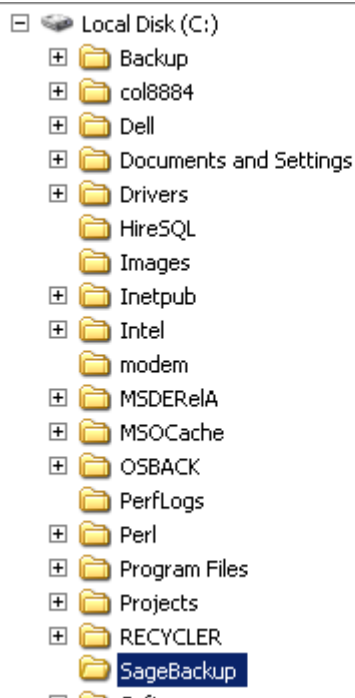




## How to Backup Sage onto your local PC

### Create a directory on your local PC

Create a folder on the c:\drive called c:\SageBackup



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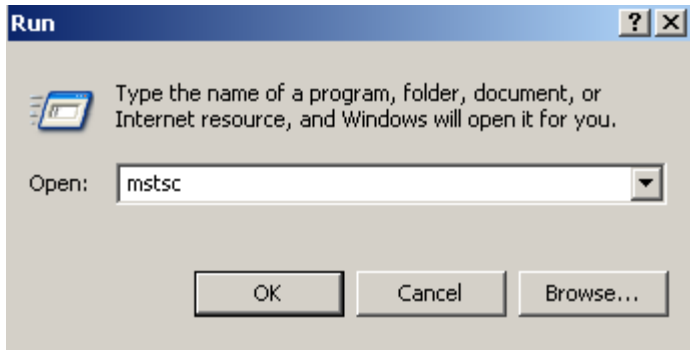


#### Sales & Support Contacts

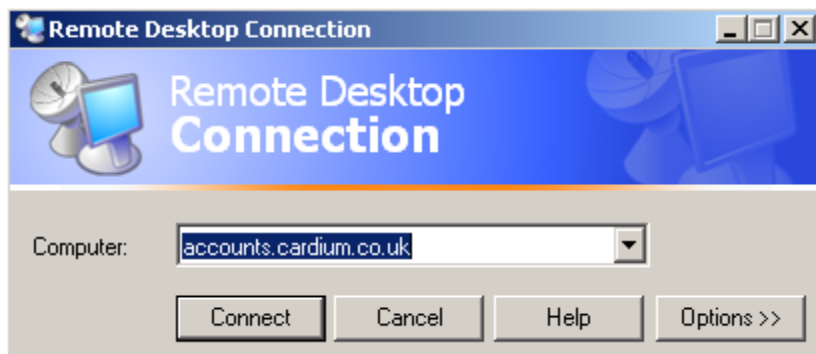
Tel: 01282 425111  
Fax: 01282 425444  
support@yourofficeanywhere.co.uk  
sales@yourofficeanywhere.co.uk  
Web:  
www.yourofficeanywhere.co.uk

## Start your remote desktop application

Select Start – Run – MSTSC



Select Options button. Check you have the correct name in the computer option – this is an example of a connection.

