Instructions for Importing a Voter List Data File into Microsoft Access

Once the **.ZIP** file has been downloaded and saved to your computer, execute the following steps to decompress the file:

1. Extract the .zip file to the desired location using your operating system's unzip utility.

For this example, a file called CONGRESS_1_ALL.TXT will be located in the directory that was selected to unzip the file to (e.g., C:\temp)

Import into Microsoft Access

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

Microsoft Access ? ×
Create a new database using
\bigcirc <u>A</u> ccess database wizards, pages, and projects
O Open an existing file
More Files P:\InfoRequests\InfoReqdb P:\02_CF\Election P:\Peachtree\2003\2003_Results Databases\vemacs
OK Cancel

- 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:

File New Databa	se							? ×
Save in:	CoterList		•	🗢 🔁	Q X (<u>ч</u> 📰 🗕 т	ools 🗸	
() History								
My Documents								
Desktop								
Favorites								
	File <u>n</u> ame:	VoterList.mdb				-	📙 <u>C</u> re	ate
	Save as <u>t</u> ype:	Microsoft Acces	ss Databases ('	*.mdb)		•	Ca	ncel

- 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 Voter List data file (e.g., SENATE_CEN_ALL.TXT) and select it as shown in the example below:

Import									? ×
Look in:	🛅 temp			• 🗢 🗄	b Q	× 👛	📰 - Т	ools 🗸	
() History	SENATE_C	EN_ALL.TXT							
My Documents									
Desktop									
Favorites									
My Network	 File <u>n</u> ame:						•	2	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: D:\TEMP\SENATE_CEN_ALL.TXT. 1 "A", "1516", "2", "20", "CEN", "A", "7", "12", "B", "MES", "0" 2 "I", "2465", "2", "20", "CEN", "B", "7", "12", "B", "MES", "0" 3 "A", "2465", "2", "20", "CEN", "B", "7", "12", "B", "MES", "0" 4 "I", "2465", "2", "20", "CEN", "B", "7", "12", "B", "MES", "0" 5 "I", "2465", "2", "20", "CEN", "B", "7", "12", "B", "MES", "0" 6 "A", "2465", "2", "20", "CEN", "B", "7", "12", "B", "MES", "0" 6 "A", "2465", "2", "20", "CEN", "B", "7", "12", "B", "MES", "0"	
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
 - ✓ Set the **Text Qualifier** to double-quotes (") a s shown below:

🔡 Import Text Wizard			×				
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.							
Choose the delimiter that s	eparates your fields:						
C Tab C Semicolo	n 💽 Comma	O Space O G	Other:				
First <u>R</u> ow Contains Field N	lames	Text <u>Q</u> ualii	fier: 📕 🔽				
· · · · · · · ·	<u> </u>						
A 1516 2 20 CEN A		[ANDREW A4				
I 2465 2 20 CEN B		MES CHAD					
A 2465 2 20 CEN B	I. I L L L_ L_		ANN AF				
I 2465 2 20 CEN B I 2466 2 20 CEN B			ANNE AF SMITH AF				
I 2466 2 20 CEN B A 2465 2 20 CEN B			SMITH AF M AF				
		TES EDATIVE					
•			•				
Ad <u>v</u> anced	Cancel <	(<u>B</u> ack <u>N</u> ext >	Einish				

- 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 1	Text Wizard					×
You can sto	ore your data in a nev	v table or in	an existing tabl	е.		
Where wou	ıld you like to store y	our data?				
💿 In a Ne	<u>w</u> Table					
O In an E:	xisting Table:			-		
				_		
STATUS	PRECINCT NUM	CITIES	ASSEMBLY	SENATE	COMMISSION	
0	6414	cc	08	11	F 3	
o	6421	cc	42	11	F 2	
p	6491	cc	22	09	F 4	
p	1138	cc	16	05	a 4	
p	6491	cc	22	09	म म	
p	5413	cc	14	07	Е	
	la e a a		ho	be		
					<u> </u>	1
	-1		1	_	_	
Ad <u>v</u> anced.		Cancel	< <u>B</u> ack	<u>N</u> ext	> <u>E</u> inish	

- 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		×
1 XXX XXX XXX 2 XXX XXX XXX 3 XXX XXX XXX 3 XXX XXX XXX 2 XXX XXX XXX 4 XXX XXX XXX	Microsoft Access recommends that you define a primary key your new table. A primary key is used to uniquely identify ea record in your table. It allows you to retrieve data more quic O Let Access add primary key. O Choose my own primary key. O Primary key.	ch
FiFieldFiFieFie	JFiFiFieFiFieJFieJField13 Field14	F
A 1516 2 20 CEN	IA 7 12 B MES O MES ELMER ANDREW	A.A 🔺
I 2465 2 20 CEN	ibp12bMespMeschad p	AE
A 2465 2 20 CEN	1 b 7 12 b MES O MES CHERRYL ANN	AE
I 2465 2 20 CEN	i b 7 12 b mes o mes christina anne	AE
I 2466 2 20 CEN	i ja 7 12 ja ja es jo ja es colleen saith	AE
A 2465 2 20 CEN	i ja	AE
Ad <u>v</u> anced	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> ini:	sh

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 Wizard		×
	That's all the information the wizard needs to import your data. Import to Table: SENATE_CEN_ALL I would like a wizard to analyze my table after importing the	
	data.	
	Display Help after the wizard is finished.	
		_
Advanced	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	

- 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):

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

