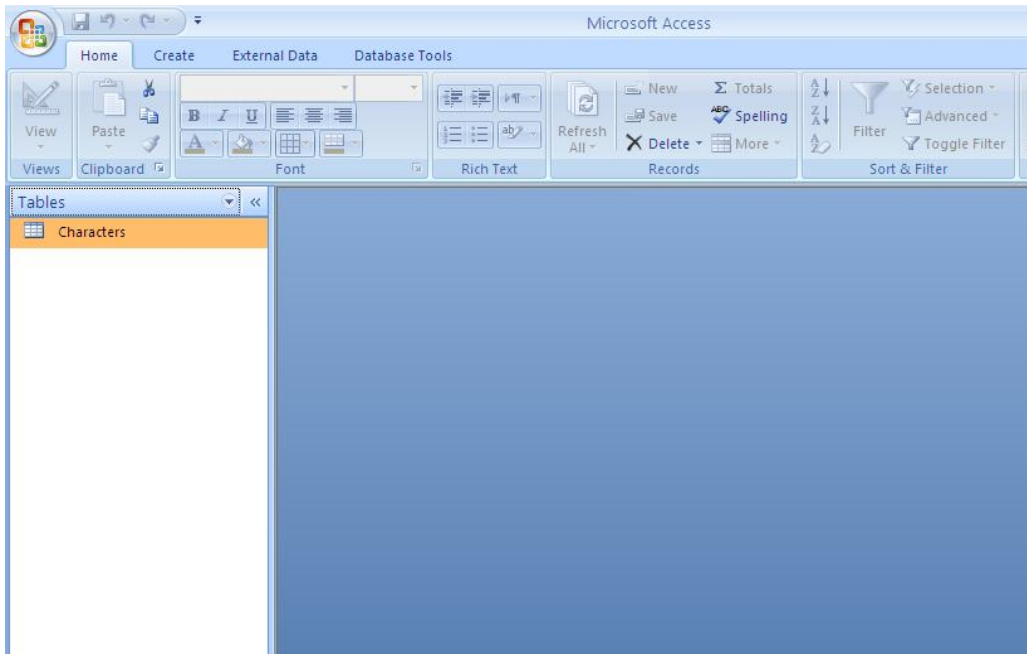
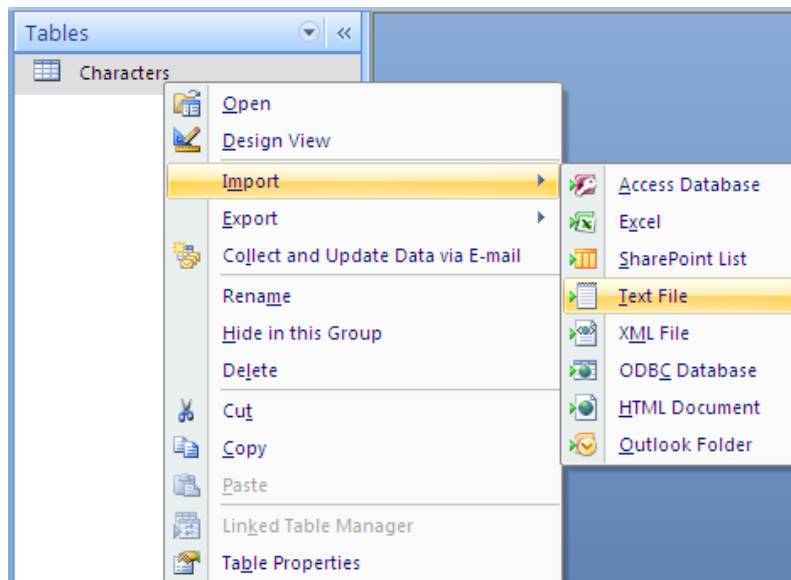


