

Compact & Repair CHIP-AZ

Why compact CHIP-AZ?

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

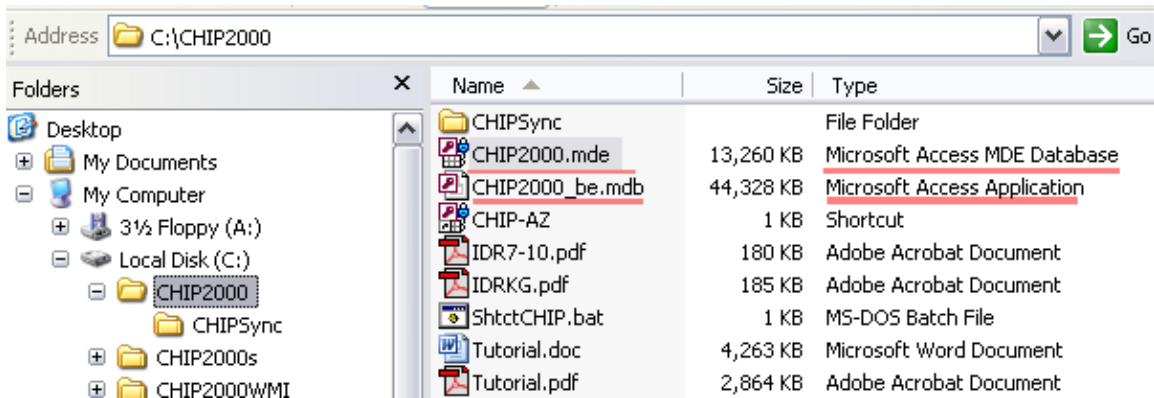
How Often? Once a week is adequate.

CHIP-AZ contains two key files:

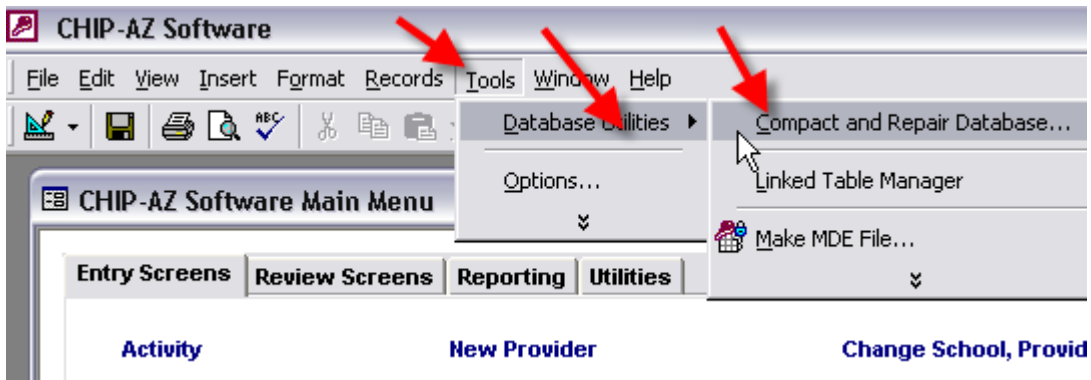
- CHIP2000.mde The "PROGRAM" file which is described as file Type Microsoft Access MDE Database.
- CHIP2000_be.mdb The "DATA" file which is described as file Type Microsoft Access Application.

Both 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 from within CHIP-AZ by clicking Tools, Database Utilities, Compact and Repair Database.



