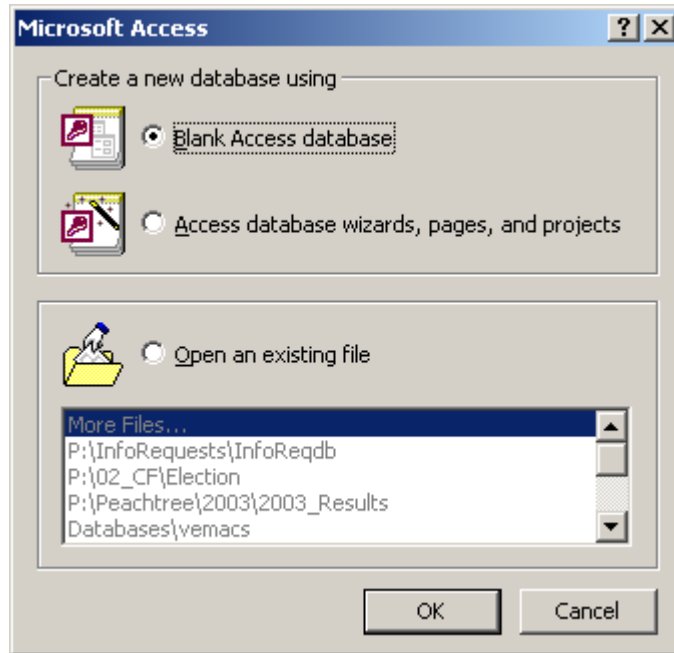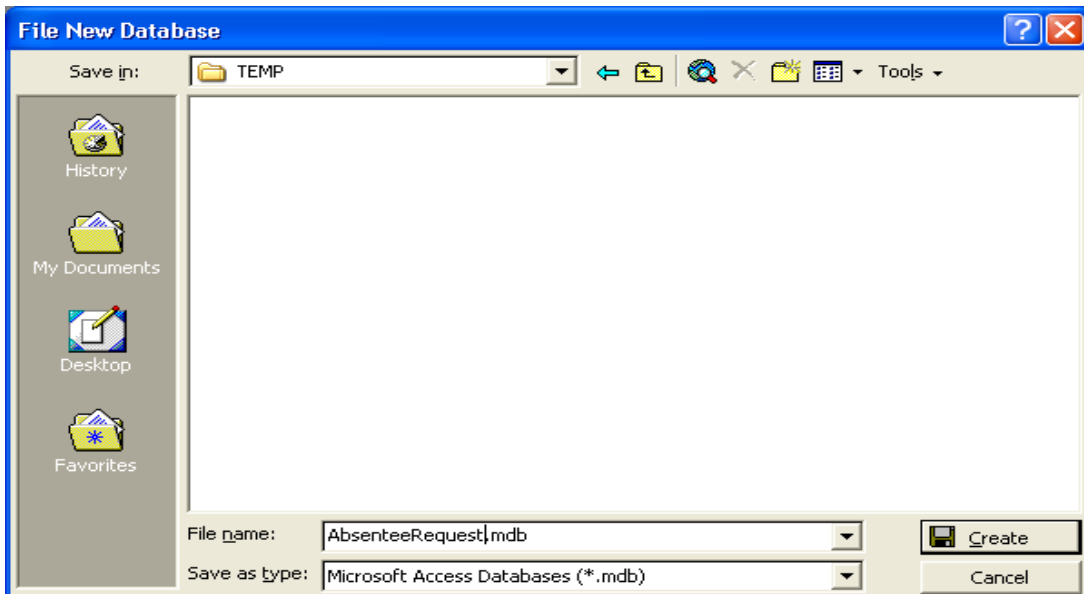**Instructions for Importing a Absentee Request Data File into Microsoft Access**

