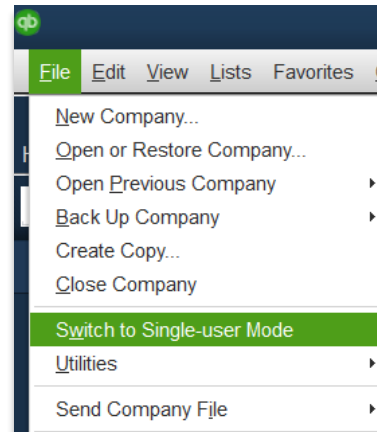
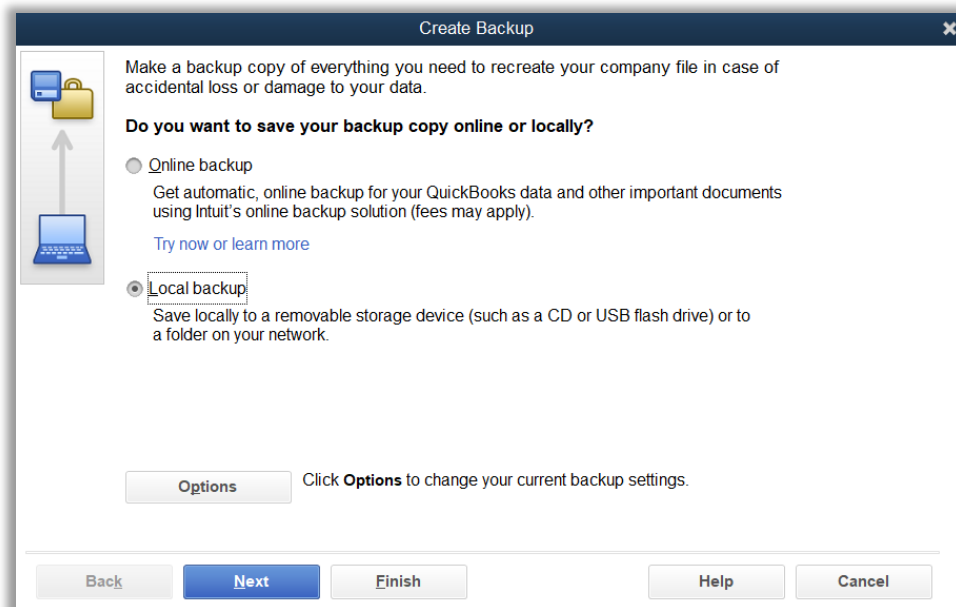
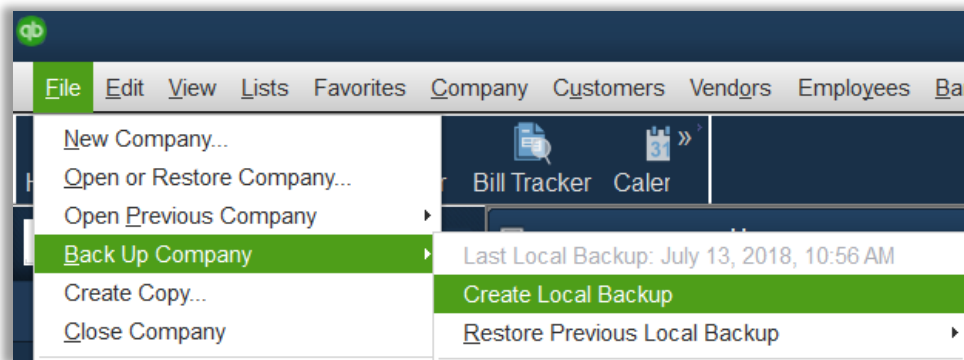


Backup QuickBooks

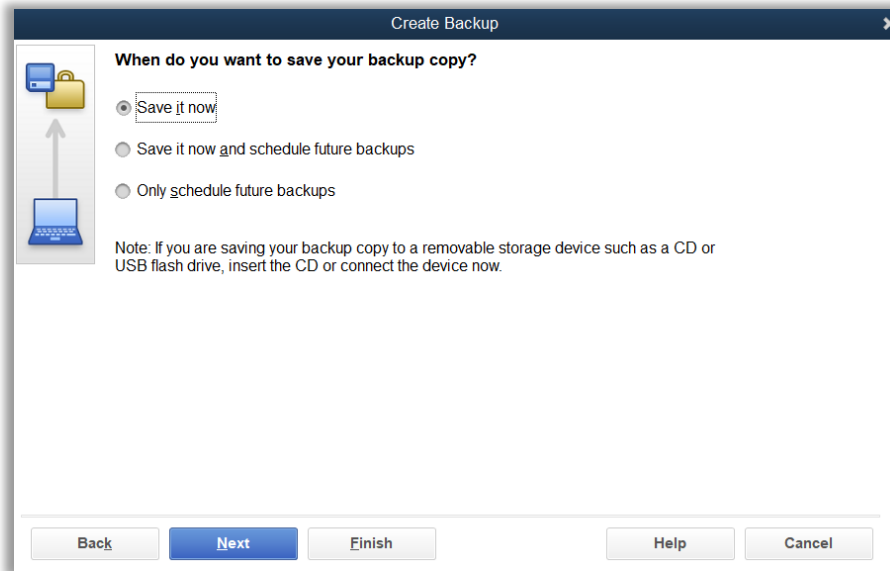
Log in to QuickBooks in single-user mode. If you're already logged in as multi-user, switch to single-user mode in the File menu.



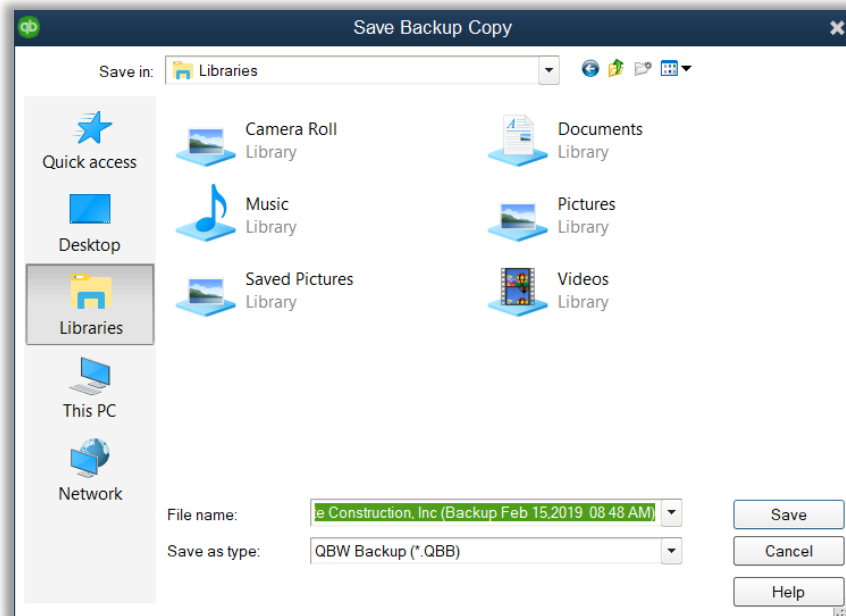
Select the 'Back Up Company' option under the File menu. Select 'Create Local Backup' and choose 'Local Backup.'



Select to save the backup now.



Select a location where you want to store your backup. Intuit recommends it's best to store it on an external hard drive or online. Once you select a location, select 'Save' to begin the backup process.



If you have not done the backup in a while, QuickBooks may ask you to rebuild the data file. Please consult with Intuit or a QuickBooks Pro Adviser to decide if you should rebuild the data.