Windows ODBC Connection Guide
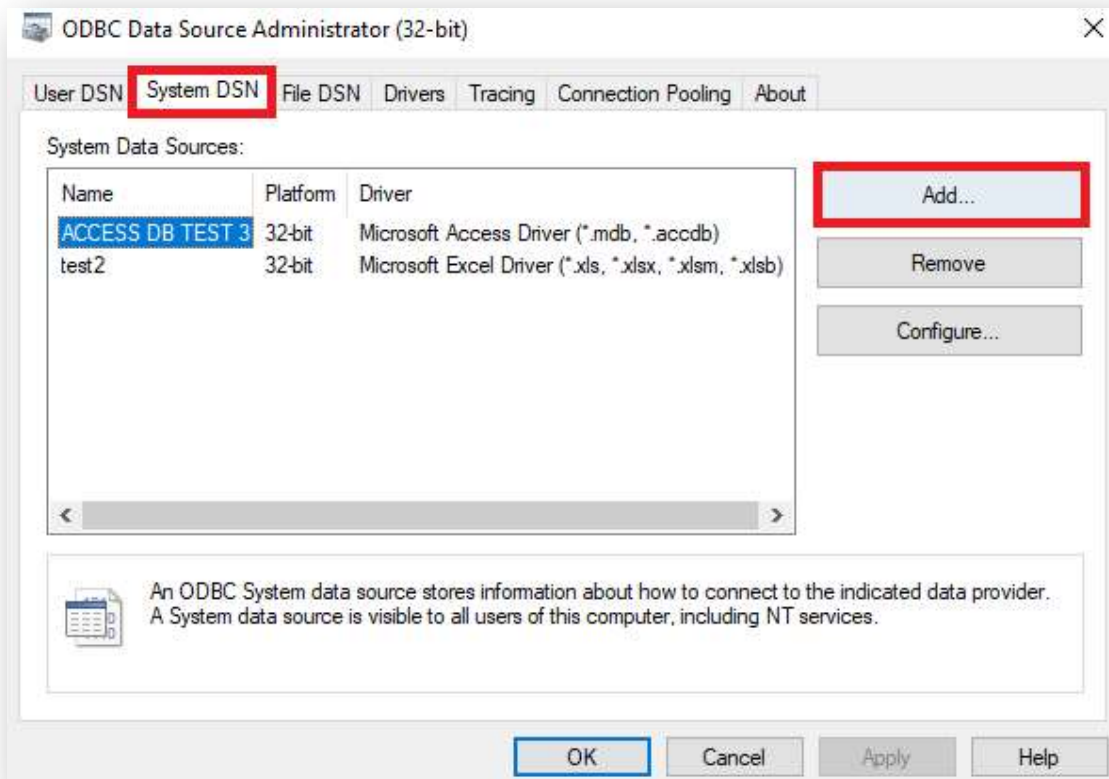
**This is an informational guide only. Tharo <u>cannot</u> provide Windows support.
For further assistance, please contact your company's IT support.**

Prerequisites - To create an ODBC connection and use EASYLABEL with this connection, you must have the following:

- A database placed in the location where it is going to stay
- EASYLABEL GOLD or higher
- Administrator privileges
- Microsoft Access Database Engine 2010 – *Newer versions have bugs and are not considered compatible with EASYLABEL, use newer versions at your own risk*
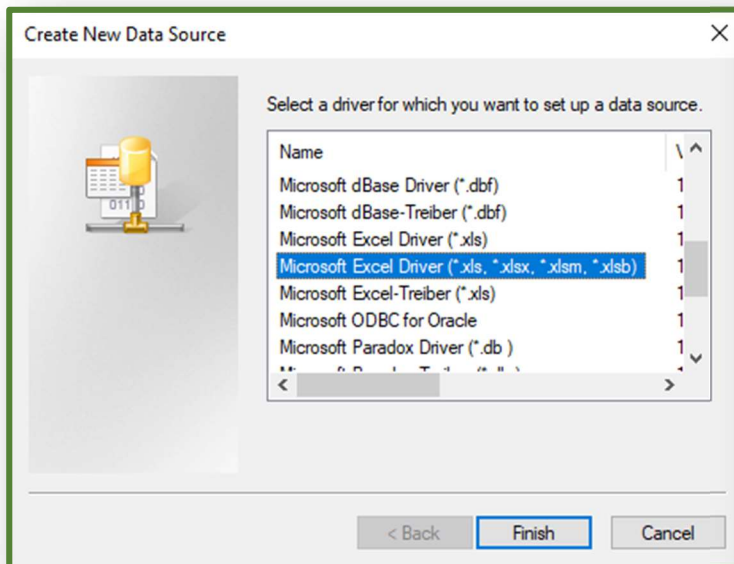
1. <u>Creating the driver in ODBC</u>

