## Instructions for Importing an Early Vote Data File into Microsoft Access

- 1. Start Microsoft Access
- 2. Select the **Create a new database using Blank Access database option** as shown below:



- 3. Click the **OK** button
- 4. Select the location on your computer where you want to store the database and provide a file name as shown in the example below:



- 5. Click the **Create** button
- 6. Select the **Tables** database object

- 7. Click the **New** button (to create a new table)
- 8. When the *New Table* dialog appears, select the **Import Table** option as shown below:

New Table	<u>? ×</u>
This wizard imports tables and objects from an external file into the current database.	Datasheet View Design View Table Wizard Import Table Link Table
	OK Cancel

- 9. Click the **OK** button
- 10. When the *Import* dialog appears, change the Files of type selection to Text Files (\*.txt; \*.csv; \*.tab; \*.asc)
- 11. Navigate to the location where you unzipped the Early Vote data file (e.g., **EVPubReqPriDay1.txt**) and select it as shown in the example below:

Import		? 🔀
Look in:	🔁 TXTFiles 💽 🗢 🔁 🔯 🛪 📸 🖬 🔹 To	ools +
() History	Name         Size         Type           Image: EVPubReqPriDay1.txt         85 KB         Programmer's F           Image: PublicAbsReq.txt         3976 KB         Programmer's F	Modified 7/20/2004 8: 7/20/2004 9:
My Documents		
Desktop		
Favorites		
<u>(</u>		
My Network		🗁 Import
Places	Files of type:       Text Files (*.txt;*.csv;*.tab;*.asc)	Cancel

- 12. Click the **Import** button
- 13. 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: V:\PUBLICREQUESTS\WEBINFO\EVMBWEB\TXTFILES\EVPUBREQPRINE 1 " ","0079565","CLAESON, JOYCE RUBY ","878-7958","62 2 " ","0471337","SHEETS, MARY VIRGINIA ","363-2818"," 3 " ,"0226162","MCDONALD, STEVEN DALE ","869-4423"," 4 " ","0126992","GUILLORY, FRANCIS ADRIAN ","363-0544 5 " ,"0016760","MCDONALD, LYNETTE MARIA ","No Phone" 6 " ","0326103","THOMAS, RONALD ","363-1552","325 AN		
▲ ▶		
Advanced Cancel < Back Next > Einish		

- 14. Click the **Next >** button
- 15. On the next screen of the wizard, set the **Choose the delimiter that separates your fields** option to **Comma** and set the **Text Qualifier** to double-quotes (") a s shown below:

🖴 Import Text Wizard	
What delimiter separates your fields? Select the appropriate del is affected in the preview below.	imiter and see how your text
Choose the delimiter that separates your fields:	
C Tab C Semicolon 💿 Comma C Space	O Other:
First <u>R</u> ow Contains Field Names	Text Qualifier:
0079565 CLAESON, JOYCE RUBY	878-7958 6200 FI
0471337 SHEETS, MARY VIRGINIA	363-2818 200 LI
0226162 MCDONALD, STEVEN DALE	869-4423 201 YEI
0126992 GUILLORY, FRANCIS ADRIAN	363-0544 7112 RJ
0016760 MCDONALD, LYNETTE MARIA	No Phone 201 YEI
0326103 THOMAS, RONALD	363-1552 325 AN
	ŀ
Ad <u>v</u> anced Cancel < <u>B</u> ack	<u>N</u> ext > <u>E</u> inish

- 16. Click the **Next >** button
- 17. The next screen of the wizard will ask you where you want to store your data make sure the option **In a New Table** is selected as shown on the example below:

🗉 Import Text Wizard 🛛 🛛 🔀			
You can store your data in a new I	able or in an existing table.		
Where would you like to store you	r data?		
🖲 In a Ne <u>w</u> Table			
C In an Existing Table:			
FieField2 Field3		Field4	Field5
0079565 CLAESON, 3	OYCE RUBY	878-7958	6200 Fi 🔺
0471337 SHEETS, MJ	RY VIRGINIA	363-2818	200 LI(
0226162 MCDONALD,	STEVEN DALE	869-4423	201 YEI
0126992 GUILLORY,	FRANCIS ADRIAN	363-0544	7112 R.
0016760 MCDONALD,	LYNETTE MARIA	No Phone	201 YEI
0326103 THOMAS, RO	NALD	363-1552	325 AN 🚽
•			•
Ad <u>v</u> anced	Cancel < <u>B</u> ack	<u>N</u> ext >	Einish

- 18. Click the **Next >** button
- 19. Click the Next > button to skip the next screen of the wizard
- 20. 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:

🗉 Import Text Wizard 🛛 🛛 🔀			
I       XXX XXX XXX         I       XXX XXX XXXX         I       XXX XXX XXXX         <			
FieField2 Fiel	Ld3	Field4	Field5
0079565 CLAE	SON, JOYCE RUBY	878-7958	6200 FI 🔺
0471337 SHEE	TS, MARY VIRGINIA	363-2818	200 LI
0226162 MCDC	NALD, STEVEN DALE	869-4423	201 YEI
0126992 GUIL	LORY, FRANCIS ADRIAN	363-0544	7112 R
0016760 MCDC	NALD, LYNETTE MARIA	No Phone	201 YEI
0326103 ТНОМ	IAS, RONALD	363-1552	325 AN
		<u>h</u>	• • • • • • • • • • • • • • • • • • •
Ad <u>v</u> anced	Cancel < <u>B</u> ack	<u>N</u> ext >	<u>F</u> inish

- 21. Click the **Next >** button
- 22. 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 Wizar	d	×
	That's all the information the wizard needs to import your data. Import to Table: [EVPubReqPriDay1	
Ad <u>v</u> anced	<ul> <li>☐ I would like a wizard to analyze my table after importing the data.</li> <li>☐ Display Help after the wizard is finished.</li> <li>Cancel &lt; Back Next &gt; Einish</li> </ul>	

- 23. Click the Finish button
- 24. Monitor the **Import** status bar located in the lower left-hand corner of the main Microsoft Access application window as shown in the example below (this is how you will know that the data file is being imported):

Import	
•	

25. Once the import has completed, click on the **OK** button of the confirmation dialog that will appear as shown below:

