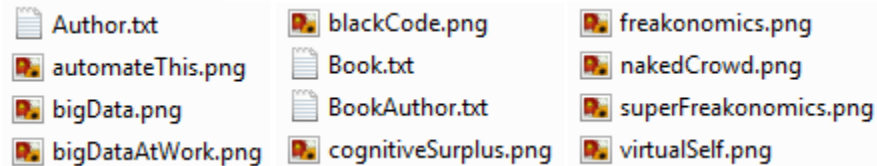


Library Database – Part A

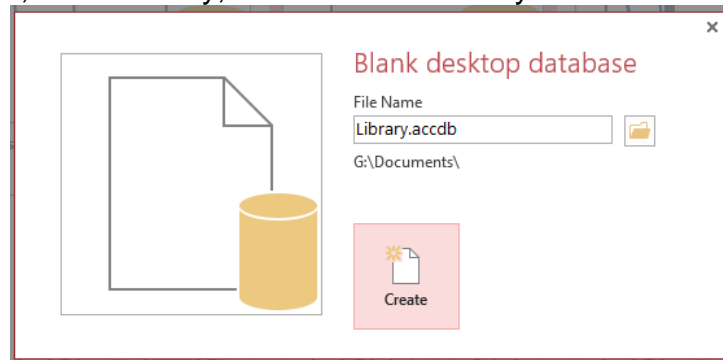
Importing Data

A. Importing Data

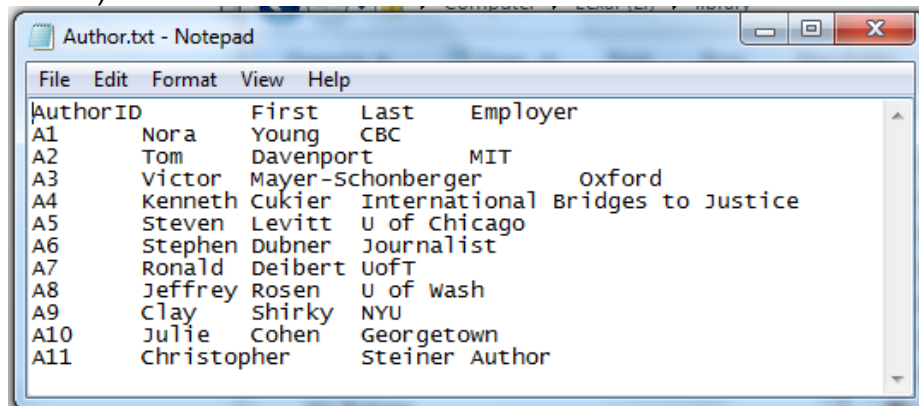
1. Create a new folder. From the website, download the zip file with these twelve files:



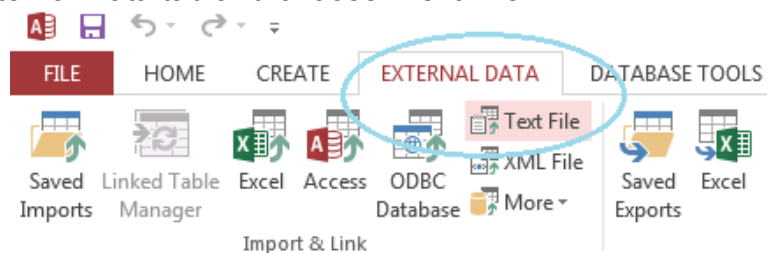
2. Make a new file, call it Library, save it to the folder you created.



