

Access 2016: Backup a Database

You can backup a database by selecting the `Back Up Database` option when doing a `Save As`.

It's always advisable to create regular backups of your databases. Creating a database usually takes a lot of time and effort. Imagine having to do it all over again, just because you never bothered to do backups.

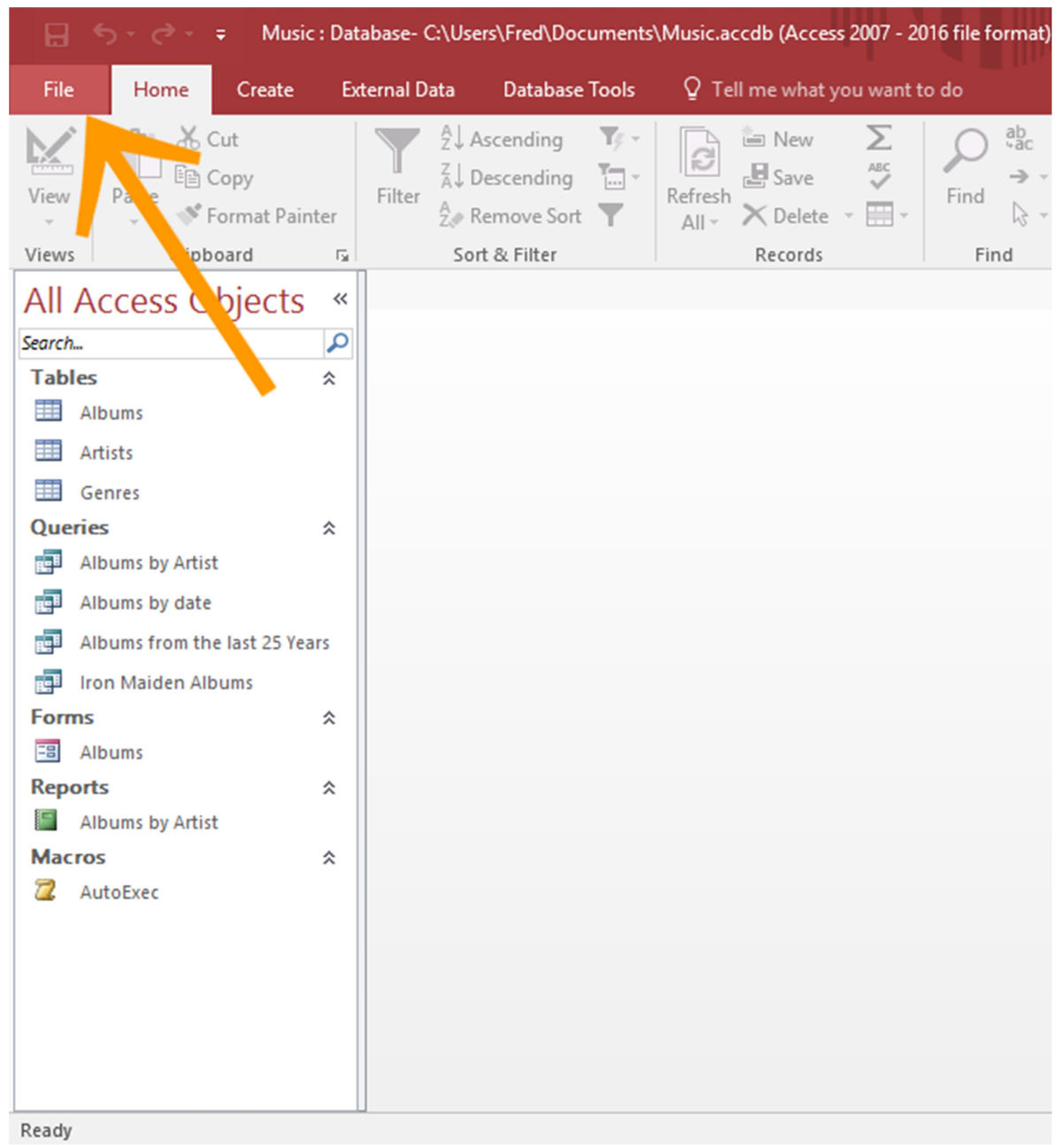
But, usually more important than the database design is the data. Especially if a lot of data has been entered from various sources over a long period of time. Imagine having to tell all your users that they'll have to re-enter all their data again!

