

## **ODBC**

The ODBC Control Panel option enables you to add, modify, or delete ODBC drivers and data sources.

Add Data Source Dialog Box

Add Driver Dialog Box

Advanced Installation Options Dialog Box

Browse Dialog Box

Data Sources Dialog Box

Drivers Dialog Box

Install Drivers Dialog Box

Select Translator Dialog Box

## **Install Drivers Dialog Box**

Displays a list of available ODBC drivers and allows you to select drivers to install. Select one or more from the list, and then choose the OK button to start the installation.

## Advanced Installation Options Dialog Box

Provides installation options for advanced users. Most users won't need to change the default settings in this dialog box.

### Selected Driver(s)

This check box turns version checking on or off.

- If the check box is selected, version checking is turned on (the default). You are asked to confirm the installation of any drivers that have the same or earlier version numbers than the drivers currently installed.
  - If you are installing a driver for the first time, this option has no effect.
- If the check box is cleared, version checking is turned off. Any drivers you select are installed, regardless of their version number. You are not asked to confirm the installation.

### Driver Manager

These option buttons specify whether the ODBC Driver Manager is installed.

- Install Driver Manager with version checking
  - The ODBC Control Panel option determines the version of the Driver Manager you will be installing and installs it only if it is the same or newer than the existing Driver Manager.
- Always install Driver Manager
  - The Driver Manager is installed regardless of whether it is older than the current version.
- Do not install Driver Manager
  - The Driver Manager is not installed even if it is the same as or newer than the existing Driver Manager.

### Translators

These option buttons specify whether translators are installed. Note that translators are always installed as a group.

- Install Translators with version checking
  - The version numbers of the translators you will be installing is determined, and they are installed only if they are the same as or newer than the existing translators.
- Always install Translators
  - The translators are installed, regardless of whether they are older than the current translators.
- Do not install Translators
  - The translators are not installed even if they are the same or newer than the existing translators.

## **Data Sources Dialog Box**

Enables you to add, delete, or configure data sources. Also enables you to install new ODBC drivers on your computer.

After installing an ODBC driver, you can define one or more data sources for it. The data source name should provide a unique description of the data; for example, Payroll or Accounts Payable. The data sources that are defined for all the currently installed drivers are listed in the Data Sources (Driver) list.

The Data Sources dialog box contains six buttons:

### **Close**

Closes the dialog box and exits the ODBC Control Panel option.

### **Help**

Displays this Help screen.

### **Setup**

Displays a dialog box that enables you to configure an existing data source. You should select the name of a data source from the list before choosing the Setup button.

### **Delete**

Removes an existing data source. You should select the name of the data source you want to delete from the list before choosing the Delete button.

### **Add**

Adds a new data source. If you choose this button, a dialog box prompts you for the driver for which you are adding a data source. After you select a driver, a driver-specific setup dialog box is displayed.

### **Drivers**

Installs, deletes, or displays information about an ODBC driver. If you choose this button, a dialog box prompts you for the type of driver you are installing.

## **Drivers Dialog Box**

Installs or deletes an ODBC driver. The Installed ODBC Drivers list shows you which drivers are already installed on your disk.

### **Close**

Closes the dialog box and returns you to the Data Sources dialog box.

### **Help**

Displays this Help screen.

### **Add**

Installs a new driver on your hard disk (you don't have to select a driver from the list to install a driver). Additional dialog boxes will prompt you for the location of the driver software and name of the driver.

### **Delete**

Removes an existing driver from your hard disk. To remove a driver, select the name of a driver from the Installed ODBC Drivers list, and then choose Delete.

### **About**

Displays information about the currently selected driver.

## **Add Driver Dialog Box**

An ODBC driver can be installed from an installation disk, hard drive, or network drive. Before installing a driver, you must specify where the driver file is located.

### **To install a driver**

- 1 If you are installing from a disk, insert the disk into drive A.
- 2 Type the complete path in the text box.
- 3 Choose the Browse button if you need help locating the driver file directory.  
Once you have selected the driver directory in the Browse dialog box, the Add Driver dialog box is displayed again, and the directory name is added to the text box.
- 4 Choose the OK button to start the installation.

