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| EXPORT DATABASE TO ACCESS | |
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| C:\Users\Mark\Pictures\Screenshots\Screen1.jpg | Create blank Microsoft Access database. |
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| C:\Users\Mark\Pictures\Screenshots\Screen2.jpg | Enter name file name and select “Microsoft Office Access Database (2000 Format)” to save as .mdb. |
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| C:\Users\Mark\Pictures\Screenshots\Screen3.jpg | New database should be as shown. |
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| C:\Users\Mark\Pictures\Screenshots\Screen4.jpg | Open “Database” drop down by clicking on + symbol. |
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| C:\Users\Mark\Pictures\Screenshots\Screen5.jpg | Right click on the database that you wish to export. Select “Tasks” and then “Export Data…”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen6.jpg | You may change which database you to use as the source, but the default is the database that had previously been right clicked on. After selecting a database click on “Next”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen7.jpg | Under the “Destination” drop down menu select “Microsoft Access”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen8.jpg | Now click on “Browse” and navigate to the blank Access database that was created early. Select the file, click on “Open”, and then click on “Next”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen9.jpg | Leave as default and click on “Next”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen10.jpg | From the list of tables provided, select any tables that you wish to export to the Access file, then click on “Next”.  NOTE: Of the tables listed views also appear as exportable tables. |
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| C:\Users\Mark\Pictures\Screenshots\Screen11.jpg | Leave as default and click on “Finish”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen12.jpg | Leave as default and click on “Finish”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen13.jpg | The wizard will now export all tables into Access file. When finished a green checkmark along with the word “Success” will be presented. Click on “Close”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen14.jpg | Open Access file. If done correctly all tables that were previously selected should appear. |