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.
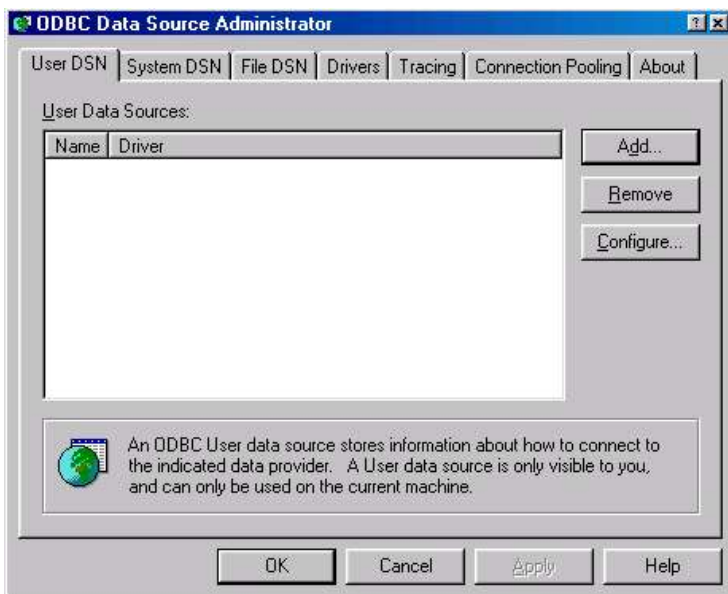
The process has three simple steps:

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!

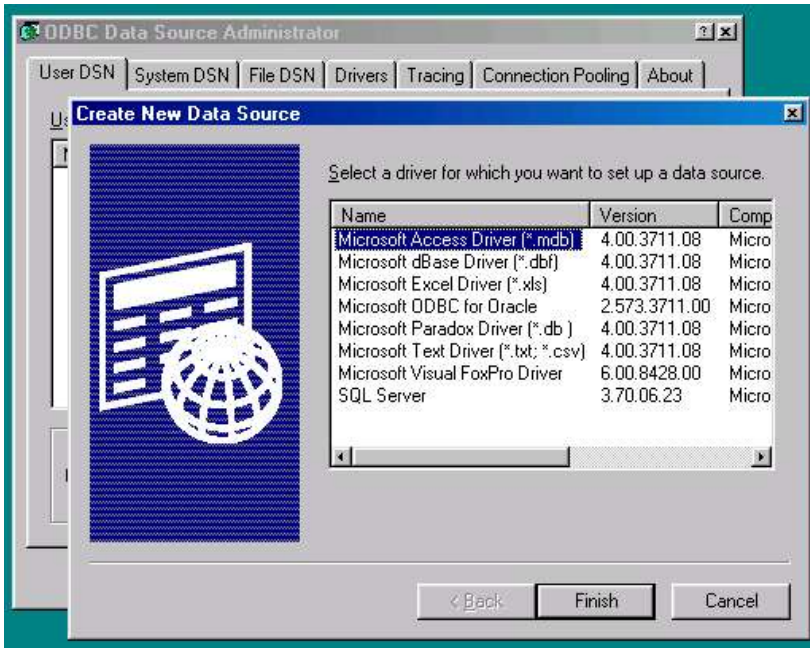## Creating an ODBC Data Source for the MS-Access database

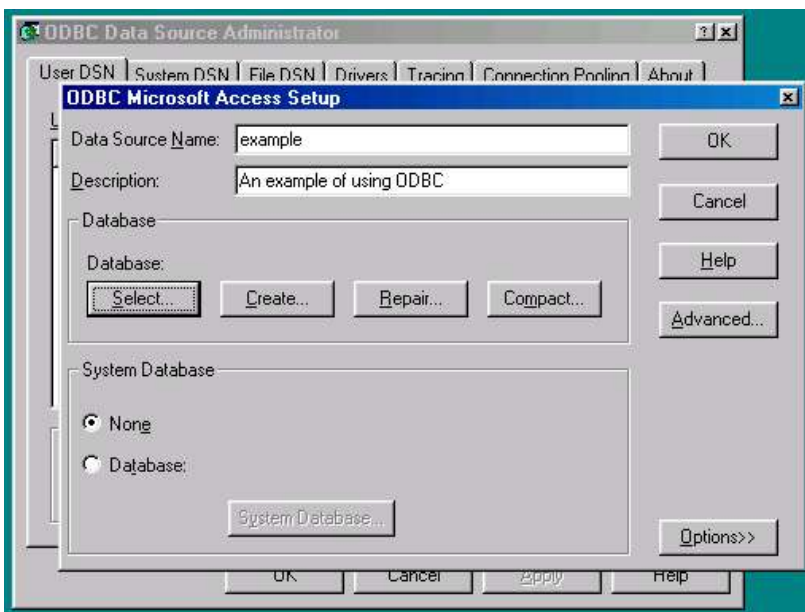Within MS-Windows, choose *Start -> Settings -> Control Panel* and double-click the *ODBC Data Sources* icon

