

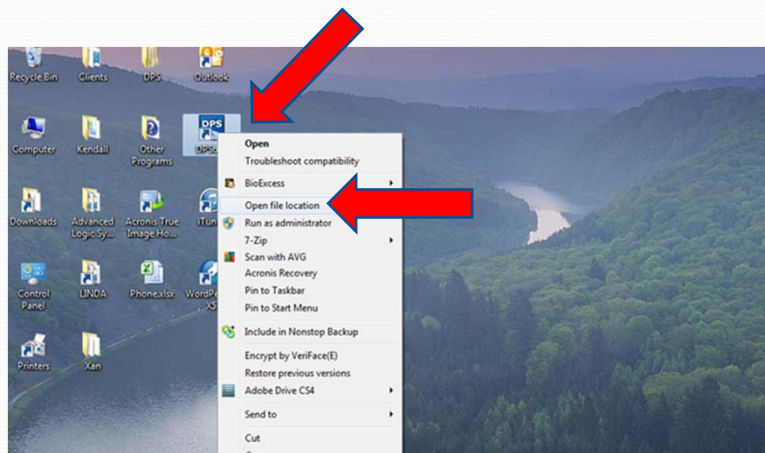
# DPS 8.0 Client File Backup And Restore Procedures

## Purpose Of This Tutorial

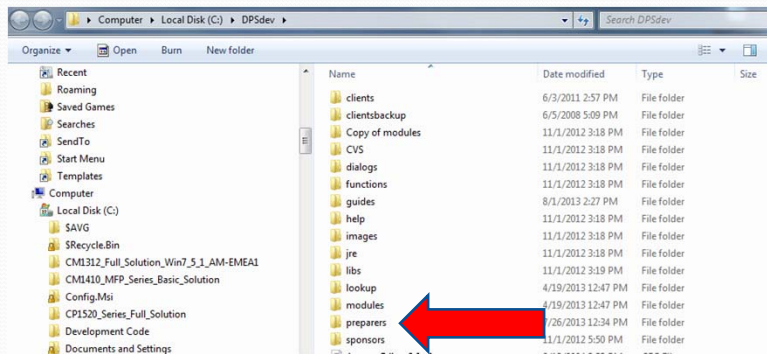
- This tutorial will show you how to backup and restore all of your DPS client files.
- You can backup to, and restore from, a removable flash drive, a CD, a DVD or an attached hard drive or other computer.

First, insert the removable flash drive, CD or DVD or make sure the hard drive or other computer is attached to your computer.

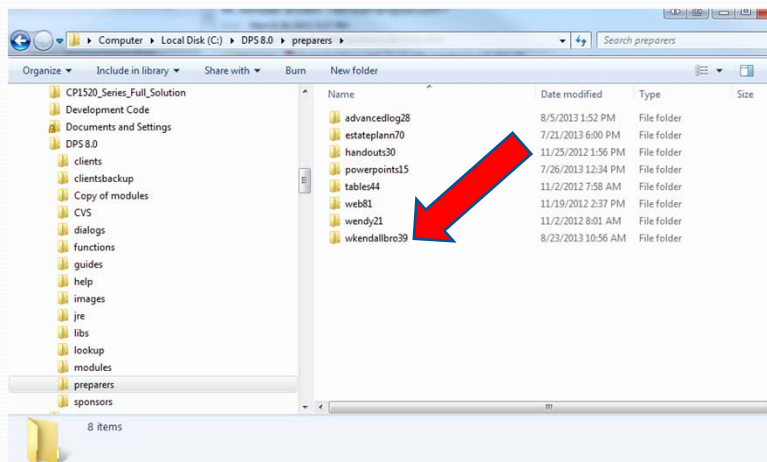
To start the backup procedure, right click on the DPS 8.0 icon and select Open File Location



