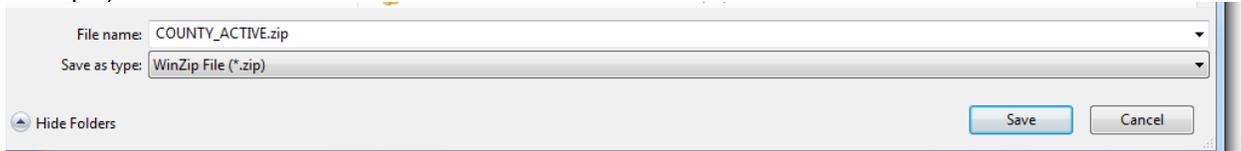# Instructions for Importing a Voter List Data File into Microsoft Access 2010

1. Download and save the file to a desired location on your computer ("My Documents", for example)


2. Navigate to saved file location and extract the .zip file with your operating system's unzip utility (in the screenshot below, WinZip is used)

3. Start **Microsoft Access**

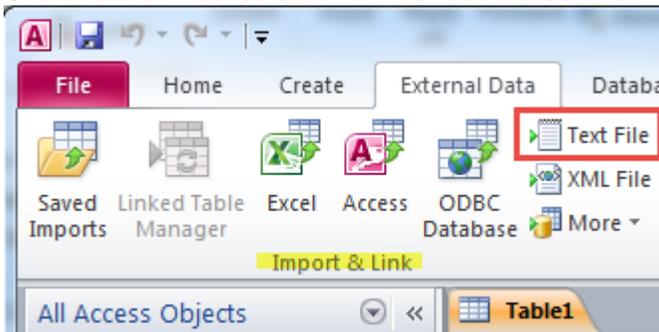4. Select the **Blank database** from the **"Available Templates"** section as shown below:
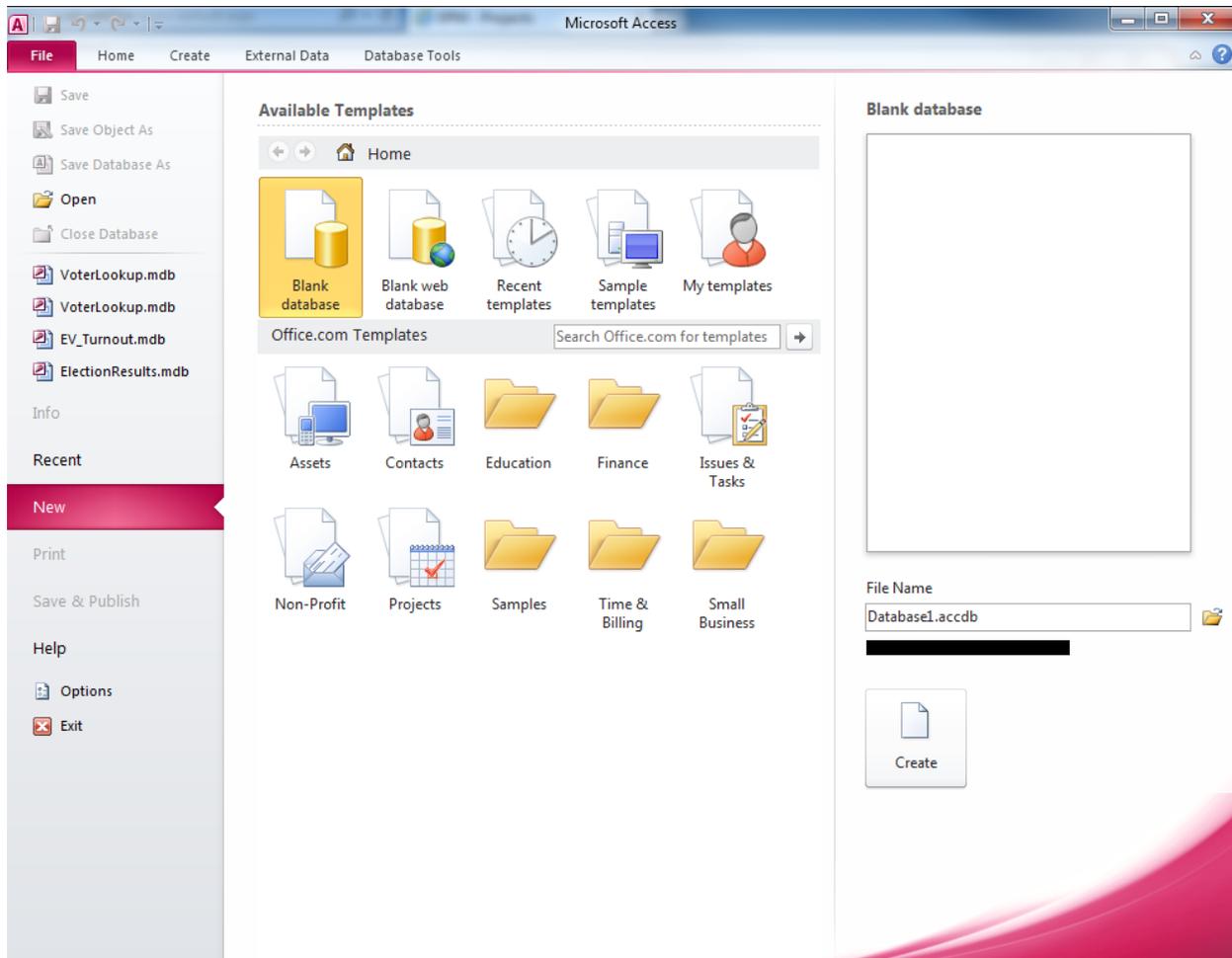
1. Select the location on your computer where you want to store the database and provide a file name as shown in the example below:
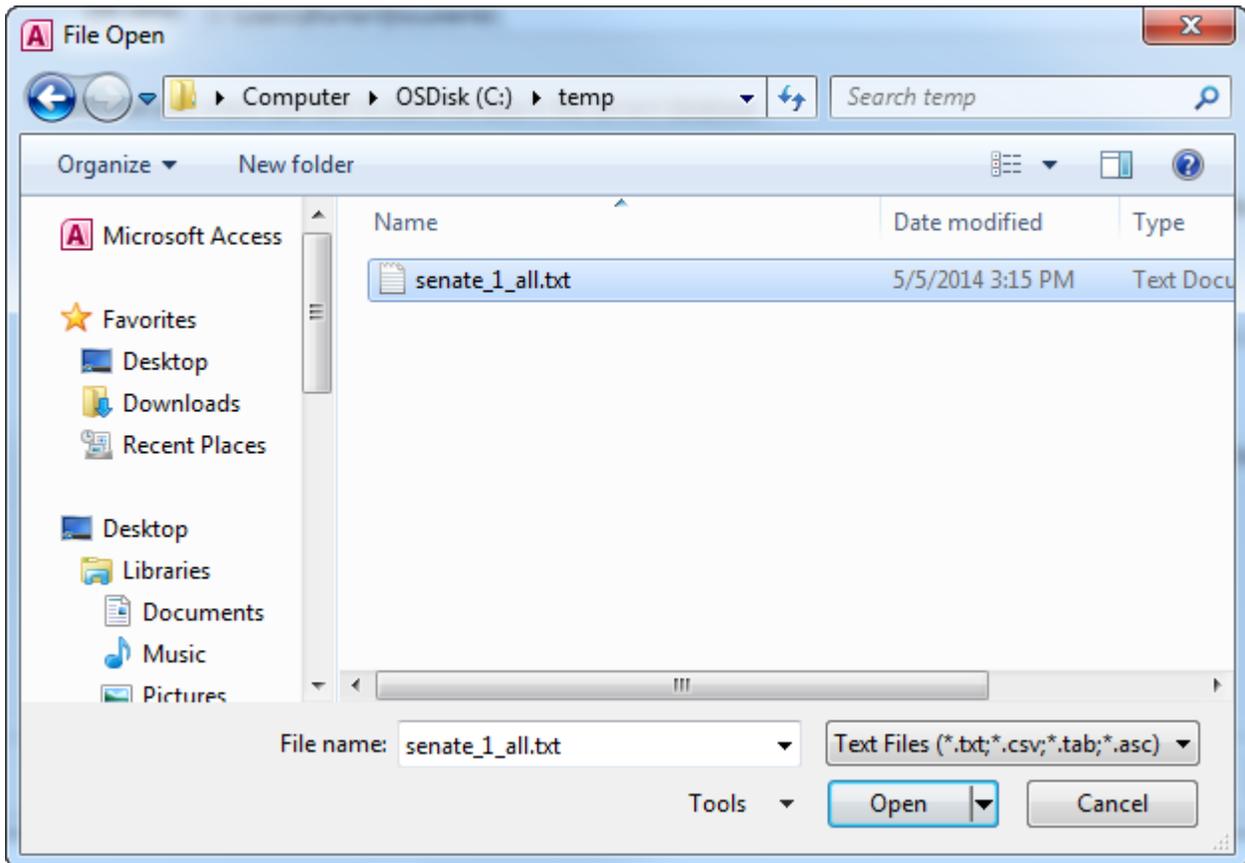

