Why compact CHIP-AZ?

Without getting technical, CHIP-AZ will become <u>very ill</u> if you don't. You could loose some or all of your data.

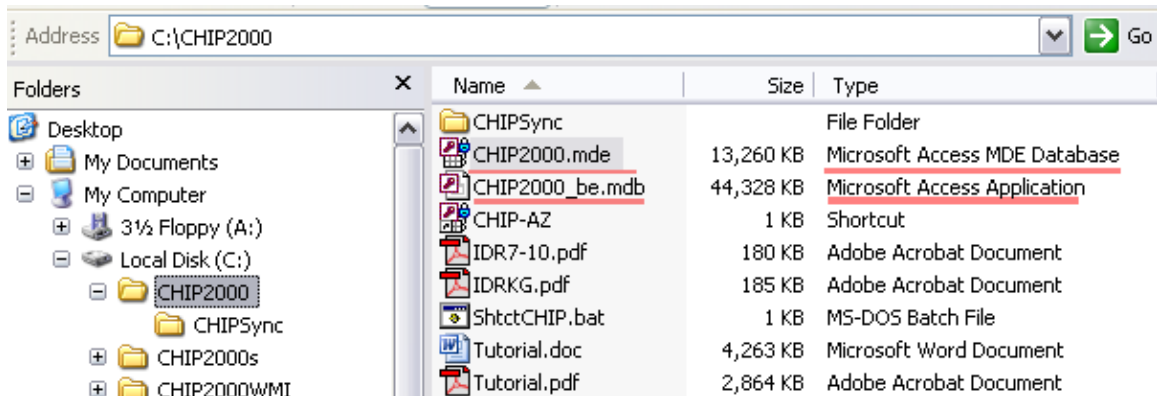## How Often?

Once a week is adequate for the program file.
Nightly, as part of Backup/Compact, is recommended for the data file.

CHIP-AZ contains two key files:

❑ CHIP2000.mde   The "PROGRAM" file which is described as file Type Microsoft Access MDE Database.

❑ CHIP2000_be.mdb   The "DATA" file which is described as file Type Microsoft Access Application.
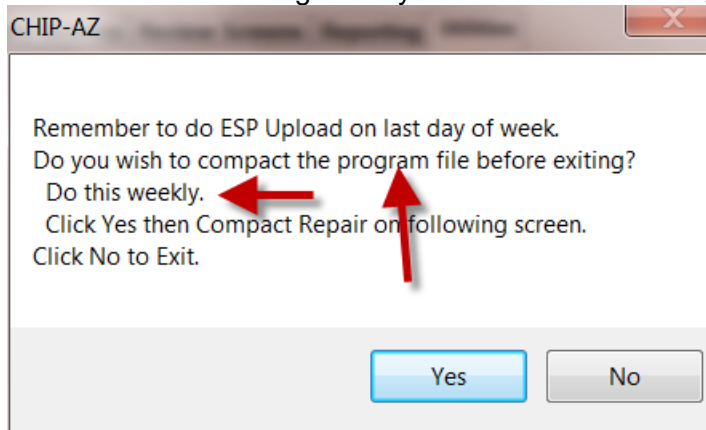
<u>Both</u> need to be compacted.

By default, these files are located in the C:\CHIP2000 folder. If you do not find CHIP2000_be.mdb you will need assistance from your network technician.
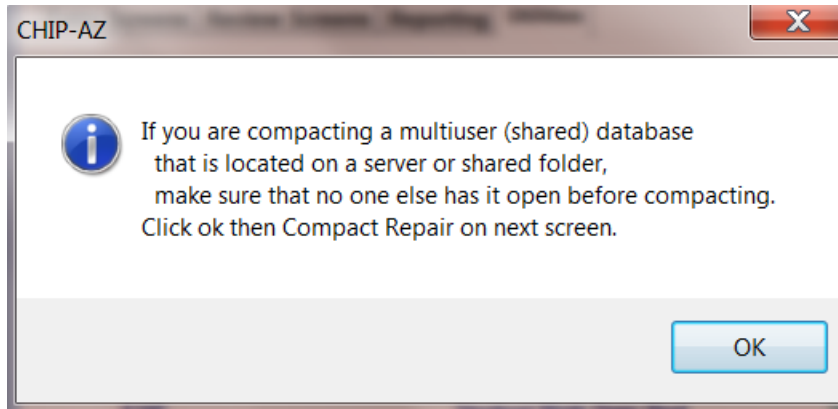

