



# Backing Up a SQL Database

After your ADVANTAGE database has been converted to SQL, you will need to include it and the Activity Language database in your backup plans.

There are 2 ways to back up your files if you are using SQL Express:

1. By including your SQL data directory in your automated backup.
2. By manually using the backup feature in SQL Server Management Studio Express. This is the option we use when getting a copy of your database to work on in our office.

If you have the full version of SQL, rather than the free SQL Express, you can also automate and schedule the backup feature in SQL Server Management Studio.

## **Including Your Data Directory**

Each SQL database is made up of 2 files, one with an extension of .mdf and one with an extension of .ldf. We normally name your database after your business. Therefore, if your business name is SignBuilder, you would have the following files:

SignBuilder.mdf  
SignBuilder.ldf

In addition, for Activity to work properly, you will have 2 files named activity\_language:

Activity\_language.mdf  
Activity\_language.ldf

All of these files are stored in the following default path on your server.

C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data

Or if you are using a 64-bit server, the path will look like this:

C:\Program Files (x86)\Microsoft SQL Server\MSSQL.1\MSSQL\Data

For daily backups, you can simply include this path in your daily scheduled backup and your data will be safe as long as the file was not damaged when the backup was run.

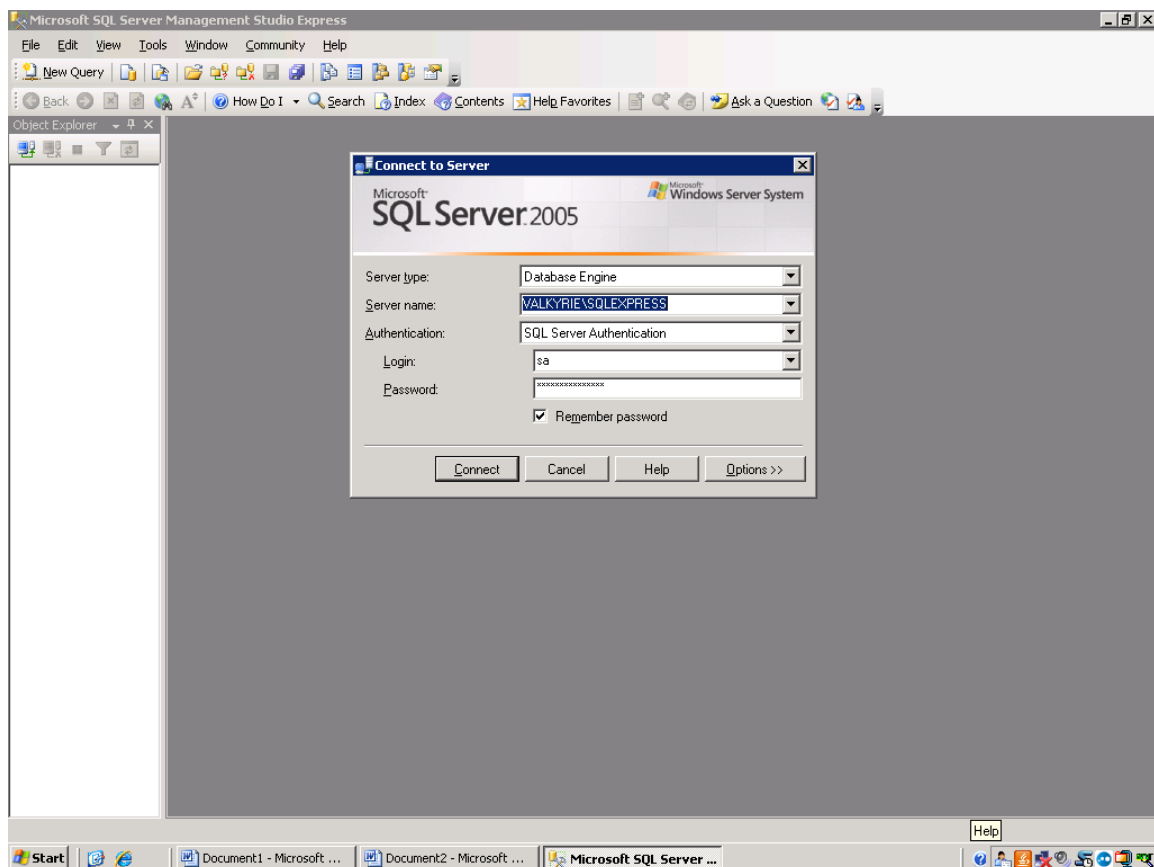
## **Backing Up Using the Management Studio**

