

To add a linked table:

1. At the computer where the linked database is to be used, open the master Access file for the collection (e.g. REFERENCE-MASTER, ART-MASTER, etc.).
2. Go to “tables”
3. Highlight the master table (e.g. REF-MASTER, etc.)
4. On the menu, click on “File” then “Get External Data,” “Link Tables”
5. Find the Master Access file again -  
    \\lib\facstaff\Preservation\AssessmentProject\Database\{folder}\  
    {collection)-MASTER.mdb  
for instance:  
    \\lib\facstaff\Preservation\AssessmentProject\Database\RE  
    REFERENCE\REFERENCE-MASTER.mdb
6. Open the file and highlight the master table, click on “OK”
7. Access will create a linked “copy” of the table.
8. Change the name of the table to reflect the computer it is “attached” to (e.g. REF-Jessie, REF-main-pc).
9. You will also need to create a copy of the data entry form and connect it to the new table.
  - a. Go to “forms”
  - b. Highlight the master form (e.g. REF-Master, etc.)
  - c. CTRL-c (or, on the menu: Edit, copy)
  - d. CTRL-v (on the menu: Edit, paste)
  - e. Once the copy has been made, open it in design mode
    - i. In the upper left corner, where the rulers meet – there is a small square (usually it is black).
    - ii. Right click on the square, open “properties”
    - iii. Under the Data tab, change the record source to the new table (e.g. REF-Jessie)  
NOTE: if you want the title and call# to be accessible in the new form, the record source will need to be created with SQL so that it will use 2 tables. Ask for assistance.
  - f. Change the name of the form to reflect the computer where it will be used.
  - g. Create a desktop shortcut to the form:
    1. right click on the form
    2. Create Shortcut
    3. Browse
    4. Desktop
    5. OK

6. OK
7. on the Desktop, move the shortcut and rename it to ART, REF, etc.