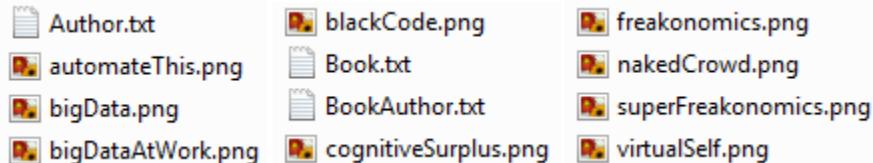


Library Database – Part A

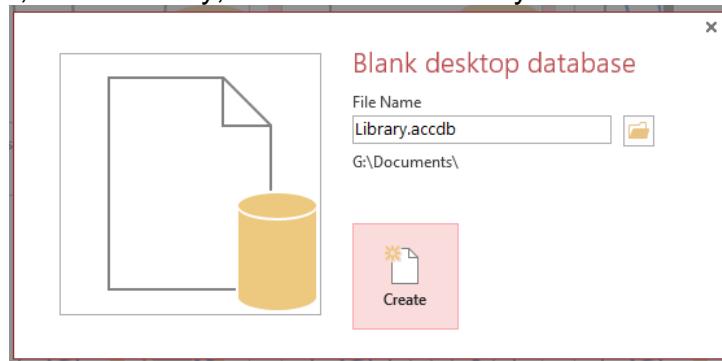
Importing Data

A. Importing Data

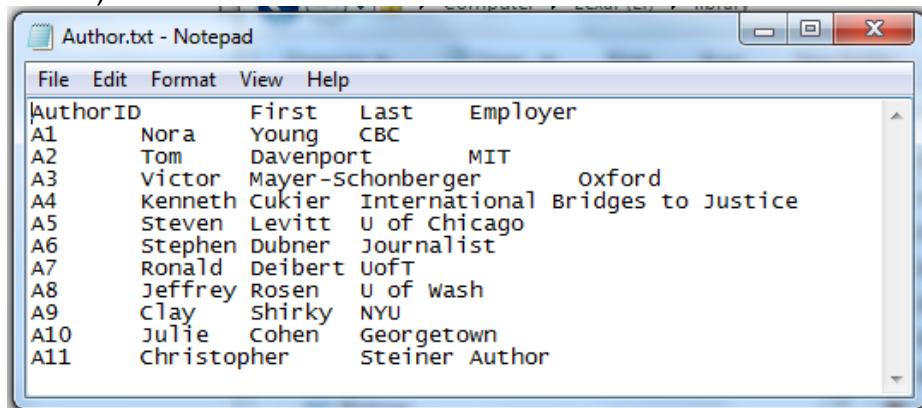
1. Create a new folder. From the website, download the zip file with these twelve files:



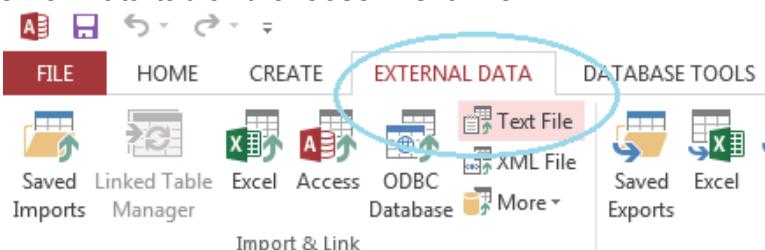
2. Make a new file, call it Library, save it to the folder you created.



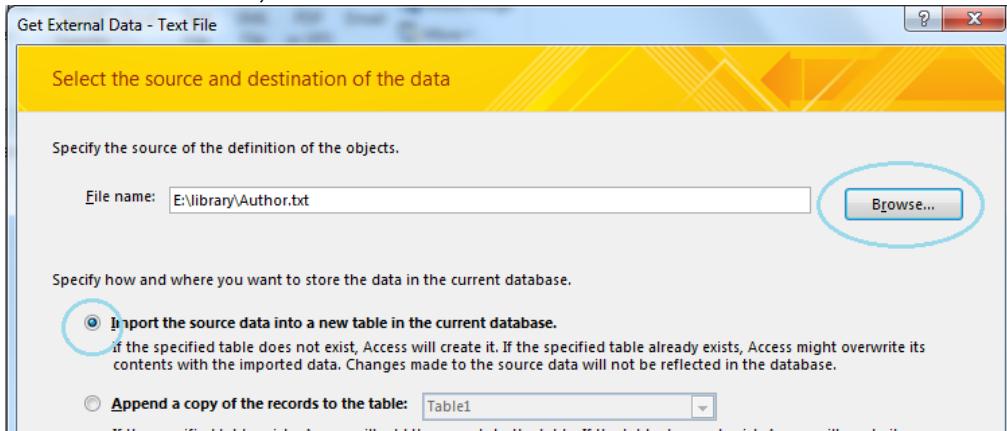
3. Now we are going to import the data from the Author.txt file. It is a tab delineated file (stored in ASCII).



