

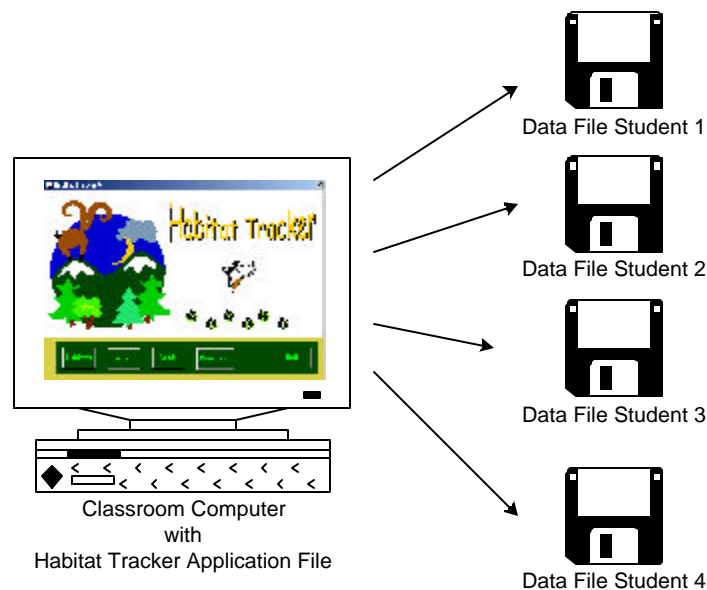
Setting up, and Linking to, Data Files

Purpose: To learn how to set up new Data files. To Learn how to Relink Data Files

The Habitat Tracker© computer application has two pieces to it. These pieces are the Application file and the Data file. The Application File (Habitat Tracker.mdb) gives us all the tools we need to manage our data. All of the screens and reports are part of the Application file. Actually, everything we see or use, except the data, is part of the Application file. The other piece, is the Data file. One Application File can manage data in many different Data files. However, an Application file can only manage the data in one Data file at a time.

A typical configuration for classroom use is as follows: Every computer in the classroom should have one Application file installed. Then, each student would have their own Data file. The first time a student uses Habitat Tracker©, they will need to create their Data file. Alternatively, the teacher can set up all the Data files in advance of the first use for each student.

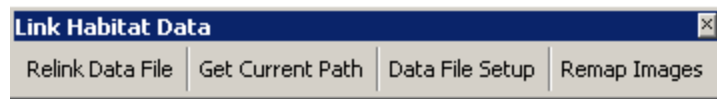
When Habitat Tracker© is launched, the application will display a message indicating which Data file is currently being managed by the Application file. There is a button on the Link Habitat Data Toolbar, called Relink Data File, that provides the mechanism for switching from one Data file to another. Following are the instructions for creating student Data files and then *Relinking* from one Data file to another.



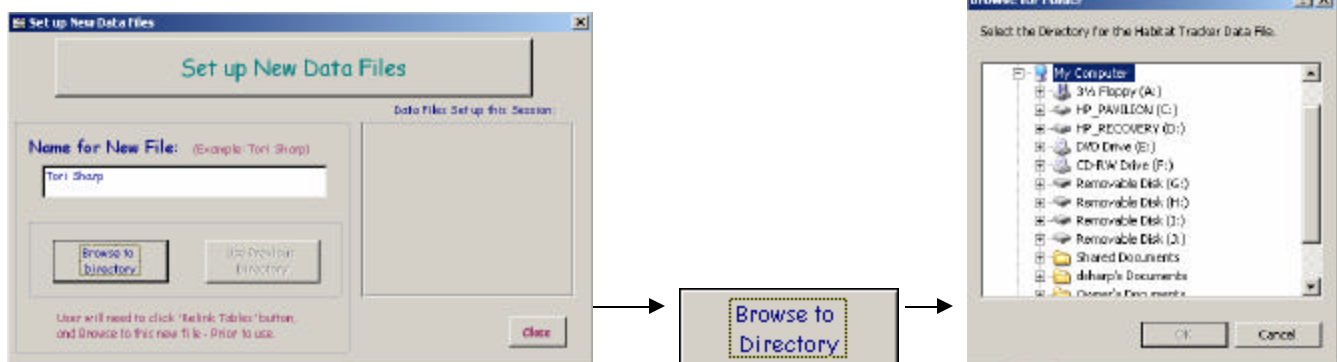
Setting up, and Linking to, Data Files

To Create a New Data File:

1. Click the **Data File Setup** button on the **Link Habitat Tables Toolbar**.



2. In the **Setup New Student Data Files** screen:
 - a. **Type** the name of a student in the white text box.
 - b. Click the **Browse to Directory** button.



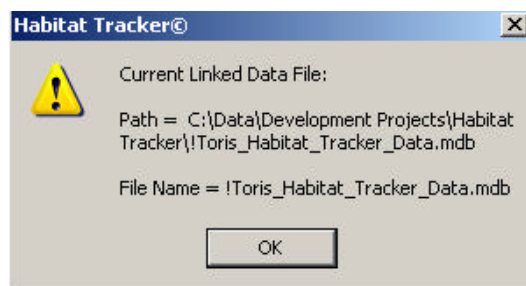
3. **Browse to the Directory** in which the New Data file will be Saved:
 - a. **Select** the Directory.
 - b. Click the **OK** button.
4. The name of the new Data file will appear in the **list on the right** of this screen.
 At this point, a student is done setting up their file, and should click the **Close button.
5. To **Set up another Data File to the same Directory:**
 (A teacher would do this if setting up multiple Data files for a class)
 - a. **Type** the Name of the next Student in the White Text Box.
 - b. Click the **Use Previous Directory** button.
 - c. **Repeat** a and b for additional students.
6. Click the **Close** button when finished.

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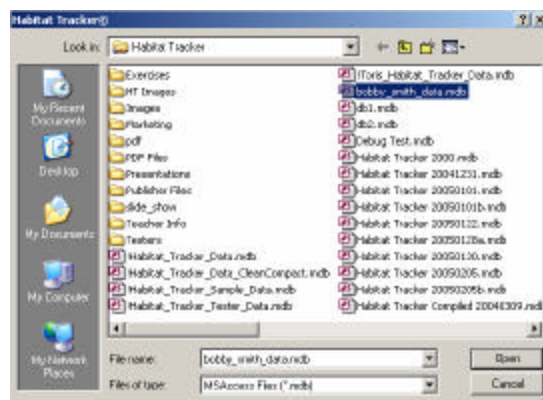
Linking to the New Data File:

The Application file will manage Data in the Data file to which it is *Linked*.

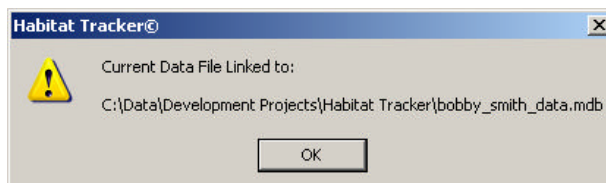
1. To Find out what Data file is currently being managed:
 - a. Click the **Get Current Path** button on the **Link Habitat Data** toolbar.



2. To **Relink** to a different Data file:
 - a. Click the **Relink Data File** button on the **Link Habitat Data** toolbar.



- b. **Browse** to, and **Select**, the Data file you want Habitat Tracker© to manage.
- c. Click **Open** on the Browse window.
- d. Click **OK** to the Message that displays to tell you your File has been Relinked.



**Note that the Filename of the Linked Data file will print on the bottom of all Reports.