

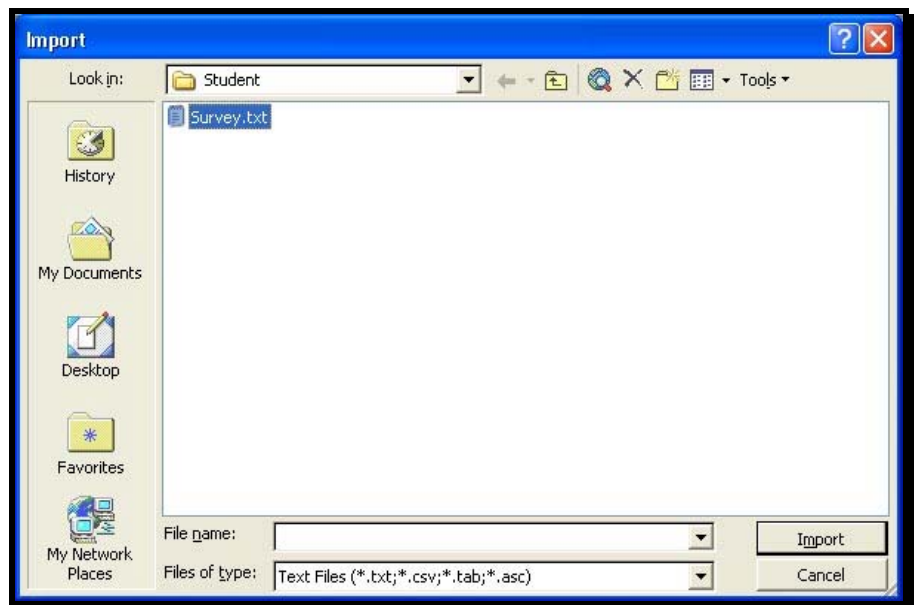
Importing a Text File

The most common type of import of mainframe data is a text file. The kind of text file is determined by the kind of mainframe. Data from a mainframe can be either fixed width or delimited. To import fixed width files you must know the exact size of each field and this must be entered for each field that is to be imported into Access.

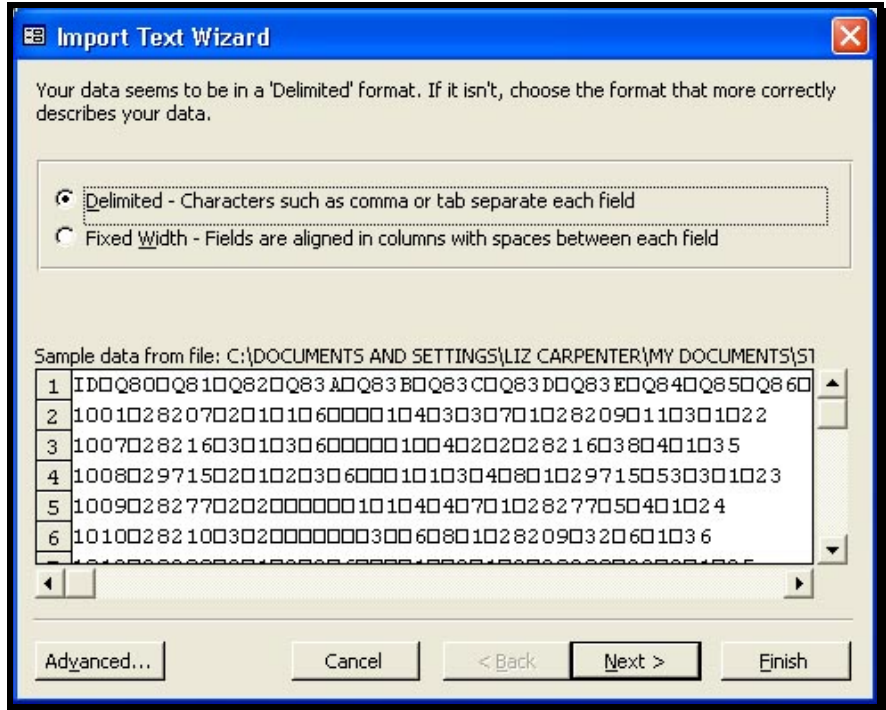
Delimited files have a separator, usually a tab, a comma or a semicolon. Access will determine the kind of delimiter.

