

Packing tables frees up space to help your program run smoother, frees up dead space that is still stuck in your files and helps prevent key violations. It also keeps your databases in sync. It is recommended to pack your tables after you have deleted several records, and/or at least after doing year-end processing. One good schedule might be to pack tables each time you do a backup—when you're finished doing a backup, just go into Blue Ribbon and pack the tables. You should always do the backup first, just in case there's a problem!

**Note:** Packing tables doesn't hurt your records. If you have a problem while you're doing it, it is probably due to some other underlying problem. You can pack all the tables at once or individually.

### Directions:

- ◆ Go into Utility|File Utilities.
- ◆ Highlight the table(s) you wish to pack. (You can safely choose Select|Select All).
- ◆ If you are packing more than one table, use your *control* key or *shift* key.
- ◆ Go to File|Pack table. When it's completed, you will get a message saying the table was packed.