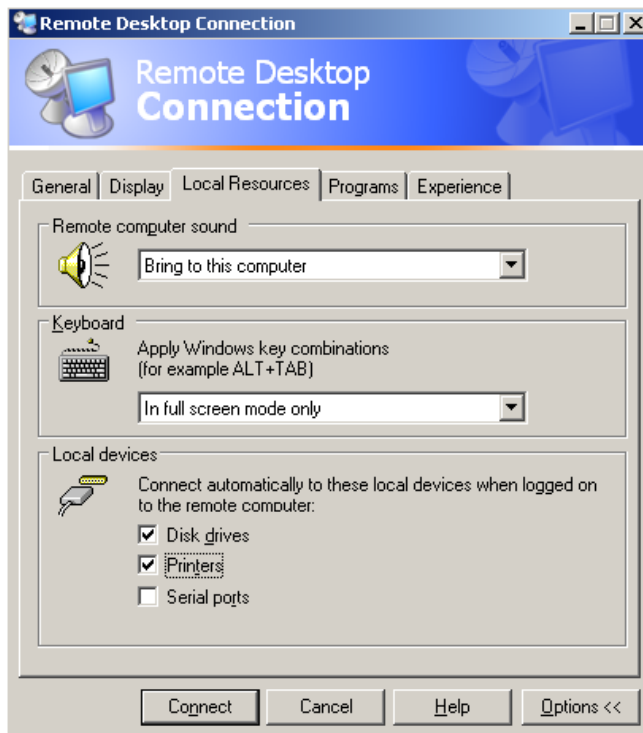


<p><b>Postal Address</b> Cardium Outsourcing Ltd 4 Dominion Court Billington Road Burnley Lancs BB11 5UB</p>		<p><b>Sales &amp; Support Contacts</b> Tel: 01282 425111 Fax: 01282 425444 support@yourofficeanywhere.co.uk sales@yourofficeanywhere.co.uk Web: www.yourofficeanywhere.co.uk</p>
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## Select Local Resources Tab



Check Disk Drives (optionally check printers if you wish to print to locally attached printers)



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Select Connect



Select OK to the above message

## Launch and Backup Sage

Start Sage on the terminal server.

Select File and Backup in Sage to backup Sage

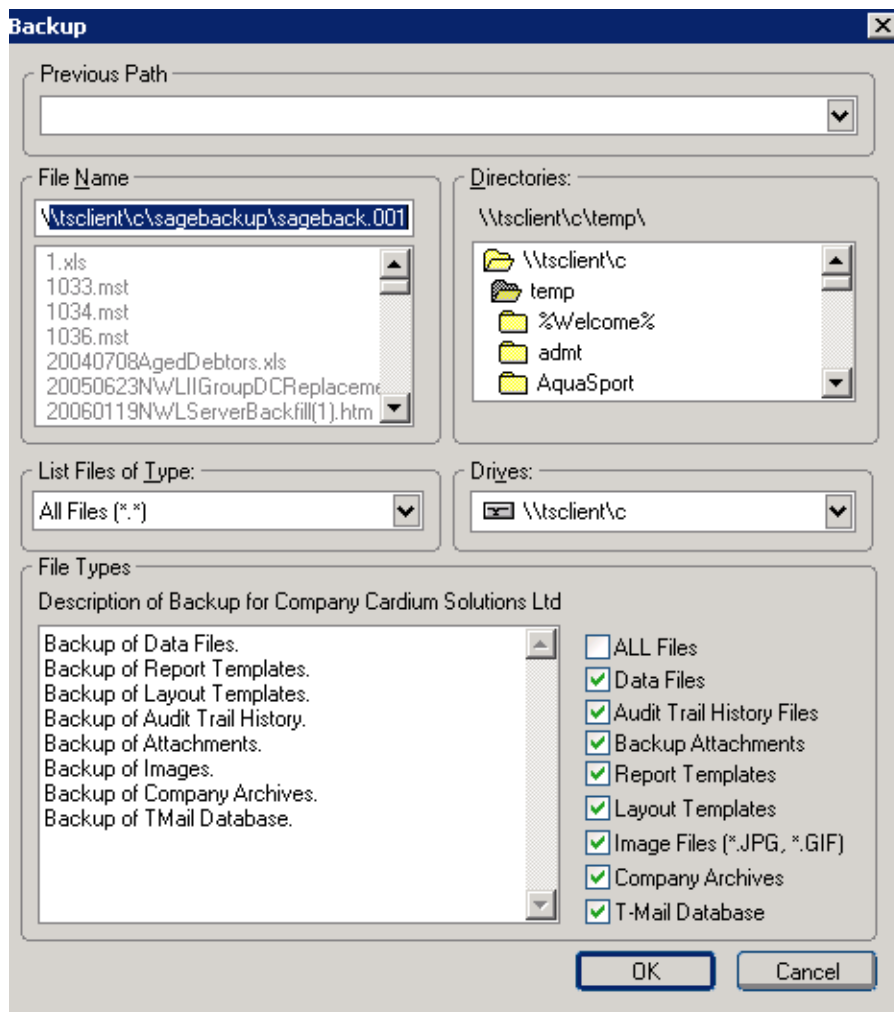
In the file name key in [\\tsclient\c\sagebackup\sageback.001](#)

