

## TechWizard™

### Making a Back Up Copy of Formula and Ingredient Files

It is important to back up your formula and ingredient files. The steps involved are outlined below. If you have difficulty, 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. Click the **File** tab, select **File Management** then under **Formula Files** select **Save File As**.
2. The Save Formula 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. (Click the **File** tab, select **File Management** then under **Ingredient Files** 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