    a. Open ***ODBC Data Sources (32-bit)***
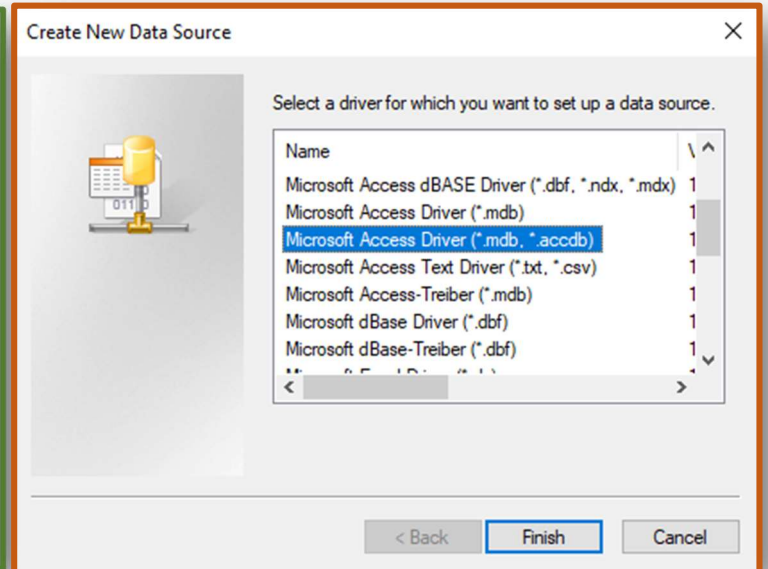   b. Select the System DSN tab
    c. Click "Add"