2. Click the **Create** button

3. Select the **External Data** tab
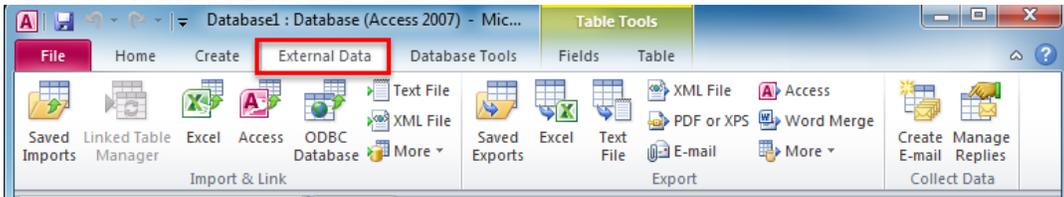
4. Click the "Text File" selection on the ribbon under the "Import & Link" Section.
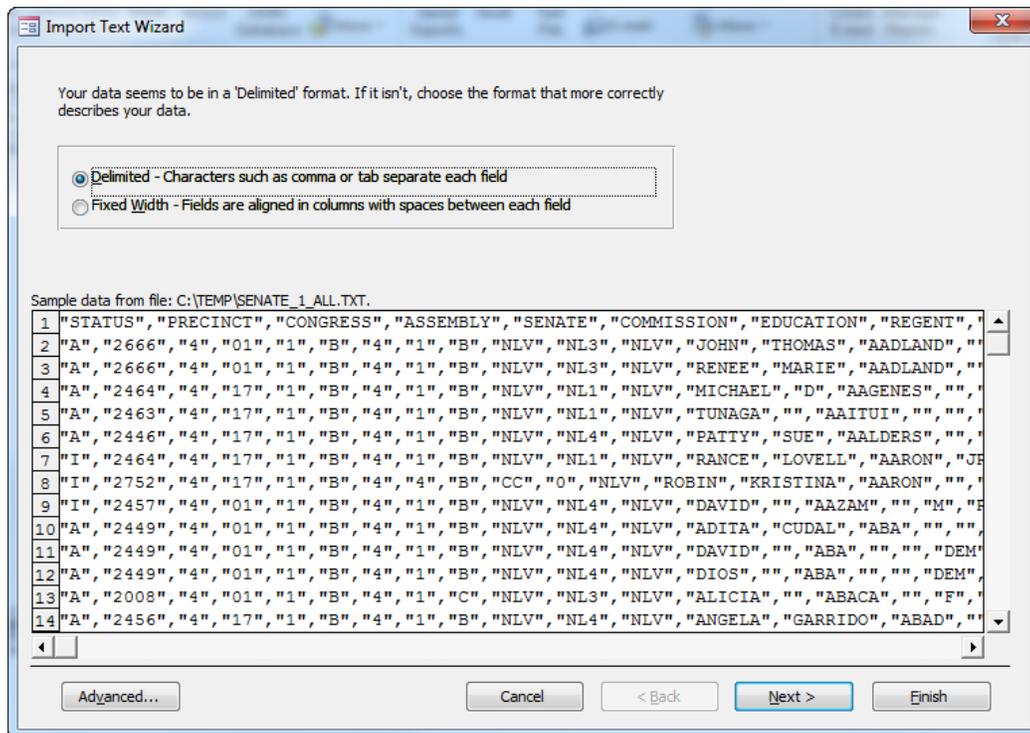
