



Although it's always a great idea to back up files, it is not necessary to backup an Access database when converting to other file formats, as Access generates a new COPY of the current database. It does not replace the current file. This means that converting in either direction leaves you with both an ACCDB file and an MDB file.



After you've converted a database to the newer ACCDB file format you will no longer be able to use it with the earlier version of Access.

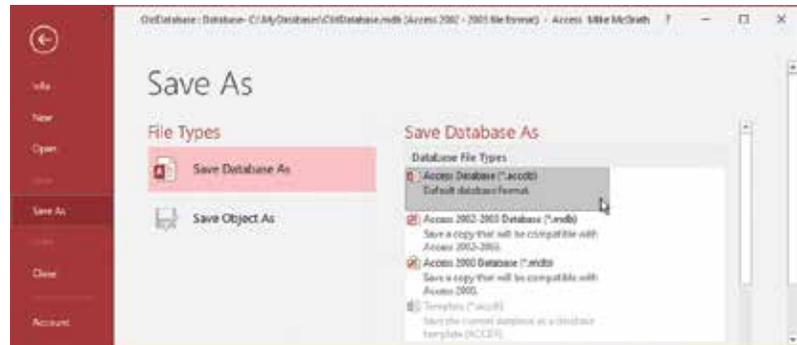


By default, a converted database retains the original name but gets the different file extension.

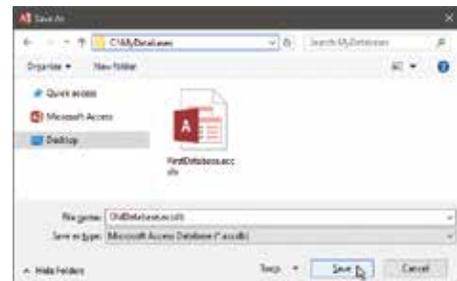
Converting older databases

Access makes it easy to open and work with a database created with an older version of Access, such as those in the MDB (.mdb) file format used by Access 2003. The older database will look and feel exactly the same as a database created with later versions of Access – but you won't be able to make use of the newer features available in modern Access. Luckily, Access can quickly convert your old database to the newer ACCDB (.accdb) file format so that you can use the newer features in modern Access:

- 1 Open the database you want to convert in modern Access, then click the **File** button to open Backstage
- 2 Click the **Save As** menu option
- 3 Choose **Save Database As** under the “File Types” heading
- 4 Double-click **Access Database (*.accdb)** under the “Save Database As” heading – to open a “Save As” dialog

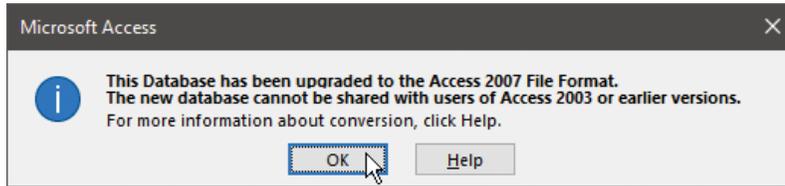


- 5 Choose a location, then click the **Save** button to create a converted copy of the old-format database



- 6 Click the **OK** button to dismiss the warning dialog

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The ACCDB file format was introduced in Access 2007. So that year is shown when converting from the old MDB format.

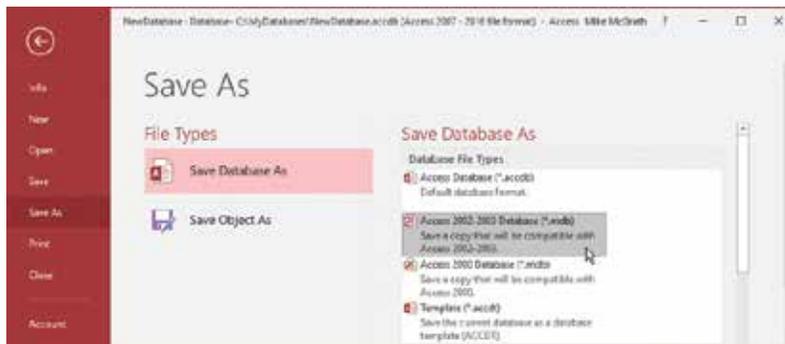
Converting databases to older formats

You may sometimes need to convert your modern Access database to a file format that will work with previous versions of Access:

- 1 Open the database you want to convert in modern Access, then click the **File** button to open Backstage
- 2 Click the **Save As** menu option, then choose **Save Database As** under the "File Types" heading
- 3 Double-click **Access 2002-2003 Database (*.mdb)** under "Save Database As" – to open a "Save As" dialog



Consider your options carefully before you convert a database to an older file format, as you will no longer be able to use the new features of modern Access.



- 4 Choose a location, then click the **Save** button to create a converted copy of the new-format database

