

ST. JOHNS COUNTY

File Import Instructions

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These Instructions are written for Microsoft Office 2003 but most steps can be accomplished with the same tool names in Microsoft Office 2010. See the Microsoft Office 2010 documentation or help file for converting the process from 2003 to 2010.

Microsoft Excel – Used for smaller database management

1. Start Microsoft Excel.
Left click on DATA |
IMPORT EXTERNAL
DATA | IMPORT
DATA.
(See Figure 1)

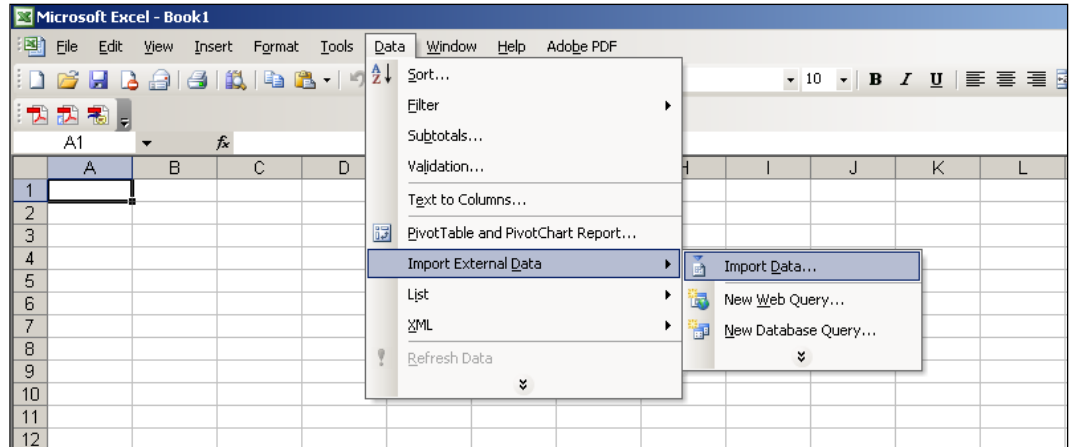


Figure 1

2. Browse to the location of the text file to import. Select the file you want to import by left clicking it twice.
(See Figure 2)

