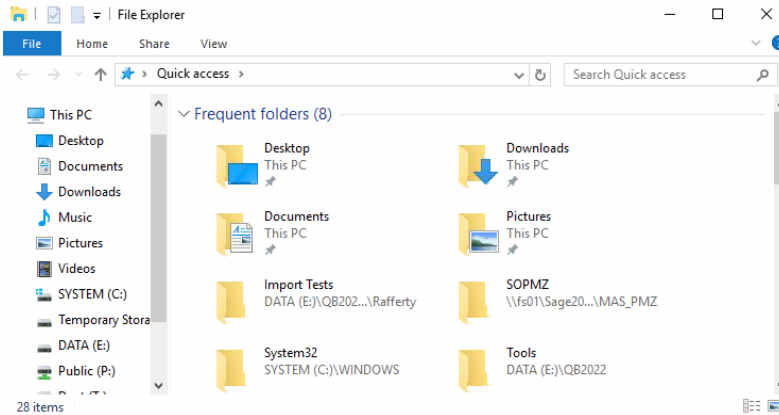




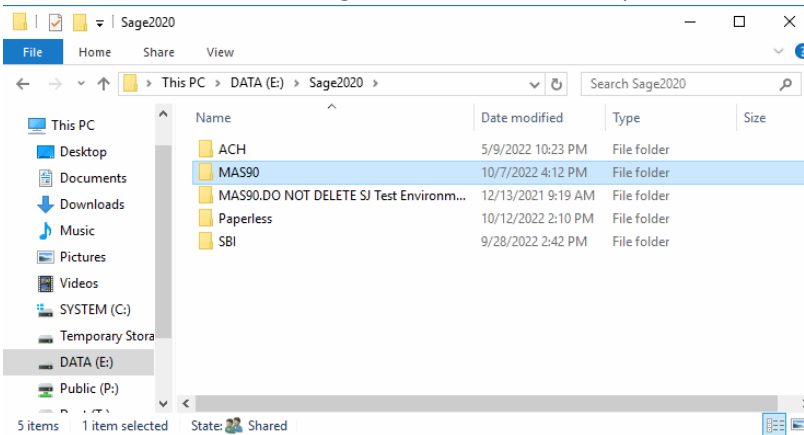
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How to make a backup of your Sage 100 MAS90 company folder

1. Open Windows File Explorer



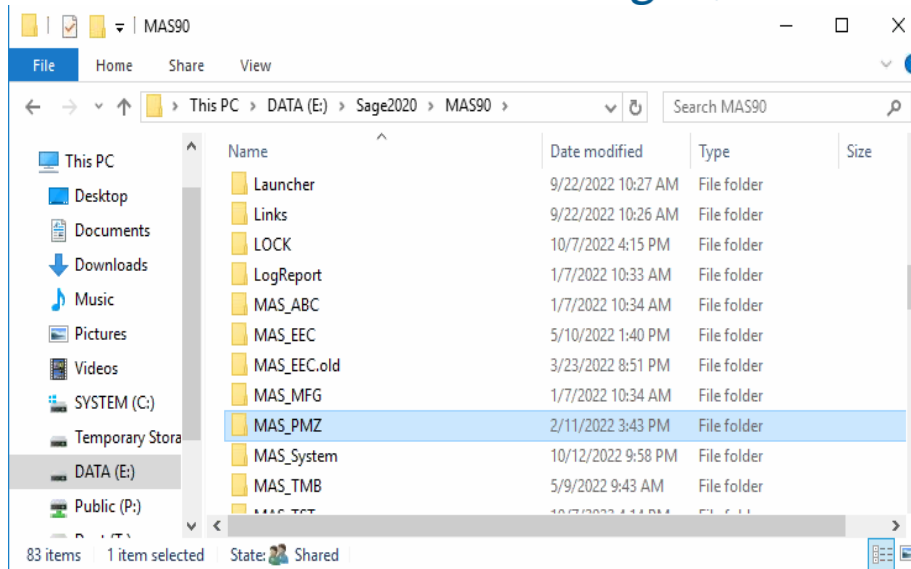
2. Locate the drive-in which Sage 100 is installed example below:



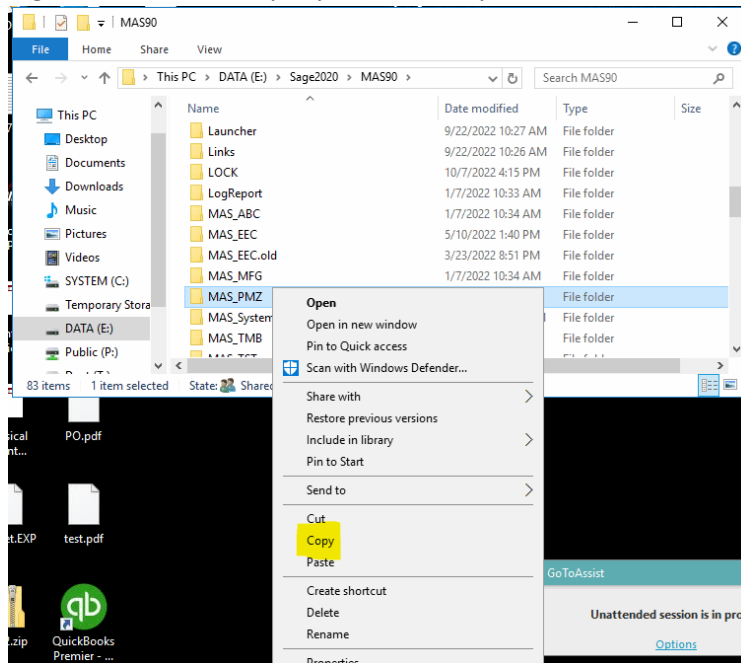
3. Click on the MAS90 folder scroll down to locate the company code you wish to backup



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4. Right click on the company code folder you wish to make the backup of and click copy:



5. Find the location where you would like to save the copy make a new folder then open the folder and right click and paste the backup in that location.