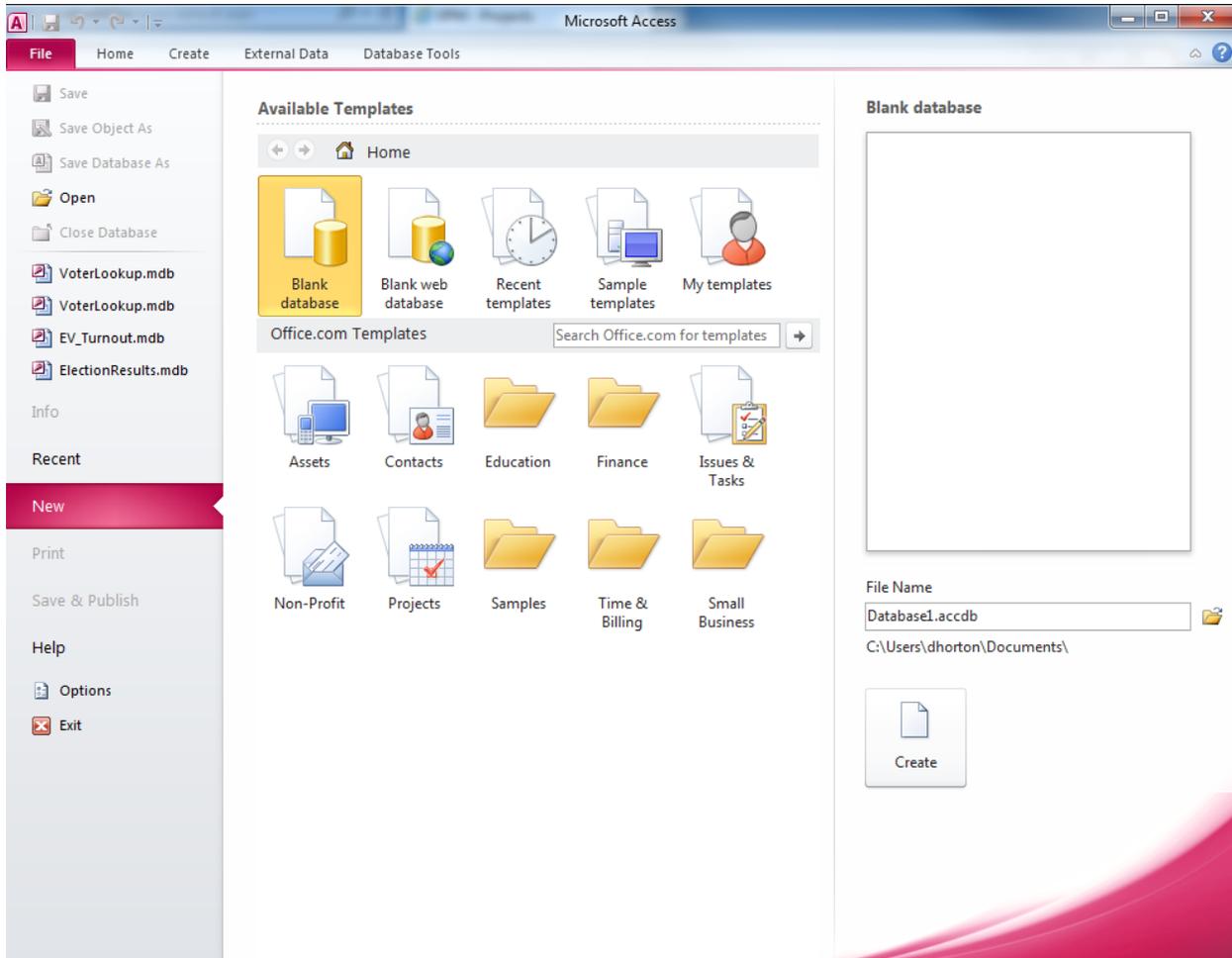
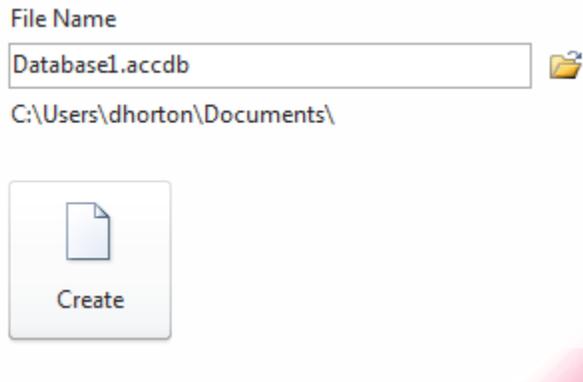


