I opened Microsoft SQL Server Management Studio and a box came up with the server type of Database Engine, the server name, an authenication which was Windows Authentication. It gave my user name and I clicked on Connect.



I need to make sure that the server is started.

Once the connection happens, this is what you will see.











Either approach ends up here.

















PRIS-HP-P7-1026/basicPay - dbo.Table_1PRIS-HP-I	P7-1026.basicPay - dbo.pay - Mic	crosoft SQL Server Manage	ment Studio					(C) (M)	**
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1 item selected

I need to make a copy of basicPay.mdf so I need to change the status from started to stop.

🧟 Services (Local)	Services (Local)							
	SQL Server (MSSQLSERVER)		Name		Description	Status	Startup Type	Log On As
	Start the service	9	SQL Server (MSSQLSERVER)		Provides storage, processing a	and controlled	Automatic	NT Service
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		📴 basio	cPay.mdf		3/13/2016 4:31 PM	SQL Server Databa	4,096 KB	3

I highlight basicPay.mdf, click on copy and paste it where I want it. I put it on the route of my K drive.

















