

Nassau County

File Import Instructions

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The following instructions are written for Microsoft Office 2003. Most steps can be accomplished utilizing the same tool names in Microsoft Office 2010. For additional information, please refer to the Microsoft Office 2010 Help File for the conversion process.

Microsoft Excel 2003 – Used for Smaller Database Management

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

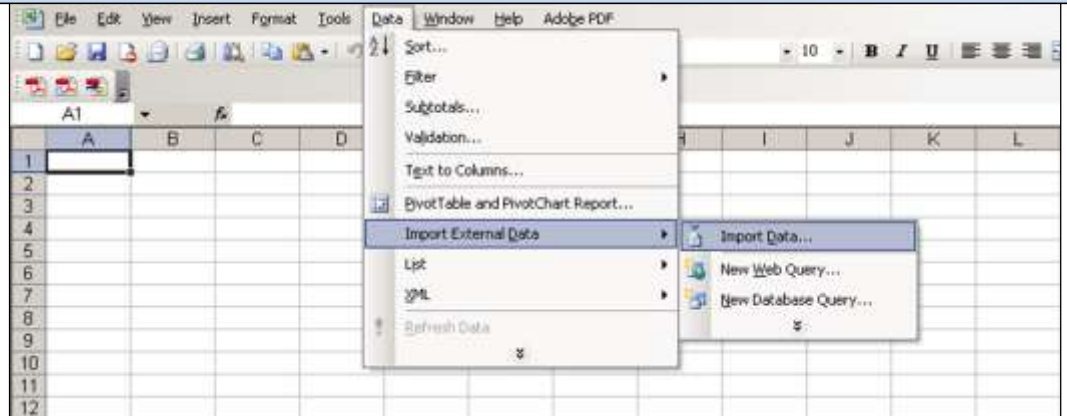


Figure 1

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)

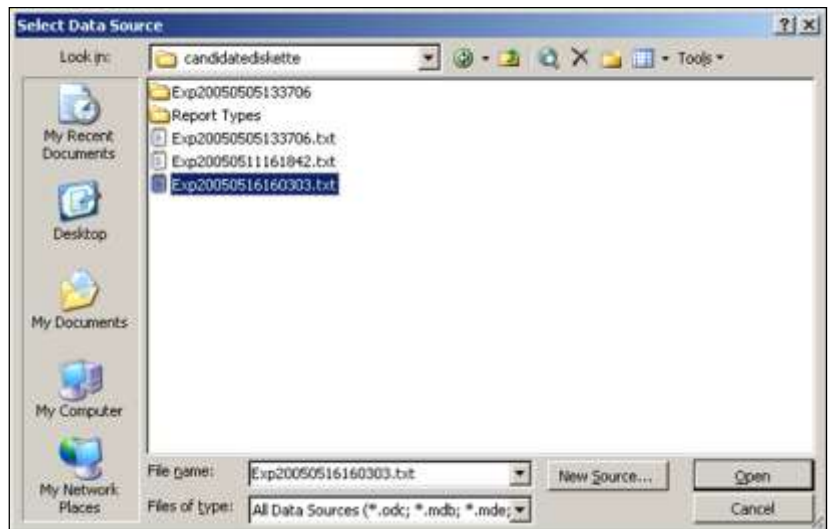


Figure 2

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

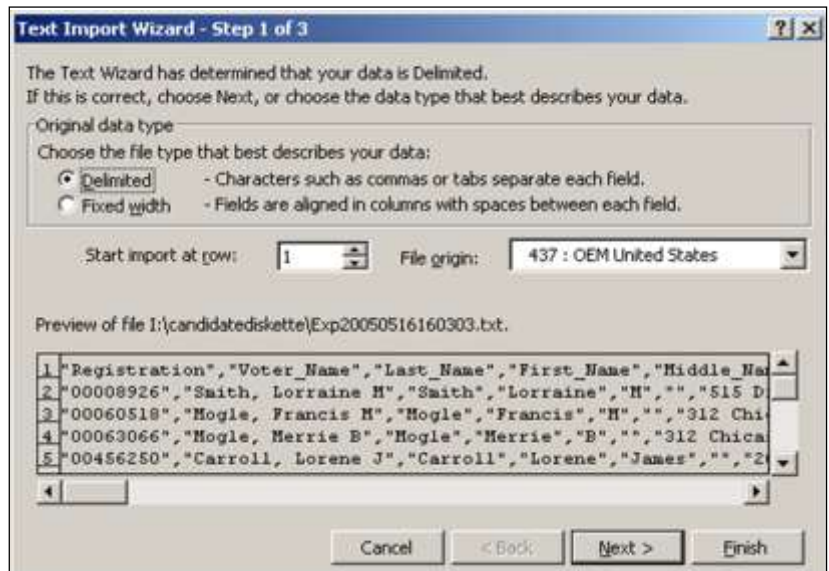


Figure 3

4. Check (by clicking) 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. Select the **FINISH** button to complete the import. (See Figure 5)

