HERNANDO COUNTY

File
Import
Instructions

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These Instructions are written for Microsoft Office 2003 but most steps can be accomplished with the same tool names in Microsoft Office 2010. See the Microsoft Office 2010 documentation or help file for converting the process from 2003 to 2010.

Microsoft Excel – Used for smaller database management

1. Start Microsoft Excel. Left click on DATA | IMPORT EXTERNAL DATA | IMPORT DATA. (See Figure 1)
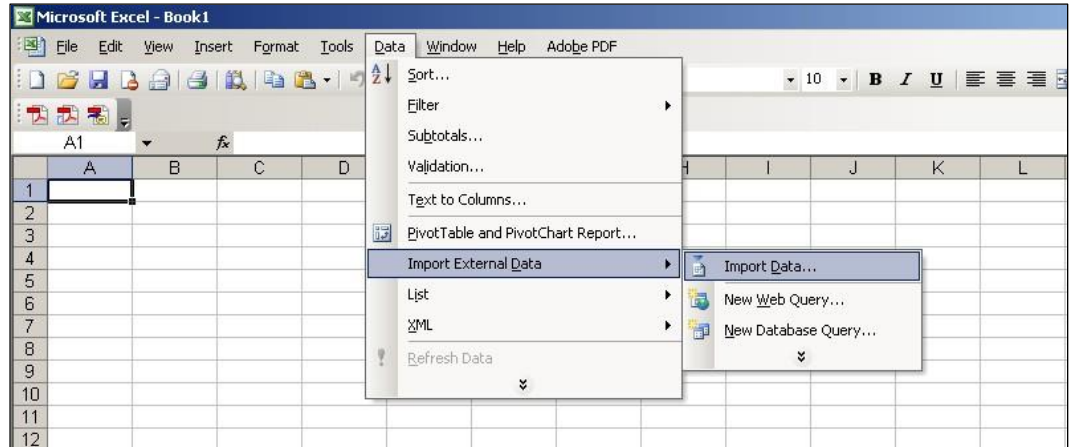
Figure 1

2. Browse to the location of the text file to import. Select the file you want to import by left clicking it twice. (See Figure 2)
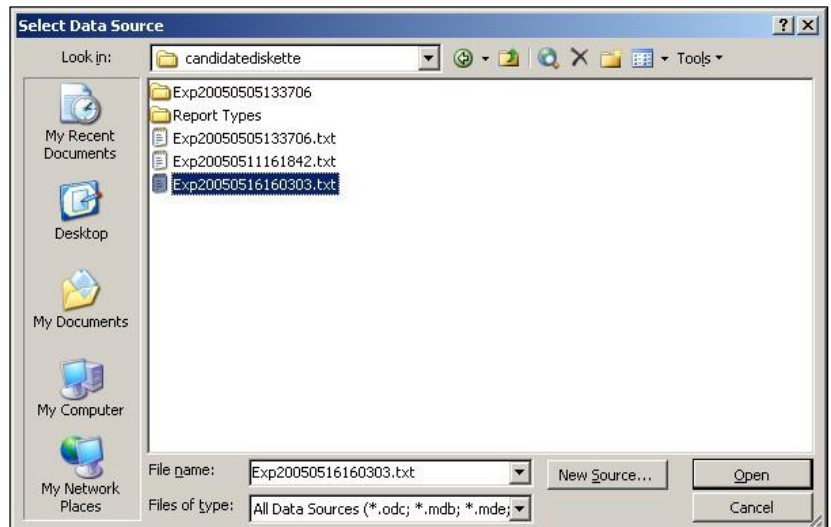
Figure 2