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

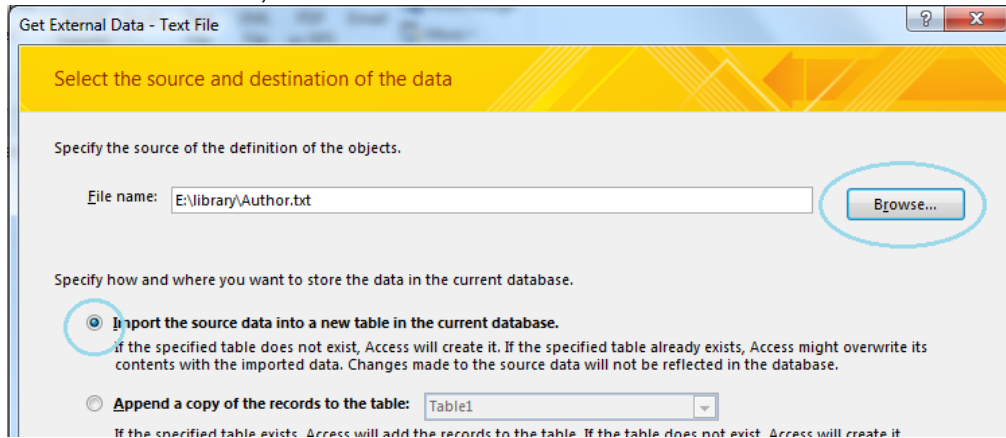


4. Go to the External Data tab and choose "Text File"

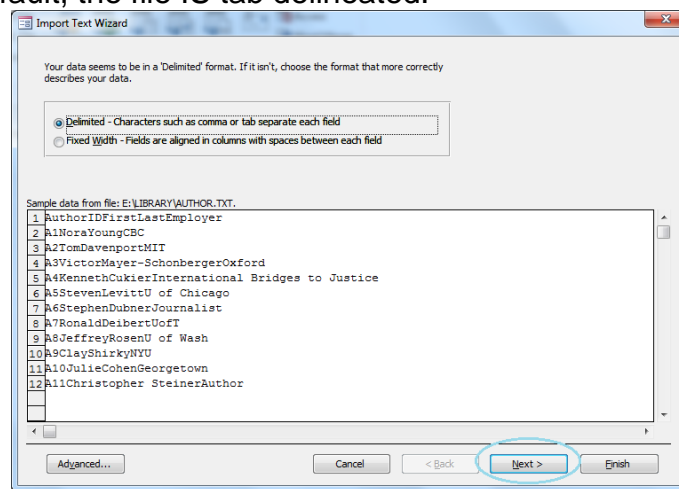


5. Follow along in the wizard – make the changes shown in the pictures.

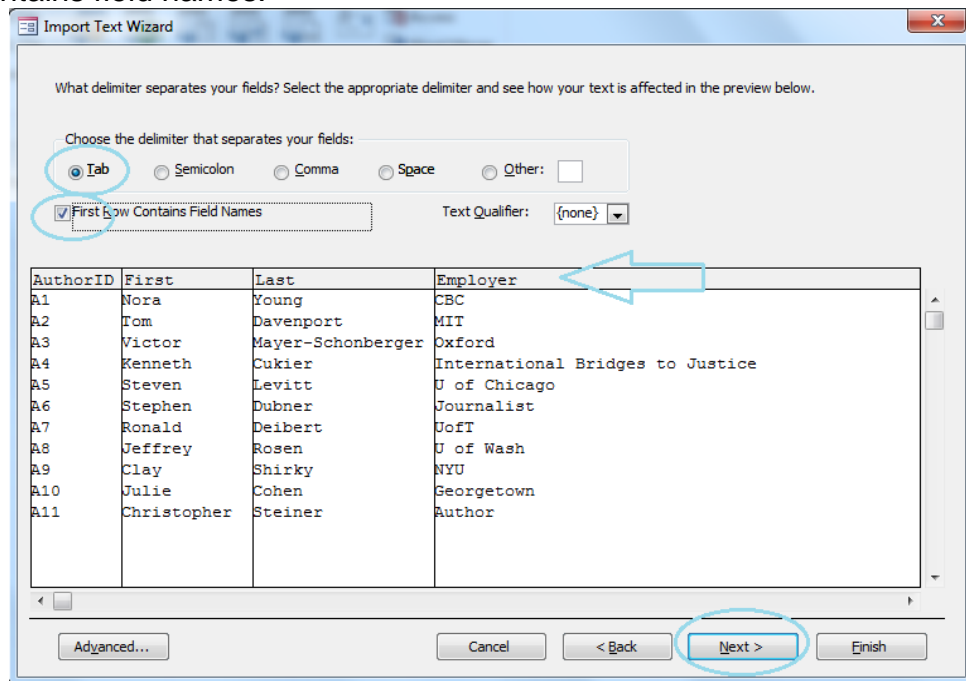
(a) Choose the text file, Author.txt



(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).

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: AuthorID Data Type: Short Text

Indexed: ☒ Yes (Duplicates OK) ☐ Do not import field (Skip)

AuthorID	First	Last	Employer
A1	Nora	Young	CBC
A2	Tom	Davenport	MIT
A3	Victor	Mayer-Schonberger	Oxford
A4	Kenneth	Cukier	International Bridges to Justice
A5	Steven	Levitt	U of Chicago
A6	Stephen	Dubner	Journalist
A7	Ronald	Deibert	UofT
A8	Jeffrey	Rosen	U of Wash
A9	Clay	Shirky	NYU
A10	Julie	Cohen	Georgetown
A11	Christopher	Steiner	Author

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

(e) Choose AuthorID as the keyfield

Import Text Wizard

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

☐ Let Access add primary key.

☒ Choose my own primary key: AuthorID

☐ No primary key.

