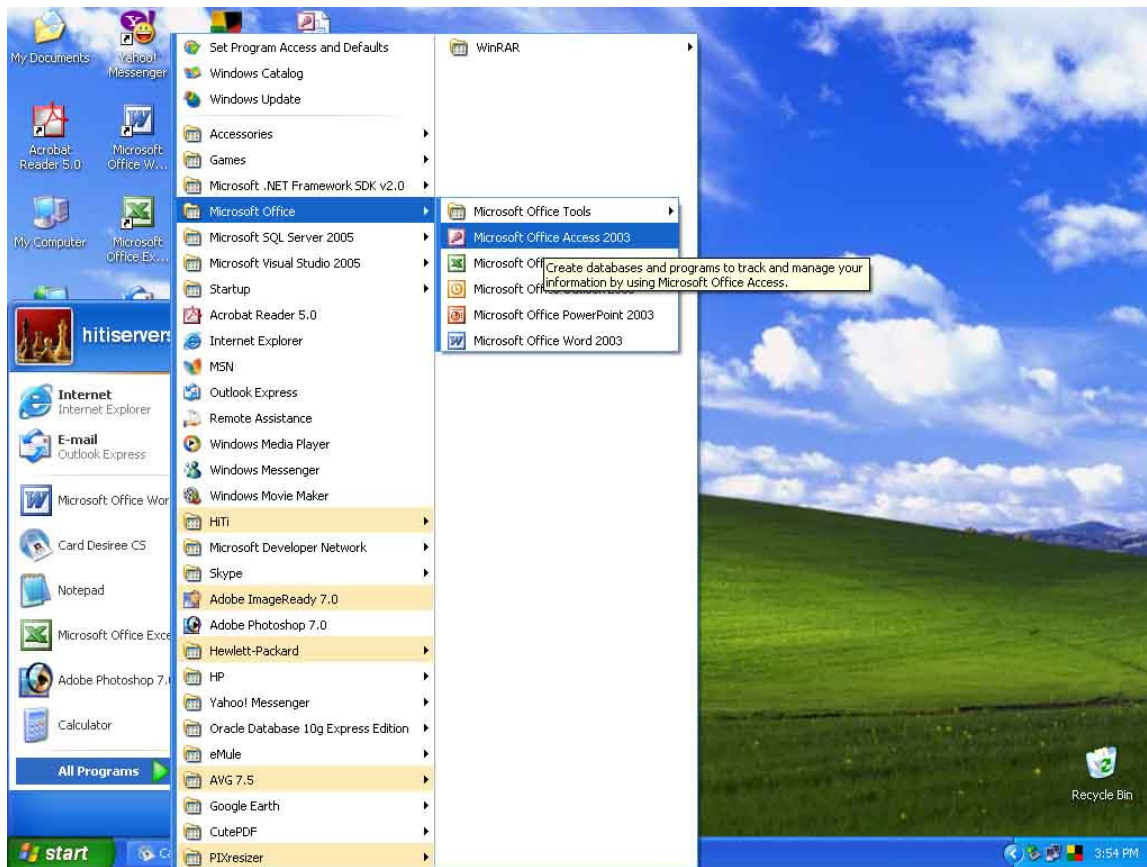


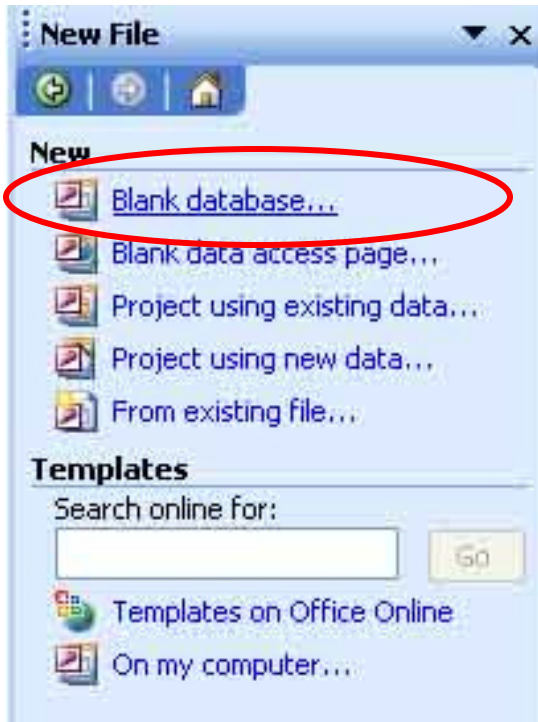
# How to Create Database in Microsoft Access 2003

## Step 1: Getting start

Install Microsoft Access 2000 or 2003 in your computer, press start → program files → click Microsoft Access 2003

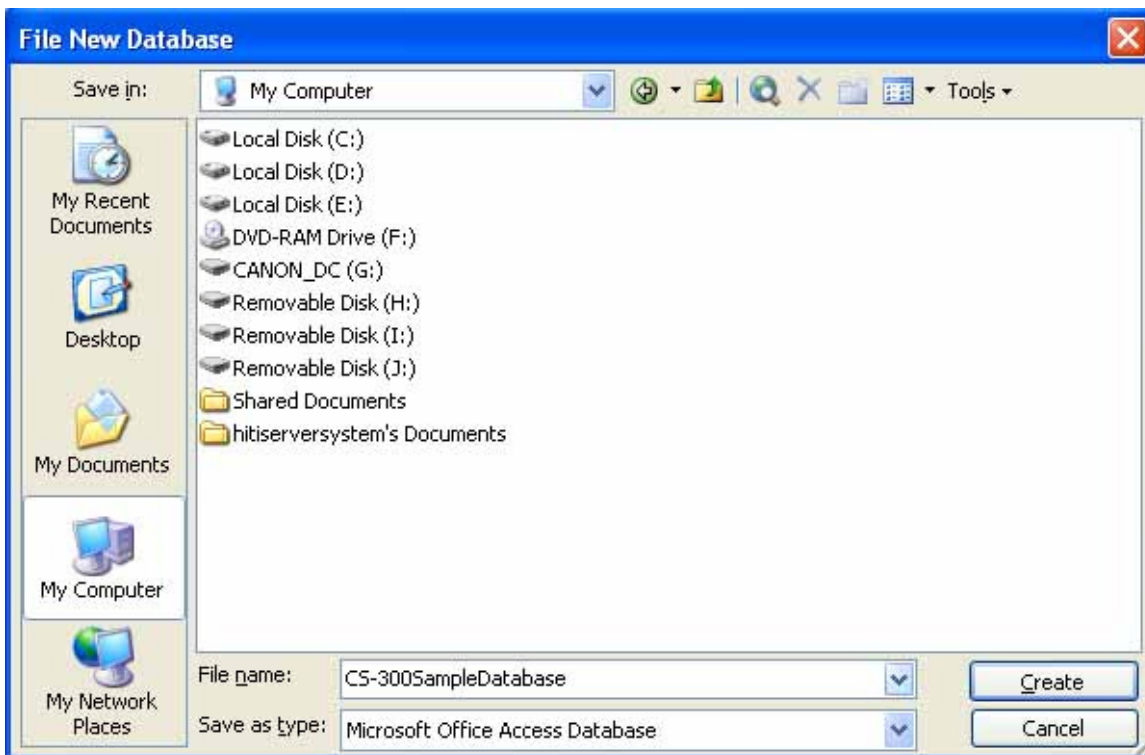


After click MS-Access it will open Access application window in that go to file → select “New” option or simply click new button on the tools bar. The Microsoft Access opens a window on the right side as shown below.



Click “ Blank database...” it will open file New Database dialog box, in that type database file which you like and choose save location for database file.

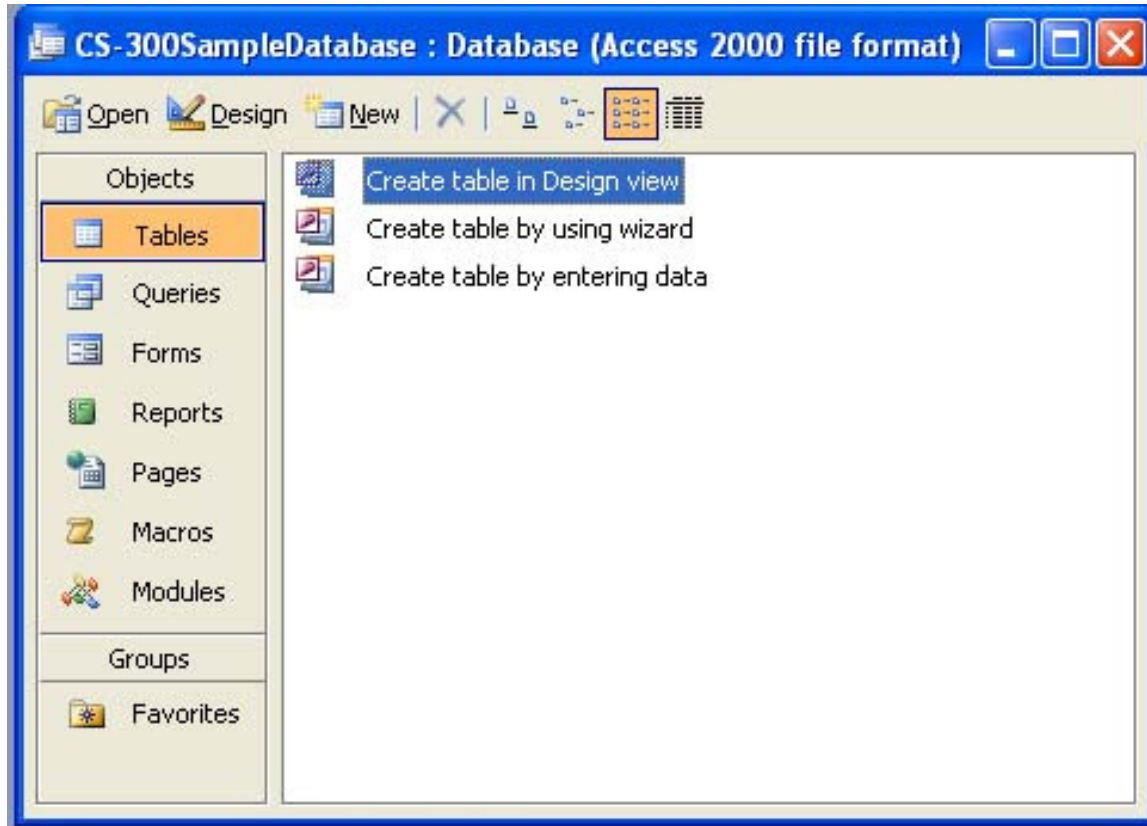
The below screen shows File new Database dialog box.



After Click “Create” Button. The Microsoft Access opens a template for creating database.

## Step 2: Creating Table

The below dialog box is showing the template.

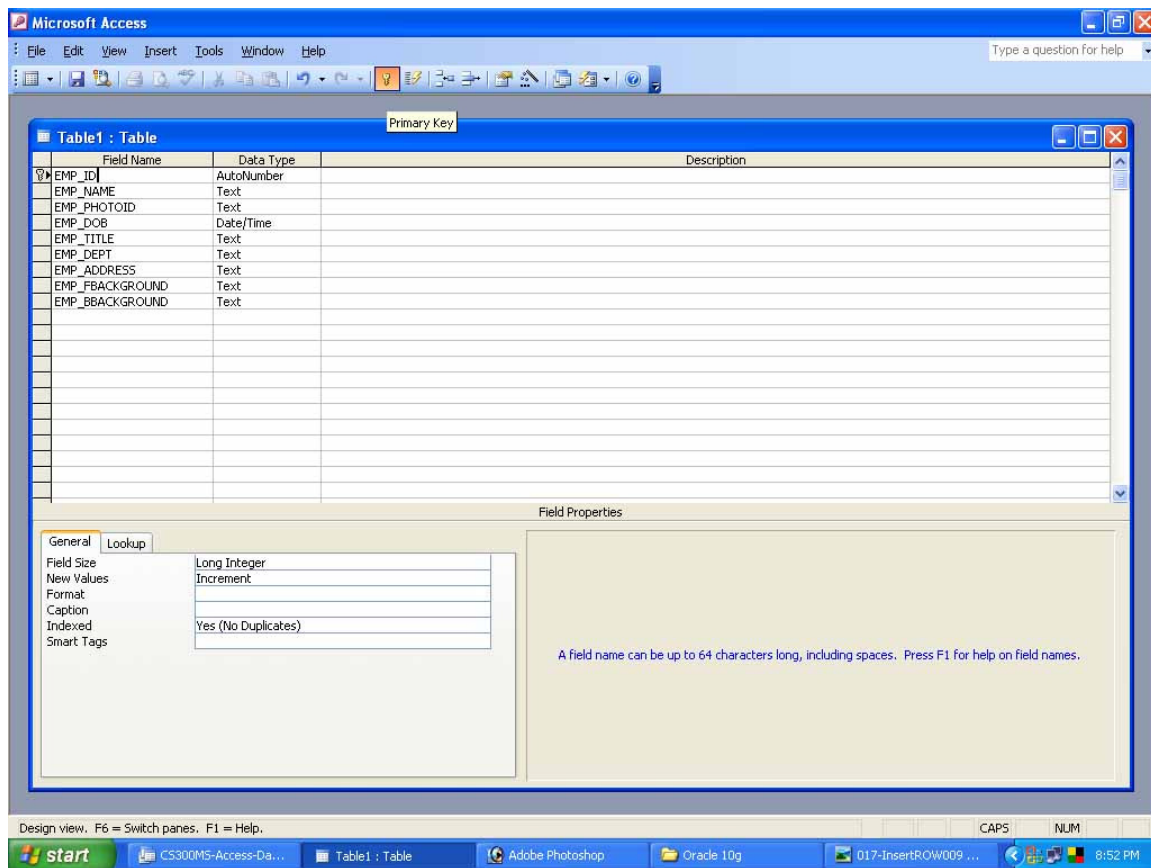


Note: The Microsoft opens a template which you give the Database file name on the Title of the window.

You can choose which pre design database wizards.

- 1.) Create table in a Design view
- 2.) Create table by using wizard
- 3.) Create table by entering data

We suggest click first one in the dialog box.



