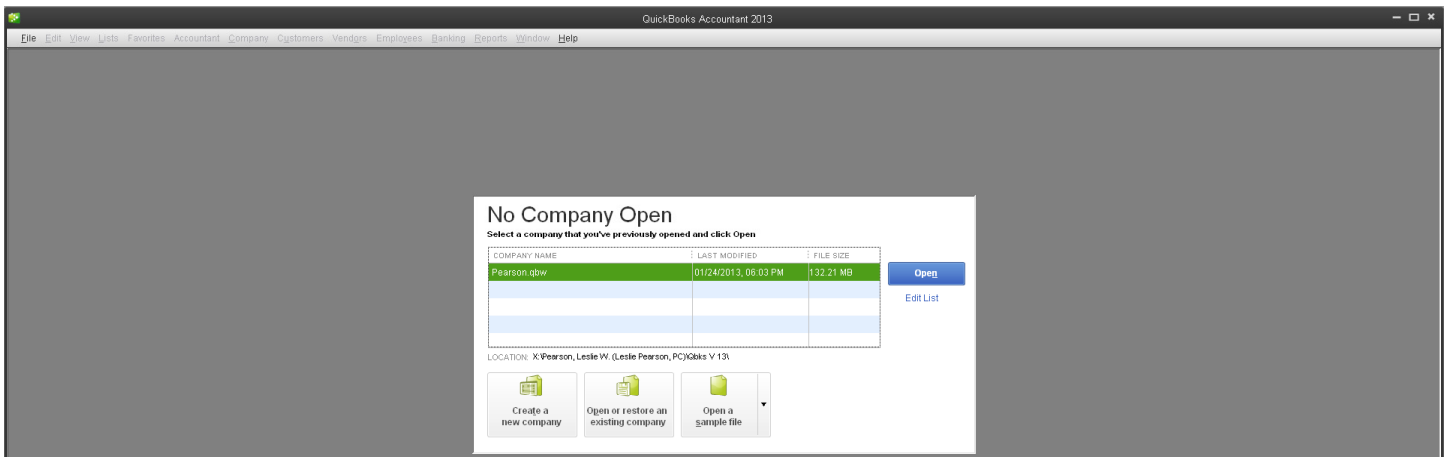


Restoring Your QuickBooks File

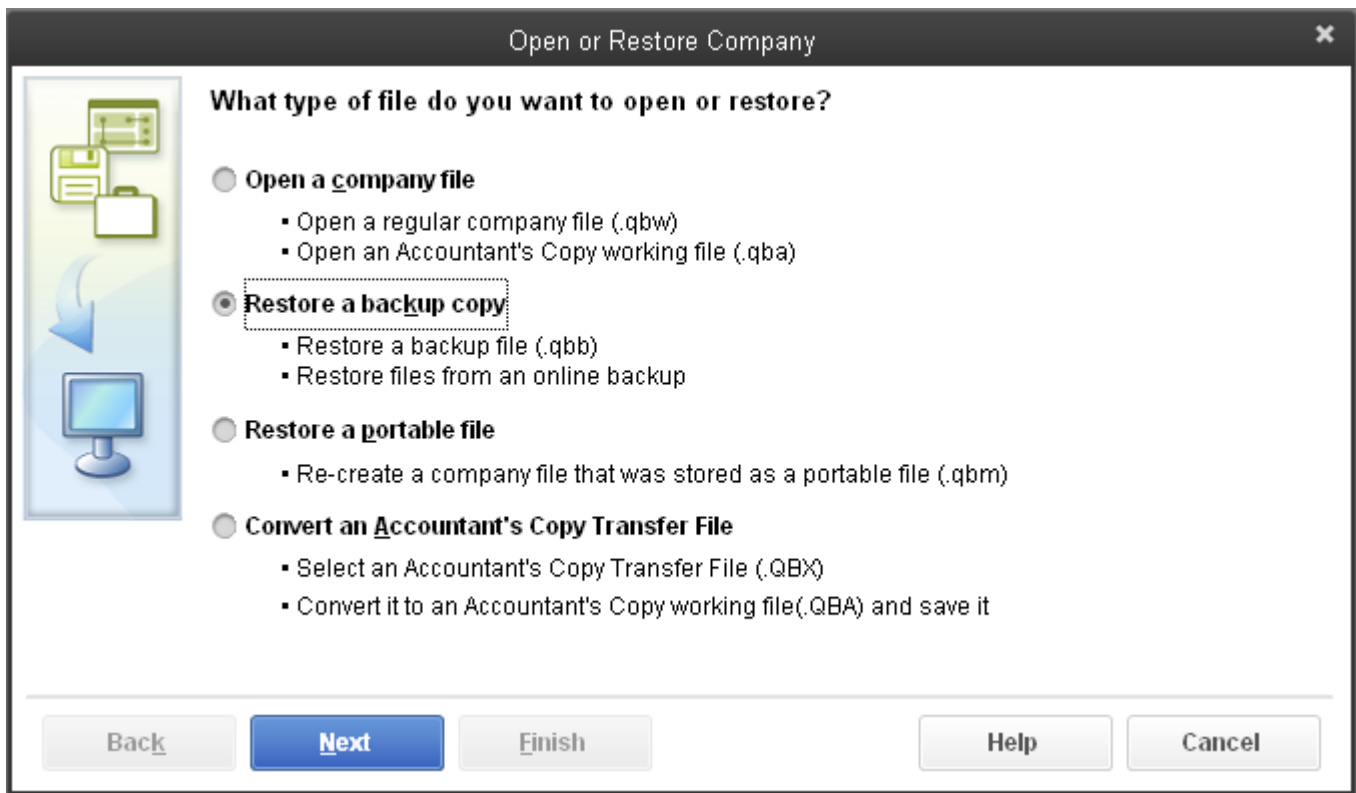
First identify where your QB data file is stored on your computer, with your QB file open, hit the F2 key and the product information screen will pop up. Write down the file location, you will need it when you are restoring your file.