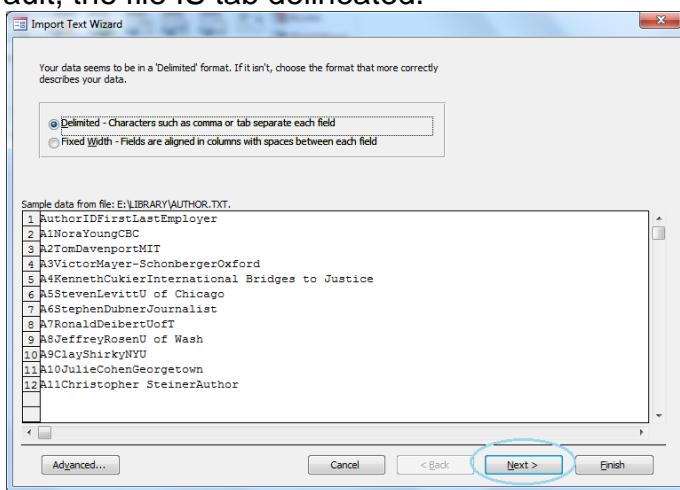
4. Go to the External Data tab and choose “Text File”



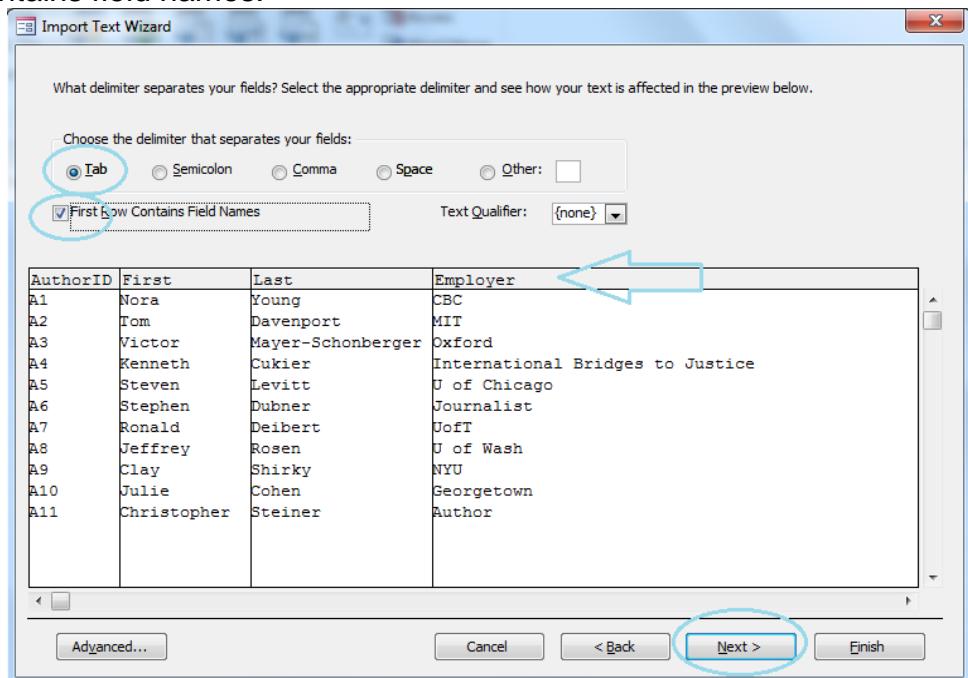
5. Follow along in the wizard – make the changes shown in the pictures.
 (a) Choose the text file, Author.txt