The window shows a table Design view, there is three columns

1. Field Name
2. Data Type
3. Description

While you design a table you have to know little bit about above three fields

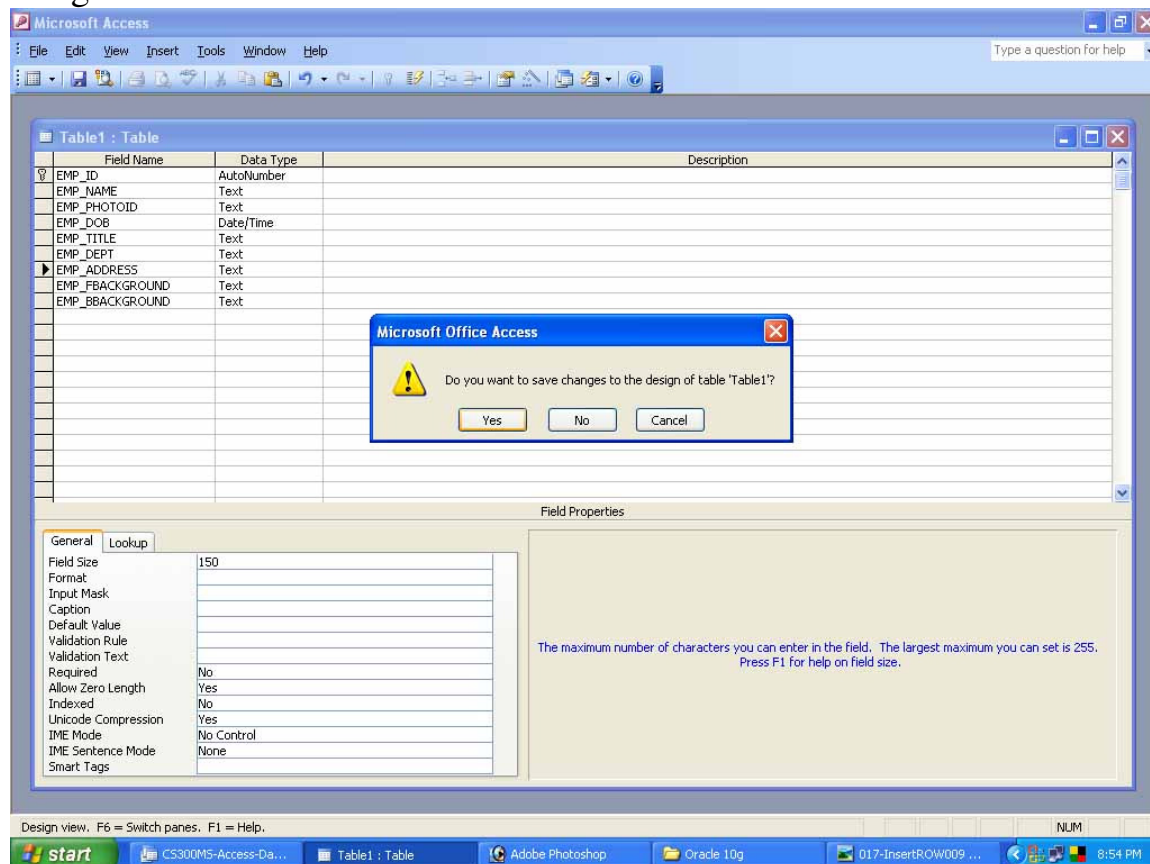
- Field Name – is the column to hold the field name which you going to define employee id number, first name, last name, address etc..
- Data Type – is the second column which handles data type of specified fields in the table. This is important you should know which type of data is going to store relevant fields. For example Name is Text or Varchar DataType field, but Date of Birth is “Date & Time” DataType.
- Description – is a simple note for each and every fields for your or others reference.

Note: Make sure before you save the table you have to set the primary key (index field or unique identification field for the table) field in your table. Primary key field should be numeric “DataType”. You can select “AutoNumber” Data Type for that primary key field; it means the “AutoNumber” Type will automatically increment the field value when you enter new data’s in the table.

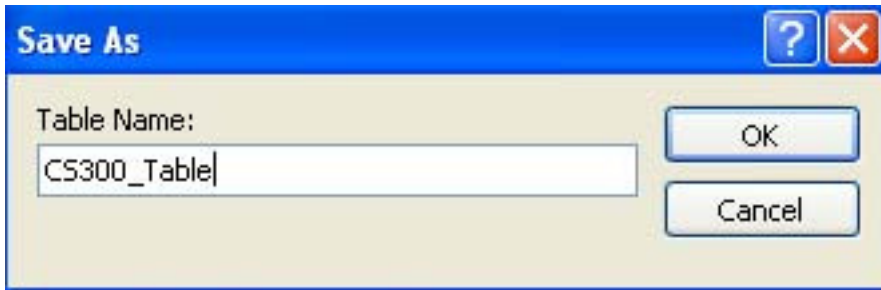
After design a table close windows

### Step 3: Save Table

When you close the window it will ask “Do you want to save changes to the design of table “Table1”. Press “YES’ Button.

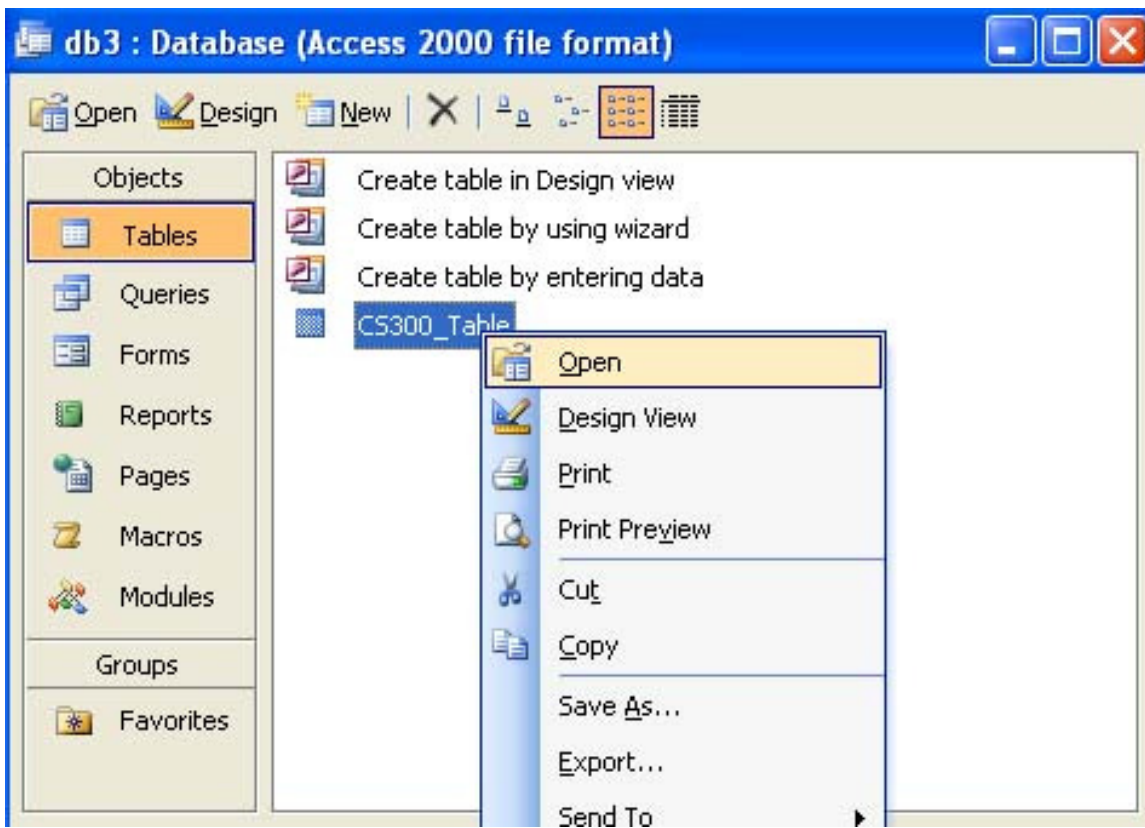


When you press “YES” the dialog box will ask table Name. Type table name in the text box click “OK” button.



#### Step 4: Enter Data's into table

After you save the table the below screen will appear on the screen “select CS300\_Table which you just create and then right click “Open”



Microsoft Access will OPEN the table for entering data



The table will open for enter data's; note that AutoNumber Field will increase unique number for the each records. Each records needs unique number for identity.

