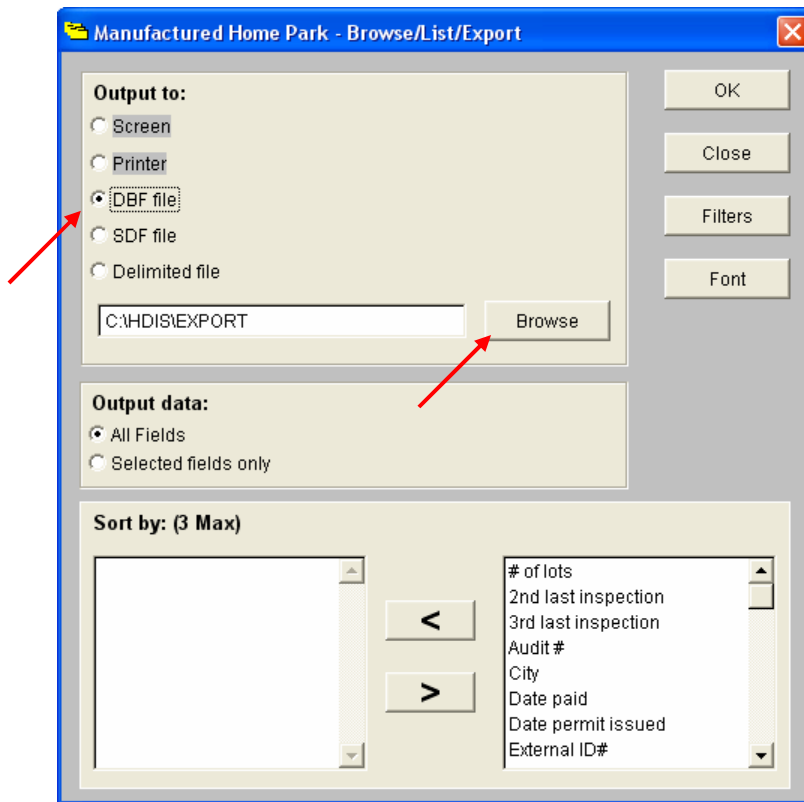
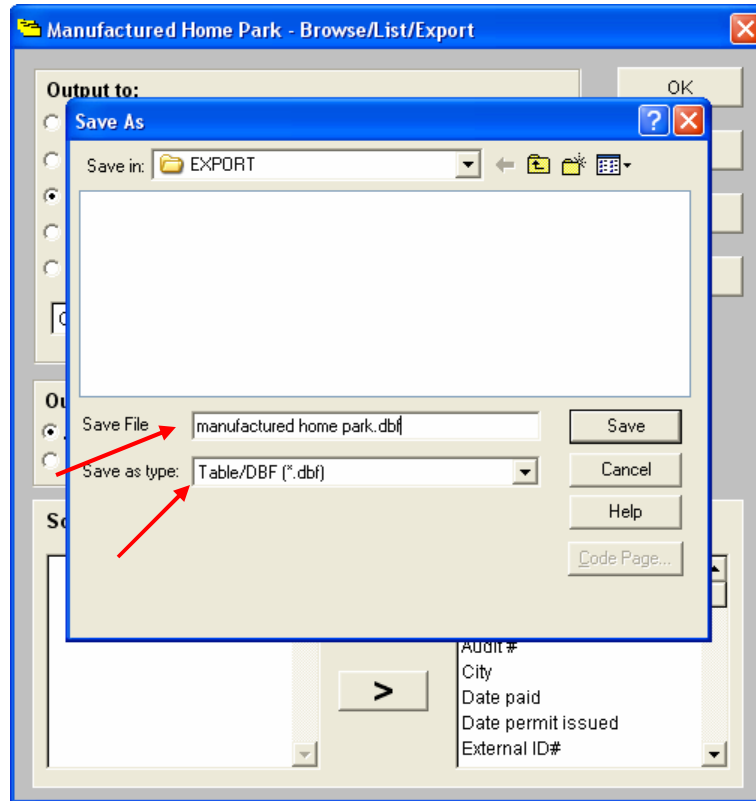