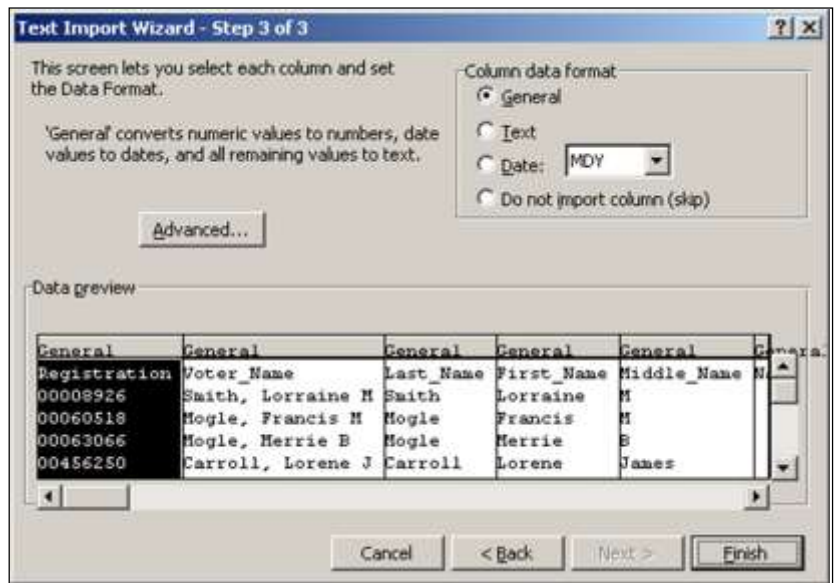


Figure 5

6. Click **OK** to import the data into the existing file. (See Figure 6)
7. Finally, **NAME** your file by selecting a file name and location: Select **FILE | SAVE AS |** Select location to save document in the field **SAVE IN |** Insert a **FILE NAME** for your file in the designated field **"FILE NAME" |** Select **SAVE**

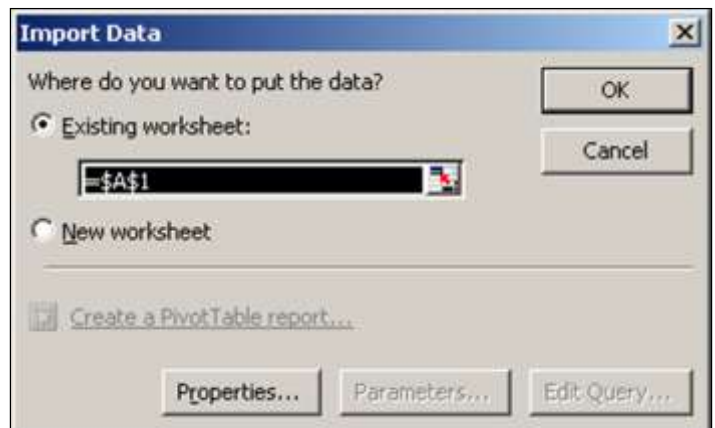


Figure 6

Microsoft Access 2003 – 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”). 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)

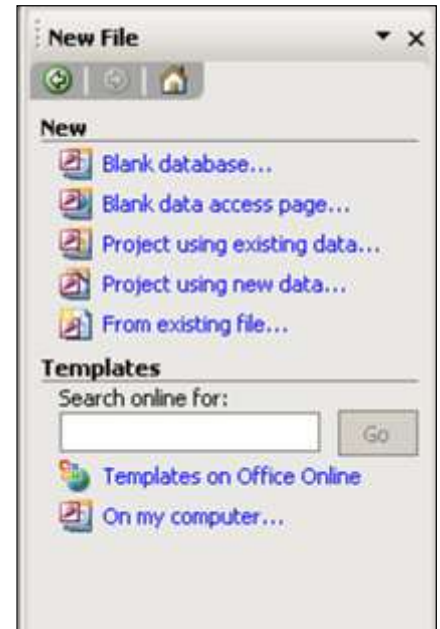


Figure 7

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

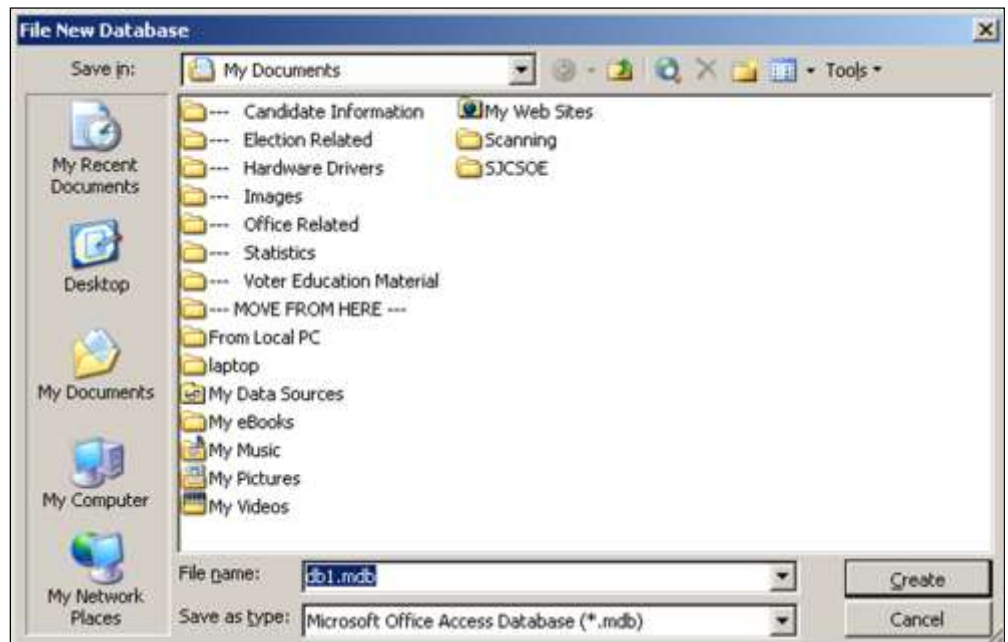


Figure 8

4. Left click on **NEW**



4A. Click on **IMPORT TABLE** and **OK**. (See Figure 9)

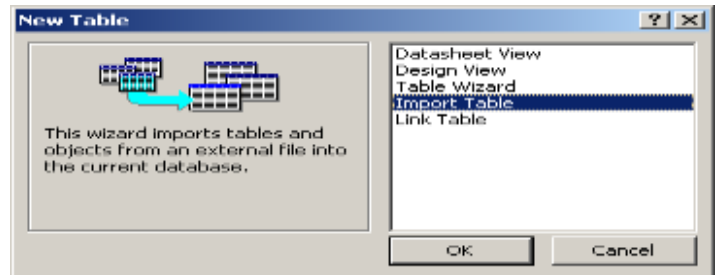


Figure 9

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. Insert a **FILE NAME** for your file in the designated field "**FILE NAME**." Left click on the **IMPORT** button. (See Figure 10)