Taking a small amount of time to establish a backup strategy can go a long way to securing your database and its data.

Fortunately, Access provides an easy way to back up a database.

Create a Backup

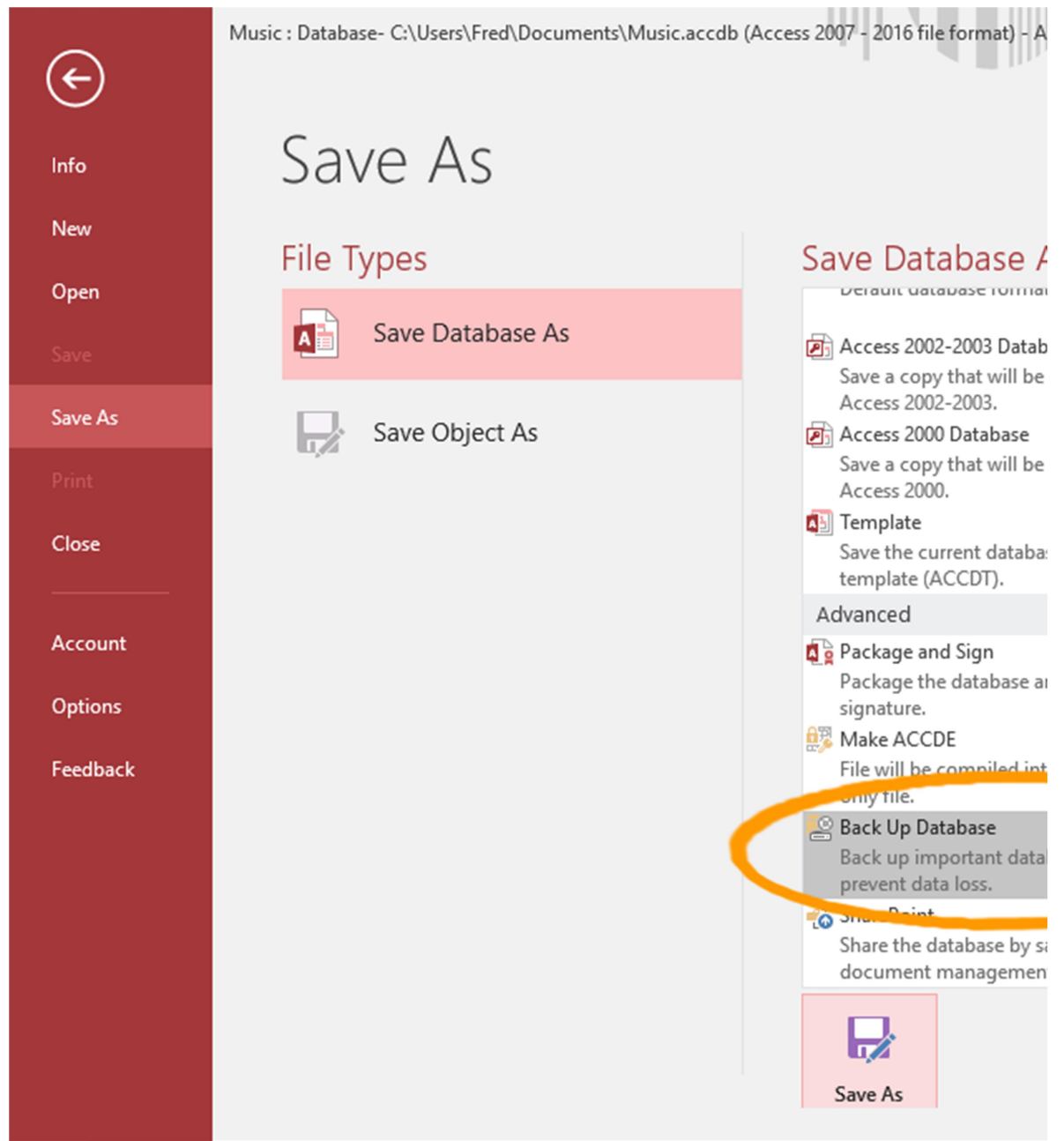
We'll now create a backup of the `Music` database that we've created throughout [this tutorial](#).



