Creating a Full SQL Database Backup

① Open SQL Server Management Studio

i. **If you have SQL Server Management Studio installed,** simply click on the Start button and select "All Programs," then click the program

ii. **If you don't have the program installed**, click this link

② Log into SQL Management Studio

i. Log into SQL Management Studio using your username and password
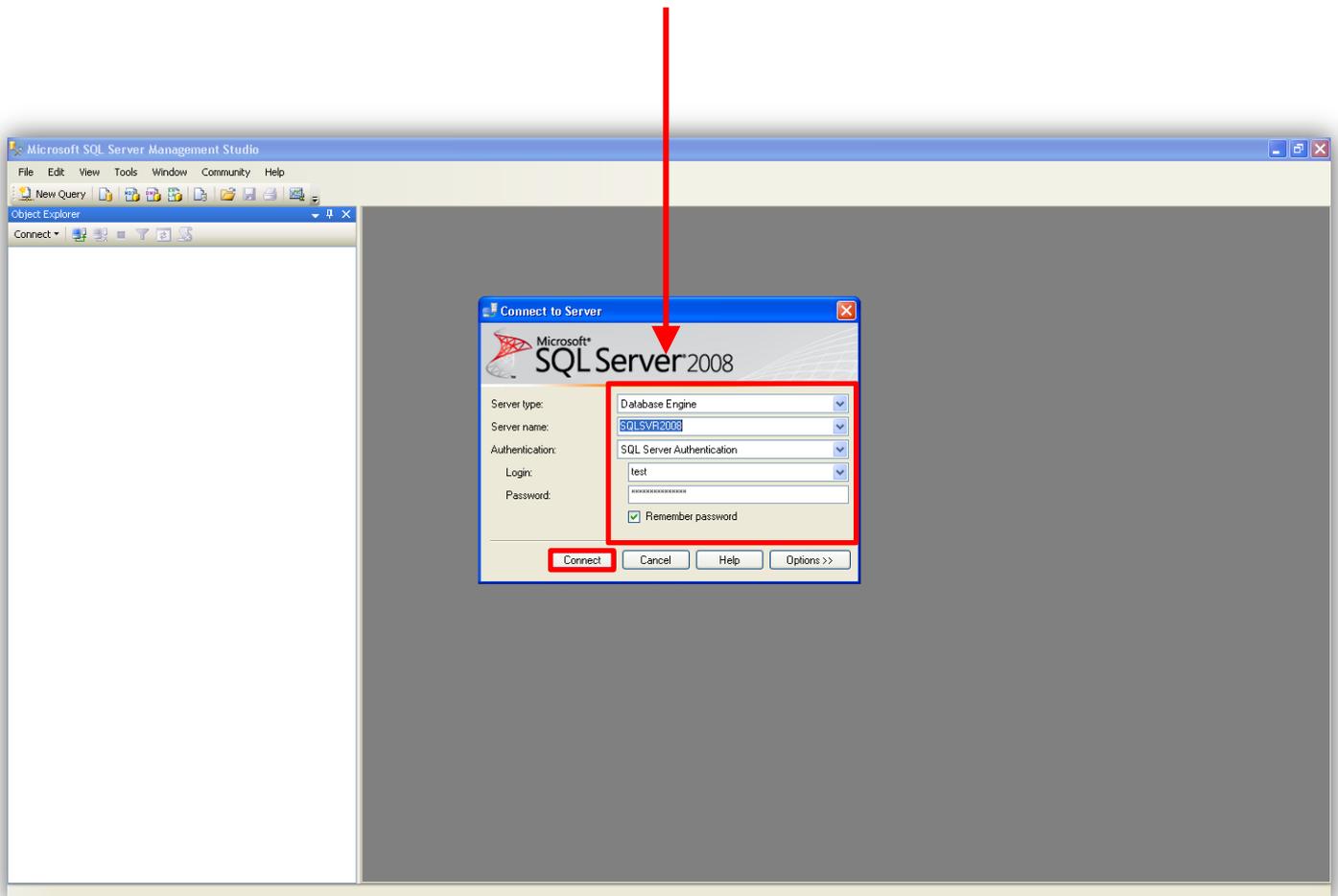
3 Log into SQL Management Studio

