

## Microsoft Access 2013 Data Import

This presentation shows importing text data into Microsoft Access 2013. The data is NOAA weather data from a variety of reporting stations.

The first import requires editing the file station codes. Beginning with slide 20, the presentation begins importing the monthly station weather data.

Preuss

3/12/2015



The presentation starts Windows 8.1.  
Microsoft Access 2013 is installed on  
this system.



6a

File Home Share View

This PC > Documents > database > 6a

Search 6a

3,266 items

2013apr_KABE	2013apr_KBRO
2013apr_KABR	2013apr_KBUF
2013apr_KAGb	2013apr_KCAK
2013apr_KALI	2013apr_KCDB
2013apr_KANE	2013apr_KCLT
2013apr_KARL	2013apr_KCOB
2013apr_KATT	2013apr_KCPR
2013apr_KAVP	2013apr_KCRW
2013apr_KBFF	2013apr_KCYb
2013apr_KBGR	2013apr_KDAY
2013apr_KBIH	2013apr_KDDC
2013apr_KBNb	2013apr_KDLH
2013apr_KBOI	
2013apr_KBTR	
2013apr_KBWI	
2013apr_KCAO	
2013apr_KCHb	
2013apr_KCMH	
2013apr_KCON	
2013apr_KCQT	
2013apr_KCSG	
2013apr_KDAB	
2013apr_KDBQ	
2013apr_KDEN	

The presentation uncompressed the data files into a folder.

station\_codes\_with\_header - Notepad

File Edit Format View Help

ICAO Location Indicator 4 alphanumeric characters.

Block Number 2 digits representing The WMO-assigned block. Not all stations in The file ha

Station Number 3 digits representing The WMO-assigned station. Not all stations in The file

Place Name Common name of station location.

State 2 character abbreviation (included for stations located in The United States only).

Country Name Country name is ISO short English form.

WMO Region Digits 1 through 6 representing The corresponding WMO region, 7 stands for Th

Station Latitude DD-MM-SSH where DD is degrees, MM is minutes, SS is seconds and H is

Station Longitude DDD-MM-SSH where DDD is degrees, MM is minutes, SS is seconds and H is

Upper Air Latitude DD-MM-SSH where DD is degrees, MM is minutes, SS is seconds and H is

Upper Air Longitude DDD-MM-SSH where DDD is degrees, MM is minutes, SS is seconds and H is

Station Elevation (Ha) The station elevation in meters. Value is omitted if unknown.

Upper Air Elevation (Hp) The upper air elevation in meters. Value is omitted if unknow

RBSN indicator P if station is defined by The WMO as belonging to The Regional Basic Synopti

This is a semicolon separated file.

Data begins

```
ICAO Location;Block Number;Station Number;Place Name;State;Country Name;WMO Region;Station La
AGGH;91;520;Honiara / Henderson;Solomon Islands;5;09-25S;160-03E;;;8;9;P
AGGL;91;541;Santa Cruz;;Solomon Islands;5;10-42S;165-48E;10-42S;165-48E;23;24;P
;08-20S;157-16E;;;6;6;P
-32S;166-55E;;;6;6;
```

The presentation opens the file station codes. The presentation highlights the information shown in blue and deletes the blue information. This will help the import process. This is the only file that needs modification.

[Search bar]

[List of files]

- 2013sep\_PHLI
- 2013sep\_PHTO
- station\_codes\_with\_header
- 2013sep\_PHNL
- 2013sep\_POLI

