

Prepare a TechnoKids Database to run on a Windows Based File Server (Give these instructions to the System Administrator)

**For Access 2003 or earlier

Split the *TechnoBlank* Database

You will need to split this database into a front-end/back-end application. The back-end database contains the tables. The front-end database links to the back-end tables. Students are given access to the front-end database. This step allows users to view, search, and enter data into the same database.

From the File Server Create a Network Share

1. With **Administrative** rights, log on to the file server.
2. The Administrator must create a folder on the Windows Server to hold the database. Share this folder and assign access rights allowing all desired users Read/Write privileges. (\\server\share)
3. Create a new folder within the share and call it *database*.
4. Give users *Modify Privileges* to the *database* folder.
5. From the Project Resource CD, select the correct database depending on the version of Microsoft Access** you are using.
6. Copy and paste the TechnoKids database into the *database* folder just created on the server. (\\server\share\database)

From a Workstation Create the Back-end Database

1. Log on to a workstation. This user must have **Administrative** rights to the server. This workstation must have Microsoft Access** installed.
2. Create a mapped network drive connection (i.e. Z:) to the \\server\share.
3. Open Microsoft Access and create a new blank database.
4. When prompted, save this new blank database to the Z:\ database folder on the server and name the file "databasename_be". Click *Create*. \\server\share\database\databasename_be
5. Click the *File* menu, point to *Get External Data*, and then click *Import*.
6. Locate and select the database to be split (Z:\database\TechnoBlank.mdb). Click *Import*.
7. On the *Tables* tab, click *Select All*, and then click *OK*.
8. Close this database.

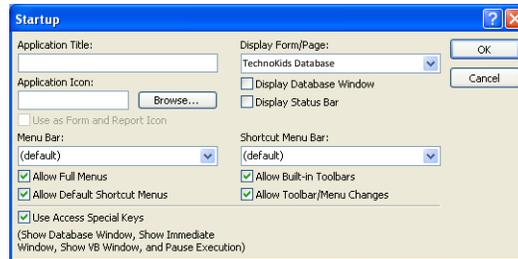
From the Workstation Create the Front-end Database

1. Create a second new, blank Access database.
2. When prompted, save this database to the Z:\ database folder on the server and name the file "databasename_fe". \\server\share\database\databasename_fe
3. On the *File* menu, point to *Get External Data*, and then click *Link Tables*.
4. Locate and select the back-end database (*databasename_be*).
5. On the *Tables* tab, click *Select All* and then click *OK*.
6. On the *File* menu, point to *Get External Data*, and then click *Import*.
7. Locate and select the original database (Z:\ database\TechnoBlank) and click *Import*.
8. On the *Forms* tab, click *Select All*. Repeat this step on all tabs except the Tables tab.
9. Click *OK*.

10. DO NOT CLOSE THE DATABASE.

Control the Startup Display

1. Click the *Tools* menu and select *Startup*.
2. In the Display Form/Page: area, select *TechnoBlank Database*.
3. Clear the check boxes for the following:
 - a. Display Database Window.
 - b. Display Status Bar.



4. Click OK.
5. Exit Microsoft Access.

You have successfully split the database. This will improve performance across a network. Now when a user opens a form, the form opens locally on their computer, with data in the linked tables being the only data sent across the network.

Give Network Users Access to the Database

1. Right click on the front_end database created in the last step (databasename_fe).
2. Select *Copy*.
3. Go to the destination folder that users access after login. \\server\share
4. Right click and select *Paste Shortcut*.
5. Rename the shortcut to read TechnoBlank.
6. Right click on the database folder and click *Properties*. Apply the Hidden attribute to hide this folder from users. Click *OK*.

Give Windows 2000 or Windows XP Users Access to the Database

1. Right click on the desktop and create a new folder. Label this folder [project name].
2. Open the folder. From the File menu, select *New – Shortcut* from the menu list.
3. Type the UNC path of the TechnoBlank database \\server\share\database\databasename_fe into the *Create Shortcut* dialog box. Click *Next*.
4. Name the shortcut TechnoBlank. Click *Finish*.
5. Cut this folder and paste it into the C:\Documents and Settings\All Users\Desktop folder on each workstation.