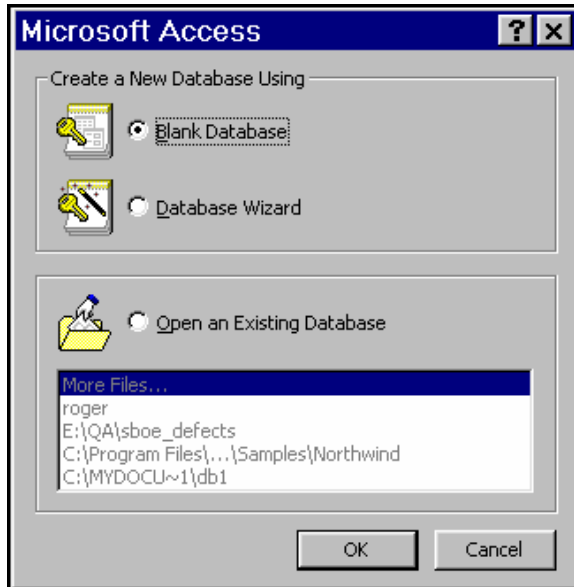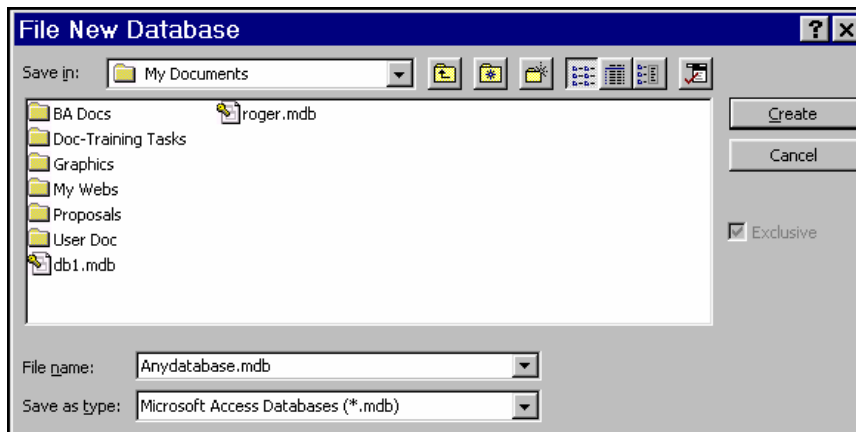# Creating an Access File from a Text File
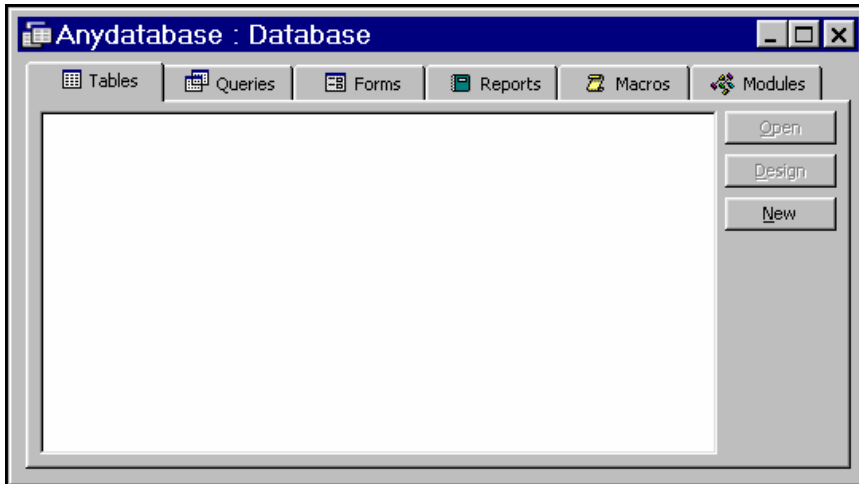
1. Open Access to display the following window.

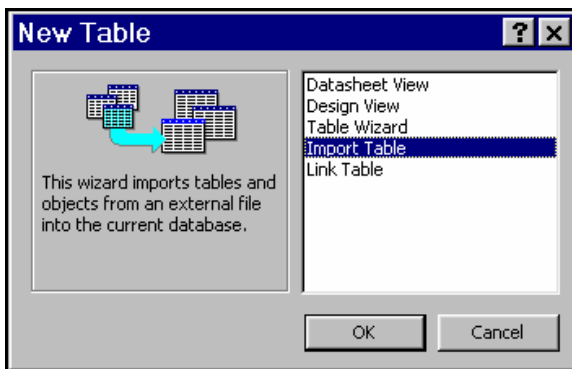2. Select the **Blank Database** radio button and click [OK] to display a window similar to the following.
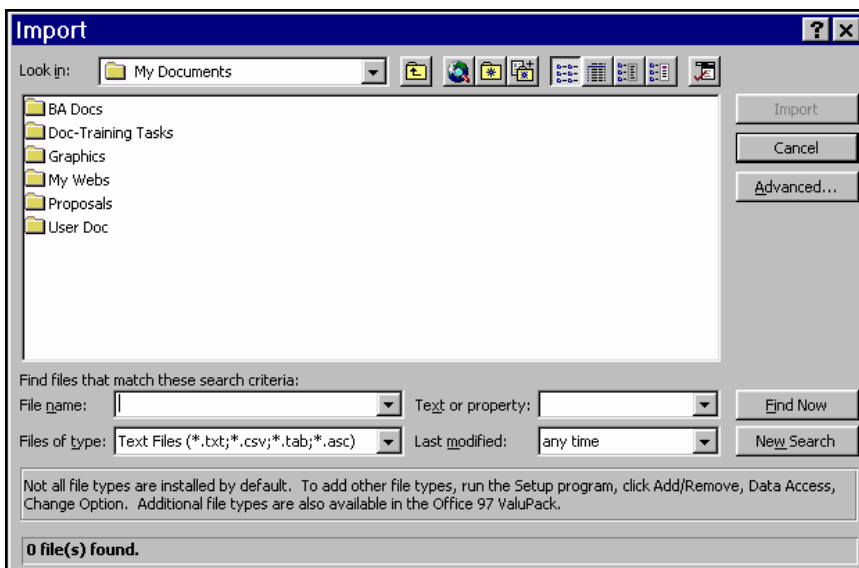

3. Enter a database name into the **File Name** field and click [Create] to display a window similar to the following.

4. Click [New] to display the following.

5. Select **Import Table** as shown above and click [OK] to display a window similar to the following.

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6. Select Text Files (*.txt; *.csv; *.tab; *.asc) from the **Files of type** field drop-down list, as shown above.

7. Find the file that you wish to import and double-click on it to display a window similar to the following.
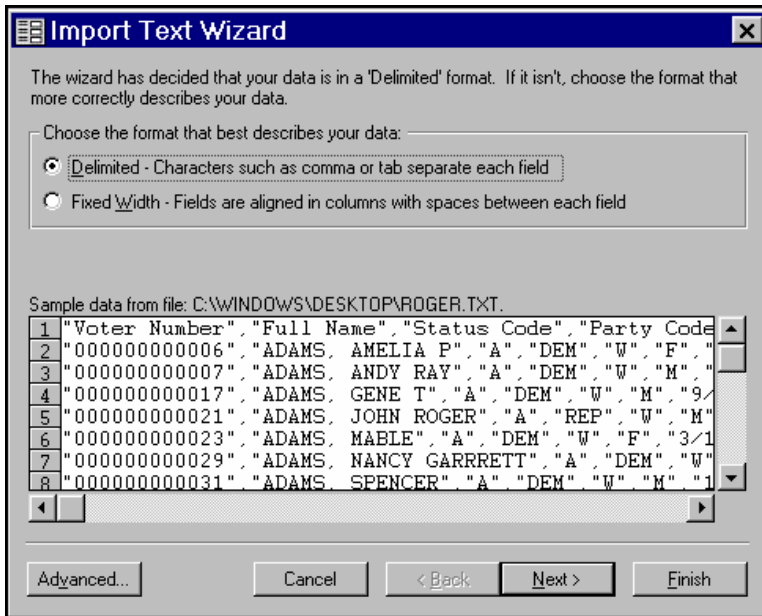
8. Select the **Delimited** radio button, and click [Next >] to display a window similar to the following.
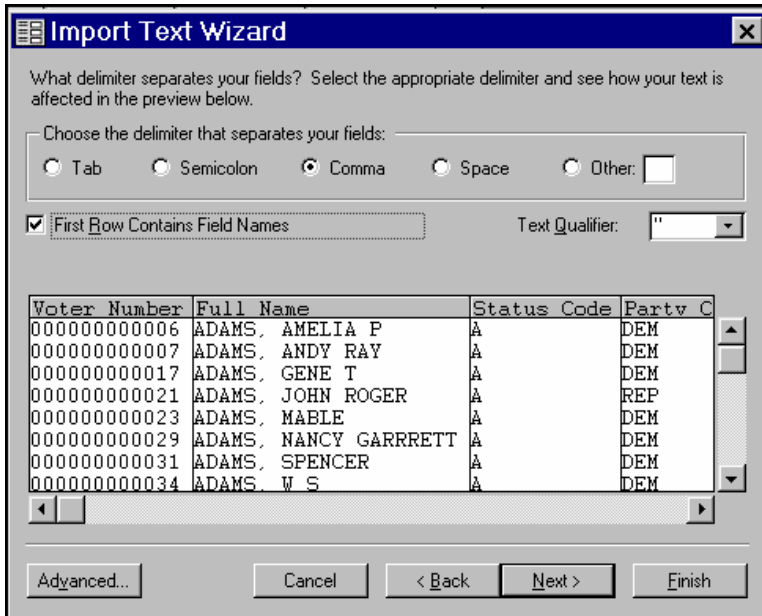
9. Select the **Comma** delimiter, check the **First Row Contains Field Names** box, as shown above.

