




## ON SENDING ACCESS FILES VIA E-MAIL

When you create an Access database, Access appends an .mdb extension to the file name. If you try to send an .mdb file as an attachment to e-mail, it will not be received. Such attachments are blocked by most e-mail systems, because .mdb files often contain viruses. Therefore, to send an Access file as an attachment, you have to take a few extra steps.

First, some background. Windows hides three-letter extensions. This feature is designed for casual computer users, because it keeps them from hurting themselves (by inadvertently changing the extension and then not being able to open the file). For a variety of reasons, this is not a good idea for anyone but the most casual computer users.

**Step 1:** To display the three-letter extensions:

- Press   to open Windows Explorer.
- From the pull-down menu, select **T**ools, Folder Options.
- On the View tab, deselect the “Hide extensions for known file types” check box. (On older systems the wording says, “Show the extensions...”—but whichever it says, you want to see the extensions.)
- Click .

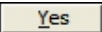
Now you should be able to see and to change file extensions without a problem.

**Step 2:** With Access closed, locate the Access database file, which will look like:

**My Database.mdb**

Change the extension so that it reads:

**My Database.xxx**

**Step 3:** When you change the extension, Windows will warn you that “the file may become unusable”; click .

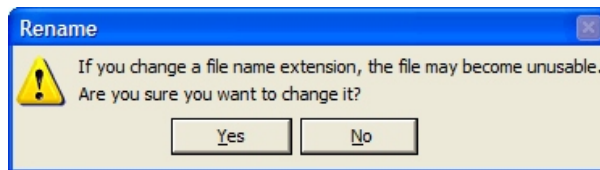


Figure 3

- It isn't true that the file becomes unusable. The only thing this changes is the association between the file and the application that created it. In other words, if you now double-click the file, after changing the extension, Windows will not know what program to associate the file with.

**Step 4:** Attach this file in an e-mail message to me. The “.xxx” extension will trick e-mail systems and firewalls to let it through—and I will change the extension back to .mdb when I receive it.

**Step 5:** After you send the file, simply repeat **Step 2**, and restore the three-letter extension to .mdb, and it will work fine.