

## Windows Administration - Support #715

### Migrating Design Templates for QuickBooks

01/08/2016 01:11 PM - Daniel Curtis

<b>Status:</b>	Closed	<b>Start date:</b>	01/08/2016
<b>Priority:</b>	Normal	<b>Due date:</b>	
<b>Assignee:</b>	Daniel Curtis	<b>% Done:</b>	100%
<b>Category:</b>	QuickBooks	<b>Estimated time:</b>	0.50 hour
<b>Target version:</b>	Windows 7	<b>Spent time:</b>	1.00 hour

#### Description

I recently created a new company file for a business and found that I needed some of the estimate, sales order, invoice, purchase order, and other design templates created in a previous company file.

This is how I migrated the design templates.

#### Export

1. Open the company file that has the design templates to export, then click Lists -> Templates.
2. Right click on the template you want to export and select **Export**.
3. Set the path of where the exported template will be saved to, click **Save**.

#### Import

1. Open the company file that you want to import the design template to.
2. Click Templates button located at bottom left and select **Import**.
3. Open the file from the path where the design template was exported to.

**NOTE:** Make sure to rename the template's name.

#### Resources

- <https://community.intuit.com/questions/533812-copy-invoice-template-to-another-company>

#### History

**#1 - 01/08/2016 01:13 PM - Daniel Curtis**

- Status changed from *New* to *Resolved*

- % Done changed from 0 to 100

**#2 - 02/20/2016 07:16 PM - Daniel Curtis**

- Status changed from *Resolved* to *Closed*