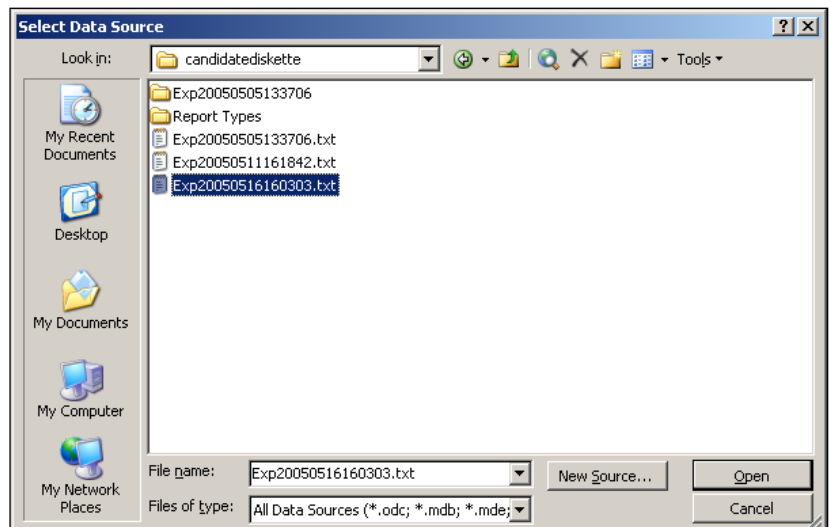


Figure 2

3. Select the Delimited button, then click NEXT.
(See Figure 3)

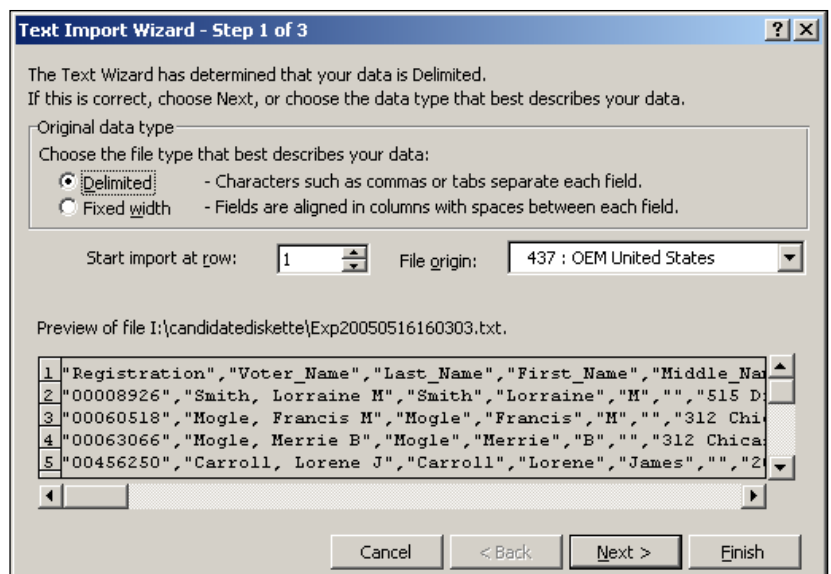


Figure 3

Microsoft Excel – (Continued)

4. Check the COMMA check box, and uncheck the other check boxes. Leave the remaining fields set to the default settings. Click the NEXT button. (See Figure 4)

