**Upgrading Your Database**

1. Create a DB folder on C:\ (Note: If you already have a db folder on C:\ then you may need to delete any files left over from your last install.)
2. Copy your database to C:\db folder.
3. Rename your database to db.accdb (Note: You do not type .accdb when renaming your database file, Windows will automatically add .accdb to the filename for you.)
4. Open your db.accdb file and choose “Enable Content”
5. Close db.accdb
6. Copy the new database FY2018WorkPrep.accdb to c:\db
7. Open FY2018WorkPrep.accdb and choose “Enable content”
8. Click the “Click to Upgrade” button
9. Click the “OK” button in the message window.
10. Click “Exit” button on the upgrade form.
11. Close the database to complete the upgrade.
12. Before working with your new copy of your database, you will need to copy the “Internship Evals” folder, “Information (Intake) Revision for Database” file, and your newly updated “FY2018WorkPrep.accdb” database file to your working folder. These all need to be in the same working folder for everything to work properly.