

# NASSAU COUNTY

## FILE IMPORT INSTRUCTIONS

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The following instructions are written for Microsoft Office 365. Most steps can be accomplished utilizing the same tool names in any version of Microsoft Office. For additional information, please refer to the Microsoft Office Help Tab in the toolbar at the top of any Microsoft Office program screen.

## Microsoft Excel 365 – Used for Smaller Database Management

1. Start Microsoft Excel. From the **Data** tab on the toolbar at the top of the screen select **Get Data**. Then select **From File**, then select **From Text/CSV** (See Figure 1)

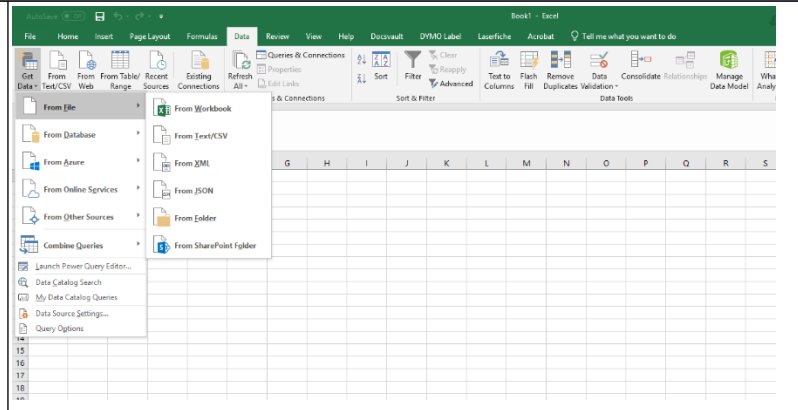


Figure 1

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

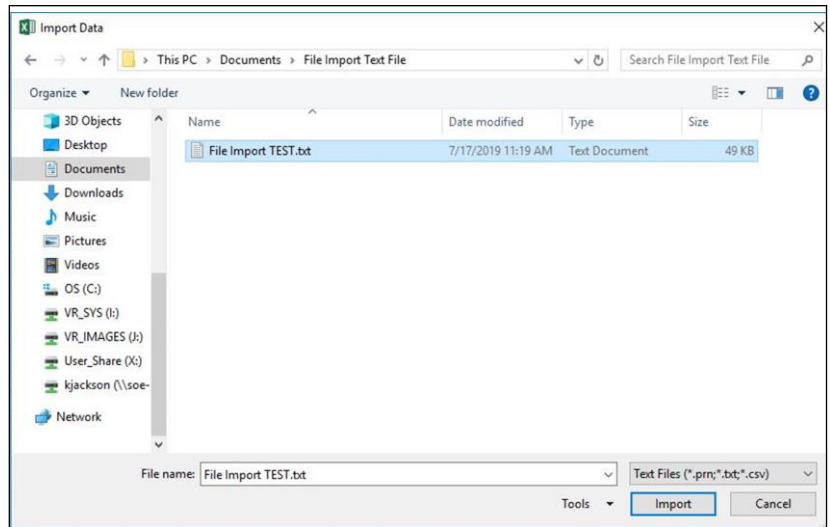


Figure 2

3. Check to make sure the following settings are selected in the corresponding fields:
  - **File origin:** 1252: Western European (windows)
  - **Delimiter:** Comma
  - **Data Type Detection:** Based on first 200 rows

(Highlighted in Figure 3)

4. Once all the settings have been verified, click the **Load** button in the bottom right to load the file into your existing workbook.

