



Instructions for Importing Data into Access

Access Database Empty Shell

How to import comma-delimited files into the Access Database Empty Shell:

An Access Database Empty Shell is provided as a courtesy by CDE. It is formatted so that the comma-delimited research files may easily be imported into the database using the following instructions:

1. Download the Access Database Empty Shell below. (Note that the shell is to be used with Access 2000).
2. Download the comma-delimited files that you want from the Research Files page.
3. Extract the Access Database Empty Shell to a folder (e.g., "c:\research\"). You should now have a file named "2003_2004_CELDT_Data_Shell.mdb."
4. Extract the comma-delimited file(s) you downloaded to a folder (e.g., "c:\research\").
5. Open the Access Database Empty Shell ("2003_2004_CELDT_Data_Shell.mdb") using Access 2000.
6. Import the comma-delimited file:
 - a. From the drop-down menu, select File
 - b. Click Get External Data and Import
 - c. Select the comma-delimited file you want to import. (Note: the comma-delimited file will have a "TXT" file extension)
 - d. Click Import
 - e. Select Delimited as the file type and click Next
 - f. Select Comma as the delimiter and double quotes (") as the text qualifier. Select the box indicating the First Row Contains Field Names and click Next
 - g. Select to store your data in an existing table. Choose Research_Data_2003_2004 from the drop-down menu and click Next
 - h. Click Finish
7. It is recommended that you compact your database at this time. From the Tools menu, select Database Utilities, and then click Compact and Repair Database.

Note: The Access Database Empty Shell and instructions for use are provided as a courtesy by CDE. Technical questions should be directed at the local level.