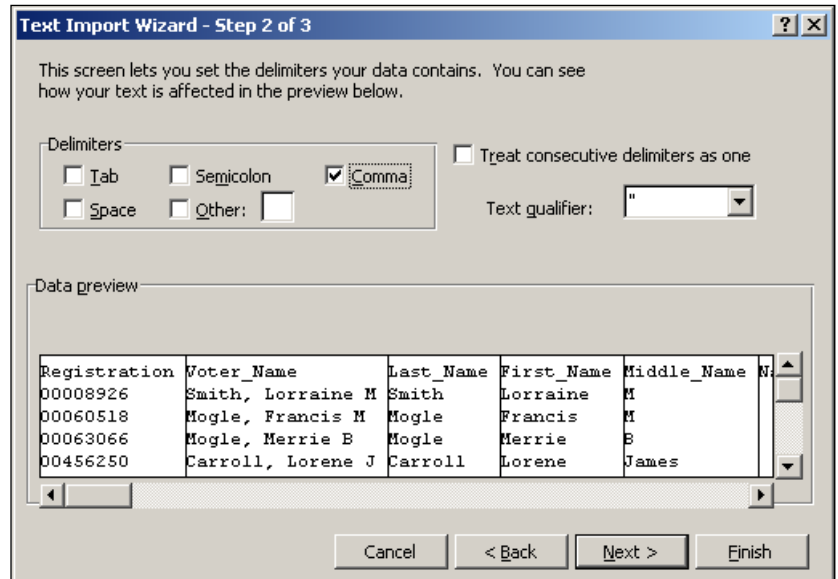


Figure 4

5. Finally, select the FINISH button to complete the import. (See Figure 5)

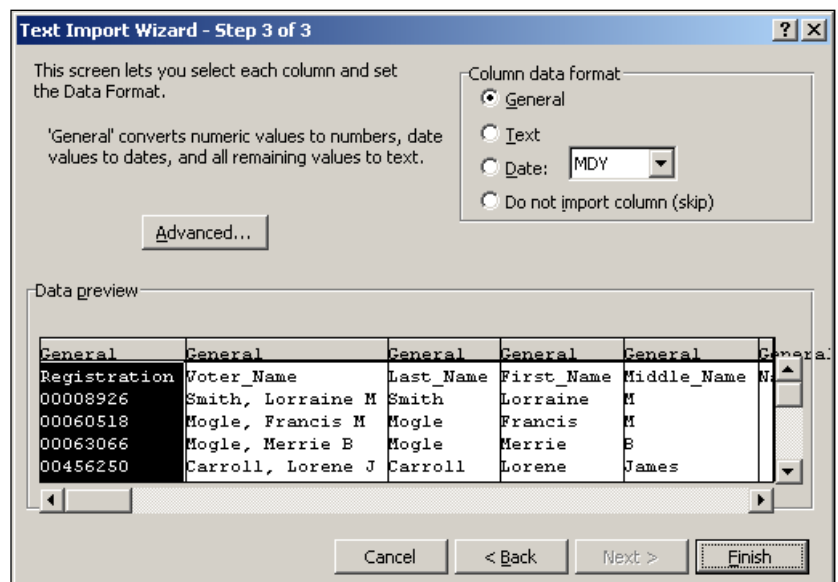


Figure 5

6. Click OK to import the data into the existing file. (See Figure 6)

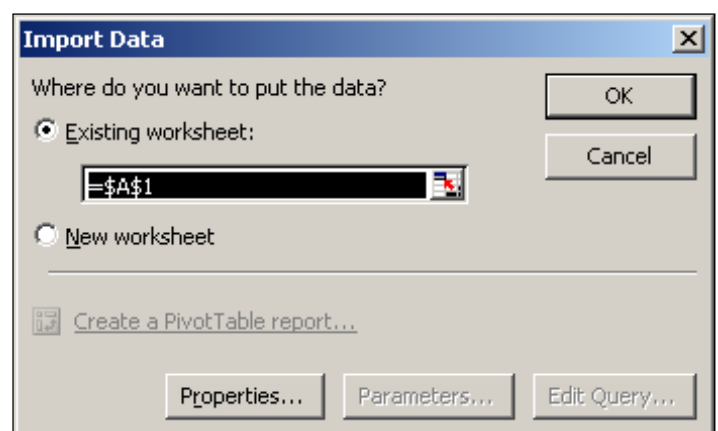


Figure 6

Microsoft Access 2003 – Used to manage larger databases

1. Open Microsoft Access and press and hold down the CTRL key then press the N key to create a new database.
2. On the right side of the screen, left click on Blank Database. (See Figure 7)

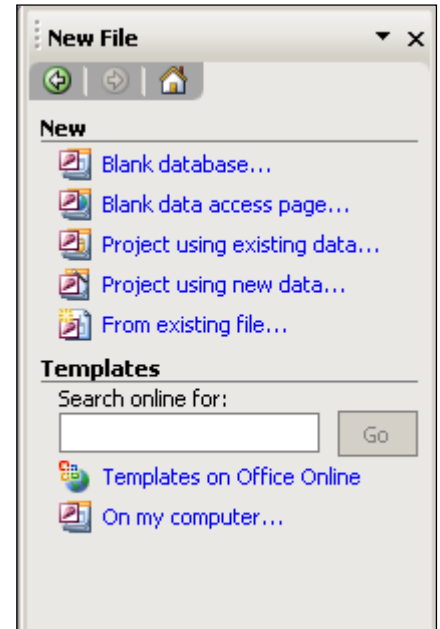


Figure 7

3. Choose a file name and location for the new Access database. Click the CREATE button to continue. (See Figure 8)

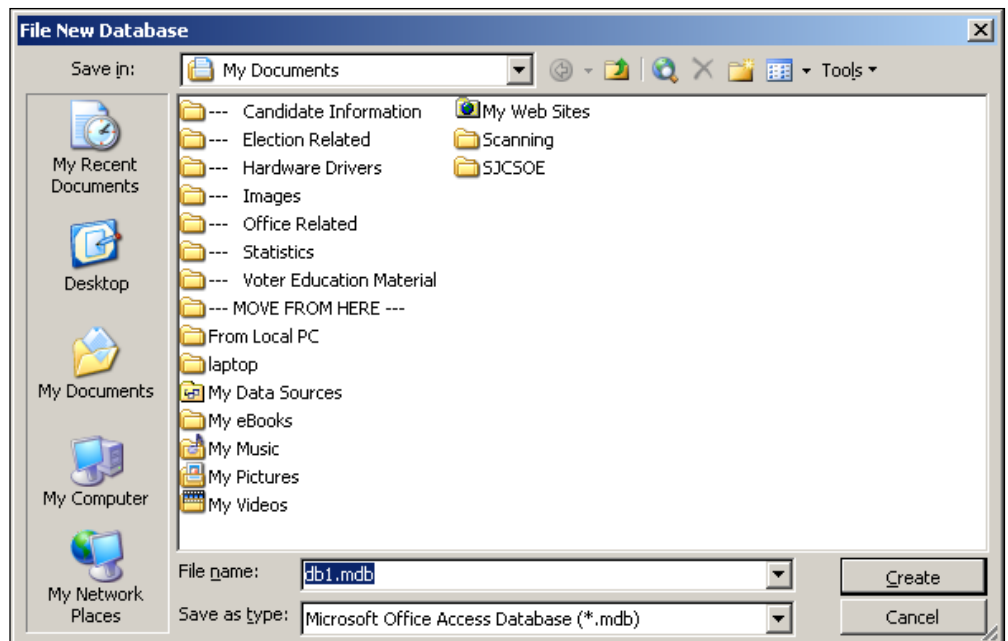


Figure 8

Microsoft Access 2003 – (Continued)

