

RESTORING YOUR 'COMPANY BACKUP' FILE IN QUICKBOOKS

1. Firstly, locate where the backup file resides. If it resides on a removable disk, for example on a 3.5 inch floppy disk (A:\ drive), then place the disk with the backup file in the required drive. If the backup resides on more than one disk, place the first disk in the drive.
2. From the QuickBooks **File** menu, choose **Restore** to open the **Restore Company Backup** window.
3. If the **Filename** or **Location** information in the **Get Company Backup From** section is correct, then proceed to Step 4. If it is incorrect then, click the upper **Browse** button to open the **Restore From** dialogue window.
 - 3.1 Select where your backup file resides from the **Look In** drop-down list for example, A:\ drive.
 - 3.2 Select the filename of the backup file from the centre of the dialogue window. Please note, your backup file contain the Company Name with a **.QBB** extension.
 - 3.3 Click **Open** to return to the **Restore Company Backup** window.
4. The lower **Filename** and **Location** fields in the **Restore Company Backup To** section contain the prospective name and location of the restored file. If you wish to change the name or location of the restored file, click the lower **Browse** button (otherwise proceed to Step 5). This will open the **Restore To** dialogue window.
 - 4.1 From the **Save-in** drop-down list, choose the location to where you would like to restore the file.
 - 4.2 Enter a new file name in the **File Name** field, giving it a **.qbw** extension.
 - 4.3 Click **Save** to return to the **Restore Company Backup** dialogue window.
5. Finally, click **Restore** to begin the restoration process. If any additional information appears prior to the restoration process then please read them thoroughly.