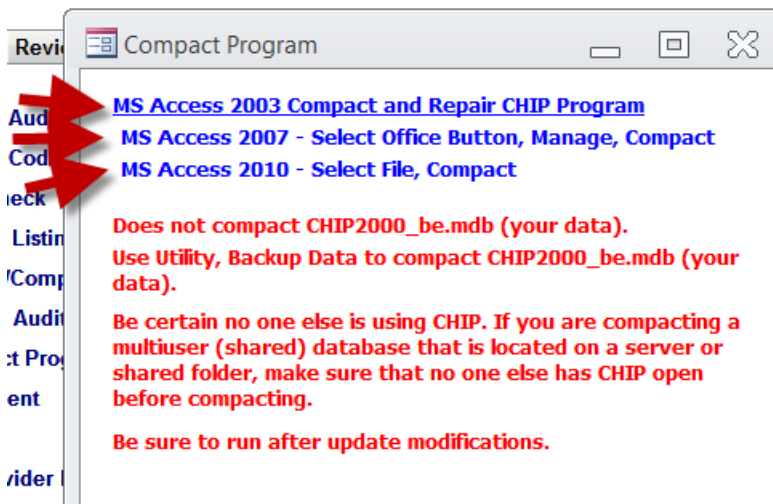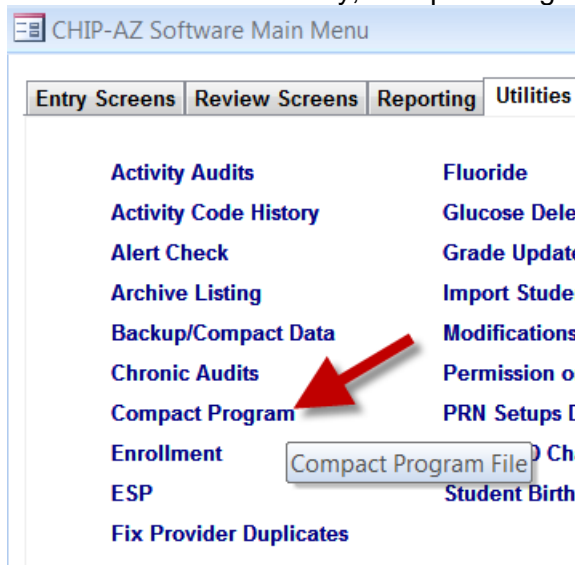# Compact of CHIP2000.mde, the "PROGRAM" file, is performed by one of three methods:

1. Method 1 - When exiting CHIP you will see the following message.
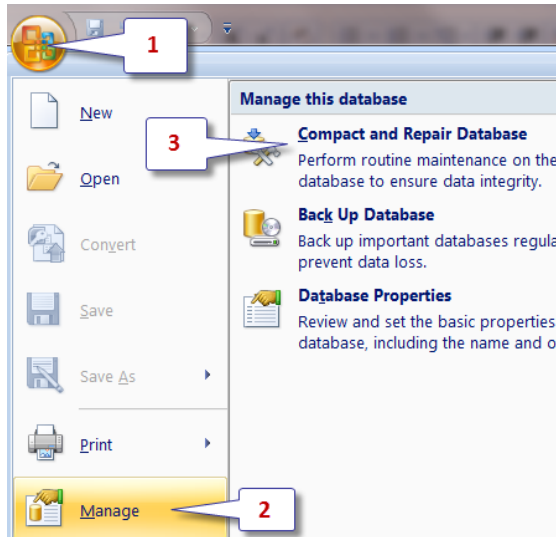
2. Method 2 - Use CHIP Utility, Compact Program

Depending on your version of Microsoft Access, you will make the selection indicated above.