station\_codes\_with\_header - Notepad

File Edit Format View Help

```

ICAO Location;Block Number;Station Number;Place Name;State;Country Name;WMO Region;Station L
AGGH;91;520;Honiara / Henderson;;Solomon Islands;5;09-25S;160-03E;;;8;9;P
AGGL;91;541;Santa Cruz;;Solomon Islands;5;10-42S;165-48E;10-42S;165-48E;23;24;P
AGGM;91;503;Munda;;Solomon Islands;5;08-20S;157-16E;;;6;6;P
ANAU;91;530;Nauru Airport;;Nauru;5;00-32S;166-55E;;;6;6;
AYMD;94;014;Madang;;Papua New Guinea;5;05-13S;145-47E;05-13S;145-47E;3;5;P
AYMO;--;---;Manus Island/Momote;;Papua New Guinea;5;02-03-43S;147-25-27E;;;4;;
AYPY;94;035;Moresby;;Papua New Guinea;5;09-26S;147-13E;09-26S;147-13E;38;49;P
AYWK;94;004;Wewak;;Papua New Guinea;5;03-34S;143-38E;;;6;;P
BGAM;04;360;Tasiilaq;;Greenland;6;65-36N;037-38W;65-36N;037-38W;50;52;P
BGAS;04;285;Angisoq;;Greenland;6;59-59N;045-12W;;;16;16;
BGAT;04;351;Aputiteeq;;Greenland;6;67-47N;032-18W;;;13;12;
BGBW;04;270;Narsarsuaq;;Greenland;6;61-10N;045-25W;61-11N;045-26W;34;32;P
BGCO;04;341;Constable Pynt;;Greenland;6;70-45N;022-39W;;;14;10;
BGDB;04;330;Daneborg;;Greenland;6;74-18N;020-13W;;;44;44;
BGDH;04;320;Danmarkshavn;;Greenland;6;76-46N;018-40W;76-46N;018-40W;11;12;P
BGEM;04;220;Egedesminde;;Greenland;6;68-42N;052-45W;68-42N;052-45W;43;41;P
BGFH;04;260;Frederikshaab;;Greenland;6;62-00N;049-40W;;;13;15;P
BGGD;04;261;Groennedal;;Greenland;6;61-14N;048-06W;;;35;32;
BGGH;04;250;Godthaab / Nuuk;;Greenland;6;64-10N;051-45W;;;80;70;P
BGHB;04;230;Holsteinsborg;;Greenland;6;66-55N;053-40W;;;12;9;P
BGJH;04;272;Julianehaab;;Greenland;6;60-43N;046-03W;;;32;34;P
BGJN;04;221;Jacobshavn Lufthavn;;Greenland;6;69-14N;051-04W;;;29;31;
BGKK;04;361;Kulusuk Lufthavn;;Greenland;6;65-35N;037-09W;;;35;37;

```

The presentation saves the station codes file as shown.

2013sep\_PGUM      2013sep\_PHLI      2013sep\_PHNL

2013sep\_PHOG      2013sep\_PHTO      2013sep\_POLI

station\_codes\_with\_header

3,266 items | 1 item selected 513 KB

# Apps by name

## Microsoft Office 2013

- Access 2013
- Database Compare 2013
- Excel 2013
- InfoPath Designer 2013
- InfoPath Filler 2013
- Lync 2013
- Lync Recording Manager
- Office 2013 Language Preferences
- Office 2013 Upload Center
- OneDrive for Business

- Spreadsheet Compare 2013
- Telemetry Dashboard for Office 2013
- Telemetry Log for Office 2013
- Word 2013

## Windows Accessories

- Calculator
- Character Map
- Math Input Panel
- Notepad
- Paint
- Remote Desktop Connection
- Snipping Tool
- Sound Recorder
- Steps Recorder
- Sticky Notes
- Windows Defender
- Windows Mail
- Windows Media Center
- Windows Photo Viewer
- Windows System Restore
- Windows Update
- Windows XPS Viewer
- Windows Easy Transfer
- Magnifying Glass
- Narrator
- On-Screen Keyboard
- Windows Speech Recognition

The presentation starts Microsoft Access 2013.



# Access

## Recent

You haven't opened any files recently. To browse for a file, start by clicking on Open Other Files.

