#### Step 1:

#### Open MS Access

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				Adobe Acrobat 4.0	•
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#### Step 2: Open existing file. Click OK.

#### Locate the DNC file

Microsoft Access	Open			? ×
Create a new database using	Look <u>i</u> n:	Desktop	💽 🖛 🖮 🔕 🗙 岱 🎫 - Tools -	
<ul> <li>Blank Access database</li> <li>Access database wizards, pages, and projects</li> </ul>	History	My Computer Solution Neighborhood My Briefcase	StateList_Rev_31 StateList_Rev_3WITHAREACODE StateList1	
© Open an existing file More Files C:\DATABASE\StateList1 C:\WINNT\Profiles\temp11\Desktop\StateList C:\DATABASE\StateList-V.97 C:\DATABASE\StateList1 C:\DATABASE\StateList1 C:\DATABASE\StateList1	My Documents My Documents Desktop Favorites	Vb DNC_07_01_2002_AC DNC_07_01_2002_ACtabdelimeted ElectricList MASTER-EMAILS-FILE MASTER-EMAILS-FILE-sorted Service Call Management1 StateList StateList StateList_Rev_31	Survey_Tracker2000	
	Web Folders	File name:       Files of type:       Data Files		<mark>≩ O</mark> pen ▼ Cancel

#### **STEP 3:**

#### CHOOSE DELIMITED IF NOT CHECKED Click Next

X

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	T out	11111-1-1-1	<i>_</i>
		<b>W</b> 12 G	

Your data appears 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
- O Fixed Width Fields are aligned in columns with spaces between each field

Sample data from file: C:\WINNT\PROFILES\TEMP11\DESKTOP\STATELIST_REV_3.TXT.
1 AreaCodeDNumberDFirstNameDLastNameDAddress1DAddress2
2 210021021240800PAULCHEATHD111 ADAMS STREET #500SAN A
3 210021021247220LUISOMUNOZ0773 HARRIMAN PLOOSAN ANTON
4 210021021249280LORRAINEDMOORED138 CROFTON AVENUEDDSA
5 210021021253130JOSEPHDWISEMANDPO BOX 160500SAN ANTON
6210021021257010JESUSOLEDESMA0714 LARRYDOSAN ANTONIO
Advanced Cancel < Back Next > Einish

## 

### Step 4: Check TAB. Check off First row contains Field names Press Next.

🖽 Impor	t Text Wiza	nrd			×			
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.								
Choose the	Choose the definiter that separates your fields:							
• Tab	C Semicolon	C Comma	C Space	O Other	:			
First Row	Contains Field Nam	ies		Text Qualifier:	{none}			
		1	1	1				
AreaCode	e Number	FirstName	LastName	Address1				
210	2102033322							
210	2102035319							
210	2102038888							
210	2102039777							
210	2102072141				-			
•					►			
Ad <u>v</u> anced		Cancel	< <u>B</u> ack	<u>N</u> ext >	<u>F</u> inish			

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#### Step 5:

Change the Data Type of all fields to Text.

Click on each field to highlight it then change Data Type to Text.

📰 Link Text Wizard				×
You can specify information a area below. You can then mo	bout each of the fields yo lify field information in th	ou are importing. ne 'Field Options'	Select fields in the area.	
Field Options				
Field Name: Field2	Data	Type: Long Int	eger 🔽	
Indexed: No		o not im Long Int Currenc Single	teger 🔺	
		Double Date/Tip		
Field1 Field2	Field3	Fie Text		
AreaCode Number	FirstName	Las OLE Obj	ject 🗸	Scroll to the
210 210212408 210 210212472	2 LUIS	MUNOZ	773 HARRIN	right see all
210 210212492	8 LORRAINE	MOORE	138 CROFTO	inght bee an
210 210212531	3 JOSEPH	WISEMAN	PO BOX 160	fields
210 210212570	1 JESUS	LEDESMA	714 LARRY	
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				-
Advanced	Cancel < E	<u>3</u> ack <u>N</u> ext	: > <u>E</u> inish	

#### Step 6:

#### Select a name to save your file or accept the default name.

#### Click Finish.

👪 Link Text Wizard		×
	That's all the information the wizard needs to link to your data.	
	Linked Table Name: <mark>StateList_Rev_3</mark>	
	Display Help after the wizard is finished.	
Advanced	Cancel < <u>B</u> ack <u>N</u> ext > <u>Finish</u>	

#### Step 7:

#### Click OK.

#### Link Text Wizard



Finished linking table 'StateList\_Rev\_3' to file 'C:\WINNT\Profiles\temp11\Desktop\StateList\_Rev\_3.txt'.

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#### Here is the TNC List.

\_ 8 ×

<u>File E</u>dit <u>V</u>iew <u>I</u>nsert <u>T</u>ools <u>W</u>indow <u>H</u>elp



Double click on it to open it.