d. Select the driver that your database would be using
e. Click "Finish"
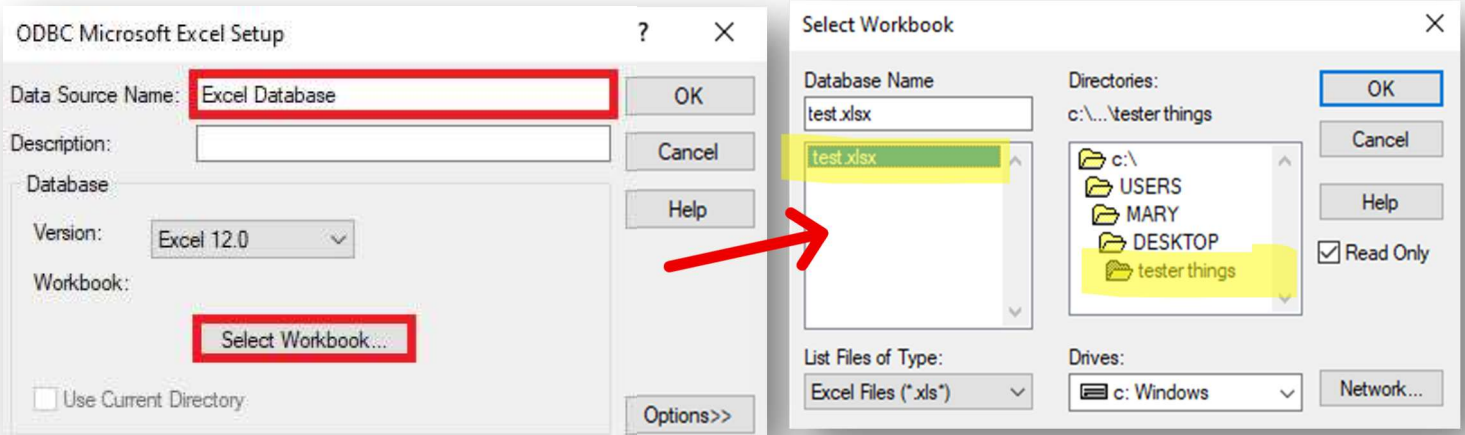
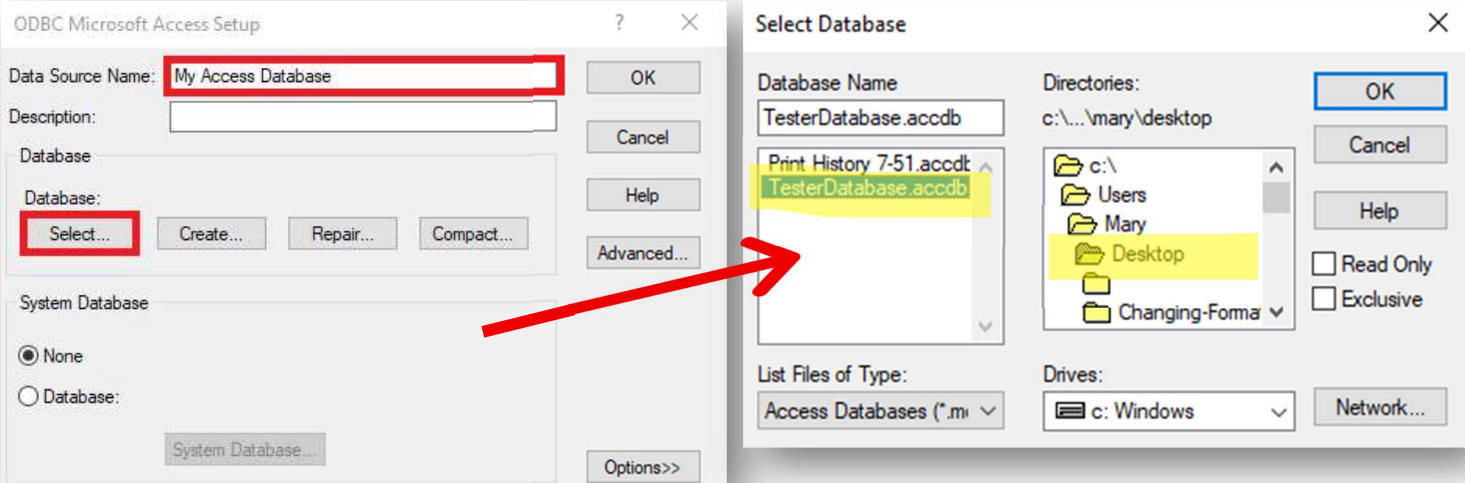**Excel Connection Example**   **Access Connection Example**

f. Fill in the Data Source Name – you will use this as reference later on
g. Click "Select", "Select Workbook", or whichever other option allows you to choose the file path
h. **Navigate to the directory that hosts your database file**
i. **Click on the Database Name off to the left**
       **If you do not complete these steps, the database will not be connected.
j. Click "OK"
k. Click "OK" – You should then see your Data Source Name in the list under "System Data Sources"
l. Click "OK" – Your Data Source will now be created

