

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.

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**.