

## **Reproducing a TempleReady Submission File and/or Submission Report from the Backup File, using TempleReady for Windows**

When you create a submission file for temple ordinances using TempleReady for Windows you should always create a backup file as well. This backup file has the extension ".TBK" following its name. You can produce either a new copy of the submission file (on a new diskette, assuming the original one was lost or is defective), or another printout of the submission report, or both, from the \*.TBK backup file, as follows:

1. Insert the yellow-labeled backup diskette into the "3½ Floppy (A:)" drive, and open TempleReady for Windows. In the Main Menu, click "**Submit Family Names For Temple Ordinances**". Then click "**Next**" at the bottom of the "**Welcome!**" screen, and the "**Open**" pop-up screen appears.

The top box on the pop-up screen, entitled "**Look in:**", will show the folder where the computer keeps its ".paf" files. Click on the down arrow button at the right end of that box, and then click on "**3½ Floppy (A:)**" in the menu that appears.

Now go to the bottom box on the pop-up screen, which is entitled "**Files of type:**", and click anywhere on the box. On the drop-down menu that appears, click "**Submission Backup Files (\*.tbk)**". The name of the ".TBK" backup file should now appear in the main body of the pop-up screen. Click on that file name, and then on the "**Open**" button.

2. This will return you to the "**Step 5 of 6: Review, Print, and Save Submission**" screen, showing the Temple Submission Report. Click the "**Print**" button at the bottom of the screen to make a new printout of the report, and/or click "**Next**" to make a new copy of the Temple Submission File on a diskette that can be taken to the temple.

*Note: new copies of the Temple Submission Report and/or the Temple Submission File can be reproduced only from a backup file ('\*.TBK'). You cannot make a copy of the Report or a new Submission Backup File from a submission file ('\*.SUB').*