

## Quicken Backup to cd

1. With Quicken open on the screen, press File and Backup.
2. A screen will pop up allowing you to make a choice as to where you wish to backup the quicken data. There will be a path in the top box indicating the file that contains the Quicken backup files. In my case it says, C:\Documents and Settings\Owner\My Documents\Quicken\QDATA1.QDF which is the default of the Quicken .( If you choose, you can create a new folder and name it as your Quicken Backup)
3. Put a check in the box in Quicken that states "add date to file name....."
4. Enter the letter that is your CD-Writer and put in the blank cd-r or the blank Cd-RW that you've already formatted. In my case it's D:\ Your cd-writer may be a different Letter.
4. Put a check in the box that says "Use the Windows CD-Writing Wizard
5. Now, just for practice on Quicken click File and Backup. If you prefer when you format the CD-RW disk (if you prefer to use an RW instead of a CD-R disk) you can create a folder for each month, and browse on the backup destination box in Quicken to locate the particular folder for the month in which you're doing the backup. This way you will not just replace the previous months backup, but add a new backup each month.
6. When you click backup, the files will be copied to a temp folder, then a message will pop up telling you that you have files to be copied to a disk and to click on the balloon to do this.
7. Click the balloon and a screen will come up with a shortcut for each of your Quicken backup files. IN the box to the left at the very top will be an option to Write files to CD now. Click it and the files will be written to the cd.

Note: do not close out the cd if you intend to copy a backup to this same disk each month.

Note: You may format a CD-RW using your CD-Writer program such as Roxio, Nero, Sonic,etc. Click Make a Data Cd - Direct CD. There you should find the option to format the disk first. Once it's formatted you can treat it just like a hard drive. You can create folders for each month if you wish and then backup to the particular month's folder, if you wish.

Note 2: USB Drives are much easier and quicker to use for Backup. Just plug the Flash Drive into a USB port, in Quicken after clicking File...Backup, click Browse and locate the letter that is the Flash Drive, click OK and that drive will be entered into the Backup location box in Quicken. Click OK at the bottom of the backup screen and the backup file will be copied to the Flash Drive. You may create monthly folders or yearly folders in the Flash Drive if you prefer.

Revised 4/22/2010 JMM