i.   Once logged in, expand the "Databases" field

ii. Right click the database you want and select "Tasks"

iii. In tasks, select "Back-up" from the list of options
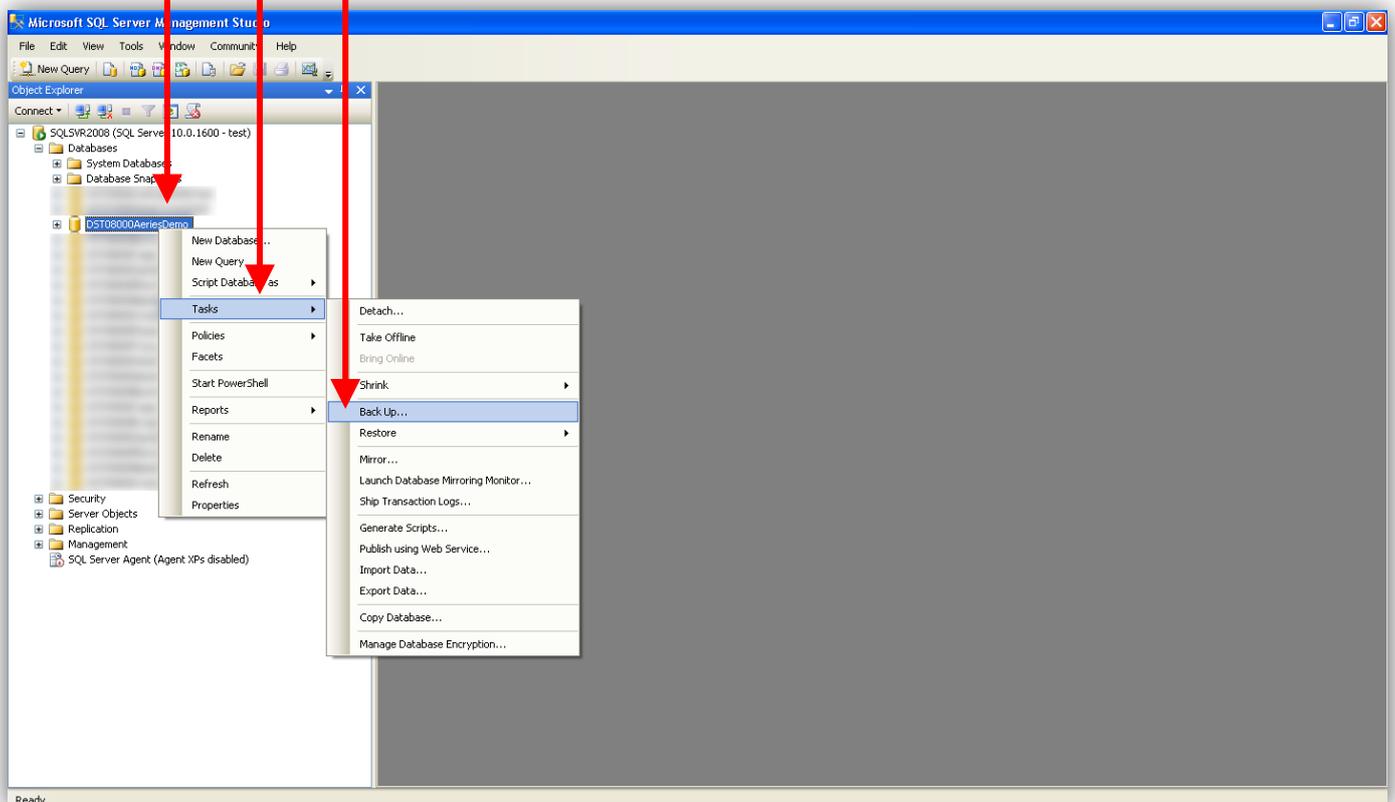
(4) Configure the Backup Database Screen

