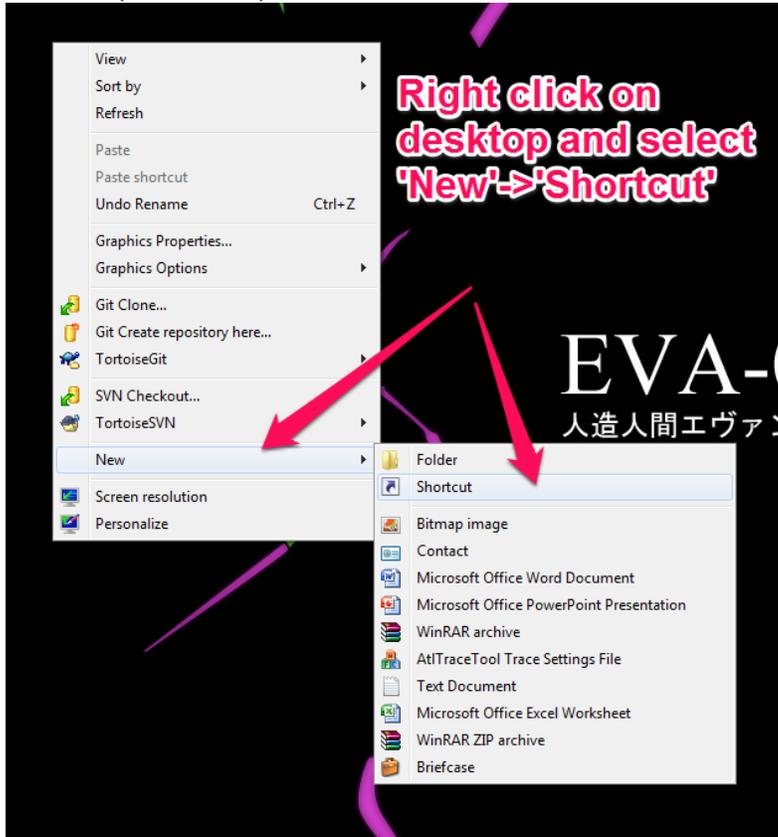


## How to create shortcut to start CIMS with different versions of Access

### Purpose:

Follow these steps to create a desktop shortcut which will launch CIMS in a compatible version of Microsoft Access (2003, 2007, or 2010 32bit editions).

- 1) Right click on your desktop and select 'New' -> 'Shortcut'

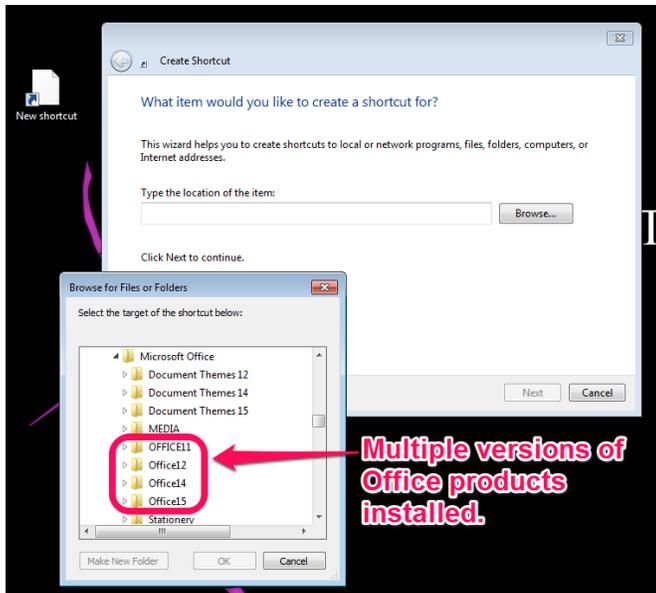


- a)  
2) Navigate to a compatible Access installation directory. It will be located in 'C:\Program Files (x86)\Microsoft Office\''. Inside this folder will be a folder called 'OfficeXX' where 'XX' corresponds to the version number. Use the table below to locate either Access 2003, 2007, or 2010 installed on your computer.

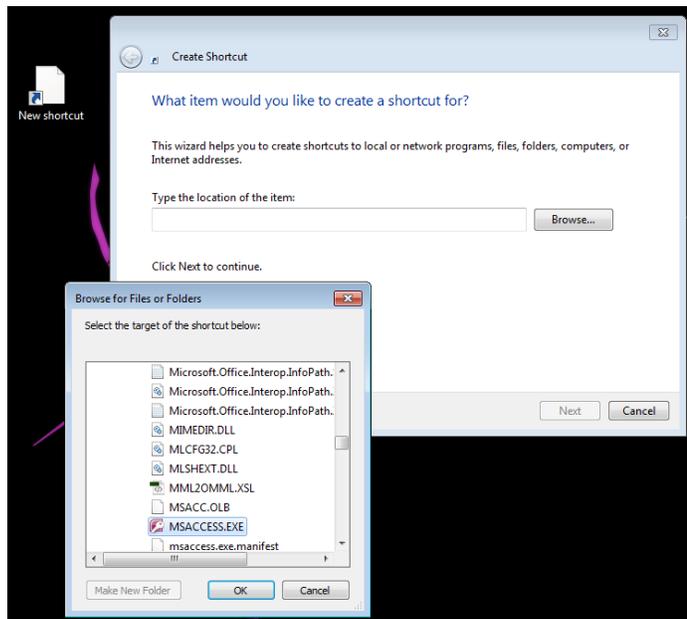
a)

