


Attaching documents and other files to QuickBooks

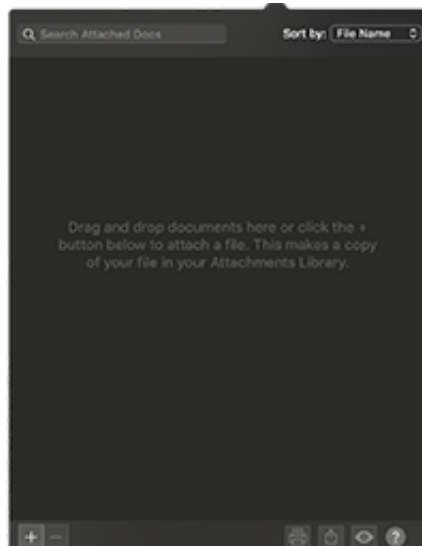
Got photos, contracts, work products, or samples that you want to attach to QuickBooks records? We've made it easy to keep track of any kind of files and documents you generate for specific customers, jobs, and business transactions, like estimates and invoices.

In QuickBooks Desktop Mac, we call all of these kinds of files *attachments* or *documents*.

To add an attachment

1. Open the transaction window (Invoices, Enter Bills...whatever you need) or record center (Customer Center or Vendor Center, that is).

2. Click  at the top right corner of the window. The Attachments window appears.



3. Click  at the bottom left corner of the Attachments window.

4. Choose an attachment method:

- Attach File
- Scan
- [your iPhone or iPad]
 - Take Photo
 - Scan Documents



5. ▶ If you choose Attach File:
6. ▶ If you choose Scan:
7. ▶ If you choose Take Photo:
8. ▶ If you choose Scan Documents:

That's it--you've attached a file to your transaction or record.

Important: QuickBooks doesn't move your attached files from their original folder. Instead, it makes a copy of the attached file and puts it into the Attached Documents Library you chose in the [Attachments Preferences](#).

- ▶ Things you can do with attachments
- ▶ Places where you can attach documents
- ▶ To add an attachment to a transaction type
- ▶ Tips and tricks

See also

- [Attachments preferences](#)
- [Attachments Center](#)
- [Printing attachments](#)
- [Emailing attachments](#)
- [Previewing and opening attachments](#)
- [Removing attached documents and other files from QuickBooks](#)