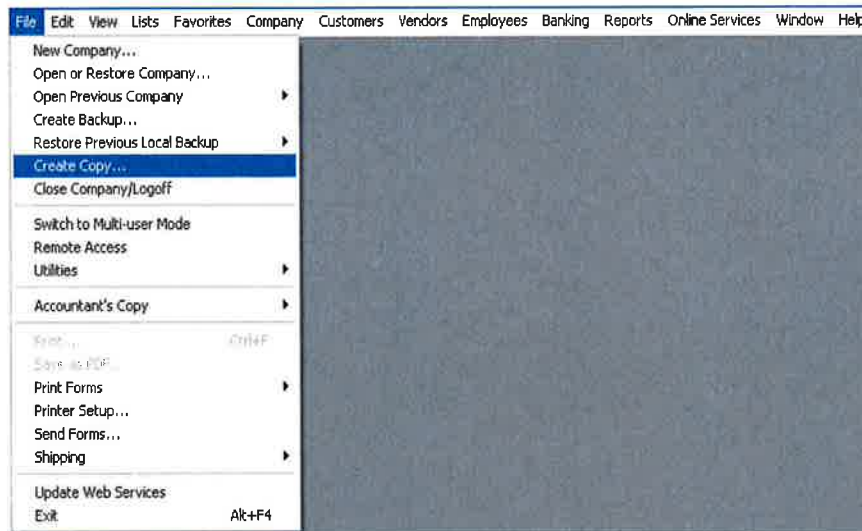
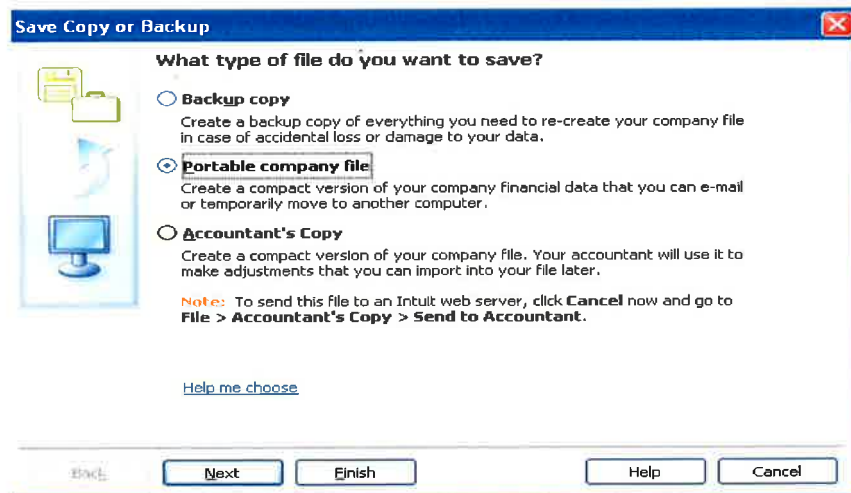


How to Create a Portable Company File in QuickBooks

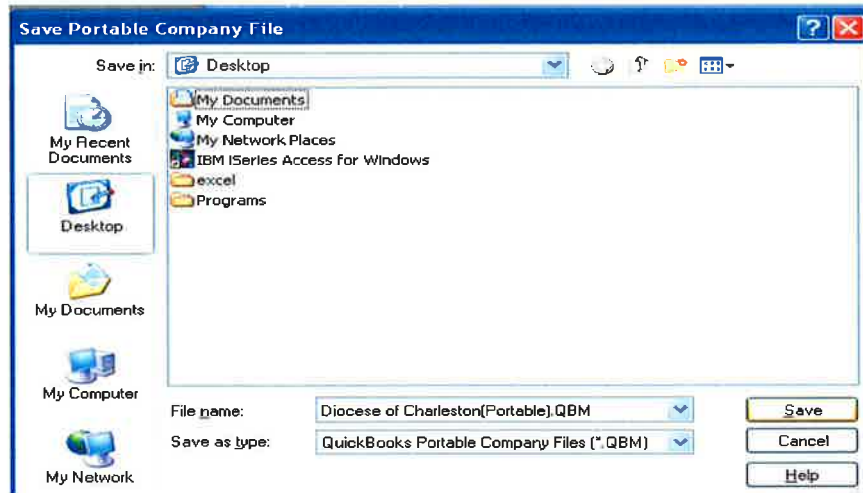
- **QuickBooks 2011 and later:**
 1. From the **File** menu, choose **Create Copy**.



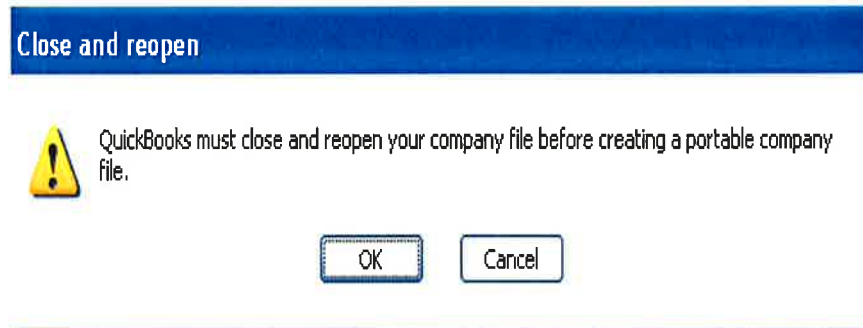
2. Select **Portable company file** and click **Next**.



3. Click the **Save in** drop-down arrow and select any place you wish to save to. Click **Save**.



4. Click **OK** twice.



- **QuickBooks 2007 through 2010:**
 1. From the **File** menu and choose **Save Copy or Backup**.
 2. Select **Portable company file** and click **Next**.
 3. Click the **Save in** drop-down arrow and select any place you wish to save to.
 4. Click **Save** and **OK** twice.
- **QuickBooks 2006:**
 1. From the **File** menu and choose **Portable Company File > Create File**.
 2. Click **OK**.
 3. Click **Browse**.
 4. Click the **Save in** drop-down arrow and select any place you wish to save to.
 5. Click **Save** and click **Save** again.
 6. Click **OK**.