Managing files Backstage

The File button on the Access menu opens the "Backstage" screen where you can perform both file management and database administration tasks. The Backstage screen allows you to Open, Save, and perform maintenance operations on your database.
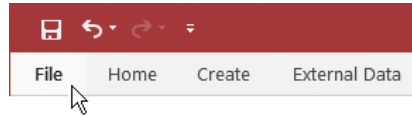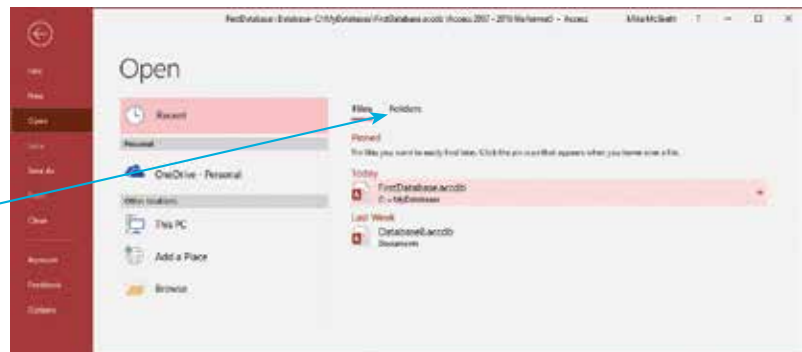
Opening a database

1 Click the **File** menu button

2 Click **Open** from the Backstage menu

3 Select **Recent**, **OneDrive**, or **This PC** to choose the database location – for example, select **This PC**

4 Select the folder containing the database – for example, select a folder at **C:\MyDatabases** on your computer

**5** Double-click the database file icon to open that database

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By default, Access opens a database in a restricted mode of operation. Specifically, it disables the execution of "Visual Basic for Applications" (VBA) code and Macros. To enable all the features of the database, click the Enable Content button on the "Security Warning" that appears between the Ribbon and the main database window, or click the link to see more information:
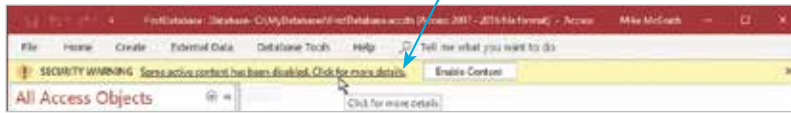
This opens the Backstage screen, where you can discover what content has been disabled. Click the Enable Content button then choose the Enable All Content option to enable all the features of the database, or choose Advanced Options to enable only specific features of the database.

Saving a database

1 Click the **Save** button on the Quick Access Toolbar

2 Or, click the **File** button to open Backstage, then click the **Save** option

Beware

Only enable content if you are absolutely certain that it doesn't contain malicious code. In most cases, such code would only be present if you were opening a database from someone else.

Hot tip

To save a database quickly at any point, press the **Ctrl** + **S** keys.