

HOW-TO use Microsoft Access databases from within OpenOffice.org 1.1

OpenOffice.org (OOo) is able to read and write from a wide variety of databases, as long as they support one of the standard interface specifications such as ODBC or JDBC. Fortunately, Microsoft Access (MS-Access) supports ODBC. This HOW-TO takes you step by step through the process of linking OOo to MS-Access using ODBC.

The process has three simple steps:

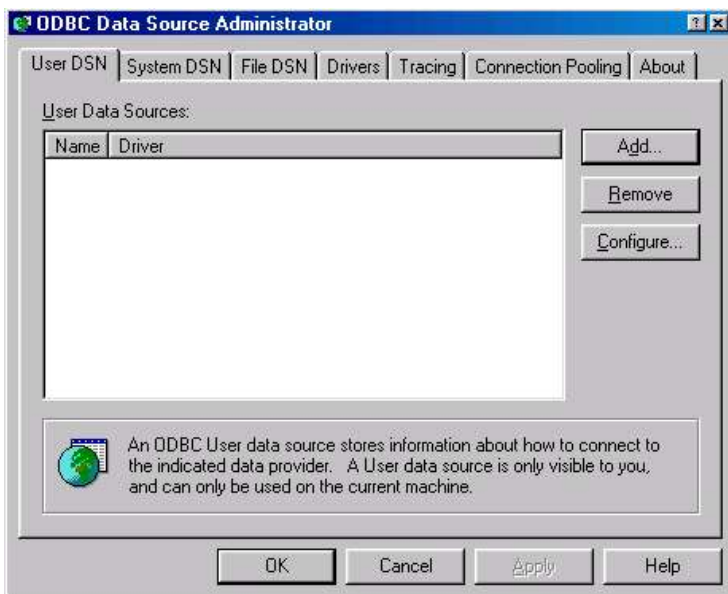
1. Create an *ODBC Data Source* for each database you want to use (you only need to do this once per database)
2. Create an *ODBC Data Source* within OpenOffice.org for each database (you only need to do this once)
3. Enjoy using your MS-Access databases in OOo!

Creating an ODBC Data Source for the MS-Access database

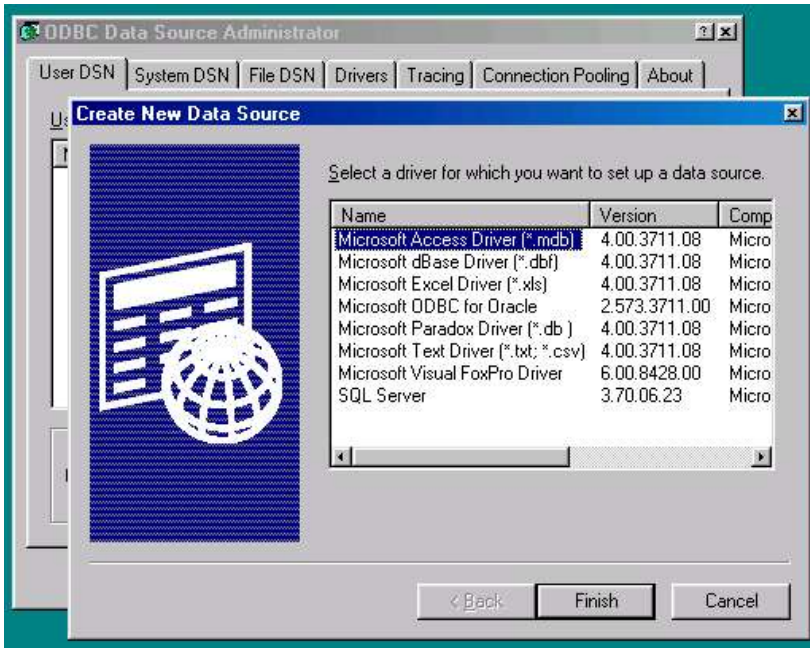
Within MS-Windows, choose *Start -> Settings -> Control Panel* and double-click the *ODBC Data Sources* icon



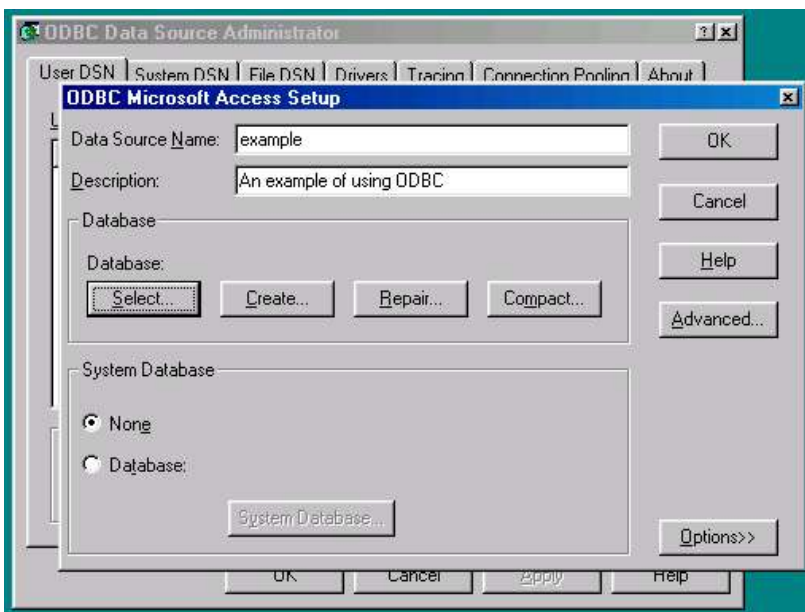
to run the *ODBC Data Source Administrator*:



Click on the **Add** button to display the *Create New Data Source* dialogue box:

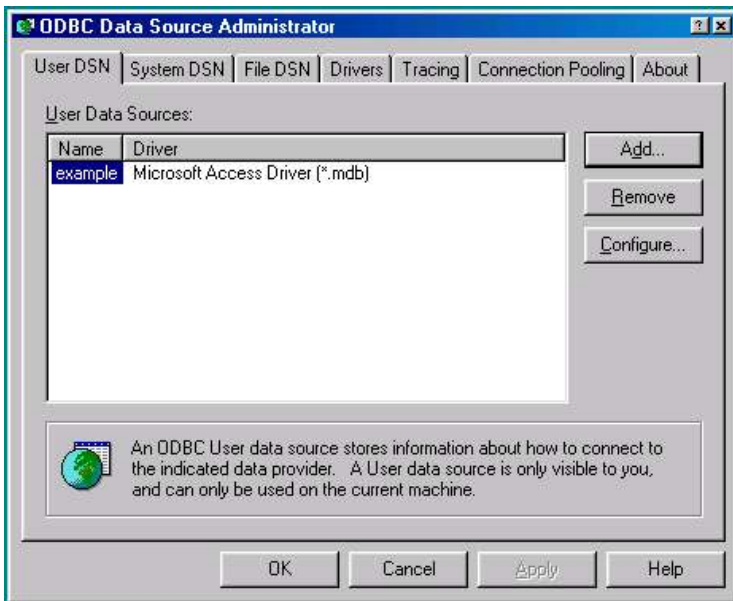


Select the *Microsoft Access Driver* and press the **Finish** button. This will display the *ODBC Microsoft Access Setup* dialogue box:



Give the new data source a name (e.g. the same name as your MS-Access database) and a description. Use the **Select** button to select your MS-Access database file (*.dbf) and press **OK**.