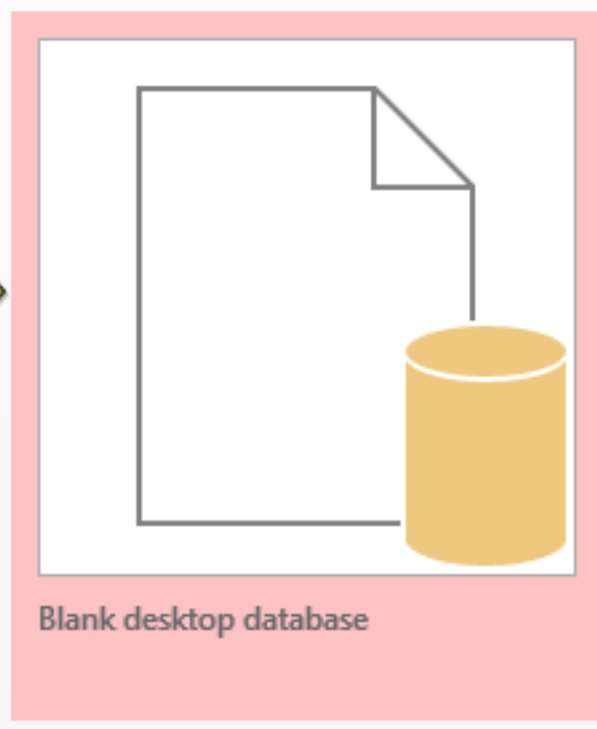
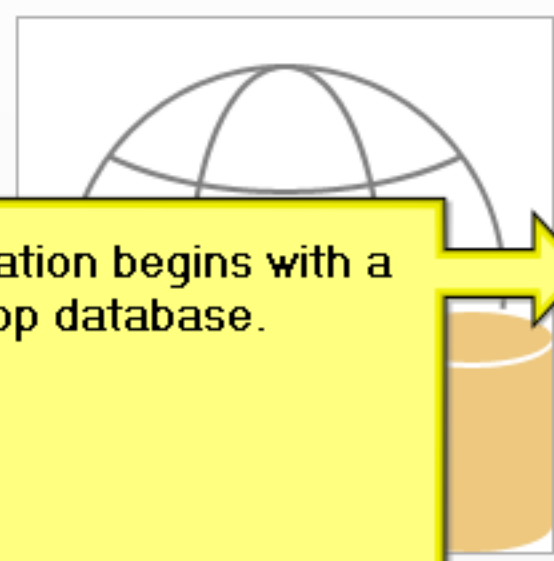
Open Other Files

Search for online templates

Suggested searches: Database Business Logs Small Business  
Industry Lists Personal

Tim Preuss  
cw8735je@minnesota.edu  
[Switch account](#)

The presentation begins with a Blank desktop database.



The screenshot shows Microsoft Access in Datasheet View. The ribbon includes FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, and TABLE TOOLS. The TABLE TOOLS ribbon has sections for Sort & Filter, Records, Find, and Text Formatting. A table named 'Table1' is open, showing a single record with an asterisk in the ID field and '(New)' in the 'Click to Add' field. A yellow callout box contains the text: 'The presentation opens Table 1. The presentation will not be using Table 1, so opening Table 1 is unnecessary.'

ID	Click to Add
*	(New)





**FILE** HOME CREATE **EXTERNAL DATA** DATABASE TOOLS TABLE TOOLS

Saved Imports Linked Table Manager Excel Access ODBC Database Text File  
 Saved Exports Excel Text File XML File PDF or XPS Email  
 Access Word Merge More ▾

Export

The presentation goes to External Data to begin the import. The type of data is a text file.

Click to Add ▾



Select the source and destination of the data

Specify the source of the definition of the objects.

File name:

Specify how and where you want to store the data in the current database.

**Import the source data into a new table in the current database.**  
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its content with the imported data. Changes made to the source data will not be reflected in the database.

Import to table:

If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

Import to table by creating a linked table.  
Create a table that will maintain a link to the source data. You cannot change or delete data that is linked to a server, you can add new records.

The presentation selects the browse button to select the data to import.

The presentation imports the source data into a new table in the current database. Each file is a new table.

Microsoft Access ribbon: FILE | HOME | CREATE | EXTERNAL DATA | DATABASE TOOLS | TABLE TOOLS | FIELDS | TABLE

File Name: Demo\_01 : Database- C:\Users\cw8735je\Doc...

User: Tim Preuss

### Get External Data - Text File

#### File Open

Address bar: << database >> 6a | Search 6a

Organize | New folder

Date modified	Type
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
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2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 3:40 PM	Micros...
2/19/2015 1:45 PM	Text D...

File name: station\_codes\_with\_header | Text Files

Tools | Open | Cancel

OK | Cancel

The presentation selects the station codes file to import. This import is different from the other files in the list.

- Recycle Bin
- Google Chrome
- Mozilla Firefox
- Mozilla Thunderbird

Recycle Bin

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

---

All Access

Search...

Tables

Table1

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Text File Access

Demo\_01 : Database- C:\Users\cw8735je\Doc... ? - □ ×

Tim Preuss

Get External Data - Text File

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: C:\Users\cw8735je\Documents\database\6a\station\_codes\_with\_header.txt Browse...

Specify how and where you want to store the data in the current database.

- Import the source**  
If the specified table already exists, Access might overwrite its contents with the data from the text file.
- Append a copy**  
If the specified table does not exist, Access will create it.
- Link to the data**  
Access will create a linked table that does not change or delete data that is linked to a text file. However, you cannot

OK Cancel

The presentation double checks the file path and the correct file name are listed. Then the presentation selects OK.

Recycle Bin

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Demo\_01 : Database- C:\Users\cw8735je\Doc... Tim Preuss

### 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

DOCUMENTS\DATABASE\6A\STATION\_CODES\_WITH\_HEADER.TXT

```

er;Station Number;Place Name;State;Country Name;WMO Region;Sta
Anderson;;Solomon Islands;5;09-25S;160-03E;;;8;9;P
Solomon Islands;5;10-42S;165-48E;10-42S;165-48E;23;24;P
on Islands;5;08-20S;157-16E;;;6;6;P
t;;Nauru;5;00-32S;166-55E;;;6;6;
a New Guinea;5;05-13S;145-47E;05-13S;145-47E;3;5;P
/Momote;;Papua New Guinea;5;02-03-43S;147-25-27E;;;4;;
ua New Guinea;5;09-26S;147-13E;09-26S;147-13E;38;49;P
New Guinea;5;03-34S;143-38E;;;6;;P
reenland;6;65-36N;037-38W;65-36N;037-38W;50;52;P
11 BGAS;04;285;Angisoq;;Greenland;6;59-59N;045-12W;;;16;16;
12 BGAT;04;351;Aputiteeq;;Greenland;6;67-47N;032-18W;;;13;12;
13 BGBW;04;270;Narsarsuaq;;Greenland;6;61-10N;045-25W;61-11N;045-26W;34;32;P
14 BGCO;04;341;Constable Pynt;;Greenland;6;70-45N;022-39W;;;14;10;

```

Advanced... Cancel < Back Next > Finish

Before selecting Next, the presentation insures the data is listed as delimited.

Recycle Bin

Google Chrome

Mozilla Firefox

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access

Microsoft OneNote

Microsoft Edge

Microsoft Internet Explorer

Microsoft Outlook

Microsoft Word 2010

Microsoft Excel 2010

Microsoft PowerPoint 2010

Microsoft Access 2010

Microsoft OneNote 2010

Microsoft Edge

Microsoft Internet Explorer

Microsoft Outlook

Microsoft Word 2010

Microsoft Excel 2010

Microsoft PowerPoint 2010

Microsoft Access 2010

Microsoft OneNote 2010

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Fields TABLE

Demo\_01 : Database- C:\Users\cw8735je\Doc...

Tim Preuss

### 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 separates your fields:

Tab  Semicolon  Comma  Space  Other:

First Row Contains Field Names Text Qualifier: {none} v

ICAO Location	Block	Number	Station Number	Place Name	State
		520		Honiara / Henderson	
		541		Santa Cruz	
		503		Munda	
		530		Nauru Airport	
		014		Madang	
		---		Manus Island/Momote	
		035		Moresby	
		004		Wewak	
		360		Tasiilaq	
		285		Angisoq	
		351		Aputiteeq	
		270		Narsarsuaq	
BGCO	04	341		Constable Pynt	
BGDB	04	330		Daneborg	

Advanced... Cancel < Back Next > Finish

The presentation indicates the data is semicolon delimited and the first row is the field names. This is true only for the station codes file.

Recycle Bin

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

All Access

Search...

Tables

Table1

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Fields TABLE

Demo\_01 : Database- C:\Users\cw8735je\Doc...

Tim Preuss

### Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. information in the 'Field Options' area.

Field Options

Field Name:  Data Type:

Indexed:   Do not import field (Skip)

ICAO Location	Block Number	Station Number	Place Name
AGGH	91	520	Honiara / Henderson
AGGL	91	541	Santa Cruz
AGGM	91	503	Munda
ANAU	91	530	Nauru Airport
AYMD	94	014	Madang
AYMO	--	---	Manus Island/Momote
AYPY	94	035	Moresby
AYWK	94	004	Wewak
BGAM	04	360	Tasiilaq
BGAS	04	285	Angisoq
BGAT	04	351	Aputiteeq
BGBW	04	270	Narsarsuaq
BGCO	04	341	Constable Pynt
BGDB	04	330	Daneborg

Advanced... Cancel < Back Next > Finish

The presentation sets the page as shown.

