

## **Back Up Entire Data Base**

FIRST CHECK TO SEE IF YOU HAVE THESE TWO FILES.....

You need to STOP SQL server before trying to backup the files:

Right-click the SQL SERVER icon (the grey box with the right-pointing green triangle).

Left-click MSSQL SERVER - STOP.

These are the two files that you need to copy

**C:\PROGRAM FILES\MICROSOFT SQL SERVER\MSSQL\DATA\INSTAPAY.MDF**

**C:\PROGRAM FILES\MICROSOFT SQL SERVER\MSSQL\DATA\INSTAPAY\_LOG.LDF**

Now paste these 2 files to a CD or a removable hard drive.

You need to START SQL server after backing up the files:

Right-click the SQL SERVER icon. Left-click MSSQL SERVER - START.

## **TO RESTORE:**

You need to STOP SQL server before trying to restore the files:

Right-click the SQL SERVER icon (the grey box with the right-pointing green triangle).

Left-click MSSQL SERVER - STOP.

These are the two files that you need to copy from your CD or backup media (removable drive, etc)

INSTAPAY.MDF        INSTAPAY\_LOG.LDF

Now paste these 2 files to:

**C:\PROGRAM FILES\MICROSOFT SQL SERVER\MSSQL\DATA\INSTAPAY.MDF**

**C:\PROGRAM FILES\MICROSOFT SQL SERVER\MSSQL\DATA\INSTAPAY\_LOG.LDF**