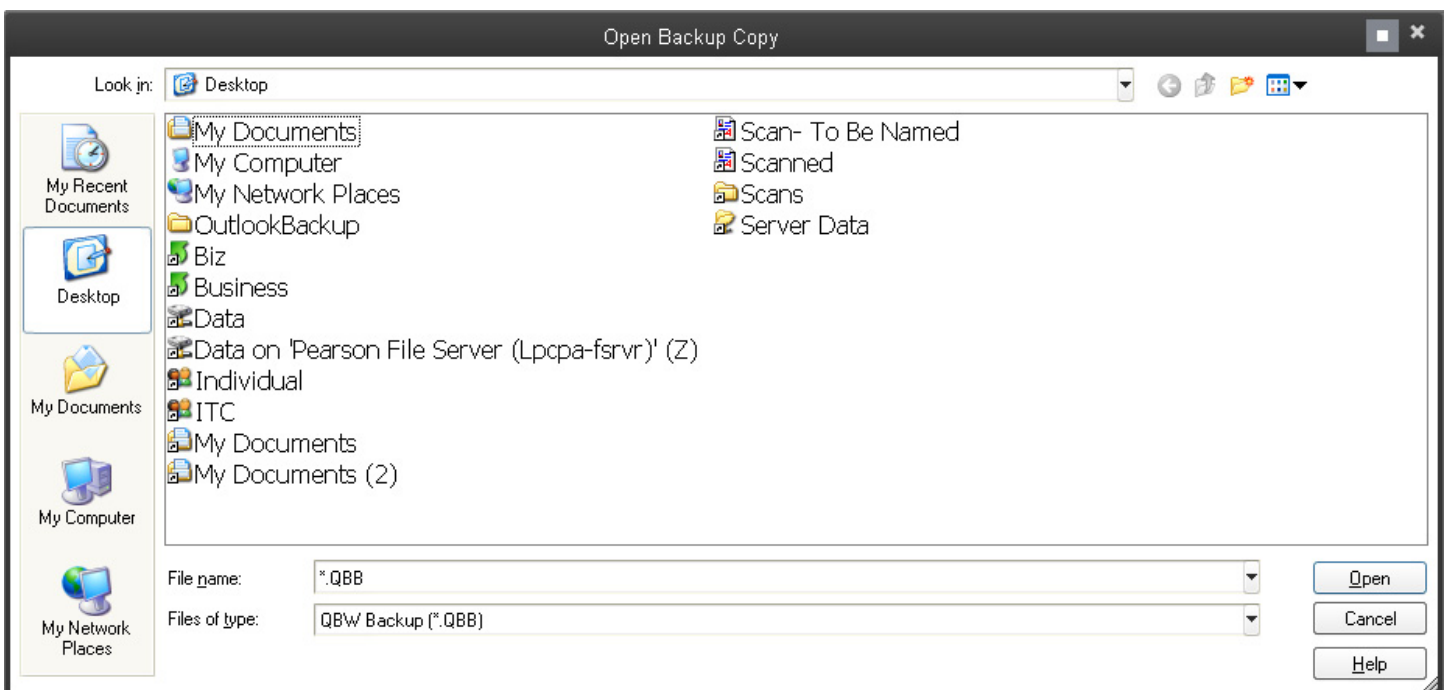
The following illustration assumes you are restoring a backup that you have downloaded onto your Desktop. After downloading the backup file, open your QB program, go to the File menu and Close company. Your screen should look like this:



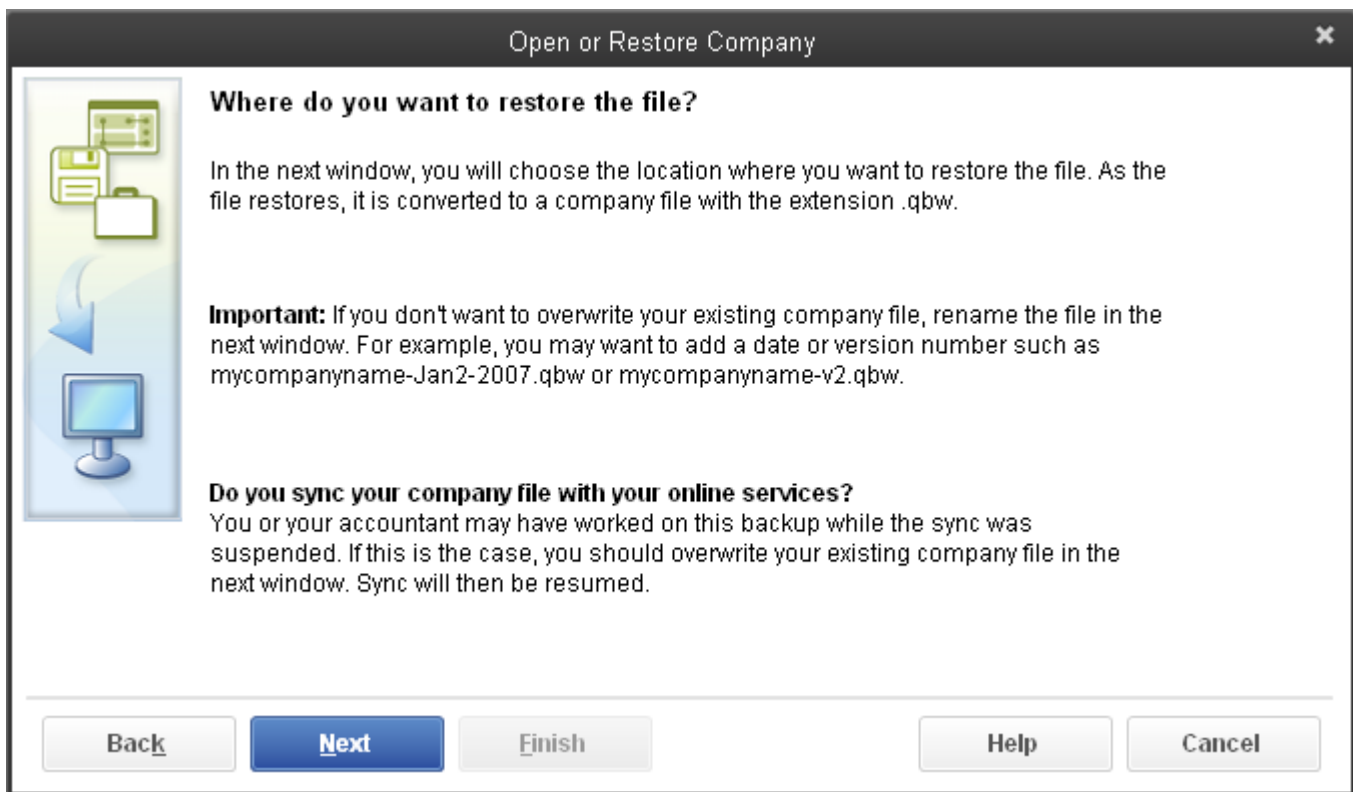
Click on the "Open or restore and existing company" button.



