

IMPORTING INFORMATION FROM A DELIMITED TEXT FILE

Access can import tabular data (tables and lists) from text files if the data has been stored in a recognizable format. The most common formats are delimited and fixed width. In a delimited text file, each record ends in a carriage return, called a delimiter. If a field contains one of these special characters, the entire field must be enclosed in quotation marks.

- ❖ Make sure that the **Table** object is selected in Access.

- ❖ Click **File** on the **Menu Bar**.

- ❖ Select **Get External Data** and then click **Import**.

- ❖ In the **Files of type** list, click **Text Files**.

- ❖ Click the **Look in** drop-down list arrow and choose the folder where the file is stored.

- ❖ Click the file name from the list of files.

- ❖ Click **Import** to open the **Import Text Wizard**.

- You will notice that each field is enclosed in quotation marks.

- You will also notice that there is a comma between each field.

- Access recognized that the selected file is delimited and has selected that option.

- The comma separates each field in the list.

- A return or enter separates each record.

- ❖ Click the **Advanced** button to display the default import specifications for this file.

- ❖ Click **Cancel** to close the **Import Specification** dialog box.

- ❖ Click **Next** to display the next page of the wizard.

- The wizard breaks the file into fields, based on its assumption that items are separated by commas.

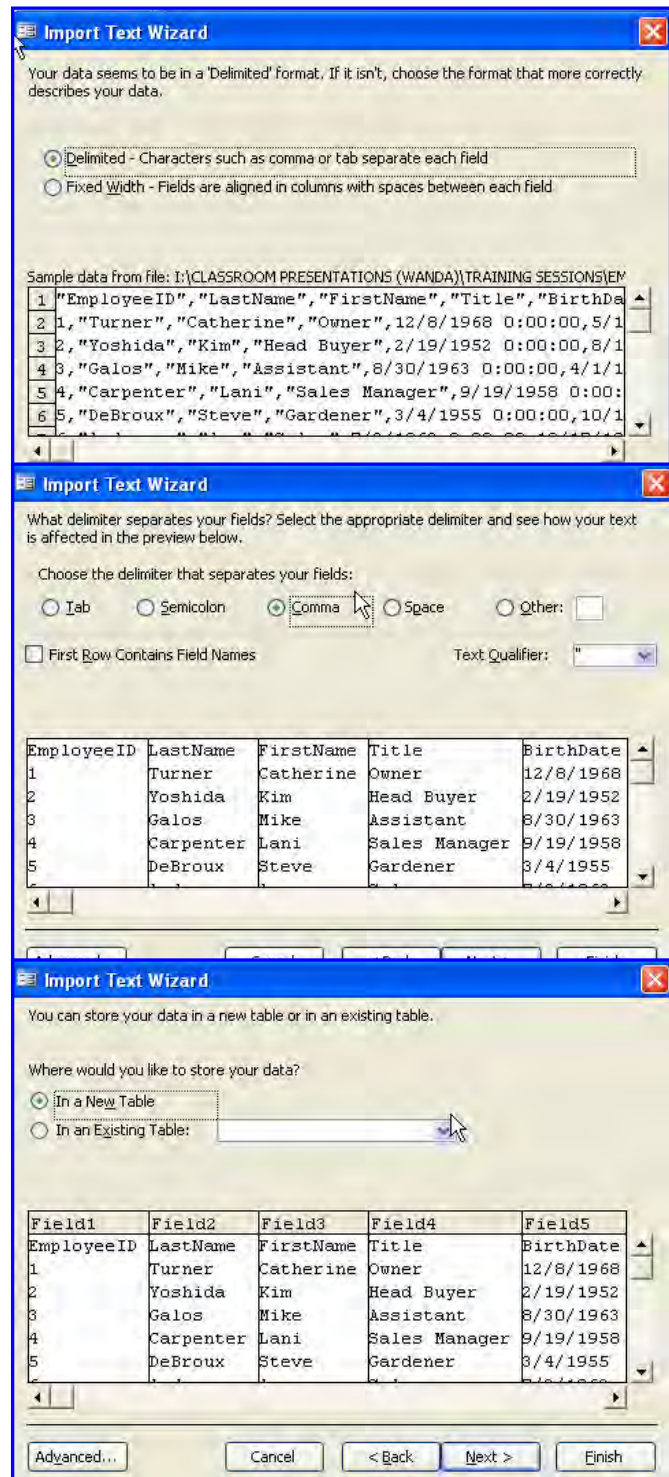
- From the neat columns that are displayed, it is obvious that this assumption is accurate.

- If this isn't correct, select one of the delimiters in the list under **Choose the delimiter that separates your fields**.

- ❖ Click the check box for the option **First Row Contains Field Names**.

- ❖ Click **Next** to move to the next dialog box.

- ❖ Accept the default of **In a New Table** and click **Next**.



- ❖ Accept all the defaults in this dialog box and click **Next**.
- ❖ There are three options in this dialog box. They are:
 - **Let Access add primary key** – With this option, Access will set the primary key. An AutoNumber will be used for the field type.
 - **Choose my own primary key** – This option will allow you to choose which field in the table will be used for the primary key.
 - **No primary key** – The table will not contain a primary key. Even though it is possible not to have a primary key, this is not a recommended option.
- ❖ Choose one of the options from the list.
- ❖ If the option **Choose my own primary key** was selected, choose a field from the list that contains a unique number or other unique entry, such as an ID number.
- ❖ Click **Next** to move to the last dialog box in the wizard.
- ❖ If you want a wizard to analyze the data after importing the data, click that check box.
- ❖ If you want to display the Help menu after the wizard is finished, click that appropriate check box.
- ❖ Accept the default name for the table or input a new name and then click **Finish**.
- ❖ A message will appear saying the table has been imported into the database.
- ❖ Click **OK** to exit this dialog box.
- ❖ The table should appear in the database.