1.

Go to the File Menu

Click the `File` tab on the Ribbon to bring up the File menu.

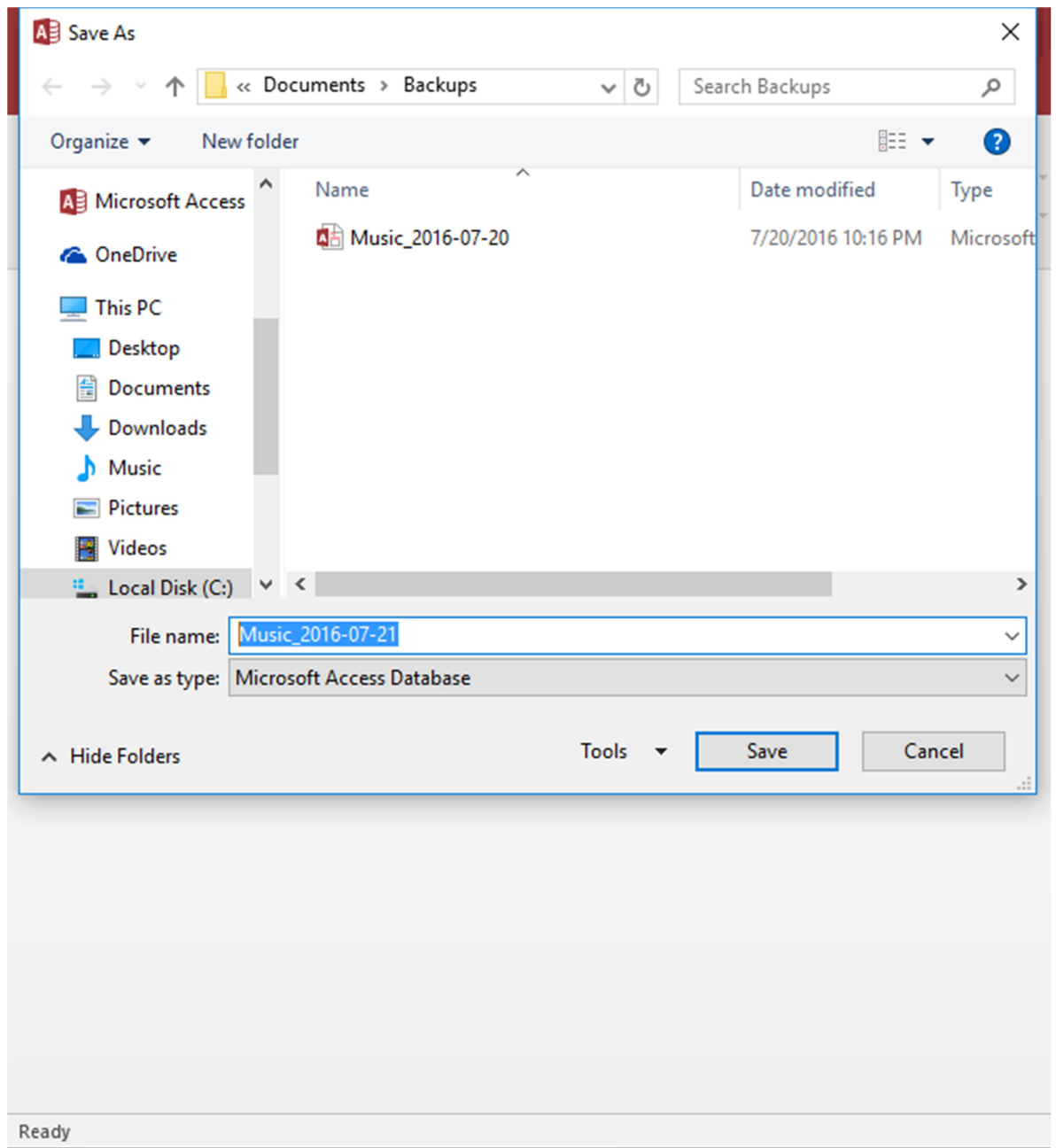


2.

Select the Backup Option

Select **Save As** from the left menu.

From the **Save Database As** pane, select **Back Up Database** and click **Save As**



Save the Backup File

Name the file and select a location for the backup file, and click *Save*.

Unless you've got a reason not to, it's a good idea to keep the name that Access provides. It includes the original file name, plus the date of the backup.

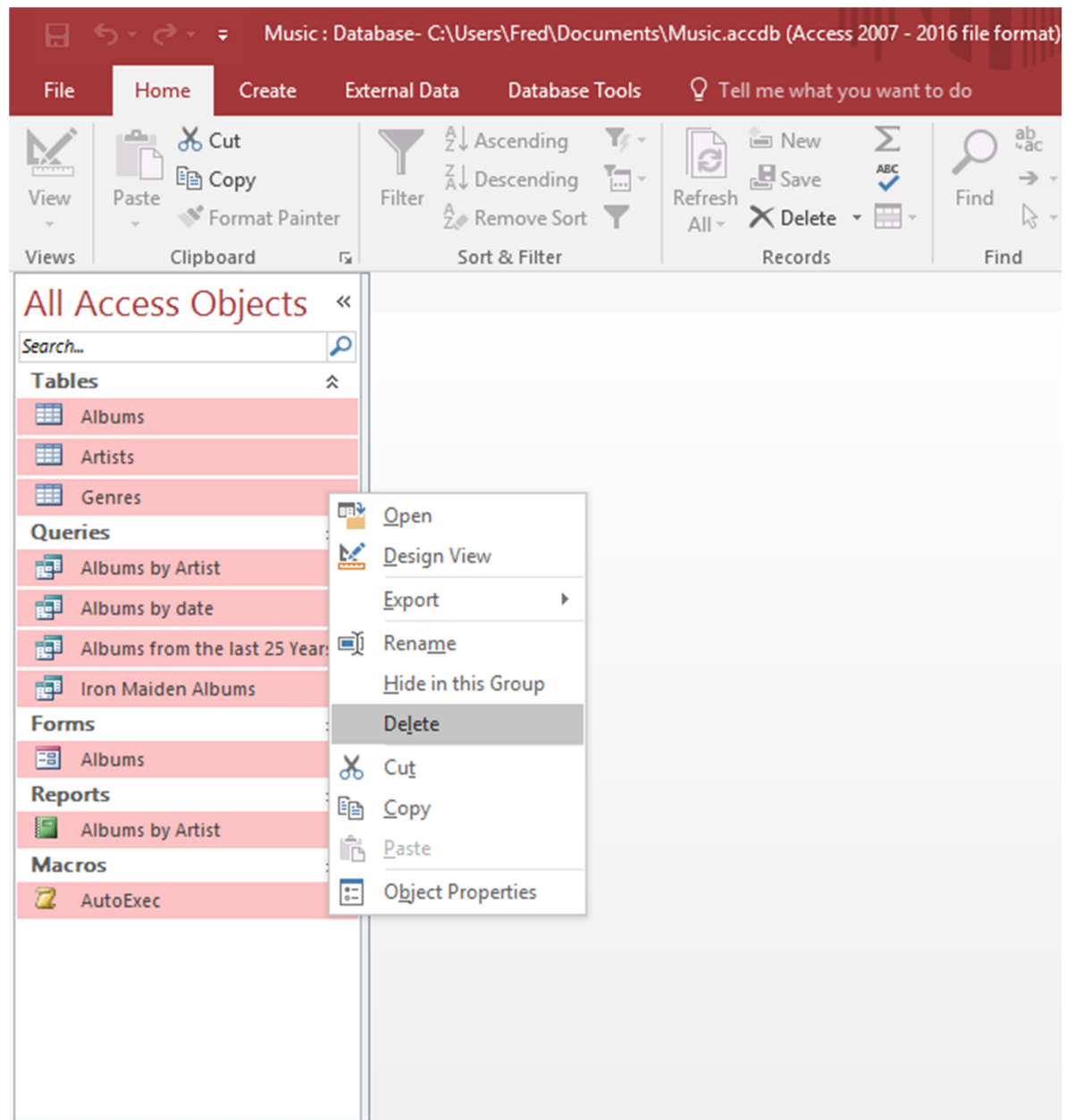
This can be useful when trying to locate a suitable backup file to restore the database.