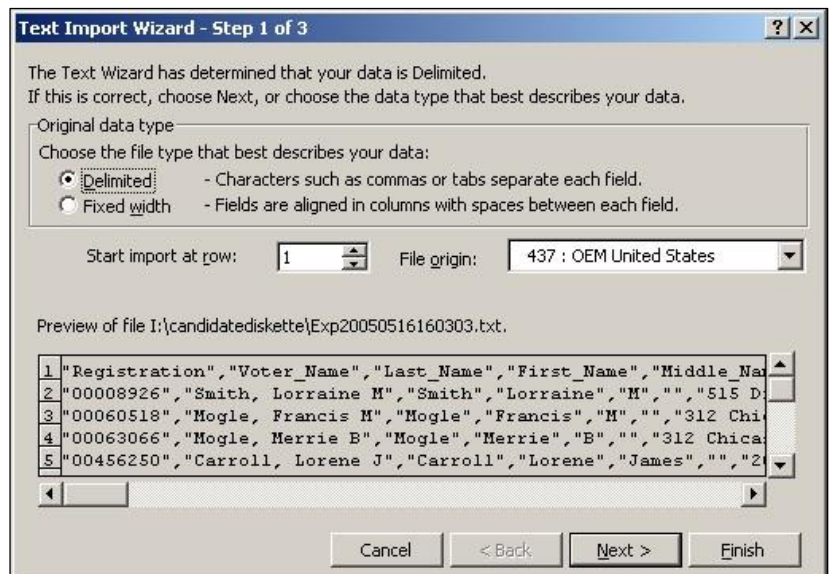3. Select the Delimited button, then click NEXT. (See Figure 3)

Figure 3

4. Check the COMMA check box, and uncheck the other check boxes. Leave the remaining fields set to the default settings. Click the NEXT button. (See Figure 4)
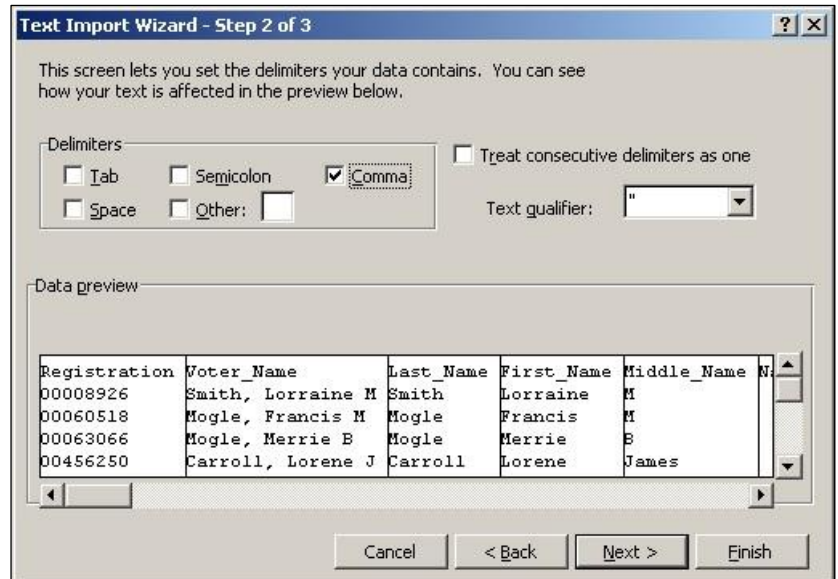
Figure 4

5. Finally, select the FINISH button to complete the import. (See Figure 5)

Figure 5

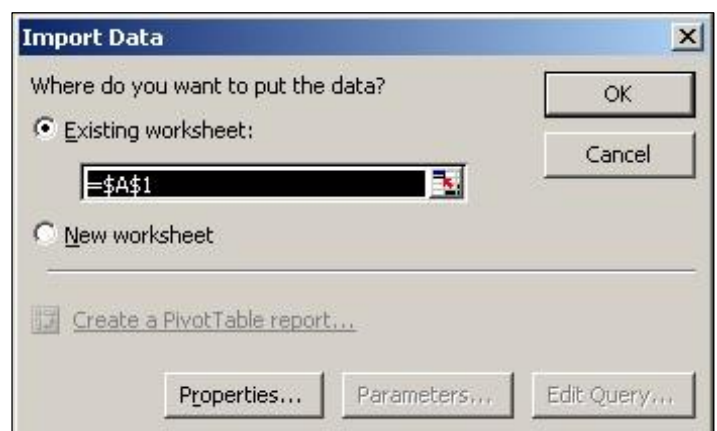6. Click OK to import the data into the existing file. (See Figure 6)