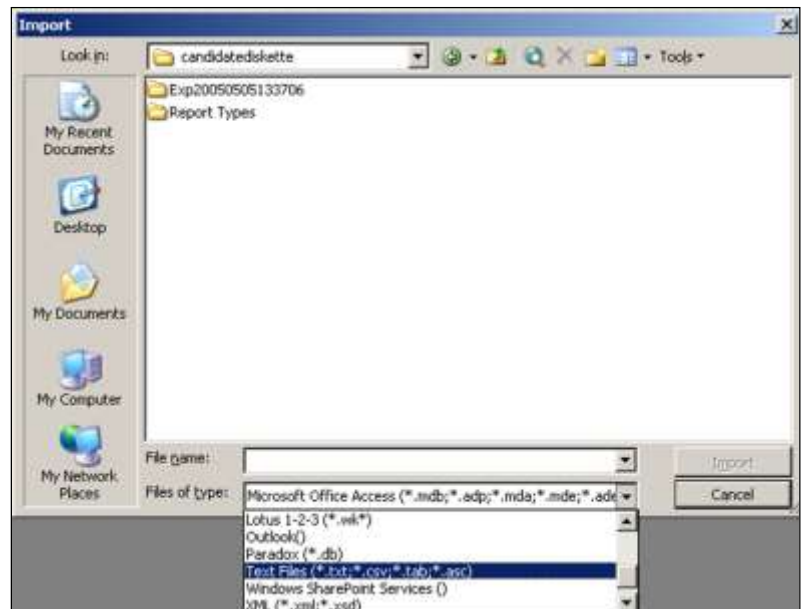


Figure 10

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

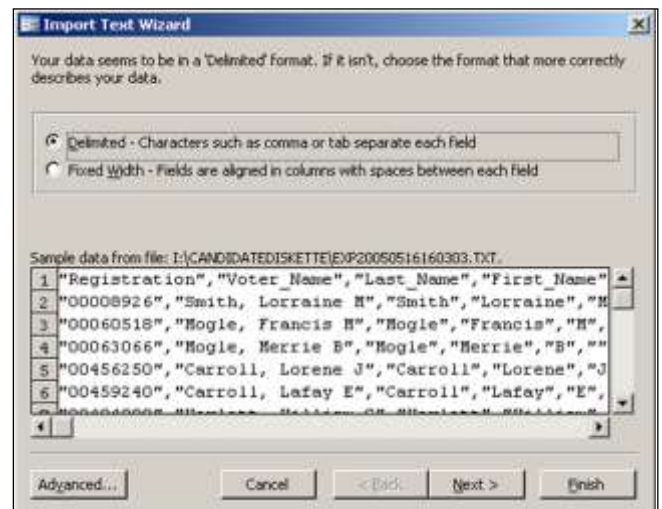


Figure 11

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

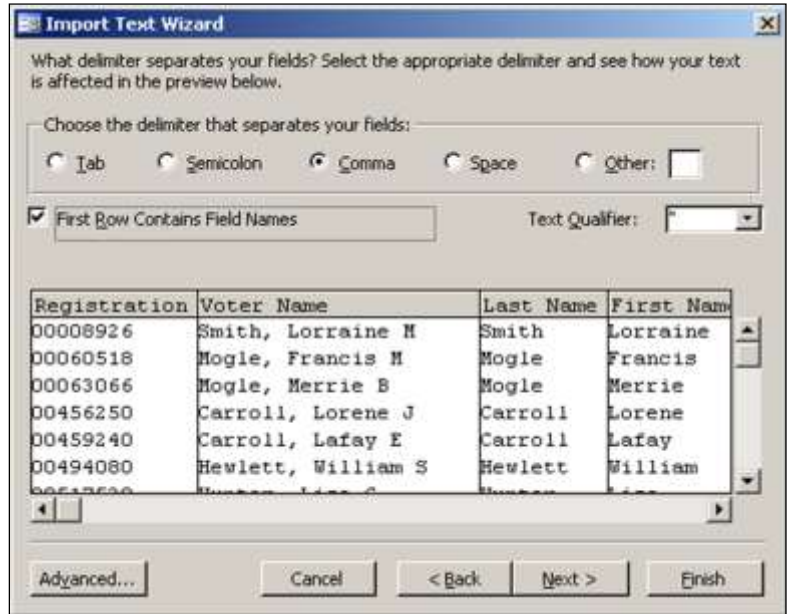


Figure 12

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

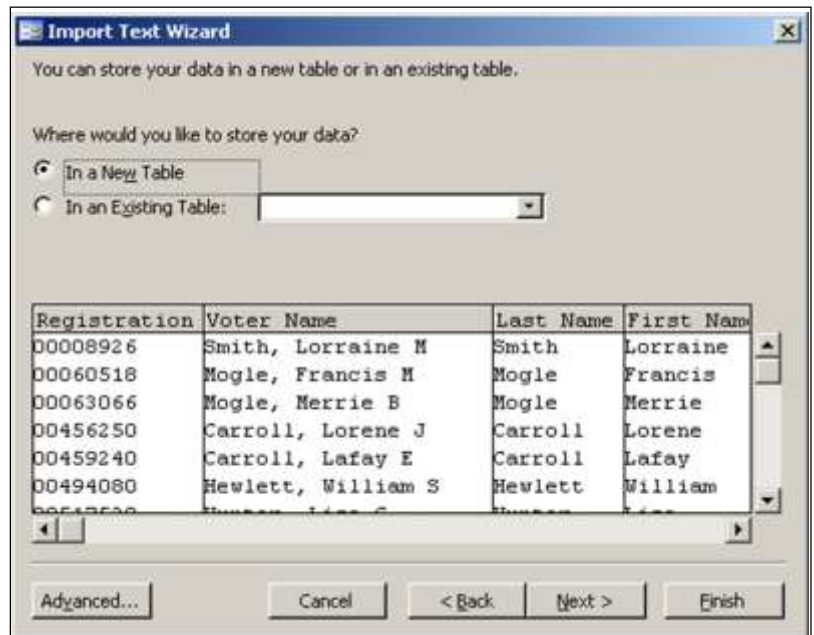


Figure 13

9. After pressing the **FINISH** button, a window will be displayed saying the file finished importing, click **OK**.
10. You may now use the data base file however you wish.