

Prepare a TechnoKids Database (Access 2007) to run on a Windows Based File Server *(Give these instructions to the System Administrator)*

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.
3. Share this folder and assign access rights allowing all desired users Read/Write privileges.
\\<servername>\<sharename>\
4. Create a new folder within the share and call it **database** \\<servername>\<sharename>\<directory>.
5. Give users **Modify Privileges** to the **database** folder.
6. From the TechnoKids Resource CD, select the TechnoBlank database you wish to use.
7. Copy and paste the TechnoBlank database into the **database** folder just created on the server.

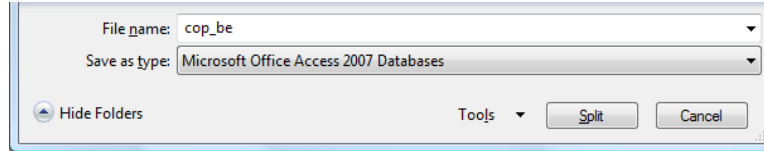
From a WORKSTATION Split the Database

1. Log on to a WORKSTATION. This user must have **Administrative** rights.
2. Open Microsoft Access.
3. Click the Office Button and select *Open*.
4. Navigate to the Shared location \\<servername>\<sharename>\<directory> and open the database.
5. Click the *Database Tools* tab.
6. In the Move Data group, click *Access Database*.
7. Click **Split Database**.

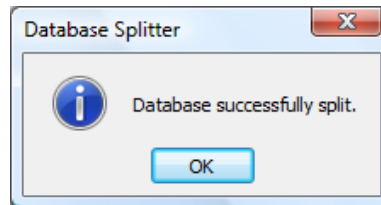


8. The *Create Back-End Database* dialog box should open to the location of the database. If not, browse to the location of the shared folder. \\<servername>\<sharename>\<directory>. The back-end database **MUST** be saved into the same location as the front-end.
9. The database filename will now include "**_be**". **DO NOT RENAME THIS FILE!**

- Click *Split*.



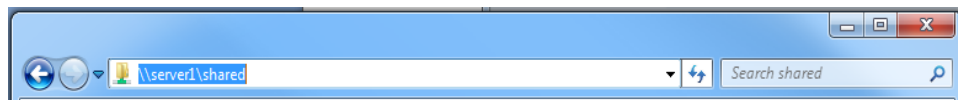
- When complete, click OK when prompted that the database has been successfully split.



- Close Microsoft Access.

Give Users Access to the Database

- Go to the shared location. \\<servername>\<sharename>\<directory>. This can be done by opening a folder and typing the UNC path into the address box.



- Right click on the database – this will be the **original file** that you copied into this folder **NOT** the one labeled "**_be**". After splitting the database the original file becomes the *front-end* database. This will be the file that is shared and opened by students.
- Select *Copy* from the shortcut menu.
- Go to the location where students will gain access to the file.
- Right click and *Paste* the shortcut.
- Right click the shortcut and select *Properties*. Ensure that the target file path is the UNC path \\<servername>\<sharename>\<directory>. *See tips in the following section to reveal the UNC path.*



- Close the *Properties* dialog box.
- Right click the shortcut and choose *Rename*. Choose an appropriate name for the shortcut.

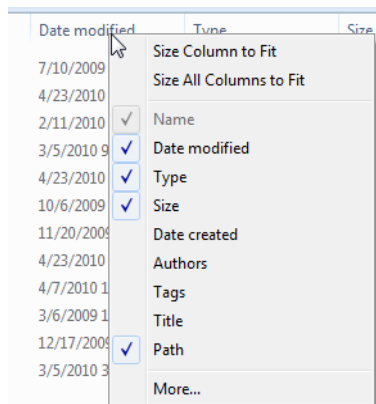
Tips to Reveal the UNC Path

Windows XP

1. Click Start and click *My Network Places*.
2. Navigate to the shared location.
3. Click the *Tools* menu and choose *Folder Options*.
4. Click the *View* tab.
5. In the Files and Folders section, select the option to "Display the full path in title bar".

Windows Vista & Windows 7

1. Click Start and click *Network*.
2. Navigate to the shared location.
3. Click the *Change your View* button in the window and select *Details*.
4. Then inside the folder window, right click on a column heading.
5. Choose *Path* from the list. If *Path* is not visible, click *More* and choose *Path* from the list.



Optionally:

1. Click Start and click *Network*.
2. Navigate to the shared location.
3. Click on a blank area of the address bar to change the folder direction to the UNC path.