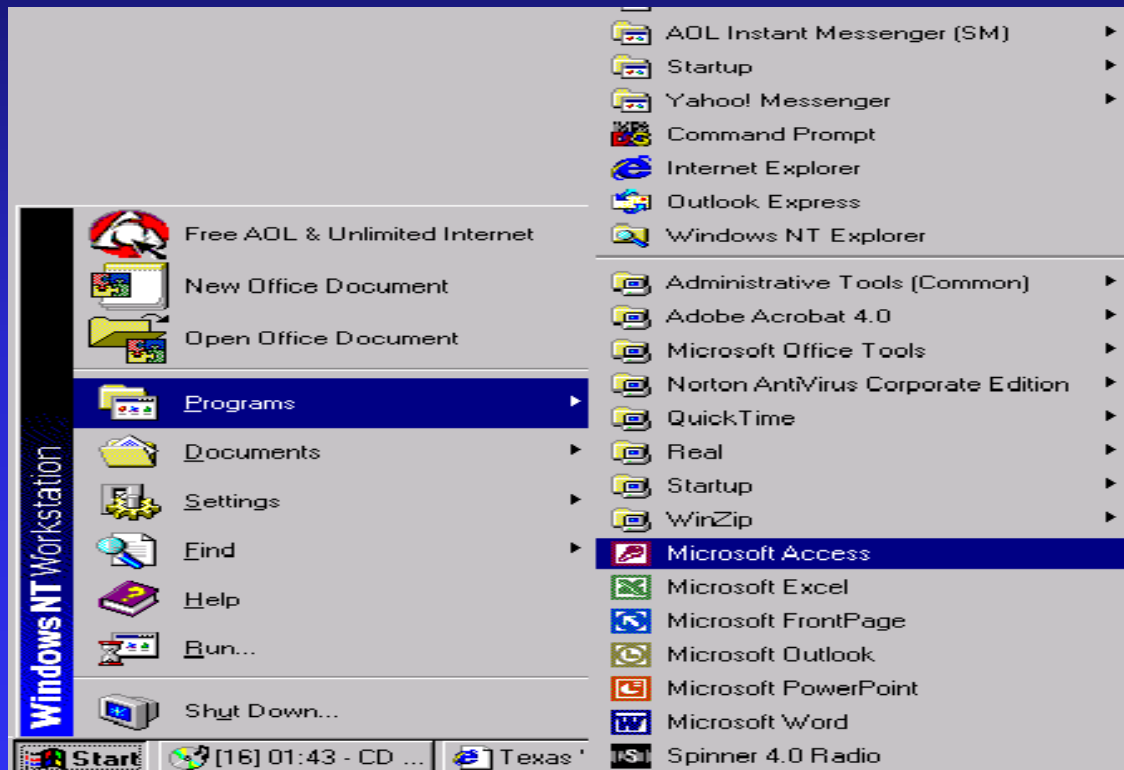


Step 1:

