



Backstage View Access 2010

Backstage View Options

Click on the **File Menu** tab to open the Backstage view. Here you can view the Save, Save As, Open, Close, Info, Recent, New, Print, Save & Send and Help Options.

To Close the File menu-Backstage view-click on one of the ribbon tabs.

Info View

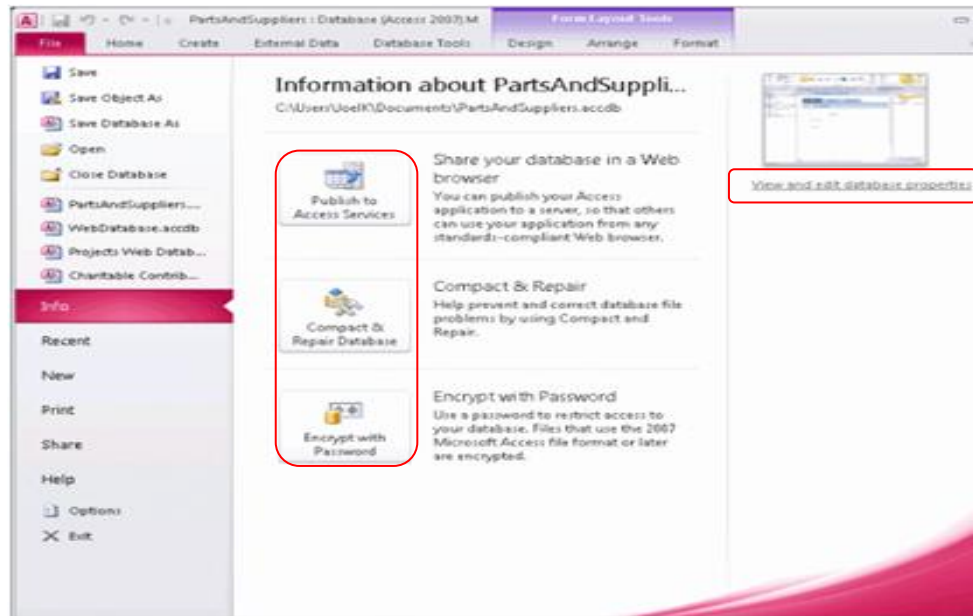
Publish to Access Services-Share your database in a Web browser. You can publish your Access application to a server, so that others can use your application from any standards-compliant Web browser.

Compact & Repair Database-Help prevent and correct database file problems by using Compact and Repair

Encrypt with Password-Use a password to restrict access to your database. Files that use the 2007 Microsoft Access file format or later are encrypted.

What is Word Starter 2010 – Many new computers are being sold with the Microsoft Office Starter software on them. This option describes information about the software and gives you the option to purchase the full program. The Starter software does not have all the tools or programs available that the fuller versions have, but unless you need a lot of advanced options, this may be enough for the average home user.

View and edit database properties-located at the right of the window. Click on the link to use.



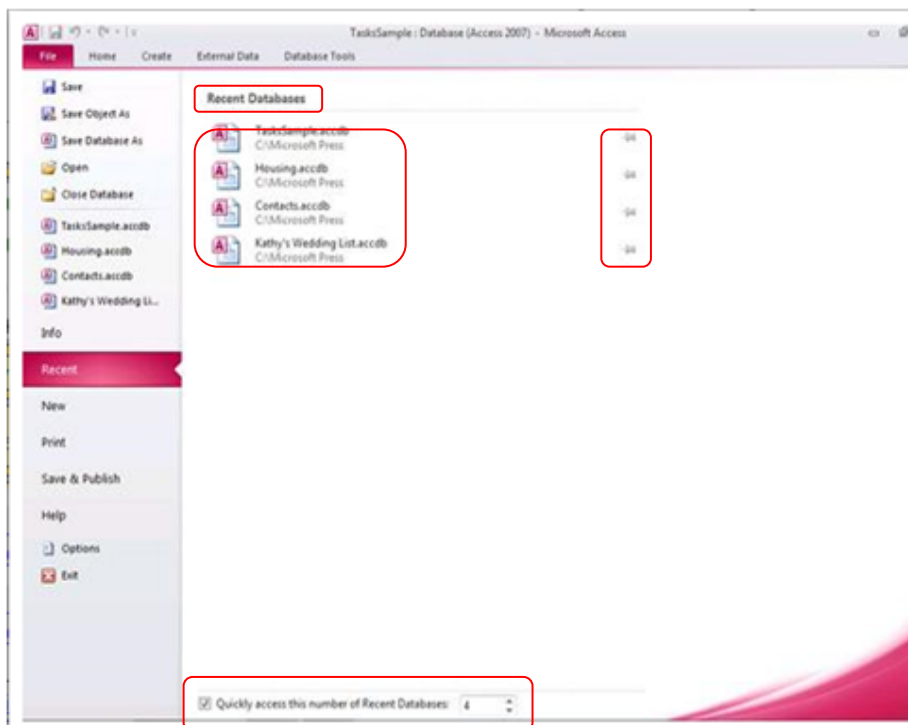


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Recent Databases

List of databases recently used. View by clicking on arrow at the right or double click the database name.

