

## Compact and Repair your data file

### Overview

To ensure optimal performance, you should compact and repair your data file on a regular basis. Also, if a serious problem occurs and Access attempts to recover it, you might receive a message that the repair operation was cancelled and that you should compact and repair the file.

### Why Compact and Repair?

The Take2Data.mdb file (like all Microsoft Access databases) is uniquely 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. Likewise, extra space, created by modifying records, is 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.

As an example, if you delete all of the records from a 1MB data file and then add 2MB of data, your data file will be in excess of 3MB. The 1MB of space, which was allocated to the deleted records, is held by the data file as wasted space, which only serves to corrupt your data file and fragment your data.

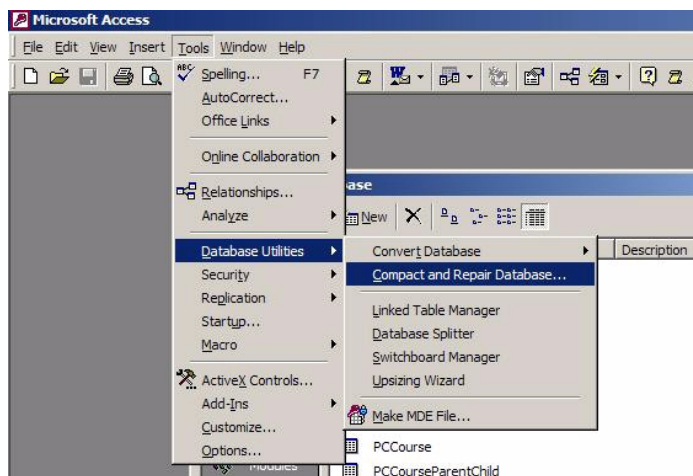
To avoid generating excess amounts of wasted space and corrupting your data file, it is a good idea to compact your data file periodically. Microsoft Access provides a Compact and Repair Utility, which performs two separate functions. First, it compacts the data file to eliminate wasted space and, secondly, 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.

### Compact and Repairing your data file

**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 Take2 or accessing the data file.**

1. Double-Click on the Take2Data.mdb file.  
Microsoft Access should open.
2. Click on the **Tools** menu.



3. Click on the **Database Utilities** menu option and the Compact and Repair Database.

4. A progress bar will be displayed (albeit briefly depending on the size of your file) in the bottom left hand corner of the window.
5. When the Compact and Repair has finished you can close Access and the data file.
6. You should notice a decrease in the size of the data file. The decrease in size will vary from file to file.

## BEFORE



A screenshot of a Windows Explorer window showing a file named 'Take2Data.mdb'. The file size is listed as 8,644 KB. The window title bar includes 'File Edit View Favorites Tools Help'. The address bar shows 'C:\Documents and Settings\'. The file list table has columns for Name, Size, Type, and Date Modified.

Name	Size	Type	Date Modified
Take2Data.mdb	8,644 KB	Microsoft Access Application	11/07/2006 11:11 a...

## AFTER



A screenshot of a Windows Explorer window showing the same file 'Take2Data.mdb' after compacting and repairing. The file size is now 7,240 KB, a decrease from the previous state. A red arrow points from the 'BEFORE' screenshot to this one. The window title bar includes 'File Edit View Favorites Tools Help'. The address bar shows 'C:\Documents and Settings\'. The file list table has columns for Name, Size, Type, and Date Modified.

Name	Size	Type	Date Modified
Take2Data.mdb	7,240 KB	Microsoft Access Application	11/07/2006 11:11 a...

Individual results may vary