Exporting an HDIS File into Microsoft Access

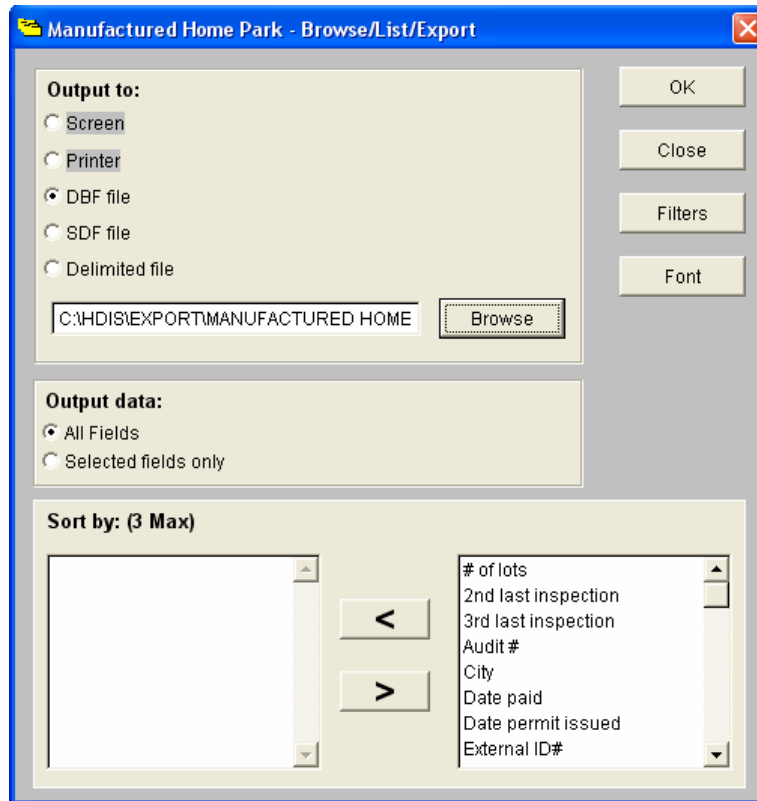
This short write-up will walk you through on how to export an HDIS file into Microsoft Access. In this example we will be exporting a Manufactured Home Parks database. To begin, click on the “Browse/List/Export” menu under Manufactured Home Parks.



Once the Browse/List/Export menu is open, click on DBF file and then the “Browse” button.

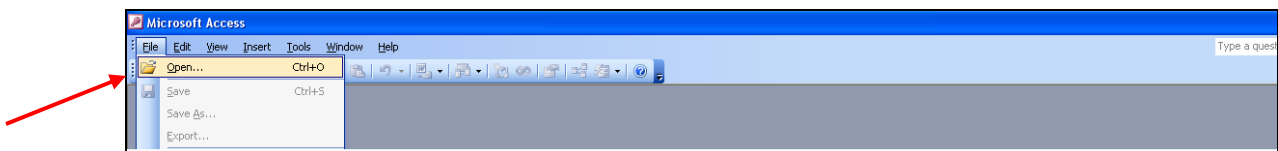


When the “Save As” window opens, type in the file name you would like to save it as and choose Table/DBF (*.dbf) and click Save. The file will be saved in the EXPORT folder under the HDIS folder in your C: drive.