CS300_TABLE : Table									
	EMP_ID	EMP_NAME	EMP_PHOTOID	EMP_DOB	EMP_TITLE	EMP_DEPT	EMP_ADDRES	EMP_FBACKG	EMP_BBACKG
▶	1	NAMITHA	namitha1	25-Feb-85	CSD MANAGER	CSD	#102, PRASAD	002	002
	2	LATHESH	lathesh	23-Dec-82	SERVICE ENGI	CSD	#345/23, MYS	002	002
	3	RAJKUMAR	raj	25-Feb-80	SERVICE ENGI	CSD	#L140, KOOTT	002	002
	4	SAKTHIVEL	sakthi	08-Jan-81	SOFTWARE DE	DEVELOPMEN	#120, JAGAW	002	002
*	(AutoNumber)								

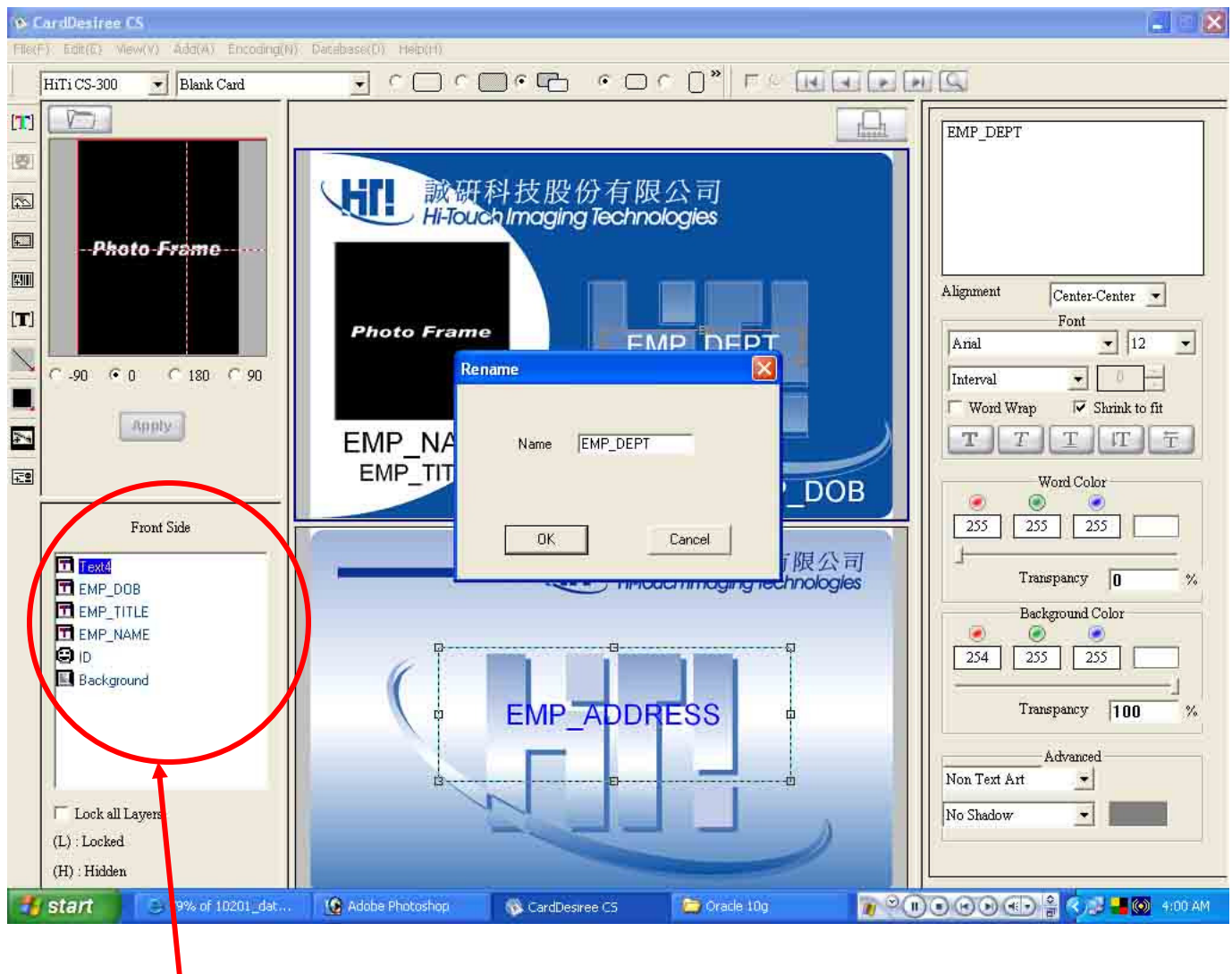
You can enter data's which you like. After enter all the data's save the table by file→save option on the Access.

Close the Microsoft Access application.

# How to Connect Microsoft Access Database file into Card Desiree CS

## Step 1: create templates

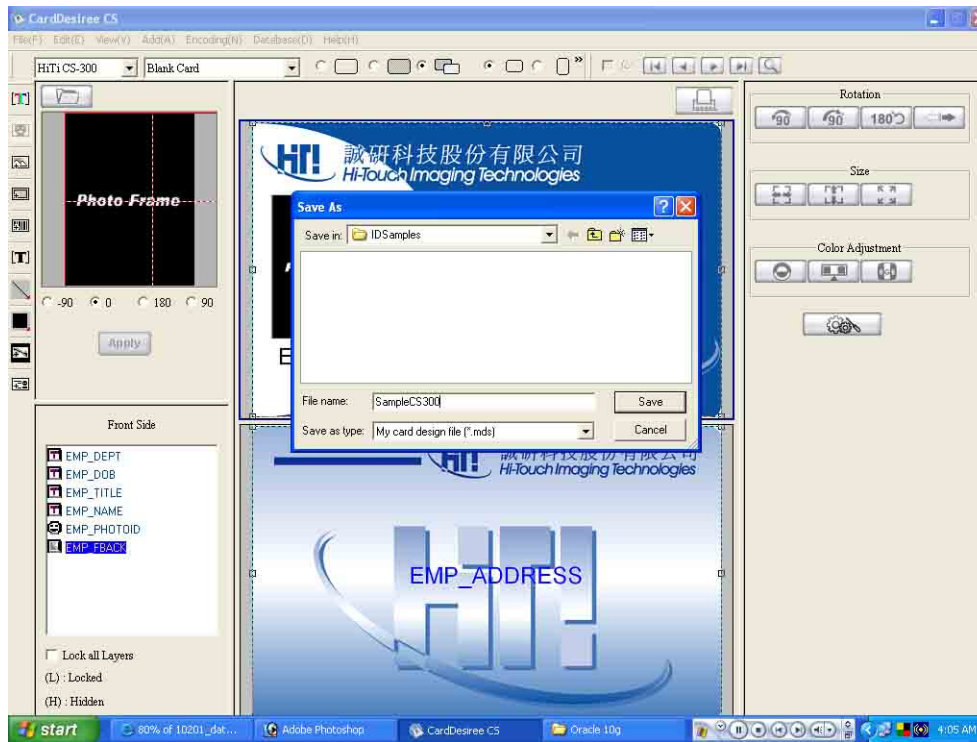
First create templates as per template usage and layout designing of requirement.



It might be confusing if you don't change the mapping layer's name as to the ones we created to the Microsoft Access:  
So it's suggested to enter the same to map with the same fields.

