

Instructions for Importing 2004–05 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 be imported easily into the database using the following instructions:

1. Download the Access Database Empty Shell. **(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 "2004_2005_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 ("2004_2005_CELDT_Data_Shell.mdb") using Access 2000.
6. Import the comma-delimited file as follows:
 - 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. To store your data, select "in an existing table." Choose "Research_Data_2004_2005" 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 to local school district staffs.

Instructions for Importing
2004–05 Data into Access