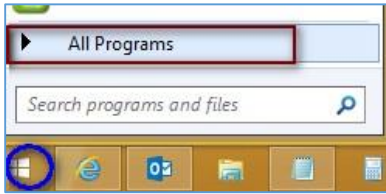
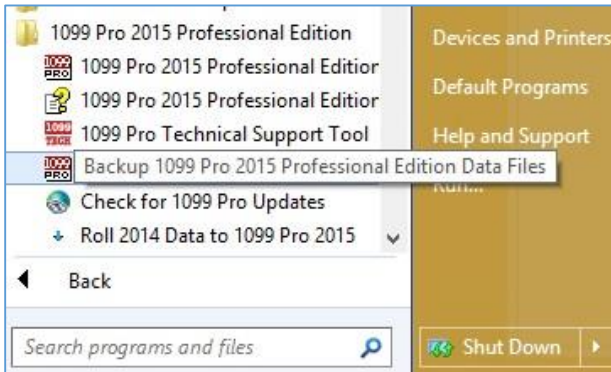


Step 1: Locate the 1099 Pro Data Backup Utility

- In Windows, go to the “Start” Button and select “All Programs”.



- Navigate to the 1099 Pro 20xx Edition of your software, open the folder and click on “Backup 1099 Pro 20xx Edition Data Files”.

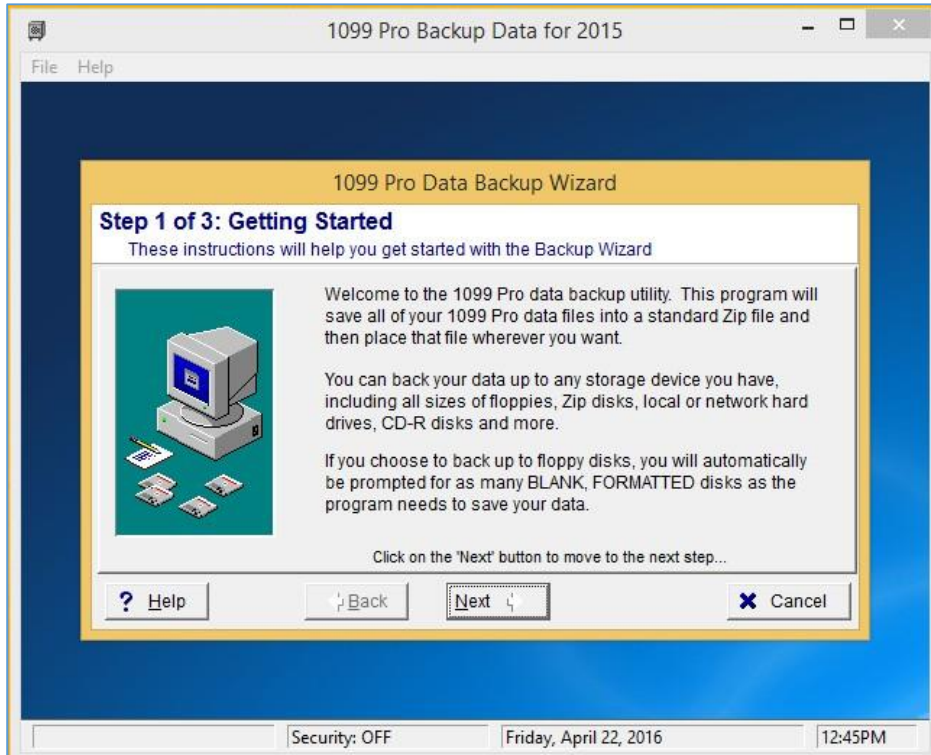


- This will open up the “1099 Pro Data Backup Wizard”. Click the center of the screen to continue.

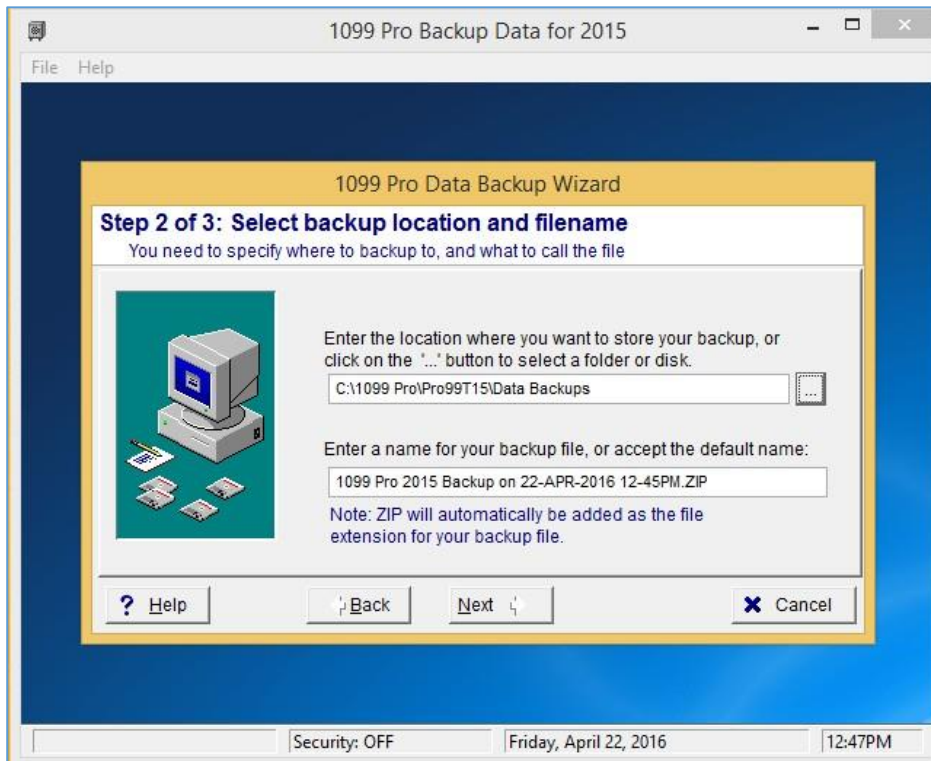


Step 2: Create the Backup

- The previous step will open Step 1 of the “Backup Wizard”. Click “Next” to continue.

