

How to Backup a Database using Management Studio

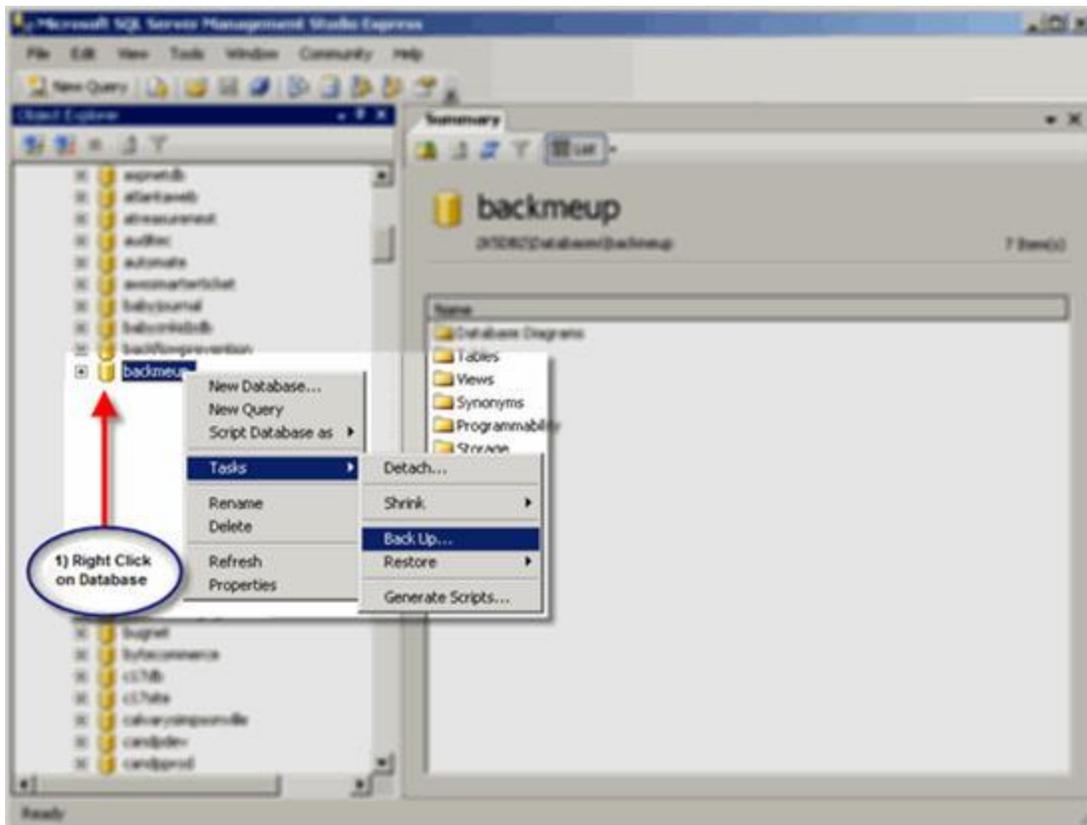
Step 1

You will first need to connect to your database server, using SQL Server Management Studio Express..

For this example, we will backup the database named “backmeup” to our “C:\backup” folder.

Once connected to your database server, you will need to browse to your database in the left window pane of Management Studio.

Right Click on your database, and under “**Tasks**” choose “**Back Up...**”