This is the method recommended by Microsoft to ensure that you have a good backup. You will also use this method if you want to send us a copy of your database or if you want to move it to a different location.

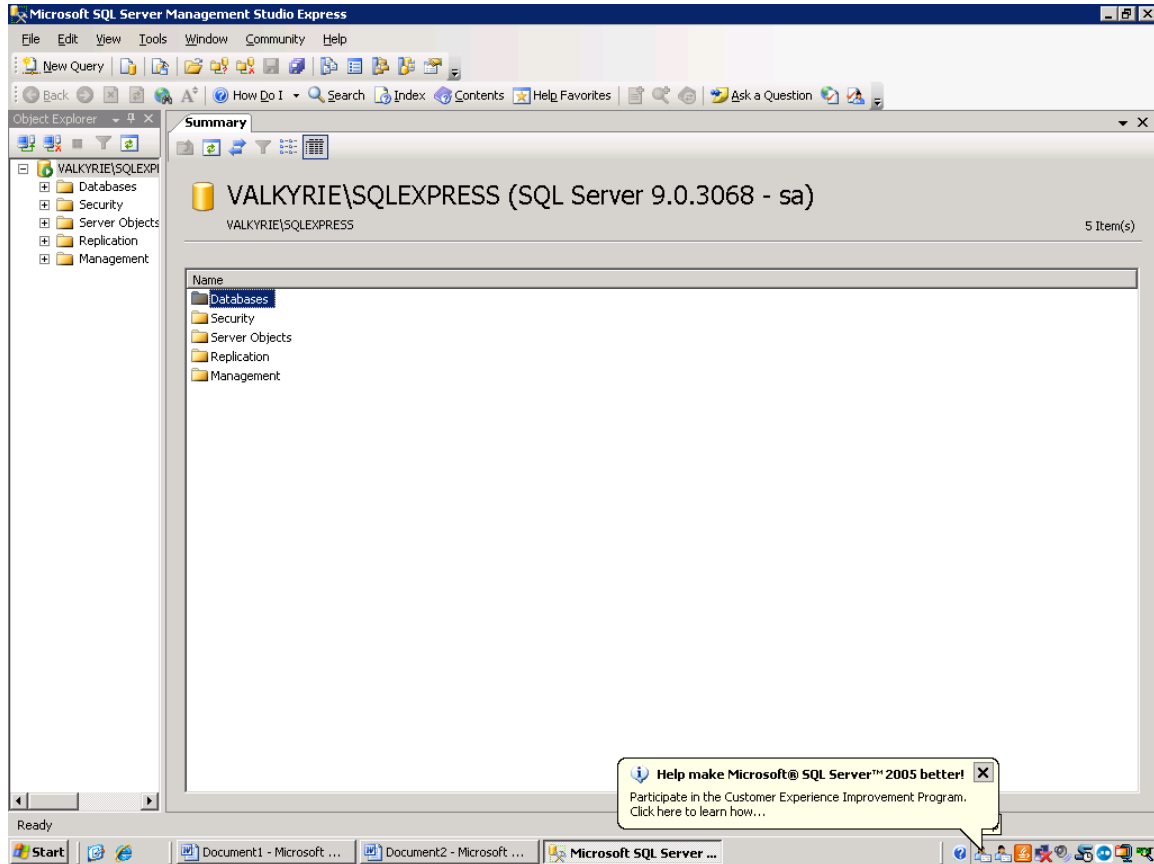
Unfortunately, the free version of SQL (SQL Express 2005) does not include a way to automatically schedule this backup like the full version does, so you would have to do it manually.

