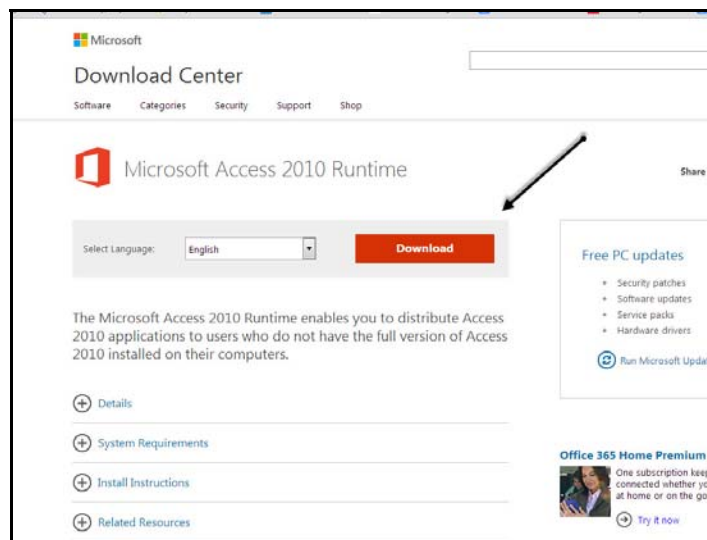


Downloading and Installing MS Access 2010 Runtime

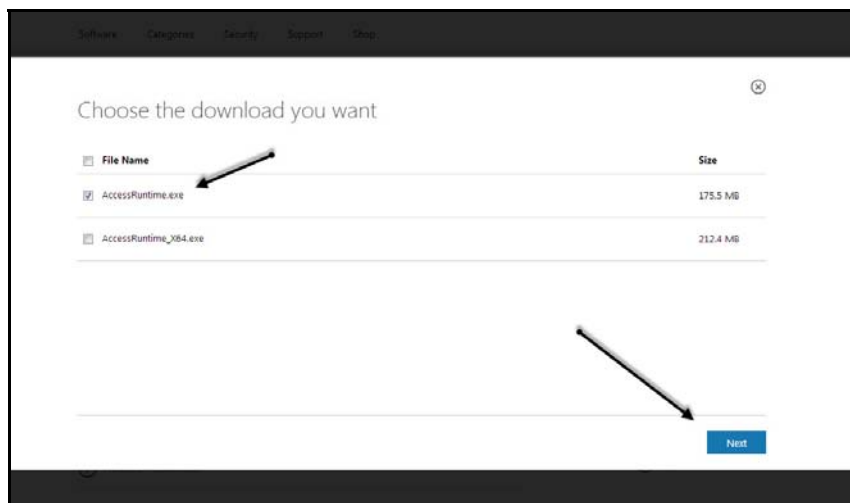
MS Access Runtime is a **free** download from Microsoft. It allows you to use the Costume / Props / Lighting / Pattern Inventory Databases without owning the full version of MS Office.

The steps to download and install the software are:

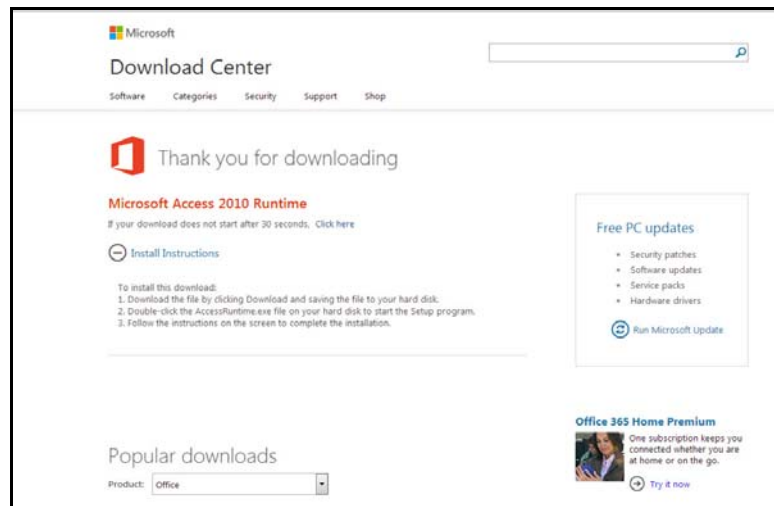
- 1) Click on this link: <http://www.microsoft.com/en-us/download/details.aspx?id=10910> or do a search for “MS Access 2010 Runtime” in your browser.
- 2) At the download screen click on the Download button:



- 3) On the next screen select the 1st choice - AccessRuntime.exe and click “Next”. The AccessRuntime.exe is the **32 bit version** . Please don't select the X64 version as it won't work with database you downloaded.



- 4) The download should start. Depending on your browser you may see a box in the lower left corner or get a message that the download has started.



Once the download is complete you can save the file to your computer and double click on the file to begin the installation. It will take a few minutes to finish.

- 5) If you have installed the Theatre Inventory Database already (before you installed the MS Access Runtime) you will need to re-install one small program: dbPix30.exe. The dbPix program runs the image processing software and it needs to be installed into MS Access. Look for the dbPix30.exe file in the same folder as the Theatre Inventory Database. Just click on it and install. You will see it says it is an "Evaluation Copy" but don't worry my site licence for the product is embedded into the database.
- 6) When the MS Access Runtime is installed you can click on the Theatre/Prop/Lighting / Pattern Inventory Database icon on the desktop (that installed with your database) and it will open in MS Access.

