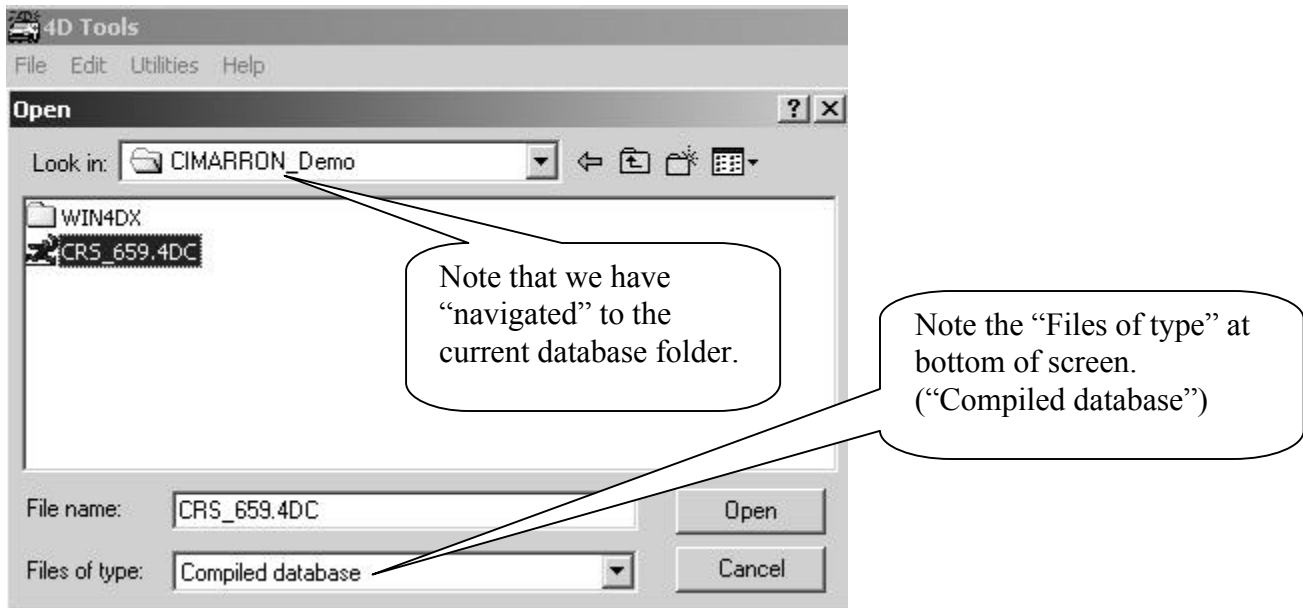


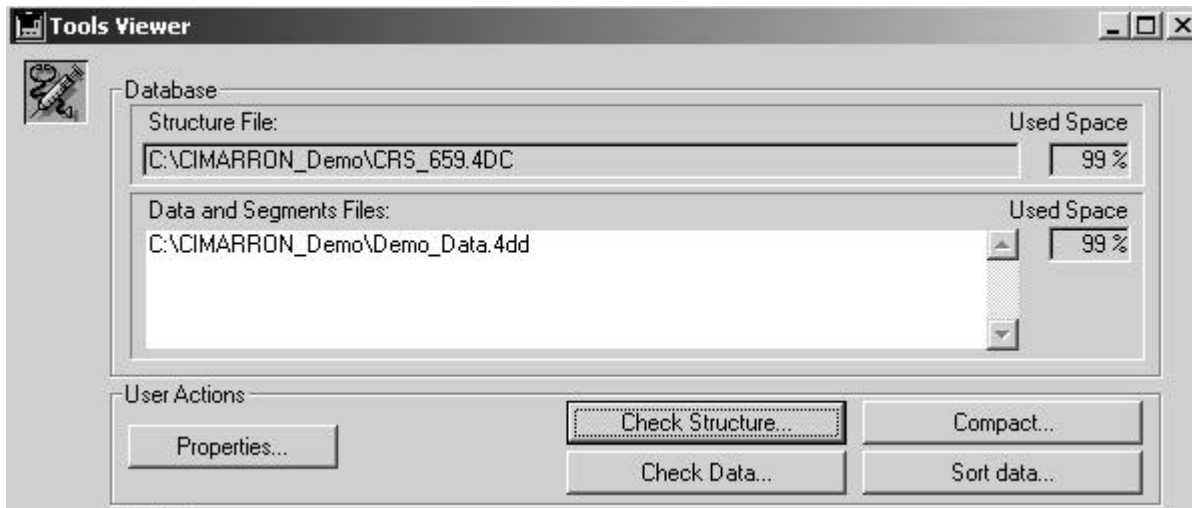
4D TOOLS

Running Tools will create a new data file, which will be smaller and faster than the original. Damaged records will be repaired and the database will be re-indexed.

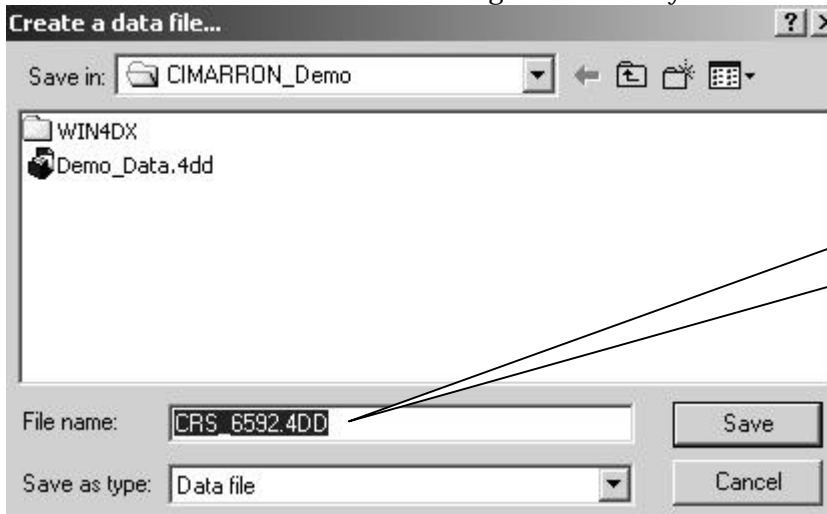
1. Open 4D Tools.
2. Navigate to the current version of the Program File (not the data file) and open it.
3. Navigate to the current version of the program and open it (be sure it is not a backup copy).



4. After clicking the 'Open' button (above), Click the "Compact" Button (below)



5. A Navigation Box similar to the one below will result. It provides the opportunity to change the location where the new data file will reside. Change it if necessary



You may also change the name of the new data file here.

6. A copy of your data file is about to be created and you need to name it and remember what that name was. The system will automatically name the new data file followed by the program version number and the number 2. Create the new data file by clicking the "Save" button.

7. When 4D Tools has finished compacting the data, drag the original data file to the trash or the recycle bin. **DO NOT EMPTY THE TRASH OR DISCARD THE ORIGINAL DATA FILE UNLESS YOU HAVE A WORKING BACKUP COPY.**

Demo_Data.4dr	1 KB	Data resou...
Demo_Data.4dd	5,50...	4D Data File
CRS_6592.4DR	1 KB	Data resou...
CRS_6592.4DD	5,50...	4D Data File

Note that there are now 2 data files with different names. (The data consists of 2 files, .4dd + .4dr)

Demo_Data.4dr
Demo_Data.4dd

You need to get rid of the previous data files