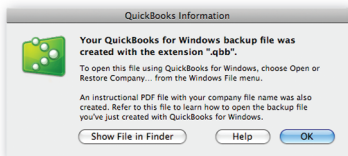


Converting a QuickBooks® file from Mac to Windows

Mac > Windows

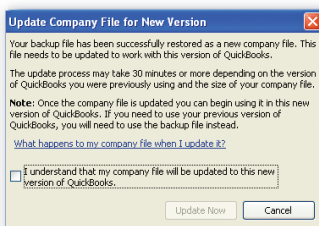
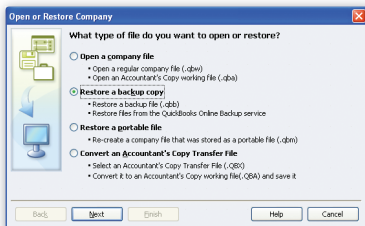
- 1 Open your data file in QuickBooks 2010 for Mac, choose **File > Back Up to QuickBooks for Windows**, choose a name and location for the file, and then click **Save**.



After the backup file is created, you can click **Show File in Finder** to locate the .qbb file on your computer.

QuickBooks also creates an Instructional PDF file in the same location with the same name as your company file.

- 2 Send both the .qbb file and the Instructional PDF file to the Windows user via **CD-ROM, USB drive, Zip disk or Flash drive**. (Most Macs read and write data to and from PC-formatted media.)
- 3 In QuickBooks 2010 for Windows,¹ choose **File > Open or Restore Company** and follow the onscreen prompts to restore a backup copy. When asked to update the file, mark the checkbox and click **Update Now**.



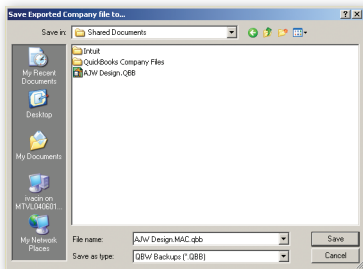
- 4 Review the file and make any necessary changes.
- 5 To send the file back for use on a Mac, follow the instructions on the other side of this card.

¹ Intuit QuickBooks 2010 for Mac .qbb files can be restored in Intuit QuickBooks Pro, Premier, and Premier Accountant Edition 2010 for Windows (U.S. versions, round-trip: between Mac and Windows).

Converting a QuickBooks® file from Windows to Mac

Windows > Mac

- 1 Open the data file in QuickBooks 2010 for Windows and choose **File > Utilities > Copy Company File for QuickBooks Mac** to save the file as a .qbb backup file.



- 2 Send the .qbb file to the Mac user via **CD-ROM, USB drive, Zip disk or Flash drive**. (Most Macs read and write data to and from PC-formatted media.)
- 3 In QuickBooks 2010 for Mac,² choose **File > Open Company**, select the .qbb file and click **Open**.



Enter a name for the restored file and click **Save**.

For more information, see the QuickBooks in-product Help.

2. Intuit QuickBooks 2010 for Mac can convert files from Intuit QuickBooks Simple Start, Pro, Premier and Premier Accountant Edition 2008, 2009 and 2010 for Windows (U.S. versions, one way: Windows to Mac).