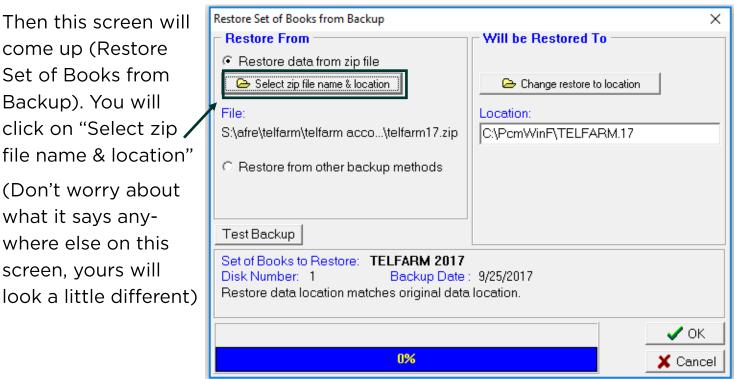
How to restore a set of books

If someone from the TelFarm office or a District Extension Agent makes changes to your Pc Mars books while not using your computer, you will have to load this revised set of books into your Pc Mars program on your comput-

er. Pc Mars - no books opened File Edit Options Setup Transactions Reports In Open / view Set of Books Close Set of Books Start by going to the File Go to previous year Set of Books menu—Then click on Return to current year Set of Books "Restore a single Set of Create New Set of Books Books" Backup Set(s) of Books Restore a single Set of Books Restore multiple sets of books (Pc Mars Zip files) Remove Set of Books Report Printer Setup... Checks Printer Setup... Order Nelco check forms Exit Pc Mars ALT-F4

come up (Restore Set of Books from Backup). You will click on "Select zip" file name & location" (Don't worry about what it says anywhere else on this screen, yours will

Then this screen will



Next a screen that looks like this will come up. This is where you select the file to be restored. Depending on if the file was sent to you electronically or if it is

given to you on a Select zip file name & location flash drive, it may be Look in: This PC ← 🔁 📸 🏢 🔻 in a different place. My best suggestion is Devices and drives (2) Quick access to click on the "This Windows (C:) PC" or "This Comput-414 GB free of 475 GB Desktop er" icon on the left USB Drive (D:) side then select the .95 GB free of 1.95 GB Libraries location. In this \checkmark anrshare\$ case I'm going to re-(\\fpsinsc08002.anr.msu.ed... store from a flash drive, which in this Network (\\fpsinsc08002.anr.msu.ed.. case is "USB Drive. (D:)". TELFARM17 File name: Open Files of type: Zip Files Cancel

Double click on the drive, then double click on the file you want to restore. In this case, the file name is TELFARM17 (yours is likely your last name or farm name

followed by the year).

Once that is chosen you'll be back at the "Restore Set of Books from Backup" screen and just click on "ok" in the bottom right corner to finish restoring.

