The List Wiz

Microsoft Access Importing Instructions

1. Click on **Blank Database** and then **OK**

2. Enter a filename with an ".MDB" extension, and click **Create**

3. Click on **File**, then **Get External Data**, and then **Import…**

4. In the "Files of Type:" box at the bottom of the dialogue box, select the file type you are importing -- Text Files (.txt, .csv, .tab, .asc)

5. In the "**Look In:"** box either select your floppy (A:\) drive or go to the directory on your hard drive that you saved the file to.

6. In the "**File name:"** box, enter the name of the file you saved and click **Import**

7. The **Text Import Wizard** will start. Check to see that the **Delimited** button is checked. Click **Next**

8. Check to see that **Comma** is the selected Delimiter.

9. If the file that you saved has field names in the first row then put a checkmark in the box that says **First Row Contains Field Names** and click **Next**

10. If you would like to import the information into a new table, select **In a New Table**. If you would like to import the data into an existing table, select **Existing Table** and choose the table you wish to import the data into. (Note: The existing table that you are importing into must have the same fields as the file you are importing)

11. Click **Next**. The next two screens are for changing field options and adding primary keys. Click **Next** two more times.

12. In the "**Import to Table:"** box, type in the name you want to call the table. Then click **Finish**.

13. Highlight the new table that appears in the window. Click to open and you will see the data you downloaded.

14. To save, click on **File** in the main menu at top left and select **Save As and type your file name**.