



Locating Data Files

Select which files or file types you want to back up based on the following information. After scheduling the backup, your selections will be automatically checked for changes each time the job runs.

For additional help see www.SecureBackupNow.com/support.htm.

Using AutoSelect, you may select only the file extensions or types you'd like to back up, and then include C: drive. Refer to the information below to find the file extensions for common types and set them in your AutoSelect settings. The remote backup software will automatically find any files of those types on C: drive and back them up.

For manual selection, use the following guidelines to locate data from various applications. Include those folders using the green checkmark.

These suggestions are guidelines only. Please verify that all the correct files are selected for backup by checking with your software manufacturer.

My Documents folder

By default, data files created by many programs, such as **Microsoft Office applications**, are saved in My Documents. Documents may be in the following locations:

- C:\My Documents
- C:\Documents and Settings\Username\My Documents
- C:\Windows\Personal

Extensions for common data file types include .DOC, .XLS, .MDB, .RTF and .PPT.

Microsoft Money data files are stored by default in My Documents. Backup all files with the extension .MNY.

QuickBooks data files are stored by default in:

C:\Program Files\Intuit\QuickBooks

Backup files with the extension of QBW. You may also need to backup file extensions QBA and TDB.

For example, for a QuickBooks file called "CompanyName", your QuickBooks files would be "CompanyName.QBW".

Quicken data files are normally stored in one of the following locations, depending on your version of Quicken:

C:\QuickenW

C:\Program Files\QuickenW

C:\Program Files\Intuit\Quicken

Backup files with extensions of .QDF, .QSD, and .QEL. There may also be other Quicken files you want to backup, such as NPC, ADB, EML, HCX, QPH, QTX, QMD, QDT, QIF, and QDB.

Peachtree data files are stored by default in My Documents or under the Peachtree folder. Backup files ending in .PTB.

TurboTax data files are stored by default in the TAX01 or My Documents folder. Backup files ending in .TAX.

Tax Cut data files are stored by default in the My Documents folder. Backup files ending in .T07, where the number represents the year.

Outlook stores e-mail, calendar and contact information in a single file. The default name is Outlook.pst. These may be located in one of the following locations:

C:\Documents and Settings\Username\Application Data\Microsoft\Outlook\
C:\Documents and Settings\Username\Local Settings\Application
Data\Microsoft\Outlook\
C:\Documents and Settings\All Users\Application Data\Microsoft\Outlook\
C:\Windows\Application Data\Microsoft\Outlook\
C:\Windows\

Using AutoSelect, you can include .PST and .PAB files, or you can search for the file location as follows:

Click on the Start button and select Find or Search.

Choose "For Files and Folders".

On the next screen, enter *.PST where it says "Named". (Afterwards you can do another search for *.PAB files).

For "Look In", select Local Disk or C: and click on Find or Search Now.

It should find your file(s). The file you want to back up will have a modified date of the last time you used Outlook.

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Outlook Express stores each **e-mail** folder in separate files. By default, each filename ends with the extension of DBX such as Inbox.dbx.

Using AutoSelect, you can include .DBX files, or you can search for the file location as follows:

Click on the Start button and select Find or Search.

Choose "For Files and Folders".

On the next screen, enter *.DBX where it says "Named".

For "Look In", select Local Disk or C: and click on Find or Search Now.

It may find multiple files. To verify you have the right set of files, the Inbox.dbx file will normally have a modified date of the last time you used Outlook Express. You will want to select these files for backup.

Outlook Express stores your **contacts** in a single file that ends in the extension of WAB such as Addresses.WAB.

Using AutoSelect, you can backup .WAB files, or you can search for the file location.

Click on the Start button and select Find or Search.

Choose "For Files and Folders".

On the next screen, enter *.WAB where it says "Named".

For "Look In", select Local Disk or C: and click Find or Search Now.

In the search results, the Addresses.wab file will normally have a modified date of the last time you changed a contact in Outlook Express. You will want to select this file for backup.

GoldMine stores data in multiple folders. If your GoldMine data is stored in dBase format, the data will be stored in the following locations by default. Backup all of the following directories:

- C:\Program Files\GoldMine\Common
- C:\Program Files\GoldMine\GMBase
- C:\Program Files\GoldMine\Reports
- C:\Program Files\GoldMine\Templates
- C:\Program Files\GoldMine\Speller

To be sure that you are backing up all of your data, you can use GoldMine's internal backup method and then backup the file that it creates. This can be done in addition to selecting the data folders or as an alternative.

If your GoldMine database is MS SQL format, use the SQL database selection.

ACT! database file locations depend on your version of ACT. It may be one of the following:

- C:\1Actwin\Database.
- C:\Actwin2\Database.
- C:\Act\Database.
- C:\Program Files\Symantec\Act\Database
- C:\My Documents\Act\Database.

Be sure to select all of the files needed to make a full backup of your databases. Each ACT database is made up of several files. For example, to back up a database called MyData, select all the files named MyData, regardless of their extensions.

AOL 9.0 data is located in the Organize folder. This folder contains screen name files that contain Personal Filing Cabinets (PFC) and Favorite Places for each screen name.

Backup the Organize folder of the AOL 9.0 program.



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