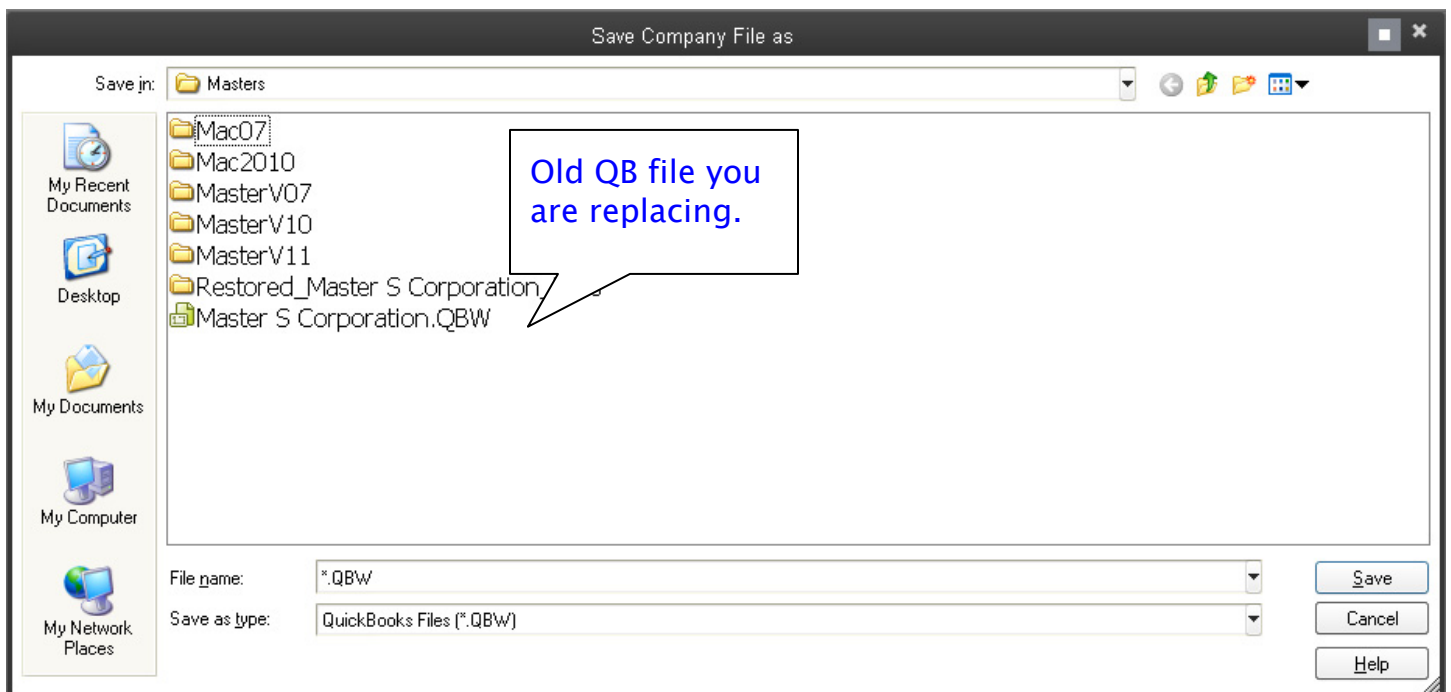
Click on Restore a backup file and then the Next button.
Choose "Local backup".



Find your Backup file on your Desktop, click to highlight and then click the Open button.



Click Next and browse to the location of your old QuickBooks file (that we found in step 1).



Click on the existing file to populate the “file name” and click Save.

You are copying over the old file, so QB wants to make sure you really want to erase that old file. QB will ask if you want to replace your existing file, click yes. QB will then ask you to type in YES to make sure you are serious.

QB should open in your newly restored company file.