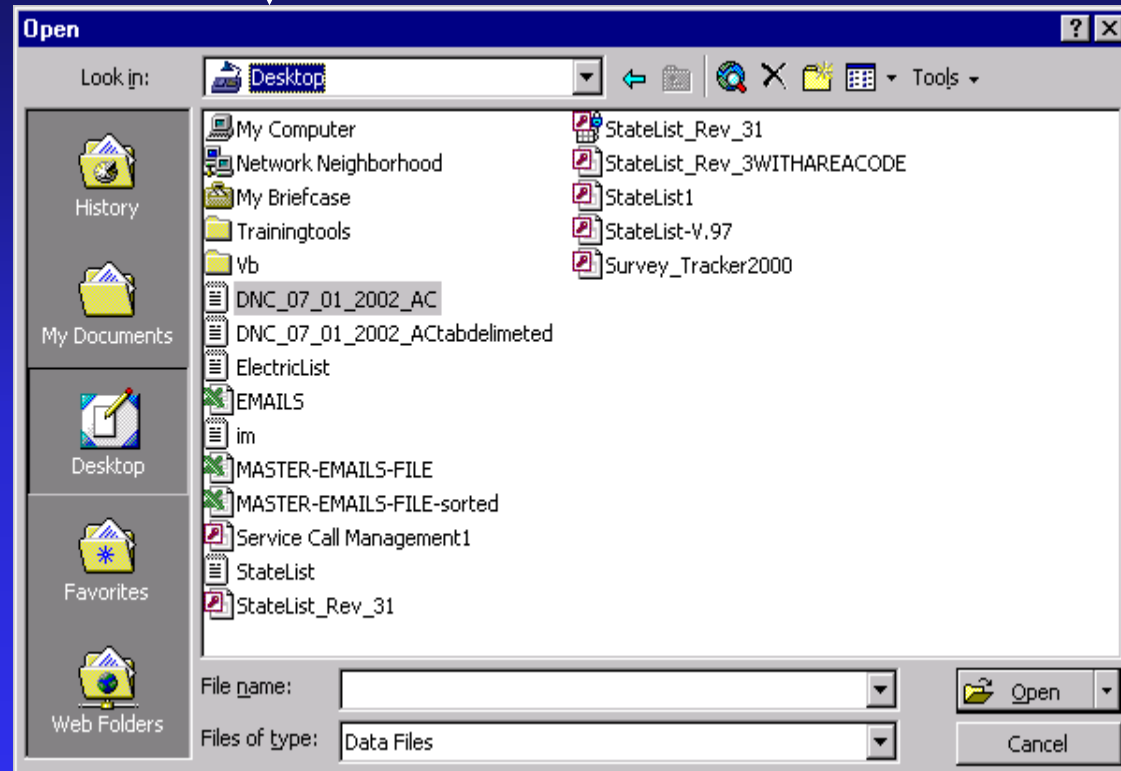
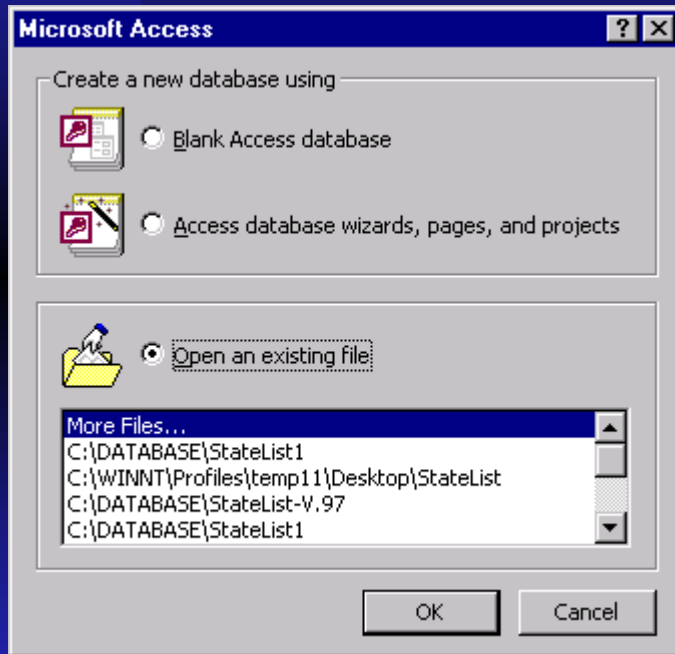
■ Open MS Access



Step 2:

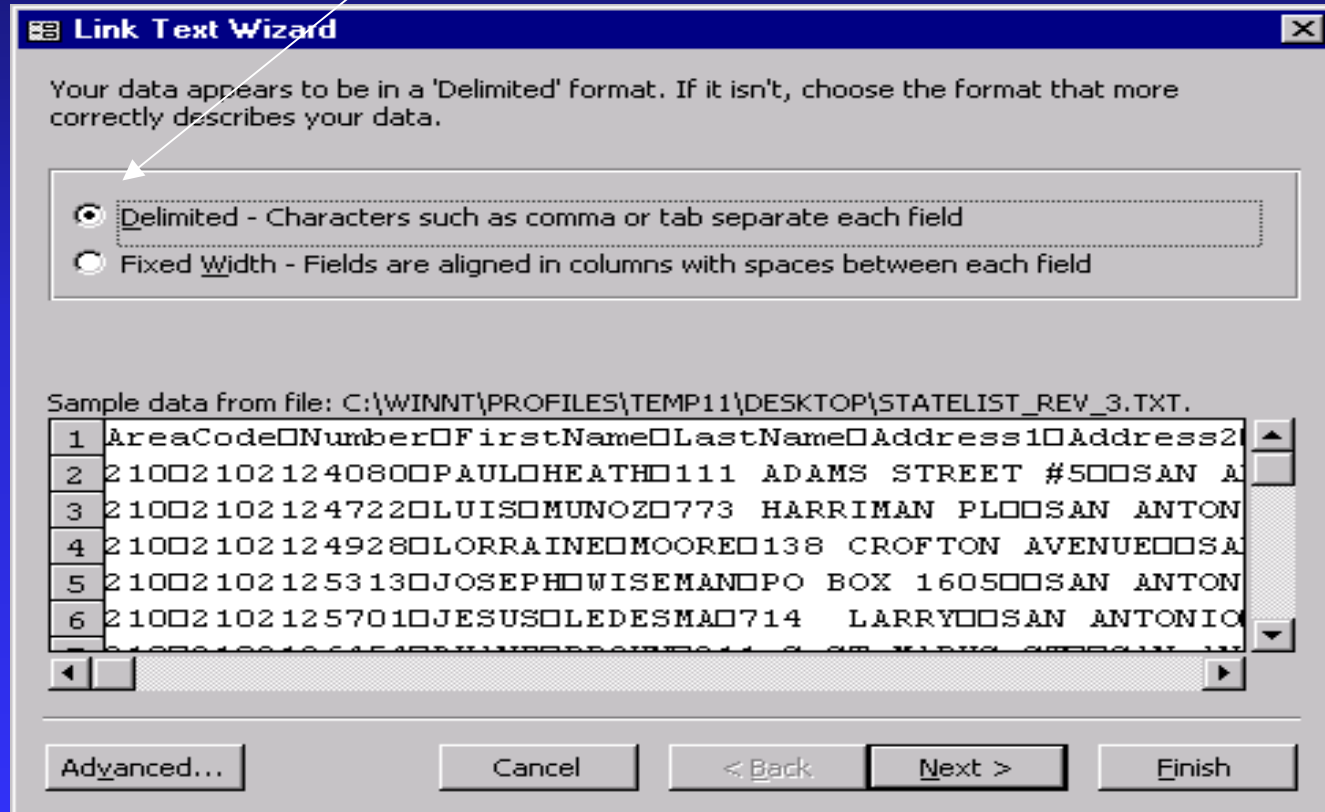
Open existing file.
Click **OK**.

Locate the DNC file



STEP 3:

- CHOOSE DELIMITED IF NOT CHECKED
- Click Next



Step 4:

- Check **TAB**.
- Check off **First row contains Field names**
- Press **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:

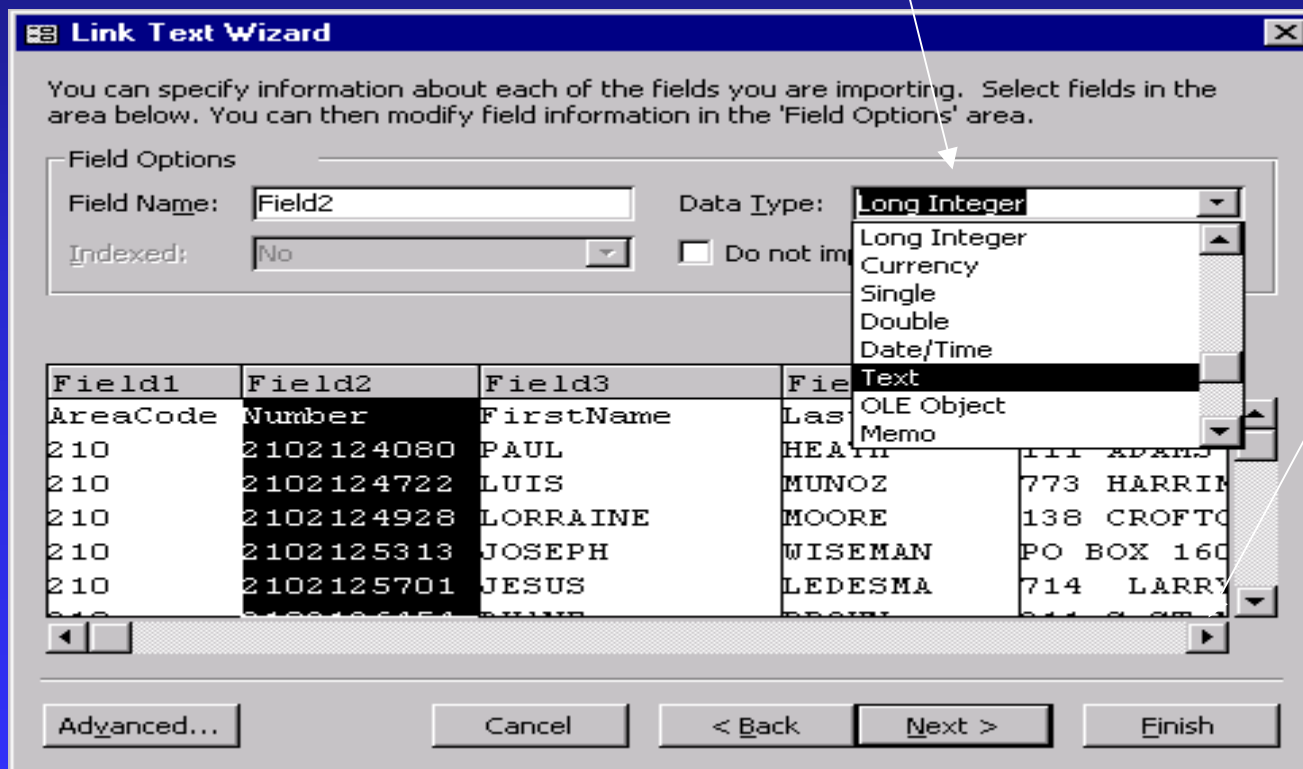
First Row Contains Field Names Text Qualifier:

AreaCode	Number	FirstName	LastName	Address1
210	2102033322			
210	2102035319			
210	2102038888			
210	2102039777			
210	2102072141			

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

Step 5:

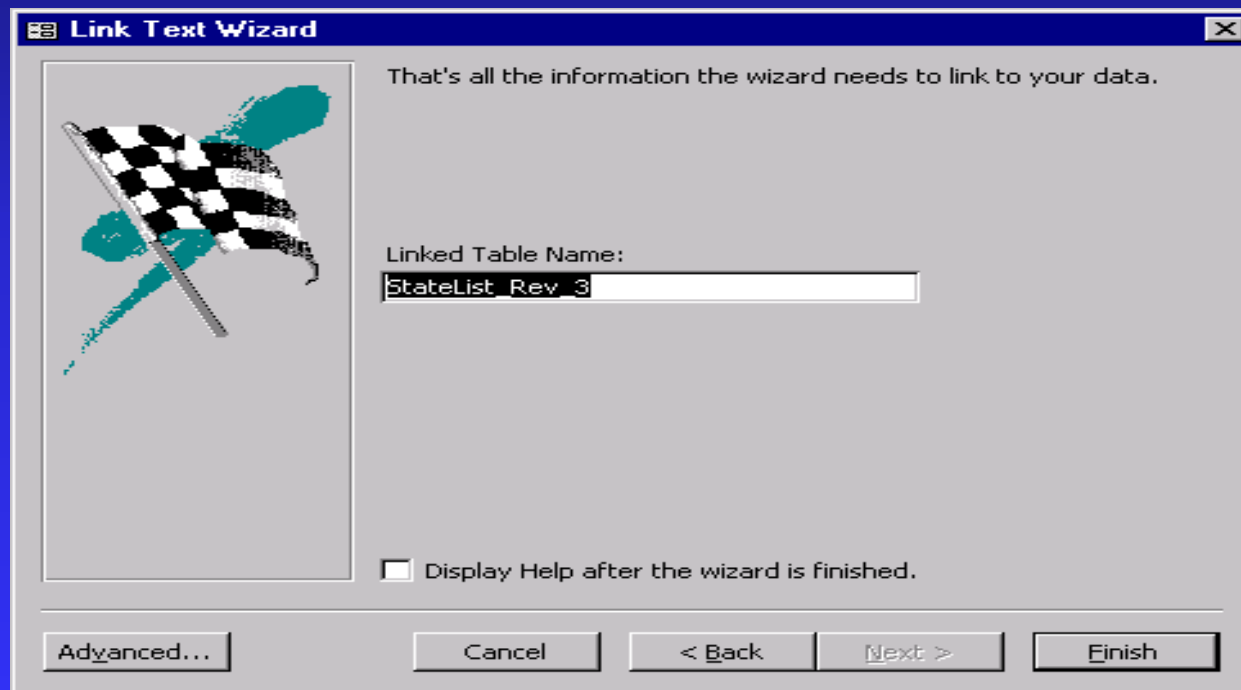
- Change the Data Type of all fields to Text.
- Click on each field to highlight it then change Data Type to Text.



