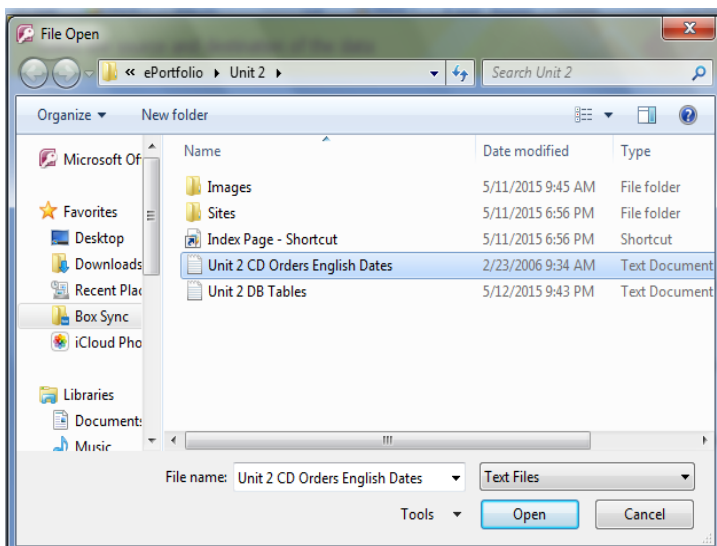
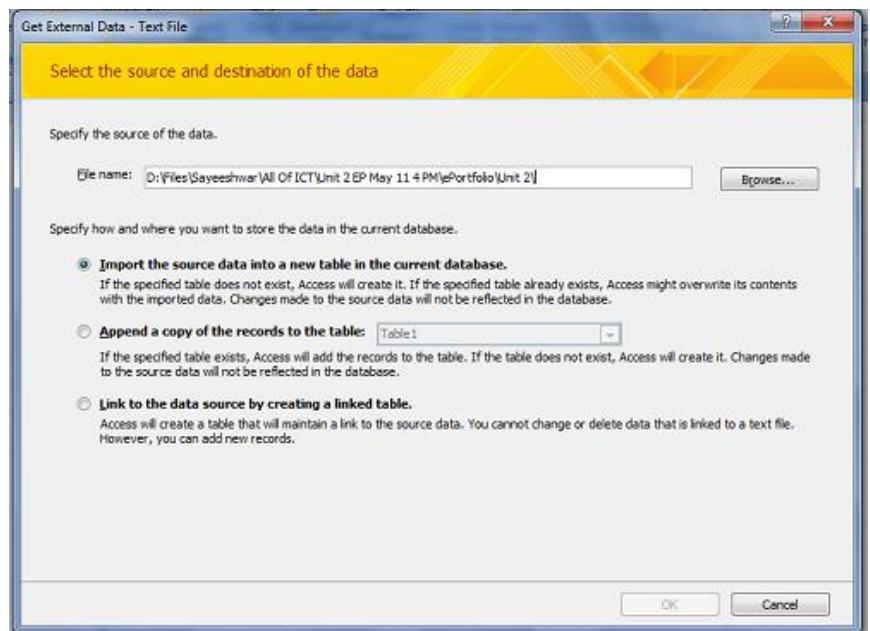


Importing Data from External Source File to Database File



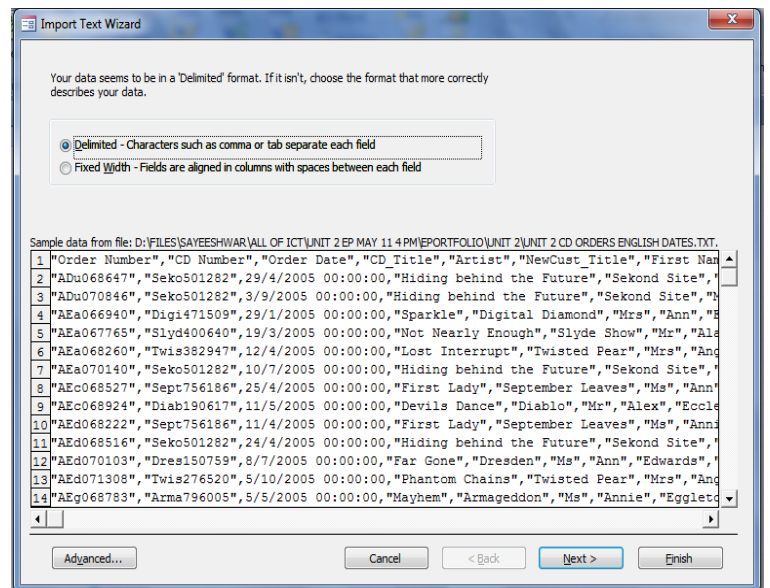
To import the data from an external source for example text file, go to 'External Data' Tab in the Ribbon and choose 'Text File' option.

