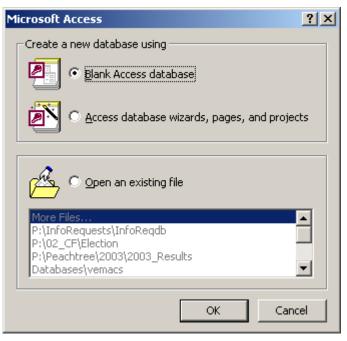
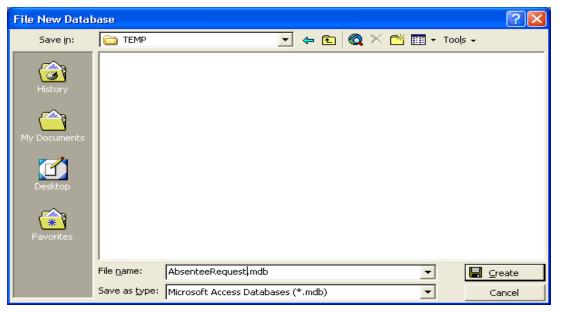
## Instructions for Importing a Absentee Request Data File into Microsoft Access

- 1. Start Microsoft Access
- 2. Select the Create a new database using Blank Access database option as shown below:



- 3. Click the **OK** button
- 4. Select the location on your computer where you want to store the database and provide a file name as shown in the example below:



- 5. Click the **Create** button
- 6. Select the **Tables** database object
- 7. Click the **New** button (to create a new table)

8. When the *New Table* dialog appears, select the **Import Table** option as shown below:

New Table	<u>? ×</u>
This wizard imports tables and objects from an external file into the current database.	Datasheet View Design View Table Wizard Import Table Link Table
	OK Cancel

- 9. Click the **OK** button
- 10. When the *Import* dialog appears, change the Files of type selection to Text Files (\*.txt; \*.csv; \*.tab; \*.asc)
- 11. Navigate to the location where you unzipped the **PublicAbsReq** data file (e.g., **PublicAbsReq.txt**) and select it as shown in the example below:

Import		2×
Look in:	🖻 TXTFiles 💽 🗢 🗈 🔯 🗙 📸 🗉 🗸 Tools 🗸	
History My Documents	Name Size Type Modified PublicAbsReq.txt 3976 KB Programmer's F 7/20/2004 7:.	
Desktop		
Favorites		
<u></u>	File name:	
My Network Places	Files of type:     Text Files (*.txt;*.csv;*.tab;*.asc)         Cance	

- 12. Click the Import button
- 13. The *Import Text Wizard* dialog should now appear, select the **Delimited** format option as shown on the next page

🖼 Import Text Wizard 🛛 🔀
Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.
Delimited - Characters such as comma or tab separate each field
C Fixed Width - Fields are aligned in columns with spaces between each field
Sample data from file: V:\PUBLICREQUESTS\WEBINFO\EVMBWEB\TXTFILES\PUBLICABSREC 1 "A",,,"O",321825,"O4P","O052593","CALDWELL, JOHN G " 2 "A",,,"O",321829,"O4P","O415230","AYERS, DOROTHY LOU 3 "A",,,"R",321831,"O4P","O053616","CALEY, DONALD G ", 4 "A",,,"R",321833,"O4P","O055026","CAMACHO, CAROL ANN 5 "A",,,"R",321835,"O4P","O580433","CAMPBELL, BARBARA 6 "A",,,"R",321840,"O4P","O059538","CAMPBELL, JOANN MA
Advanced     Cancel     < Back     Next >     Einish

- 14. Click the **Next >** button
- 15. On the next screen of the wizard, set the **Choose the delimiter that separates your fields** option to **Comma** and set the **Text Qualifier** to double-quotes (") a s shown below:

🖼 Import Text Wizard 🛛 🛛 🗙
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.
Choose the delimiter that separates your fields:
C Tab C Semicolon C Comma C Space C Other:
First Row Contains Field Names Text Qualifier:
A 0 321825 04P 0052593 CALDWELL, JOHN G
A   0 321829 04P 0415230 AYERS, DOROTHY LOUISE
A   R 321831 04P 0053616 CALEY, DONALD G : A   R 321833 04P 0055026 CAMACHO, CAROL ANN 6
A   R 321833 04P 0055026 CAMACHO, CAROL ANN 6 A   R 321835 04P 0580433 CAMPBELL, BARBARA 3
A R 321840 04P 0059538 CAMPBELL, JOANN MARY
Advanced     Cancel     < Back     Next >     Finish

- 16. Click the **Next >** button
- 17. The next screen of the wizard will ask you where you want to store your data make sure the option **In a New Table** is selected as shown on the example below:

🖽 Import Text Wizard		
You can store your data in a	new table or in an existing table.	
Where would you like to stor	e your data?	
💿 In a Ne <u>w</u> Table		
O In an Existing Table:	<b>_</b>	
A 0 321825 04P	0052593 CALDWELL, JOHN G	
A 0 321829 04P	0415230 AVERS, DOROTHY LOUISE	
	0053616 CALEY, DONALD G	1
	0055026 CAMACHO, CAROL ANN	¢
	0580433 CAMPBELL, BARBARA 0059538 CAMPBELL, JOANN MARY	۹ ۹
A K 521040 04P	COSPESSO CAMPBELL, COANN MARI	
•		•
Ad <u>v</u> anced	Cancel < <u>B</u> ack <u>N</u> ext >	Einish

- 18. Click the **Next >** button
- 19. Click the **Next >** button to skip the next screen of the wizard
- 20. The next screen of the wizard will allow you to specify a primary key for the new table select the **No primary key** option as shown in the following example:

🗉 Import Text Wizard 🛛 🔀			
Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly. C Let Access add primary key. C Choose my own primary key. No primary key.			
FiFFFiField	5 Fiel	Field7	Field8
A 0 32182	5 04P	0052593	CALDWELL, JOHN G
A 0 321829	9 04P	0415230	AYERS, DOROTHY LOUISE
A R 32183	1 04P	0053616	CALEY, DONALD G
A R 32183:	3  04P	0055026	CAMACHO, CAROL ANN
A R 32183	5 04P	0580433	CAMPBELL, BARBARA
A R 32184	)  04P	0059538	CAMPBELL, JOANN MARY
		<u>'</u>	
Ad <u>v</u> anced		Cancel	< <u>B</u> ack <u>N</u> ext > <u>F</u> inish

- 21. Click the **Next >** button
- 22. The final screen of the wizard will ask you to name the new table accept the default or enter a descriptive name for the new table as shown in the example below:

🗉 Import Text Wizard 🛛 🔀		$\mathbf{X}$
	That's all the information the wizard needs to import your data.	
$\mathbf{X}$	Import to Table: PublicAbsReg	
¥.		
	I would like a wizard to analyze my table after importing the data.	
	$\square$ Display Help after the wizard is finished.	
Ad <u>v</u> anced	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	

- 23. Click the Finish button
- 24. Monitor the **Import** status bar located in the lower left-hand corner of the main Microsoft Access application window as shown in the example below (this is how you will know that the data file is being imported):

Import	
Import	

25. Once the import has completed, click on the **OK** button of the confirmation dialog that will appear as shown below:

