

QuickBooks Backup

Save backup copies of your QuickBooks files to protect them against accidental data loss. Backup copies are important insurance—if you lose data for any reason, you can restore the data from your backup copy.

- Select **File** from menu bar, Select **Save Copy or Backup**.
- Select **Local Backup**.
- Select **Options** button to change settings, if desired.
- Click **Next** to follow through with remaining prompts.

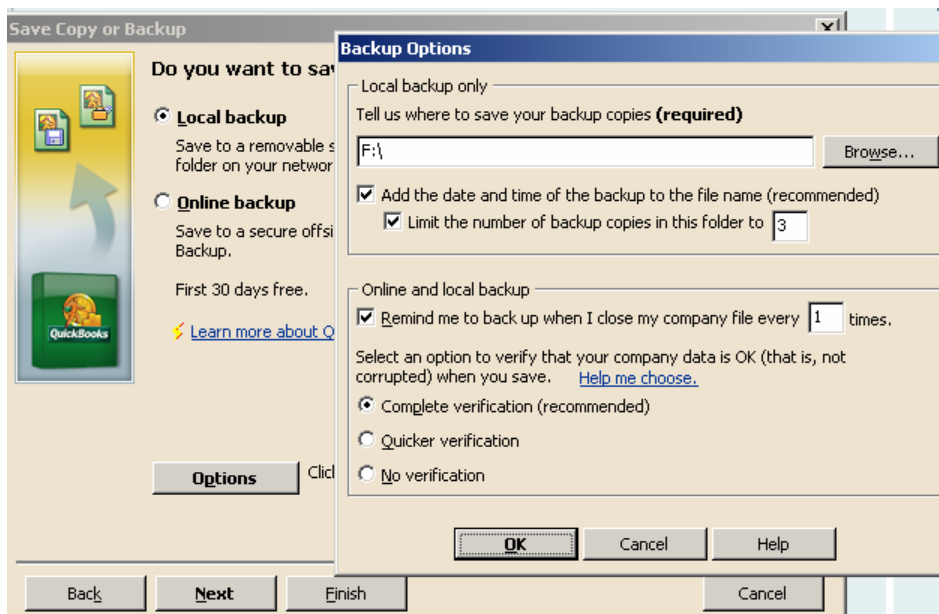
Manage backups

- Have QuickBooks back up your data file when you close it without prompting you. This is the simplest way to back up your files. QuickBooks will automatically back up your data when you close the company file. How often it does so depends on the number you specified.
- Schedule automated daily backups. Once you set the schedule and how many backups you want to keep, you're done. Note that at the scheduled time of backup your computer must be on and the company file you want backed up must be closed.

Backup Options

Select the Options button to..

- Specify which folder you want your backup saved in.
- Add the date and time of the back to the file name.
- Limit the number of backup copies. Recommendation - at least 3 copies.
- How often you want QuickBooks to remind you to perform the backup when you close the data file.
- Complete verification is recommended.



Backup to:

- CD, USB flash drive, or an external drive.
- Backing up to the C:, R, or Q: drives is not recommended.