

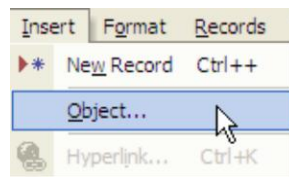
## Adding Pictures into a Microsoft Access Database

Microsoft Access has some difficulty inserting images. This program requires special graphic filters to be able to add images. These graphic filters came with the program Microsoft PhotoEditor, which was part of Microsoft Office 2000. However, if you have a newer version of Microsoft Office, this program is no longer available. At this time, Microsoft has not re-released Microsoft PhotoEditor, nor added the graphic filters to their new photo editing program Microsoft Office Picture Manager. But don't panic – there is a solution!!!

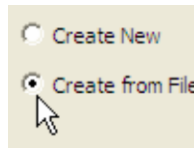
There are two methods for adding pictures. The first method can be used if you have Microsoft PhotoEditor installed, or if there is photo-editing software that has the graphic filters Microsoft Access needs (Our team had mixed results with various software and often could not figure out why some computers would insert a picture, while others did not). The second method can be used no matter what software is installed, because it has students copy the image from Microsoft Paint, and then paste the picture into the open form. Try the first method – if it doesn't work, use the second method.

### Method 1 (Works with computers that have Microsoft PhotoEditor)

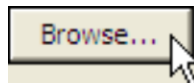
- ☞ Click the mouse in the field.
- ☞ Click the *Insert* menu.



- ☞ Click Object...
- ☞ In the dialog box that opens, click the *Create from File* button.



- ☞ Click *Browse*.



- ☞ Click the arrow beside the *Look in* box. Go to the place where the picture is saved.
- ☞ Click on the **picture**.
- ☞ Click OK.
- ☞ Click OK to close the dialog box.
- The picture is added to the record.

## Method 2 (Works with computers that DO NOT have Microsoft PhotoEditor)

- ☞ **KEEP THE DATABASE OPEN TO THE BLANK FORM.**
- ☞ Open Microsoft Paint.
- ☞ From the File menu, select *Open*.
- ☞ Click the drop down arrow beside the *Look in* box and go to the place where the picture is located
- ☞ Double click on the **picture** to open it.
- ☞ From the Edit menu, click *Select All*.
- ☞ From the Edit menu, select *Copy*.
- ☞ Click on the **Microsoft Access** button.
- ☞ **Right click** inside the picture field.
- ☞ From the menu, select *Paste*.