

# Heritage Database Upgrade Guide to Version 4

## Procedure to Update from Version 3 to Version 4

Follow these steps to update your computer.

Note that you are only upgrading the "front end" software, the database programme, to a new version. Do not overwrite or delete the "back end" data file, usually shidata3.mdb, which contains the details of your heritage items.

### Download the new Version 4 from the Internet

Before you download the new files from the Internet, you need to decide where the downloaded files will be stored on your PC. Using Windows Explorer, create a suitable folder on your PC to hold the downloads. For example, the folder might be called c:\downloads\shi\version4 or c:\shi\downloads

The download page is:-

<http://www.heritage.nsw.gov.au/software>

Choose the file to be downloaded according to version of Access you are running. Download the file to the folder on your PC.

The file must be unzipped before it can be used. Using Windows Explorer to view files and folders on the PC, usually a double click on the file name is sufficient to start the un-zipping programme.

Move the file shiuser4.mdb to the same folder as where shiuser3.mdb currently is. This location is normally c:\shi.

Note that the new software can also read Version 3 databases. This means the software in shiuser4.mdb will correctly read an existing shidata3.mdb file as well as the latest shidata4.mdb databases.

Don't delete or move the shiuser3.ini file as this file contains your settings from Version 3 and will be read by version 4 as part of the update process. A new shiuser4.ini file will be written to your PC.

### Alter the shortcut on the desktop

Alter the existing shortcut on your desktop as follows:-

Click on the current icon with the right mouse button and then choose Properties from the list. Click on Properties with your left mouse button. In the box labelled Target, where it says shiuser3.mdb, change this to read shiuser4.mdb.

Alternatively, to create a new shortcut, do this in Windows Explorer. Click on the file c:\shi\shiuser4.mdb with your right button, then roll down to choose Send To, then click with your left mouse button on Desktop (create shortcut). A new shortcut will appear on your desktop.

Lastly, improve the wording of your shortcut. Click on the wording as displayed on your desktop, and click again about one second later. The wording can then be edited - change it to say something simple like Heritage Database Version 4.

Unwanted shortcuts can be deleted by dragging and dropping them over the Recycle Bin shortcut.

### **Initial Installation Run**

Double click the shortcut on the desktop and the Heritage Database should start.

You must do a once-only installation to tell the new front end how to connect to the file where your heritage data is stored.

In most cases the programme will know the location of your existing database of heritage data. After you click on Connect, the name of the database you are connected to will appear at the bottom of the screen, and this file name will also appear on the Main Menu screen.

Once the installation process is completed, go to the main Search screen, and type an asterisk as the Item Name and click on Start Search. You should see a list of all your heritage items, and the total number is displayed at the bottom left. Check that you can view the information for a couple of heritage items, and check a sample of existing images to see they display correctly.

If the database appears to be working correctly, you can proceed to edit the existing data or add new items.

### **Additional Help**

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