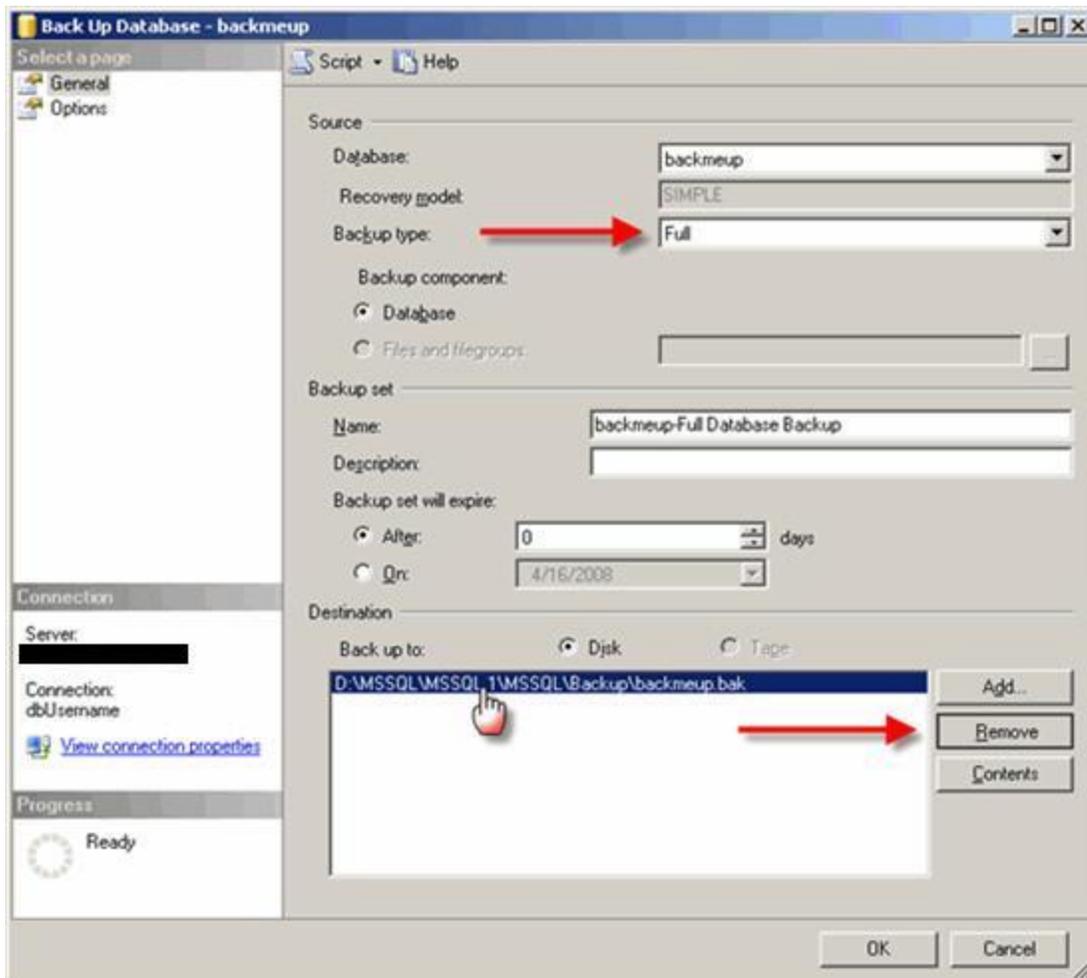


Step 2

A new window will open where we will configure where to save the database backup file.

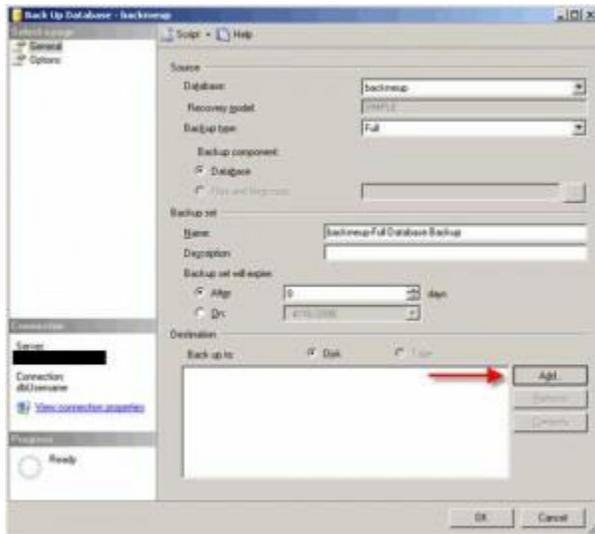
You will want to ensure that the “**Backup type**” is set to “**Full**” to get a Full backup of your database.

Now, highlight the Destination file that is already in the list by clicking on it, and Click “**Remove**”.



Step 3

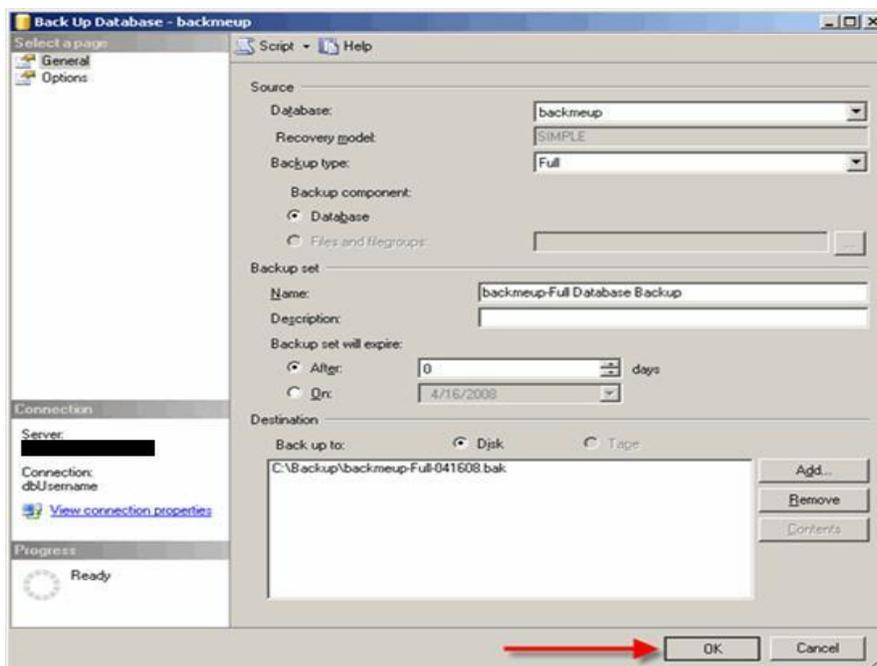
Now, Click “Add...” to specify where to save the backup file.