Figure 6

Microsoft Access 2003 – Used to manage larger databases

1. Open Microsoft Access and press and hold down the CTRL key then press the N key to create a new database.

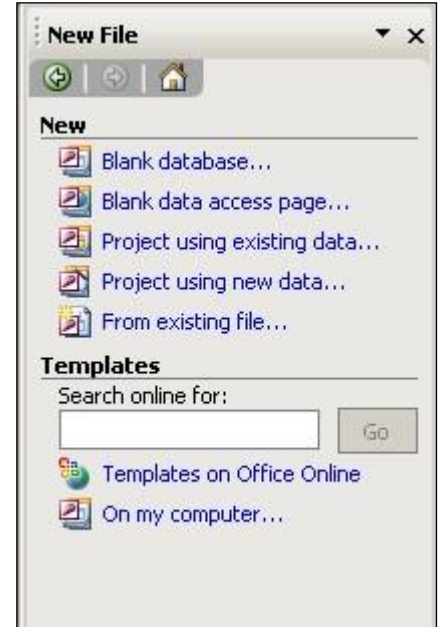2. On the right side of the screen, left click on Blank Database. (See Figure 7)

Figure 7

3. Choose a file name and location for the new Access database. Click the CREATE button to continue.
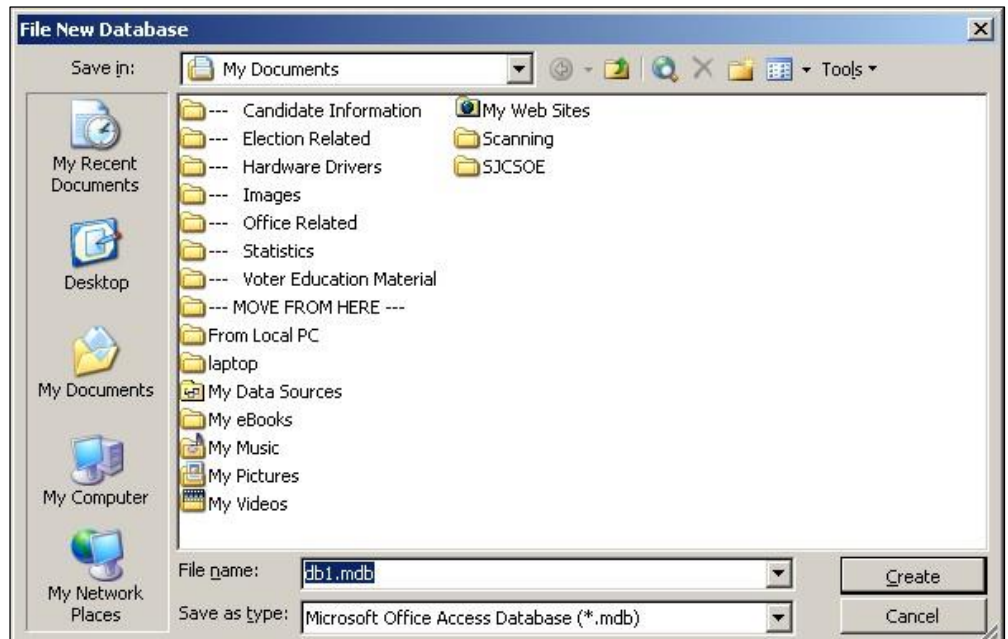(See Figure 8)

Figure 8

4. Next click on NEW | IMPORT TABLE
   and click OK.
   (See Figure 9)

Figure 9

5. Browse to the location where your text file is
   located. Select TEXT FILES for the Files of
   type option. Once you have browsed to the
   location and selected TEXT FILES, your file
   will be displayed in the import window. Left
   click on the file to highlight it. Now left click
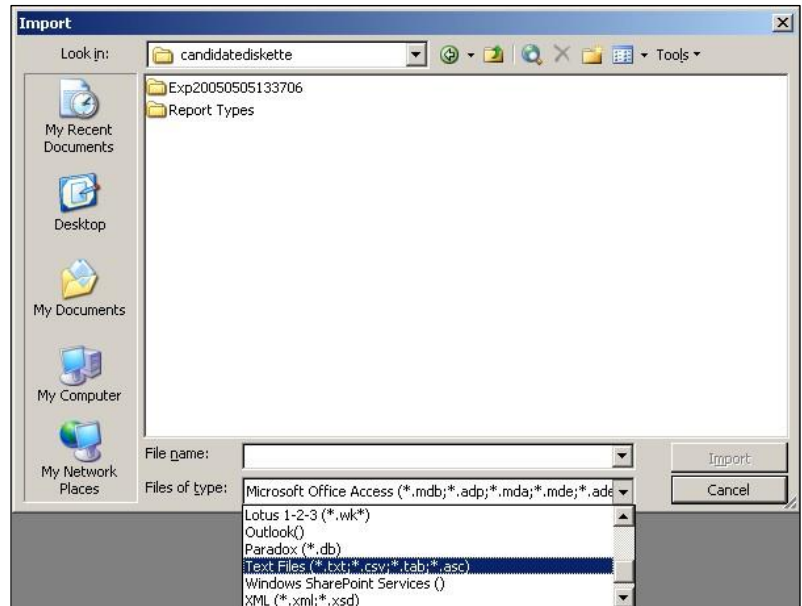   on the IMPORT button. (See Figure 10)