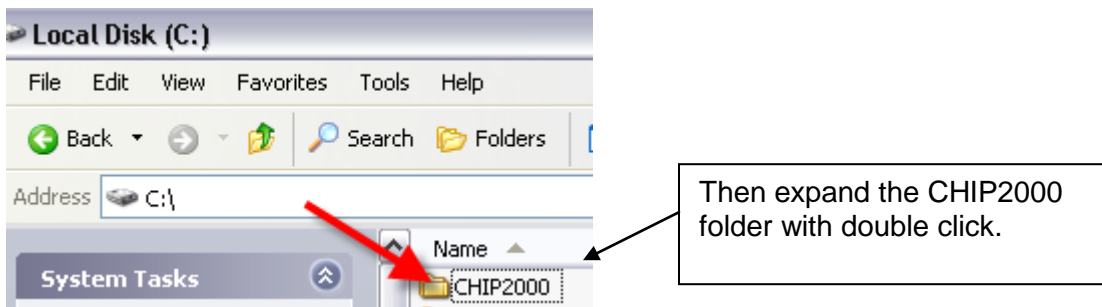
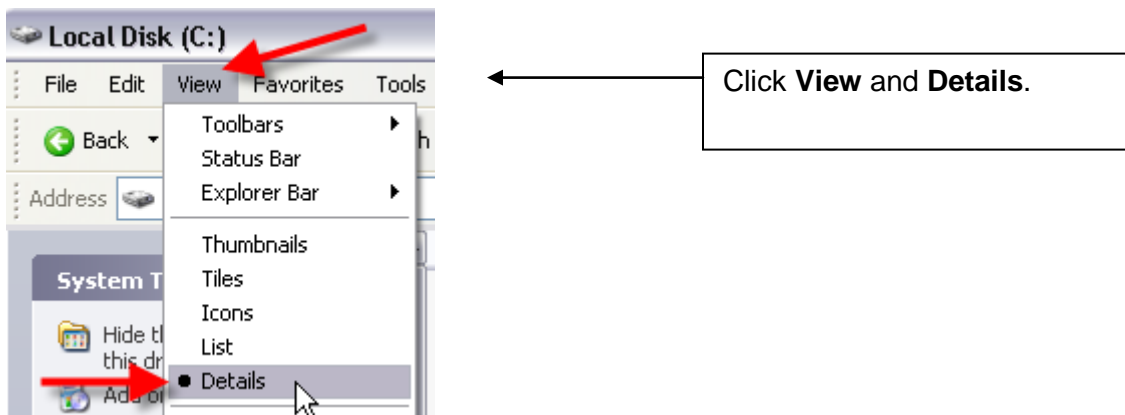
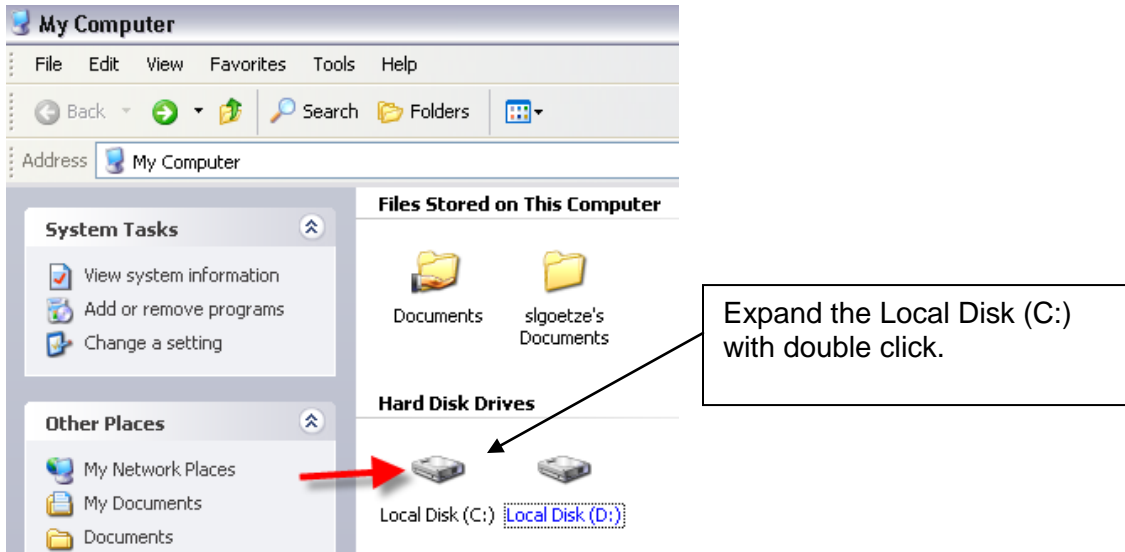
Note: If running Microsoft Access 2007 or newer, things are different.
MS Access 2007 - Select Office Button, Manage, Compact
MS Access 2010 - Select File, Compact

Compact of CHIP2000_be.mdb, the "DATA" file, is performed differently by following these steps:

- CLOSE CHIP-AZ and all open applications!!**

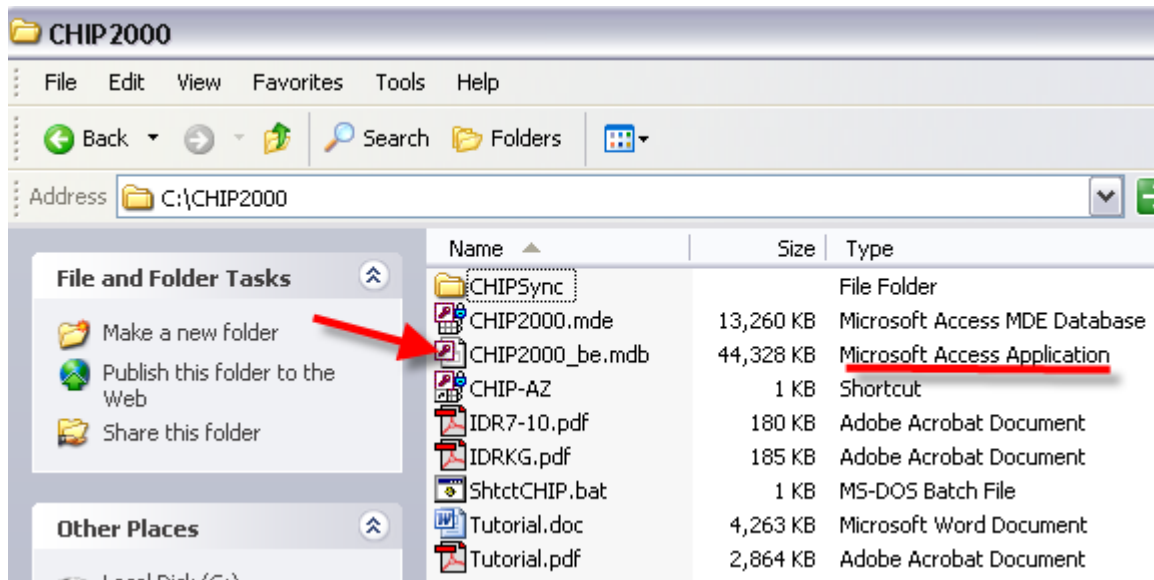
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- From the Desktop we open the **My Computer** icon.
- Next page.

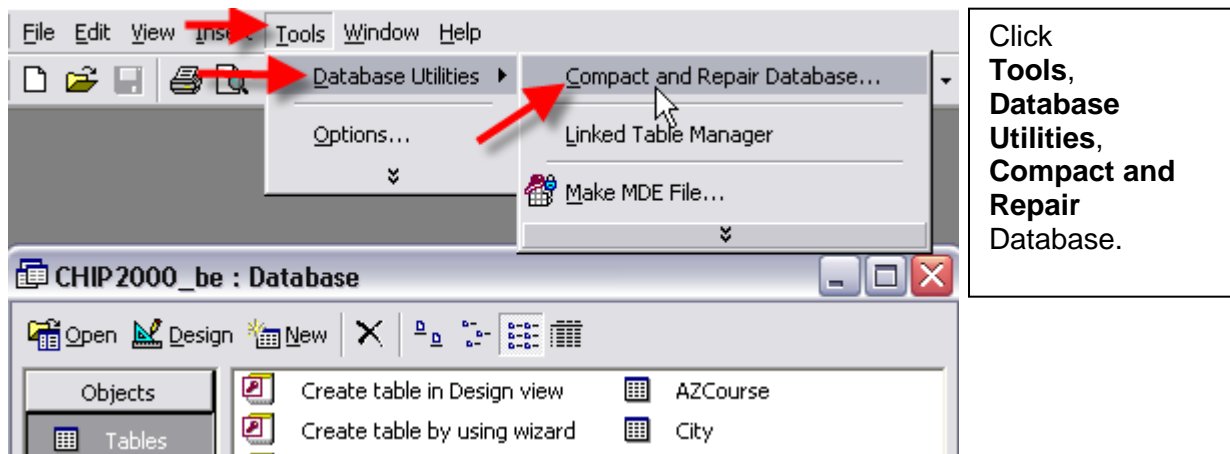


- Next page.

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- 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.



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



- When it disappears and your CHIP2000_be: Database window redisplay, your compact is done. This process could take several minutes the first time. **Be patient.**
- Now close Microsoft Access.

Note: If running Microsoft Access 2007 or newer, things are different.
MS Access 2007 - Select Office Button, Manage, Compact
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.