When we install SQL Express, we automatically install the program called SQL Server Management Studio Express.

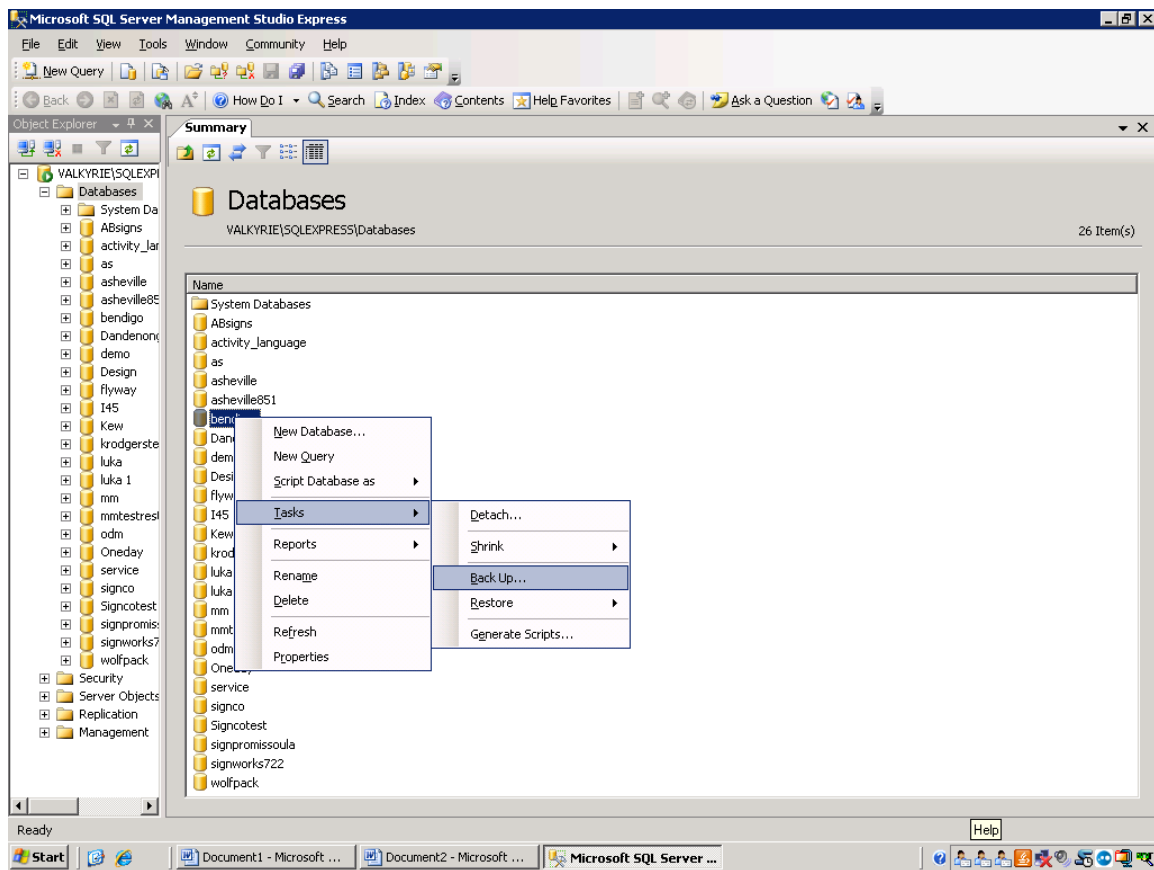
Open SQL Server Management Studio Express and you will see the following screen. Click on Connect.



Double-click on the Databases selection to open a list of the databases on your server. In this example we're going to backup the database named "Bendigo".



Right click on the Bendigo selection, choose Tasks, and then choose Backup.