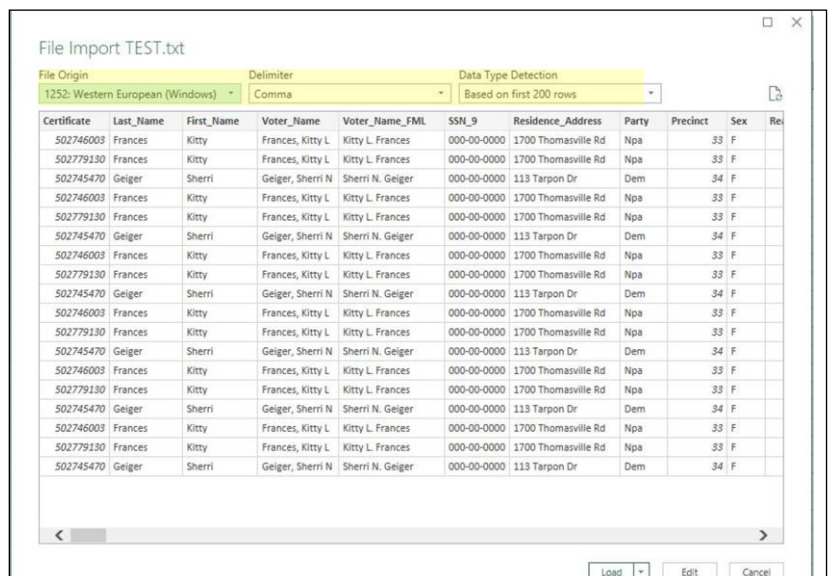


Figure 3

5. Finally, NAME your file by selecting a file name and location: Select **File, Save As**. Select location to save document by clicking **Browse**. Select a location for the file to be saved and insert a **File Name** for your file in the designated field “**File Name**” and click **Save**.

## Microsoft Access 365 – Used for Larger Database Management

1. Open Microsoft Access and (if applicable, close the message on the right side of the screen “Getting Started, Office Online”). Click the Blank database button. See Figure 7)

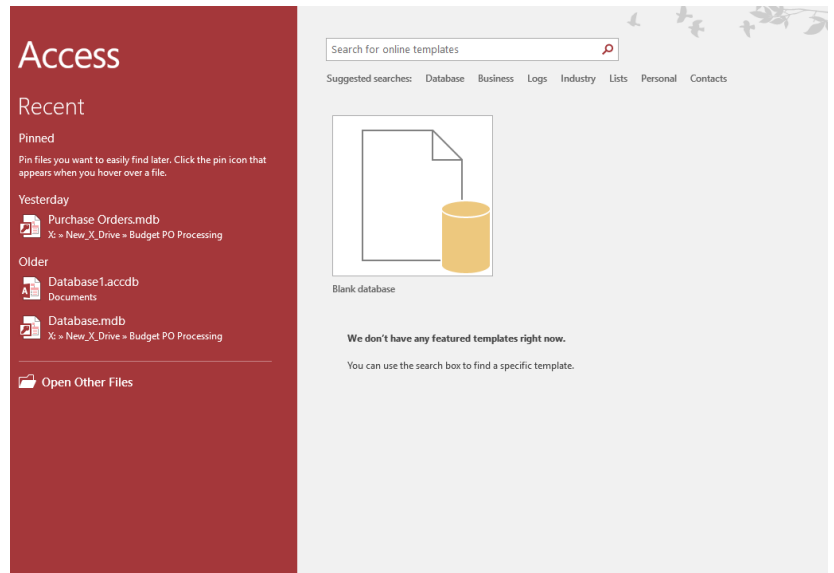


Figure 7

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

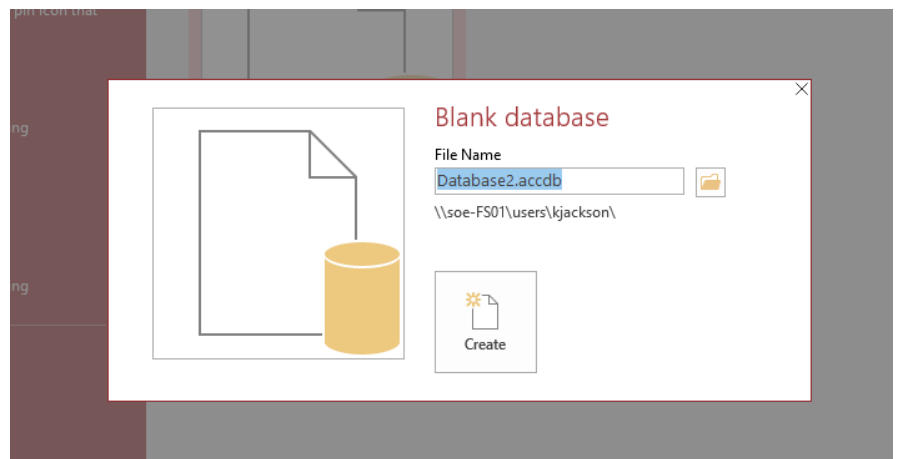


Figure 8

3. Click on the External Data tab from the toolbar at the top of the screen and select **New Data Source**, then **From File**, then **Text File**. (See Figure 9)