10. Click [Next >] and click [Finish] to display a window similar to the following.

Import Text Wizard ⊠

ℹ️ Finished importing file 'C:\Windows\DESKTOP\roger.txt' to table 'Roger'.

[OK]

11. Click [OK] to display a window containing your new database icon, similar to the following.

Anydatabase : Database _ □ ✕

| Tables | Queries | Forms | Reports | Macros | Modules |

▦ Roger

Open

Design

New

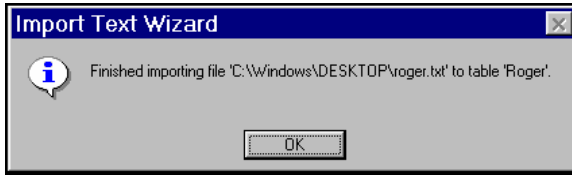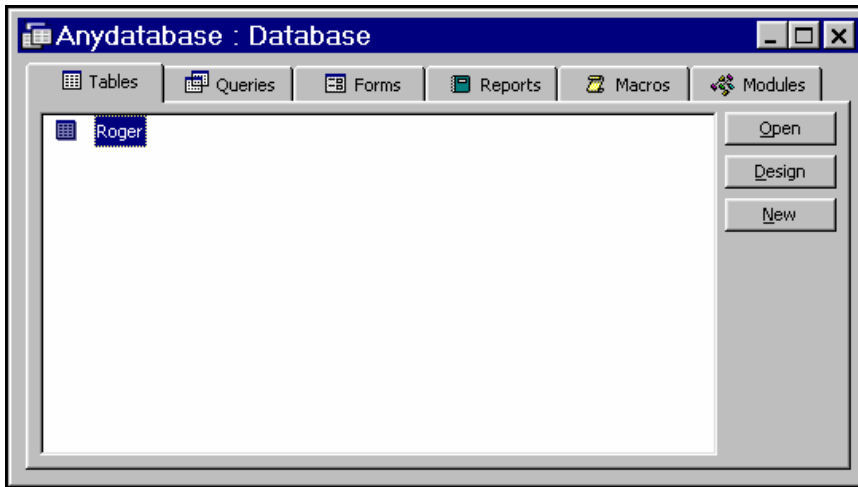12. Click [Open] to display a window similar to the following.