## Instructions for Importing into Microsoft Access 2010

1. Start **Microsoft Access**
2. Select the **Blank Access database template** as shown below:

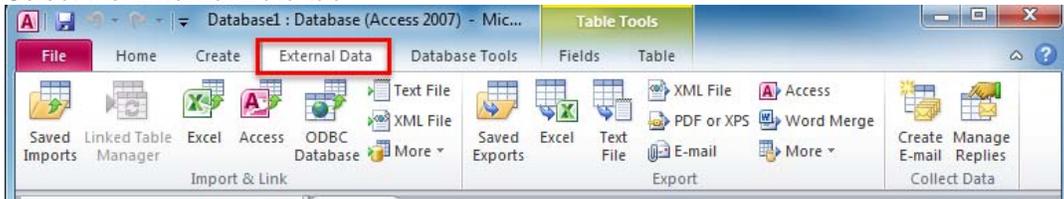


1. Select the location on your computer where you want to store the database and provide a file name as shown in the example below:



2. Click the **Create** button

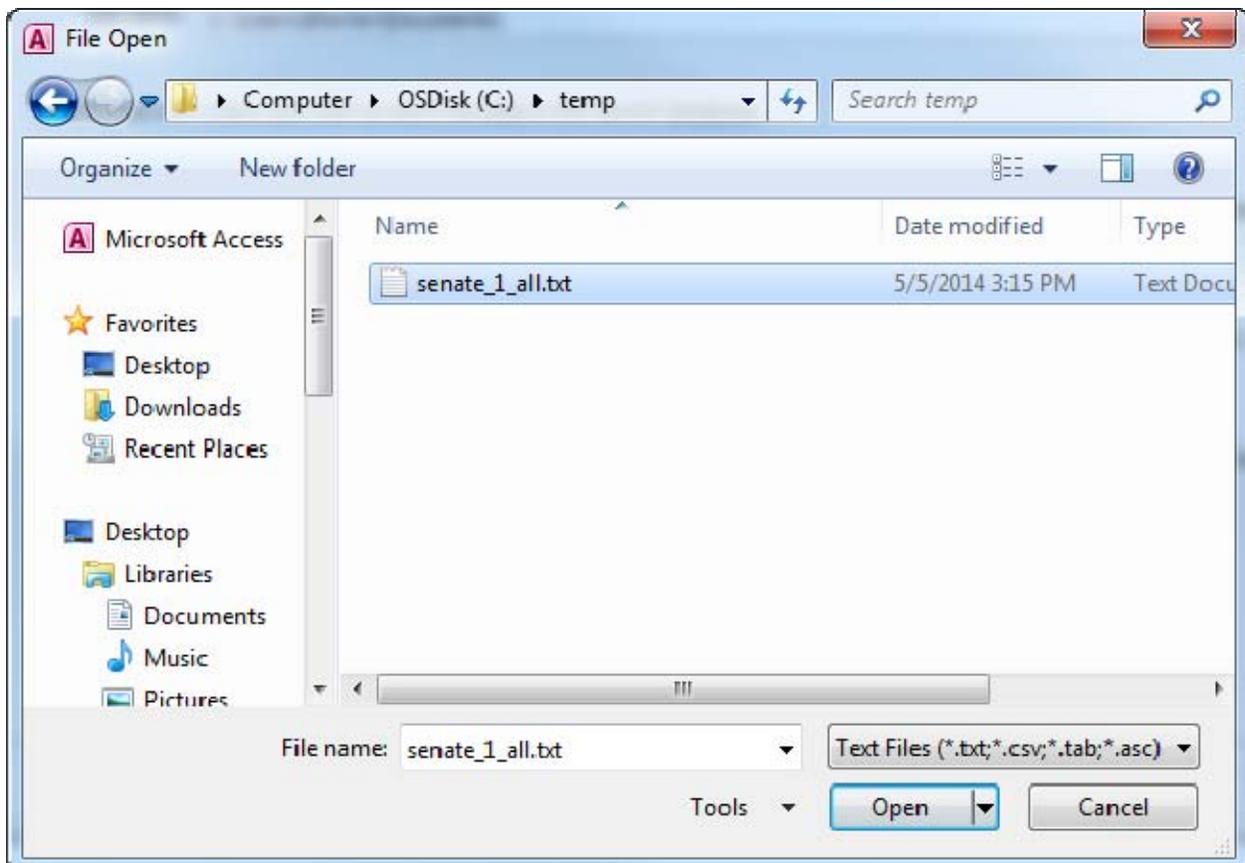
3. Select the **External Data** tab



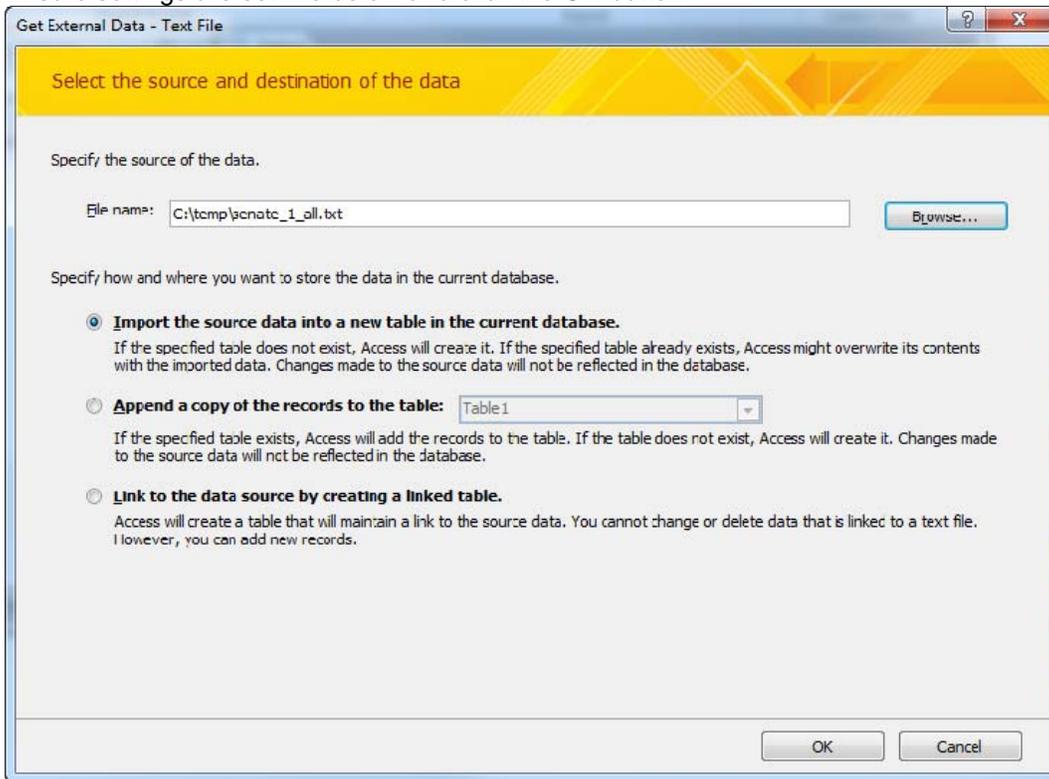
4. Click the "Text File" selection on the ribbon under the "Import & Link" Section.