Recycle Bin

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, FIELDS, TABLE

Window Title: Demo\_01 : Database- C:\Users\cw8735je\Doc...

User: Tim Preuss

### Import Text Wizard

Microsoft Access recommends that you define a primary key for your new table to uniquely identify each record in your table. It allows you to retrieve data more quickly.

Let Access add primary key.  
 Choose my own primary key. [Dropdown]  
 No primary key.

ICAO Location	Block Number	Station Number	Place Name
AGGH	91	520	Honiara / Henderson
AGGL	91	541	Santa Cruz
AGGM	91	503	Munda
ANAU	91	530	Nauru Airport
AYMD	94	014	Madang
AYMO	--	---	Manus Island/Momote
AYPY	94	035	Moresby
AYWK	94	004	Wewak
BGAM	04	360	Tasiilaq
BGAS	04	285	Angisoq
BGAT	04	351	Aputiteeq
BGBW	04	270	Narsarsuaq
BGCO	04	341	Constable Pynt
BGDB	04	330	Daneborg

Buttons: Advanced..., Cancel, < Back, Next >, Finish


The presentation sets the page as shown. The presentation will index the file later.

If you must know, the presentation will use ICAO Location as the index.



### Import Text Wizard

That's all the information the wizard needs to import your data.



Import to Table:  
Station\_ID

I would like a wizard to analyze my table after importing the data.

Advanced... | Cancel | < Back | Next > | Finish

The presentation did shorten the table name and remove spaces. Then the presentation selects Finish.

Google Chrome  
Mozilla Firefox  
Mozilla Thunderbird

Recycle Bin, Google Chrome, Mozilla Firefox, Mozilla Thunderbird

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Dem0\_01 : Database- C:\Users\cw8735je\Doc... Tim Preuss

### Get External Data - Text File

#### Save Import Steps

Finished importing file 'C:\Users\cw8735je\Documents\database\6a\station\_codes\_with\_header.txt' to table 'Station\_ID'. Not all of your data was successfully imported. Error descriptions with associated row numbers of bad records can be found in the Microsoft Access table 'station\_codes\_with\_header\_ImportErrors'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

Save import steps

Close

The presentation select close at this point.



Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, FIELDS, TABLE

Demotools: Demo\_01 : Database- C:\Users\cw8735je\Doc... | Tim Preuss

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

All Access Objects

Search...

Tables

- station\_codes\_with\_header\_l...
- Station\_ID
- Table1

ICAO Locatic	Block Numb	Station Num	Place Name	State	Country Nar	WMO Regio	Stati
AGGH	91	520	Honiara / Henc		Solomon Island		5 09-25
AGGL	91	541	Santa Cruz		Solomon Island		5 10-42
AGGM	91	503	Munda		Solomon Island		5 08-20
ANAU	91	530	Nauru Airport		Nauru		5 00-32
AYMD	94	014	Madang		Papua New Gu		5 05-13
AYMO	--	---	Manus Island/I		Papua New Gu		5 02-03
AYPY	94	035	Moresby		Papua New Gu		5 09-26
AYWK	94	004	Wewak		Papua New Gu		5 03-34
		360	Tasiilaq		Greenland		6 65-36
		285	Angisoq		Greenland		6 59-59
		351	Aputiteeq		Greenland		6 67-47
		270	Narsarsuaq		Greenland		6 61-10
		341	Constable Pynt		Greenland		6 70-45
		330	Daneborg		Greenland		6 74-18
		320	Danmarkshavn		Greenland		6 76-46
		220	Egedesminde		Greenland		6 68-42
		260	Frederikshaab		Greenland		6 62-00
		261	Groenedal		Greenland		6 61-14
		250	Godthaab / Nu		Greenland		6 64-10
		230	Holsteinsborg		Greenland		6 66-55
		272	Julianehaab		Greenland		6 60-43
BGJN	04	221	Jacobshavn Luf		Greenland		6 69-14
BGKK	04	361	Kulusuk Luftha		Greenland		6 65-35
BGKT	04	340	Qaanaaq Lufth		Greenland		6 70-25

This is the an example of the Station\_ID table with data from the station code text file.

