

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 Backup Copy.
- Click **Next**.
- Select Local Backup.
- Select **Options** to change settings, if desired. See below image for recommended settings. Decide the Reminder frequency you desire.

	options				-
Use this Local b	window backup or	to set default option	ons for your manual	and automatic b	ackups.
Tell us	where to	o save your backup	copies (required)		
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Add	d the date	e and time of the b	backup to the file na	me (recommende	ed)
	Limit the	e number of backu	p copies in this fold	er to 3	
Online <u>Ren</u> Select a you save 	and loca nind me an optior ve.	l backup to back up when I n to verify that you	close my company r company data is C	file every ² DK (that is, not co	times. rrupted) when
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O Qui	cker veri	fication			
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	ſ	OK	Cancel	Holp	

Specify location for your backup file. Backup file to CD, Flash drive, or an external drive. Backup to the R drive is not recommended.

Add the date and time of the backup to the file name.

Limit or no limit of backup copies. Your choice.

Indicated how often to remind you to perform backup when closing file.

Complete verification is recommended.

• Click OK.

- Select **Next**.
- Select **Save it Now**.
- Select Finish.