Scroll to the right see all fields.

Step 6:

- Select a name to save your file or accept the default name.
- Click Finish.



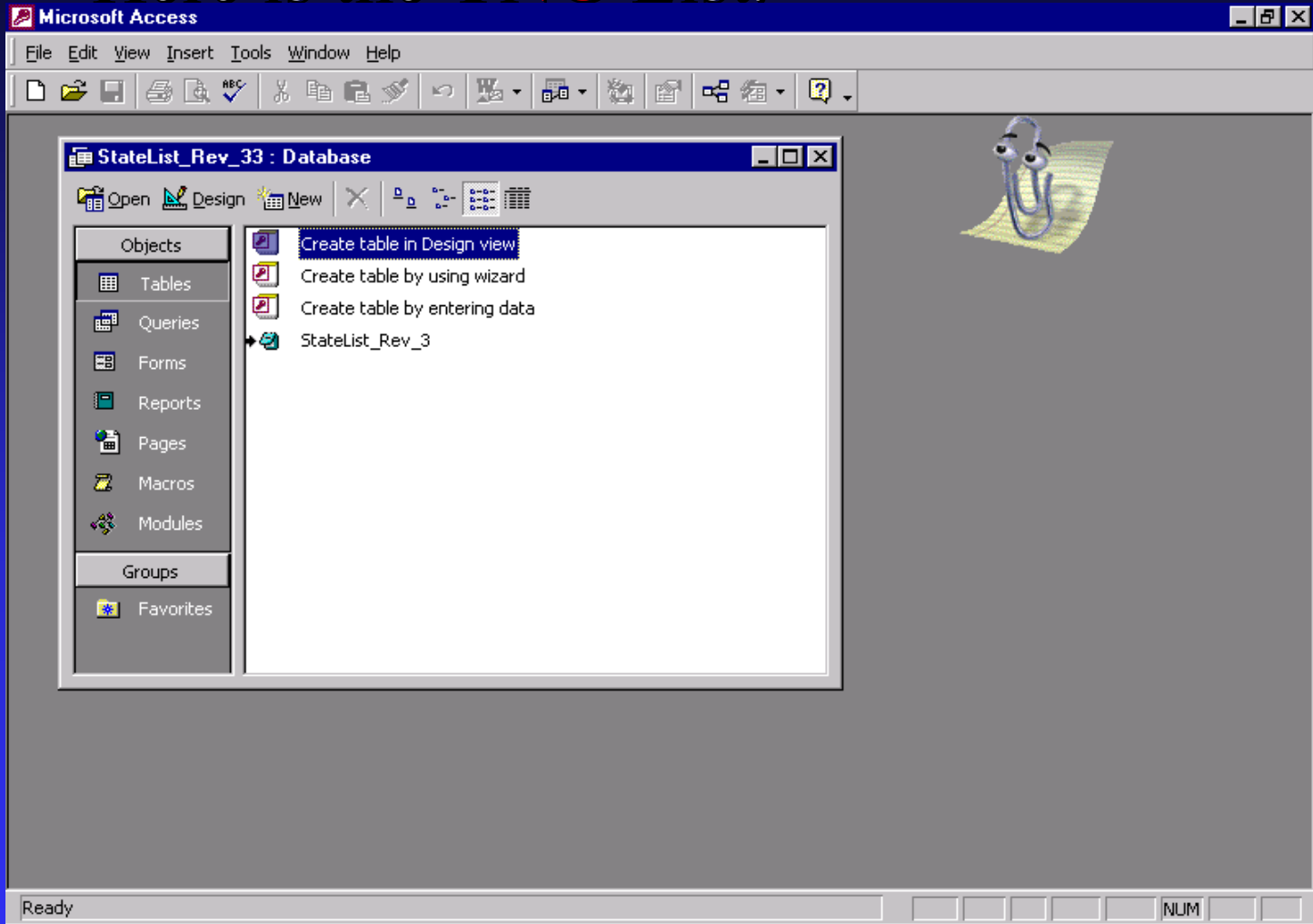
Step 7:

- Click OK.



Step 8:

- Here is the **TNC** List.



- Double click on it to open it.