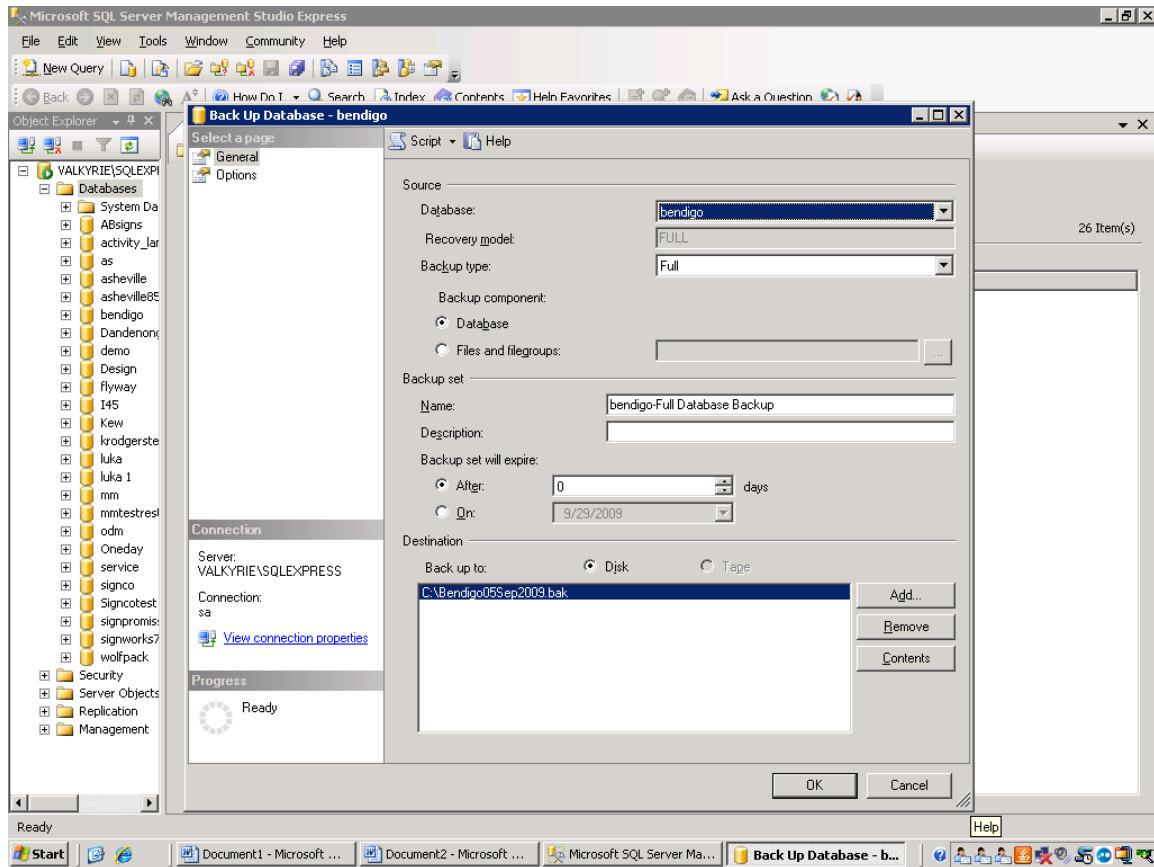
The following pop-up screen will appear. Make sure you are on the General page.

Your database name should appear in the Database field.

Select backup type of Full

Make sure that the radio button for Database is selected.

In the Destination part of the screen, click on the Remove and then the Add Button.



A pop-up screen will appear called Select Backup Destination.

