

QuickBooks Restoring a Portable Copy Instructions

Make a portable copy of the QuickBooks file by going to:

- File
- Create Copy
- Portable company file, Next
- Select location, Save

To restore a portable file copy:

- If the portable copy was on an external drive or the cloud, save it to your computer first.
- open QuickBooks - if it asks for your password, click 'Cancel' or be sure to NOT have your company file open
 - click 'Open or restore an existing company'
 - select 'Restore a portable file' and follow the instructions
 - Save the restored file to the folder (read **TIP** first)

C:\Users\Public\Public Documents\Intuit\QuickBooks\Company Files.

TIP: if over-writing the existing file, before being able to save, you will need to right-click the file name about to be over-written, left-click properties under Attributes, un-check Read Only, click Apply, click OK

Mac users might need to follow slightly different steps. The QB company file in a Mac is likely stored under:

Documents\quickbooks