Figure 10

6. The Import Text Wizard will be displayed. Make sure the
   Delimited button is selected and click the NEXT button.
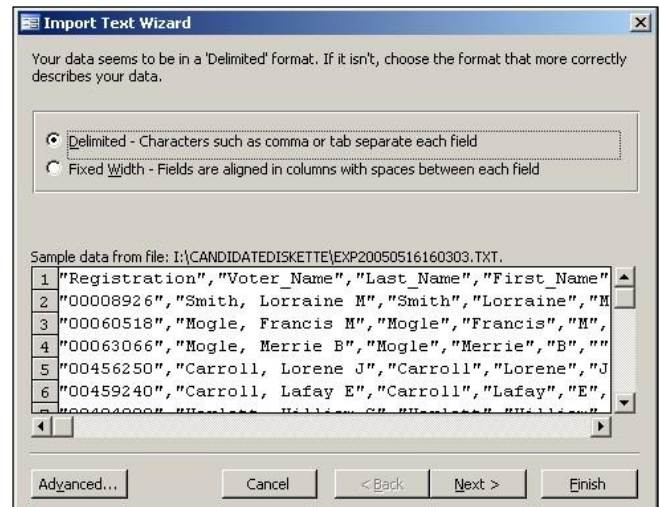   (See Figure 11)

Figure 11

7. Select COMMA, check the First Row Contains Field Names and click the NEXT button. (See Figure 12)
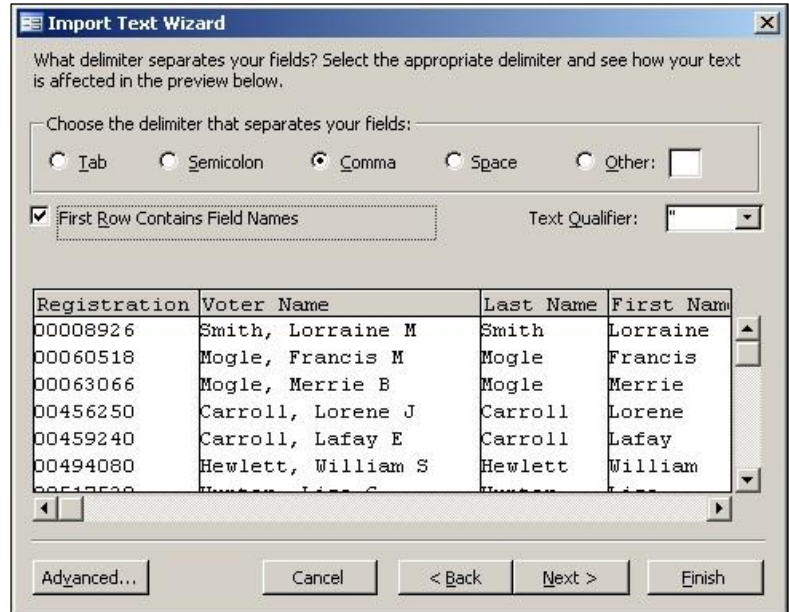
Figure 12