## Browse Dialog Box

Enables you to search your hard drive or network drives for a directory containing ODBC driver files.

Unlike the File Open dialog box, however, the Browse dialog box doesn't display the files in a directory, only the directories themselves. In the dialog box, you should select the drive and directory containing the driver files you want to install.

### To search network drives

- 1 Choose the Network button to display the File Manager's Connect Network Drive dialog box.

---

**Note** The Network button appears only if you are running Microsoft Windows for Workgroups.

---

- 2 Select the directory where the driver file is located.
- 3 Choose the OK button to display a dialog box containing the list of drivers in that directory.

## **Add Data Source Dialog Box**

Asks you to select an ODBC driver for which you want to add a data source. The Installed ODBC Drivers list contains the names of currently installed drivers. (To install additional ODBC drivers, use the Drivers button in the Data Sources dialog box.)

### **To add a data source**

- 1 From the Installed ODBC Drivers list, select the name of the driver that the data source will use.
- 2 Choose the OK button.

A dialog box is displayed. Enter information about the data source, such as its name, version number, or location.



## **Select Translator Dialog Box**

Displays a list of translators to use. Select a translator from the list and choose the OK button. One or more additional dialog boxes may be displayed.

**API**

Application programming interface. A set of routines that an application, such as Microsoft Access, uses to request and carry out lower-level services.

**character set**

A character set is a set of 256 letters, numbers, and symbols specific to a country or language. Each character set is defined by a table called a code page. An OEM (Original Equipment Manufacturer) character set is any character set except the ANSI character set. The ANSI character set (code page 1007) is the character set used by Microsoft Windows.

**conformance level**

Some applications can use only drivers that support certain levels of functionality, or conformance levels. For example, an application might require that drivers be able to prompt the user for the password for a data source. This ability is part of the Level 1 conformance level for the application programming interface (API).

Every ODBC driver conforms to one of three API levels (Core, Level 1, or Level 2) and one of three SQL grammar levels (Minimum, Core, or Extended). Drivers may support some of the functionality in levels above their stated level.

For detailed information about conformance levels, programmers should see the *Microsoft ODBC SDK Programmer's Reference*.

**data source**

A data source includes the data a user wants to access and the information needed to get to that data. Examples of data sources are:

- A SQL Server database, the server on which it resides, and the network used to access that server.
- A directory containing a set of dBASE files you want to access.

**DBMS**

Database management system. The software used to organize, analyze, search for, update, and retrieve data.

**DDL**

Data definition language. Any SQL statement that can be used to define data objects and their attributes. Examples include CREATE TABLE, DROP VIEW, and GRANT statements.

**DLL**

Dynamic-link library. A set of routines that one or more applications can use to perform common tasks. The ODBC drivers are DLLs.



**DML**

Data manipulation language. Any SQL statement that can be used to manipulate data. Examples include UPDATE, INSERT, and DELETE statements.

**ODBC**

Open Database Connectivity. A Driver Manager and a set of ODBC drivers that enable applications to access data using SQL as a standard language.

**ODBC Driver Manager**

A dynamic-link library (DLL) that provides access to ODBC drivers.

**ODBC driver**

A dynamic-link library (DLL) that an ODBC-enabled application, such as Microsoft Excel, can use to gain access to a particular data source. Each database management system (DBMS), such as Microsoft SQL Server, requires a different driver.

**SQL**

Structured Query Language. A language used for retrieving, updating, and managing data.

**SQL statement**

A command written in Structured Query Language (SQL); also known as a query. An SQL statement specifies an operation to perform, such as SELECT, DELETE, or CREATE TABLE; the tables and columns on which to perform that operation; and any constraints to that operation.

**translation option**

An option that specifies how a translator translates data. For example, a translation option might specify the character sets between which a translator translates character data. It might also provide a key for encryption and decryption.

**translator**

A dynamic-link library (DLL) that translates all data passing between an application, such as Microsoft Access, and a data source. The most common use of a translator is to translate character data between different character sets. A translator can also perform tasks such as encryption and decryption or compression and expansion.



