

Restoring a Backup

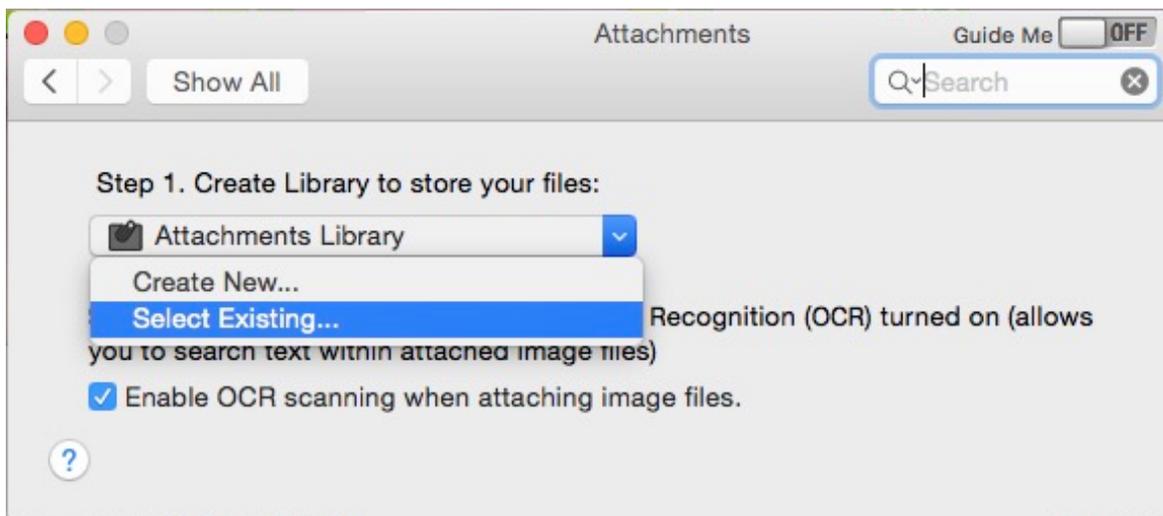
Each time QuickBooks for Mac performs a backup, a read-only disk image (.dmg file) is created containing a backup of your company file and your attachments library (if you use **and** backup your attachments).

This document contains instructions for restoring your company file and attachments from a backup disk image.

1. Locate your backup disk image (.dmg file) and double-click it to mount the backup volume on your desktop



2. Drag the company file (with the .qb2015 extension) from the disk image to where you want the file to be located on your Mac.
3. Drag the Attached Documents Library folder where you want it to be located.
Tip: We recommend that you put your Attached Documents Library in the same place as your company file.
4. Double click (open) the company file you just restored to your Mac.
5. Go to QuickBooks > Preferences, choose Attachments.
6. Click the Attached Documents Library menu and choose Select Existing.



7. Navigate to the Attached Documents Library folder you restored in Step 3 and select it.
8. Click Open.
9. Close the Preferences window.

Your company file has now been restored and your Attached Documents Library is connected to your restored company file.