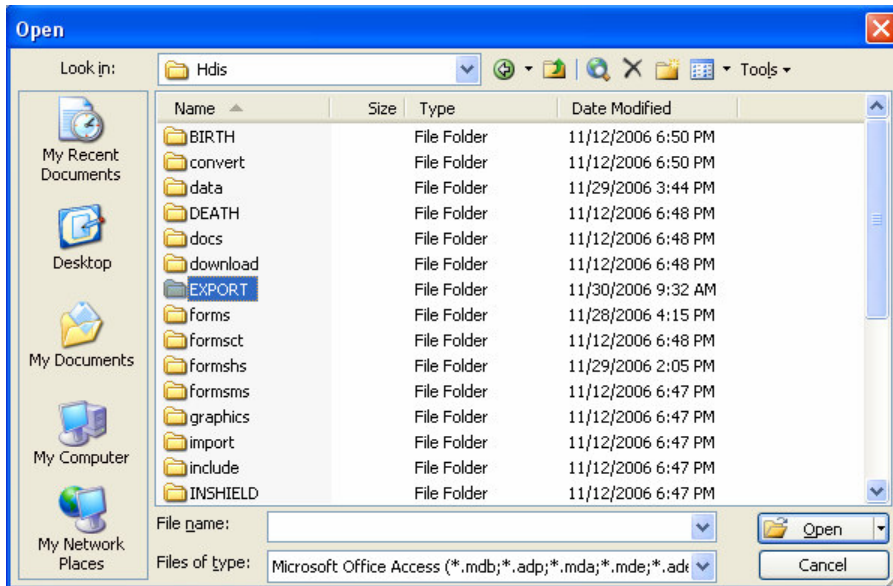


When you return to the Browse/List/Export, click the OK button, and then click Close.

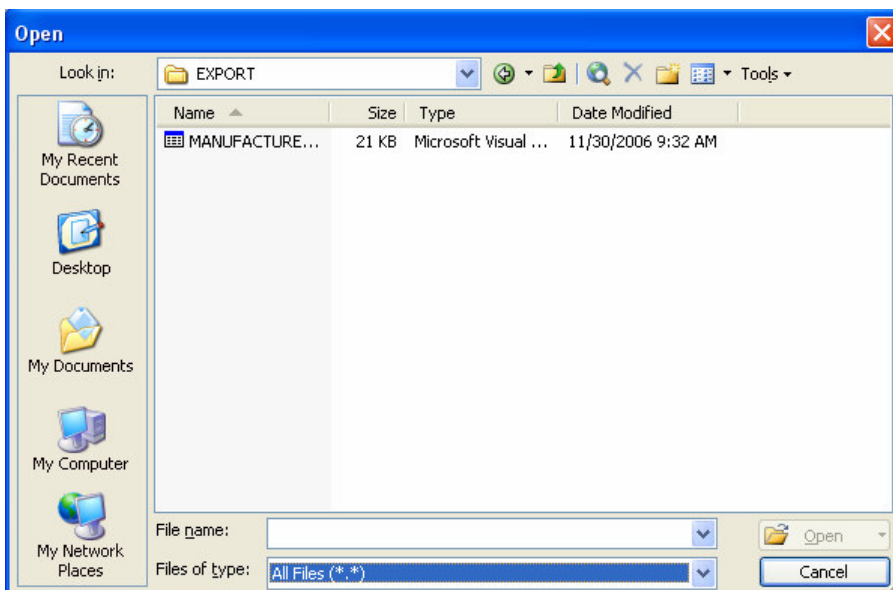
Next, open up Microsoft Access.