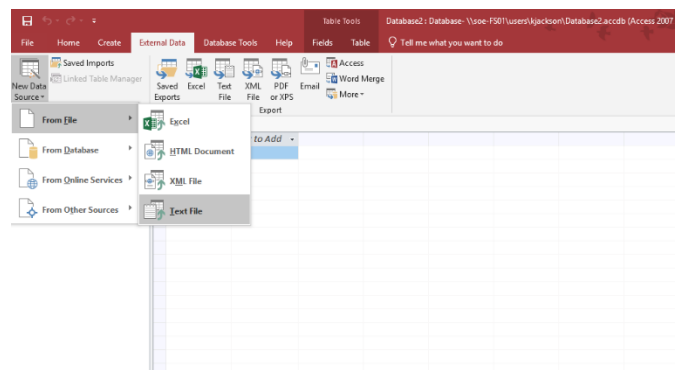


Figure 9

- Click **Browse** and navigate to the location where your text file is located. Once you have browsed to the location, select **your file**. Your file will be displayed in the import window. Left click on the file to highlight it. Insert a file name for your file in the designated field “**FILE NAME.**” Click on the **Open** button. (See Figure 10)

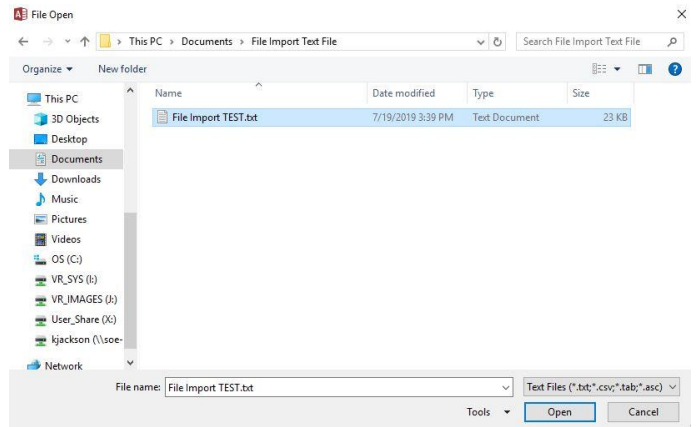


Figure 10

- Make sure the bubble is checked for **Import the source data into a new table in the current database** option and click **OK**. (See Figure 11)

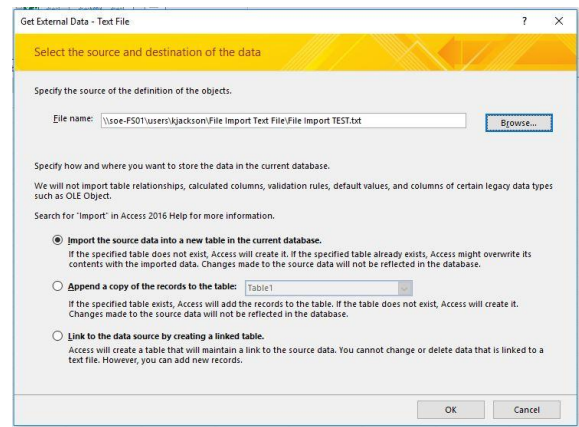


Figure 11

- The Import Text Wizard will be displayed. Make sure the **Delimited** button is selected and click the **NEXT** button. (See Figure 12)