AuthorID	First	Last	Employer
A1	Nora	Young	CBC
A2	Tom	Davenport	MIT
A3	Victor	Mayer-Schonberger	Oxford
A4	Kenneth	Cukier	International Bridges to Justice
A5	Steven	Levitt	U of Chicago
A6	Stephen	Dubner	Journalist
A7	Ronald	Deibert	UofT
A8	Jeffrey	Rosen	U of Wash
A9	Clay	Shirky	NYU
A10	Julie	Cohen	Georgetown
A11	Christopher	Steiner	Author

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

(f) OK through the rest.

Import Text Wizard

That's all the information the wizard needs to import your data.

Import to Table: Author

☐ I would like a wizard to analyze my table after importing the data.

Advanced... Cancel < Back **Finish**

Get External Data - Text File

Save Import Steps

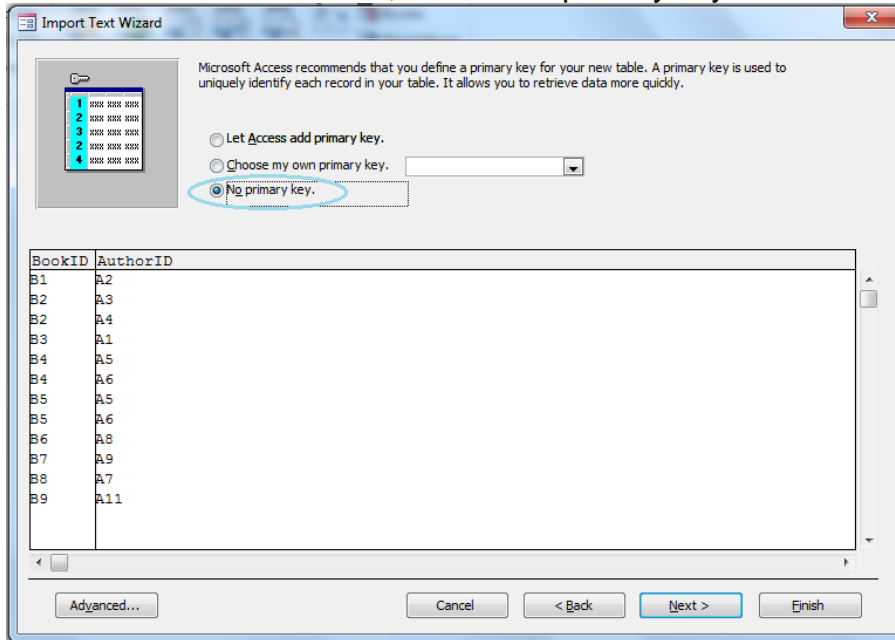
Finished importing file 'E:\library\Author.txt' to table 'Author'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

☐ Save import steps

Close

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



- When you are done you should have 3 tables.

BookID	Title	Price	Date	Click to Add
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	
*				

