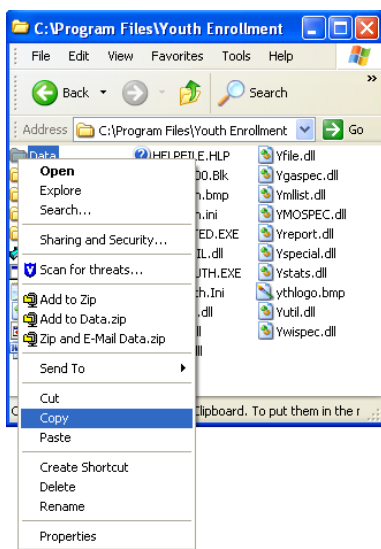
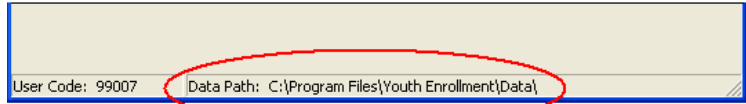


Making a copy of your Data folder

At the end of one program year, before you do year-end processing, you have a complete set of data. If you make a copy of your Data folder, it is very easy (using the Change Data Path information) to go back into that data for labels, double-checking member information, lists, or in an emergency, to start over.

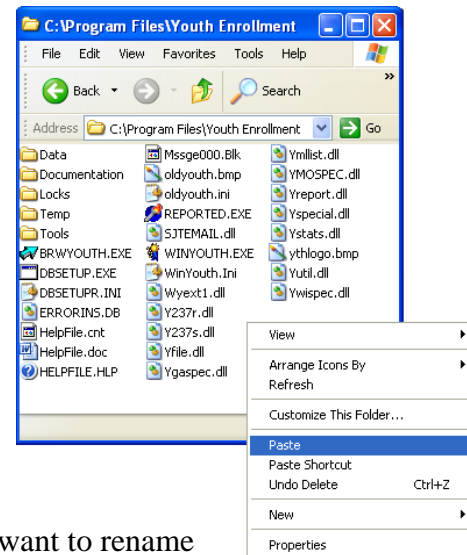
It's a very simple process, and doesn't affect your Blue Ribbon program at all, as long as you NEVER re-name or move the folder that's actually named "Data".

First, make sure you know your Data path. That can be found at the bottom of the Blue Ribbon screen.



Then, open windows until you see that Data folder. RIGHT click on the Data folder, and choose Copy from the drop-down menu.

Move your cursor to a white space in the same window, RIGHT click and choose Paste from the drop-down menu.



Now you should see a new folder at the end of the list of files in the window. If your window isn't large enough, you may have to scroll down to see that.

The new folder will be named "Copy of Data", and you'll want to rename that to be something more meaningful, like "Data2007" reflecting the year that the data represents.