Restore the Database

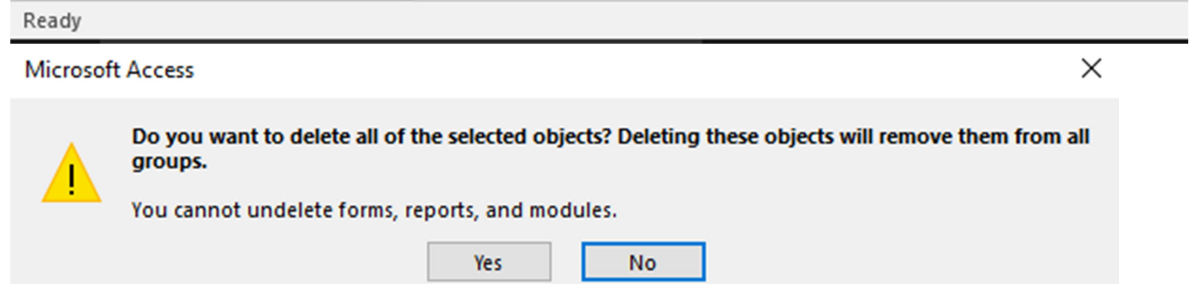
You can restore a database from the backup file. Simply go into File Explorer and replace the original file with the backup file.

It's a good idea to practice restoring your database. While it's always nice to have a recent backup file sitting in a directory ready to be restored, it will be worthless if it can't be restored.

So let's try it.



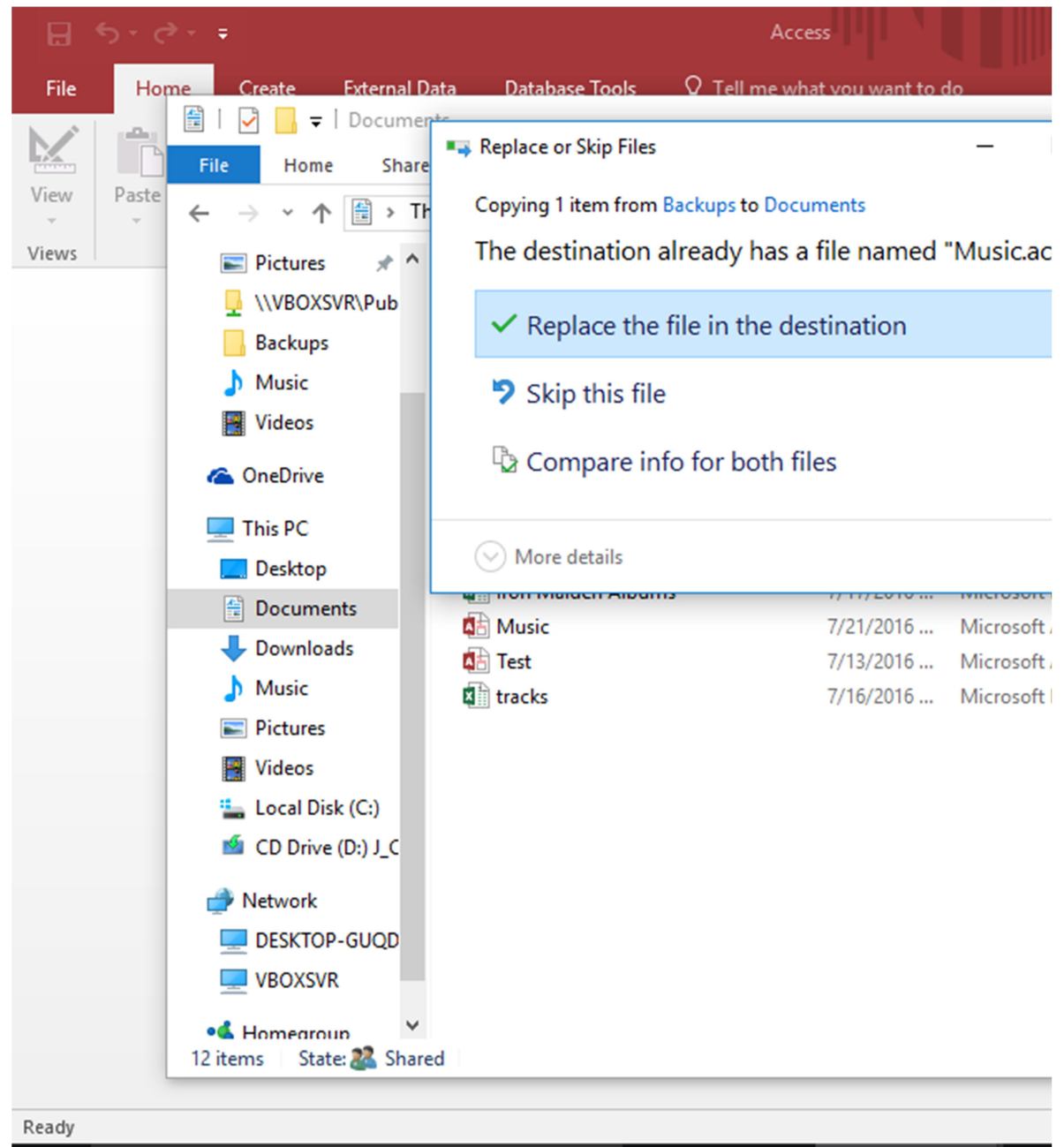
1.



