



Dispersion Modeling Training Series

3 Ways to Increase Productivity in Dispersion Modeling

Linking Database to a Word Document

I. Adding Tools to Quick Access Toolbar

- a. Open a Microsoft Word document
- b. Go to the **File** menu item, click then select (click) on the **Options** submenu item
- c. From the Word Options, select Quick Access Toolbar
- d. Under Customize the **Quick Access Toolbar**, change the Choose commands from: **Popular Commands** to **All Commands**. The list of commands is alphabetical.
- e. Scroll down to **Insert Database**, then select. 
- f. Click on the **Add >>** button to add to your toolbar.
- g. Scroll down to **Update**, then select.
- h. Click on the **Add >>** button to add to your toolbar. 
- i. Click on the **OK** button to save your selections.

II. Inserting Data Source into Document

- a. Place your cursor where you want to insert data
- b. Click on the **Insert Database** button on your toolbar
- c. In the Database dialog box, under **Data source**, click on the **Get Data...** button
- d. Navigate to your MS Access database file (*.accdb), MS SQL Server ODBC data connection file (*.odc), or create a new ODBC connection file to the database you intend to use. Select the appropriate file.
- e. The Select Table dialog box will appear, listing all available data tables and stored queries in the selected database. Select the table or query you wish to insert by double clicking or click once then click the **OK** button.
- f. You are returned to the Database dialog box. If you wish to list all the data fields and records from the selected table or query, skip to **Step j**. If you wish to filter which records, sort the records to be displayed, or limit which fields, under **Data options**, click on the **Query Options...** button. The Query Options dialog box appears.
- g. To filter records, click on the **Filter Records** tab, select which field(s) to filter on under **Field:**, select a comparison type under **Comparison:**, and enter which value to filter on under **Compare To:**, then select the **OK** button to implement.
- h. To sort the records in a specific order, click on the **Sort Records** tab, select the field(s) you want the records sorted on and whether the order is ascending or descending, then select the **OK** button to implement.
- i. To limit which fields to display, click on the **Select Fields** tab. All the data field names are listed in the **Fields in data source** list box on the left and **Selected fields** are listed on the

right. Select which fields you wish to remove, then click on the << **Remove** button, then select the **OK** button to implement.

- j. To format your data for display, click on the **Table AutoFormat...** button. There are many formatting styles to select from. You can choose to apply the format to borders, shading, font, and color. Also, you have choices to apply the format to specific rows or columns. Select the **OK** button to implement.
- k. To complete the insert of data, under **Insert the data into the document**, click on the **Insert Data...** button.
- l. You can select all records to be displayed (default) or provide a range of records.
- m. If you would like to have the ability to refresh values in the data at a later time, such as when there are changes to values in the database, check **Insert data as field**. Select the **OK** button to implement.

III. Updating Inserted Data

- a. In the document, place your cursor in the table you wish to update.
- b. Go to the **Quick Access Toolbar**, and click on the **Update** button (press the F9 button on your keyboard).