8. Select the button next to the 'In a New Table' option and click the FINISH button. (See Figure 13)
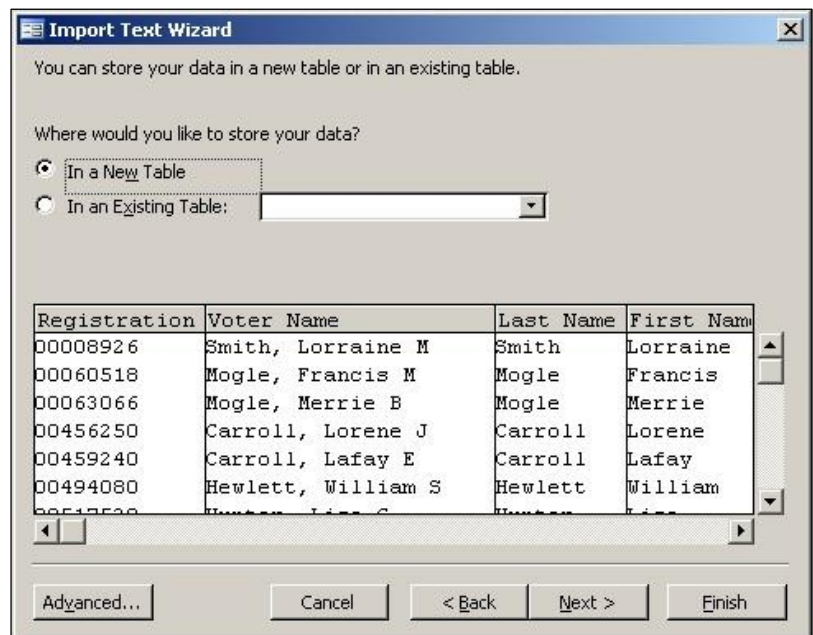
Figure 13

9. After pressing the FINISH button, a window will be displayed saying the file finished importing. Click on OK.

10. You may now use the text file however you wish.

Using Microsoft Word to Create Mailing Labels

This example is prepared with Microsoft Word 2000. The example has also been verified for Word 97.
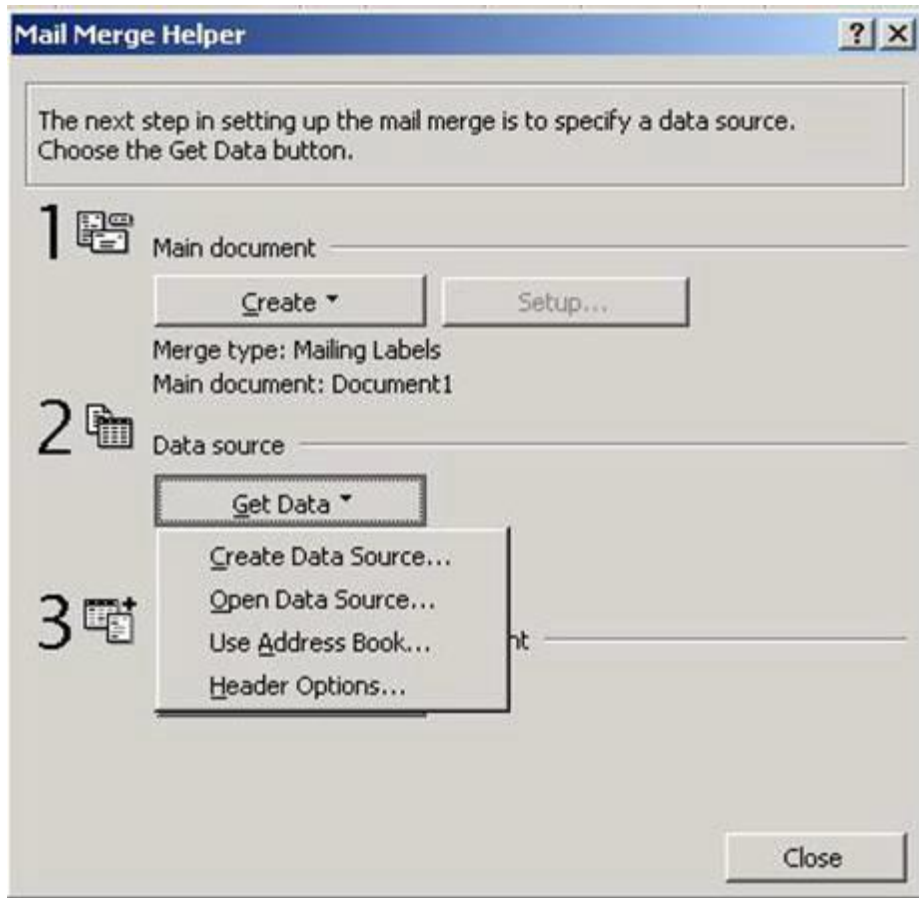
Select Mail Merge from the Tools Menu.