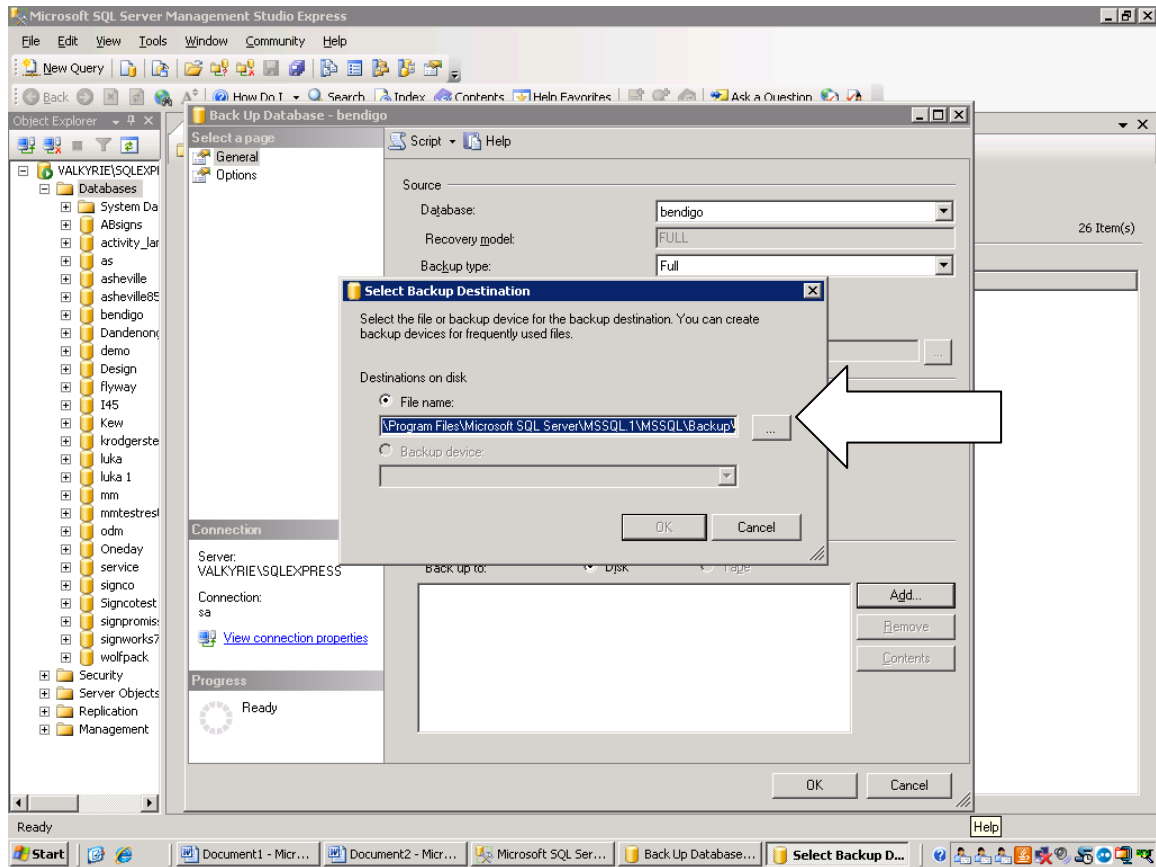
Click on the gray “ellipse” button following the file path. This will take you to the default backup location for your SQL Server. You can change it if you prefer.

By default SQL Server uses:

C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup

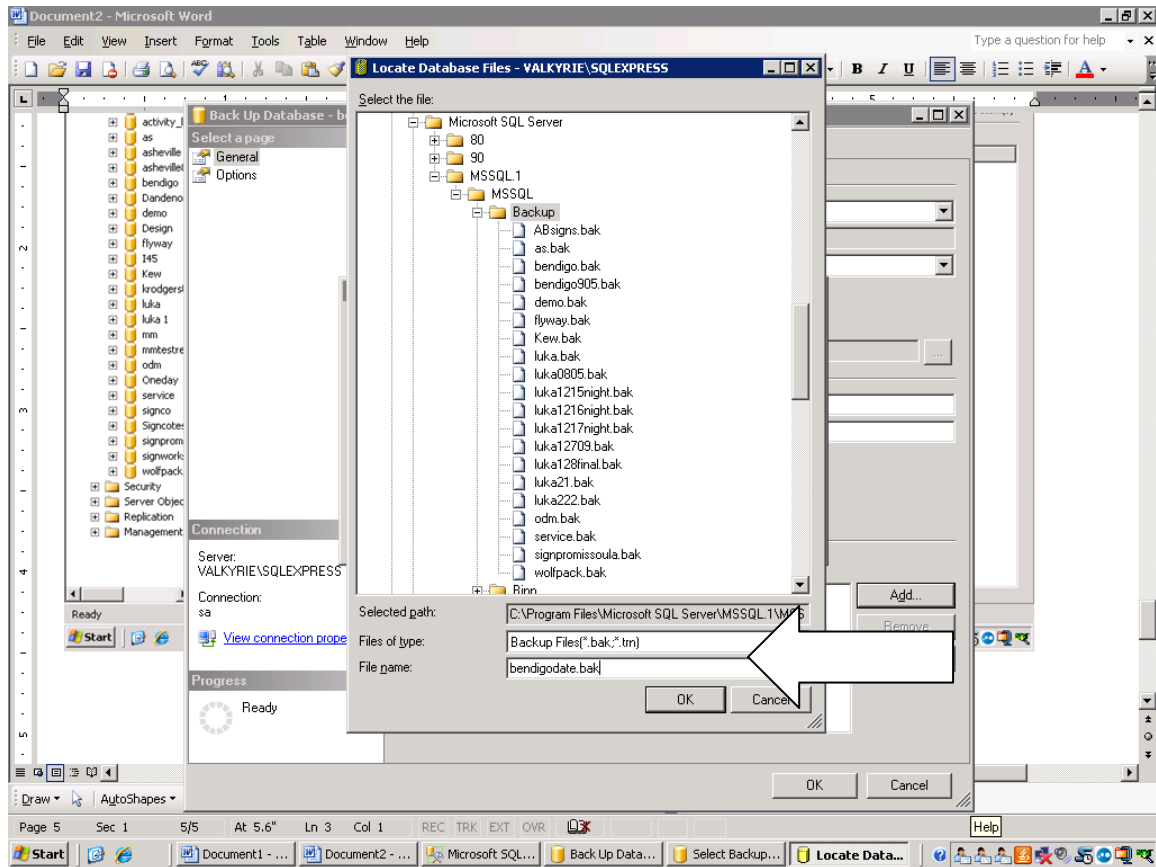
Or

C:\Program Files (x86)\Microsoft SQL Server\MSSQL.1\MSSQL\Backup

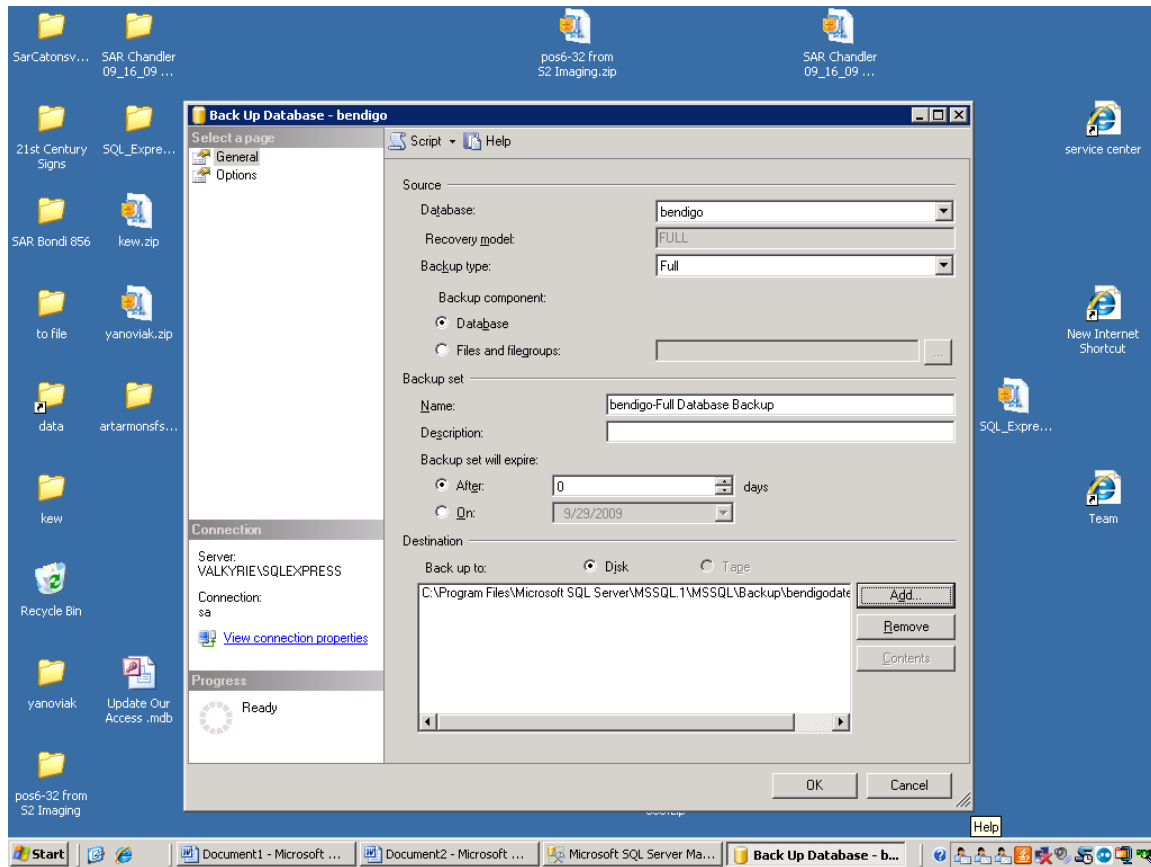


Type in the name of the backup file (needs to have a file extension