Importing a text file is similar to importing an Excel file. Built into Access is a text wizard, which will help you import the text file into Access as a table.

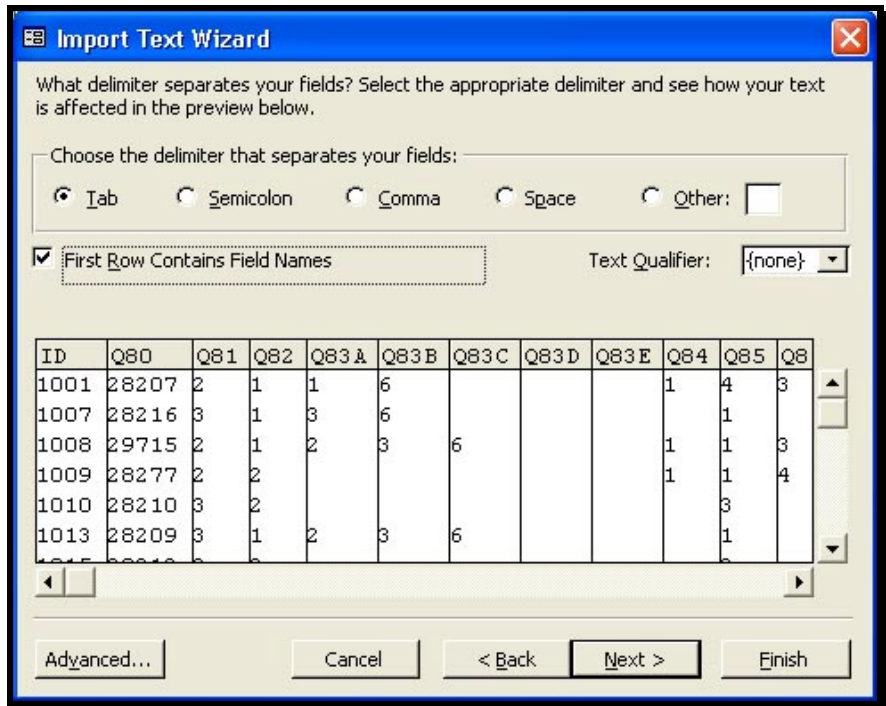
1. Open the **ImportExport** database, if it is not already open.
2. From the **File** menu, select **Get External Data**.
3. Select **Import**.
4. From the **Files of type:** pull-down list, select **Text Files (*.txt...)**.
5. From the **Import** dialog box, select the **Survey.txt**.
6. Click the [**Import**] button.



7. **Delimited** is already selected.



