Section 3   Saving in Access

BY THE END OF THIS SECTION YOU WILL BE ABLE TO

- Save your objects
- Save objects as different object types
- Save your database as earlier versions
- Set file and object properties

Saving in Access

Much of the file management functionality of Access takes place in the background and automatically saves most changes you make to a database. When Access does not save something for you automatically, you will be prompted asking if you want to save the changes to a particular object.

However, Access does give you a bit of flexibility when it comes to saving different objects. We will explore this saving functionality in this lesson.

Using The Save As Options

Access gives you two commands to choose from: Save Object as and Save database as (to save database in another format.)

Let's look at each of the options.

Save Object As

Most things in Access are saved automatically, but you can perform a manual save of a particular database object. For example, consider the Employees table of the Northwind sample database:

ID	Company	First Name	Last Name
1	Northwind Traders	Nancy	Freehafer
2	Northwind Traders	Andrew	Cencini
3	Northwind Traders	Jan	Kotas
4	Northwind Traders	Mariya	Sergienko
5	Northwind Traders	Steven	Thorpe
6	Northwind Traders	Michael	Neipper
7	Northwind Traders	Robert	Zare
8	Northwind Traders	Laura	Giussani
9	Northwind Traders	Anne	Hellung-Larse

› To save an object
MOUSE
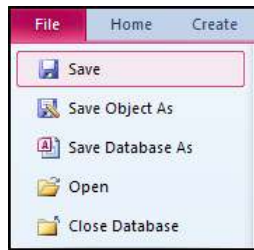
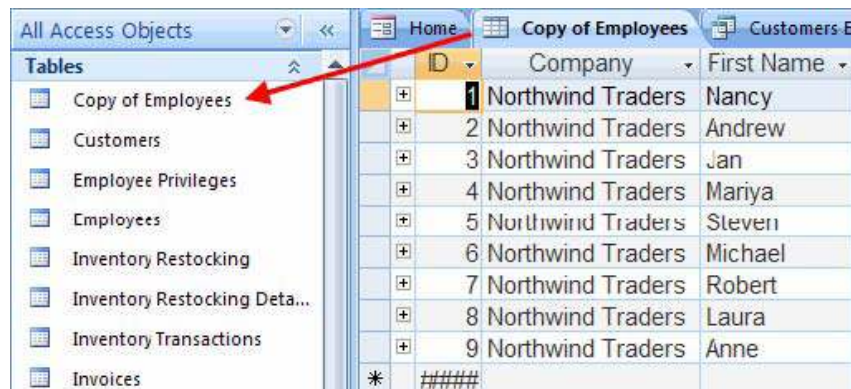1. Click **FILE** Tab (Backstage) - **SAVE OBJECT AS:**
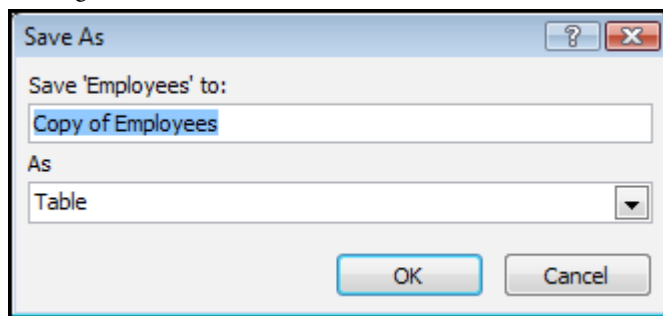
2. The following **SAVE AS** dialogue box will appear:

In this example, you have the ability to save the Employees table as another table (which will make a copy), query, form, or report. Give the new object a name and then click the pull-down arrow beside the **AS** combo box to see the choices. Remember, you can always save a copy of the object as the same type of object (table as table, form as form, etc.).

Object	What Objects you can Save As
Tables	Table, Query, Form, Report
Queries	Query, Form, Report
Forms	Form, Report
Reports	Report only