See next page for image references / examples

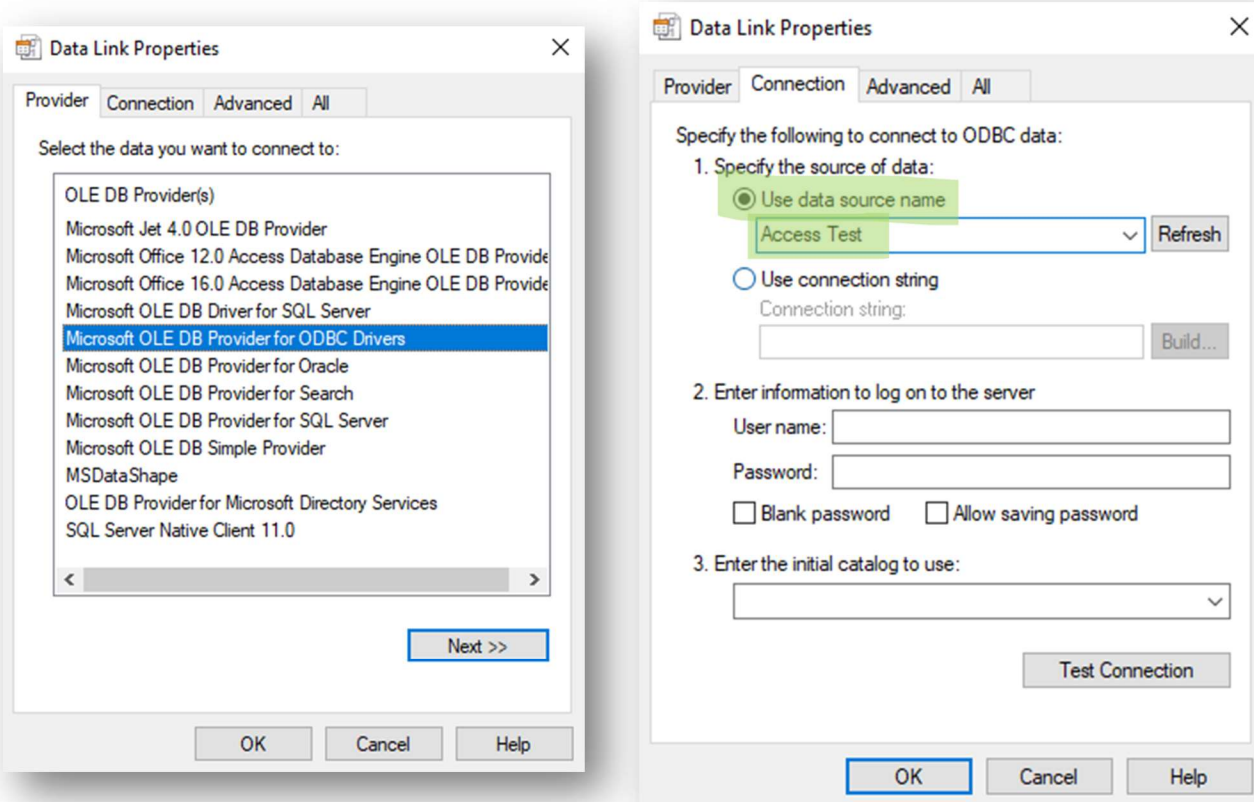## Excel Connection Example

Access Connection Example

**Note that the way to select your database depends on the driver you are using – your way of selecting a database may look different

**Remember to select the folder/directory that your database is in, then click the database off to the left side of the directories selection. This is very important to allow the connection to work.

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2. Connecting the Data Source in EASYLABEL

    a. Open EASYLABEL
    b. Select File > Open > Label Format, select and open your format
    c. Create the field that you want to have connected to a database
    d. Select the "Source" tab
    e. Set Source of Data to "Database"
    f. Set "Database System" to "Other Database System"
    g. Click in the "Connection String" box, then click "Prompt" to the right of it
    h. Select "Microsoft OLE DB Provider for ODBC Drivers", click Next

    i. Ensure "Use data source name" is selected under "Specify the source of data"
    j. Select the arrow on the right of the "Use data source name" box
    k. Select the correct Data Source Name from the drop-down – this is the one created in step *1f* above
    l. Click "OK"
    m. Fill in the database connection information within EASYLABEL – most things here are self-explanatory. Click "OK" when finished.
    n. The next database field you create will automatically connect to this Data Source, you will just need to set the Source of Data as "Database" and fill in the Data field Name as needed

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