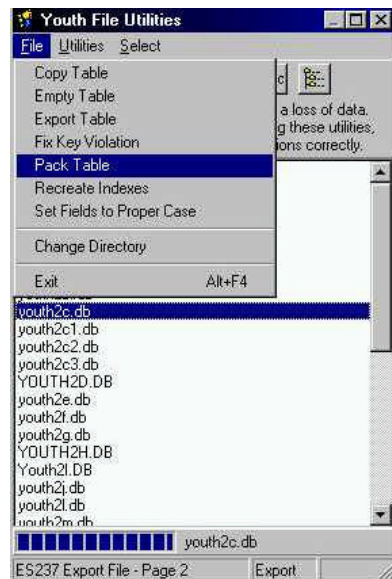


## Packing Tables

**Definition:** Packing tables frees up space to help your program run smoother. Packing tables frees up dead space that remains in the file when a record is deleted from the file. It helps prevent key violations. It also keeps your databases in sync. It is recommended to pack your tables after you have deleted records, and/or at least after doing year-end processing.

**Note:** Packing tables doesn't hurt your records. However it is always a good idea to make a backup of your data before doing file utilities such as packing. If you have a problem it is probably due to some other underlying problem. You can pack all the tables at once or individually.

1. Go into Utility/File Utilities.



2. Highlight the table(s) you wish to pack.  
If packing more than one table can use your *control key* or *shift key*.
3. Go to File/Pack table. When completed you will get a message saying the table was packed.