



Making a Back Up Copy of Formula and Ingredient Files in Version 4

It is important to back up your formula and ingredient files. The steps involved are outlined below. If you have any difficulties please contact 573-442-4126 for technical support.

Making a Back Up Copy of a Formula File

To make a backup copy of a formula file:

1. (Excel 2000 – 2003) Click the **File** menu, select **Formula Files**, and click **Save Formula File As**.
(Excel 2007 or higher) Click the **File** tab, select **Formula Files** (File Management group) and click **Save Formula File As**.
2. The Save Archive File As window appears. If you wish to select a different formula file to back up, press the **Look In** button.
3. Press the **Save As** button.
4. Enter the new filename and press the **Save** button.

Making a Back Up Copy of an Ingredient File

To make a backup copy of an ingredient file:

1. (Excel 2000 – 2003) Click the **File** menu, select **Ingredient Files**, and click **Save File As With or Without Ingredients**.
(Excel 2007 or higher) Click the **File** tab, select **Ingredient Files** (File Management group) and click **Save File As With or Without Ingredients**.
2. The Save Ingredient File As window appears. If you wish to select a different ingredient file to back up, press the **Look In** button.
3. Press the **Save As** button.
4. Enter the new filename and press the **Save** button