14-0063-EN-How to Compact and Repair Database?

Author:
ShopFactory

Created On: 18 Nov 2010 12:00 AM

You will need Microsoft Access installed in your computer. This is included in the Microsoft Office suite(together with MS Word, Excel, and PowerPoint)
- Right click on the"Start" button -> select "Explore" -> WindowsExplorer will open.
- Locate your shop
- Double-click your shop-folder toopen it.
- You will see the folders and files contained in your shop.
- Locate the *.mdb file. This is thedatabase file.
- Double-click the .mdb file toopen it.
- If a security warning appears andasks you: Do you want to open this file or cancel this operation? Click"Open"
- Click "Tools" menu-> select "Database Utilities" -> click "Compact andRepair Database..."
-Your database will be compacted.
- Close Microsoft Access.