

Create a portable company file

1. Open QuickBooks and log in as an admin.
2. Go to the **File** menu and select **Create Copy**.
3. Select **Portable company file** and then **Next**.
4. Give your portable company file a unique name. This makes it easy to tell apart from your regular company file.
5. Select a location to save your portable company file. Pick somewhere that's easy to find, like your Windows desktop.
6. When you're ready, select **Save** and then **OK**.

You now have a portable company file you can send online or put on a USB. The file will look like this: [Unique company file name].qbm.

Note: If you give someone a portable copy, they can access everything in the file. It's password protected and they'll need the password to open the file.