- Next click on NEW | IMPORT TABLE and click OK.
(See Figure 9)

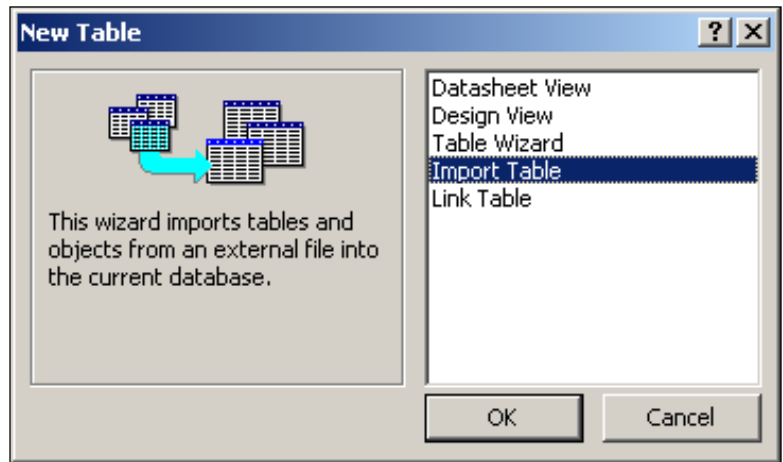


Figure 9

- Browse to the location where your text file is located. Select TEXT FILES for the Files of type option. Once you have browsed to the location and selected TEXT FILES, your file will be displayed in the import window. Left click on the file to highlight it. Now left click on the IMPORT button. (See Figure 10)

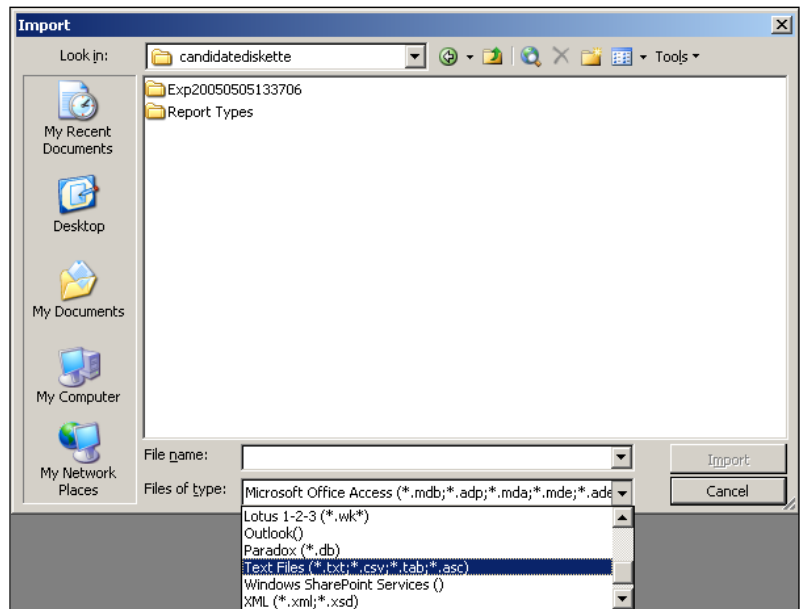


Figure 10

- The Import Text Wizard will be displayed. Make sure the Delimited button is selected and click the NEXT button.
(See Figure 11)

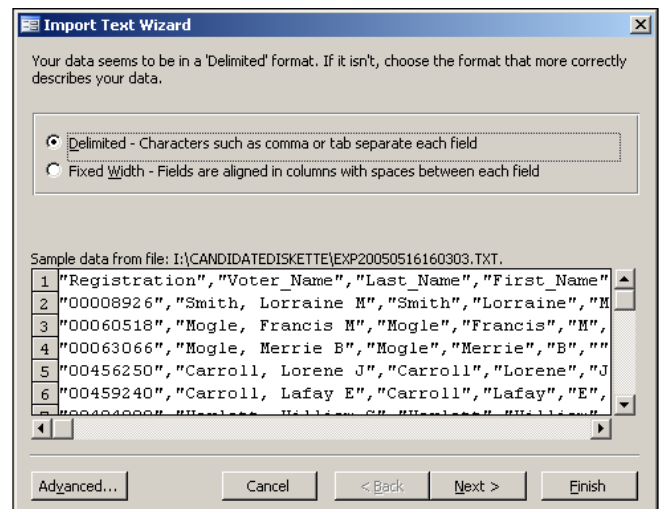


Figure 11

Microsoft Access 2003 – (Continued)