# Importing Records into your Database

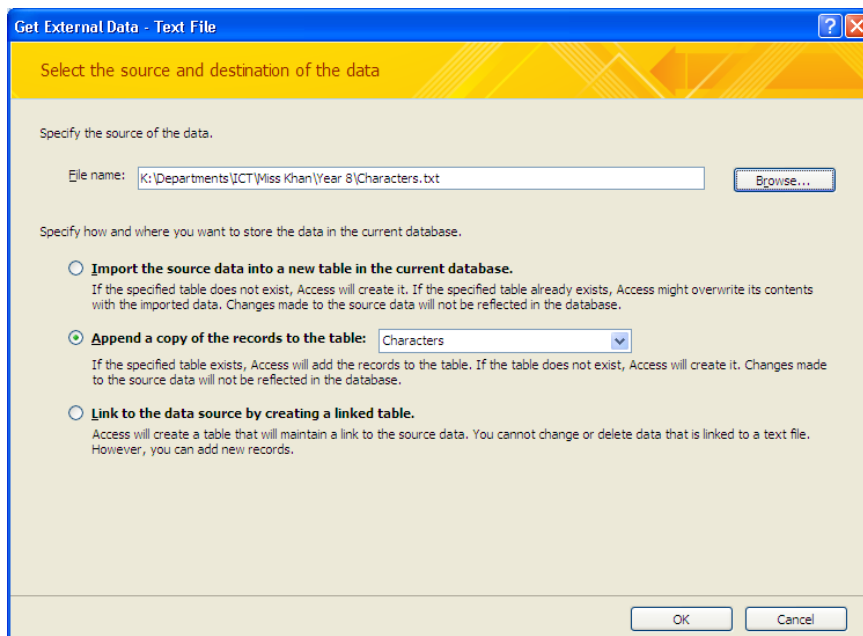
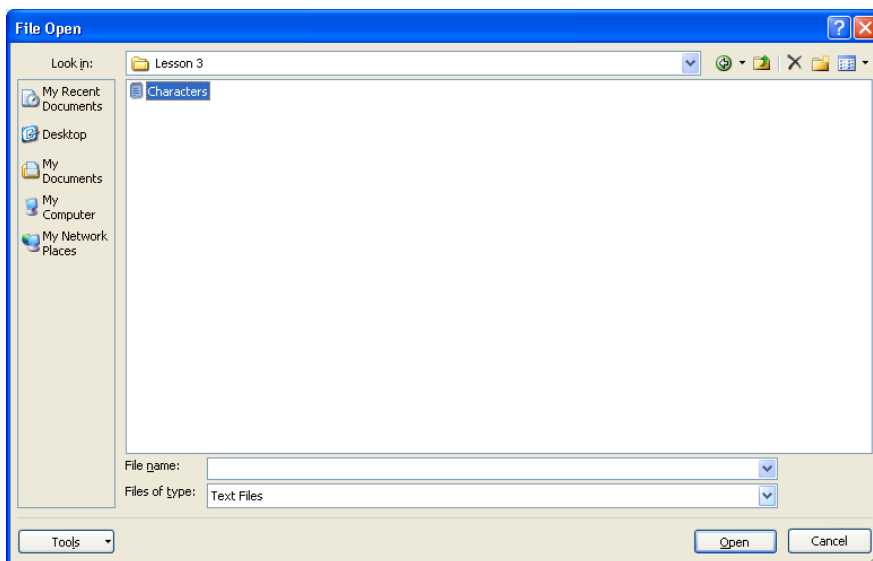
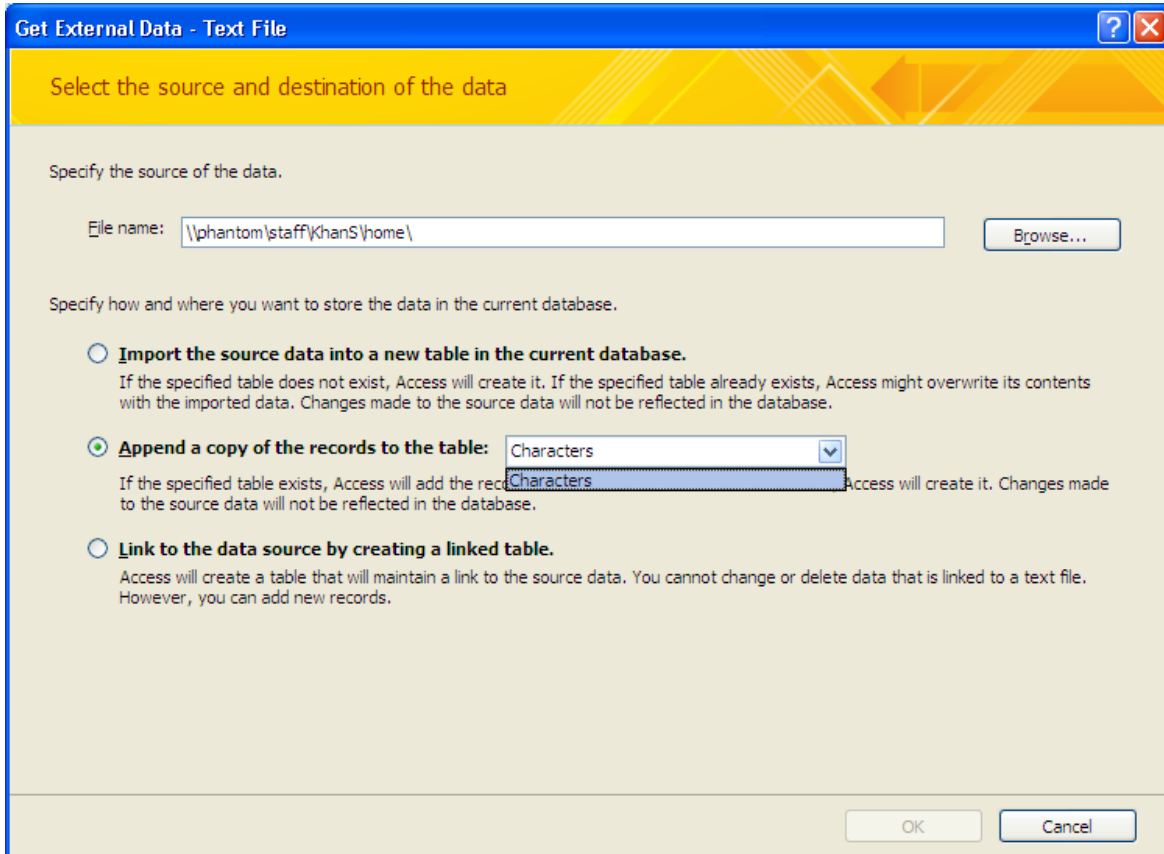
1. Make sure you are on the main screen with no table open: -