Note: This utility compacts only your program file CHIP2000.mde.

3. Method 3 - If MS Access 2007 - From within CHIP-AZ by clicking Office Button, Manage, Compact and Repair Database.
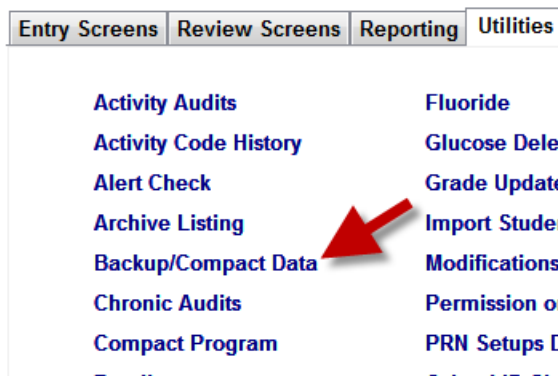

Note: If running Microsoft Access 2010 or newer, things are different.
MS Access 2010 - *Select* File, Compact & Repair Database (program).

Note: This utility compacts only your program file CHIP2000.mde. Need to compact your data? Go to Compact Data CHIP2000_be.mdb below.
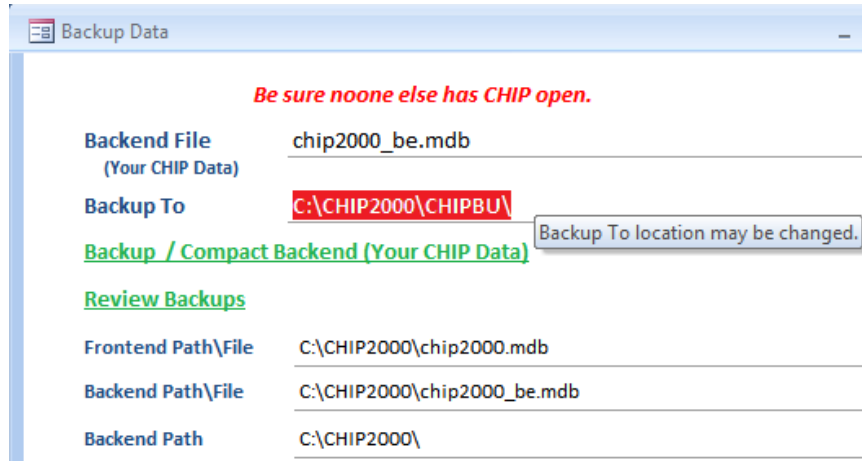
Compact of CHIP2000_be.mdb, the "DATA" file, is performed differently by one of two methods:

Note: This utility backs up and compacts only your **data** file CHIP2000_be.mdb.
Backup Data should be performed nightly.

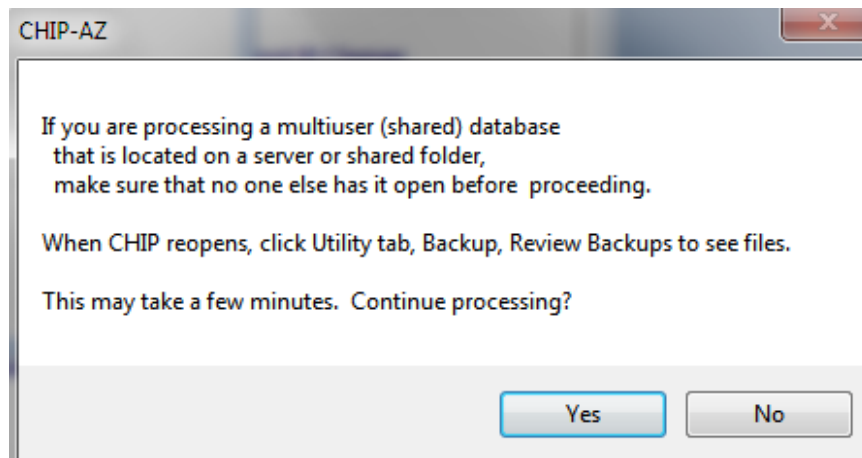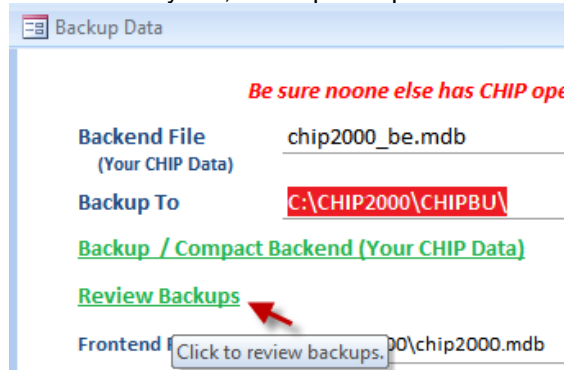1. Method 1. CHIP-AZ Utility, Backup/Compact Data