5. Click the Browse button and navigate to the location where you unzipped the data file (e.g., senate_1_all.txt) and select it as shown in the example below and click open:
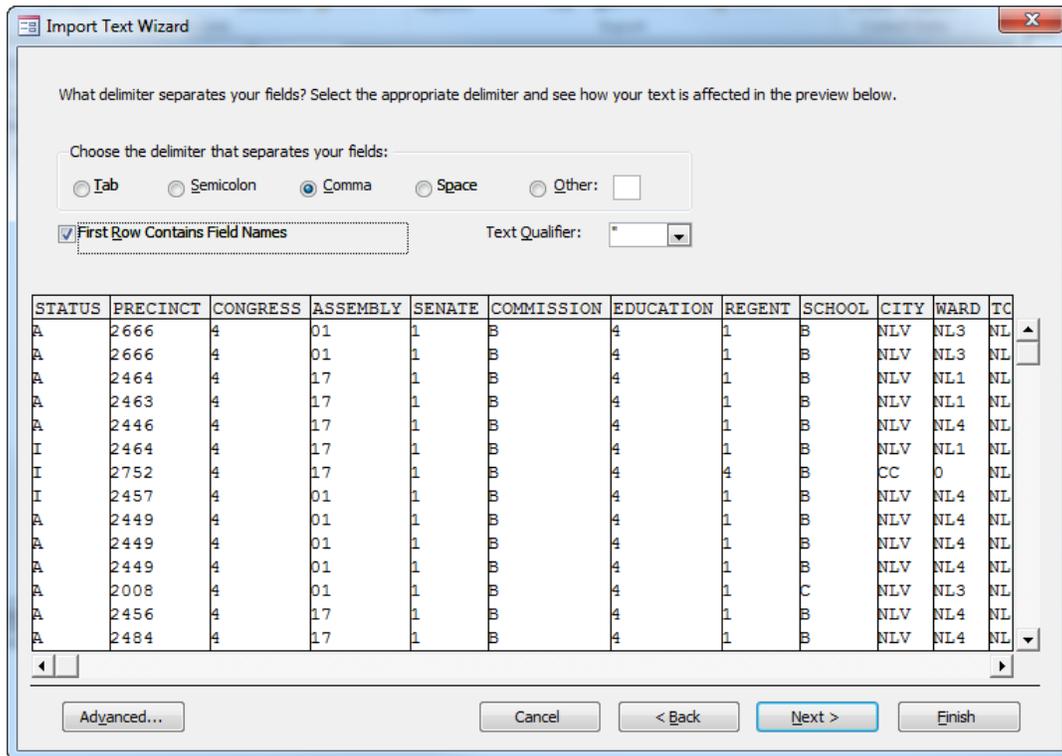
6. Ensure settings are set like below and click the **OK** button.
