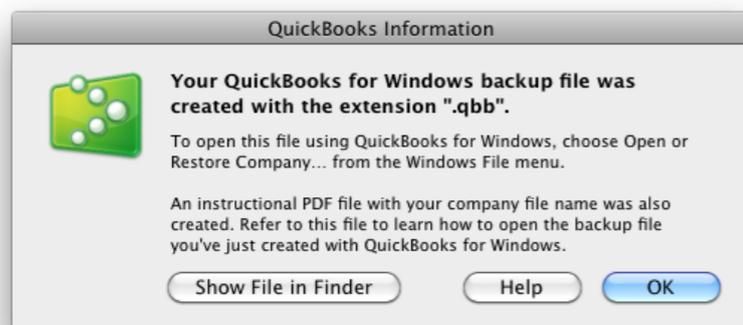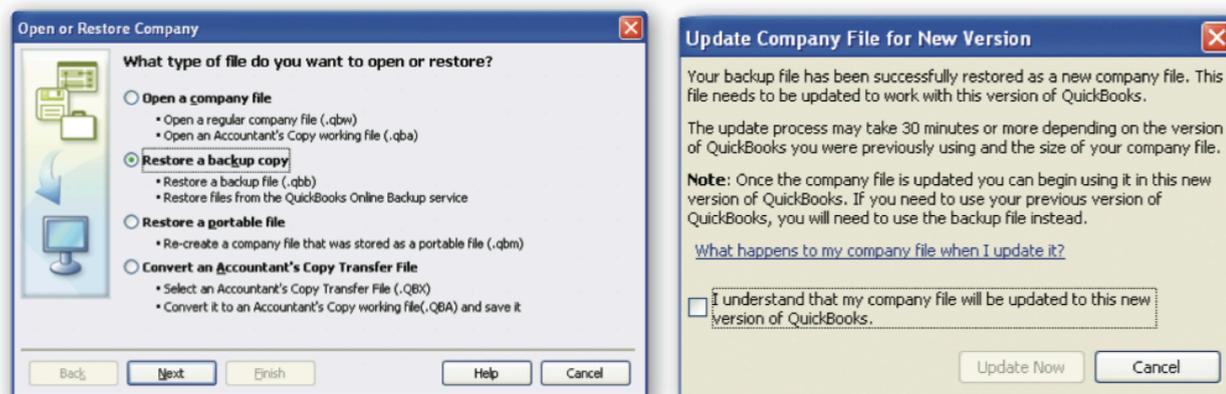## Converting a QuickBooks file from Mac to Windows

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 a service like Dropbox. It's up to you.

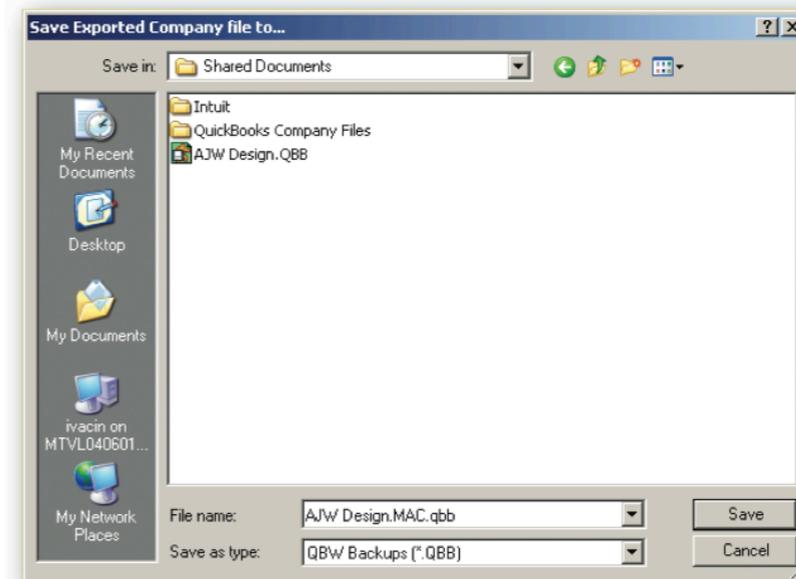5. In QuickBooks for Windows[1], choose File > Open or Restore Company and follow the onscreen instructions.

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 2014 for Mac .qbb files can be restored to Intuit QuickBooks Pro, Premier, and Premier Accountant Edition 2014 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 a USB drive or CD, share a Dropbox folder, anything that works for you. (Most Macs read and write data to and from PC-formatted media.)

3. In QuickBooks for Mac[2], 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 (http://www.quickbooks.com/littlesquare).

[2] Intuit QuickBooks for Mac 2014 can convert files from Intuit QuickBooks Simple Start, Pro, Premier and Premier Accountant Edition 2012, 2013, and 2014 for Windows (U.S. version, one way: Windows to Mac).