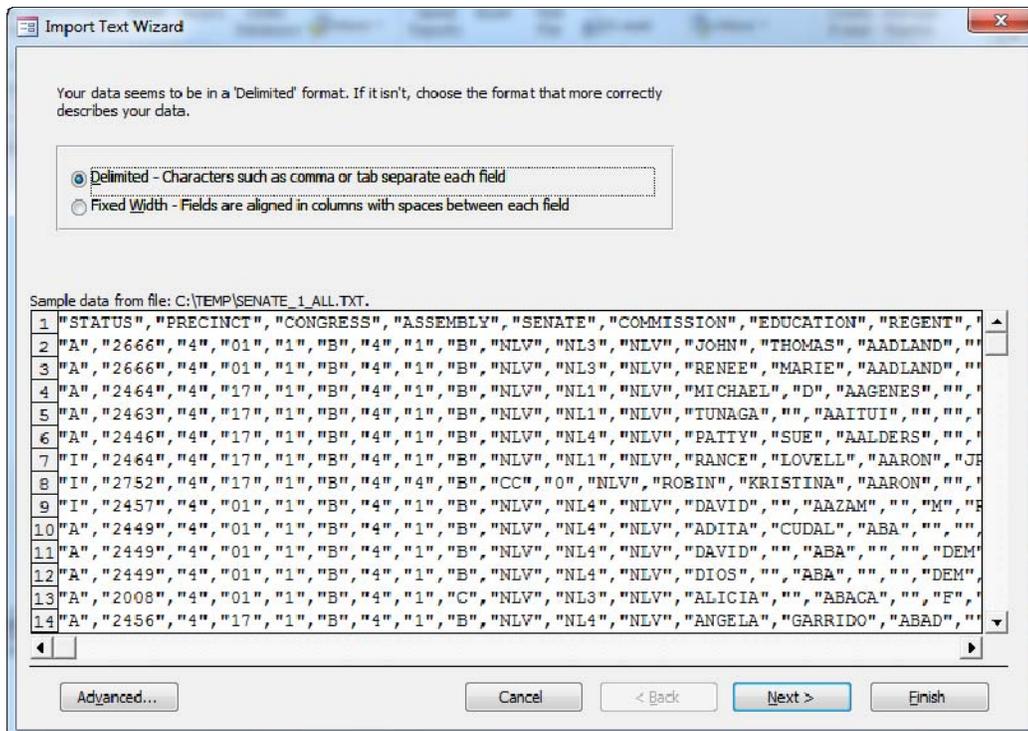
5. Click the Browse button and navigate to the location where you unzipped the data file (e.g., senate\_1\_all.txt) and select it as shown in the example below and click open:



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

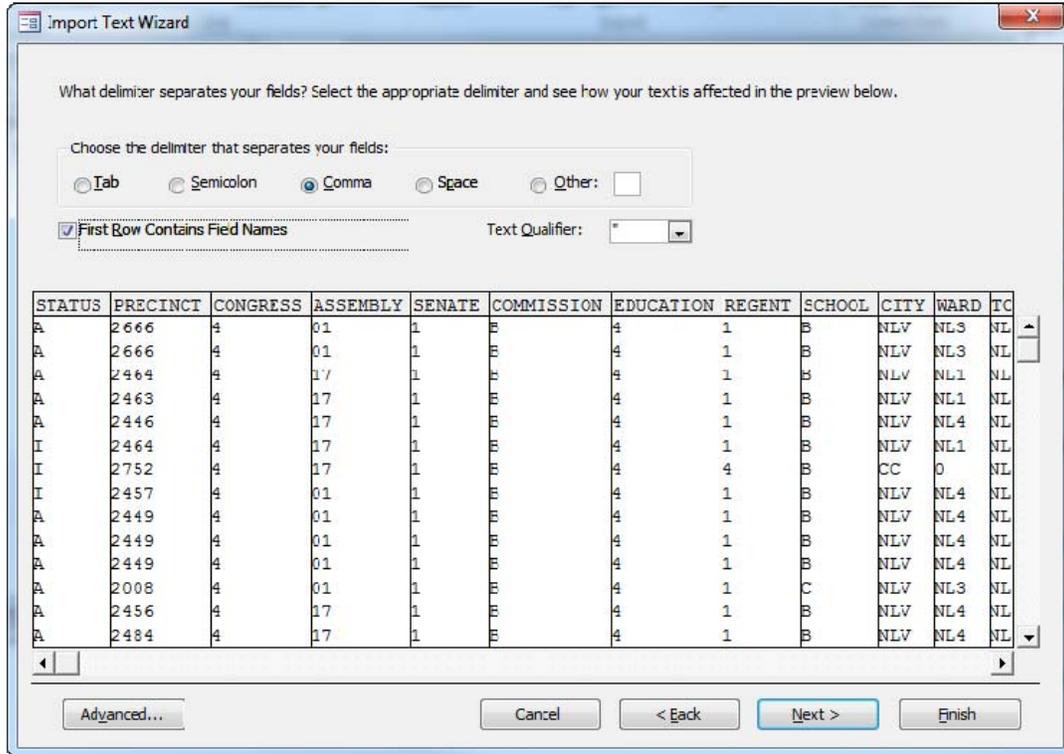


- The **Import Text Wizard** dialog should now appear, select the **Delimited** format option as shown on the next page