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:
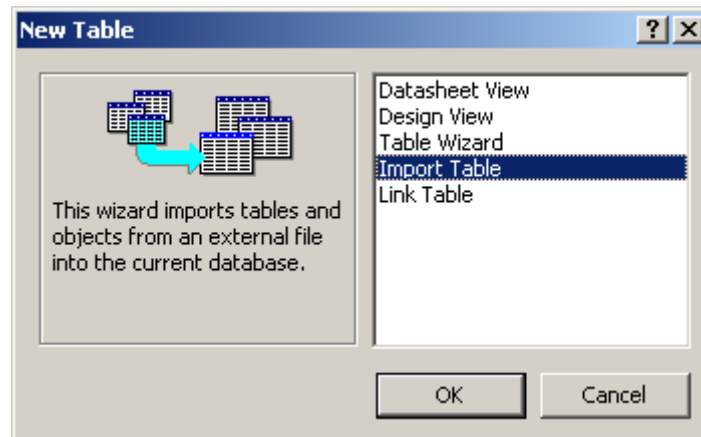
9. Click the **OK** button

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:
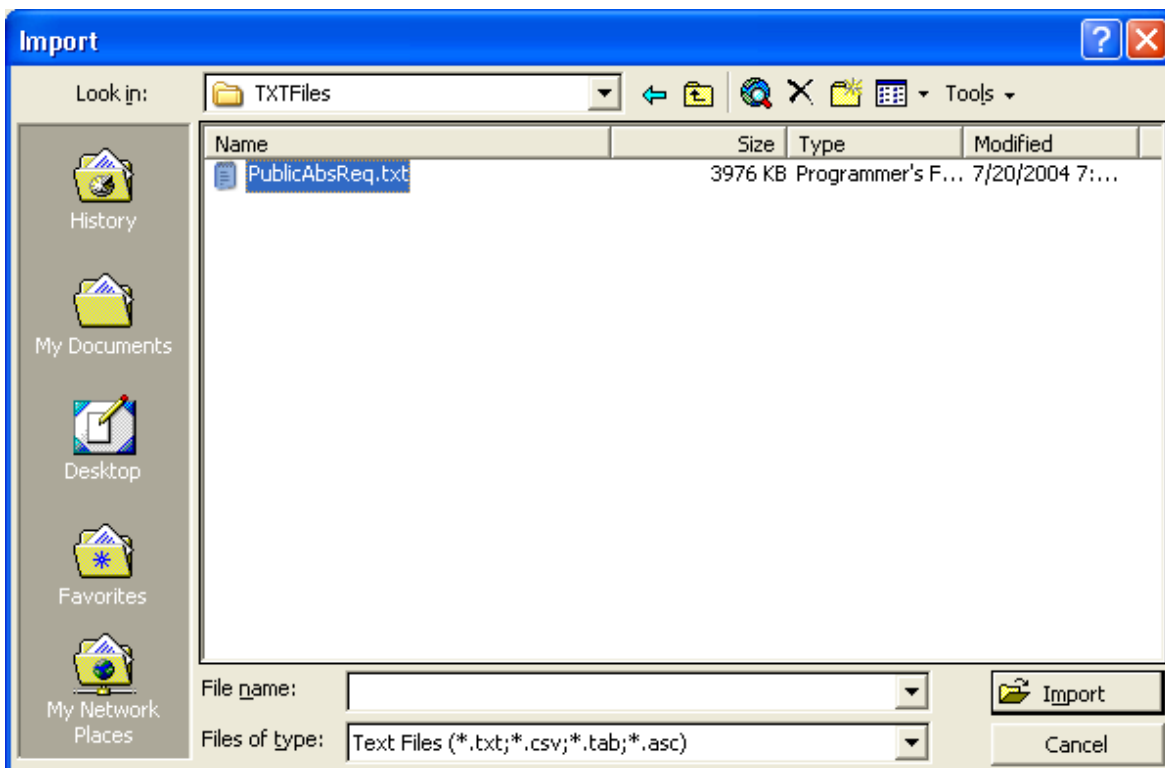
12. Click the **Import** button

