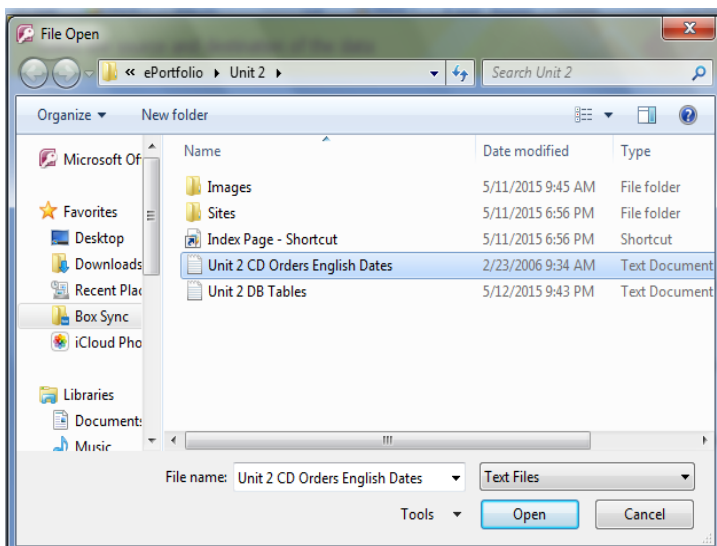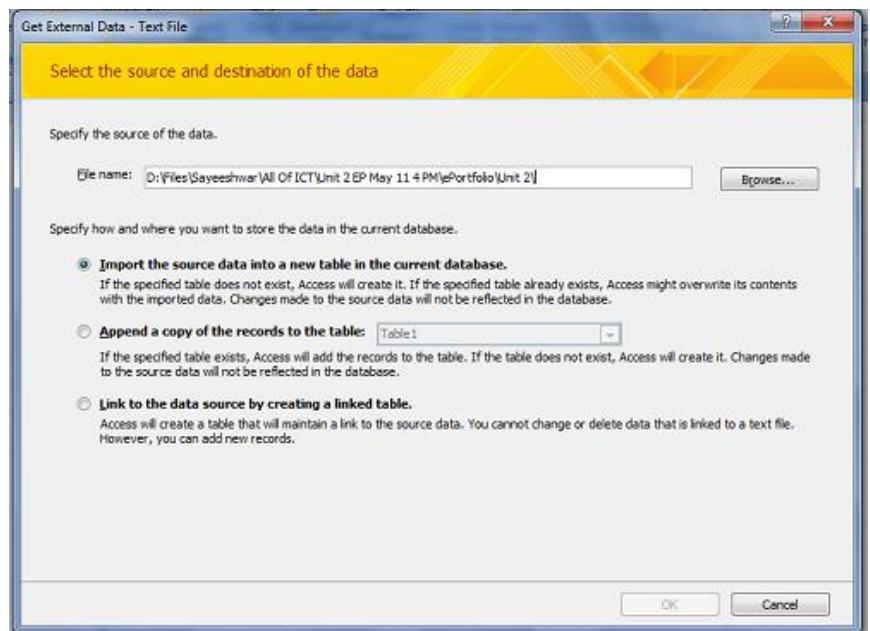# Importing Data from External Source File to Database File
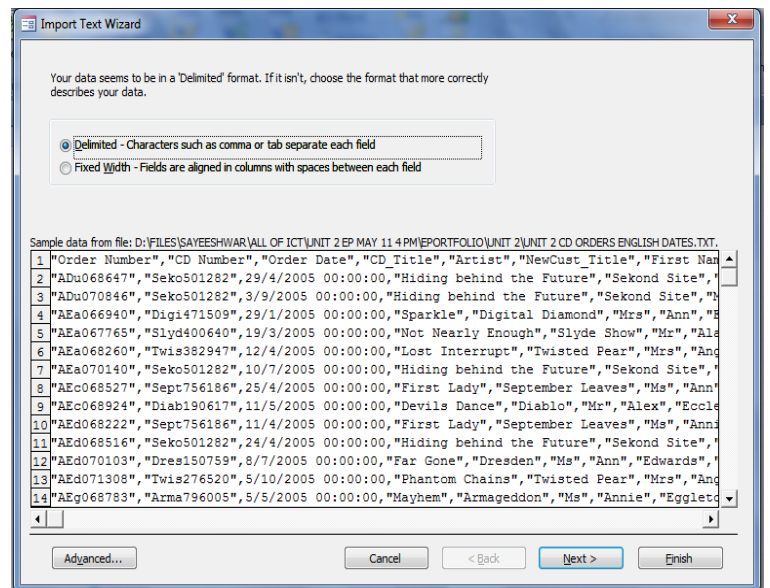

To import the data from an external source for example text file, go to 'External Data' Tab in the Ribbon and choose 'Text File' option.

A pop up dialogue box is displayed to allow the user to choose the file. Clicking on " Browse" button helps one to choose the file from the specified location.

The following "File Open" window helps the user in locating the text file. On selection, click open.

The import wizard pops up to guide the user through the importing process. I chose delimited because the data is separated by a fixed character, in this case a comma. Then click 'Next'.
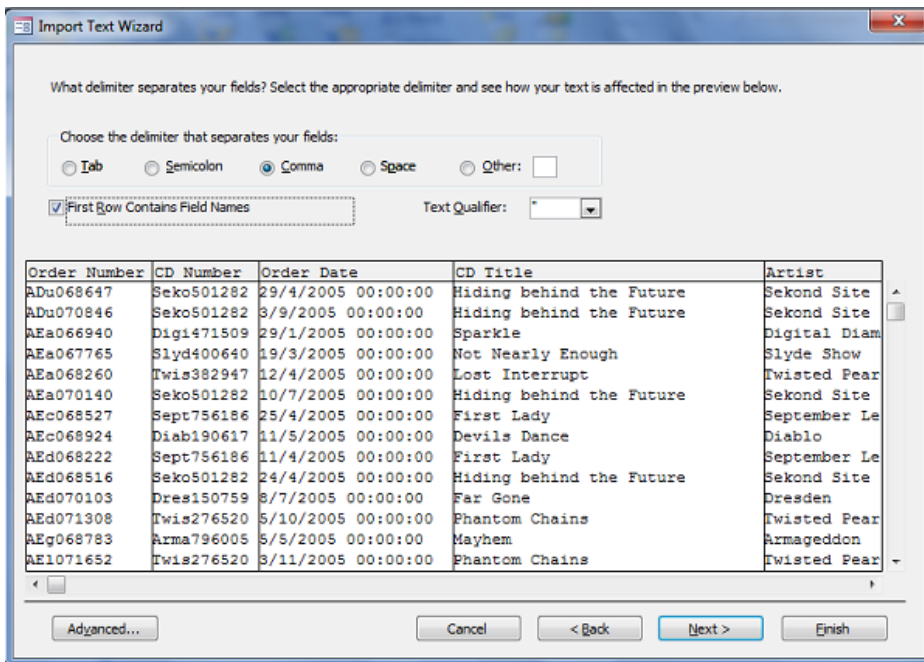

Then choose the character that separates the data and whether you want the first row as Field Names.

In the next window, one can choose the data types specific of the field data.

You can then choose the desired primary key. Since I am going to be adding different primary keys for different tables later, I have chosen the 'No primary key' option.

You can then name the table. Then click finish to complete the importing process.