

Download Instructions for MS Access Runtime 2019

In order to use any of the Inventory Database applications your computer must have a version of Microsoft Access (the full program \$100 - \$400) or MS Access Runtime - a free program from Microsoft.

If you are a non-profit organization you may be able to buy MS Access from TechSoup - (<http://www.techsoup.org/microsoft-catalog?gclid=CITkovuVzLoCFQNBQgodkmUAJQ>). Tech Soup works with Microsoft to sell Office and other Microsoft product at drastically reduced prices. If your organization qualifies it would be a very cost effective way to get the full product for your computer.

If you are not a non-profit and your computer does not have MS Access 2016 / 2019 or Office 365 already installed you may want to get the free Runtime software from Microsoft. This Runtime program allows you to run (add / edit records, search, print reports, etc.)the Costume/Props Inventory Database program but not do any behind the scenes programming work.

The MS Access 2019 Runtime comes in two types: the standard (32 bit) and the 64 bit. **You may select either one.** Just follow the directions below.

1) Go to the MS Access 2019 /Office 365 Runtime site:

<https://support.microsoft.com/en-us/office/download-and-install-microsoft-365-access-runtime-185c5a32-8ba9-491e-ac76-91cbe3ea09c9>

(Or search for MS Access 2019 Runtime).

2) Select Language (English)

3) Select 64 bit (32 bit will work as well but the database works best in 64 bit).

4) The setup program will download. Click to “run” it for the installation.

5) MS Office Runtime will install (it may take a few minutes). Once installed you can run the Theatre (Uniform, Equipment, etc.) database installation.