

## Quicken Archive

To archive previous year's Quicken transactions without losing them "in case" you may need them at a later time.

1. Click File...File Operations.
2. Click Year End Copy
3. A file will be created containing all cleared previous years transactions.
4. Save it to a CD. Label and store.

This doesn't have to be done at year end, you can do it at any time for all prior transactions that have cleared.

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