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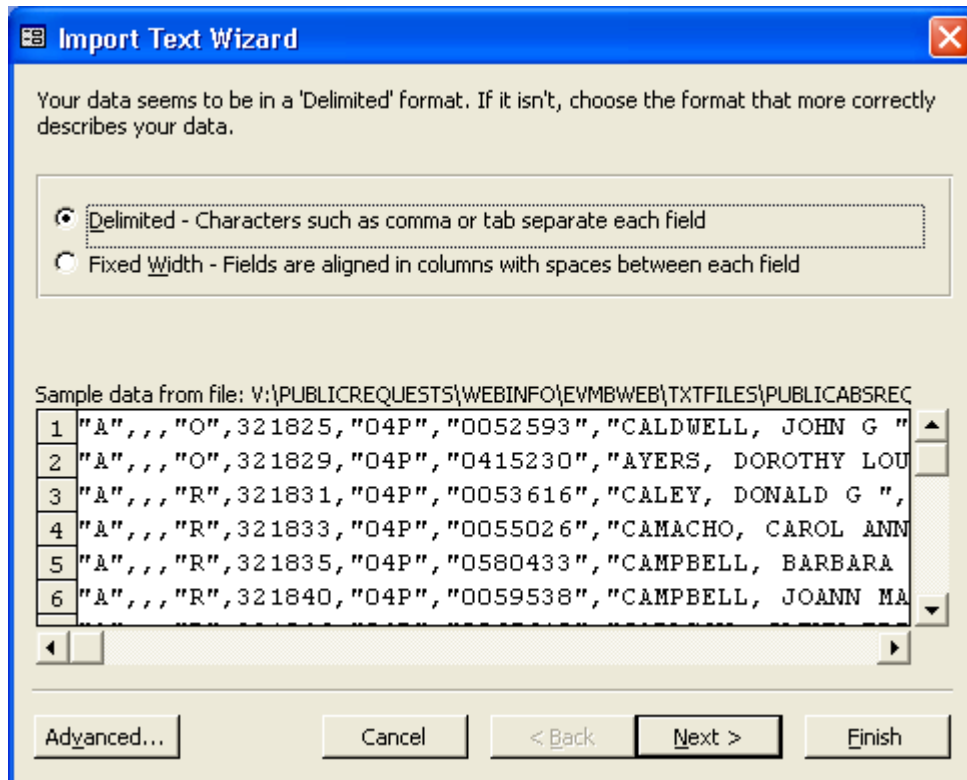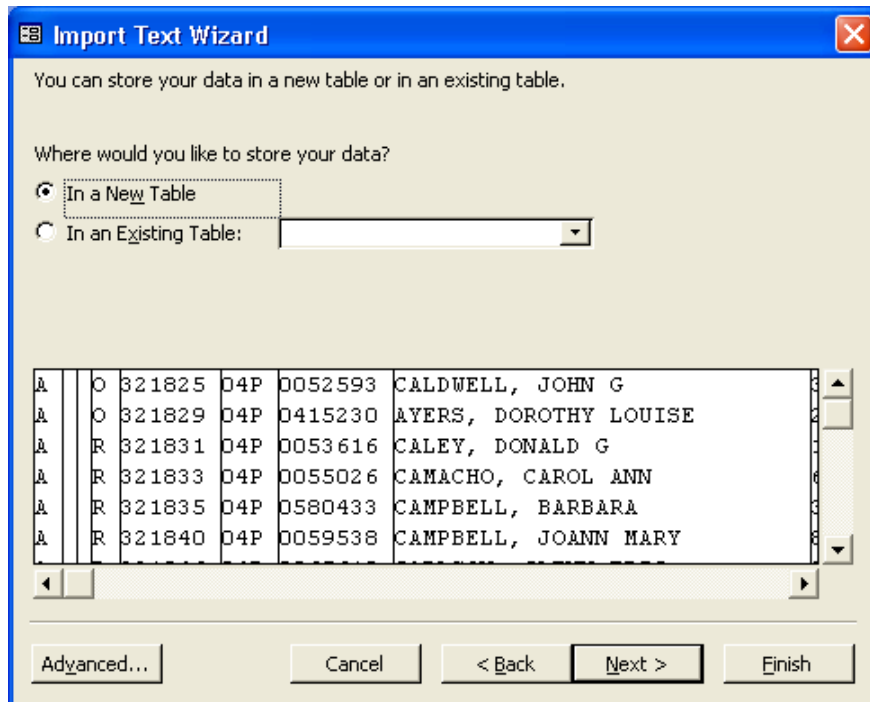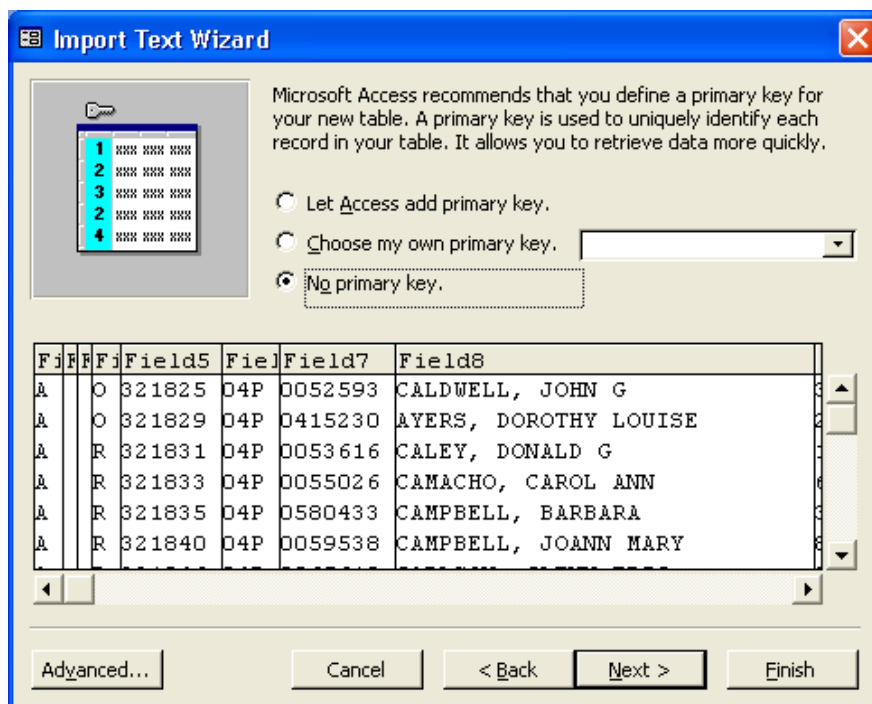
14. Click the **Next >** button