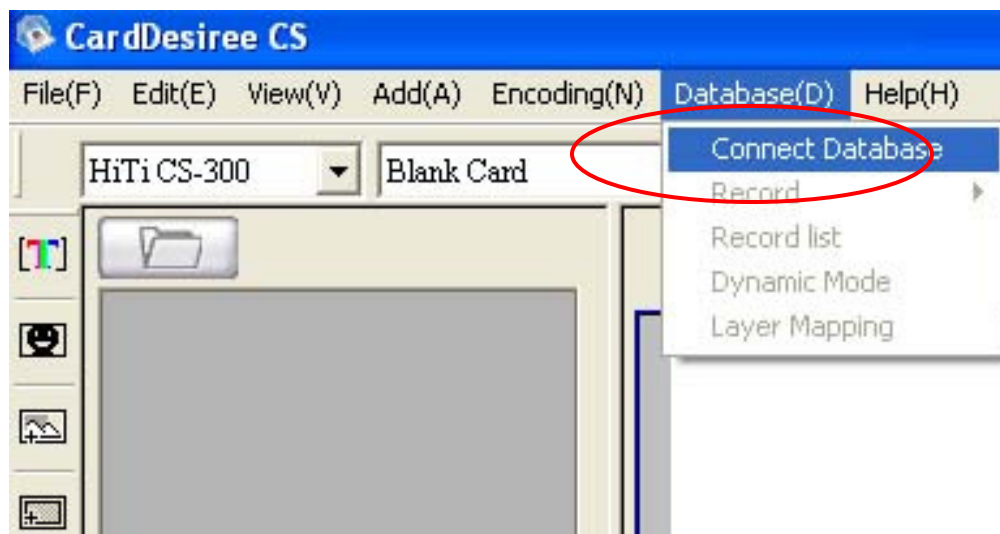


Recommended to save the template for precaution:



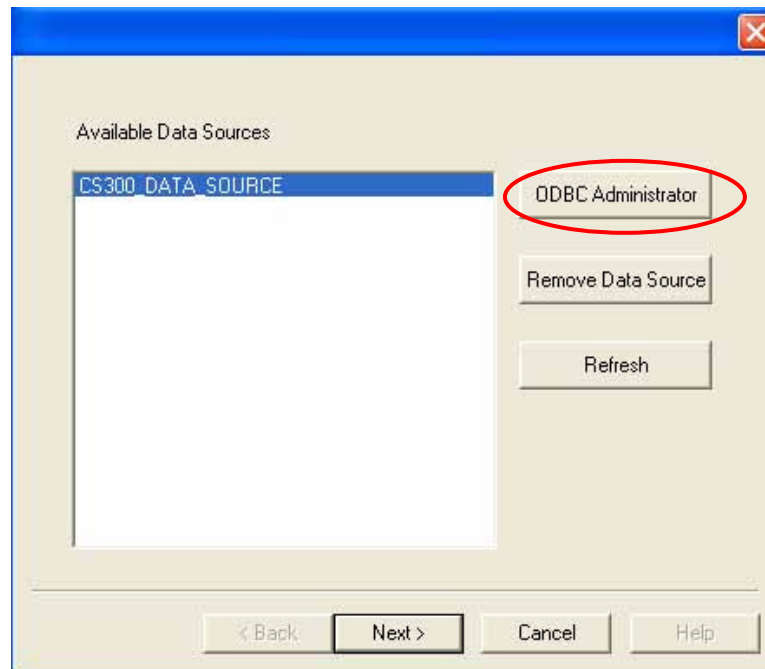
## Step 2: connecting the database

Starts connecting the database by selecting “connect database” option in the Card Desiree CS.

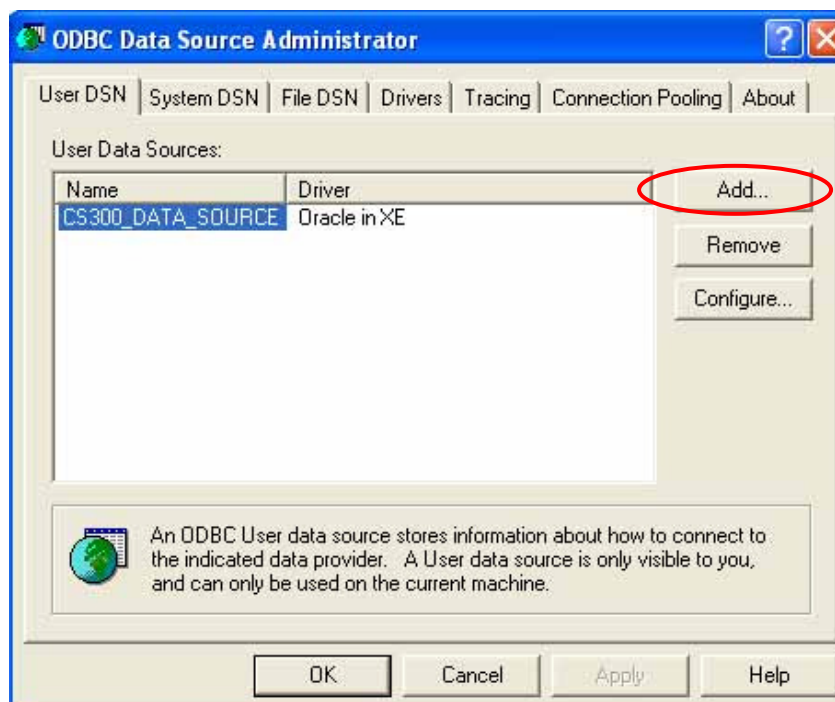


### Step 3: Creating Data Sources

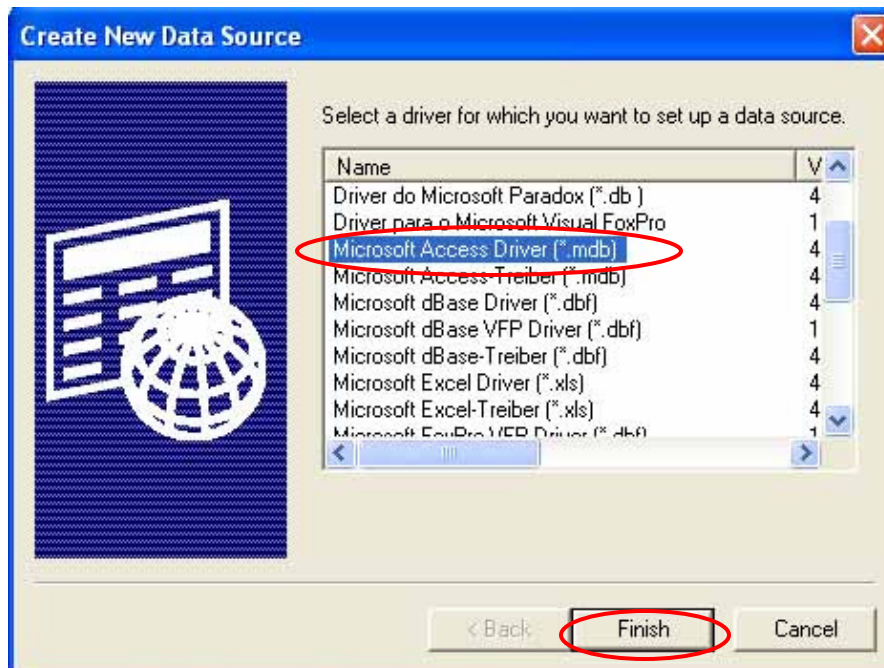
In this screen we removed all preset default data sources for clearer view.  
Press the ODBC Administrator



