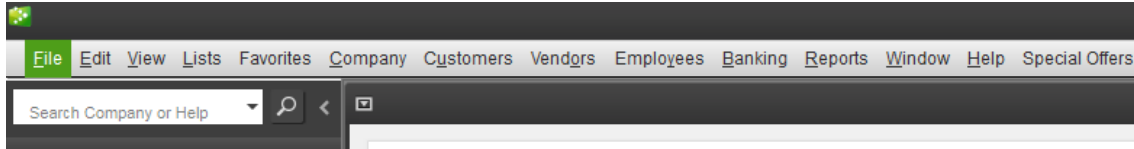
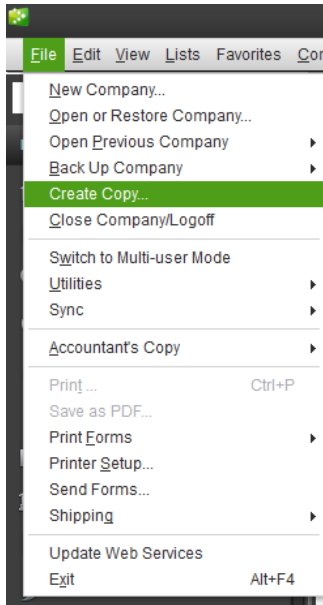


CREATING PORTABLE QUICKBOOKS FILE BACKUP

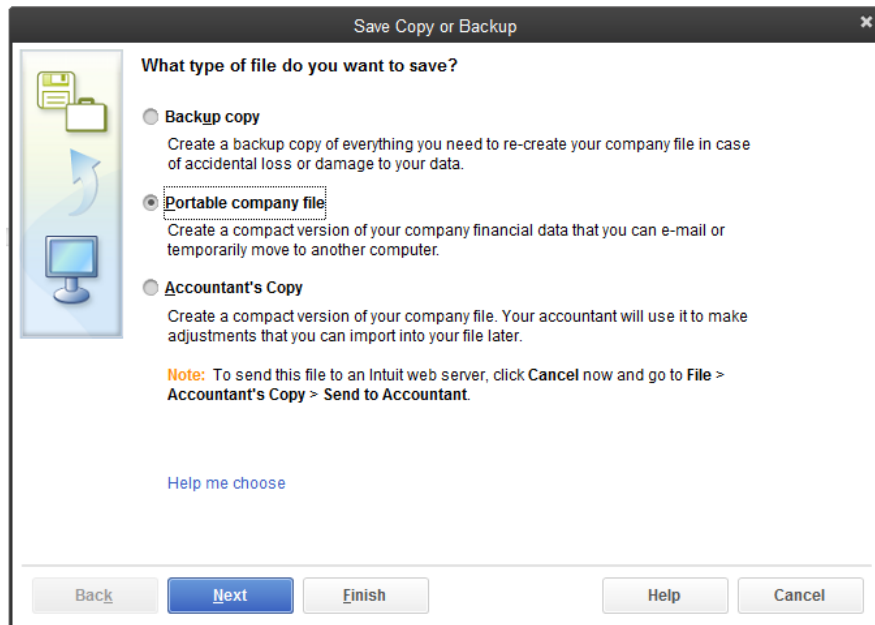
- 1) Click “FILE” at the top of the menu bar



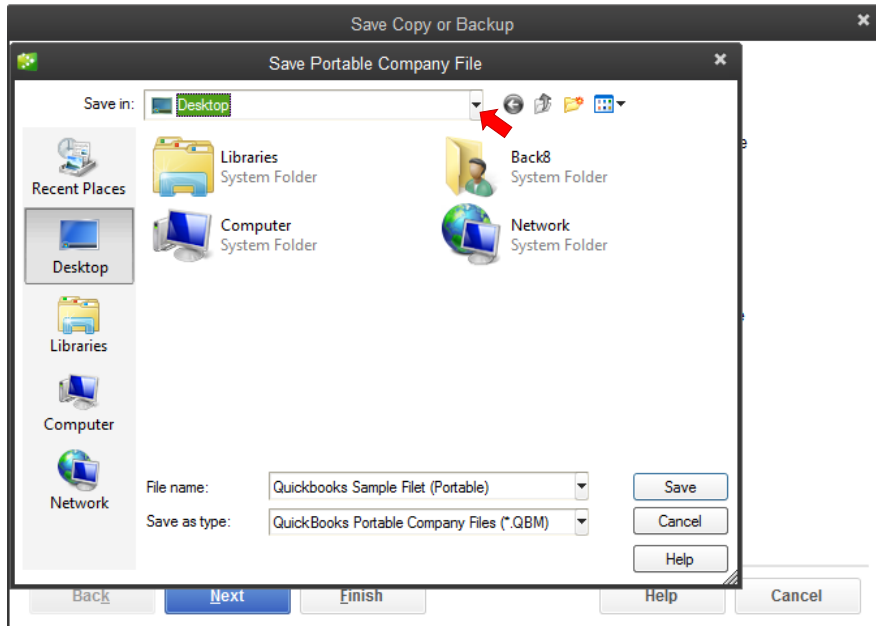
- 2) Click “CREATE COPY”



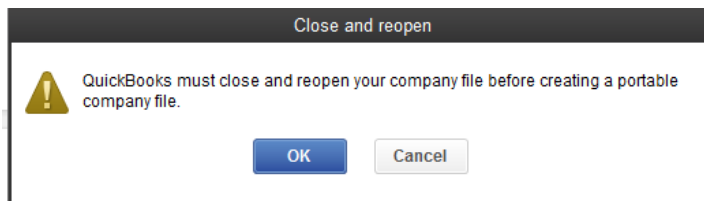
- 3) Select “PORTABLE COMPANY FILE” and click “NEXT



- 4) Click drop down arrow in 'Save in:' box & select the location where you want the portable file saved (i.e. Desktop; removable drive for flash drive devices, etc.) Click "SAVE."



- 5) You should now see this window. Click "OK"



- 6) When the portable file has been backed up successfully, you should see this window:

