

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.

Backup Options

Use this window to set default options for your manual and automatic backups.

Local backup only

Tell us where to save your backup copies **(required)**

<Browse and search for folder on Flash drive or Q or C drives>

Add the date and time of the backup to the file name (recommended)

Limit the number of backup copies in this folder to

Online and local backup

Remind me to back up when I close my company file every times.

Select an option to verify that your company data is OK (that is, not corrupted) when you save.

Complete verification (recommended)

Quicker verification

No verification

[Help me choose](#)

Specify location for your backup file. Backup file to CD, Flash drive, or an external drive.

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**.