

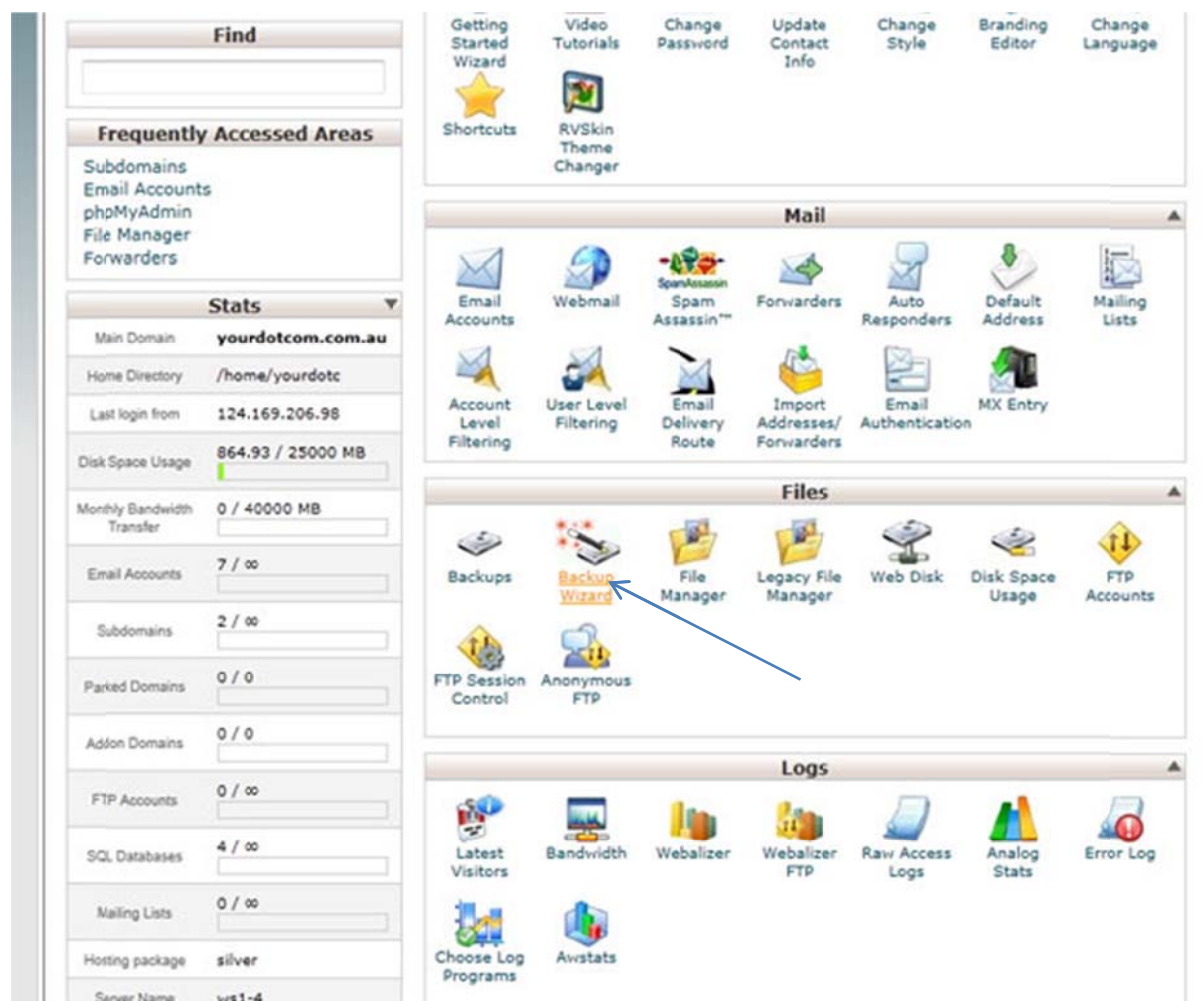
How to Back up your Website

Login to Cpanel with your username and password by going to www.yourwebaddress.com.au/cpanel

Note: If you don't have your details please email us at support@yourdotcom.com.au or go to our website yourdotcom.com.au and click support. You can then submit a ticket and we will email you.