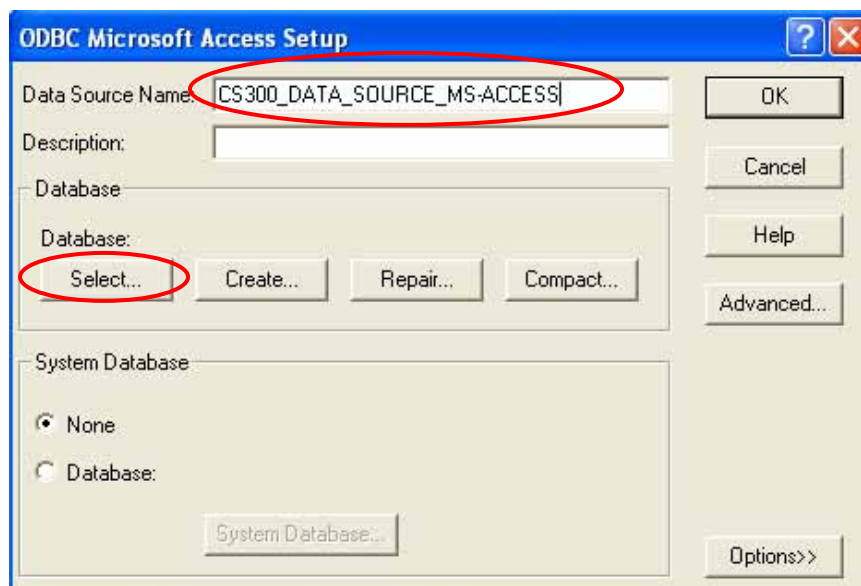
The ODBC data source screen will appear, press **ADD**



Please select the “Microsoft Access Driver [\*.mdb]” driver



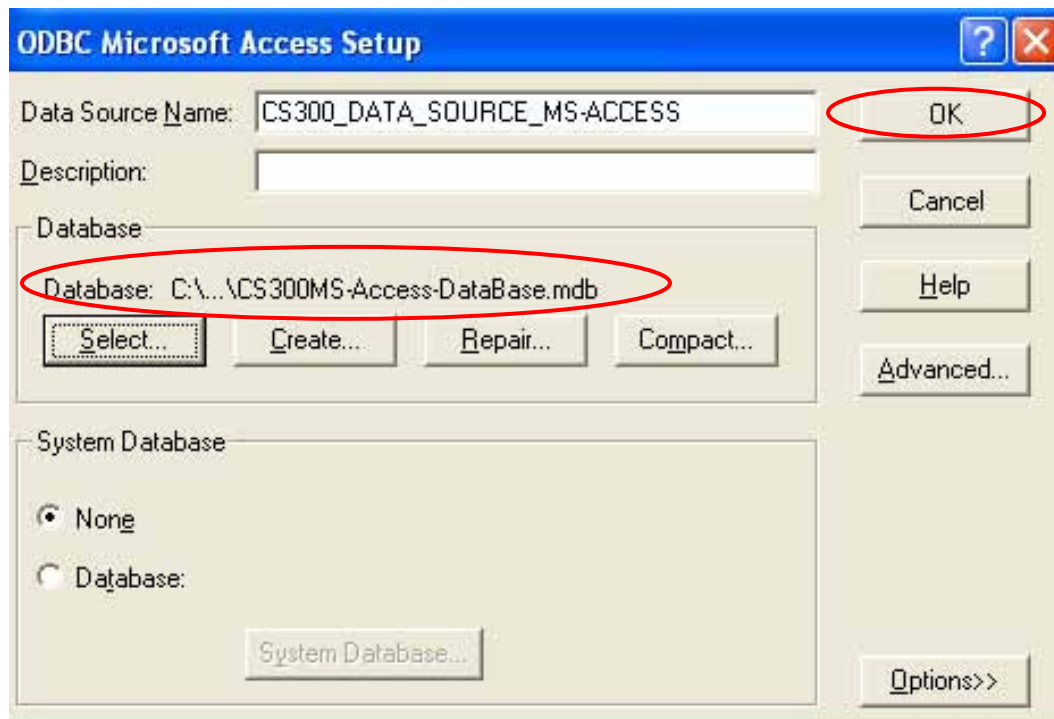
After select **Finish** the following screen will appear  
Enter the Data source name as below and then select “Select button” for selecting the path of the Microsoft Access Database file.



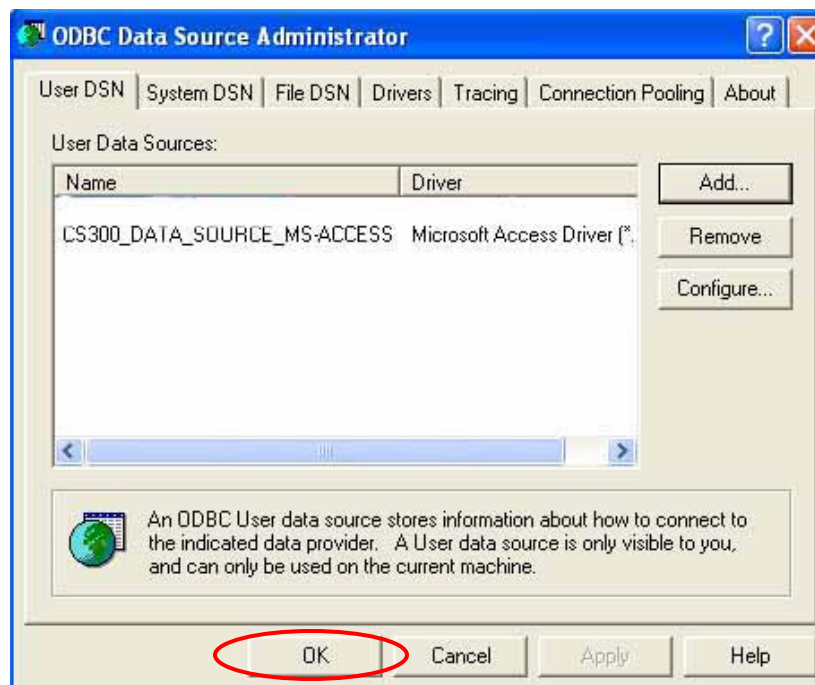
Below dialog box shows selecting database files path. After select correct file click “OK “button



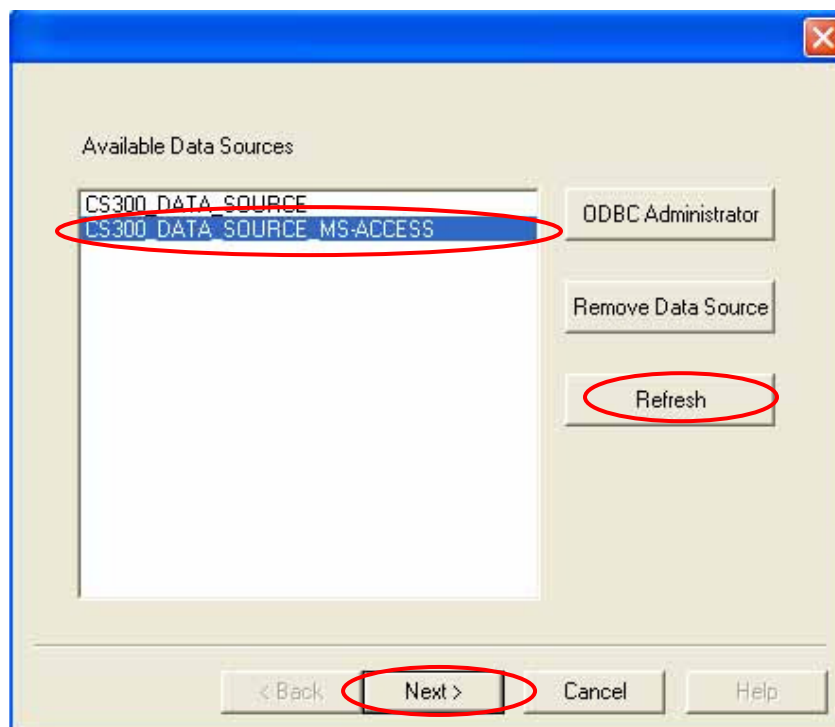
After you click the dialog box will shows the path. And then click “OK”



