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 <u>File</u> menu, select Get External <u>D</u>ata.
- 3. Select Import.
- 4. From the **Files of <u>type</u>:** 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.

🗉 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
C Fixed Width - Fields are aligned in columns with spaces between each field
Sample data from file: C:\DOCUMENTS AND SETTINGS\LIZ CARPENTER\MY DOCUMENTS\S1 1 IDD Q80D Q81D Q82D Q83 AD Q83 BD Q83 CD Q83 DD Q83 ED Q84D Q85D Q86D 2 1001D 28207D 2D 1D 1D 6D DD 1D 4D 3D 3D 7D 1D 28209D 11D 3D 1D 22 3 1007D 282 16D 3D 1D 3D 6D DD DD 1D 4D 2D 2D 282 16D 38D 4D 1D 35 4 1008D 29715D 2D 1D 2D 3D 6D DD 1D 1D 3D 4D 8D 1D 29715D 53 D3 D1 D 23 5 1009D 282 77D 2D 2D DD DD DD 1D 1D 4D 4D 7D 1D 282 77D 5D 4D 1D 24 6 1010D 282 10D 3D 2D DD DD DD 3D 6D 8D 1D 282 09D 32D 6D 1D 3 6
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8. Click [<u>N</u>ext >].

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✓ First	<u>R</u> ow Cont	ains Fi	eld Nar	nes]		Text Qu	alifier:	{no	ne}	•
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1007	28216	3	1	3	6					1		
1008	29715	2	1	2	з	6			1	1	з	
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- 9. Click the checkbox "**First <u>Row</u> Contains Field Names**". *This first row in the preview box will change to a field name row.*
- 10. Click [<u>N</u>ext >].
- 11. Select the option **In a New Table**.

		Impo	ort Text	Wiza	rd									X
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			ed	E	E L	Cance		- < <u>B</u> a	ck	<u>N</u> ext :	>	E Ei	♪	

12. Click [<u>N</u>ext >].

🖽 Import Text Wiza	rd				
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Advanced	Cancel	< <u>B</u> ac	:k	<u>N</u> ext >	Einish

- 13. Click on the Data <u>Type</u> 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 [<u>N</u>ext >].
- 15. Select No Primary Key.

			C	Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.									
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ID (Q80	Q81	Q82	Q83A	Q83B	Q83C	Q83D	Q83E	Q84	Q85	Q8		
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1009 2	28277	2	2						1	1	4		
1010 2	28210	3	2							з			
1013 2	28209	з	1	2	з	6				1		-	
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- 16. Click [<u>N</u>ext >].
- 17. Import the table with the name **Survey**.
- 18. Click [**<u>F</u>inish**].

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

19. Click [OK].

The object **Survey** appears in the Tables list.