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:

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:

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:

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:
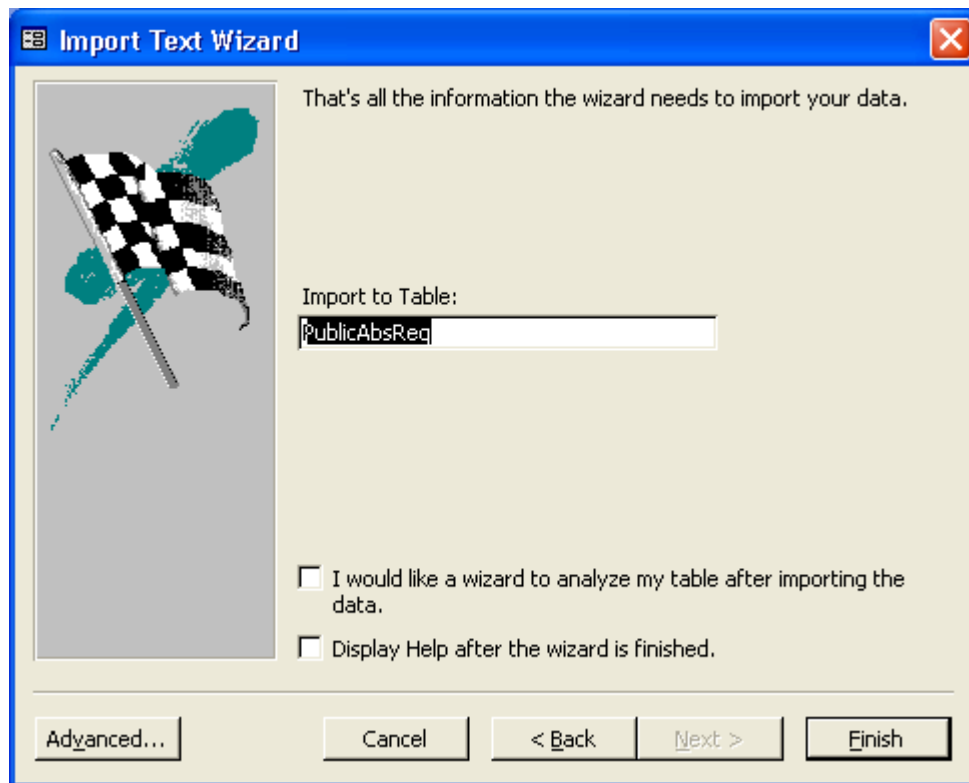
23. Click the **Finish** button

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):

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