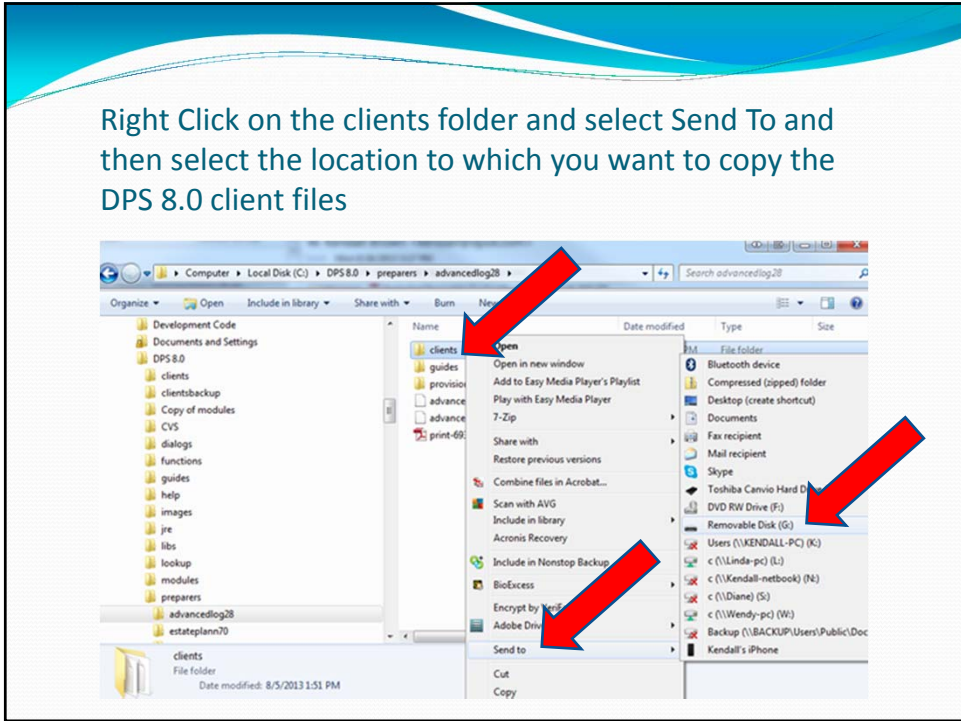
Double click on the preparers folder



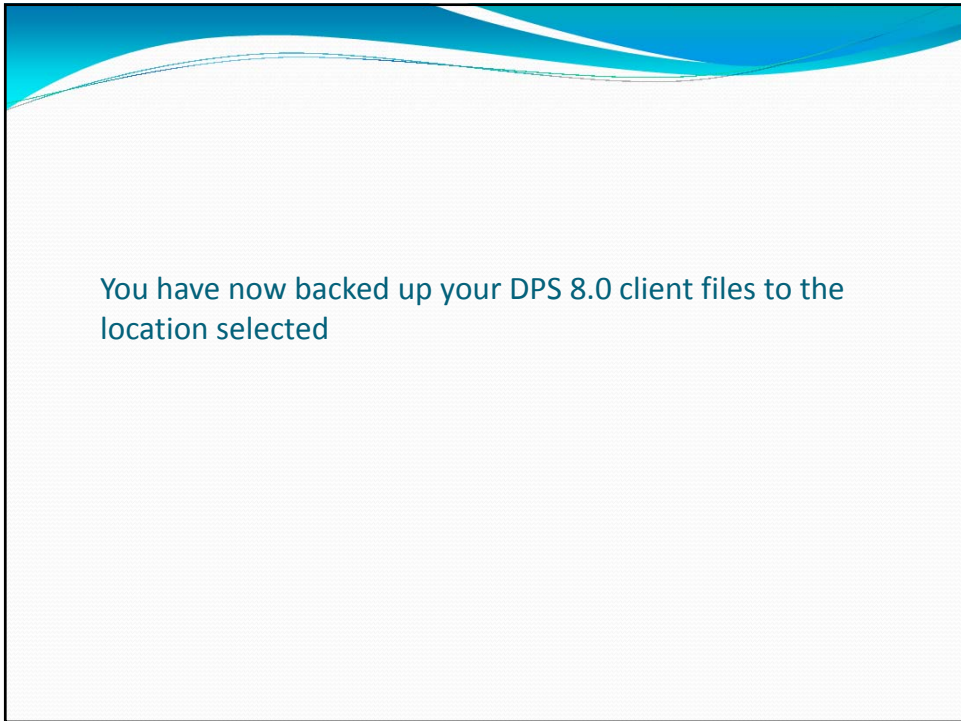
Double click on the appropriate name (something that looks like your name)



Right Click on the clients folder and select Send To and then select the location to which you want to copy the DPS 8.0 client files

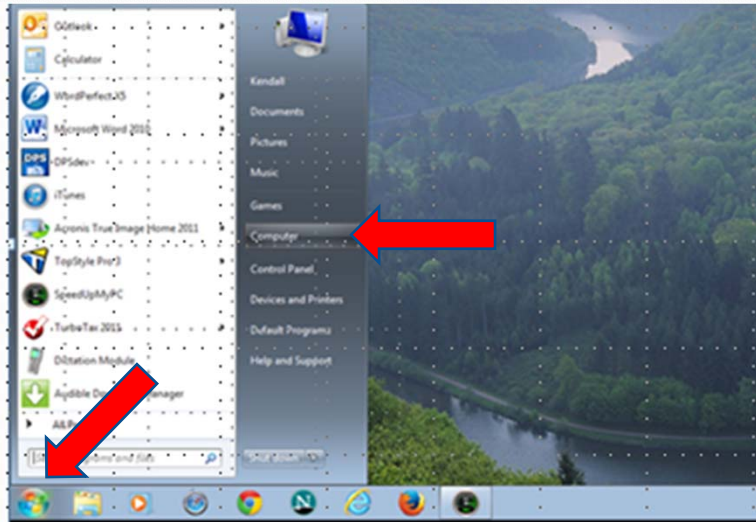


You have now backed up your DPS 8.0 client files to the location selected

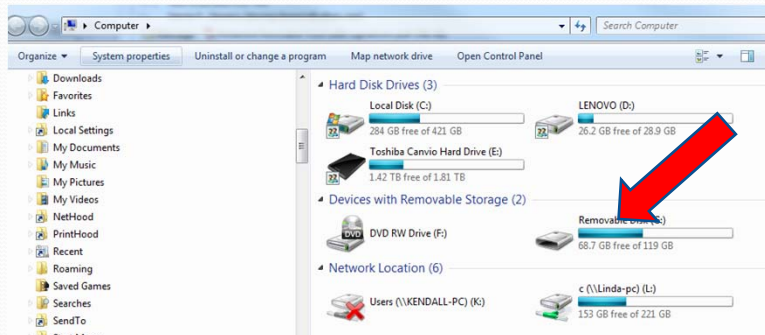




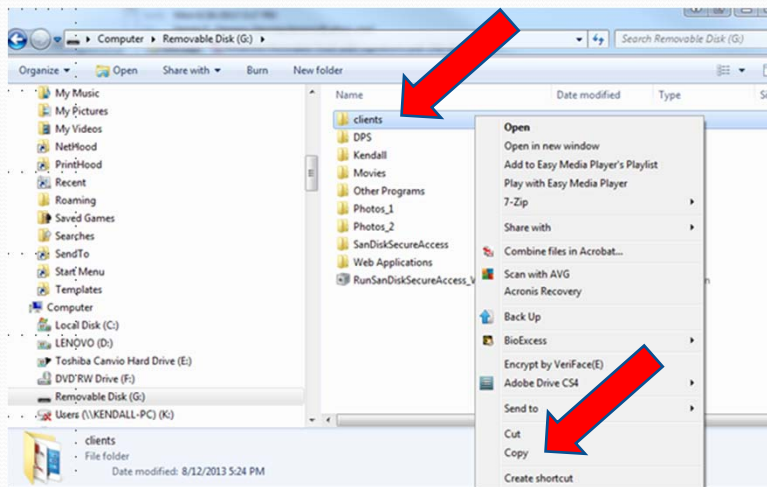
To start the restore procedure, click on the Start button and double click on Computer



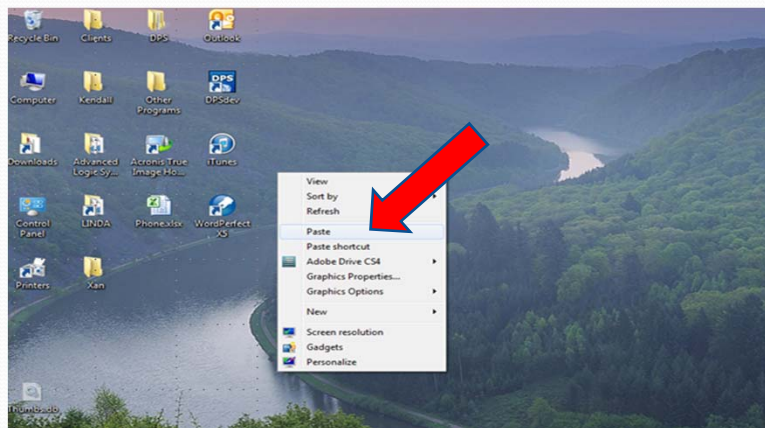
Double click on the location of the backup



