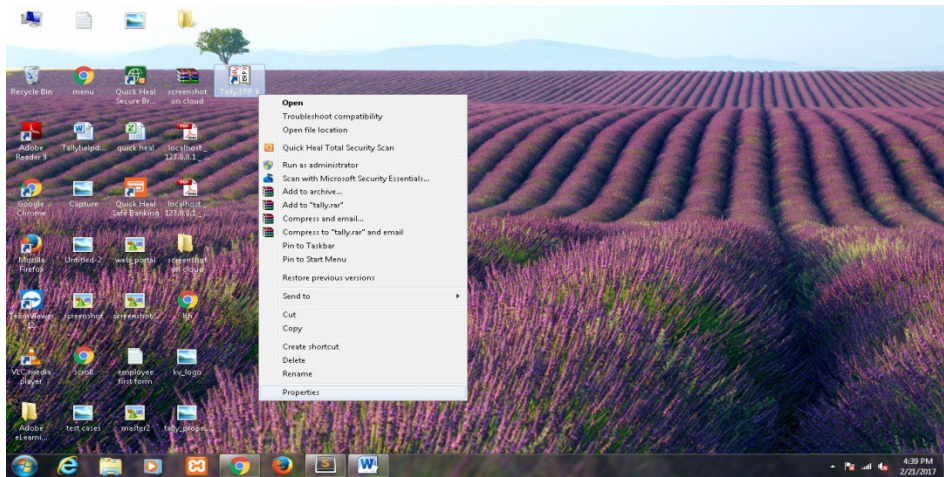


Do's and Don'ts

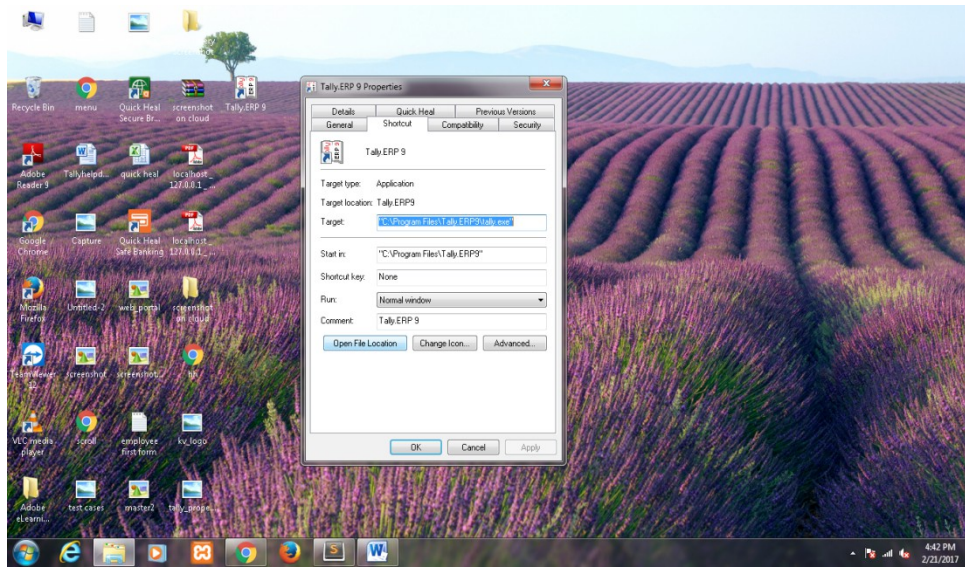
Do's

[A] :-

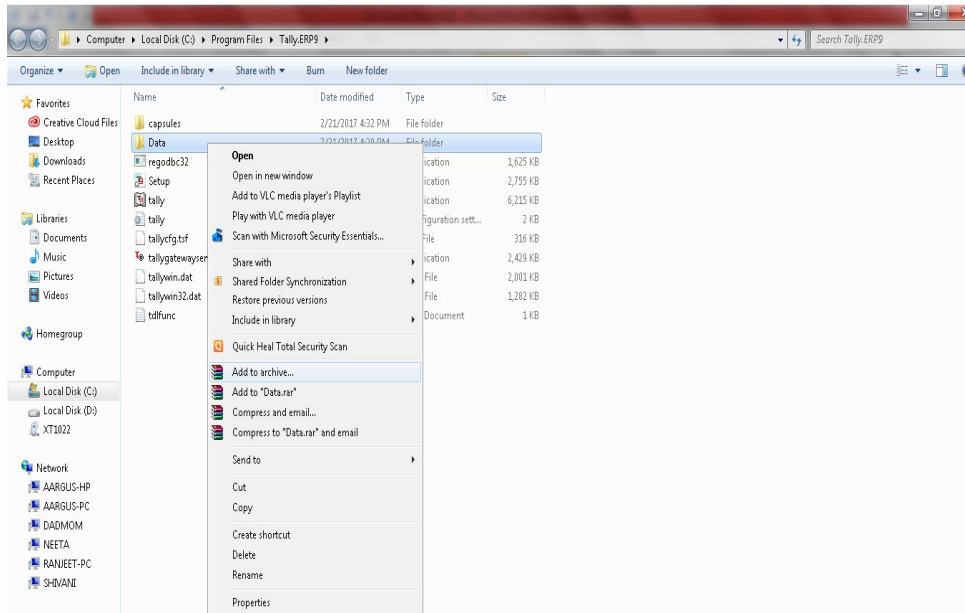
1. Tally software should be closed then you right click on tally
2. Click on properties



3. Click on Open file location option



4. Right click on **Data** folder



5. Copy Data folder and paste on desktop
6. Convert this folder into zip or rar file

[B] :- keep at least one another copy of tally data backup file with you
Where you want.

Like :- Mail , Harddisk, pendrive etc

Don'ts

[A] :- Please don't keep any unnecessary data file with tally data
File.