Quickly access the number of the database at the bottom in the scroll list.





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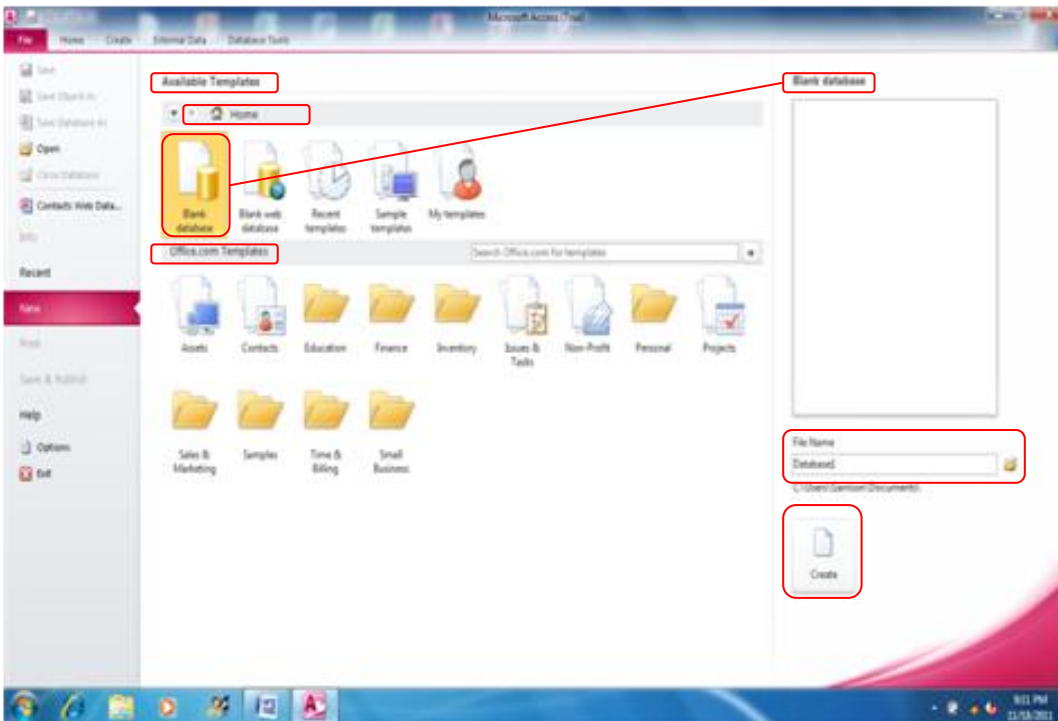
New Database View

Available Templates – templates currently on your computer, choose by clicking the template style.

Blank/Template Name document – this section will display the name and layout of the template chosen. Click on create to open.

Office.com Templates – templates that are stored at Microsoft Office for you to view.

- ✎ Click on a design to access the template.
- ✎ Click on download to put into the Access software.
- ✎ Name your document in the file name box when available or name the document when you save it.
- ✎ Click on create to open the template.





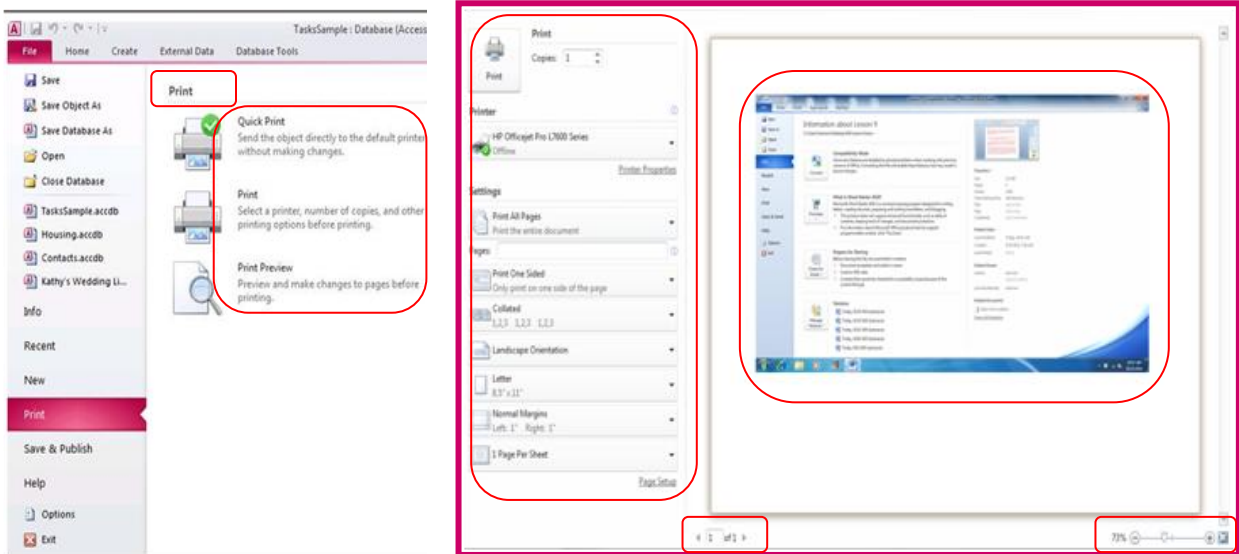
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Print Document View

