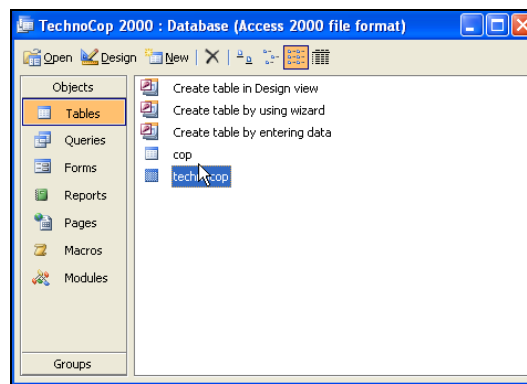


How to Add a Picture for Students in TechnoCop

You may wish to add the photographs for your students into the database. In this case, the students should type the information into the form. Afterwards, you open the database and insert the photos.

Access 2000, XP, or 2003

1. Open the TechnoCop database.
2. From the Window menu, select UNHIDE. Click OK.
3. In the left pane, click *Tables*. **Double click** technocop.



4. Position the cursor in the Photo field of the record where you would like to paste a picture.

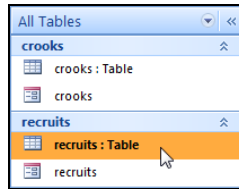
	id	badge number	department	Rank	First Name	Last Name	Photo
	-2141249077	45132	TechnoKids	Sergeant	Christa	Love	Bitmap Image
	-1854195618	454654	Techno	Inspector	Hella	Comat	

5. **LEAVE THE DATABASE OPEN.**
6. Open the image in Microsoft Paint.
7. (Optional) **Make sure that it is a bitmap. If it is NOT:**
 - a. Windows XP/Vista - From the File menu, select Save As. Change the file type to **24-bit Bitmap**. Click Save.
 - b. Windows 7 – Click the Paint button. Select Save As from the menu. Select BMP Picture. Click Save.
8. Select the entire image and copy the selection:
 - a. Windows XP/Vista - From the Edit menu, click *Select All*. From the Edit menu, click *Copy*.
 - b. Windows 7 – On the Home tab, click *Select*. From the menu, click *Select All*. From the Clipboard group, click *Copy*.

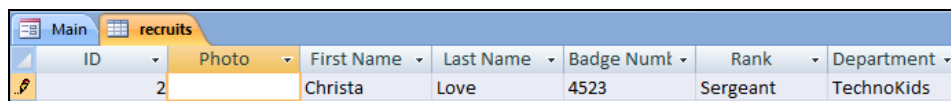
9. Click back on the database. **Your cursor should be positioned in the Photo field for the student record where you would like to paste a picture.**
10. Right click in the field and select *Paste*. The field will now read **Bitmap Image.** YOU WILL NOT BE ABLE TO SEE THE PICTURE.
11. To see the image you will need to view the form using the switchboard. To do this step:
 - a. Close the table.
 - b. Click *Forms* in the left pane.
 - c. Double click *TechnoCop Database*.
 - d. On the switchboard click, *View the TechnoCops*.

Access 2007

1. Open the TechnoCop database.
2. From the navigation pane, double click *recruits: Table*.



3. Position the cursor in the Photo field of the record where you would like to paste a picture.

A screenshot of the Microsoft Access main window. The 'recruits' table is open in Datasheet view. The 'Photo' field is selected, indicated by a yellow highlight and a cursor. The table contains one record with the following data: ID: 2, First Name: Christa, Last Name: Love, Badge Numt: 4523, Rank: Sergeant, Department: TechnoKids.

ID	Photo	First Name	Last Name	Badge Numt	Rank	Department
2		Christa	Love	4523	Sergeant	TechnoKids

4. **LEAVE THE DATABASE OPEN.**
5. Open the image in Microsoft Paint.
6. (Optional) **Make sure that it is a bitmap. If it is NOT:**
 - a. Windows XP/Vista - From the File menu, select *Save As*. Change the file type to **24-bit Bitmap**. Click *Save*.
 - b. Windows 7 – Click the Paint button. Select *Save As* from the menu. Select **BMP Picture**. Click *Save*.
7. Select the entire image and copy the selection:
 - a. Windows XP/Vista - From the Edit menu, click *Select All*. From the Edit menu, click *Copy*.
 - b. Windows 7 – On the Home tab, click *Select*. From the menu, click *Select All*. From the Clipboard group, click *Copy*.
8. Click back on the database. **Your cursor should be positioned in the Photo field for the student record where you would like to paste a picture.**
9. Right click in the field and select *Paste*. The field will now read **PBrush**. **YOU WILL NOT BE ABLE TO SEE THE PICTURE.**
10. To see the image you will need to view the form using the switchboard. To do this step:
 - a. Close the table.
 - b. The *Main* tab should be active. You should be able to see the switchboard.
 - c. Click *View Recruits*.