7. Select COMMA, check the First Row Contains Field Names and click the NEXT button. (See Figure 12)

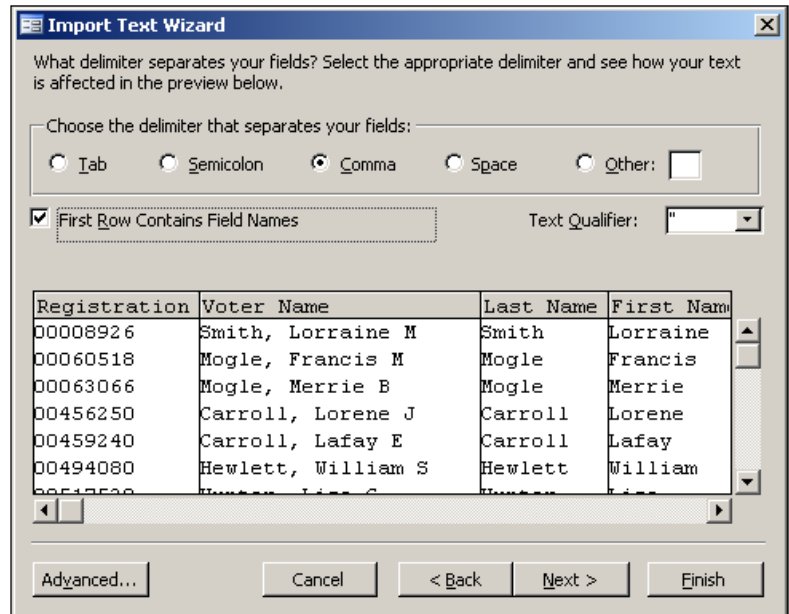


Figure 12

8. Select the button next to the 'In a New Table' option and click the FINISH button. (See Figure 13)

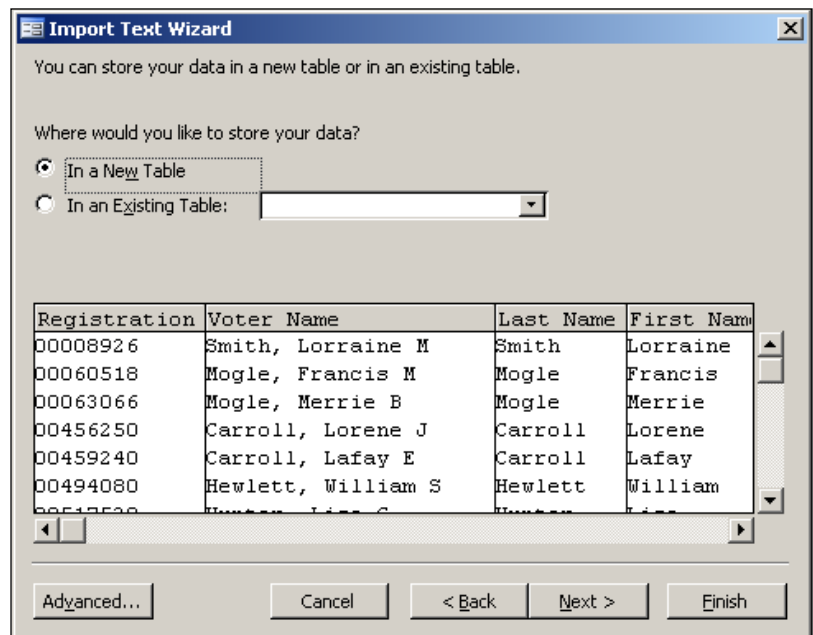


Figure 13

9. After pressing the FINISH button, a window will be displayed saying the file finished importing. Click on OK.
10. You may now use the text file however you wish.