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SUBJECT: Importing tab-delimited files (*.tab) into Microsoft Access

This outline provides step-by-step instructions for importing delimited text files into a Microsoft Access database. This will allow you to view the provided data using Microsoft Access. Instructions are also provided for using a SQL database to view the data provided to you, either by email or on a disc.

1. Open MS Access.
2. Open a Blank Database and save it.
3. Ensure under 'Objects' that **Tables** is highlighted and select **New**. This will open the *New Table* box.
4. Select **Import Table** and **OK**.
5. Browse to the files that you wish to import into MS Access making sure that you have changed Files of type: to appropriate file format – i.e. Text Files (*.txt; *.csv, *.tab;*.asc).
6. Single click on the first *.tab file you wish to import into MS Access.
7. Click on **Import** and the *Import Text Wizard* should open.
8. Ensure that "Delimited – Characters such as comma or tab separate each field" is selected and click on **Next**.
9. Ensure that the Tab is selected from "choose the delimiter that separates your fields".
10. Select "First Row Contains Field Names" and click on **Next**.
11. Ensure that "In a New Table" is selected and click on **Next**.
12. Check the user guide for the study and if necessary change the "data_types" to those specified in the user guide and click on **Next**.
13. If you are importing one table that is not related to other tables select "No primary key". If you are importing more than one table and they are related to one another select "Choose my own primary key" and use the drop down box to select the field that is specified in the user guide as the primary key and press **Next**.
14. Ensure that the table is appropriately named and if so press **Finish**.
15. You should then receive a message indicating whether file has been imported, click **OK**.
16. If you wish to import more than one table into the database repeat steps 3-15.