i.   Check the database is correct

ii.   Check that the Backup type is set to "Full"

iii. Click "Add" to choose a location for the backup

iv.   Click "OK"
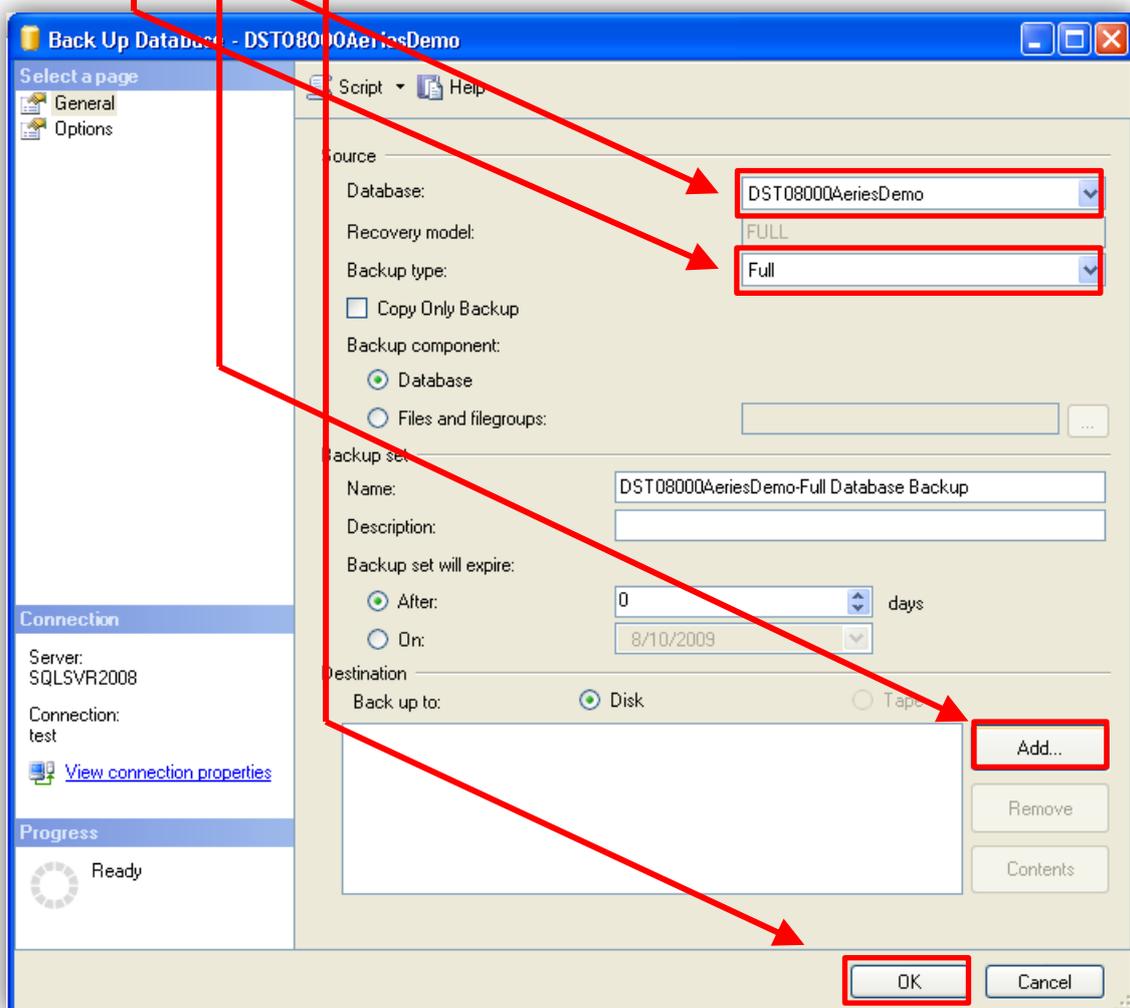
⑤ .....be patient!

i. The backup may take a while if it is a large database

ii. Make sure you do this backup at a time of low system usage

iii. Once the backup is complete, you will see a confirmation window appear