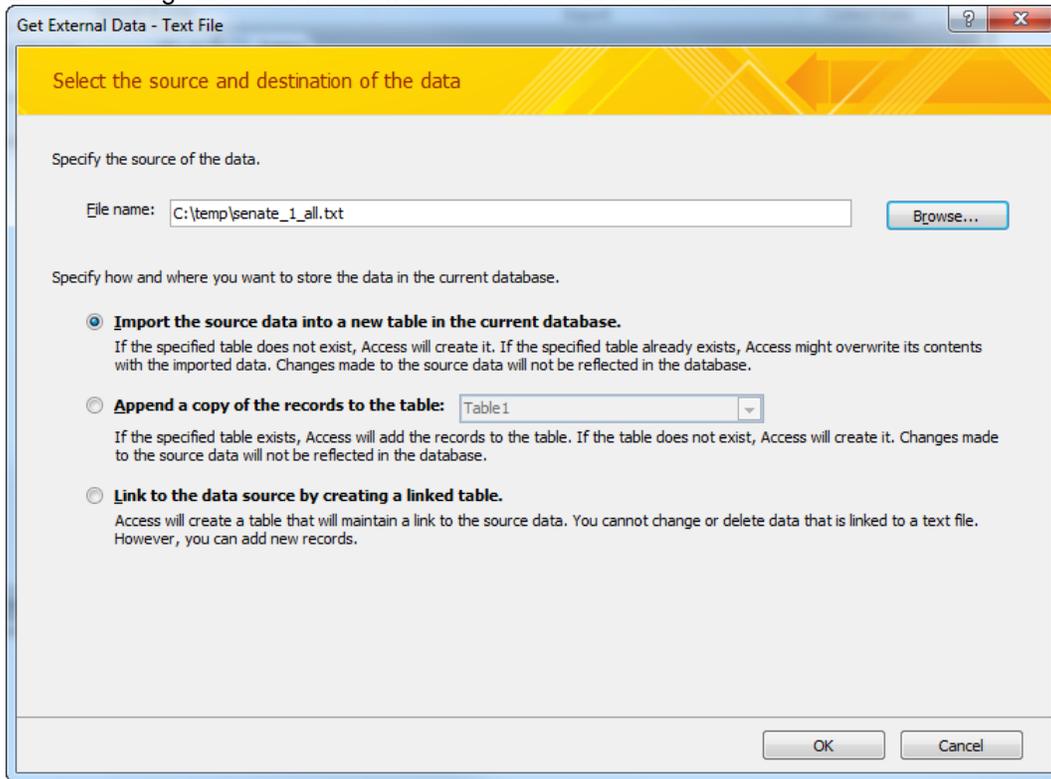
7. The *Import Text Wizard* dialog should now appear, select the **Delimited** format option as shown on the next page
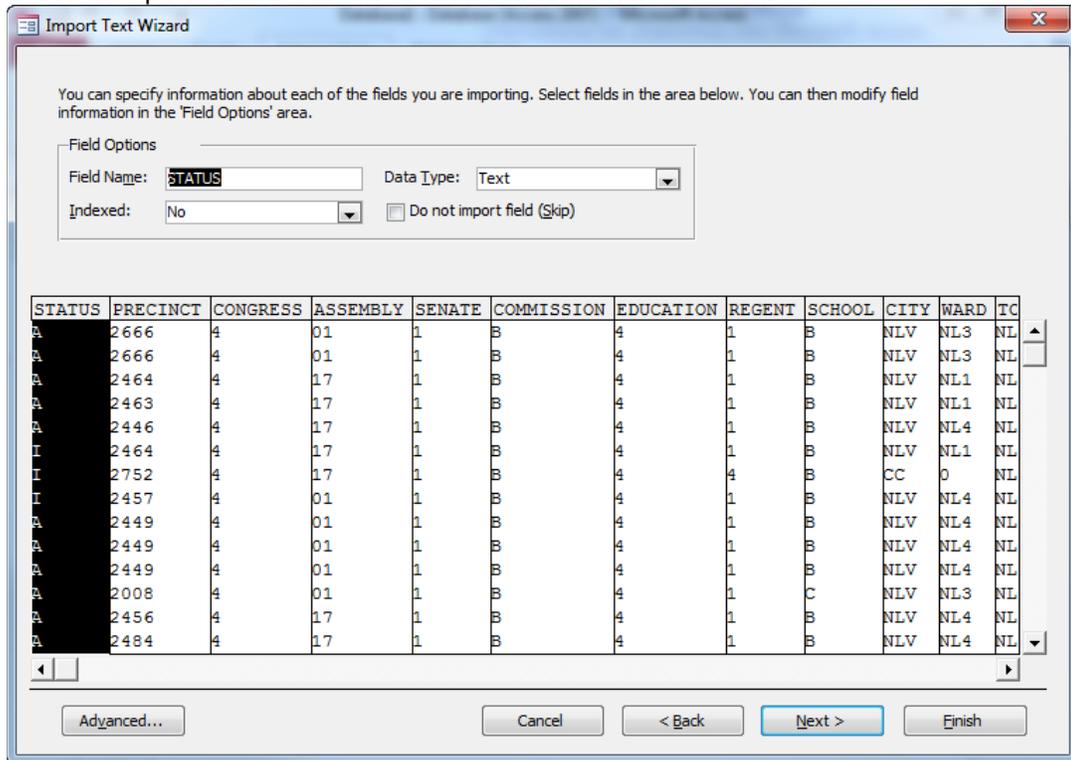
8. Click the **Next >** button

