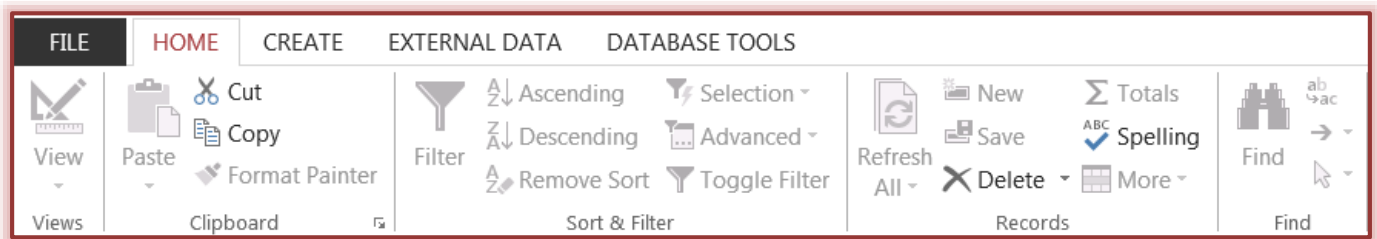


FILE TAB-BACKSTAGE VIEW

Backstage view is the area where files and data about them is managed – creating, saving, printing, sending to others, inspecting for hidden metadata or personal information, and setting options.

The Ribbon contains the set of commands for working **in** a document, while the Microsoft Office Backstage view is the set of commands you use to do things **to** a database. This is the view that displays when Access is first opened. If the File Tab is not active, click the **File Tab** to make it active. The options and categories under this view are explained in the table below.



Option	Description
Info	This tab allows the user to Compact and Repair a database or to encrypt the database with a password.
New	This category will provide a list of different templates, including Blank Databases, which can be used to create a new database.
Open	Click this option to open a previously saved database.
Save	Use this option to save a database when it is first created. If this option is clicked after a database has been created, the older version of the database will be replaced with the newer version.
Save As	Select this option to save the database in a different format. The two options are Save Database As or Save Object As. The second option allows you to save forms, reports, or queries as a different object or as a PDF or XPS file.
Print	Use this category to access the options for printing a document. This category can also be used to view objects in the database before they are printed. When Print Preview is selected, the Print Preview Ribbon will display at the top of the window.
Close	To close a database, click this option. The database will close immediately when this option is selected.
Account	This option provides information about Access, allows you to change the Office Background and the Office Theme. When these two features are changed, it affects all the Microsoft programs, not just Access.
Options	Select this option to change the Access program options. Changes made here will remain until you access the window again and change them back.

TIP: To quickly return to your database from Backstage view, click the arrow at the top of the Backstage View menu, or press **ESC** on your keyboard.