

Larson Tax Service Inc.

TO BACKUP YOUR QUICKBOOKS

1. INSERT FLASH DRIVE INTO PC
2. OPEN QUICKBOOKS
3. CLICK FILE
4. CLICK BACK UP COMPANY
5. SELECT LOCAL BACKUP
6. WHEN PROMPTED, SELECT FLASH DRIVE LOCATION.
7. CLICK OK
8. SELECT (SAVE IT NOW)
9. CLICK NEXT
10. CLICK FINISH

*******PLEASE NOTE*******

1. Version of QuickBooks you are using _____
2. Username _____
3. Password ~ show if letters are caps _____