
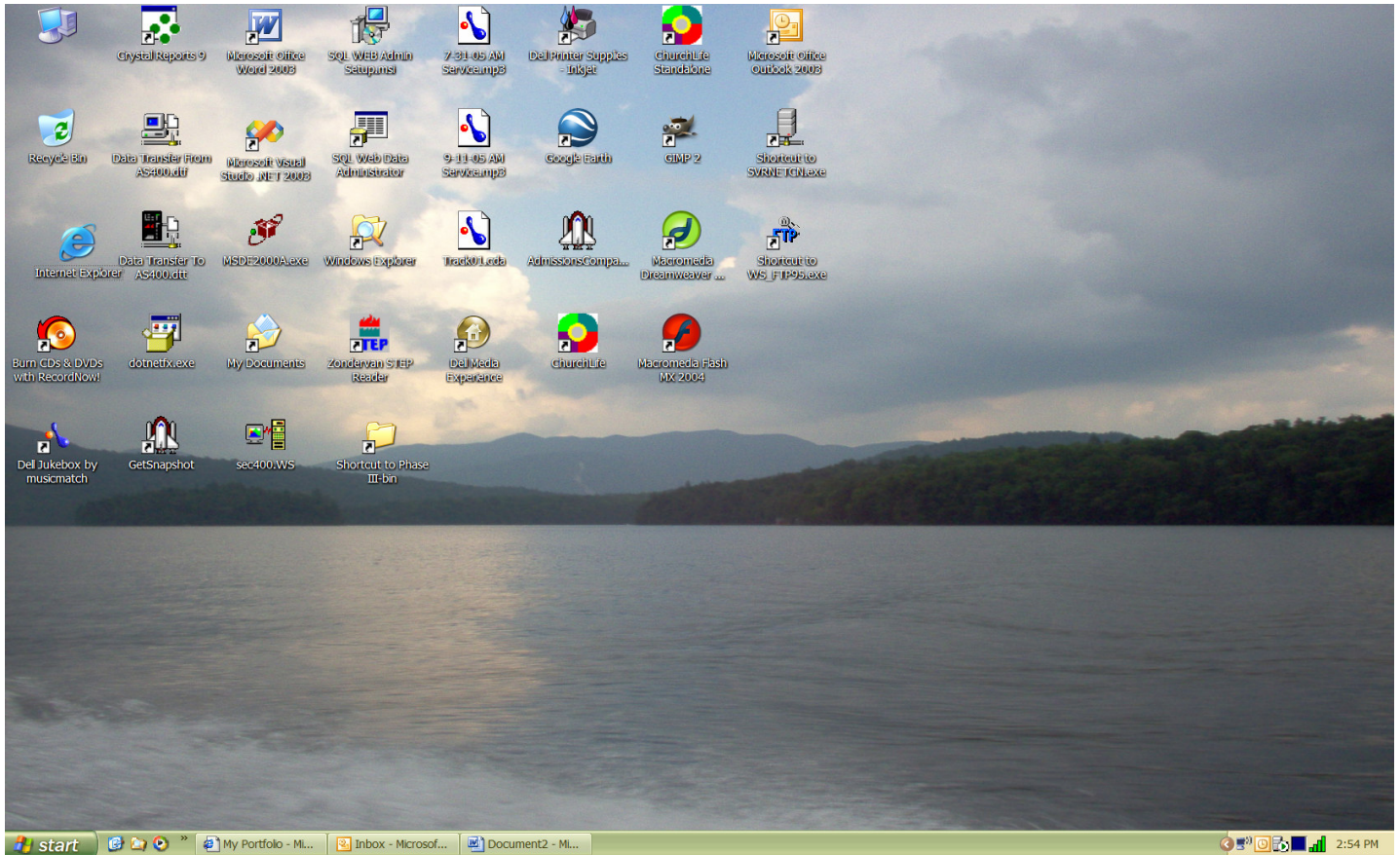


The following instructions are for performing a backup of the database files. A backup location is necessary. This can be either an external drive or a jump drive with a large capacity of at least 20 megabytes.