<u>Access Version</u>	<u>Folder Name</u>
2003	Office11
2007	Office12
2010	Office14

## How to create shortcut to start CIMS with different versions of Access

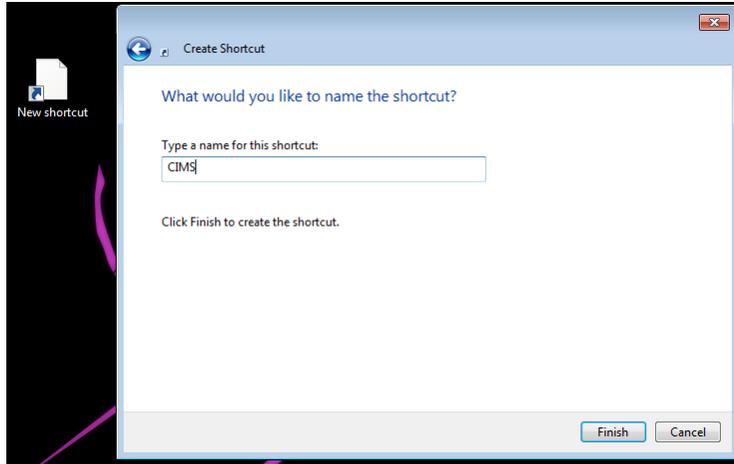


- b)  
c) Find the 'msaccess.exe' file within the office folder you selected and press 'OK' followed by 'Next'.



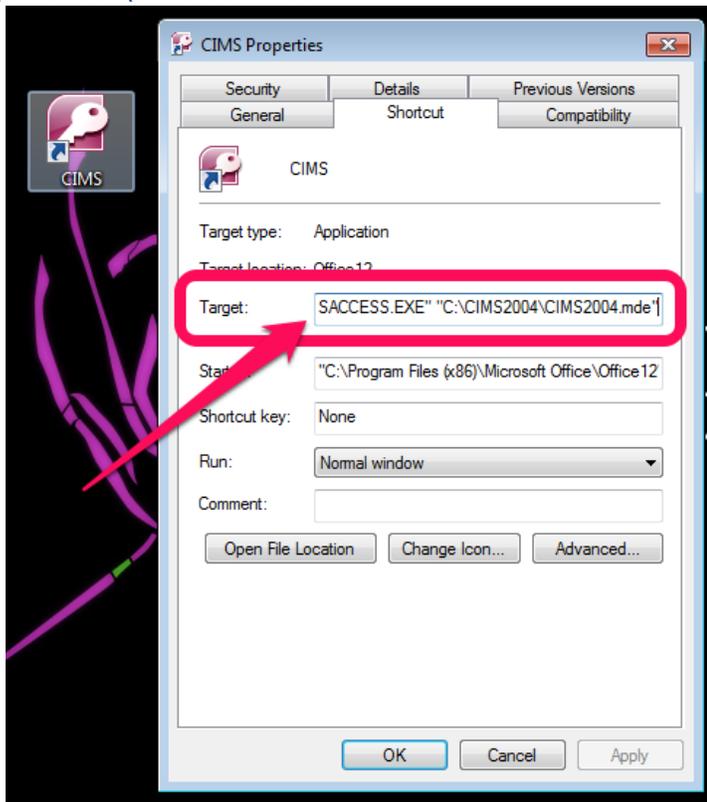
- i)  
d) Name the new shortcut 'CIMS' and press 'Finished' to close out the window.

## How to create shortcut to start CIMS with different versions of Access



i)

- 3) Now right click on your new 'CIMS' shortcut and select 'Properties'. Insert a space at the end of the 'Target' property box and then include the following including the double quotes:  
"C:\CIMS2004\CIMS2004.mde"



a)

- b) If the path to your CIMS2004.mde is different than the one listed in step 3 then please adjust the path on the end of the 'Target' property box to match your local CIMS installation. By default CIMS is installed to the 'C:\CIMS2004\' directory.
- c) Press 'OK' to save your changes.
- 4) Double click on your new shortcut to test it out. CIMS should launch in the version of Access that you selected. If you've recently run another version of Access then it may take a moment for Microsoft to reconfigure Access to run in the version you selected for CIMS.