Microsoft Access - [Roger : Table]

File Edit View Insert Format Records Tools Window Help

ID	Voter Number	Full Name	Status Code	Party Code	Race Code	Gender Code	Birth Date	Registration D	Residence Add	Re
1	000000000006	ADAMS, AMEL	A	DEM	W	F	1/1/37	5/7/66	0 ROUTE 2 BO	CO
2	000000000007	ADAMS, ANDY	A	DEM	W	M	3/31/61	5/17/82	120 S MAIN ST	CO
3	000000000017	ADAMS, GENE	A	DEM	W	M	9/22/30	5/7/66	0 ROUTE 2 BO	CO
4	000000000021	ADAMS, JOHN	A	REP	W	M	1/4/66	10/9/95	3036 WAKELOI	CO
5	000000000023	ADAMS, MABL	A	DEM	W	F	3/16/1907	5/7/66	208 W RIVER S	CO
6	000000000029	ADAMS, NANC	A	DEM	W	F	11/15/1921	8/4/72	118 SMALL CIR	CO
7	000000000031	ADAMS, SPEN	A	DEM	W	M	11/27/1920	5/8/48	118 SMALL CIR	CO
8	000000000034	ADAMS, W S	A	DEM	W	M	8/7/1909	5/11/40	0 AHOSKIE RD	CO
9	000000000048	ALDRIDGE, AM	A	DEM	W	F	5/9/72	10/3/92	248 SHORT CU	CO
10	000000000131	ANDERSON, C	A	DEM	W	F	11/30/54	10/3/92	248 SHORT CU	CO
11	000000000188	ASHE, RHOND	A	DEM	B	F	11/18/79	12/3/99	509 BUNCOMB	CO
12	000000000211	ASKEW, BRUC	A	DEM	B	M	4/8/54	2/7/95	2537 NC 45	CO
13	000000000214	ASKEW, CARC	A	DEM	W	F	4/12/39	4/6/92	207 GLOVER S	CO
14	000000000223	ASKEW, CLAR	A	DEM	B	F	7/27/1927	10/23/65	0 COLERAIN S	CO
15	000000000224	ASKEW, CLAR	A	DEM	B	M	8/24/32	4/6/84	103 LONG BRA	CO
16	000000000225	ASKEW, CLAY	A	DEM	B	M	3/1/58	1/28/84	1815 NC 42	CO
17	000000000228	ASKEW, CORA	A	DEM	B	F	11/3/1928	2/18/84	0 UNKNOWN	CO
18	000000000246	ASKEW, ESTE	A	DEM	B	F	2/12/35	10/23/65	715 QUEBEC F	CO
19	000000000249	ASKEW, FRAN	A	DEM	W	M	3/14/43	2/16/94	114 WINTON S	CO
20	000000000250	ASKEW, FRED	A	DEM	B	F	2/11/55	4/8/80	0 UNKNOWN	CO
21	000000000257	ASKEW, JACK	A	DEM	W	M	9/11/67	7/15/96	207 GLOVER S	CO
22	000000000262	ASKEW, JESS	A	DEM	W	M	1/1/41	4/20/68	0	CO
23	000000000273	ASKEW, LAGR	A	DEM	W	M	11/19/1916	5/4/40	304 N MAIN ST	CO
24	000000000276	ASKEW, LARR	A	DEM	B	M	9/9/52	4/5/94	2403 LONG BR	CO
25	000000000295	ASKEW, MARY	A	DEM	W	F	11/7/1918	5/4/46	304 N MAIN ST	CO
26	000000000302	ASKEW, MIRIA	A	DEM	W	F	1/11/38	2/16/94	114 WINTON S	CO
27	000000000339	ASKEW, THOM	A	DEM	W	M	7/6/33	4/13/68	207 GLOVER S	CO
28	000000000349	ASKEW, WILLI	A	DEM	B	M	12/18/1920	4/6/80	0 UNKNOWN	CO
29	000000000352	ASKEW, WILLI	A	DEM	B	M	7/8/50	1/22/96	224 BUNCOMB	CO
30	000000000353	ASKEW, YVON	A	DEM	B	F	7/16/54	4/7/99	122 ETHERIDG	CO
31	000000000379	BACHUS, CHAI	A	DEM	B	M	12/12/1925	10/15/68	2545 NC 45 N	CO
32	000000000380	BACHUS, ESTE	A	DEM	B	F	9/14/1928	10/24/64	2545 NC 45 N	CO
33	000000000408	BAKER, AL BE	A	DEM	W	M	11/29/59	3/13/82	311 N MAIN ST	CO
34	000000000409	BAKER, AL G	A	DEM	W	M	12/8/36	10/22/60	207 LAZY HILL	CO
35	000000014456	BAKER, ATLAS	A	DEM	W	M	5/7/36	9/22/00	209 N MAIN ST	CO

Record: ◄ ◄ 1 ► ►I ►* of 1038

Datasheet View   NUM