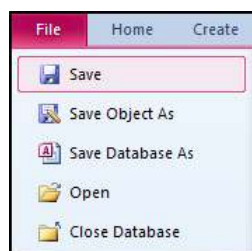3. Once you have saved the new object you can access it in the **NAVIGATION PANE:** (Seefollowing picture)
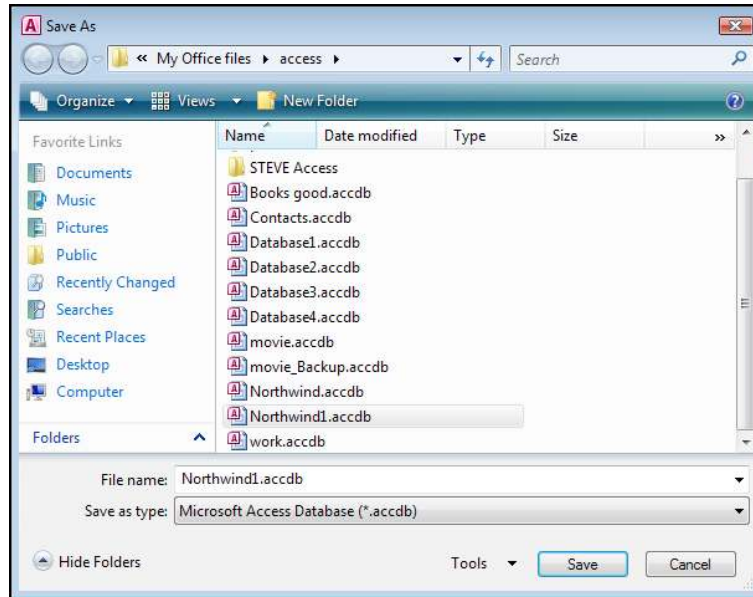
Save Database As

This allows the saving of the database As a copy

› To save a copy
MOUSE

1. Click **FILE** Tab (Backstage) - **SAVE DATABSE AS:**
2. Access will close all currently open database objects and then open the **SAVE AS** dialogue box.

3. Choose a save location and new file name.
4. Click **SAVE**.

Saving In A Different Format

You may wish to save your database as an earlier format to allow users from earlier versions of access to utilise it. This could prove difficult as many new features within your database are not compatible with earlier versions.
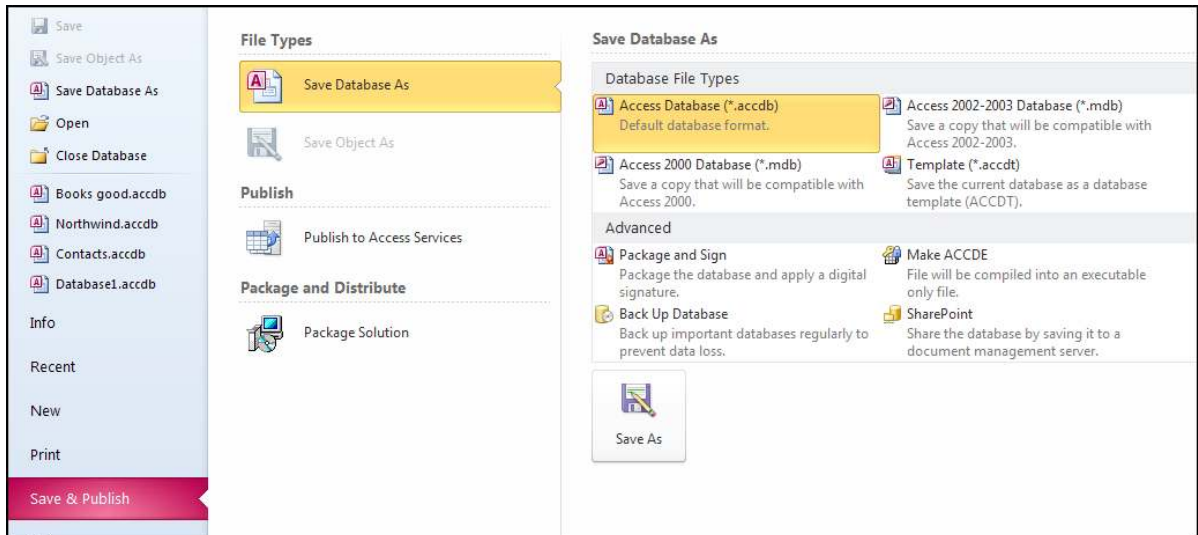
> ➤ To save as an earlier version

MOUSE

1. Click the **FILE** tab and **SAVE & PUBLISH**
2. From the main window make a selection of which format of database you wish to save it as:

Access 2002-2003 File Format

Access 2000 Database

Access 2010 uses a new file structure to save files. The 2010 file format is not directly backwards compatible with previous versions of Access. However, it can be made to save files in any other version of Access if necessary.

3. Click the **SAVE AS** button to open the **SAVE AS** dialogue
4. Enter a file name and browse to a location
5. Click **SAVE**

Using File Properties

You can view and edit the properties of a file at any time by using the **FILE** Tab (Backstage).

