

## **How to Send Project Backup File as an E-mail Attachment**

To send a backup via e-mail, first make the backup on your hard drive. In Farm Works click on "File" and then "Backup Project". Making a backup on your hard drive is no different than to a floppy disk, just do not put your floppy in the drive before you go to the make backup screen.

Every email program is a little different, but in general, to attach a file to e-mail:

1. Go into your e-mail program and create (compose) a new message.
2. Enter the correct e-mail address for the person receiving the e-mail.
3. Add a brief message to the person receiving the e-mail with any instructions or what problems need to be addressed.
4. Look for a button (usually has a paper clip icon on it) or a menu choice for "ATTACH FILE".
5. Browse to the location where your backup is saved. If it is on the hard drive the default location would be in the C drive and the farmproj\backup\ folder. If it is on your floppy drive just select the A drive. Next highlight the file name that you saved the backup under.
6. Select attach, and the file should now be displayed as an attachment.
7. When you click on "SEND", a copy of the backup will be sent with the message.