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'.



Import Text Wizard

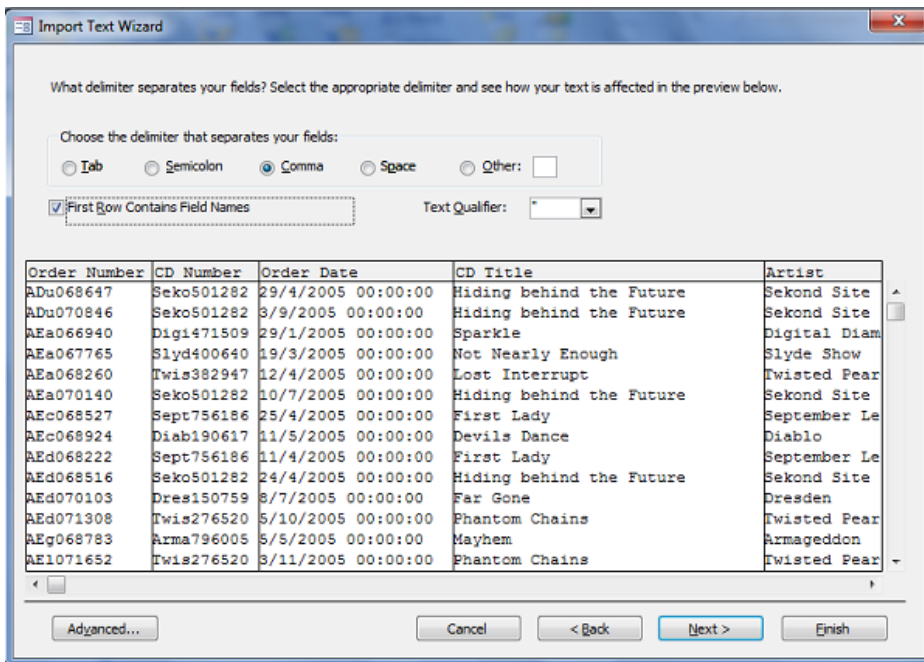
Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

☒ Delimited - Characters such as comma or tab separate each field
☐ Fixed Width - Fields are aligned in columns with spaces between each field

Sample data from file: D:\FILES\SAYEESHWAR\ALL OF ICT\UNIT 2 EP MAY 11 4 PM\PORTFOLIO\UNIT 2\UNIT 2 CD ORDERS ENGLISH DATES.TXT.

Order Number	CD Number	Order Date	CD Title	Artist
ADu068647	Seko501282	29/4/2005 00:00:00	Hiding behind the Future	Sekond Site
ADu070846	Seko501282	3/9/2005 00:00:00	Hiding behind the Future	Sekond Site
AEa066940	Digi471509	29/1/2005 00:00:00	Sparkle	Digital Diam
AEa067765	Slyd400640	19/3/2005 00:00:00	Not Nearly Enough	Slyde Show
AEa068260	Twis382947	12/4/2005 00:00:00	Lost Interrupt	Twisted Pear
AEa070140	Seko501282	10/7/2005 00:00:00	Hiding behind the Future	Sekond Site
AEc068527	Sept756186	25/4/2005 00:00:00	First Lady	September Le
AEc068924	Diab190617	11/5/2005 00:00:00	Devils Dance	Diablo
AEc068222	Sept756186	11/4/2005 00:00:00	First Lady	September Le
AEc068516	Seko501282	24/4/2005 00:00:00	Hiding behind the Future	Sekond Site
AEc070103	Dres150759	8/7/2005 00:00:00	Far Gone	Dresden
AEc071308	Twis276520	5/10/2005 00:00:00	Phantom Chains	Twisted Pear
AEg068783	Arma796005	5/5/2005 00:00:00	Mayhem	Armageddon
AE1071652	Twis276520	3/11/2005 00:00:00	Phantom Chains	Twisted Pear