2. Right click on your table named “**Characters**”, then click **Import** → **Text File**.



3. Browse to the folder where you saved the characters file: (In your student drive database folder).
  - Make sure that you select “**Append a copy of the records to the table: Characters**”.
  - Select the text file “**Characters**”.
  - Click “**Open**”, then “**Ok**”.(Look at the screenshots below to show the order)



4. Make sure the next screen is set up like this then click **Next**: -

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

Sample data from file: \\PHANTOM\STAFF\KHANS\HOME\2008-2009\ICT\YEAR 8\DATABASES\LESSON 3\CHARACTERS.TXT.

1	"Batman",	"5",	"Super Hero",	"500",	"Martial arts",	"Gadgets",	"Acrobatics",	"Training",	"Br
2	"Superman",	"3",	"Super Hero",	"500",	"Flight",	"Super-strength",	"Super-speed",	"Alien",	"D
3	"The Hulk",	"2",	"Super Hero",	"850",	"Strength",	"Regeneration",	"Radiation",	"Bruce Ban	
4	"Wonder Woman",	"2",	"Super Hero",	"300",	"Flight",	"Super-strength",	"Super-speed",	"Magi	
5	"Green Lantern",	"2",	"Super Hero",	"300",	"Flight",	"Super-strength",	"Super-speed",	"Tech	
6	"Spider-Man",	"5",	"Super Hero",	"650",	"Acrobatics",	"Martial arts",	"Super-strength",	"Re	
7	"Captain America",	"3",	"Super Hero",	"600",	"Martial arts",	"Super-strength",	"Chemicals		
8	"Iron Man",	"8",	"Super Hero",	"700",	"Flight",	"Armour",	"Super-strength",	"Technol	
9	"Daredevil",	"4",	"Super Hero",	"450",	"Martial arts",	"Acrobatics",	"Chemicals",	"Matt M	
10	"Judge Dredd",	"3",	"Super Hero",	"300",	"Marksman",	"Martial arts",	"Training",	"Joe Dre	
11	"Captain Marvel",	"4",	"Super Hero",	"300",	"Flight",	"Super-strength",	"Super-speed",	"Ma	
12	"Doctor Who",	"1",	"Super Hero",	"200",	"Time travel",	"Gadgets",	"Alien"		
13	"Asterix",	"2",	"Super Hero",	"250",	"Strength",	"Super-speed",	"Chemicals"		
14	"Harry Potter",	"1",	"Super Hero",	"450",	"Magic",	"Training"			

Advanced... Cancel < Back Next > Finish

5. Make sure the next screen looks like this then click **Next**:

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:

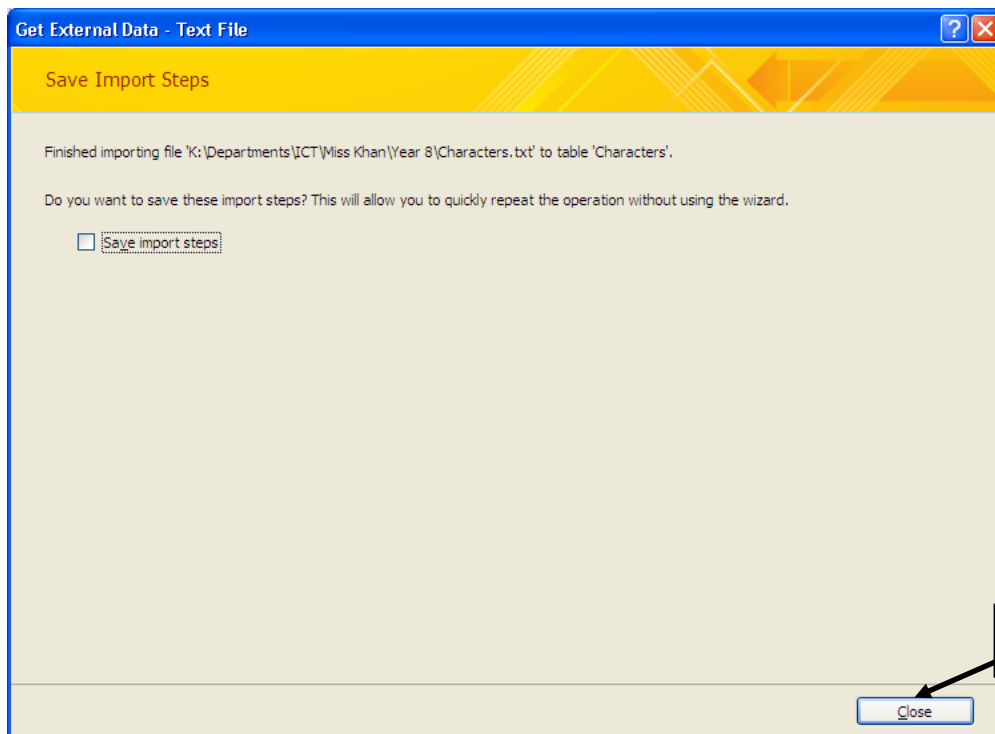
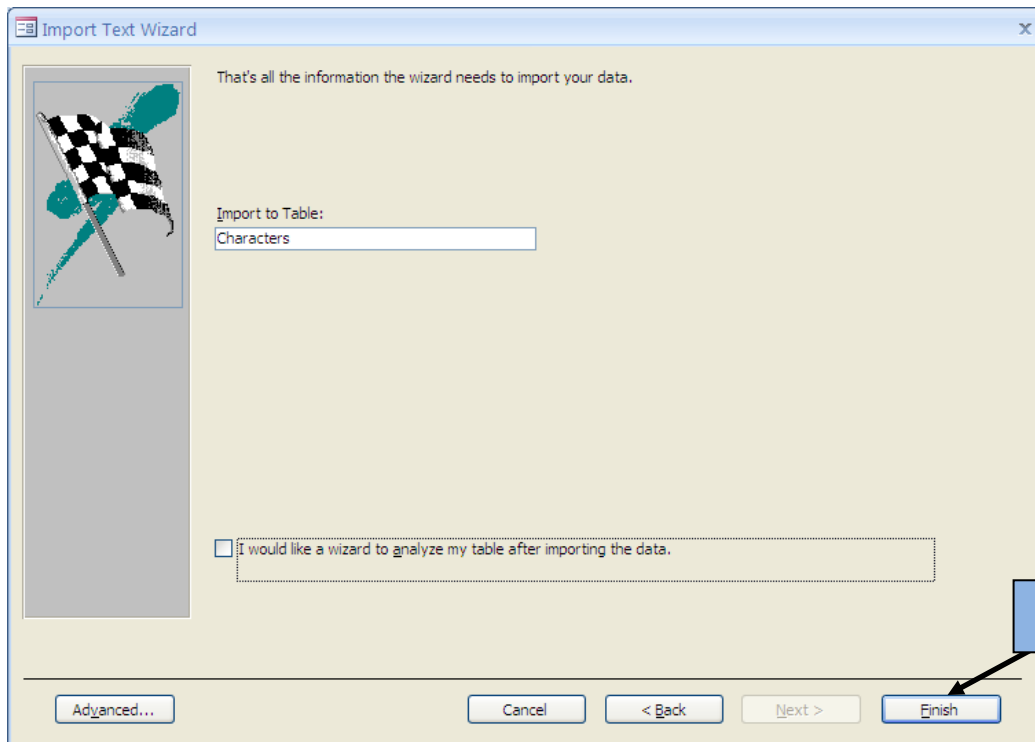
Tab  Semicolon  Comma  Space  Other: [ ]

First Row Contains Field Names Text Qualifier: " [v]

1	Batman	5	Super Hero	500	Martial arts	Gadgets	Acrobatics
2	Superman	3	Super Hero	500	Flight	Super-strength	Super-speed
3	The Hulk	2	Super Hero	850	Strength	Regeneration	
4	Wonder Woman	2	Super Hero	300	Flight	Super-strength	Super-speed
5	Green Lantern	2	Super Hero	300	Flight	Super-strength	Super-speed
6	Spider-Man	5	Super Hero	650	Acrobatics	Martial arts	Super-stren
7	Captain America	3	Super Hero	600	Martial arts	Super-strength	
8	Iron Man	8	Super Hero	700	Flight	Armour	Super-stren
9	Daredevil	4	Super Hero	450	Martial arts	Acrobatics	
10	Judge Dredd	3	Super Hero	300	Marksman	Martial arts	
11	Captain Marvel	4	Super Hero	300	Flight	Super-strength	Super-speed
12	Doctor Who	1	Super Hero	200	Time travel	Gadgets	
13	Asterix	2	Super Hero	250	Strength	Super-speed	
14	Harry Potter	1	Super Hero	450	Magic		

Advanced... Cancel < Back Next > Finish

6. Make sure the next screen looks like this then click **Finish**:



**OPEN YOUR TABLE IN DATASHEET VIEW TO MAKE SURE THAT ALL OF THE DATA HAS IMPORTED CORRECTLY - YOU SHOULD HAVE 76 RECORDS! EXAMPLE ON NEXT PAGE.**

**Datasheet View**

Microsoft Access

Home Create Database Tools Datasheet

View Paste Copy Format Painter

Calibri 11

Font Rich Text

Refresh All Save New Totals Spelling Delete More

Filter Selection Advanced Toggle Filter

Size to Fit Form Switch Windows

main content in the database has been disabled Options...

Navigation Pane

Name	Number of Power	Role	Cost to Insur	Ability 1	Ability 2	Ability 3	Origin of Power
1 Iron Man	5	Super Hero	\$500.00	Martial arts	Gadgets	Acrobatics	Training
2 Superman	3	Super Hero	\$500.00	Flight	Super-strength	Super-speed	Alien
3 Hulk	2	Super Hero	\$850.00	Strength	Regeneration		Radiation
4 Wonder Woman	2	Super Hero	\$300.00	Flight	Super-strength	Super-speed	Magic
5 Green Lantern	2	Super Hero	\$300.00	Flight	Super-strength	Super-speed	Technology
6 Spider-Man	5	Super Hero	\$650.00	Acrobatics	Martial arts	Super-strength	Radiation
7 Captain America	3	Super Hero	\$600.00	Martial arts	Super-strength		Chemicals
8 Iron Man	8	Super Hero	\$700.00	Flight	Armour	Super-strength	Technology
9 Daredevil	4	Super Hero	\$450.00	Martial arts	Acrobatics		Chemicals
10 Judge Dredd	3	Super Hero	\$300.00	Marksman	Martial arts		Training
11 Captain Marvel	4	Super Hero	\$300.00	Flight	Super-strength	Super-speed	Magic
12 Doctor Who	1	Super Hero	\$200.00	Time travel	Gadgets		Alien
13 Asterix	2	Super Hero	\$250.00	Strength	Super-speed		Chemicals
14 Harry Potter	1	Super Hero	\$450.00	Magic			Training
15 Thor	3	Super Hero	\$450.00	Strength	Weather control	Flight	Magic
16 Buffy the Vampire Slayer	1	Super Hero	\$350.00	Strength	Martial arts	Acrobatics	Magic
17 The Joker	2	Super Villain	\$700.00	Intelligence			Chemicals
18 Doctor Doom	4	Super Villain	\$800.00	Intelligence	Gadgets	Armour	Technology
19 Green Goblin	5	Super Villain	\$650.00	Strength	Gadgets	Regeneration	Chemicals
20 The Kingpin	2	Super Villain	\$550.00	Intelligence	Martial arts		Training
21 Magneto	8	Super Villain	\$750.00	Flight	Telekinesis		Mutant powers

Record: 1 of 76

**76 Records**