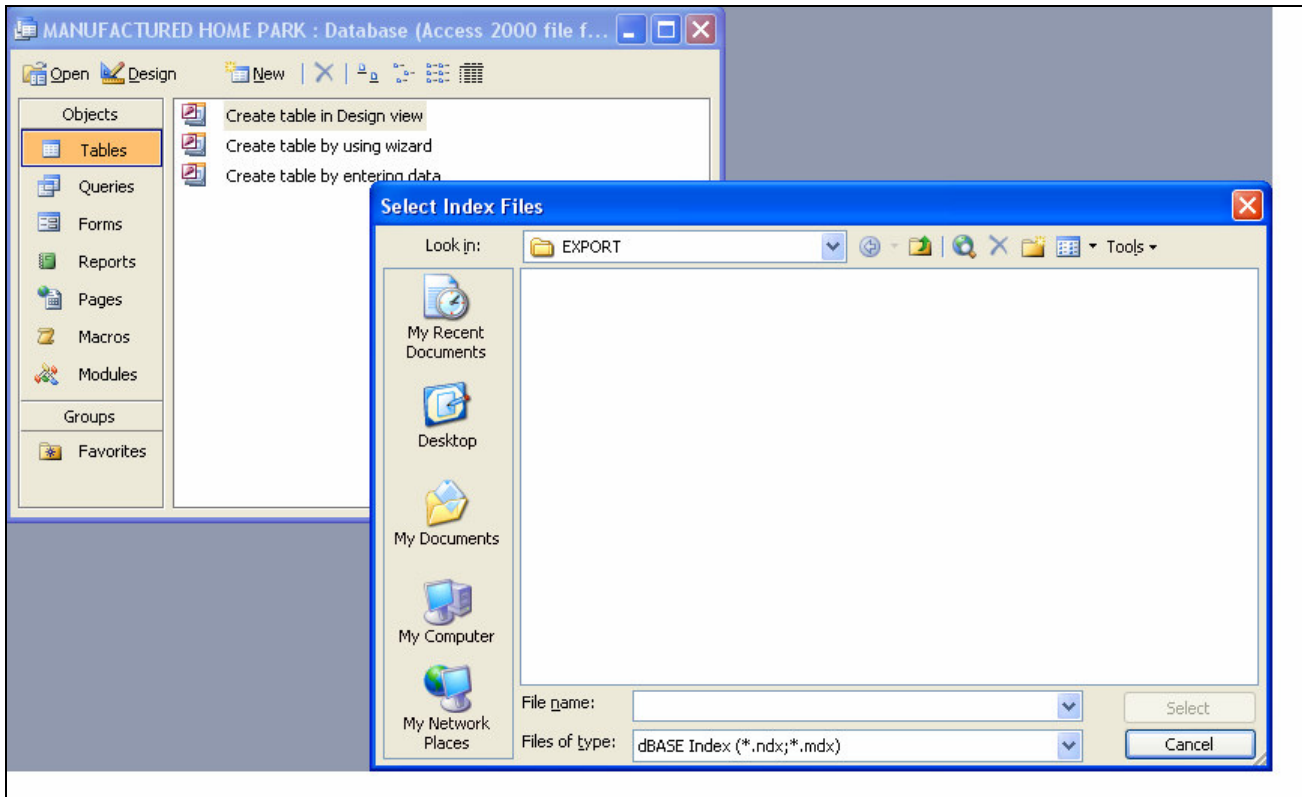
Under Microsoft Access, click File and then click Open.



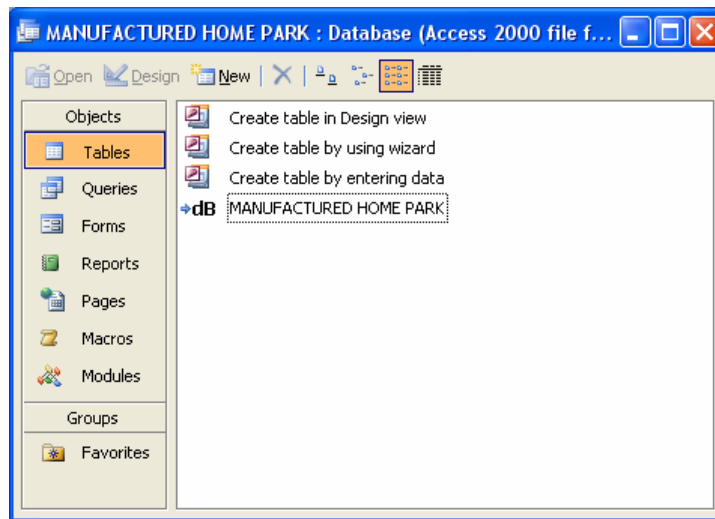
Under the Open window, navigate to your C:\HDIS\EXPORT folder and click Open.



Under the EXPORT folder, choose All Files (*.*) as your Files of type, find the file you exported, select it, and click Open.



A new window will then pop-up telling you to Select Index Files, click Cancel.



Your HDIS file can now be opened up in Microsoft Access.