

**Copy Components \*\*Intermediate Level**

**Handout**

**17th May 2023**

## Help Site Articles

The Help Site contains a variety of articles covering Copy Components procedures, including:

[The Copy Components Wizard](#)

[How to run the Copy Components Wizard](#)

[How to copy security and protection settings from one Caseware file to another](#)

## Q&A

What is the difference between the opening balance and period 1 when assigning the headers to the data columns?

Using the opening balance definition will allow you to override the amount on the trial balance. We suggest you use the Period 1 option, as this will mitigate any chance of an accidental change to your trial balance. This will require adjusting journals to change the amounts, allowing you to keep better track of your figures.

[How to restore a backup from a previous version?](#)

[How to take a Backup of a Caseware file](#)

## YouTube Channel

You can also find video guidance by searching for *Copy Components* on our [YouTube channel](#):