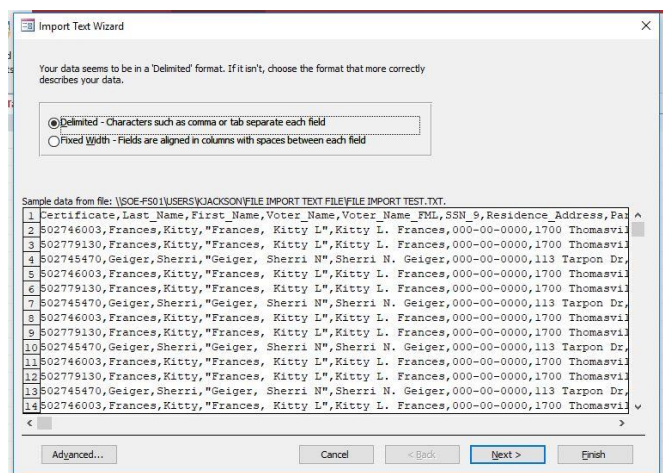


Figure 12

7. Select **COMMA**, check the box “First Row Contains Field Names” and click the **NEXT** button. (See Figure 13)

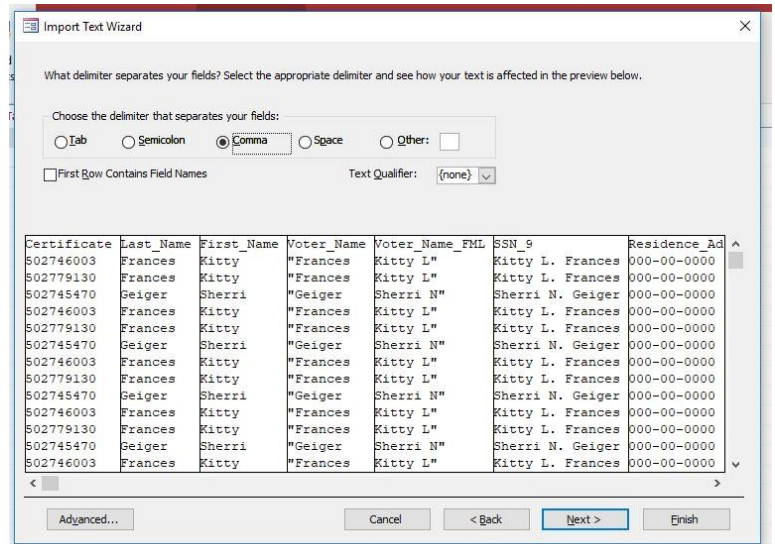


Figure 13

8. If you wish to specify any field information this window (See Figure 14) will allow you to do so. Click **Next** when complete.

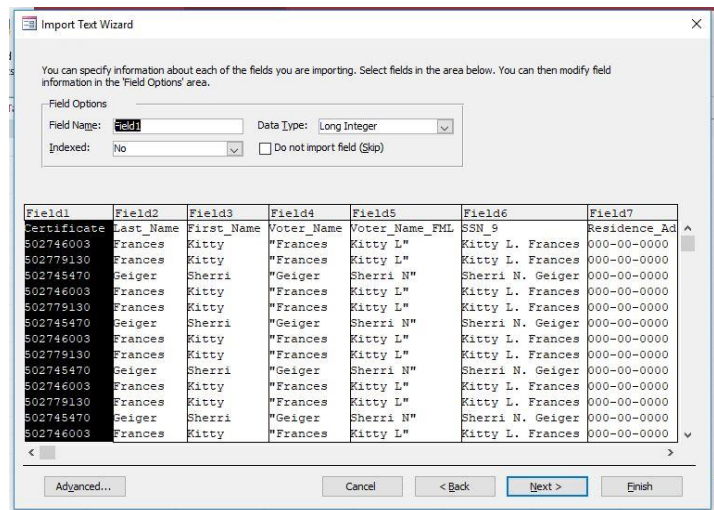


Figure 14

9. Select the bubble **Let Access add primary key** and click **Next**. (See Figure 15)

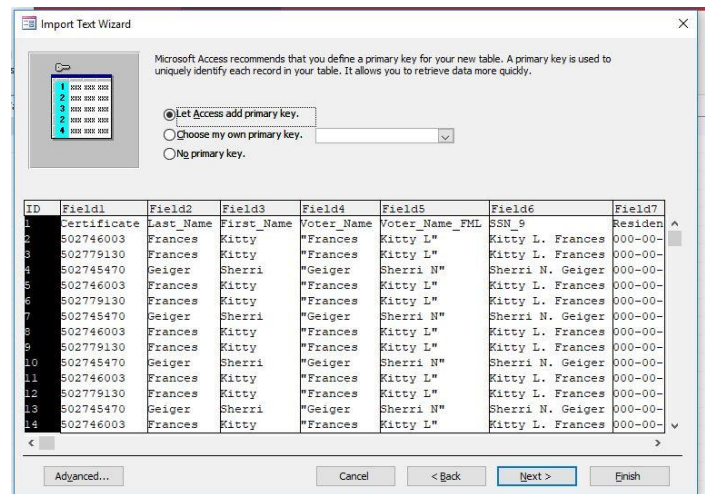


Figure 15

10. If you would like to change the name of your table, do so in the ***Import to table field*** and click ***Finish***.
11. After clicking the ***FINISH*** button, a window will be displayed saying the file finished importing. If you want to save the importing steps for future files, check the box ***Save Import Steps*** and click ***Close***.
12. You may now use the database file.