After click “Ok” Button the “ODBC Data Source Administrator” windows shows the Driver for Microsoft Access. Click “OK”

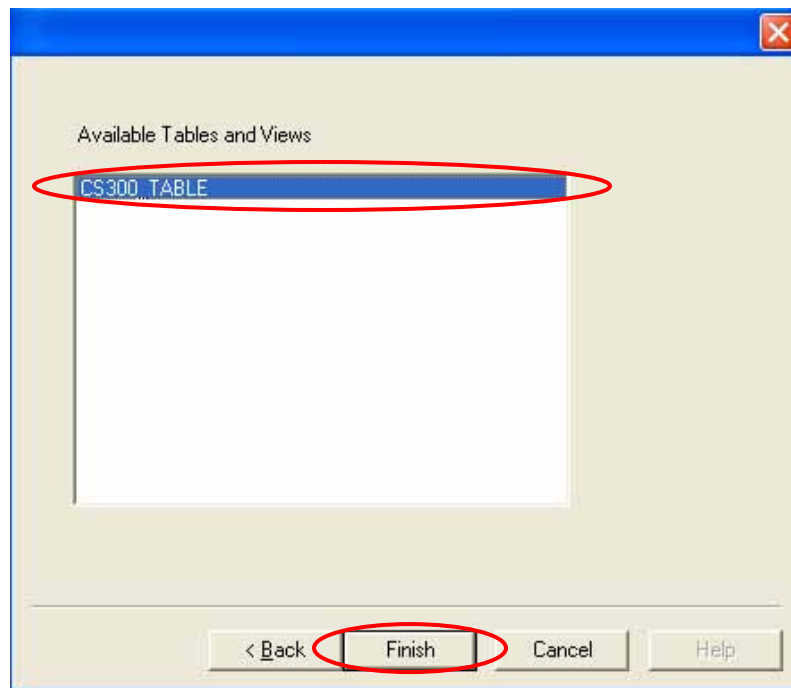


After click “Ok” the “available Data Source” windows does not shows the just create Data Source you have to click “Refresh” Button



Note that when you press Refresh button you will get “CS300\_DATA\_SOURCE\_MS-ACCESS data source in the list. After select the data source click “Next” Button.

The next window show “Available Table and Views” in the Database, if you have more then one tables select correct one for creating mapping

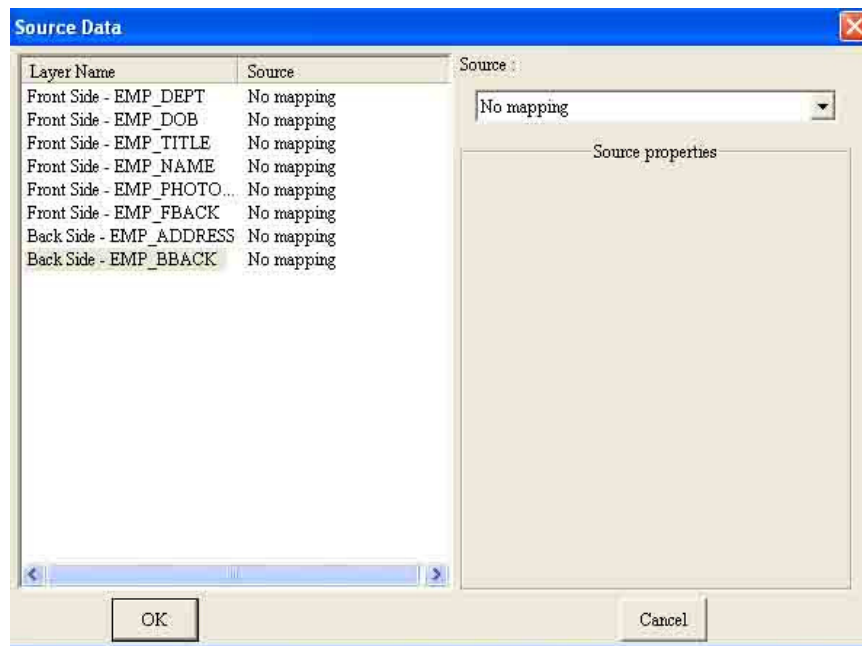


After select table click “Finish” button

Note that when you press ‘Finish’ Button, the Card Desiree CS bring the entire fields name from the table which you select previously.