Step 4

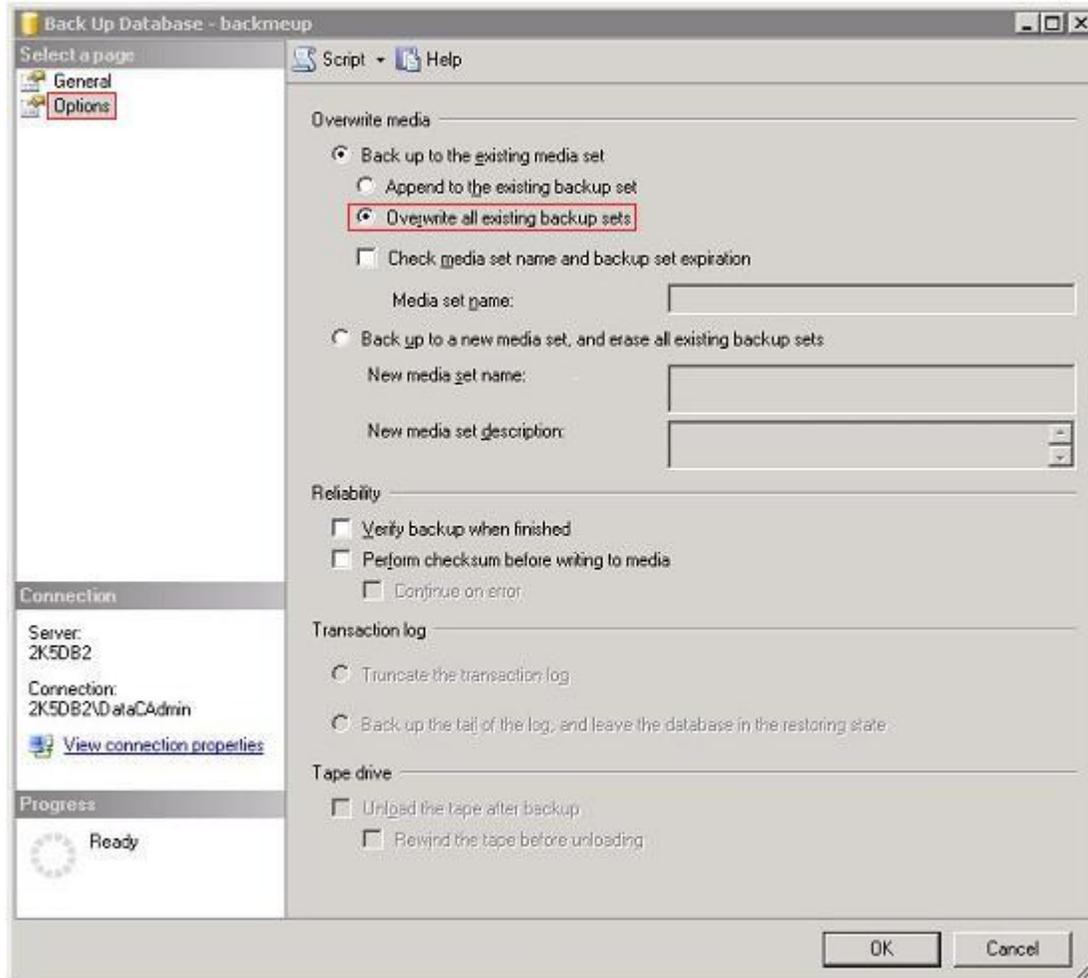
A window will pop up, asking you where to save the backup file. Enter a location of your choice. For this example, we will save it to “C:\Backup\backmeup-Full-041608.bak”.

Note that this is the entire actual filepath.



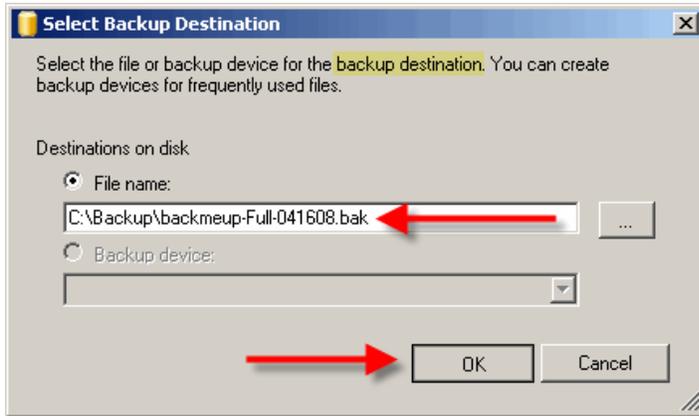
Step 5

Now, we have to make sure that the backup you are creating overwrites all existing backup sets, as appending it to an existing set can cause conflicts when attempting to perform a restore. On the left-hand side of the window, click on 'Options', and then click on 'Overwrite all existing backup sets'.



Step 6

Once this option is in place, all that is left to do is to run the backup! Click “**OK**” to begin the database backup.



Step 7

If the database backed up successfully, you should receive a message as pictured below.