Advanced... Cancel < Back Next > Finish



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:

☐ Tab ☐ Semicolon ☒ Comma ☐ Space ☐ Other:

☒ First Row Contains Field Names Text Qualifier: "

Order Number	CD Number	Order Date	CD Title	Artist
ADu068647	Seko501282	29/4/2005 00:00:00	Hiding behind the Future	Sekond Site
ADu070846	Seko501282	3/9/2005 00:00:00	Hiding behind the Future	Sekond Site
AEa066940	Digi471509	29/1/2005 00:00:00	Sparkle	Digital Diam
AEa067765	Slyd400640	19/3/2005 00:00:00	Not Nearly Enough	Slyde Show
AEa068260	Twis382947	12/4/2005 00:00:00	Lost Interrupt	Twisted Pear
AEa070140	Seko501282	10/7/2005 00:00:00	Hiding behind the Future	Sekond Site
AEc068527	Sept756186	25/4/2005 00:00:00	First Lady	September Le
AEc068924	Diab190617	11/5/2005 00:00:00	Devils Dance	Diablo
AEc068222	Sept756186	11/4/2005 00:00:00	First Lady	September Le
AEc068516	Seko501282	24/4/2005 00:00:00	Hiding behind the Future	Sekond Site
AEc070103	Dres150759	8/7/2005 00:00:00	Far Gone	Dresden
AEc071308	Twis276520	5/10/2005 00:00:00	Phantom Chains	Twisted Pear
AEg068783	Arma796005	5/5/2005 00:00:00	Mayhem	Armageddon
AE1071652	Twis276520	3/11/2005 00:00:00	Phantom Chains	Twisted Pear

Advanced... Cancel < Back Next > Finish

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

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☐ Do not import field (Skip)

Order Number	CD Number	Order Date	CD Title	Artist
ADu068647	Seko501282	29/4/2005 00:00:00	Hiding behind the Future	Sekond Site
ADu070846	Seko501282	3/9/2005 00:00:00	Hiding behind the Future	Sekond Site
AEa066940	Digi471509	29/1/2005 00:00:00	Sparkle	Digital Diam
AEa067765	Slyd400640	19/3/2005 00:00:00	Not Nearly Enough	Slyde Show
AEa068260	Twis382947	12/4/2005 00:00:00	Lost Interrupt	Twisted Pear
AEa070140	Seko501282	10/7/2005 00:00:00	Hiding behind the Future	Sekond Site
AEd068527	Sept756186	25/4/2005 00:00:00	First Lady	September Le
AEd068924	Diab190617	11/5/2005 00:00:00	Devils Dance	Diablo
AEd068222	Sept756186	11/4/2005 00:00:00	First Lady	September Le
AEd068516	Seko501282	24/4/2005 00:00:00	Hiding behind the Future	Sekond Site
AEd070103	Dres150759	8/7/2005 00:00:00	Far Gone	Dresden
AEd071308	Twis276520	5/10/2005 00:00:00	Phantom Chains	Twisted Pear
AEg068783	Arma796005	5/5/2005 00:00:00	Mayhem	Armageddon
AE1071652	Twis276520	3/11/2005 00:00:00	Phantom Chains	Twisted Pear

Advanced... Cancel < Back Next > Finish

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.

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.

☐ Let Access add primary key.

☐ Choose my own primary key.

☒ No primary key.

Order Number	CD Number	Order Date	CD Title	Artist
ADu068647	Seko501282	29/4/2005 00:00:00	Hiding behind the Future	Sekond Site
ADu070846	Seko501282	3/9/2005 00:00:00	Hiding behind the Future	Sekond Site
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AE1071652	Twis276520	3/11/2005 00:00:00	Phantom Chains	Twisted Pear

Advanced... Cancel < Back Next > Finish

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