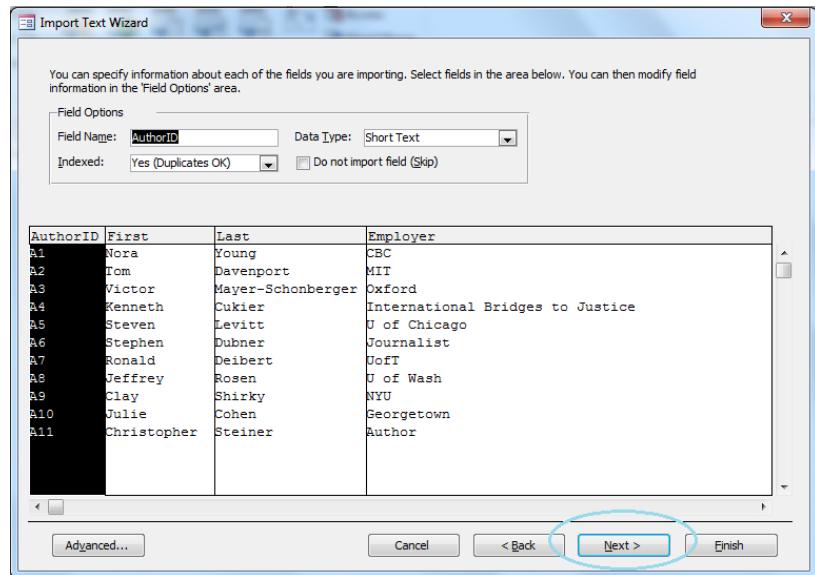
(b) Leave as default, the file IS tab delineated.



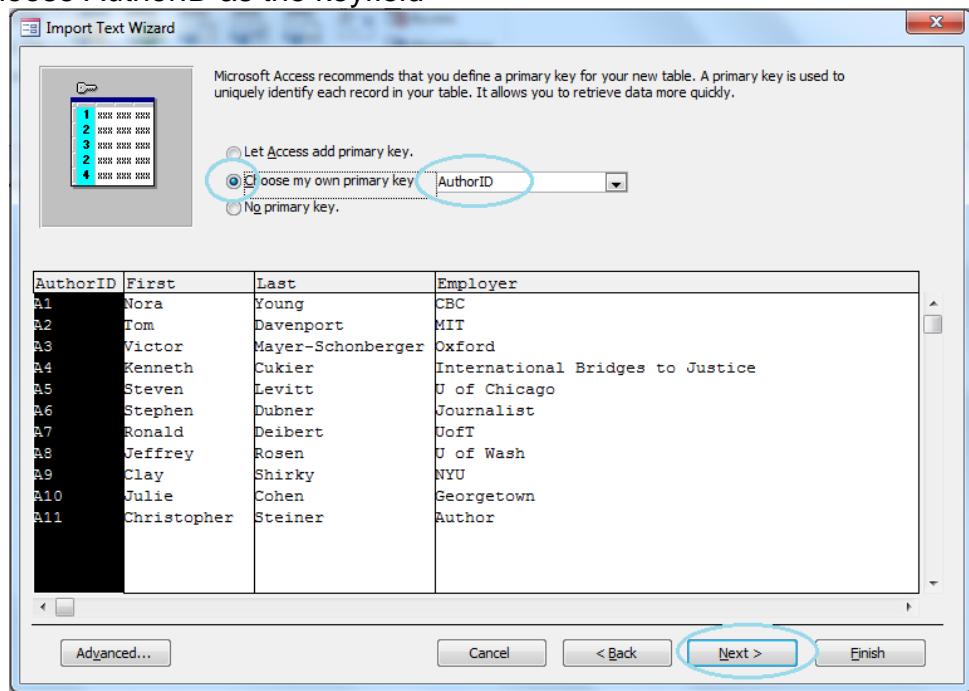
(c) Choose “tab” as the thing that separates the fields. Select the first column contains field names.



