

Tip Sheet No.33

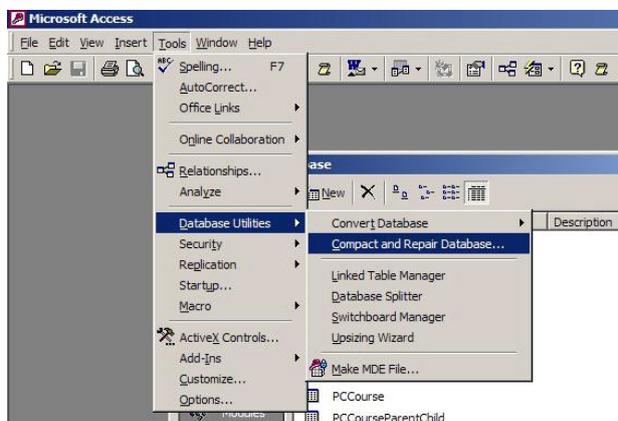
Compact and Repair the Data File

The NipperData.mdb file is designed to consistently increase in size, unless you compact them. When you delete a record, the space allotted for that record continues to be held in reserve by the data file and it is not released for reuse, extra space, created by modifying records, is also not released for reuse. If you never compact your data file, your data file will retain the "wasted" space and continue to consume additional space to accommodate additional data. To avoid generating excess amounts of wasted space and corrupting your data file, it is a good idea to compact your data file periodically. Microsoft Access provides a Compact and Repair Utility, which performs two separate functions. It compacts the data file to eliminate wasted space and it attempts to repair the data file, if it was corrupted. You must have Open/Run and Open Exclusive permissions for an Access database in order to compact and repair it.

Steps

If you are compacting a shared data file that is located on a server or shared folder, make sure that no one else is using Nipper or accessing the data file.

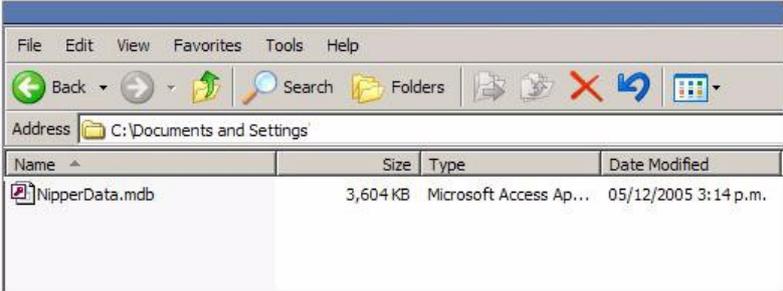
1. Create a backup of your Nipper database.
2. Double-Click on the NipperData.mdb file. Microsoft Access should open.
3. Click on the **Tools** menu.



4. Click on the **Database Utilities** menu option and the Compact and Repair Database.
5. A progress bar will be displayed in the bottom left hand corner of the window.
6. When the Compact and Repair has finished you can close Access and the data file.

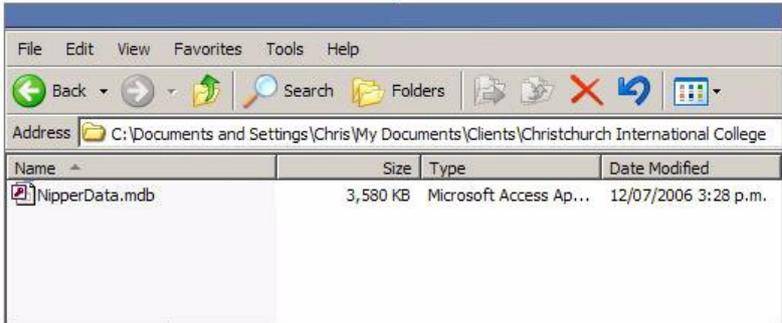
The size of the data file should show a decrease in size. The decrease in size will vary from file to file.

BEFORE



Name	Size	Type	Date Modified
NipperData.mdb	3,604 KB	Microsoft Access Ap...	05/12/2005 3:14 p.m.

AFTER



Name	Size	Type	Date Modified
NipperData.mdb	3,580 KB	Microsoft Access Ap...	12/07/2006 3:28 p.m.

Note: Individual results may vary.