Instructions for Importing a Voter List Data File into Microsoft Access 2010

1. Download and save the file to a desired location on your computer ("My Documents", for example)



- 2. Navigate to saved file location and extract the .zip file with your operating system's unzip utility (in the screenshot below, WinZip is used)
- 3. Start Microsoft Access
- 4. Select the Blank database from the "Available Templates" section as shown below:



1. Select the location on your computer where you want to store the database and provide a file name as shown in the example below:

File Name		
Database1.accd	2	
Create		

- 2. Click the Create button
- 3. Select the **External Data** tab

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File	Home	Create	External Data	Databa	se Tools	Fiel	ds	Table				∾ 🕜
Saved Imports	Linked Table Manager	Excel Ac	cess ODBC Database	Text File XML File More ▼	Saved Exports	Excel	Text File	ML 💽 XML 🧟 YDF	File 🔊 Access or XPS 🕾 Word Merge ail 🚯 More 👻	Create E-mail	Manage Replies	
Import & Link								Export		Collec	t Data	

4. Click the "Text File" selection on the ribbon under the "Import & Link" Section.



5. Click the Browse button and navigate to the location where you unzipped the data file (e.g., senate_1_all.txt) and select it as shown in the example below and click open:

A File Open	a protecte	X
Computer	► OSDisk (C:) ► temp	arch temp 🔎
Organize 🔻 New folder		:= • 🔟 🔞
A Microsoft Access	Name	Date modified Type
	senate_1_all.txt	5/5/2014 3:15 PM Text Docu
☆ Favorites		
🧮 Desktop		
🗼 Downloads 👘		
📳 Recent Places		
📃 Desktop		
🥽 Libraries		
Documents		
J Music		
Pictures 🔻	< III	
File na	me: senate_1_all.txt	t Files (*.txt;*.csv;*.tab;*.asc) 🔻
	Tools 🔻	Open 🔽 Cancel

6. Ensure settings are set like below and click the **OK** button.

Get External Data - T	ext File	Tage 1	? <mark> </mark>	
Select the so	urce and destination of the dat	a		
Specify the sourc	e of the data.			
<u>F</u> ile name:	C:\temp\senate_1_all.txt		Browse	
Specify how and	where you want to store the data in the cu	rrent database.		
Import	the source data into a new table in	the current database.		
If the sp with the	ecified table does not exist, Access will cre imported data. Changes made to the sour	eate it. If the specified table already e ce data will not be reflected in the dat	xists, Access might overwrite its contents abase.	
Append	a copy of the records to the table:	Table1	-	
If the sp to the s	ecified table exists, Access will add the re- ource data will not be reflected in the data	cords to the table. If the table does no base.	t exist, Access will create it. Changes made	
🔘 Link to	the data source by creating a linked	table.		
Access v Howeve	vill create a table that will maintain a link to r, you can add new records.	the source data. You cannot change	or delete data that is linked to a text file.	
				_
			OK Cancel	

7. The *Import Text Wizard* dialog should now appear, select the **Delimited** format option as shown on the next page

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: C:\TEMP\SENATE_1_ALL.TXT.
2 "A", "2666", "4", "01", "1", "B", "4", "1", "B", "NLV", "NL3", "NLV", "JOHN", "THOMAS", "AADLAND", " 3 "A", "2666", "4", "01", "1", "B", "4", "1", "B", "NLV", "NL3", "NLV", "RENEE", "MARIE", "AADLAND", "' 4 "A", "2464", "4", "17", "1", "B", "4", "1", "B", "NLV", "NL1", "NLV", "MICHAEL", "D", "AAGENES", "", "
5 "A", "2463", "4", "1", "5", "4", "1", "5", "NL", "NL", "NL", "NL", "NL", "IONAGA", "", "AHITUL", ", "", " 6 "A", "2466", "4", "17", "1", "8", "4", "1", "8", "NLV", "NL4", "NLV", "PATTY", "SUE", "AALDERS", "", " 7 "I", "2464", "4", "17", "1", "8", "4", "1", "8", "NLV", "NL1", "NLV", "RANCE", "LOVELL", "AALDERS", "I", " 8 "I", "2752", "4", "17", "1", "8", "4", "4", "8", "CC", "0", "NLV", "ROBIN", "KRISTINA", "AARON", "JE
9 "I","2457","4","01","1","B","4","1","B","NLV","NL4","NLV","DAVID","","AAZAM","","M","F 10 "A","2449","4","01","1","B","4","1","B","NLV","NL4","NLV","ADITA","CUDAL","ABA","","", 11 "A","2449","4","01","1","B","4","1","B","NLV","NL4","NLV","DAVID","","ABA","","","DEM" 12 "A","2449","4","01","1","B","4","1","B","NLV","NL4","NLV","DIOS","","ABA","","","DEM",
13 "A", "2008", "4", "01", "1", "B", "4", "1", "C", "NLV", "NL3", "NLV", "ALICIA", "", "ABACA", "", "F", " 14 "A", "2456", "4", "17", "1", "B", "4", "1", "B", "NLV", "NL4", "NLV", "ANGELA", "GARRIDO", "ABAD", "' 4 ▶
Advanced Cancel Einish

- 8. Click the **Next >** button
- 9. On the next screen of the wizard:
 - ✓ set the Choose the delimiter that separates your fields option to Comma,
 - ✓ set the **Text Qualifier** to double-quotes (")
 - ✓ check "First Row Contains Field Names" as shown below:

	Import 1	Fext Wizard	-				-			-			x
	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 Tab Space Other:												
	0 14				Oppoc								
i I	V First	Row Contains	Field Names			Text <u>Q</u> ualifier:	•						
i I													
	STATUS	PRECINCT	CONGRESS	ASSEMBLY	SENATE	COMMISSION	EDUCATION	REGENT	SCHOOL	CITY	WARD	TC	
	A	2666	4	01	1	в	4	1	в	NLV	NL3	NL	<u> </u>
	A	2666	4	01	1	в	4	1	в	NLV	NL3	NL	
	A	2464	4	17	1	в	4	1	в	NLV	NL1	NL	
	A	2463	4	17	1	в	4	1	в	NLV	NL1	NL	
	A	2446	4	17	1	В	4	1	в	NLV	NL4	NL	
	I	2464	4	17	1	В	4	1	в	NLV	NL1	NL	
	I	2752	4	17	1	В	4	4	В	cc	0	NL	
	I	2457	4	01	1	В	4	1	В	NLV	NL4	NL	
	A	2449	4	01	1	В	4	1	В	NLV	NL4	NL	
	A	2449	4	01	1	В	4	1	В	NLV	NL4	NL	
	A .	2449	4	01	1	в	4	1	в	NLV	NL4	NL	
	A.	2008	4		1	Þ	4	1		NLV	NL3		
	A. 7	2450	4	17	1		4	1	D D		NL4 NT 4		_
	н . I I	2404	7	۳,	<u>۴</u>	P	r	μ	P	NLV	NL4		-
	•												_
	Adv	anced				Cancel	< <u>B</u> ack		<u>l</u> ext >		Einish		

10. Click the **Next >** button

11. Leave the options in this screen as-is and click the **Next >** button.

== Im	port T	ext Wiz	zard		-				-					x
Y	'ou can nforma	n specify tion in t	/ inform he 'Field	ation about ea d Options' area	ch of the fields	s you are imp	orting. Select field	s in the area bel	ow. You can	then modif	y field			
Г	-Field (Options	-											
	Field N	Va <u>m</u> e:	STATU	JS	Dat	ta <u>T</u> ype: T	ext	-						
	Index	ed:	No			Do not impo	rt field (Skip)							
	-						(,							
												-		
STA	ATUS	PREC:	INCT	CONGRESS	ASSEMBLY	SENATE	COMMISSION	EDUCATION	REGENT	SCHOOL	CITY	WARD	TC	_
A		2666		4	01	1	В	4	1	в	NLV	NL3	NL ,	
A		2666		4	01	1	в	4	1	в	NLV	NL3	NL ,	
А		2464		4	17	1	в	4	1	в	NLV	NL1	NL	
А		2463		4	17	1	в	4	1	в	NLV	NL1	NL	
A		2446		4	17	1	в	4	1	в	NLV	NL4	NL	
I		2464		4	17	1	в	4	1	в	NLV	NL1	NL	
I		2752		4	17	1	в	4	4	в	cc	0	NL	
I		2457		4	01	1	в	4	1	в	NLV	NL4	NL	
А		2449		4	01	1	в	4	1	в	NLV	NL4	NL	
А		2449		4	01	1	в	4	1	в	NLV	NL4	NL	
A		2449		4	01	1	в	4	1	в	NLV	NL4	NL	
А		2008		4	01	1	в	4	1	с	NLV	NL3	NL	
A		2456		4	17	1	в	4	1	в	NLV	NL4	NL	
А		2484		4	17	1	в	4	1	в	NLV	NL4	NL	-
•							1							
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	Ad <u>v</u> a	anced					Cancel	< <u>B</u> ack	1	<u>l</u> ext >		Einish		ļ

12. 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:

[] 2 3 3 2 3 4 4	NK MAR MAR MAR MAR MAR MAR MAR MAR MAR MAR MAR MAR MAR MAR MAR	Microsoft Access recommends that you uniquely identify each record in your ta Let <u>A</u> ccess add primary key. O <u>C</u> hoose my own primary key. No primary key.			J define a primary key for your new table. A primary key is used to able. It allows you to retrieve data more quiddy.							
STATUS	PRECINCT	CONGRESS	ASSEMBLY	SENATE	COMMISSION	EDUCATION	REGENT	SCHOOL	CITY	WARD	тс	
A	2666	4	01	1	в	4	1	в	NLV	NL3	NL 🔺	
A	2666	4	01	1	в	4	1	в	NLV	NL3	NL 🗌	
A	2464	4	17	1	в	4	1	в	NLV	NL1	NL	
A	2463	4	17	1	в	4	1	в	NLV	NL1	NL	
A	2446	4	17	1	в	4	1	в	NLV	NL4	NL	
I	2464	4	17	1	в	4	1	в	NLV	NL1	NL	
I	2752	4	17	1	в	4	4	в	cc	0	NL	
I	2457	4	01	1	в	4	1	в	NLV	NL4	NL	
А	2449	4	01	1	в	4	1	в	NLV	NL4	NL	
А	2449	4	01	1	в	4	1	в	NLV	NL4	NL	
A	2449	4	01	1	в	4	1	в	NLV	NL4	NL	
A.	2008	4	01	1	в	4	1	с	NLV	NL3	NL	
A	2456	4	17	1	В	4	1	в	NLV	NL4	NL	
A	2484	4	17	1	В	4	1	В	NLV	NL4	NL -	
•											•	
Adv	anced			[Cancel	< <u>B</u> ack		lext >		<u>F</u> inish		

13. Click the **Next >** button

14. 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:

Import Text Wizard	X X X X X X X X X X X X X X X X X X X	J
	That's all the information the wizard needs to import your data.	
	Import to Table: Senate_1_all	
	I would like a wizard to analyze my table after importing the data.	
Ad <u>v</u> anced	Cancel < <u>Back</u> <u>Next</u> > <u>Finish</u>	

- 15. Click the Finish button
- 16. Once the import has completed, click on the **Close** button of the confirmation dialog that will appear as shown below:

