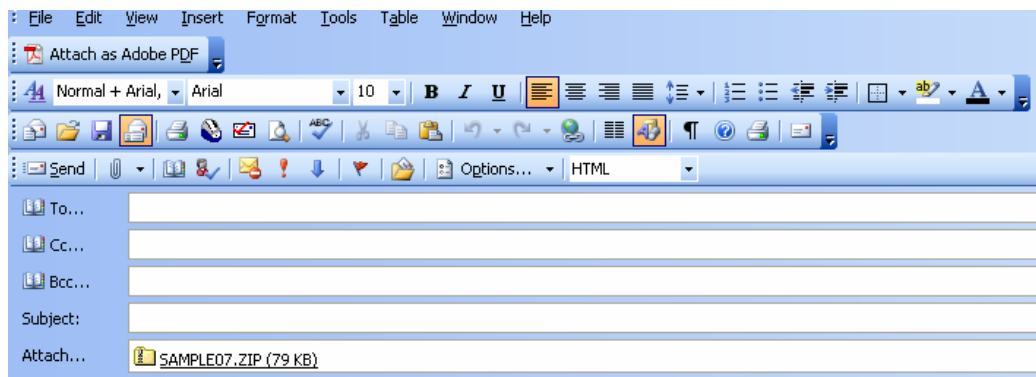
5. Prepare to send a “New” email to whomever you are sending your “Zipped” PC Mars file. Click on the paper clip to “Insert File”.



6. The following “Insert File” screen will appear. Locate your “Zipped” file and either “double click” on it or highlight it and click the “Insert” button.

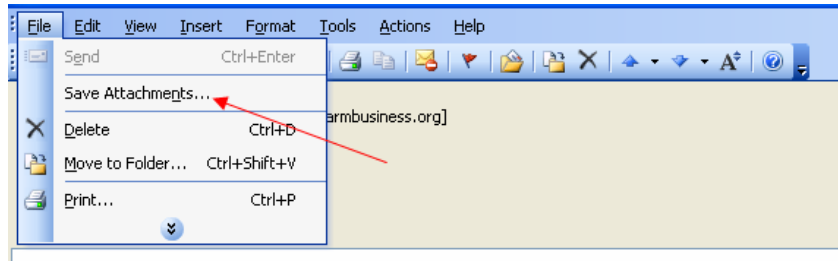


7. Your “Zipped” file will now be attached to the email you wish to send.



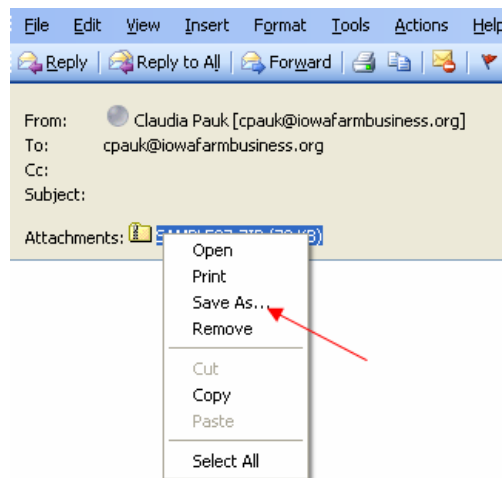
RESTORE A ZIPPED FILE TO YOUR PcMARS

1. When you receive an email with a PC Mars “Zip” file attached, either click on “File”⇒ “Save Attachments”

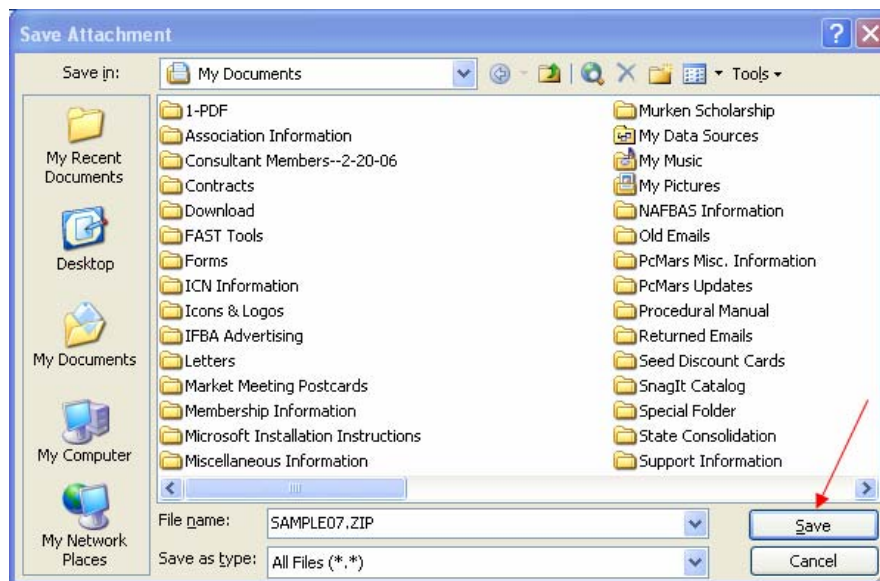


OR

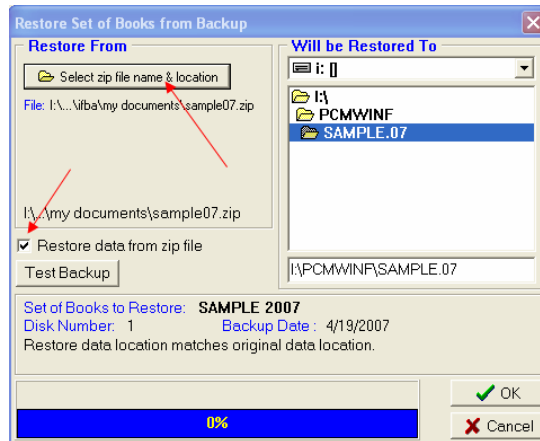
Right mouse click on the attached file and “Save As”



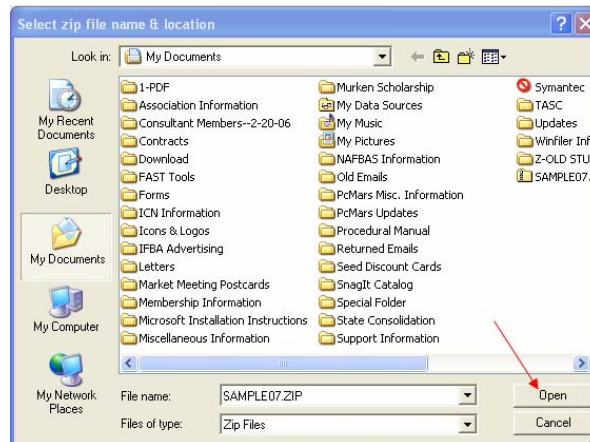
2. In this example the “zipped” file is saved to “My Documents”.



- In your PC Mars program, go to “File”⇒ “Restore Set of Books”⇒ and “√” the “Restore data from zip file” box. Then click on the “Select Zip File Name and Location” button at the top of the screen.



- The “Select zip file name and location” screen will appear and we are looking in “My Documents for our zipped file. Once you have located your zipped file, click on “Open” and you will return to your PcMars “Restore set of books” screen.



- At this point you need to **make sure the file path is correct**. Once the file path is correct you will be able to click on the green OK check mark and your books will be restored.