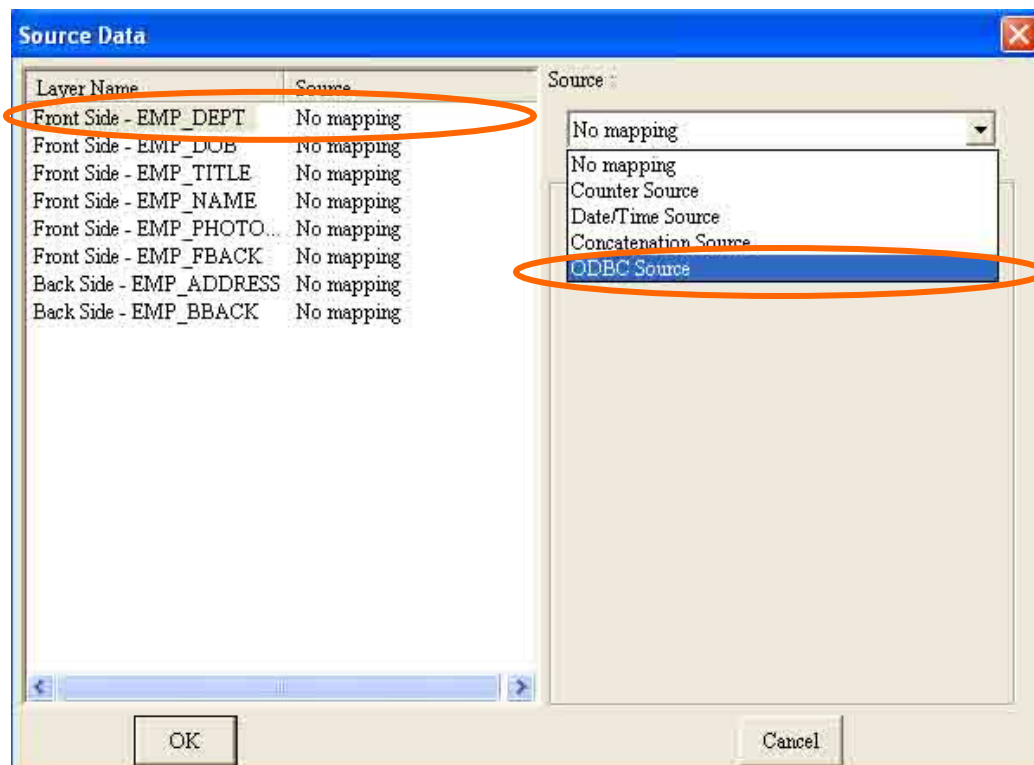


## Step 4: Start mapping the data source to the Card Desiree CS



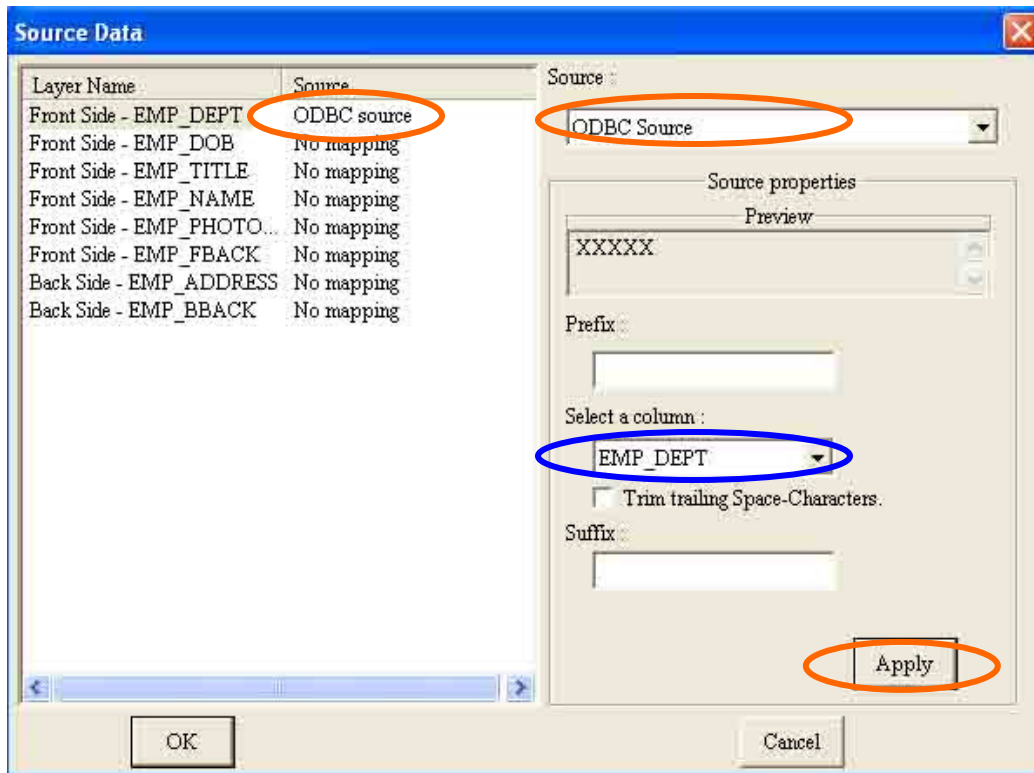
Start mapping each layer in the template:

Select the field and select the ODBC source



After pressing OK, the source will show ODBC **source properties** in that we have to select the correct **column name field** as previously we suggested having the same name as to the template.

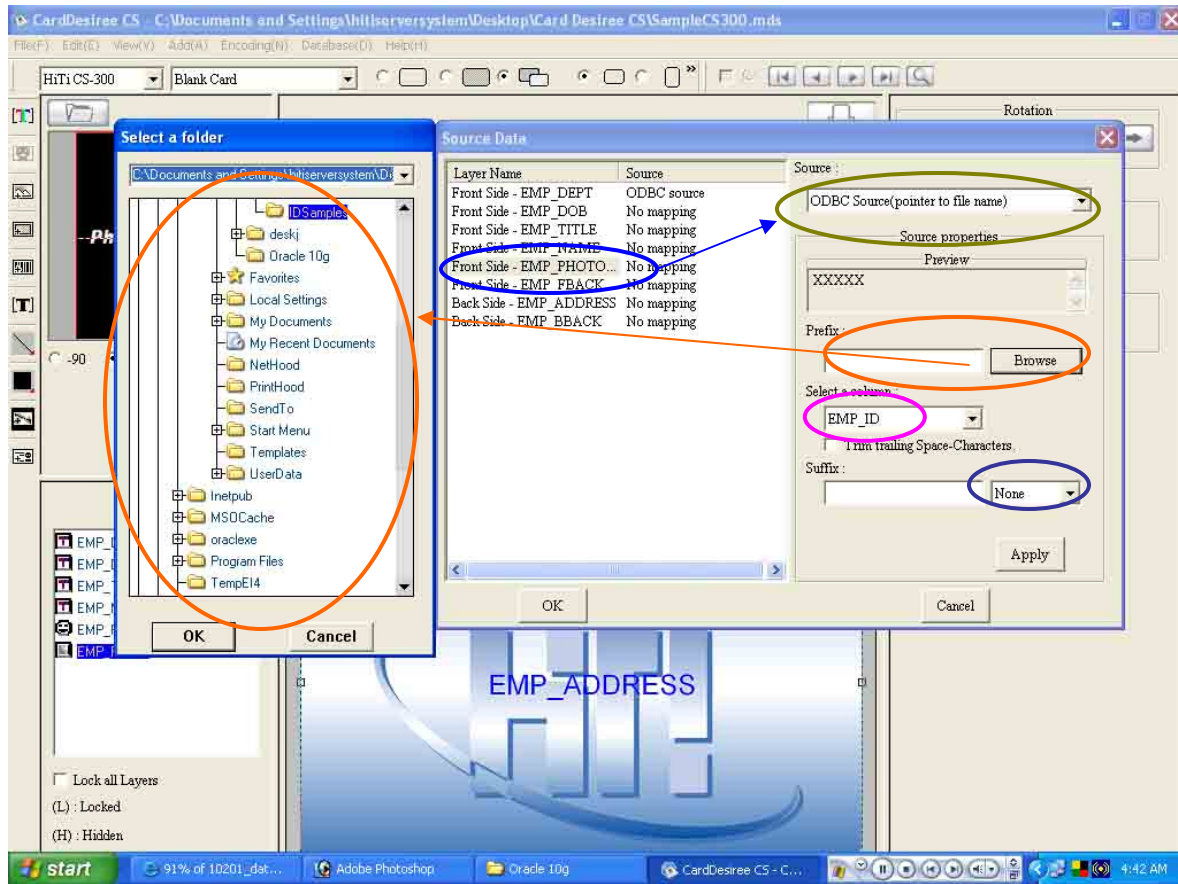
The Layer Name in the Card Desiree CS will be connected after press APPLY Button.



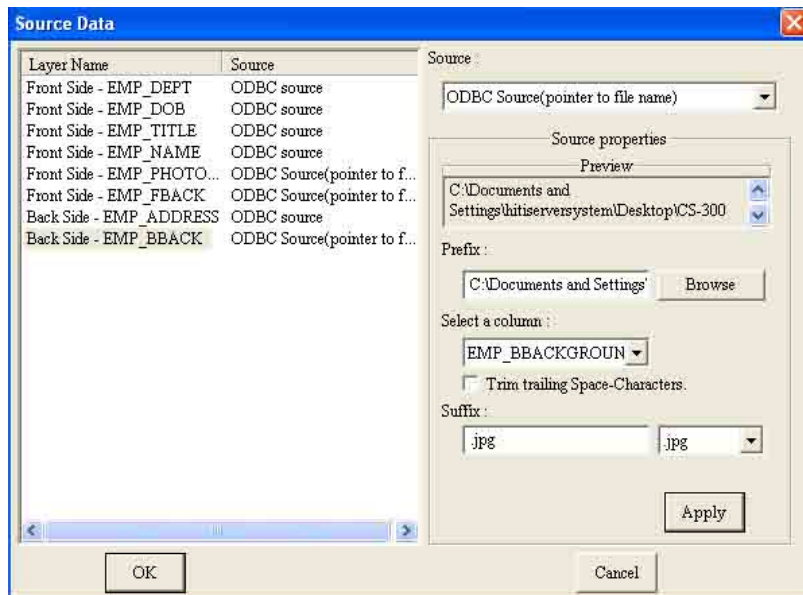
As shown in the screen do the same mapping procedure for all the TEXT fields.

**Image mapping** is a little bit different from the TEXT mapping, first select the image Layer name and then select the **ODBC source (pointer to a file name)**, after **selecting the right folder** which contains the image files to the source properties then it will ask path for the prefix (images path which we stored in the disk) select the path and press OK.

Select a column name and suffix and select the image type (**.jpg or gif or bmp etc...**) that are stored in the disk, and then press **APPLY**.



The following figure shows the image mapped correctly



Linking of Microsoft Access database to Card Desiree CS is completed, you can check by using the buttons circled in blue to check the data are connected or NOT.