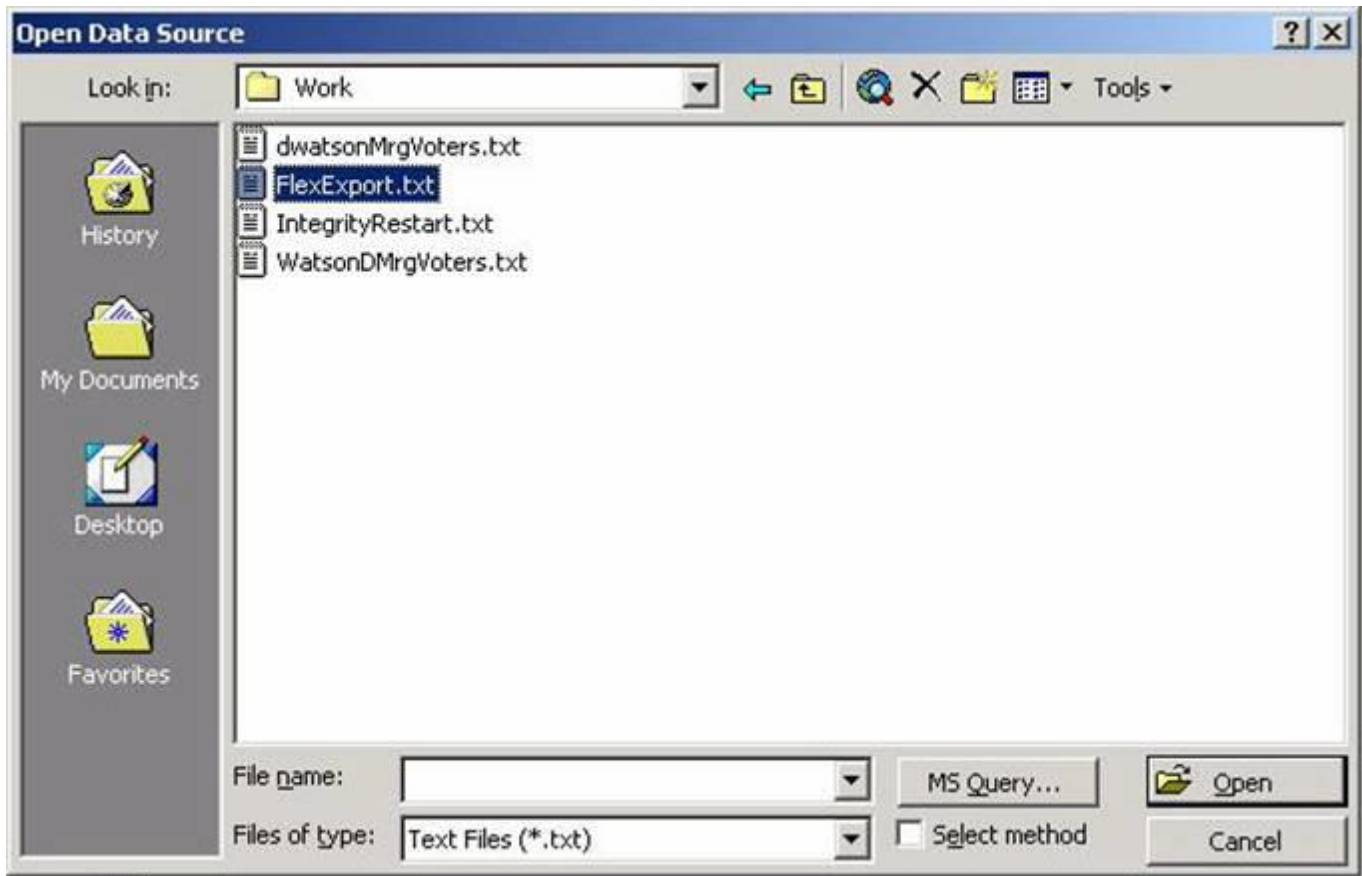Under Main Document, press Create button:
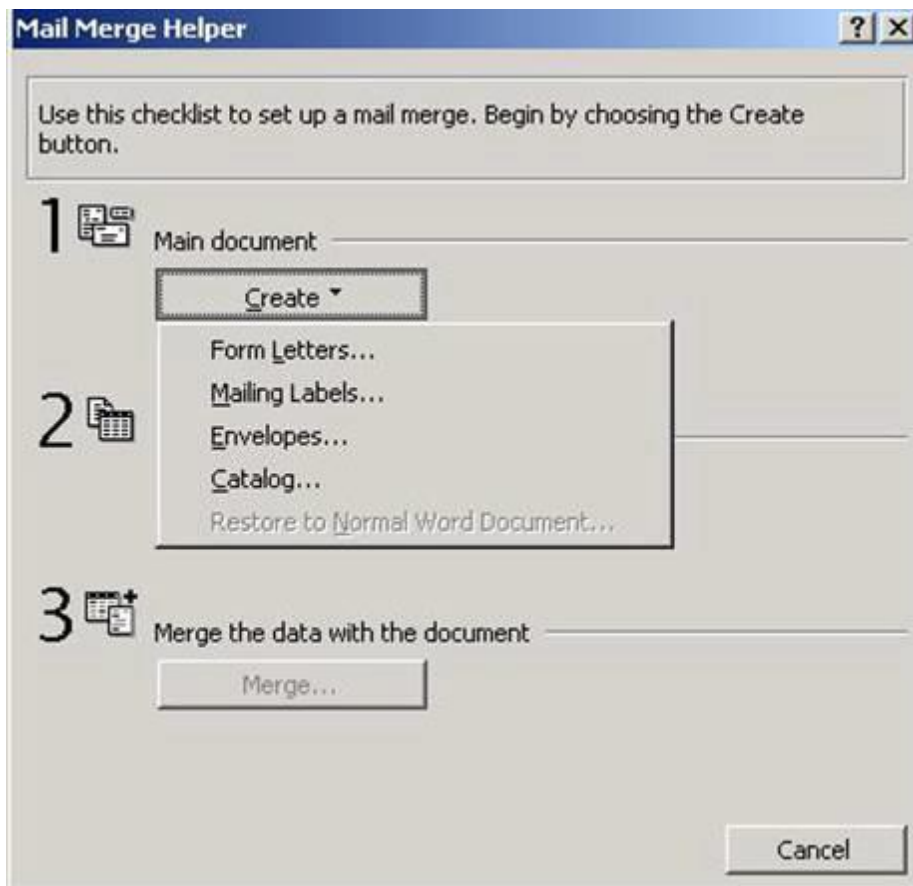
- Select Mailing Labels.