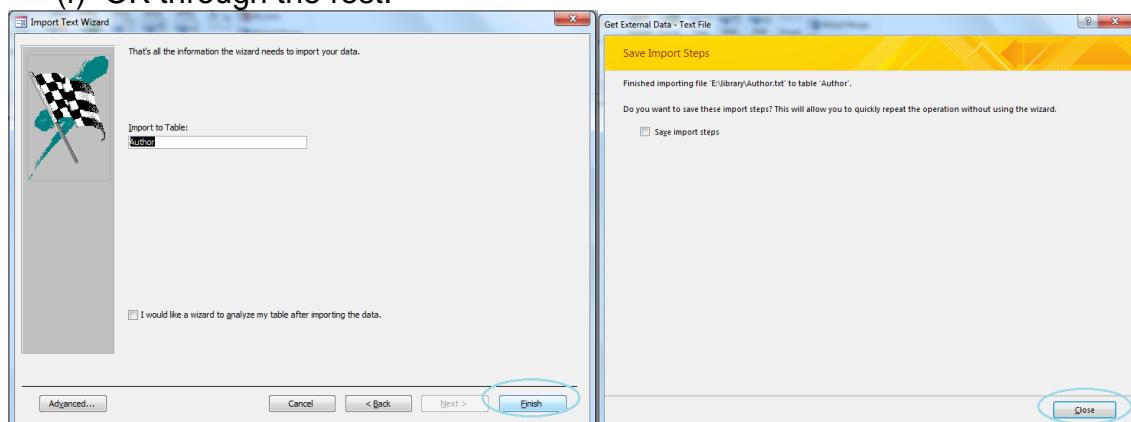
(d) Don't do anything. (You could check the field types if you care. You don't).



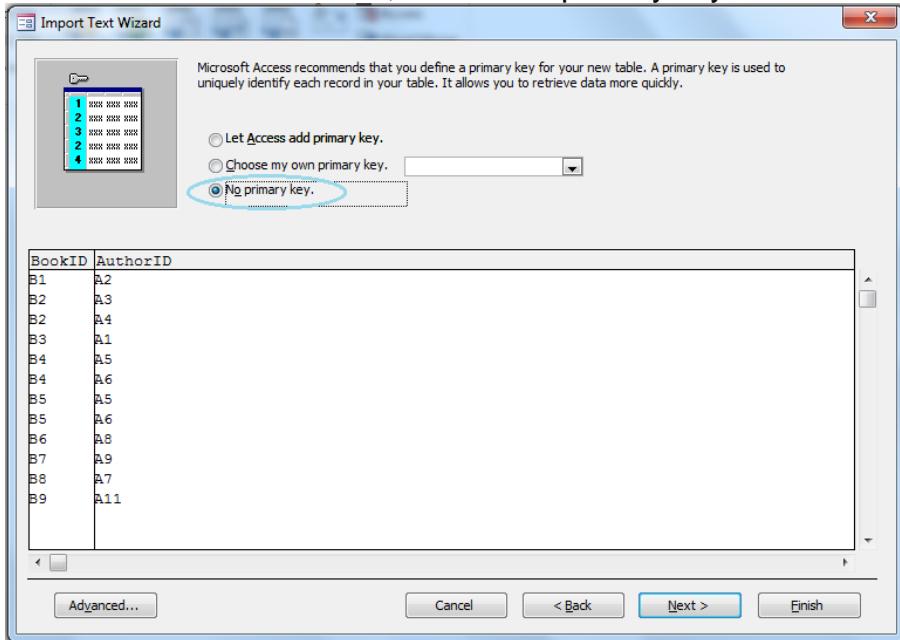
(e) Choose AuthorID as the keyfield



(f) OK through the rest.



6. Repeat for the Book table and the BookAuthor Table.
With the BookAuthor Table, choose no primary key.



7. When you are done you should have 3 tables.

BookID	Title	Price	Date
B1	Big Data @ Wo	\$15.12	2/25/2014
B2	Big Data	\$21.32	3/5/2013
B3	The Virtual Sel	\$14.40	8/13/2013
B4	Freakonomics	\$14.43	8/17/2009
B5	SuperFreakom	\$13.71	5/16/2011
B6	The Naked Cro	\$15.16	1/11/2005
B7	Cognitive Surp	\$20.38	6/15/2010
B8	Black Code	\$14.40	11/19/2013
B9	Automate This	\$12.27	8/27/2013

B. Adding a Picture Field

8. Click on the column of the book table. Choose attachment.

BookID	Title	Price	Date	Click to Add
B1	Big Data @ Wo	\$15.12	2/25/2014	Attachment
B2	Big Data	\$21.32	3/5/2013	
B3	The Virtual Sel	\$14.40	8/13/2013	
B4	Freakonomics	\$14.43	8/17/2009	
B5	SuperFreakom	\$13.71	5/16/2011	
B6	The Naked Cro	\$15.16	1/11/2005	
B7	Cognitive Surp	\$20.38	6/15/2010	
B8	Black Code	\$14.40	11/19/2013	
B9	Automate This	\$12.27	8/27/2013	

9. Double click to attach the picture of the book.

The screenshot shows a Microsoft Access 'Book' table and an 'Attachments' dialog box. The table has columns: BookID, Title, Price, Date, and a file attachment icon. The row for 'Big Data' (B2) has the attachment icon highlighted with a red box. An 'Attachments' dialog box is open over the table, showing a list of attachments including 'bigData.png'. The 'OK' button in the dialog box is highlighted with a red box.

