## Backing Up Your SQL Database

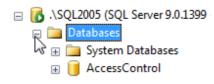
It is important to make a back up of your database from time to time. It is equally important to make a copy of the backup and store it in a location other than your computer such as a flash drive or a network drive that is backed up by your local IT. Below are step by step directions for backing up your database.

Step 1: Open Microsoft SQL Server Management Studio.

Start\All Programs\Microsoft SQL Server 2005 or 2008\SQL Server Management Studio

**Step 2**: Log into SQL Server. If you are the local administrator of your computer, you should be able to login with Windows Authentication. If you are not an administrator, you may need to login using SQL Authentication.

The best SQL account to log in with is sa. You should have the SQL password. If you do not, you may need to work with your local IT.



**Step 3**: Expand Databases by clicking on the + sign next to it. Your database should be listed below.

**Step 4**: Right click on your database. A fly out menu should appear. Click on the listed item "Tasks" and select "Backup" from the options.



Server type:	Database Engine		
Server name:	local\SQL2005		
Authentication:	Windows Authentication		
User name:	AMERICAS\JLG1230		
Password:			

🖃 🐻 .\SQL2005 (SQL S	erver 9.0.1399 - AMERI	CAS\J	JLG1230)	
😑 🚞 Databases				
표 🚞 System Da	tabases			
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	Start PowerShell		Shrink •	
	Reports	+	Back Up	
	Rename		Restore 🗟 🕨	
	Delete		Generate Scripts	
	Refresh		Extract Data-tier Application	
	Properties		Register as Data-tier Application	
_			Import Data	
			Export Data	

**Step 5**: Verify the correct database is selected. Verify the Back Up To path is correct. If it is not correct, or the backup file needs to be renamed, please click on the "Remove" button to the right of the destination text box. Click on the "Add" button to change the database back up location or backup name.

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General	Souther . Mill Help					
P Options	Source					
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		Recovery model:		(Antonia)		
				SIMPLE		
	Backup type:		Full		-	
	Copy-only Backup					
	Backup component:					
	Oatabase					
	Files and filegroups:					
	Backup set					
	Name:	AccessContr	ol-Full Database Ba	ckup		
	Description:					
	Backup set will expire:					
	After:	0	<u>.</u>	days		
Connection	O On:	5/17/2013	×	uays		
Server: \SQL2005	Destination	0/1//2013				
Connection:	Back up to:	Disk		Tape		
AMERICAS\JLG1230	c:\Program Files\Microsoft 5	OI Server\MSSQL	1\MSSOI\Backup	AccessCor		
View connection properties					Add	
				1	Remove	
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**Step 6**: Place the cursor at the end of the path listed and change the name for the backup file remembering to add the .bak extension to the end of the name. Also, limit special character use to \_ and – in the naming convention. E.G. AccessControl\_05172013.bak.

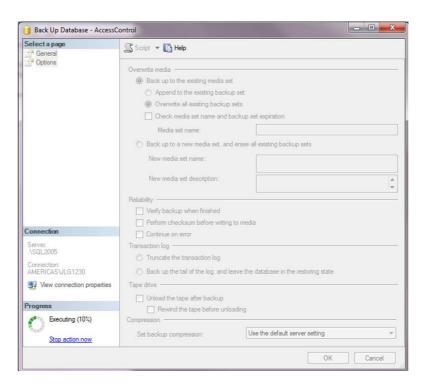
Back Up Database - AccessControl

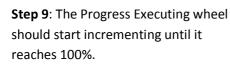
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Connection	Backup set will expire:	🗘 days
Server: \SQL2005 Connection: AMERICAS\JLG1230 Wew connection properties	Destination Back up to:      O Disi	r\MSSQL_1\MSSQL\Backup\AccessCon
Progress		Remov
() Ready	4 [ III	Conten

**Step 7**: Verify the correct name and path is listed in the Destination and click on the "Options" listing in the Select a page portion of the Back Up pop up.

Select a page	📓 Script 🔻 🚺 Help				
P Options	Overwrite media				
	<ul> <li>Back up to the existing media</li> </ul>	set			
	Append to the existing backup set     Overwrite all existing backup sets				
					Check media set name and backup set expiration
		Media set name:			
	Back up to a new media set, and erase all existing backup sets				
	New media set name				
	New media set description:		÷		
	Reliability				
	📃 Verify backup when finished				
	Perform checksum before write	ing to media			
Connection	Continue on error				
Server: \SQL2005	Transaction log				
Connection:	Truncate the transaction log				
AMERICAS JLG1230	Back up the tail of the log, and leave the database in the restoring state Tape drive				
1 Vew connection properties					
	Unload the tape after backup				
Progress	Rewind the tape before u	riloading			
Ready	Compression				
94.5 <sup>9</sup>	Set backup compression:	Use the default server setting	-		

**Step 8**: Click on the radio button to Overwrite all existing backup sets" and click on the OK button in the lower right corner.





**Step 10**: Once the backup has completed successfully, a prompt will appear. Click the "OK" button.

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	Back up to the existing media set				
	Append to the existing backup set				
	Overwrite all existing backup sets				
	Check media set name and backup set expiration  Media set name:  Back up to a new media set, and erase all existing backup sets				
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Microsoft SQL Server M	anagement Studio				
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The backup or The ba	database 'AccessControl' completed successfully.				

**Step 11**: Navigate to the location where the backup should have written and make a copy of it to place on a resource other than the computer.

AccessControl_05172013.	
ACCESSCONTROL_db_20	Sype: BAK File
AccessControl2 bak	Size: 58.9 MB
AccessControl-0342013.b	Date modified: 5/17/2013 1:49 PM