1. Locate the MSSQLSERVER icon in the taskbar. (should look like this )



Right Here

2. Right click on the icon and select “MSSQLServer Stop”
3. You should see the icon go from a green indicator to a red indicator

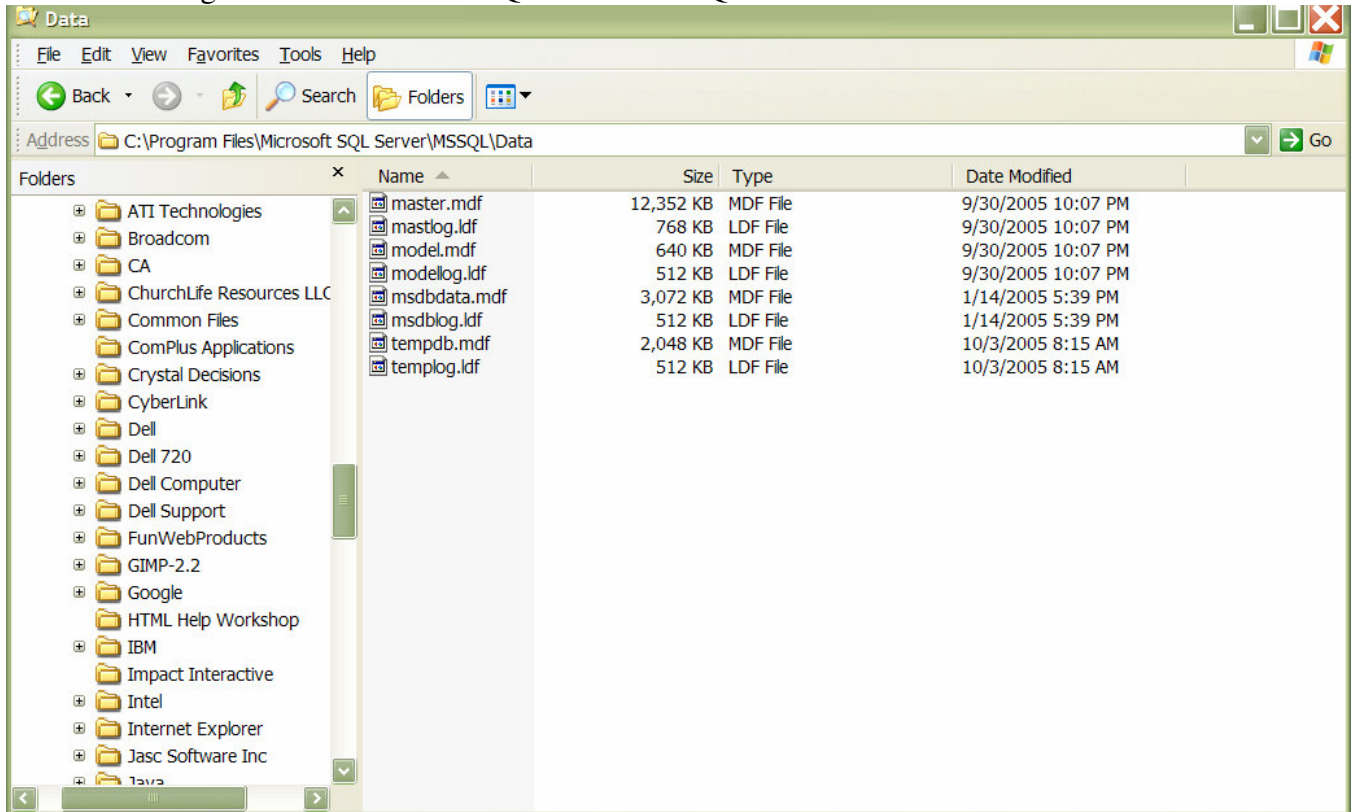
I.e. from this:



to this:



4. Open Windows Explorer Window and go to “C:\Program Files\Microsoft SQL Server\MSSQL\Data”



5. Click on Edit and Select All, Click on Edit again and select Copy. Now you may save all files to the backup location (Jump drive or external drive).
6. Right click on the MSSQLSERVER icon again and select “MSSQLServer Start”. You should see the icon go from having a red indicator to a green indicator.