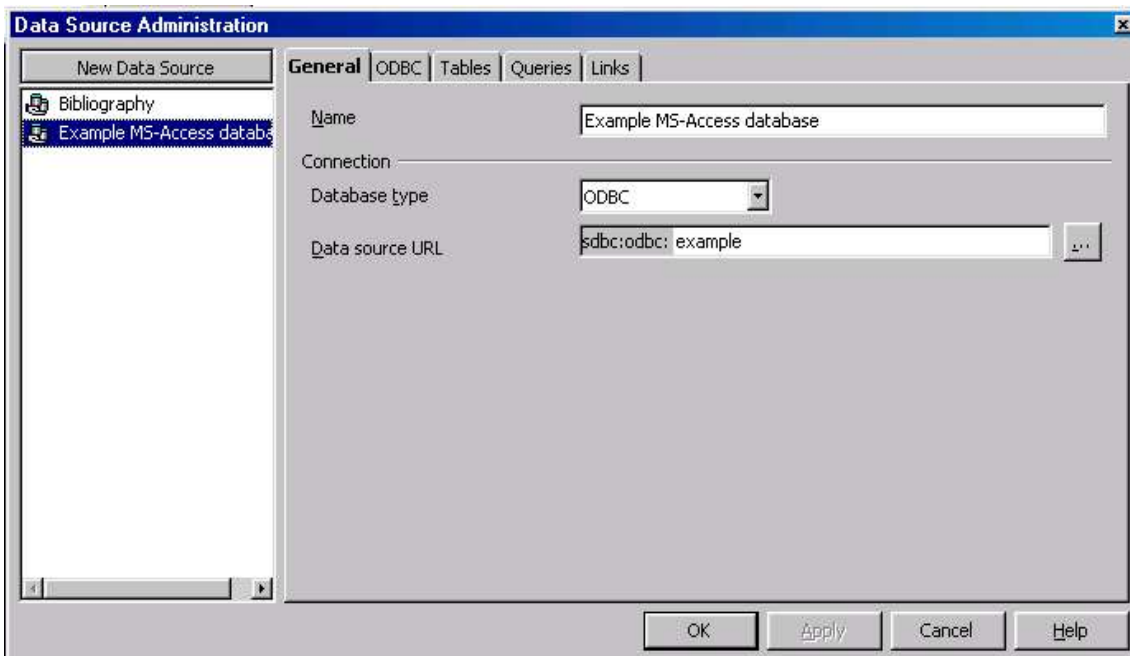
You should now see the ODBC Data Source you have created listed in the *ODBC Data Source Administrator*:



Click **OK** to close the Administrator. Note that every database you want to use in OOo will need to have its own ODBC Data Source defined here.

Creating a Data Source within OOo

From within an OOo application, select Tools -> Data Sources... You will notice that OOo comes with one pre-installed Data Source called *Bibliography*. Ignore this, and press the *New Data Source* button



Select Database Type *ODBC*, and press the select button [...] and choose the ODBC Data Source you have just created. Give it a name, press the **Apply** button, and press **OK** to close the Data Source Administration tool.

Using the Data Source within OOo

There are other FAQs which describe using the database features within OOo. However, as a quick preview, select *View -> Data Sources* (or press **F4**). You are now ready to use your MS-Access database within OOo applications:

The screenshot displays the OpenOffice.org 1.1.0 interface. The top menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and editing. The left sidebar shows a tree view with 'Bibliography' and 'Example MS-Access database'. Under 'Tables', several entries are listed, many with the text 'OWS BOOKS NO LONGER IN STOCK'. The main window shows a table with the following data:

ISBN	TITLE	AUTHOR	PRICE	PUBLISHER	DISTRIBUTOR
1860468470	African Dream	Guevara	8.9900	Harvill	Bookspeed
0704346931	An Angel at my Table	Frame	10.0000	Women's Press	Plymbridge
1860468489	Back on the Road	Guevara	7.9900	Harvill	Bookspeed
055299881	Before the Knife	Slaughter	6.9900	Black Swan	Bookspeed
071267456x	Buddha in Daily Life	Causton	10.9900	Rider	Bookspeed
0140245030	Caribbean Short Stories	Markham	9.9900	Penguin	Penguin
0748662987	Coloured Lights	Aboulela	8.9900	Polygon	Bookspeed
0704346532	Complete Stories	Walker	6.9900	Women's Press	Bookspeed
043591202x	Cowrie of Hope	Singyangwe	6.5000	Heinemann	ABC

The spreadsheet area below the table is empty, with columns labeled A through I and rows numbered 1 through 10. The status bar at the bottom shows 'Sheet 1 / 3', 'Default', '100%', 'STD', and 'Sum=0'. The system tray at the bottom right shows the time '9:35 PM'.

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The Original Documentation is <http://openoffice.homelinux.org/docs/ms-access.sxw>

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