Print view displays **your printer options** (items listed may vary) and a document preview all in one. You may need to choose printer option before you see the printer capabilities.

Print pane contains:

- 🖨️ Print button
- 🖨️ Number of copies
- 🖨️ Printer choice options
- 🖨️ Printer Properties Link
- 🖨️ Print All Pages or Choose which pages to print
- 🖨️ Print One Sided options if your printer has dual sided printing those options will be available
- 🖨️ Collate
- 🖨️ Page Orientation
- 🖨️ Paper Size
- 🖨️ Margin Settings
- 🖨️ Number of Pages Per Sheet
- 🖨️ Page Setup Link



Preview Pane

- 🖨️ Preview Document
- 🖨️ Scroll through Pages
- 🖨️ Resize page



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Save and Publish

File Types

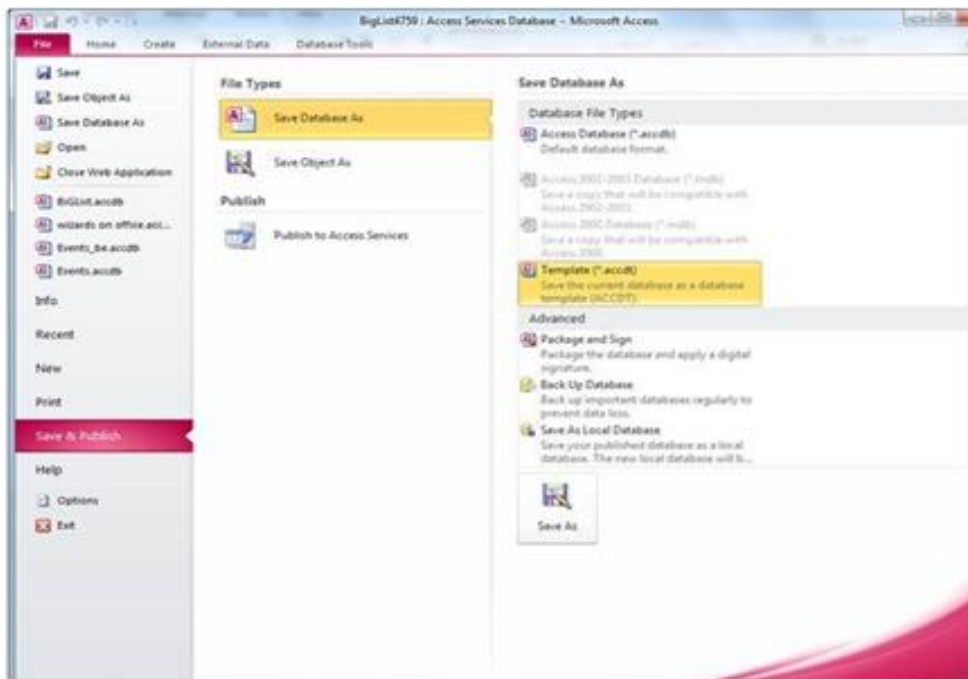
File Types allows you to choose the type of file you want to save your database as. When you choose an option on the left, available options for that choice are listed at the right.

Save Database As-Name, place, template, and version are selected here. Also there are Advanced options for Package and Signing, Backup and Save as a Local Database.

Save Object As-Allows you to save objects individually from a database, objects being a Table, Form, Query, Report or Macro.

Publish

Publish to Access services on the web.





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Help View

Support

- ✚ **Microsoft Office Help** - online help using Microsoft Office
- ✚ **Getting Started** - See what's new and find resources to help you learn the basics properly
- ✚ **Contact Us** - Let Microsoft know if you need help or how they can make Office better

Tools for Working with Office

- ✚ **Options** - Customize language, display, and other program settings
- ✚ **Take Office With You** - Install Office on a mobile USB device to use on other computers
- ✚ **Check for Updates** - Get the latest updates available for Microsoft Office