> ⟩ To access and set Database Properties

View and edit database properties
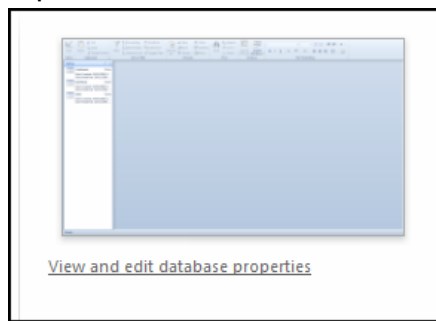
1. Open a database file
2. Click **FILE** Tab - **INFO**–
3. Click the **VIEW AND EDIT DATABASE PROPERTIES.** Link on the right of the main window
4. From the dialogue that appears Click the **SUMMARY** tab to show the current database properties:
5. Click in any of the fields and enter the information.
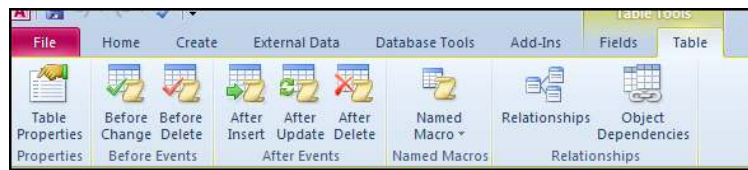6. Click **OK** when you have edited or entered the properties you wish.
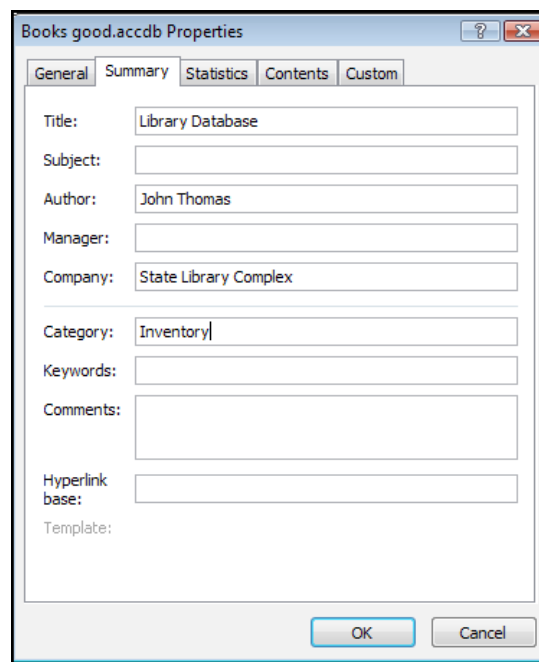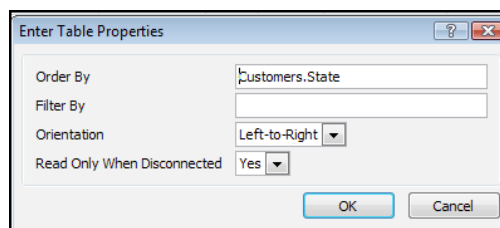

Using Object Properties

Each object that you create within your database has its own properties you may wish to enter or edit

‣ To set a database objects properties
MOUSE

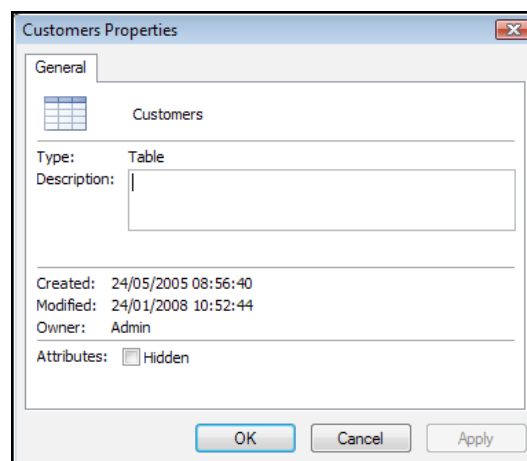
1. Select and open an object in the Navigation pane
2. Click the **TABLE TOOLS, TABLE**Contextual tab. (Table object open)

3. Click the **TABLE PROPERTIES** button in the **PROPERTIES** group
4. Enter or edit any properties you wish to set

OR

1. Right click a Table in the **NAVIGATION** Pane
2. Choose **TABLE PROPERTIES**
3. In the dialogue that appears, Enter a description of the object.

4. Click **OK** to close

<u>OR</u>

1. Open a table (any object) in design view.
2. On the Contextual design ribbon in the show hide group
3. Click on the property sheet button to see the property sheet for the open object on the right hand side
4. Set or edit any of the options you wish to.

5. Click the save button on the quick access toolbar to save the property changes.

Using AutoRecover

Access that makes a backup copy of the database you are currently working on. Access, by default, saves the current working file every ten minutes. If your computer encounters a problem and Access has to close, your database will be restored the next time it is opened.