Instructions for Downloading the MS Access Database Shell and Importing the Research Files

1. Download the MS Access shell onto your local PC (note the location where downloaded and also note the file is a *.zip file).

2. If using Access 2019 database (MDB) or older and a non-MS Office 365 Access version, proceed to step 7. Otherwise continue to step 3.

3. If using Access 365 and you receive the following error message, select OK ("The active content in this file is blocked. Review your Center Setting or Contact your IT administrator"). Then proceed to Step 4. If you did not receive this error message, proceed to step 7.

4. Close the application and right mouse click on Properties. Proceed to step 5.

5. Select the General Tab, then select and check the unblock box in the Security section. Then click the APPLY button and then click OK. Proceed to step 6.

6. Start the application, then stop all macros and click on the Enable Content button. The Access application is now ready to accept data. Proceed to step 7.

7. Go to the location where the file was downloaded and extract the file using WinZip or by right clicking the file in Windows and selecting "Extract All" from the pop-up. Select the location where you want the file to be extracted. On a Mac computer, the file will automatically be decompressed by Archive Utility into the same folder the compressed file is in.

8. The file decompresses into an *.mdb file.

9. Download the research file you need to import into the MS Access shell. Select the comma delimited version of the data file (.csv). Follow the steps in 1 and 2 above to download and decompress the files to **the same location as the MS Access shell**. (This will allow the shell to recognize the files automatically when you launch Access.)

10. Once the research file(s) is/are downloaded and decompressed, launch the MS Access shell (look for the *.mdb file you downloaded and decompressed first).

11. If you place the decompressed research files in the same location as the MS Access shell, and the data file is a *.csv file, you will automatically get a pop-up letting you know there are files available to import.

12. When the automatic pop-up to import file displays, and you want to select files to import, select "Yes" and go to step 8, which will take you to a screen where you

can import files.   If you have already imported the files you need, select "No", which will leave you on the search page, and go to step 10.

13. From the list shown, select the research file you downloaded and decompressed and select "Import".

14. When the import process is complete, the file will no longer show in the list. Select the back arrow to go to the search page.

15. Begin your inquiries.