

## MYOB RESTORING BACKED UP DATABASE

1. Choose **Restore** from the **File** menu.
2. A dialog box appears. In this box, locate the backup you want to restore.
3. When you've found the backup, click **Open**.
4. Another dialog box appears, allowing you to select the location of the decompressed backup. Select a location and click **Restore**.
5. An alert message appears, showing you what the decompressed file will be named and where it will be located after it has been decompressed. Click **OK** to decompress the backup.
6. When the restore process is done, MYOB will reappear, with the decompressed backup as the current data file.