- Next Select Active Window.
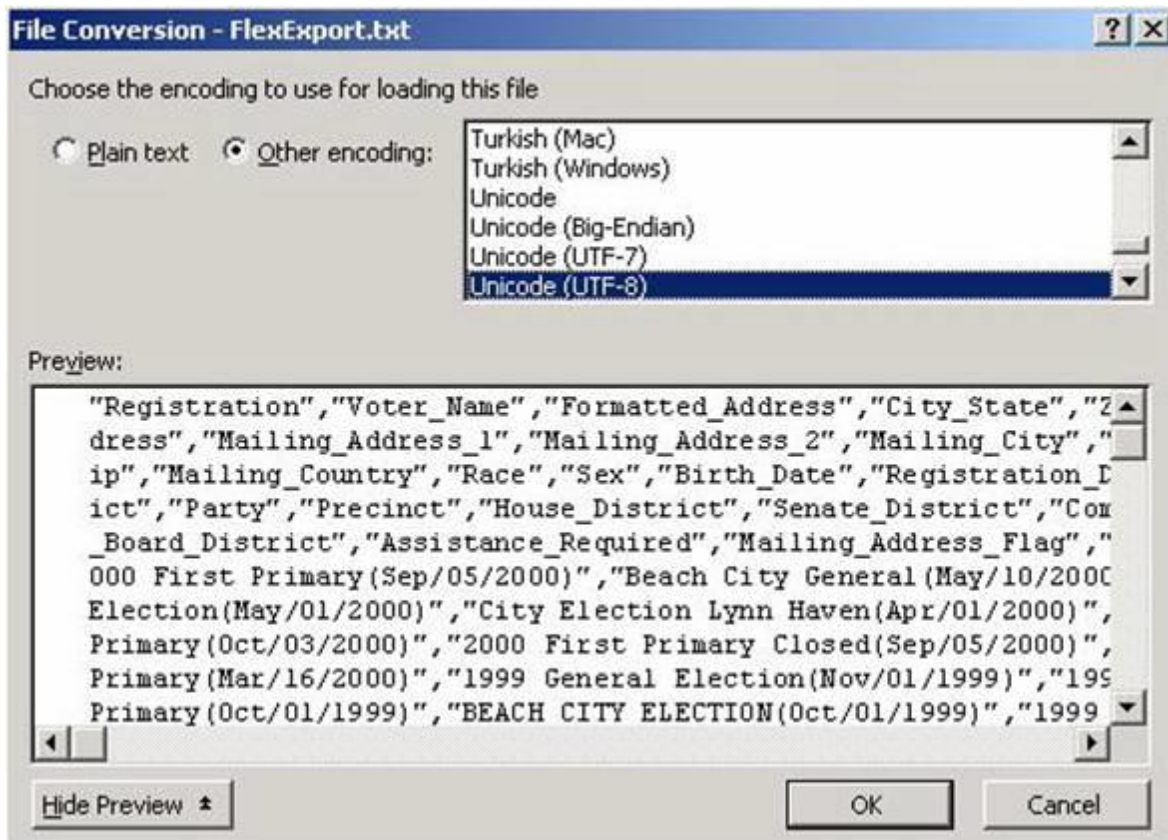
- Next, Select the Get Data Button.