Record: 1 of 6701 | No Filter | Search



Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, FIELDS, TABLE

EXTERNAL DATA tab options: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More

The presentation now imports a monthly station weather data report. The presentation goes to the External Data tab and selects text file.

Block Num	Station Num	Place Name	State	Country Name	WMO Region	Station ID
91	520	Honiara / Henderson		Solomon Islands		5 09-25
91	541	Santa Cruz		Solomon Islands		5 10-42
91	503	Munda		Solomon Islands		5 08-20
91	530	Nauru Airport		Nauru		5 00-32
94	014	Madang		Papua New Guinea		5 05-13
--	---	Manus Island/Port Moresby		Papua New Guinea		5 02-03
94	035	Moresby		Papua New Guinea		5 09-26
94	004	Wewak		Papua New Guinea		5 03-34
04	360	Tasiilaq		Greenland		6 65-36
04	285	Angisoq		Greenland		6 59-59
04	351	Aputiteeq		Greenland		6 67-47
04	270	Narsarsuaq		Greenland		6 61-10
04	341	Constable Pynt		Greenland		6 70-45
04	330	Daneborg		Greenland		6 74-18
04	320	Danmarkshavn		Greenland		6 76-46
04	220	Egedesminde		Greenland		6 68-42
04	260	Frederikshaab		Greenland		6 62-00
04	261	Groenedal		Greenland		6 61-14
04	250	Godthaab / Nuarsarsuaq		Greenland		6 64-10
04	230	Holsteinsborg		Greenland		6 66-55
04	272	Julianehaab		Greenland		6 60-43
04	221	Jacobshavn Lufthavn		Greenland		6 69-14
04	361	Kulusuk Lufthavn		Greenland		6 65-35
04	340	Qaanaaq		Greenland		6 70-25

BGDB
BGDH
BGEM
BGFH
BGGD
BGGH
BGHB
BGJH
BGJN
BGKK
BGKT

Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, FIELDS, TABLE. Demo\_01 : Database- C:\Users\cw8735je\Doc... Tim Preuss

Get External Data - Text File dialog box. File Open window showing file selection process.

File Open window details:

- Path: << database >> 6a
- Search: 6a
- File name: 2013apr\_KABE
- Type: Text Files
- Buttons: Open, Cancel

The presentation selects a monthly station weather report.

Datasheet View

Region	Station	...
5	09-25	
5	10-42	
5	08-20	
5	00-32	
5	05-13	
5	02-03	
5	09-26	
5	03-34	
6	65-36	
6	59-59	
6	67-47	
6	61-10	
6	70-45	
6	74-18	
6	76-46	
6	68-42	
6	62-00	
6	61-14	
6	64-10	
6	66-55	
6	60-43	
6	69-14	
6	65-35	
6	70-28	

Record: 1 of 6701 | No Filter | Search

The presentation insures the correct folder and file are shown in the file name box. The presentation will import the data into a new table.

Player | [Icons]

Recycle Bin

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

FILE HOME

Saved Imports Linked Table Management

All Access

Search...

Tables

- station\_cod
- Station\_ID
- Table1

Datasheet View

Specify the source of the definition of the objects.

File name: C:\Users\cw8735je\Documents\database\6a\2013apr\_KABE.csv [Browse...]

Specify how and where you want to store the data in the current database.

- Import the source data into a new table in the current database.**  
If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.
- Append a copy of the records to the table:** station\_codes\_with\_header\_ImportErr...  
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.
- Link to the data source by creating a linked table.**  
Access will create a table that will maintain a link to the source data. You cannot change or delete data that is linked to a text file. However, you can add new records.

[OK] [Cancel]

BGKK	04	361	Kulusuk Luftha	Greenland	6 09-25
BGKT	04	340	Greenland	Greenland	6 10-42
					6 08-20
					6 00-32
					6 05-13
					6 02-03
					6 09-26
					6 03-34
					6 65-36
					6 59-59
					6 67-47
					6 61-10
					6 70-45
					6 74-18
					6 76-46
					6 68-42
					6 62-00
					6 61-14
					6 64-10
					6 66-55
					6 60-43
					6 69-14
					6 65-35

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Microsoft Access Ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, FIELDS, TABLE

Window Title: Demo\_01 : Database- C:\Users\cw8735je\Doc...

User: Tim Preuss

### 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

Advanced... Cancel < Back Next > Finish

The presentation insures the data is imported as delimited.

```

11 KABE,2013,04,10,86,55,71,23,55,61,0,6,"RA BR",0,0.0,0.66,29.44,29.85,3.4,23,6.5,38,
12 KABE,2013,04,11,63,49,56,8,51,54,9,0,"RA",0,0.0,0.0001,29.47,29.91,8.1,08,9.7,30,090
13 KABE,2013,04,12,49,43,46,-3,41,43,19,0,"RA BR",0,0.0,0.77,29.39,29.79,11.2,08,12.0,
14 KABE,2013,04,13,58,38,48,-1,36,43,17,0,"FG MIFG BR",0,0.0,0.00,29.44,29.89,4.0,27,5

```

BGJH	04	272	Julianehaab	Greenland
BGJN	04	221	Jacobshavn Luf	Greenland
BGKK	04	361	Kulusuk Luftha	Greenland

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All the monthly station weather report files are comma delimited data.

TABLE TOOLS

BASE TOOLS    FIELDS    TABLE

Tim Preuss

### Import Text Wizard

appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates fields:

Tab     Semicolon     Comma     Space     Other:

First Row Contains Field Names    Text Qualifier: {none}

stationid	year	month	date	maximum temp	minimum temp	average temp	depart from normal
KABE	2013	04	01	60	32	46	1
KABE	2013	04	02	43	23	33	-12
KABE	2013	04	03	46	23	35	-11
KABE	2013	04	11	63	39	56	8
KABE	2013	04	12	49	38	46	-3
KABE						48	-1
KABE						50	1

**Import Text Wizard**

The first row contains some data that can't be used for valid Access field names. In these cases, the wizard will automatically assign valid field names.

OK

Access found to fields of the same name. Select OK and Access will rename the second field.

Cancel    < Back    Next >    Finish



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Search...

Tables

- station\_co
- Station\_ID
- Table1

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Fields TABLE

Demo\_01 : Database- C:\Users\cw8735je\Doc...

Tim Preuss

### 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 separates your fields:

Tab
  Semicolon
  Comma
  Space
  Other:

First Row Contains Field Names      Text Qualifier: {none}

stationid	year	month	date	maximum temp	minimum temp	average temp	depart from normal
KABE	2013	04	01	60	32	46	1
KABE	2013	04	02	43	23	33	-12
KABE	2013	04	03	46	23	35	-11
KABE	2013	04	04	53	21	37	-9
KABE	2013	04	05	62	35	49	3
KABE	2013	04	06	53	31	42	-5
KABE	2013	04	07	64	36	50	3
KABE	2013	04	08	76	39	58	11
KABE	2013	04	09	82	51	67	19
KABE	2013	04	10	86	55	71	23
KABE	2013	04	11	63	49	56	8
KABE	2013	04	12	49	43	46	-3
KABE	2013	04	13	58	38	48	-1
KABE	2013	04	14	60	39	50	1

Cancel    < Back    Next >    Finish

This is a quick view of the data before import. This view is good. The presentation selects Next to continue.

04	272	Julianehaab	Greenland
04	221	Jacobshavn Luf	Greenland
04	361	Kulusuk Luftha	Greenland

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Mozilla Firefox

Mozilla Thunderbird

Search...

Tables

- station\_co
- Station\_ID
- Table1

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Fields TABLE

Demo\_01 : Database- C:\Users\cw8735je\Doc...

Tim Preuss

### Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name:  Data Type:

Indexed:  Yes (Duplicates OK)  Do not import field (Skip)

stationid	year	month	date	maximum temp	minimum temp	average temp	depart from normal
KABE	2013	04	01	60	32	46	1
KABE	2013	04	02	43	23	33	-12
KABE	2013	04	03	46	23	35	-11
KABE	2013	04	04	53	21	37	-9
KABE	2013	04	05	62	35	49	3
KABE	2013	04	06	53	31	42	-5
KABE	2013	04	07	64	36	50	3
KABE	2013	04	08	76	39	58	11
KABE	2013	04	09	82	51	67	19
KABE	2013	04	10	86	55	71	23
KABE	2013	04	11	63	49	56	8
KABE	2013	04	12	49	43	46	-3
KABE	2013	04	13	58	38	48	-1
KABE	2013	04	14	60	39	50	1

Advanced... Cancel < Back Next > Finish

The presentation insures the Index is Yes and allows duplicates.