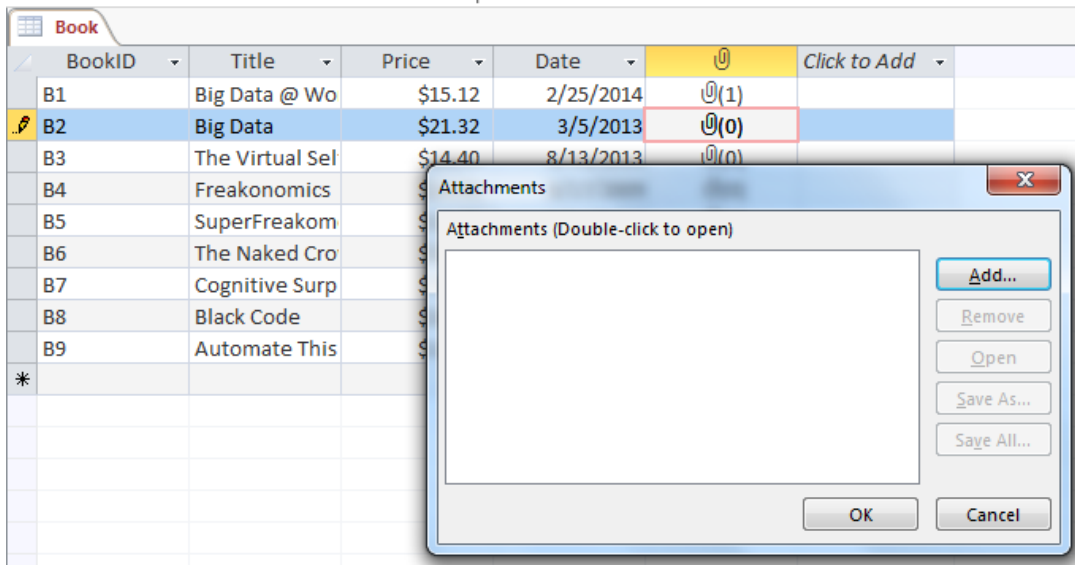
B. Adding a Picture Field

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

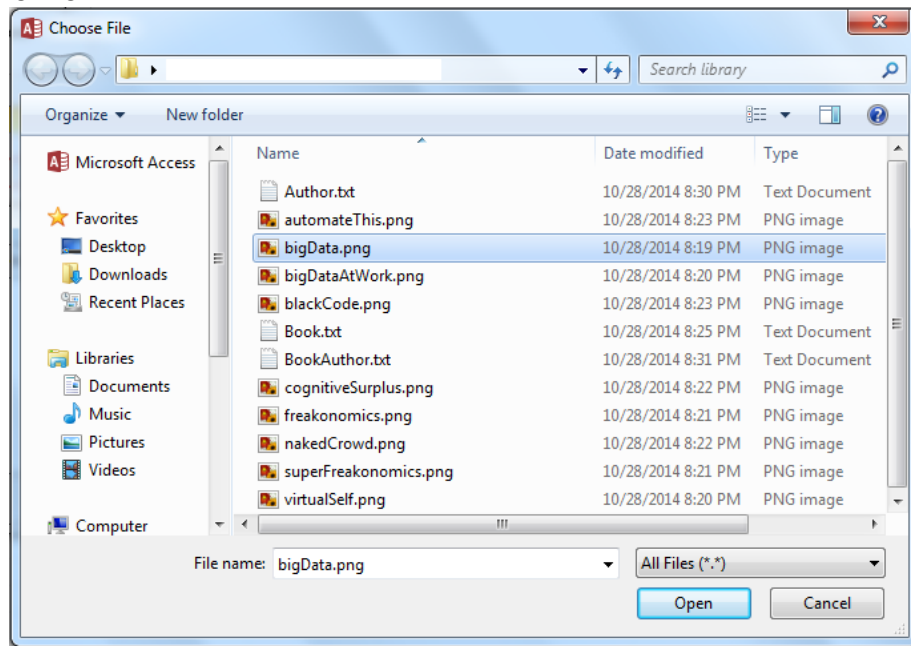
BookID	Title	Price	Date	Click to Add
B1	Big Data @ Wo	\$15.12	2/25/2014	
B2	Big Data	\$21.32	3/5/2013	
B3	The Virtual Sel	\$14.40	8/13/2013	
B4	Freakonomics	\$14.43	8/17/2009	
B5	SuperFreakom	\$13.71	5/16/2011	
B6	The Naked Cro	\$15.16	1/11/2005	
B7	Cognitive Surp	\$20.38	6/15/2010	
B8	Black Code	\$14.40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

- Short Text
- Number
- Currency
- Date & Time
- Yes/No
- Lookup & Relationship
- Rich Text
- Long Text
- Attachment**
- Hyperlink
- Calculated Field
- Paste as Fields

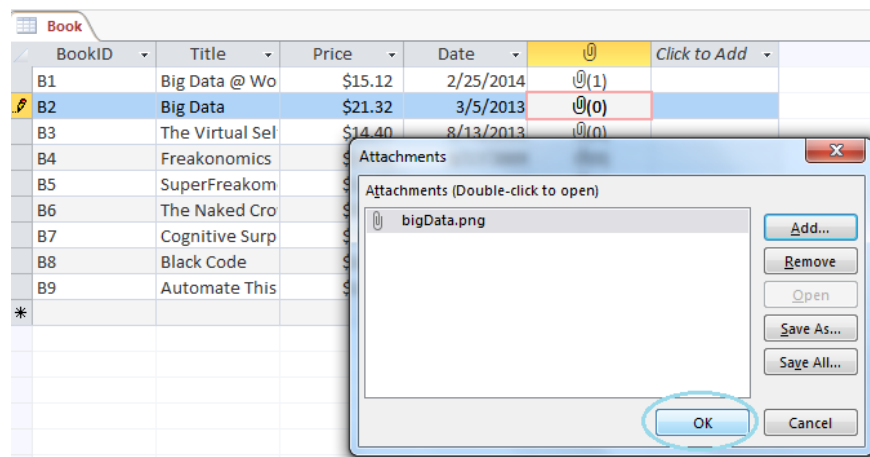
9. Double click to attach the picture of the book.



10. Choose the file.



11. Click OK.



12. Repeat for the others.

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

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

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN

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

All Access Objects

Search...

Tables

- Author
- Book
- BookAuthor

Book

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