to run the *ODBC Data Source Administrator:*

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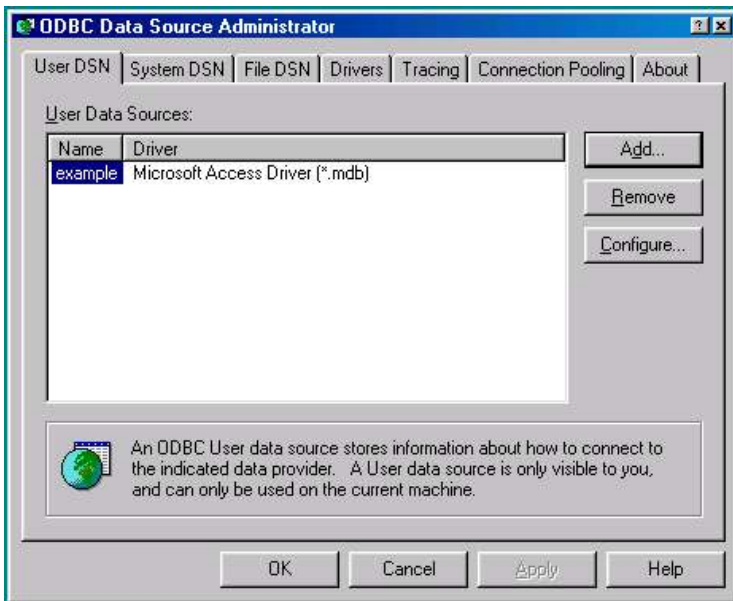

Select the *Microsoft Access Driver* and press the **Finish** button. This will display the *ODBC Microsoft Access Setup* dialogue box:

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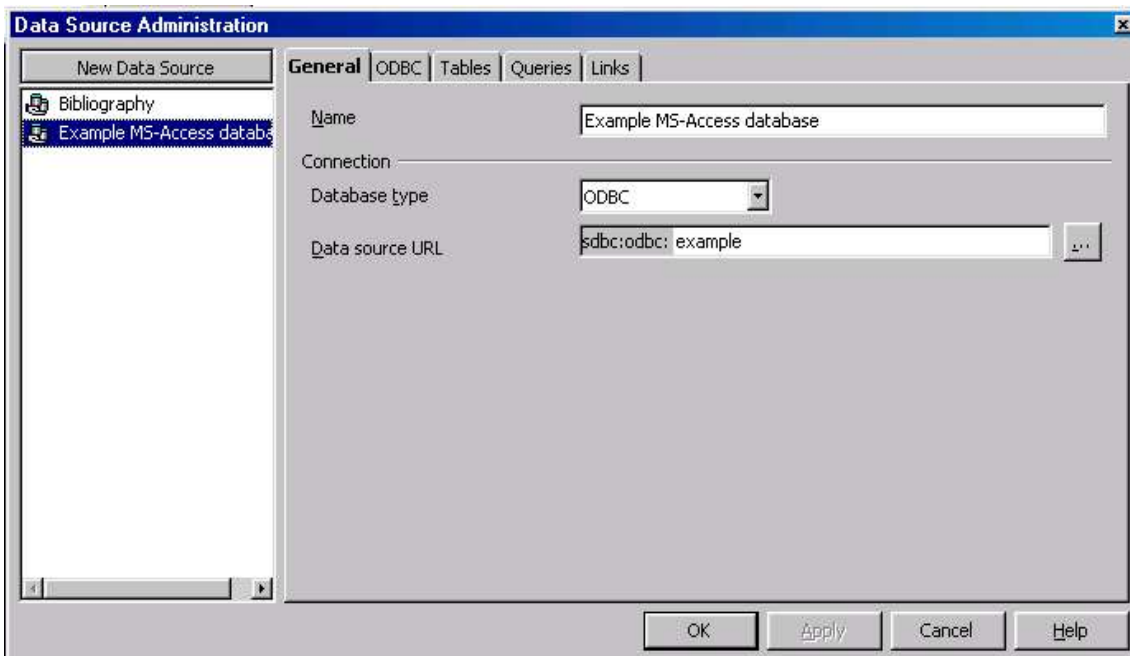
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You should now see the ODBC Data Source you have created listed in the *ODBC Data Source Administrator*:

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: