

This is a quick demo reviewing how to create a blank database.

- First you want to start Access
- Then click on the 'Blank desktop database' icon
- It will ask you for a database name – for most projects, we name it our last name followed by first initial(s) and the project number. So mine would be WarnerBL_1. The file will end with .accdb or .mdb for older versions of Access.
- Next click the folder icon to the right of the file name box and browse to a folder where you'll store all of your Access project files.
- Then click 'Create'

Note that if you are a Mac user, Access isn't available for your computer unless you have a dual boot machine (Windows and OS). You can use the library computers or you can use apps.usf.edu. If you use apps.usf.edu, this process will be a little different. If you have any issues using apps.usf.edu with your personal laptop, you can come into our office/online hours. If we can't help or are not available, contact the USF IT help desk at it.usf.edu/help.

- Go to apps.usf.edu
- If this is the first time using apps.usf.edu, follow the 'Client Installation' instructions for your system – please read these instructions carefully. If you have issues, contact it.usf.edu/help.
 - Once completed, you'll have a Citrix Receiver program available
 - Your server address will be apps.usf.edu
 - Your credentials will be forest.usf.edu\NETID (use your netid!) and your password
- Click the 'sign in' button and enter your netid and password
- Then select 'Microsoft Office 2013', Then select Access 2013
- Select the blank desktop database and like the Windows instructions, we name it our last name followed by first initial(s) and the project number. So mine would be WarnerBL_1AC. The file will end with .accdb
- When you select the folder next to the file name, you have to use the following instructions in order to save it on YOUR computer. Otherwise it will be saved on the cloud and will disappear when you exit (you don't want this!).
 - [Saving your file on an Mac / Apple system](#)
 - [Saving your file on a Windows system](#)
- When you open Access to work on the project again, you'll follow these instructions again so Citrix / apps.usf.edu can find your file on your computer.