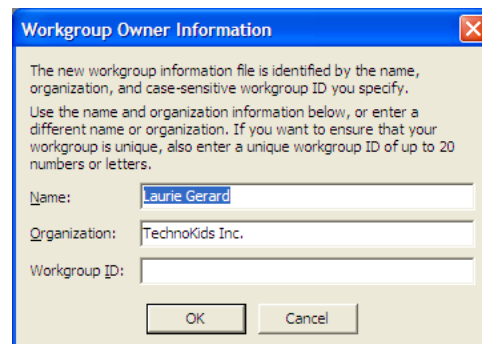
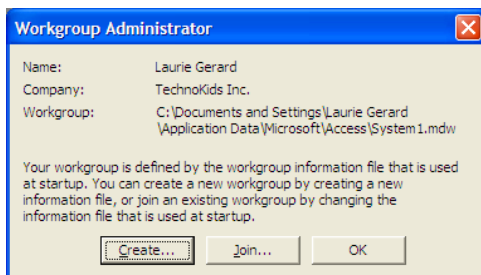


Prepare a TechnoKids Database to run in a Workgroup

Create a Workgroup Information File

A Microsoft Access workgroup information file contains a list of users who share data, also known as a workgroup. Users' passwords are also stored in the workgroup information file. To control who has access to your database, you must create a new workgroup information file.

1. Start Microsoft Access.
2. On the **Tools** menu, point to **Security**, and then click **Workgroup Administrator**.
3. In the **Workgroup Administrator** dialog box, click **Create**.



4. In the **Workgroup Owner Information** dialog box, type your name and organization, and then type any combination of up to 20 numbers and letters for the workgroup ID.
5. Type a new name for the new workgroup information file. By default, the workgroup information file is saved in the language folder. To save in a different location, type a new path or click **Browse** to specify a new path.

The new workgroup information file is used the next time you start Microsoft Access. Any user and group accounts or passwords that you create are saved in the new workgroup information file. To have others join the workgroup defined by your new workgroup information file, copy the file to a shared folder (if you didn't already save it in a shared folder in Step 5), and then have each user run the Workgroup Administrator to join the new workgroup information file.

Join a Microsoft Access Workgroup by using the Workgroup Administrator

1. Start Microsoft Access.
2. On the **Tools** menu, point to **Security**, and then click **Workgroup Administrator**.
3. In the **Workgroup Administrator** dialog box, click **Join**.
4. Type the path and name of the workgroup information file that defines the Microsoft Access workgroup you want to join, and then click **OK**, or click **Browse** and then use the **Select Workgroup Information File** dialog box to locate the workgroup information file.

The next time you start Microsoft Access, it uses the user and group accounts and passwords stored in the workgroup information file for the workgroup you joined.

Add Users to the New Group

To complete this procedure you must be logged on as a member of the Admins group.

1. Start Microsoft Access by using the workgroup that contains the user and group accounts. You can find out which workgroup is current or change workgroups by using the Workgroup Administrator.
2. Open the database.
3. On the **Tools** menu, point to **Security**, and then click **User and Group Accounts**.
4. On the **Users** tab, enter in the **Name** box the user you want to add to a group.
5. In the **Available Groups** box, click the group you want to add the user to, and then click **Add**. The selected group is displayed in the **Member Of** list.
6. Repeat step 5 if you want to add this user to any other groups. Repeat steps 4 and 5 to add other users to groups.

Open the Secure Database you want to Share Between the Workgroups and assign Permissions to the New Groups

1. Open the database.
2. On the **Tools** menu, point to **Security**, and then click **User and Group Permissions**.
3. On the **Permissions** tab, click **Users** or **Groups**, and then in the **User/Group Name** box, click the user to group that you want to assign permissions to.
4. Click the type of object in the **Object Type** box, and then click the name of the object to assign permissions for in the **Object Name** box. Select multiple objects in the **Object Name** box by dragging through the objects you want to select, or by holding down CTRL and clicking the objects you want.

NOTE: Hidden objects are not displayed in the **Object Name** box unless you select **Hidden objects** on the **View** tab of the **Options** dialog box (**Tools** menu).

5. Under **Permissions**, select the permissions you want to assign, or clear the permissions you want to remove for the group or user, and then click **Apply**. Repeat steps 4 and 5 to assign or remove permissions for additional objects for the current user or group.
6. Repeat steps 3 through 5 for any additional users or groups.

Create a Shared Location to Host the Database

1. Select a workstation to be the *host* computer.
2. Select a location on this computer where all users in the workgroup have access.
3. Create a folder in the shared location called *TechnoBlank*. Make sure that all users have *full permission* to the folder.

4. Copy the database and paste into the shared *TechnoBlank* folder.
 - a. Insert the Project Resource CD.
 - b. Locate and open the Project Resource folder.
 - c. Open the folder that contains the database. You may need to open the correct *database* folder for your version of Microsoft Access.
 - d. Right click on the database and select *Copy*.
 - e. Open the shared *TechnoBlank* folder, right click in a blank area of the folder, and select *Paste*.
5. Change the properties on the *TechnoBlank* database.
 - a. Right click on the *TechnoBlank* database and select *Properties*.
 - b. Clear the *Read-Only* option and then click *OK*.
 - c. **KEEP THE DATABASE FOLDER OPEN.**

Created a Mapped Network Drive on the Guest Computer

1. Go to a *guest* workstation and log on. You must have **Administrative** rights.
2. Map the network drive.
 - a. Right click on *My Network Places* and select *Map Network Drive...*
 - b. In the *Map Network Drive* dialog box select a drive letter, and then click *Browse*.
 - c. Locate the shared folder of the *host* computer on the network, created in Step 2 above.
 - d. Click to select the *Reconnect on logon* checkbox.
 - e. Click *Finish*.