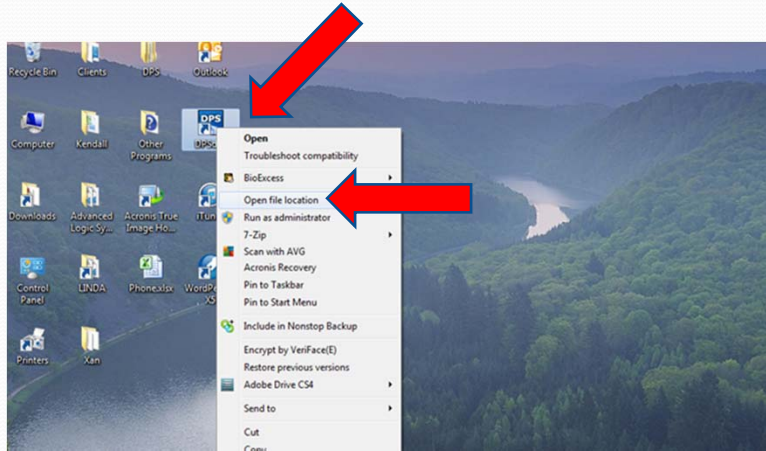
Right Click on the clients folder and select Copy



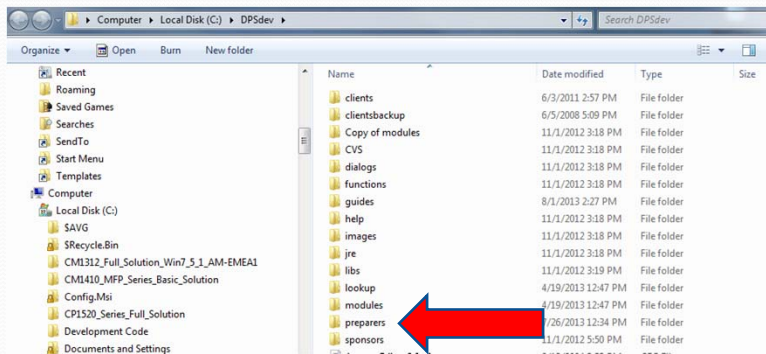
Go to your Desktop, right click and select Paste



Right click on the DPS 8.0 icon and select Open File Location

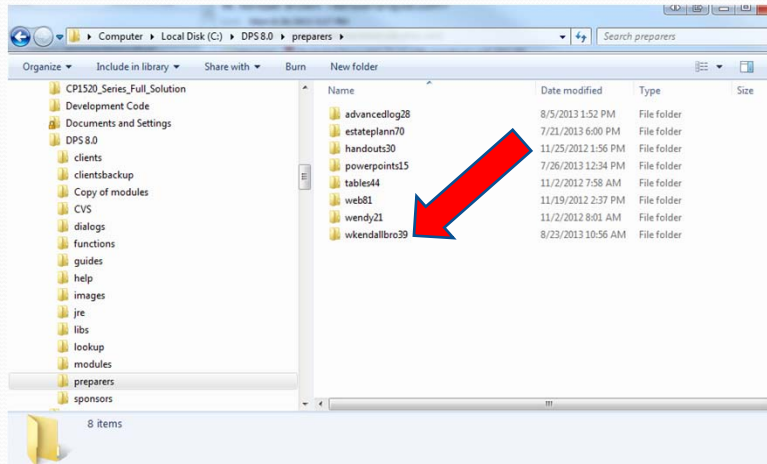


Double click on the preparers folder

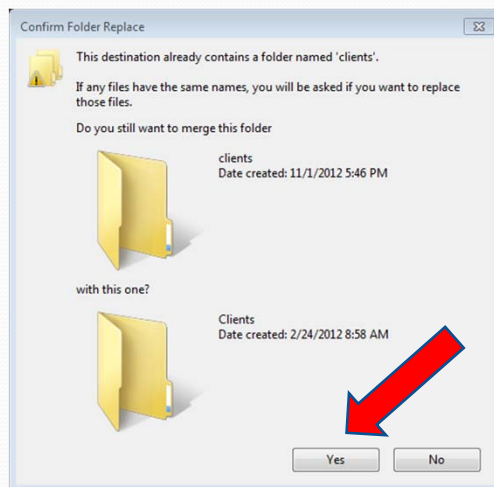





Drag the clients folder from your Desktop to the appropriate folder (something that looks like your name)



If prompted to Confirm Folder Replace, select Yes







You have now restored all of your DPS 8.0 client files from your backup of those files

Also, you can use this approach to restore only **some** of the DPS 8.0 client files by dragging only the client files you want to restore from the clients folder on your Desktop to: C:/DPS 8.0/preparers/appropriate folder (something that looks like your name)/clients folder



**For additional assistance call or email  
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