Let's make a real mess of the database. Let's delete all objects — tables, queries, forms, macros, the lot!

Select all objects by selecting them with the `Shift` key pressed down. Then right-click and select `Delete` from the contextual menu.

You might have to click `Yes` to some confirmation messages first.



Restore the Database

Copy the backup file, then paste it into the directory where the database file is located.

When prompted, click `Replace the file in the destination.`

You'll probably need to rename the backup file first, so that it shares the same name as the database file it will be replacing.

To do this, take a copy of the backup file first (still within the backup directory). Then rename it (in our case, to `Music.accdb`). Then move it to its final destination, where it will replace the original file.

The screenshot shows the Microsoft Access interface. The 'All Access Objects' pane on the left lists various database objects: Tables (Albums, Artists, Genres), Queries (Albums by Artist, Albums by date, Albums from the last 25 Years, Iron Maiden Albums), Forms (Albums), Reports (Albums by Artist), and Macros (AutoExec). The 'Albums' table is selected and displayed in Datasheet View. The table has three columns: AlbumId, AlbumName, and ReleaseDate. The first row is highlighted in blue.

AlbumId	AlbumName	ReleaseDate
1	Powerslave	9/3/1984
2	Powerage	5/5/1978
3	Crimes of Passion	8/5/1980
4	Bitches Brew	3/30/1970
5	Kind of Blue	8/17/1959
6	Couldn't Stand the Weather	5/15/1984
7	Somewhere in Time	9/29/1986
8	Piece of Mind	5/16/1983
9	Killers	2/2/1981
10	No Prayer for the Dying	10/1/1990
11	Texas Flood	6/13/1983
12	Snoopified	9/28/2005
13	Tha Doggfather	11/12/1996
14	Hail to the King	8/23/2013
15	Destiny Fulfilled	11/10/2004
16	Bush	5/12/2015
17	The Book of Souls	9/4/2015
18	Coolaid	7/1/2016
19	Black Ice	10/17/2008
20	Love Songs	1/29/2013

Record: 1 of 23 No Filter Search

3.

Open the Database

Now you can open the database to see if it worked.