

QuickBooks™ Fundamentals

Restoring Back Up File

Available from Intuit at www.bit.ly/QBRestore

This list of instructions provide direction on how to restore a QuickBooks™ Backup File onto a local computer so it may be used as a working file. The names inserted here are for the Activity File for this course where Bob's Big Bakery is being used as the example company.

1 Go to the **File** menu. Then select **Open or Restore Company**.

2 Select **Restore a backup copy**. Then select **Next**.

3 Choose **Local Backup**. Then select **Next**.

4 From the **Look In** drop-down, choose where the backup file is currently located on your computer.

5 Select the backup file. (The file name should appear as "BobsBigBakery.qbb".)

6 Select **Open**. Then select **Next**.

7 From the **Save in** drop-down, choose the location where you want to save the restored working file.

8 In the **File name** field, make sure the new file name matches the backup file name of "BobsBigBakery" with a .qbw at the end.

9 Select **Save**.

10 Carefully read and respond to any messages that appear before restoration begins.

