



Converting a QuickBooks file from Mac to Windows

Here are simple step by step instructions on how to make the conversion:

On the Mac

1. In QuickBooks for Mac, [open the company file](#) that you would like to convert to a Windows file.
2. Choose File > Back Up to QuickBooks for Windows.
3. Choose the name of the file you want to convert and click Save.
4. On the Enter Password window, just leave the field blank.
5. Click OK. QuickBooks will then create a .qbb file. You can then click “Show File in Finder” to locate the file on your Mac. QuickBooks also creates an instruction PDF file in the same location and with the same name as your .qbb file.
6. Send us the copy via SmartVault (www.smartvault.com), using your login.

If there is a problem opening your company file, our staff will work with you to try an alternative method.