When opened, the screen will show locations as above. "Backup To" location may be changed.
Click **Backup / Compact Backend (Your CHIP Data)** to begin.
You will see the following message box. Once you are certain no one else has CHIP open, click Yes to continue.
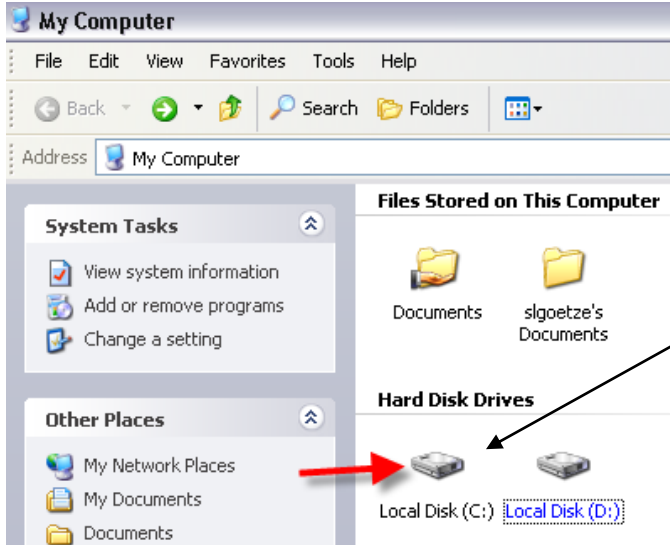

Processing will take a minute or so.
CHIP will **reopen** when backup and compact is complete.
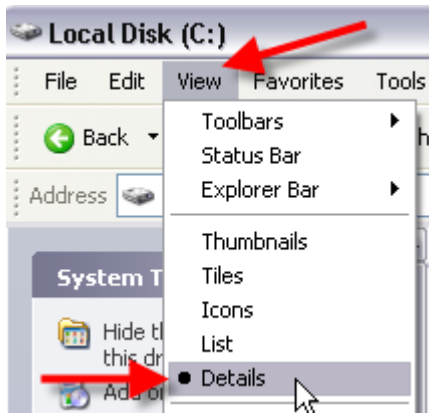Login and select Utility tab, Backup/Compact Data.

Click **Review Backups** to see results, if you wish.