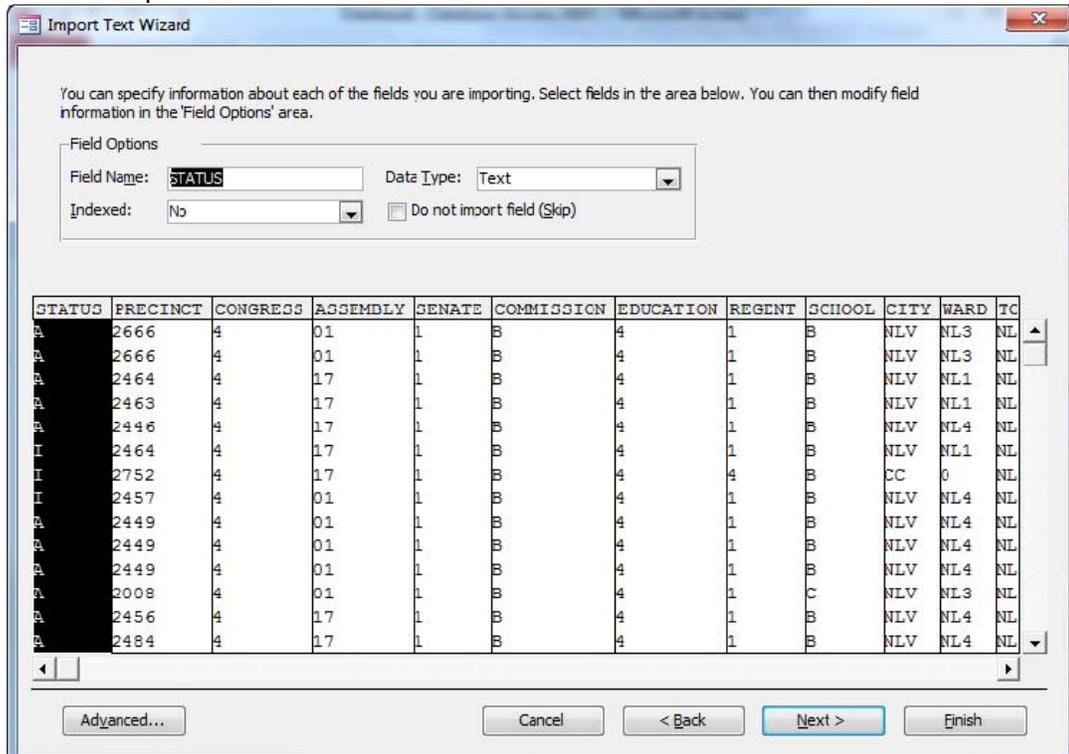
- Click the **Next >** button

- 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 (“”) and check “First Row Contains Field Names” as shown below:

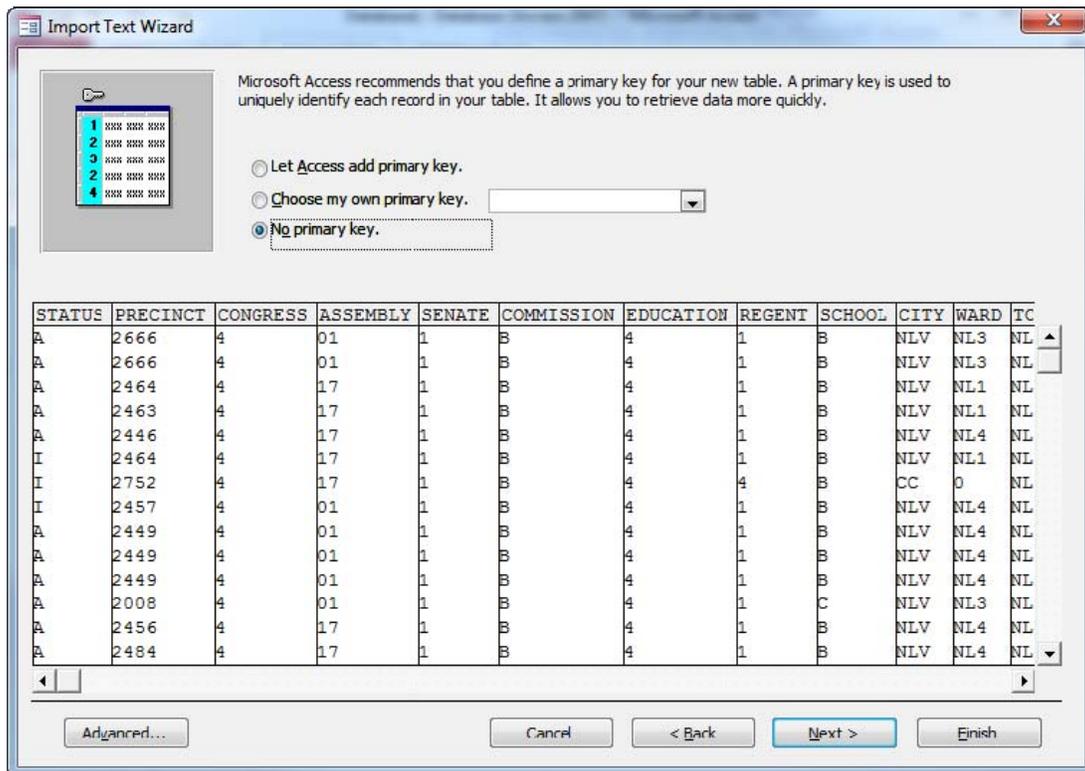


- Click the **Next >** button

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

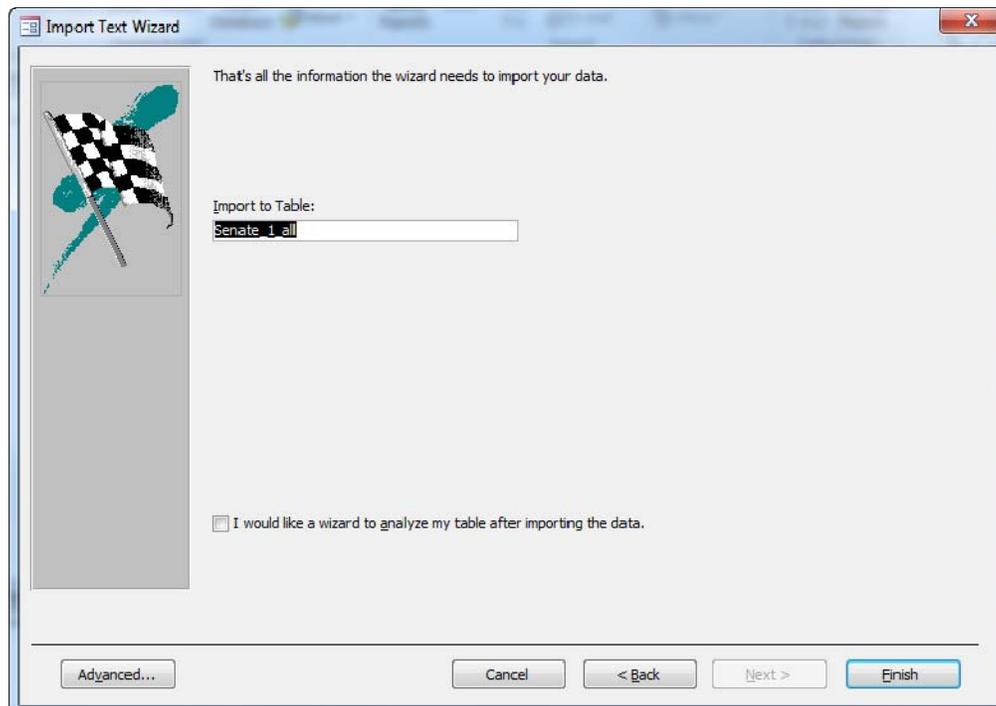


- The next screen of the wizard will allow you to specify a primary key for the new table – select the **No primary key** option as shown in the following example:



- Click the **Next >** button

- 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:



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:

