# How to create a SQL Server database backup:

**1. Typical FULL backup**

Open SSMS, connect to database instance

In Object Explorer, right click on your database > Click "Tasks" > Click "Back Up..."

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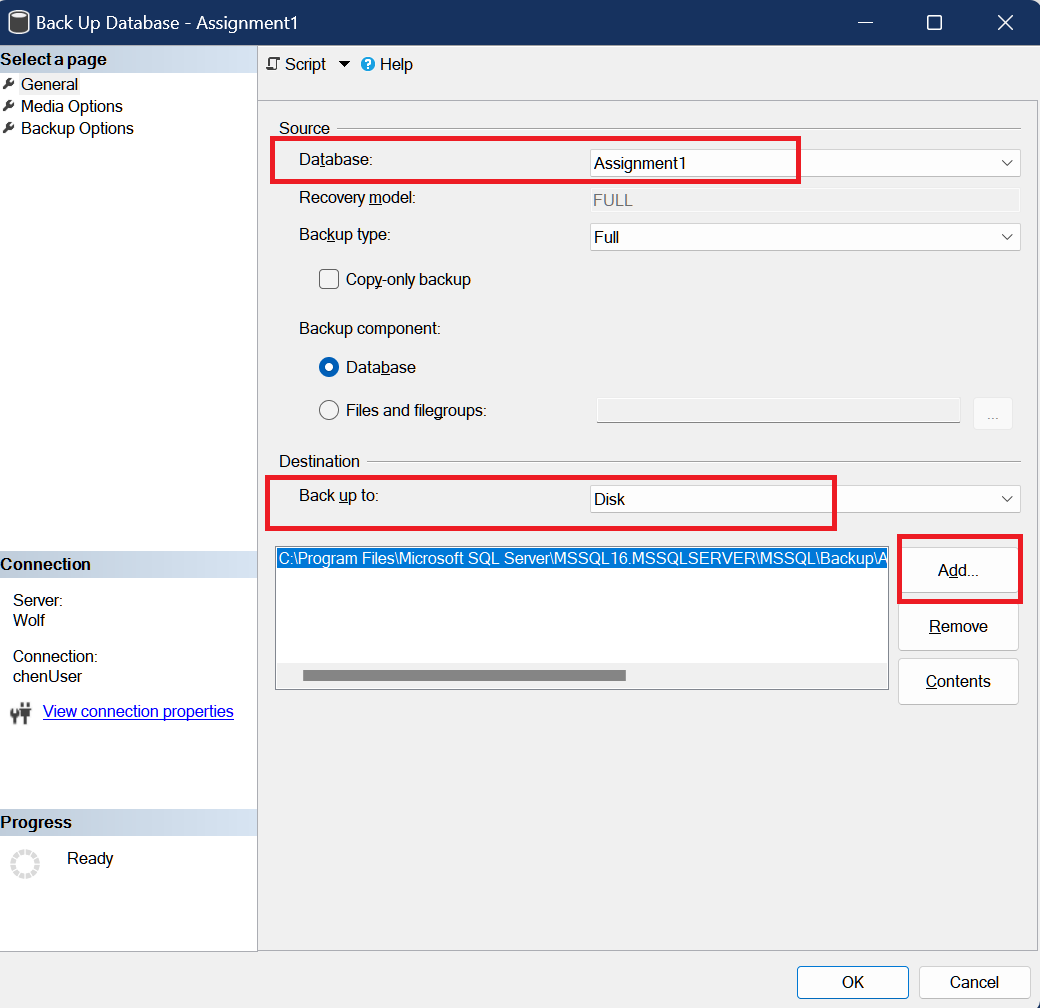
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In Back Up Database dialog:

Under "Backup type" click the dropdown and select "Full"

Under "Destination", click "Add" button and choose backup file path/name

Check "Back up to the existing media set"



Review other options

Click "OK" button to start backup

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Congratulations! Now you are all set.

**2. Advanced schedule backup**

Go to the “Management – Maintain Plans – New Maintenance Plan…”, then name a new plan with “Backup Test” A screenshot of a computer

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Enter in “Backup Test”, and click the Schedule Calendar, pop up next menu that can setting like this:

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Go to SQL Server Agent – BACKUP\_TEST\_Subplan\_1, right click “start job at Step…”

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Open the backup directory and double check the .bak file for each day.

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How to backup Access database

**1. Basic backup**

Save as the database by select “Back up Database”

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**2. Advance backup via Windows image**

1) search “file history” to open file history APP

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2) Connect the secondary disk, turn on the “Removable Disk (D)”

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3) click “System Image Backup”, enter “backup setting”

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4) Setting by steps

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5)

Select the backup folder created previously.

check the backup schedule.

save setting.

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6) return backup menu and click “backup now”

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7) When complete, double check on “removeable disk which find the image backup has existed.

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