

Want to use the *Inventory Databases* on a Mac?

The Theatre, Equipment, Uniform & Music Dept. Inventory Databases are written in MS Access - a Windows only application. It is possible and easy to use it on a Mac once you purchase / download and install additional software. Here is a list of the software programs you will need.

Software to purchase - if you do not have them already:

- VM Fusion® or Parallels® - these programs allow you to install MS Windows on the Mac and run Windows programs. Both will work with MS Office / Access and are easy to use and install. (I have only tested the VM Fusion product.)

VM Fusion®: <http://www.vmware.com/products/fusion/overview.html>

Parallels®: <http://www.parallels.com/products/desktop/>

Check the VM Fusion® and Parallels® websites for full documentation and support on these products. Please review the System (processor speed and memory) and Operating System requirements carefully. Older operating systems are not always supported. If you have problems, please contact the software vendor directly.

- MS Windows® 10 license. Please check these two vendors to purchase. We do not recommend buying it off Amazon - they may not be the correct versions or legitimate.

TechSoup.org: <http://www.techsoup.org/> Discount software for non-profits - check this out first if you think you may qualify.

Microsoft: www.microsoft.com

Software to Download for free:

- MS Access Runtime software - available free from Microsoft. Once you have installed the VM Fusion (or Parallels) and MS Windows you can download and install the MS Access™ 2016 Runtime software.

Download it from: <https://www.microsoft.com/en-us/download/details.aspx?id=50040>

Steps to Install software:

Here are the steps I followed to install VM Fusion, MS Windows 10 and the MS Access Runtime software on a Mac. Your process may look different but should follow these steps.

Note: If you have a Username and Password on your Mac you will need to use it several times during the process - even in MS Windows.

- 1) Download VM Fusion from website. Save to disk and Install.

You will get an email during the process which you will need to open to get a key.

- 2) Download MS Windows from TechSoup or Microsoft. Open the MS Windows install program. Your screens will look a little different - but you will be asked to the same basic information.

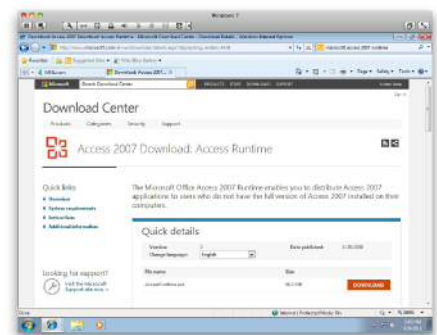
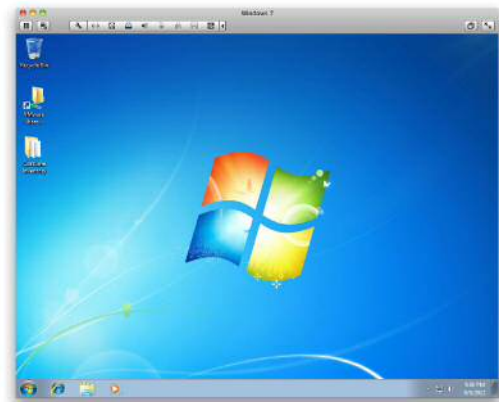


Enter your information and the Windows Product Key. The Windows Product key will be on a yellow sticker inside the box or delivered in an email.

The Windows installation can take up to an hour to finish but it will ask for input a few times during the process.

- 3) Once Windows is installed you can open Internet Explorer or MS Edge (browser) and you can go to the Microsoft Download center for the MS Access Runtime software. Downloading this free application allows you to open and use any MS Access database - especially the Costume / Prop / Pattern and Lighting Inventory Databases. Run the Install program.

When the installation is finished you will see the MS Windows logo on the screen. To open up Internet Explorer and download the MS Access Runtime, click on the toolbar button at the bottom of the screen.



- 4) Go to our website - www.costumeinventory.com to download the Theatre, Equipment, Music, Uniform or Pattern Inventory Database. Run the installation program and your database will open.

Now you are ready to start your inventory project!