

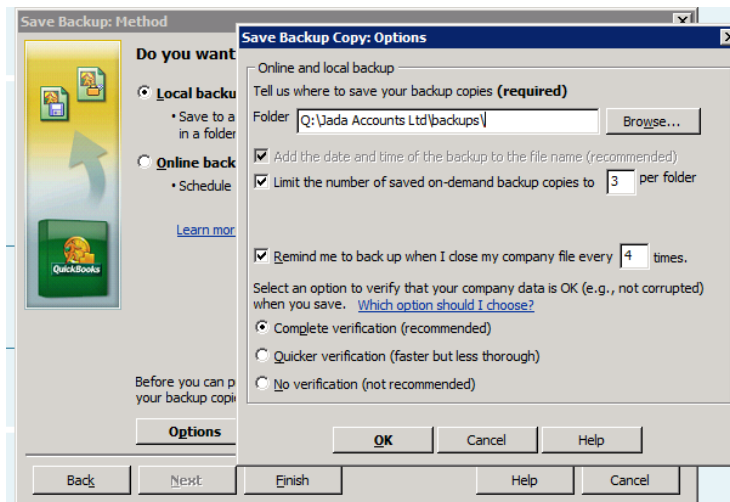
## QB's ONLINE BACKUPS BEST PRACTICE

Backing up your QB's Online file direct to a local drive can take a long time if you are backing up over the internet. The answer to this is to backup to the Q drive of the QuickBooks server (this is where your QuickBooks file is kept) and then copy and paste that backup file into your local drive.

### Step 1: Backup the company file

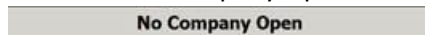
File -> Save Copy or Backup -> Local Backup -> Options -> Browse -> Select Q Drive and your Company folder -> the first time you do this type in "\Backups\" after the company name to create a new folder. QB's will tell you that the folder doesn't exist and ask you if you want to create a new one, select yes -> OK -> Finish.

File -> Close company

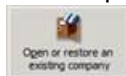


### Step 2: Transfer the backup file to your local drive:

1. From the No Company Open screen



2. Select Open or Restore an existing company



3. Restore a backup copy -> Next -> Local Backup -> Next. This will take you into your Q drive
4. Double click on your Company folder and then the backups folder to reach the backup you've just done
5. Highlight the backup file -> CTRL C to copy
6. From 'My Computer' open your local drive and then the folder you want to save the backup to -> CTRL V to paste the backup file into that folder. You will see a progress box copying the file into this folder.
7. Once it's done you can go back into Online and Cancel the restore backup process.

That's it, you're done. Much quicker than trying to backup over the internet, it took me about 10 minutes to do mine as I typed this.