

How to Create a Quickbooks Backup File (.QBB)

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1. In QuickBooks Desktop, go to the **File** menu and hover over **Back up Company**. Then select **Create Local Backup**.
 2. In the pop-up window, select **Local Backup** and then **Next**.
 3. In the Local Backup Only section, select **Browse** and select where you want to save your backup company file.
 4. Set the number of backups you want to keep. This is optional
 5. When you are ready, select **OK**.
 6. Select **Save it Now** and **Next**.
 7. Quickbooks should run a test to make sure your backup file is in good shape before you save. You may be prompted to "rebuild" or "verify" before it completely saves the file.
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