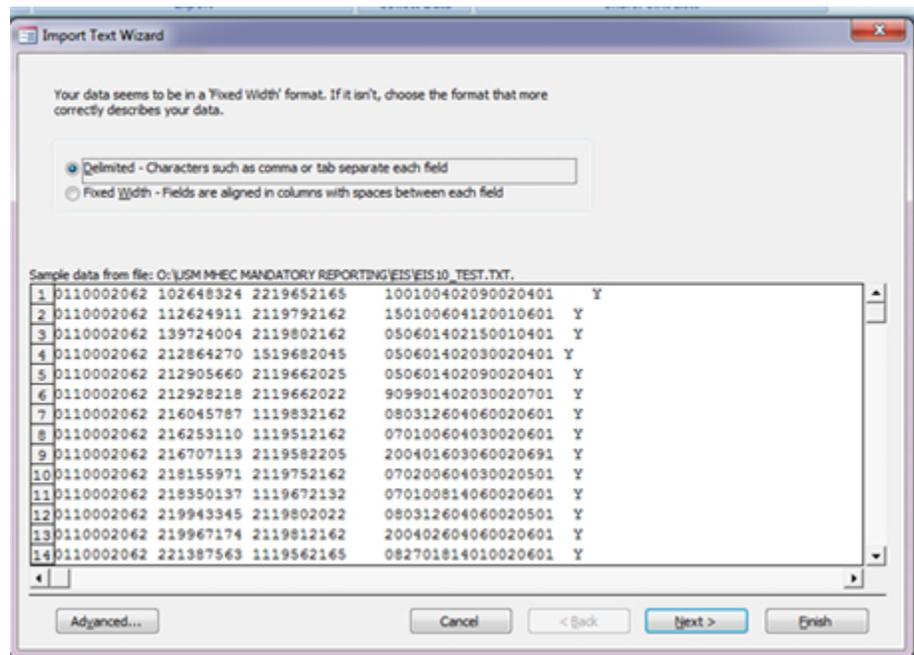


Automating The Access Import Process

Sometimes when retrieving information from a data source, the data are provided in a software-neutral manner such as a fixed-format or delimited text format. If it's a one-time download, it's not a big deal to retrieve the information and manually import the data. If it's delimited, it's also pretty easy to import the data. But, wouldn't it be nice to automate the process of downloading fixed-format or delimited data into Access 2007 in the same way that you can do it with statistical software like SPSS? Here's how:

1. Click on the External Data tab, find the Import group, and click Text File. Find the file of interest and double-click on it. Select the "Import the source data into a new table in the current database" option.
2. Determine whether it is delimited for fixed width. If it's delimited, make sure you know what type of delimited text file it is (tab, semicolon, comma, space, or other). Click Next.



3. Go ahead and set up all of the parameters and make sure that all of the field breaks, field names, data types, and primary key information are correct.
4. The last screen has a checked flag and will say "That's all the information the wizard needs to import your data." Do NOT press the Finish button. Press the Advanced button.
5. A box will present itself with the import specification you just defined. Look at the Field Information area and make any changes to the Field Name, Data Type, Indexed, or Skip. Do NOT change the Start and Width columns.

Rny485e20100717 Import Specification

File Format: Delimited Fixed Width

Field Delimiter: , Text Qualifier: {none}

Language: English Code Page: OEM United States

Dates, Times, and Numbers

Date Order: MDY Four Digit Years

Date Delimiter: / Leading Zeros in Dates

Time Delimiter: : Decimal Symbol: .

Field Information:

Field Name	Data Type	Start	Width	Indexed	Skip
Field1	Text	1	19	No	<input type="checkbox"/>
Field2	Text	20	10	No	<input type="checkbox"/>
Field3	Text	30	3	No	<input type="checkbox"/>
Field4	Text	33	13	No	<input type="checkbox"/>
Field5	Date/Time	46	12	No	<input type="checkbox"/>
Field6	Long Integer	58	4	No	<input type="checkbox"/>
Field7	Text	62	5	No	<input type="checkbox"/>
Field8	Long Integer	67	4	No	<input type="checkbox"/>

6. If you're happy with what you have, click the Save As button. Give it an easy to remember name and click OK.
7. Now, click the Specs button. It will show you the import/export specifications that you've saved, if any.
8. Click OK to close the dialog box and then click Finish.
9. Now, if you have the same configuration of data (doesn't have to be the same data, just the same format), you can go to step one to access the file and hit OK. But now, click on the Advanced button.
10. Click on the Specs button. You should see the Import/Export Specifications that you've saved before. Open the one you want and you should see exactly what you've defined once before and can safely commit it to your database.