

## QuickBooks Backup

Follow these instructions to back up your company file to a removable storage device, such as a USB flash drive or Zip disk, or to back up to a local network folder or hard drive.

If you've already backed up to a removable storage device once before and don't need to change any of your settings, you can click Finish in the backup wizard at any time to run the backup using your existing settings.

To do this task

1. Open the company file you want to back up.
2. If you're using a USB flash drive or other removable storage device, connect the device now. For example, insert the flash drive into the USB port.
3. Go to the File menu and click Save Copy or Backup to open the backup wizard.
4. Click Backup copy, click Next, and then click Local backup.
5. If you haven't already done so, click Options to set your backup defaults, and choose the location where you want to save your backups. Click OK.
6. Click Next.
7. Click Save right now (or Save right now and schedule future backups if you also want to create a routine backup schedule) and then click Next.
8. (Optional) If you want to change the name or location that QuickBooks suggests for the backup file, type your changes in the File name field and click the Save In drop-down arrow to select another location. Do not change the .qbb filename extension.
9. Click Save to start the backup.

Note: QuickBooks verifies the integrity of your company file based on the backup defaults you set, temporarily closes your company file, and then creates the backup.

10. When the backup is complete, QuickBooks displays a message showing the location of the backup file. Click OK.