Within cPanel you will see the following screen

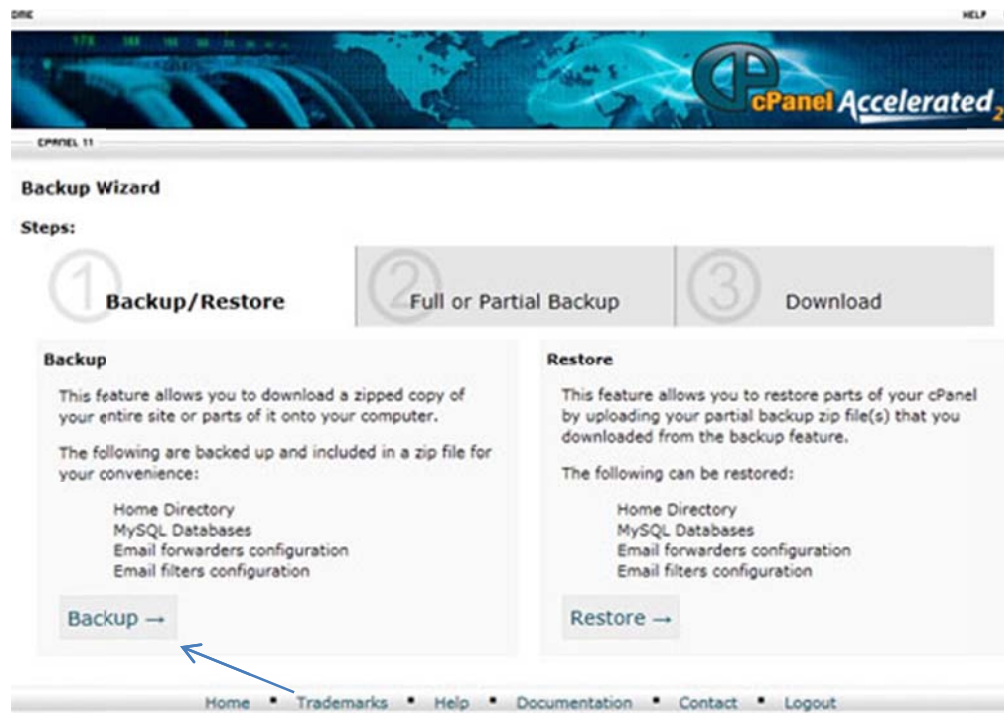
Figure 1



Scroll down to the Files section and click backup wizard

As shown on figure 2, click the backup button

Figure 2



Click Home Directory on the right hand side

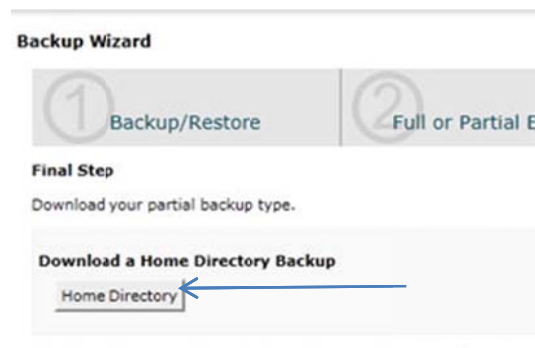
Figure 3



Click the home directory button and you will be prompted to save the file to your hard drive.