of .bak) You can also change the location of the backup file if desired. In this example the file name would be Bendigo.bak.

Then click on ok



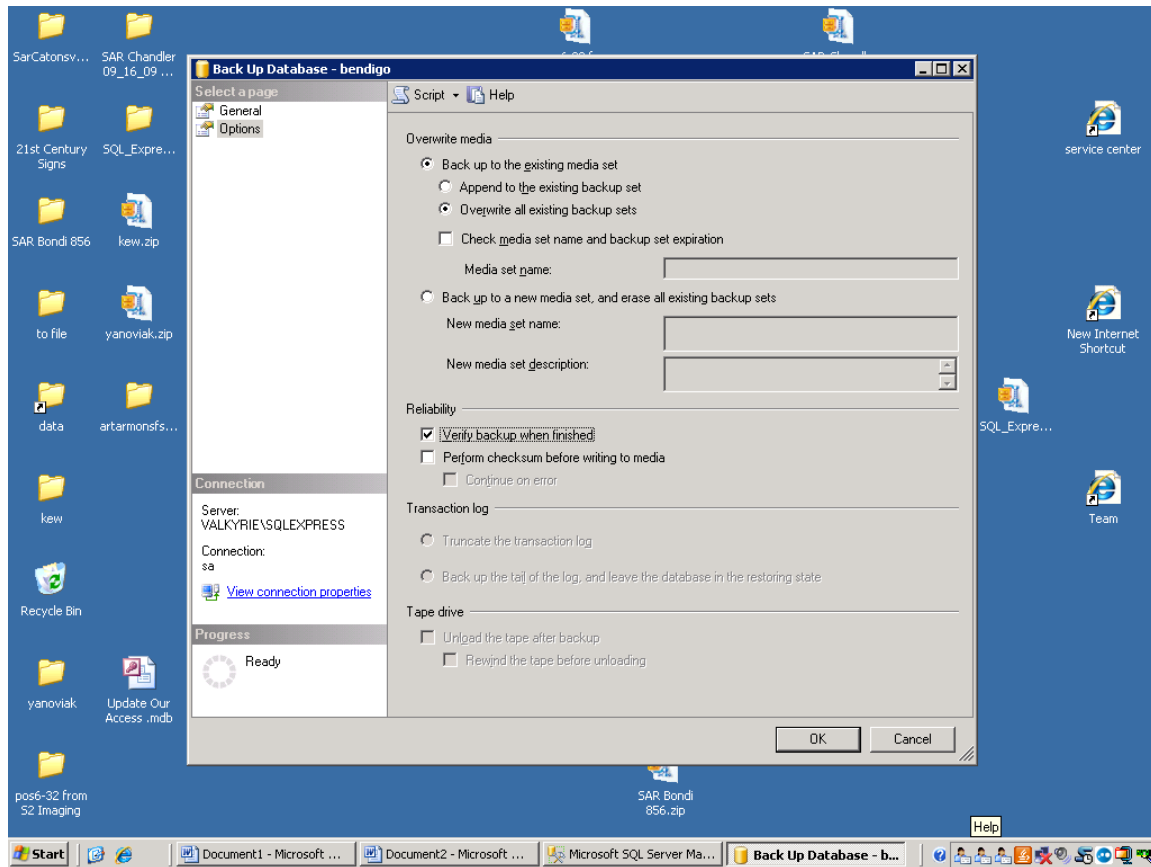
Click on ok again on the Select Database Destination box.  
Click on the Options page.