10. Choose the file.

The screenshot shows a 'Choose File' dialog box in Microsoft Access. The dialog shows a list of files in the 'Microsoft Access' library, including 'bigData.png' which is selected and highlighted with a red box. The 'Open' button in the dialog box is highlighted with a red box.

11. Click OK.

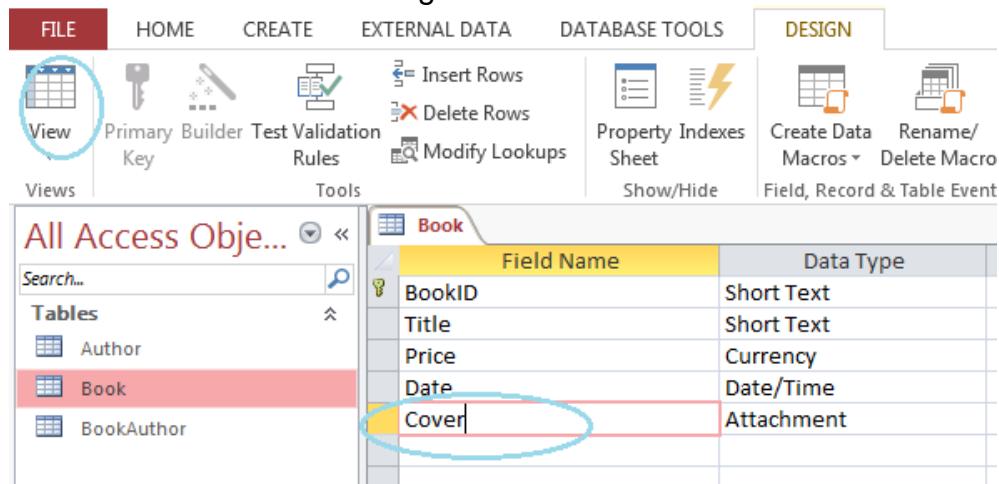
The screenshot shows the Microsoft Access 'Book' table and the 'Attachments' dialog box. The 'Attachments' dialog box now shows 'bigData.png' listed. The 'OK' button in the dialog box is highlighted with a red box.

12. Repeat for the others.



BookID	Title	Price	Date	Cover	Click to Add
B1	Big Data @ Wo	\$15.12	2/25/2014	0(1)	
B2	Big Data	\$21.32	3/5/2013	0(1)	
B3	The Virtual Sel	\$14.40	8/13/2013	0(1)	
B4	Freakonomics	\$14.43	8/17/2009	0(1)	
B5	SuperFreakom	\$13.71	5/16/2011	0(1)	
B6	The Naked Cro	\$15.16	1/11/2005	0(1)	
B7	Cognitive Surp	\$20.38	6/15/2010	0(1)	
B8	Black Code	\$14.40	11/19/2013	0(1)	
B9	Automate This	\$12.27	8/27/2013	0(1)	
*				0(0)	

13. Save the table. Switch over to design view. Rename the Attachment Field to Cover.



The screenshot shows the Microsoft Access 'Design' view for the 'Book' table. The 'View' button in the ribbon is highlighted with a blue oval. The 'Cover' field in the table structure is also highlighted with a blue oval.

Design View ribbon:

- FILE
- HOME
- CREATE
- EXTERNAL DATA
- DATABASE TOOLS
- DESIGN

Tools in the ribbon:

- View
- Primary Key
- Builder
- Test Validation Rules
- Insert Rows
- Delete Rows
- Modify Lookups
- Property Sheet
- Indexes
- Create Data Macros
- Rename/Delete Macro
- Show/Hide
- Field, Record & Table Event

Table Structure:

Field Name	Data Type
BookID	Short Text
Title	Short Text
Price	Currency
Date	Date/Time
Cover	Attachment

Left pane:

- All Access Obj...
- Search...
- Tables
 - Author
 - Book**
 - BookAuthor