How to Create a Portable Company File in QuickBooks

- QuickBooks 2011 and later:
  1. From the File menu, choose Create Copy.

2. Select Portable company file and click Next.
3. Click the **Save in** drop-down arrow and select any place you wish to save to. Click Save.

4. Click **OK** twice.

- **QuickBooks 2007 through 2010:**
  1. From the **File** menu and choose **Save Copy or Backup**.
  2. Select **Portable company file** and click **Next**.
  3. Click the **Save in** drop-down arrow and select any place you wish to save to.
  4. Click **Save** and **OK** twice.

- **QuickBooks 2006:**
  1. From the **File** menu and choose **Portable Company File > Create File**.
  2. Click **OK**.
  3. Click **Browse**.
  4. Click the **Save in** drop-down arrow and select any place you wish to save to.
  5. Click **Save** and click **Save** again.
  6. Click **OK**.