2. Method 2.

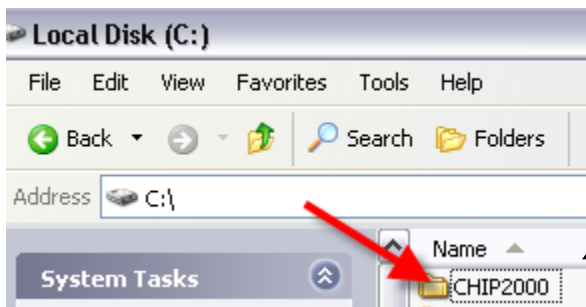❑ **CLOSE CHIP-AZ and all open applications!!**
❑ From the Desktop we open the **My Computer** icon.
❑ Next page.
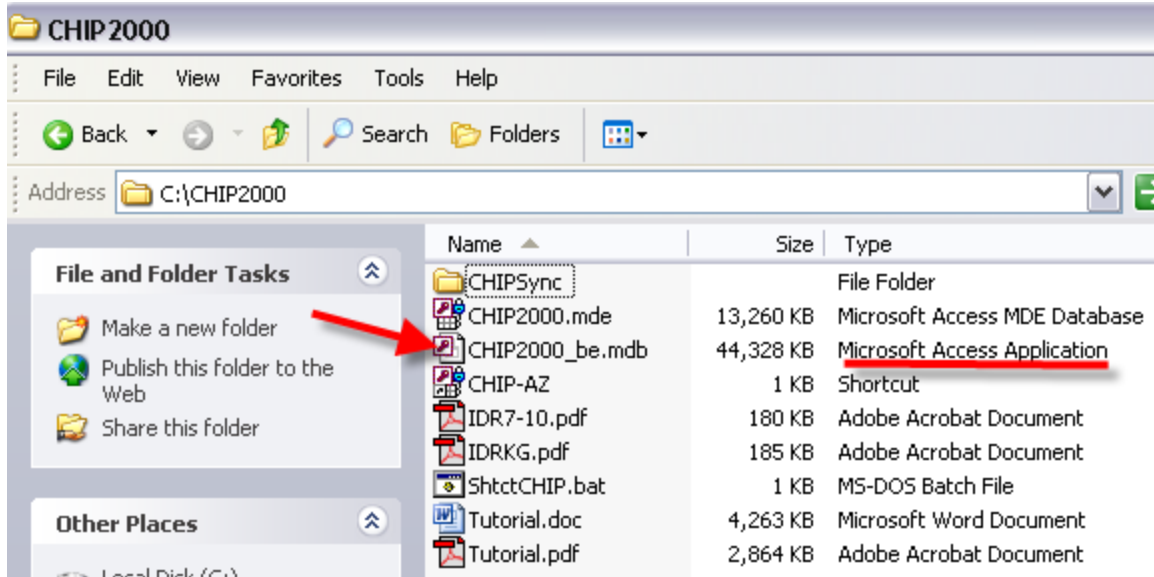

Expand the Local Disk (C:) with double click.

Click **View** and **Details**.
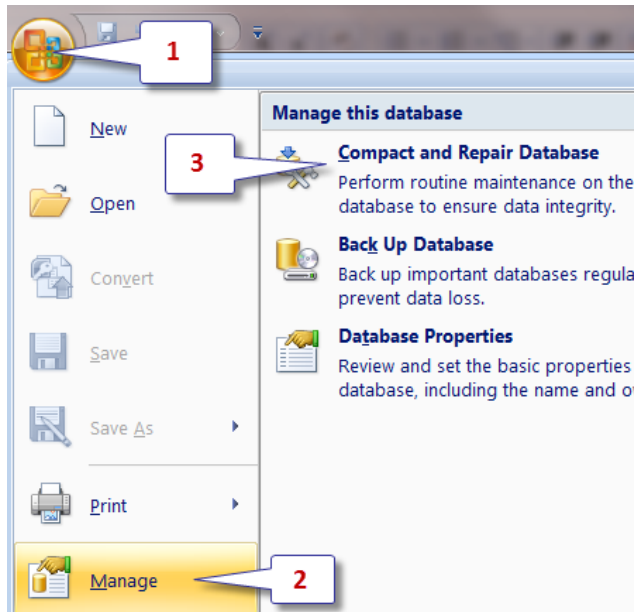

Then expand the CHIP2000 folder with double click.

❑ Next page.

- ❑ Double click the **CHIP2000_be.mdb** icon. You may not see the ".mdb". If not, be sure that the file Type is Microsoft Access Application.

   If MS Access 2007 - From within CHIP-AZ by clicking Office Button, Manage, Compact and Repair Database.

- ❑ In the lower left part of your screen you will see a status meter.

- ❑ When it disappears and your CHIP2000_be: Database window redisplays, your compact is done. This process could take several minutes the first time. **Be patient.**

❑   Now close Microsoft Access.

Note: If running Microsoft Access 2010 or newer, things are different.
        MS Access 2010 - **Select** File, Compact

You will notice that the file size of CHIP2000_be.mdb has dropped significantly. Do not be alarmed. This is expected and desired.