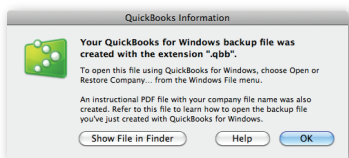


Converting a QuickBooks® file from Mac to Windows

Mac > Windows

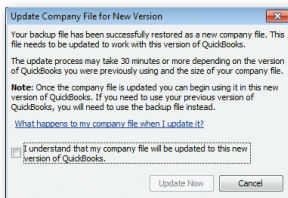
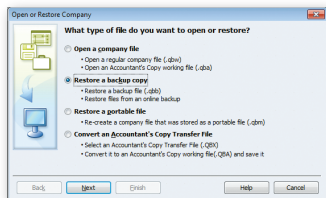
- 1 Open your data file in QuickBooks 2012 for Mac, choose **File > Back Up to QuickBooks for Windows**, choose a name and location for the file, and then click **Save**.
- 2 On the **Apply Password** window, enter a password for the file. You'll need this password to open the file in QuickBooks for Windows. If you don't want to password-protect the file, leave the fields blank and click **OK**.



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 file.

- 3 Send both the .qbb file and the Instructional PDF file to the Windows user via **CD, USB drive, or upload it to your iDisk**.
(Most Macs read and write data to and from PC-formatted media.)
- 4 In QuickBooks 2012 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**.



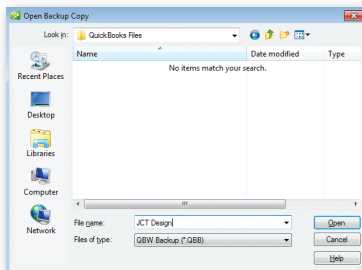
- 5 Review the file and make any necessary changes.
- 6 To send the file back for use on a Mac, follow the instructions on the other side of this card.

¹ Intuit QuickBooks 2012 for Mac .qbb files can be restored in Intuit QuickBooks Pro, Premier and Premier Accountant Edition 2012 for Windows (U.S. versions, round-trip: between Mac and Windows).

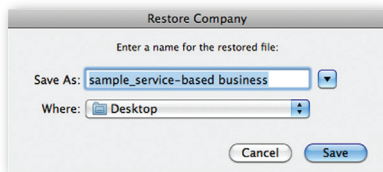
Converting a QuickBooks® file from Windows to Mac

Windows > Mac

- 1 Open the data file in QuickBooks 2012 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, USB drive, or iDisk**. (Most Macs read and write data to and from PC-formatted media.)
- 3 In QuickBooks 2012 for Mac,² choose **File > Open Company**, select the .qbb file and click **Open**.



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

To learn more, go to QuickBooks Help (Help > QuickBooks Help) or to LittleSquare (www.quickbooks.com/littlesquare).

² Intuit QuickBooks 2012 for Mac can convert files from Intuit QuickBooks Pro, Premier and Premier Accountant Edition 2010–2012 for Windows (U.S. versions, one way: Windows to Mac).