The presentation selects Next.

BGJH	04	272	Julianehaab	Greenland	6 60-43
BGJN	04	221	Jacobshavn Luf	Greenland	6 69-14
BGKK	04	361	Kulusuk Luftha	Greenland	6 65-35
BGKT	04	240	Qasaq Tabin Av	Greenland	6 70-25

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Mozilla Firefox

Mozilla Thunderbird

All Access

Search...

Tables

- station\_co
- Station\_ID
- Table1

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS FIELDS TABLE

Demo\_01 : Database- C:\Users\cw8735je\Doc...

Tim Preuss

### Import Text Wizard

Microsoft Access recommends that you define a primary key for your new table to uniquely identify each record in your table. It allows you to retrieve data more quickly.

Let Access add primary key.  
 Choose my own primary key. [Dropdown]  
 No primary key.

stationid	year	month	date	maximum temp	minimum temp	average temp	depart from normal
KABE	2013	04	01	60	32	46	1
KABE	2013	04	02	43	23	33	-12
KABE	2013	04	03	46	23	35	-11
KABE	2013	04	04	53	21	37	-9
KABE	2013	04	05	62	35	49	3
KABE	2013	04	06	53	31	42	-5
KABE	2013	04	07	64	36	50	3
KABE	2013	04	08	76	39	58	11
KABE	2013	04	09	82	51	67	19
KABE	2013	04	10	86	55	71	23
KABE	2013	04	11	63	49	56	8
KABE	2013	04	12	49	43	46	-3
KABE	2013	04	13	58	38	48	-1
KABE	2013	04	14	60	39	50	1

Advanced... Cancel < Back Next > Finish

The presentation will select a primary key later.

OK, the primary key will be the date.

BGJH	04	272	Julianehaab	Greenland
BGJN	04	221	Jacobshavn Luf	Greenland
BGKK	04	361	Kulusuk Luftha	Greenland
BGKT	04	240	Cape Tabin Av	Greenland

Recycle Bin

Google Chrome

Mozilla Firefox

Mozilla Thunderbird

Search...

Tables

- station\_co
- Station\_ID
- Table1

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS


Fields TABLE

Demo\_01 : Database- C:\Users\cw8735je\Doc...

Tim Preuss

### Import Text Wizard

That's all the information the wizard needs to import your data.



Import to Table:

2013apr\_KABE

I would like a wizard to analyze my table after importing the data.

Advanced... Cancel < Back Next > Finish

The presentation insures the table name is acceptable.

BGJH	04	272	Julianehaab	Greenland	6 09-25
BGJN	04	221	Jacobshavn Luf	Greenland	6 10-42
BGKK	04	361	Kulusuk Luftha	Greenland	6 08-20
BGKT	04	240	Qasa Tabin Av	Greenland	6 00-32

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Google Chrome

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All Access

Search...

Tables

- station\_cod
- Station\_ID
- Table1

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS

Fields TABLE

Demo\_01 : Database- C:\Users\cw8735je\Doc... ? - □ ×

Tim Preuss

### Get External Data - Text File

#### Save Import Steps

Finished importing file 'C:\Users\cw8735je\Documents\database\6a\2013apr\_KABE.csv' to table '2013apr\_KABE'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

Save import steps

Close

The presentation does not save the import steps. However, you might wish to save the steps to import the other data files.

Region	Station
5	09-25
5	10-42
5	08-20
5	00-32
5	05-13
5	02-03
5	09-26
5	03-34
6	65-36
6	59-55
6	67-47
6	61-10
6	70-45
6	74-18
6	76-46
6	68-42
6	62-00
6	61-14
6	64-10
6	66-55
6	60-43
6	69-14
6	65-35

Record: 1 of 6701 | No Filter | Search

Calculating ...



Microsoft Access ribbon: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, TABLE TOOLS, FIELDS, TABLE. Demo\_01 : Database- C:\Users\cw8735je\Doc... Tim Preuss

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More >

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More >

All Access Objects: Search... Tables: 2013apr\_KABE, station\_codes\_with\_header\_l..., Station\_ID, Table1

Table1: stationid, year, maximum te, minimum te, average tem, depa

Record: 1 of 30 | No Filter | Search

Datasheet View

- Save
- Close
- Close All
- Design View
- Datasheet View

This is a view of the successfully imported data.