



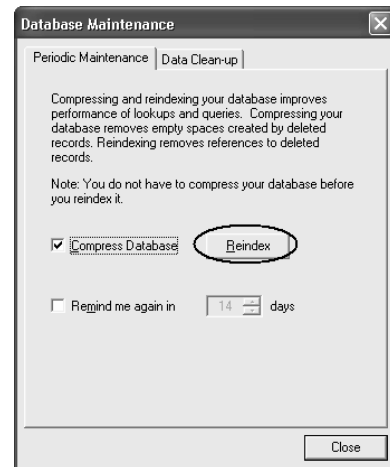
Cornerstone Solutions

ACT! Database Maintenance

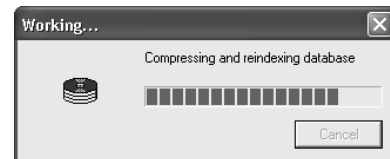
Compress and Reindex


Compress and reindex your database at a minimum on a __daily __ weekly __ monthly basis.


1. **File, Administration, Database Maintenance...**
2. Check the **Compress Database** check-box before you reindex to clean up the database tables. When you delete Contact records, notes, and histories you leave “gaps” in the tables that store this data. Compress closes these gaps.
3. Click the **Reindex** button to clean up the database index files. (These are the files that maintain sort orders for the database that make lookups run faster, among other things.)



When you click **Reindex**, a progress bar apprizes you of the progress. Depending on the size of the database, this can take a while. *Be patient.*



 *Compress and Reindex operations are primary to the general health of your database, and they should be done on a regular basis. It is a good idea to set a reminder to perform this important task.*

 *If you are in a sync environment, sync first...then Reindex but don't compress.*

DO NOT, under any circumstances, reboot your machine during this process. Even if you see a message that ACT! is not responding. Don't believe the message. ACT! will eventually complete the process. Rebooting at this time may irreparably damage your ACT! database.