Where

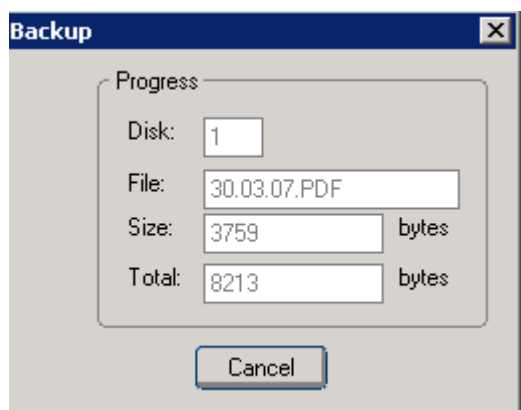
[\\tsclient\c\sagebackup](#) is the folder on your local PC

Sageback.001 is the file name that sage will be backed up to (this name can be anything you want but the path must be [\\tsclient\C\sagebackup](#))

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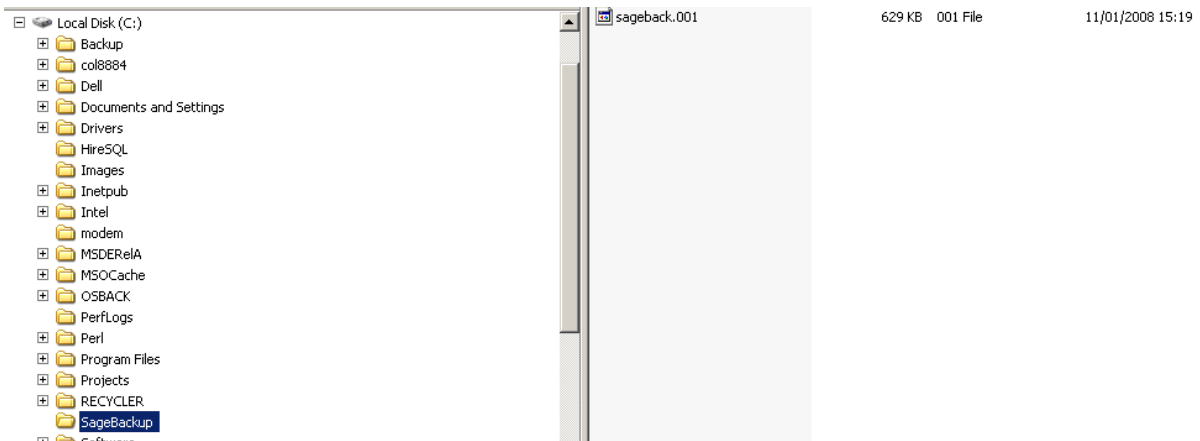


Select OK. You will see the backup starting



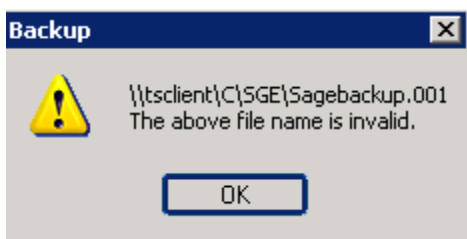
You will also see a copy of the backup appearing on the local disk

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The backup will take some time depending on your internet connection.

If the backup does not work you will see the following error



Local disks have not been presented – see step 4/5

The path is incorrect – see step 1/7.

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