

## **Setting the correct association between Microsoft Access Runtime and Bid4Build**

In some cases installation of the Microsoft Access Runtime 2007 on Vista computers does not create the required or correct program associations. The following steps can be taken to correct this situation:

1. Click on the Start button in the lower left side of your windows desktop.
2. Select "Computer"
3. Make sure the "Folders" listing on the left side of the navigation control is visible
4. You should see folders starting with Desktop, then Owner, then Public etc.
5. Locate the folder which represents your hard drive, drive (C:)
6. Click once on this folder (default is called "Local Drive C:")
7. You will see a listing of folders on the right side of the screen. Locate "Program Files" and double click on this folder.
8. Once you are able to see the folders in Program Files, locate the folder called "Bid4Build"
9. Double click on the Bid4Build folder
10. You will see a listing of files. In the white space to the right of the file listing information, right click your mouse then select -> "View" then select the option called "Details". This will give you a detailed view listing of the files
11. Locate the Bid4Build program file. It should have a "Type" description called "Microsoft Office Access MDE Database". It should also be approximately 35,000 KB in size (give or take 1000-2000 KB)
12. Right click on this file and select "Open With"
13. Select "Choose Default Program"
14. A box will appear which states at the top, "Choose the program you want to use to open this file"
15. Make sure the checkbox in the lower left side of this box is checked. It is the checkbox for "Always use the selected program to open this kind of file"
16. Click on the "Browse" button.
17. This will display a second box which should list the folders which are in the "Program Files" folder. Locate the folder called "Microsoft Office"
18. Double click on the "Microsoft Office" folder

- a. If you have installed Microsoft Access Runtime 2007, then you should see a folder called “Office 12” Double click on this folder
  - b. If you have installed Microsoft Access Runtime 2000, then you should see a folder called “ART”. Double click on “ART”, then Double click on “Office”
19. Locate the file called “MSACCESS”. There should be an icon which looks like a key next to this file.
  20. Double click on this file called “MSACCESS”
  21. This will bring you back to the first box which is the “Choose the program you want to use to open this file” screen
  22. You should now see the Microsoft Access program listed in this box. Highlight this program by clicking once and then Click on “Ok” to save this program association.

At this point the Bid4Build will start to run and will open. You can now exit the Explorer program which you just used to make these program association changes.

Going forward when you click on the Bid4Build icon from your Windows Desktop, the Bid4Build program will now have the correct association with the Microsoft Access Runtime and be able to run the application.