## Importing Records into your Database

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

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 Right click on your table named "Characters", then click Import → Text File.

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- **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)

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

🖪 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"
Delimited - Characters such as comma or tab separate each field	Selected
<pre>Sample data from file: \\PHANTOM\STAFF\kHANS\HOME\2008-2009\LCT\YEAR &amp;\DATABASES\LESSON 3\CHARACTERS.TXT. 1., "Batman", "5", "Super Hero", "SOO", "Martial arts", "Gadgets", "Acrobatics", "Training", "Bi 2., "Superman", "3", "Super Hero", "SOO", "Flight", "Super-strength", "Super-speed", "Alien", " 3., "The Hulk", "2", "Super Hero", "850", "Strength", "Regeneration", , "Radiation", "Bruce Bant 4., "Wonder Woman", "2", "Super Hero", "300", "Flight", "Super-strength", "Super-speed", "Hagi 5, "Green Lantern", "2", "Super Hero", "650", "Acrobatics", "Martial arts", "Super-strength", "Chemicals 6, "Spider-Man", "5", "Super Hero", "600", "Martial arts", "Super-strength", "Chemicals 8, "Iron Man", "6", "Super Hero", "700", "Flight", "Arnobatics", "Chemicals", "Natt Mi 10 10, "Judge Dredd", "3", "Super Hero", "300", "Marksman", "Martial arts", "Chemicals", "Matt II, "Captain Marvel", "4", "Super Hero", "300", "Marksman", "Martial arts", "Chemicals", "Matt II, "Captain Marvel", "4", "Super Hero", "300", "Marksman", "Martial arts", "Chemicals", "Matt II, "1, "Gadgets", "Alien" 11, "Gattain Marvel", "4", "Super Hero", "300", "Marksman", "Martial arts", "Training", "Joe Dre 11, 1, "Gattain Marvel", "4", "Super Hero", "250", "Strength", "Super-strength", "Super-strength", "Matt II, "Captain Marvel", "4", "Super Hero", "250", "Strength", "Super-strength", "Chemicals", "Matt II, "Gattain Marvel", "4", "Super Hero", "250", "Strength", "Super-strength", "Super-strength", "Matt II, "1, "Asterix", "2", "Super Hero", "250", "Strength", "Super-strength", "Super-strength", "Matt II, "4, "Harry Potter", "1", "Super Hero", "450", "Magic", ,, "Training", "Joe Dre 14, "Harry Potter", "1", "Super Hero", "450", "Magic", ,, "Training", "Joe Dre 14, "Harry Potter", "1", "Super Hero", "450", "Magic", ,, "Training", "Joe Dre 14, "Harry Potter", "1", "Super Hero", "450", "Magic", ,, "Training", "Joe Dre 14, "Harry Potter", "1", "Super Hero", "450", "Magic", ,, "Training", "Joe Dre 14, "Harry Potter", "1", "Super Hero", "450", "Magic", ,, "</pre>	Click Next

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

E3 Import Text Wizard	×
What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected i	n the preview below.
Choose the delimiter that separates your fields:	Selected
First Row Contains Field Names Text Qualifier:	
1 Batman 5 Super Hero 500 Martial arts Gadge	ets Acrobatics
2 Superman 3 Super Hero 500 Flight Super	r-strength Super-speed
3 The Hulk 2 Super Hero 850 Strength Rege:	neration
4 Wonder Woman 2 Super Hero 300 Flight Supe:	r-strength Super-speed
5 Green Lantern 2 Super Hero 300 Flight Super	r-strength Super-speed
6 Spider-Man 5 Super Hero 650 Acrobatics Mart	ial arts Super-stren
7 Captain America 3 Super Hero 600 Martial arts Super	r-strength
8 Iron Man 8 Super Hero 700 Flight Armo	ur Super-stren
9 Daredevil 4 Super Hero 450 Martial arts Acrol	patics
10 Judge Dredd 3 Super Hero 300 Marksman Mart	ial arts
11 Captain Marvel 4 Super Hero 300 Flight Supe:	r-strength Super-speed
12 Doctor Who 1 Super Hero 200 Time travel Gadge	ets
13 Asterix 2 Super Hero 250 Strength Super	r-speed
14 Harry Potter 1 Super Hero 450 Magic	Click Einich
Advanced Cancel < Back	Next > Einish

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

🔳 Import Text Wizard		x
	That's all the information the wizard needs to import your data.          Import to Table:         Characters         Import to Table:         Import to Table:         Characters         Import to Table:         Imp	
		Click Finish
Ad <u>v</u> anced	Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inish	-

Get External Data - Text File	? 🛛	
Save Import Steps		
Finished importing file 'K:\Departments\ICT\Wiss Khan\Year 8\Characters.txt' to table 'Characters'.		
Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.		
Save import steps		
	_	
		Click Close
	Close	

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

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and the second	Design view	Hulk		Super Hero	\$850.00	Strength	Regeneration	Super speed	Radiation	
	4 Wo	nder Woman	2	2 Super Hero	\$300.00	Flight	Super-strength	Super-speed	Magic	
	5 Gre	en Lantern	2	2 Super Hero	\$300.00	Flight	Super-strength	Super-speed	Technology	
	6 Spi	der-Man	5	5 Super Hero	\$650.00	Acrobatics	Martial arts	Super-strength	Radiation	
	7 Cap	otain America	3	3 Super Hero	\$600.00	Martial arts	Super-strength		Chemicals	
	8 Iroi	n Man	8	3 Super Hero	\$700.00	Flight	Armour	Super-strength	Technology	
	9 Dar	edevil	4	1 Super Hero	\$450.00	Martial arts	Acrobatics		Chemicals	
	10 Jud	ge Dredd	3	3 Super Hero	\$300.00	Marksman	Martial arts		Training	
	11 Cap	otain Marvel	4	1 Super Hero	\$300.00	Flight	Super-strength	Super-speed	Magic	
	12 Doc	ctor Who	1	L Super Hero	\$200.00	Time travel	Gadgets		Alien	
	13 Ast	erix	2	2 Super Hero	\$250.00	Strength	Super-speed		Chemicals	
	14 Har	ry Potter	1	L Super Hero	\$450.00	Magic			Training	
e	15 Tho	or	3	3 Super Hero	\$450.00	Strength	Weather control	Flight	Magic	
Par	16 Buf	fy the Vampire Slaye	. 1	L Super Hero	\$350.00	Strength	Martial arts	Acrobatics	Magic	
5	17 The	Joker	2	2 Super Villain	\$700.00	Intelligence			Chemicals	
gati	18 Doc	ctor Doom	4	1 Super Villain	\$800.00	Intelligence	Gadgets	Armour	Technology	
aviç	19 Gre	en Goblin	5	5 Super Villain	\$650.00	Strength	Gadgets	Regeneration	Chemicals	
z	20 The	Kingpin	2	2 Super Villain	\$550.00	Intelligence	Martial arts		Training	
	21 Ma	gneto	8	3 Super Villain	\$750.00	Flight	Telekinesis		Mutant powers	•
	Record: I4 - 4 1 of	76 🕨 🕅 👫 No	Filter Search	•	111				+	•

76 Records