Click on Overwrite all existing backup sets.

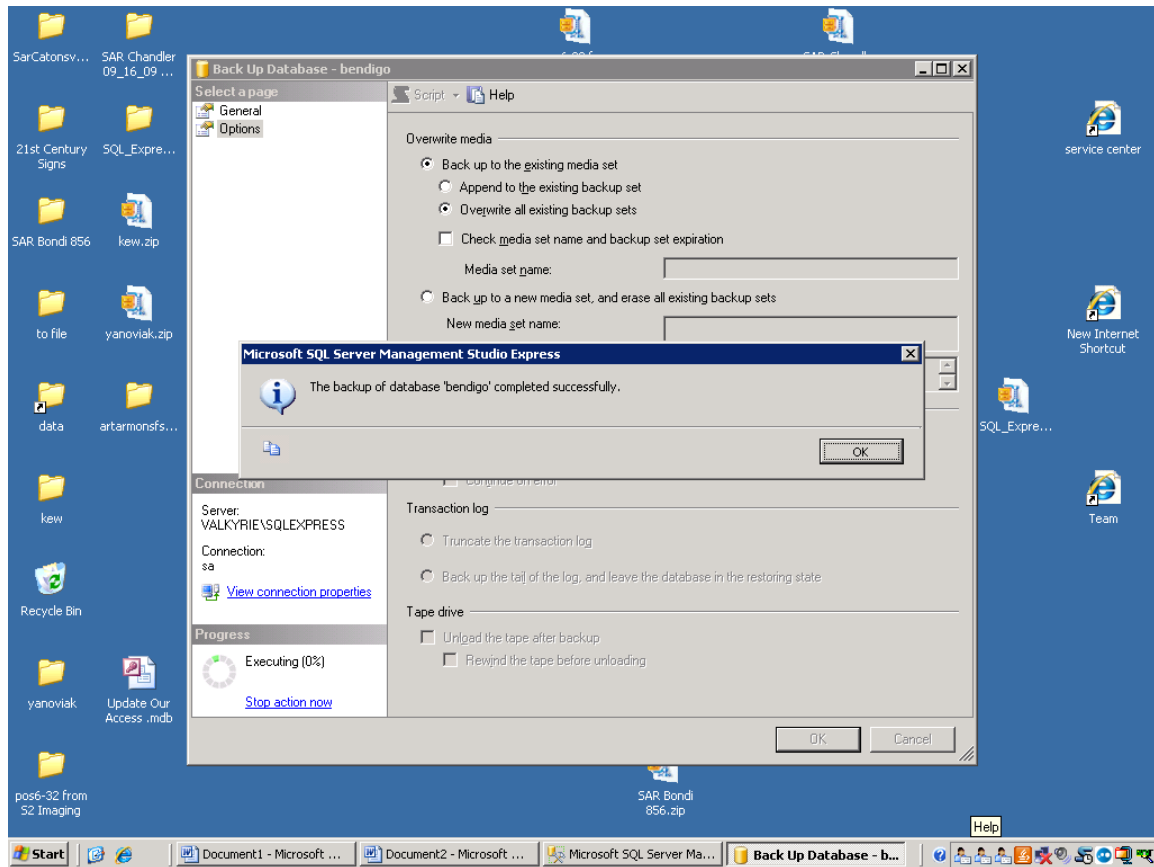
Click on Verify Backup when finished.

Then click on OK to start the backup.



While the database is backing up, you can track its progress in the Progress box on the lower left corner of the Backup window.

When completed, you will get a message stating backup completed successfully.



Click OK to exit and exit the backup box.