9. 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 (**"**)
   - ✓ check "**First Row Contains Field Names**" as shown below:

| STATUS	PRECINCT	CONGRESS	ASSEMBLY	SENATE	COMMISSION	EDUCATION	REGENT	SCHOOL	CITY	WARD	TC
A	2666	4	01	1	B	4	1	B	NLV	NL3	NL
A	2666	4	01	1	B	4	1	B	NLV	NL3	NL
A	2464	4	17	1	B	4	1	B	NLV	NL1	NL
A	2463	4	17	1	B	4	1	B	NLV	NL1	NL
A	2446	4	17	1	B	4	1	B	NLV	NL4	NL
I	2464	4	17	1	B	4	1	B	NLV	NL1	NL
I	2752	4	17	1	B	4	4	B	CC	0	NL
I	2457	4	01	1	B	4	1	B	NLV	NL4	NL
A	2449	4	01	1	B	4	1	B	NLV	NL4	NL
A	2449	4	01	1	B	4	1	B	NLV	NL4	NL
A	2449	4	01	1	B	4	1	B	NLV	NL4	NL
A	2008	4	01	1	B	4	1	C	NLV	NL3	NL
A	2456	4	17	1	B	4	1	B	NLV	NL4	NL
A	2484	4	17	1	B	4	1	B	NLV	NL4	NL

