



Convert Database to Access 2007 Format

To convert an Access 2000 or Access 2002 - 2003 database (.mdb) to the Access 2007 file format (.accdb), you must first open the database in Access 2007 and then save it in the .accdb file format.

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In the **Open** dialog box, select and open the database that you want to convert.
3. Click the **Microsoft Office Button** , point to **Save As**, and then, under **Save the database in another format**, click the file format to which you want to convert.

If any database objects are open when you use the **Save Database As** command, Access prompts you to close them prior to creating the copy. Click **Yes** to make Access close the objects, or click **No** to cancel the entire process. If needed, Access will also prompt you to save any changes.

4. In the **Save As** dialog box, type a file name in the **File name** box, and then click **Save**.

Access creates the copy of the database, and then opens the copy. Access automatically closes the original database.

Notes:

You can convert a database that was created by using Microsoft Office Access 2003, Access 2002, Access 2000, or Access 97 to the new Microsoft Office Access 2007 file format, but **it is recommended to use the new file format whenever possible** because it supports new features, such as multivalued fields and attachments.

A database in the new Access 2007 file format (.accdb) cannot be opened or linked to with earlier versions of Access, and the new format no longer supports replication or user-level security. If you need to use your Access 2007 database with earlier versions of Access, or if you need to use replication or user-level security, you must use a file format from an earlier version.

If you share the database with other users, ensure that those users are all using Office Access 2007 before you convert the database to the Access 2007 file format. You cannot use the Access 2007 file format in earlier versions of Access.