Select the location where you wish to save the file and the backup will start

Figure 4



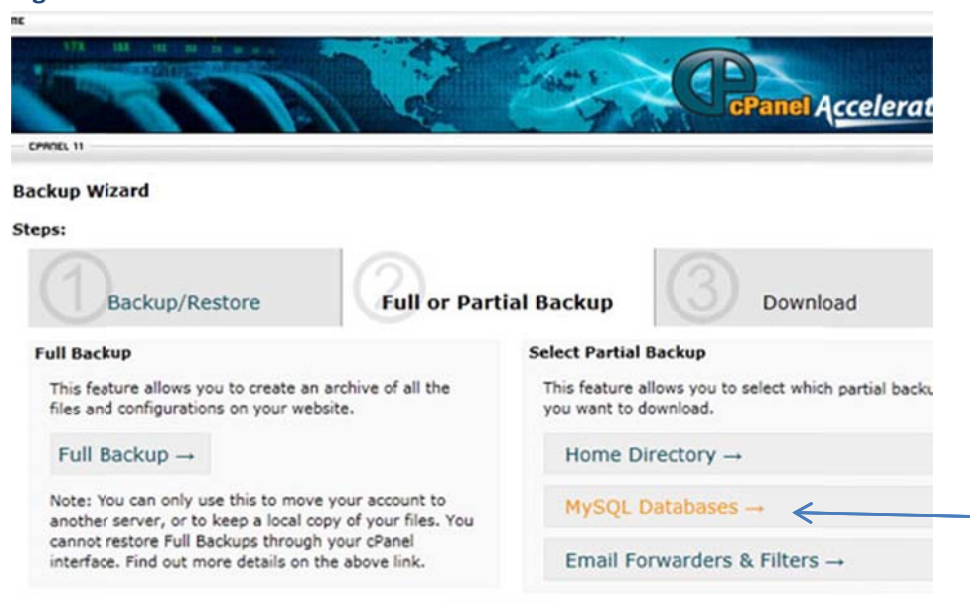
Back up SQL Databases

If you have a Joomla website or a website that contains a database you should back up as often as your site depends. For example if you have a shopping cart and doing orders daily then a daily back up should be done. If your website does not change much then monthly is sufficient. Ask yourself how much data could I loose in a day, week, month and work out how often it should be done.

To back up your SQL databases login to cPanel if not already there from www.yourwebaddress.com.au/cpanel

1. Click the **Back up wizard** button as in figure 1 of this document
2. Click the **backup** button as shown in figure 2
3. Instead of click Home directory this time click **MySQL Databases**

Figure 5

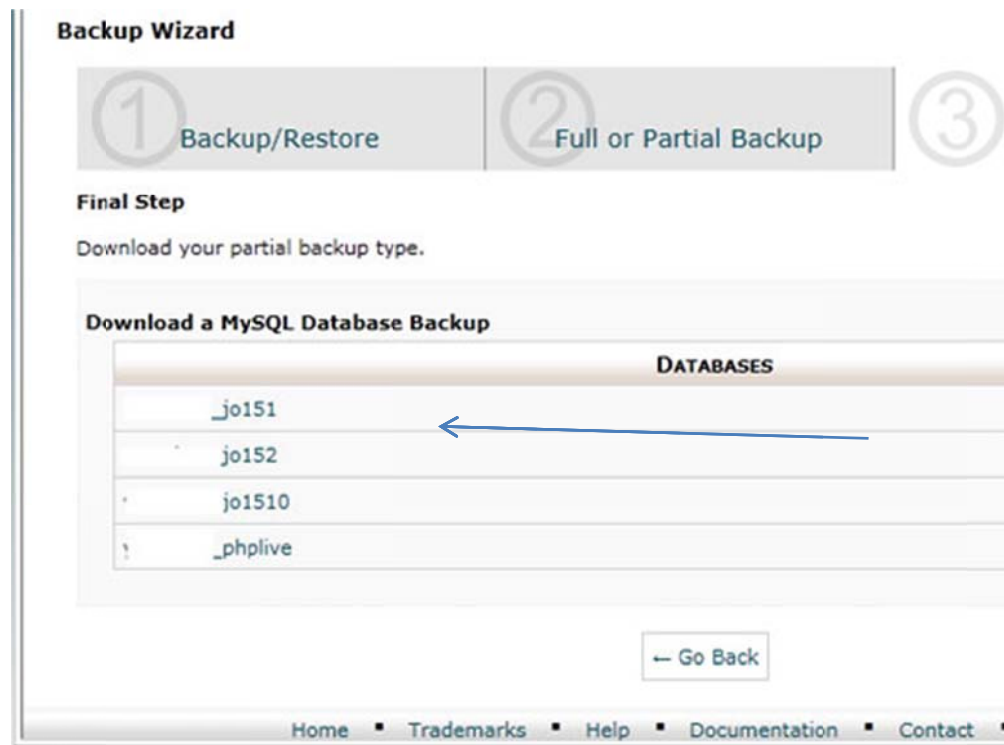


If you have a Joomla website chances are your database will be called something like *Username_jo151*, (where the username is generally the username for your cPanel.)

4 Select the database and you will be prompted to save the file on your computer

5 Select the location on your computer and the backup will start

Figure 6



If you have any questions regarding backups please do not hesitate to contact us or submit a support request under our support section on our website.