10. Click the **Next >** button

11. Leave the options in this screen as-is and click the **Next >** button.

12. 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:
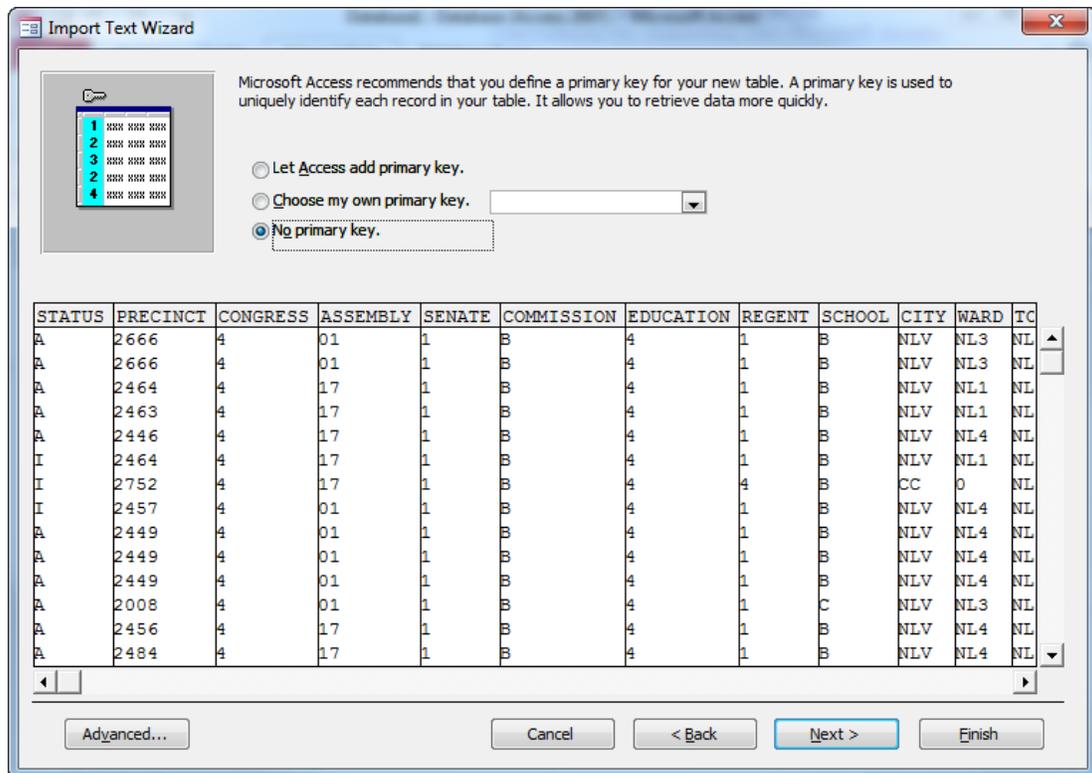
13. Click the **Next >** button

14. 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:
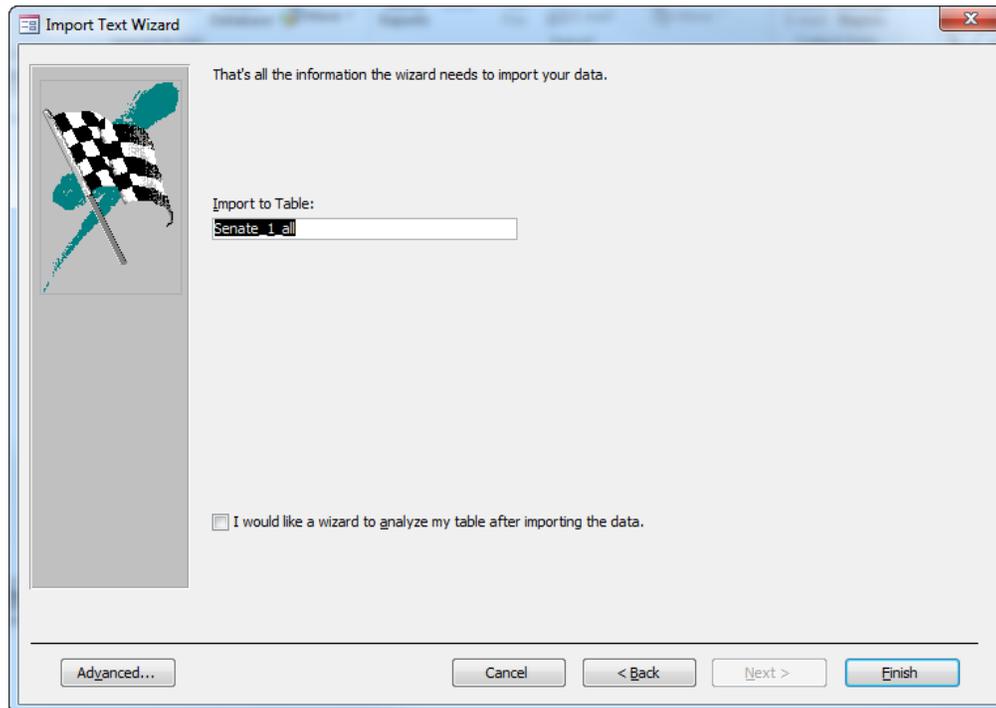
15. Click the **Finish** button

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