Select Open Data Source...

The combo box labeled "Files of type" will need to be changed to Text Files (*.txt). Then you can see your export Text File. Here I have selected FlexExport.txt.

[This step does not Appear for Word97 running on Windows 98] Here the file type is selected as Unicode(UTF-8). This was the default, and I left it as default. Select OK button.

The select "Set up main document"

Next you must select your label type:
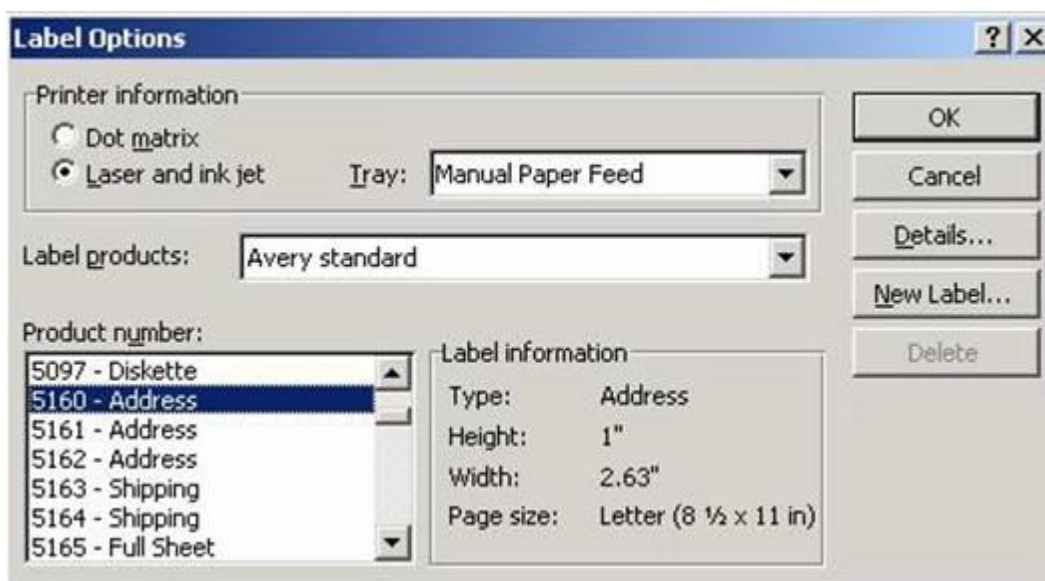
Here I have selected the 5160 label which is the standard label printed by Voter Focus. You should select the Avery equivalent label size to suite the label you have purchased.