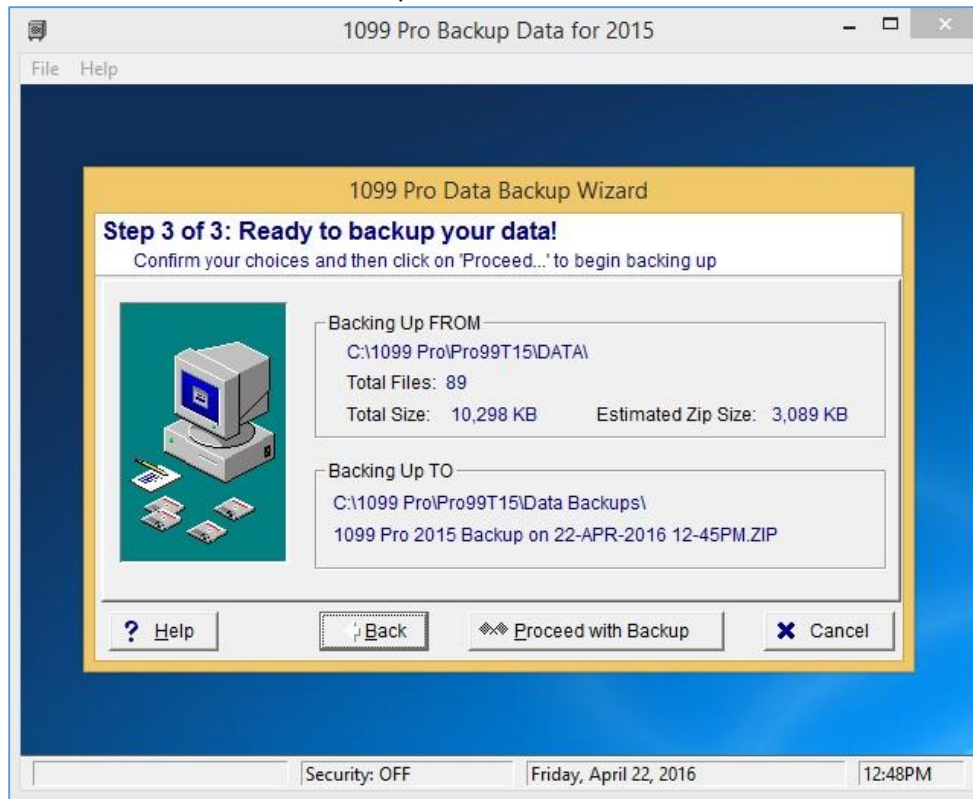


- Step 2, of the backup utility, designates where the ZIP backup will be stored and the name of the file.
 - Always save your backup files to a secure location, preferably on a network location that will not be deleted if the software is removed.

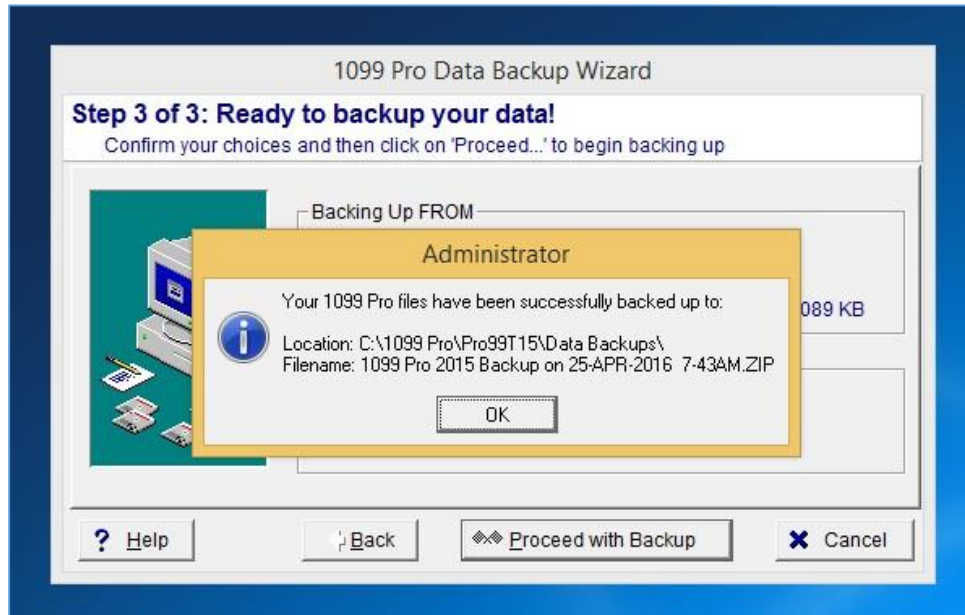


- Take note of where the backups are stored.

- Step 3, of the backup utility, will run the actual backup, ZIP the files in the Data folder and place the ZIP file in your backup folder. Click “Proceed with Backup”.



- You should now see a successful backup message after the process has completed. See below.



- Your files are now backed up to your PC! Click “OK” exit the backup program.