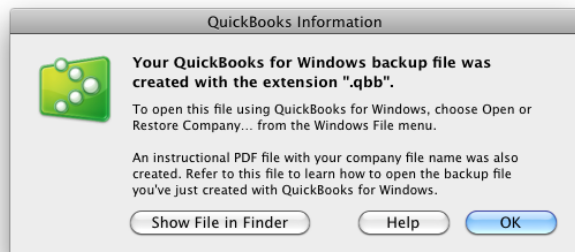
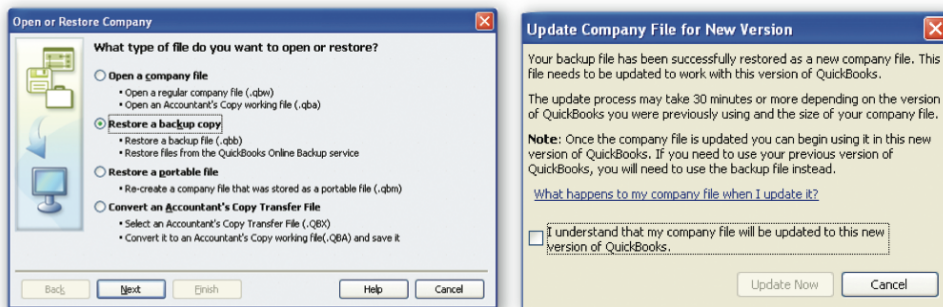


Converting a QuickBooks file from Mac to Windows

- 1 In QuickBooks for Mac, open the company file you want to convert. Choose **File > Back Up to QuickBooks for Windows**. Choose the name of the file you want to convert and 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**.
- 3 After QuickBooks creates a **.qbb** file, you can click **Show File in Finder** to locate the file on your Mac. QuickBooks also creates an Instructional PDF file in the same location and with the same name as your **.qbb** file.



- 4 Send both the **.qbb** file and this Instructional PDF file to the Windows user. You can put the file on a CD or USB drive or upload it to your iDisk. It's up to you.
- 5 In QuickBooks for Windows¹, choose **File > Open or Restore Company** and follow the onscreen instructions.

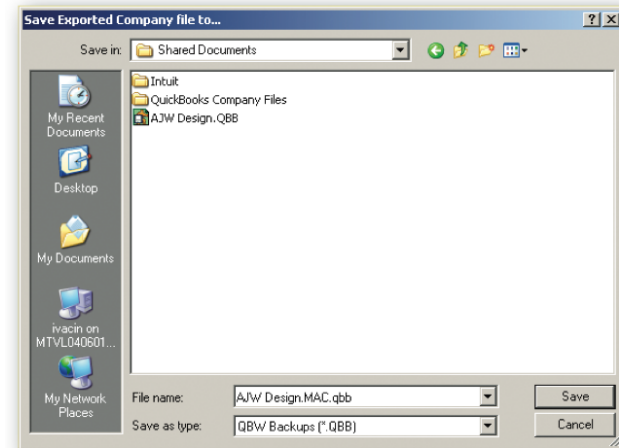


- 6 When asked to update the file, mark the checkbox and click **Update Now**. Review the file and make any changes you need to.

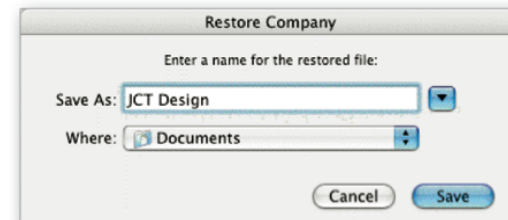
¹ Intuit QuickBooks 2011 for Mac .qbb files can be restored to Intuit QuickBooks Pro, Premier, and Premier Accountant Edition 2011 for Windows (US Versions, round-trip: between Mac and Windows.)

Converting a QuickBooks file from Windows to Mac

- 1 Open the data file in QuickBooks 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. You can use your iDisk, USB drive, CD, anything that works for you. (Most Macs read and write data to and from PC-formatted media.)
- 3 In QuickBooks for Mac², choose **File > Open Company** and 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 Little Square (www.quickbooks.com/littlesquare).

² Intuit QuickBooks 2011 for Mac can convert files from Intuit QuickBooks Simple Start, Pro, Premier and Premier Accountant Edition 2009, 2010, and 2011 for Windows (U.S. version, one way: Windows to Mac).