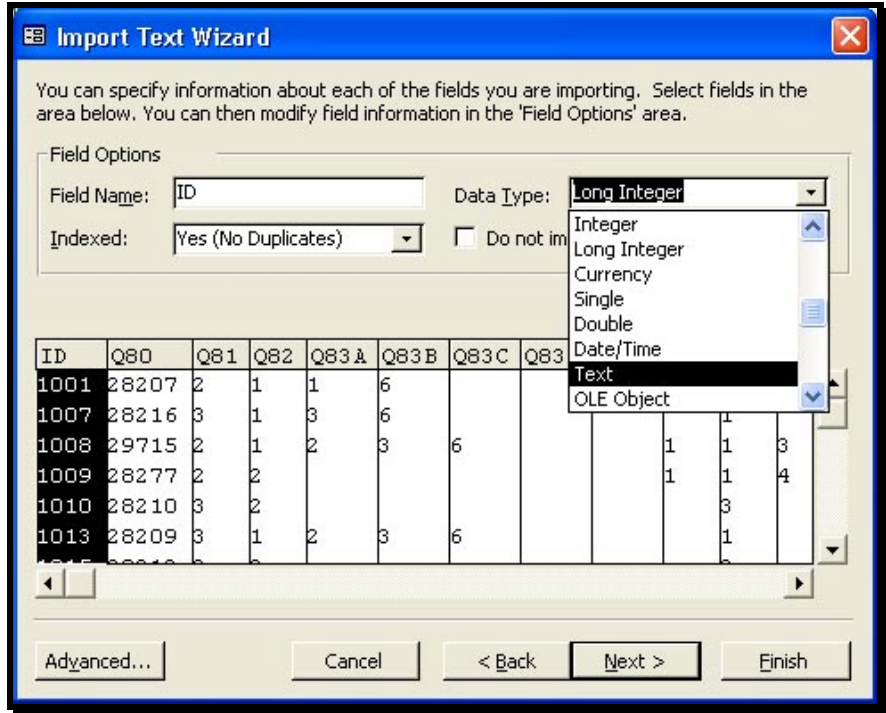
8. Click [Next >].



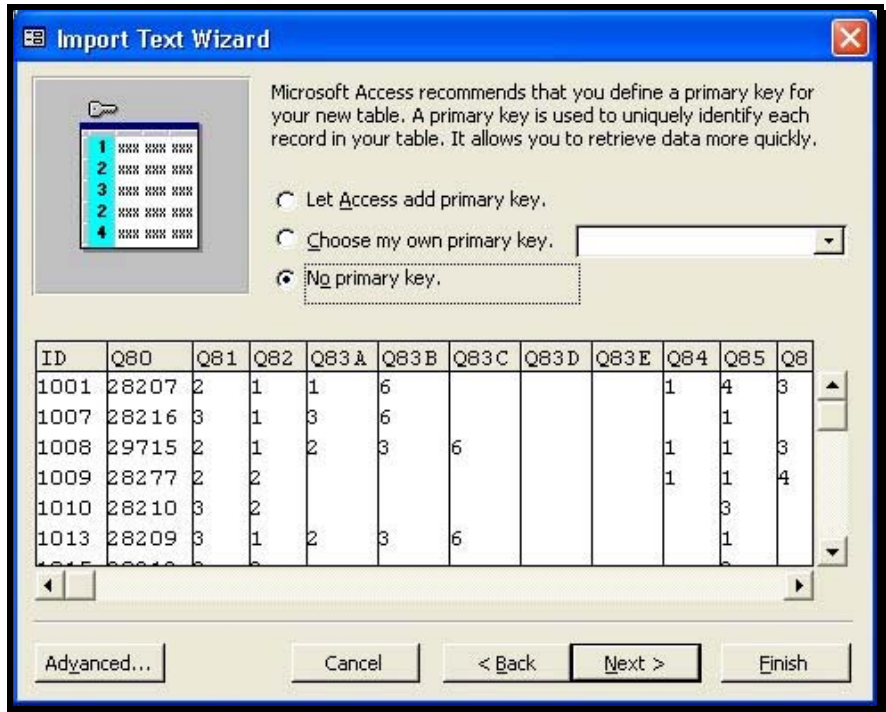
9. Click the checkbox “**F**irst **R**ow **C**ontains **F**ield **N**ames”.
This first row in the preview box will change to a field name row.
10. Click [**N**ext >].
11. Select the option **I**n a **N**ew **T**able.



12. Click [**N**ext >].



13. Click on the **Data Type** list box and select **Text** as the data type for the **ID** field.
Select each field and set each data type.
This step also allows you to remove fields from the import. Do not import (skip)
14. Click [**Next >**].
15. Select **No Primary Key**.



16. Click [**N**ext >].

17. Import the table with the name **Survey**.

18. Click [**F**inish].

An information box appears indicating that the records from Survey.txt has successfully imported into the table Survey.

19. Click [**O**K].

The object Survey appears in the Tables list.