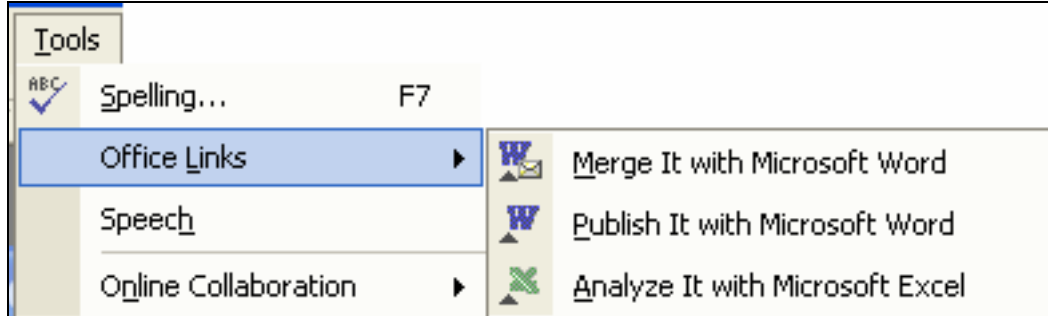


Access 2003: Office Links, Importing, & Exporting

USING WORD AND ACCESS TOGETHER



Use Access to Merge It With MS Word

Merge data from a table or query using the Microsoft Word Mail Merge Wizard. First open up Access & the database which contains the correct data.

In the Database window, click the name of the table or query you want to export. Use **Tools>Office Links>Merge It With MS Word**.

Creating Form Letters

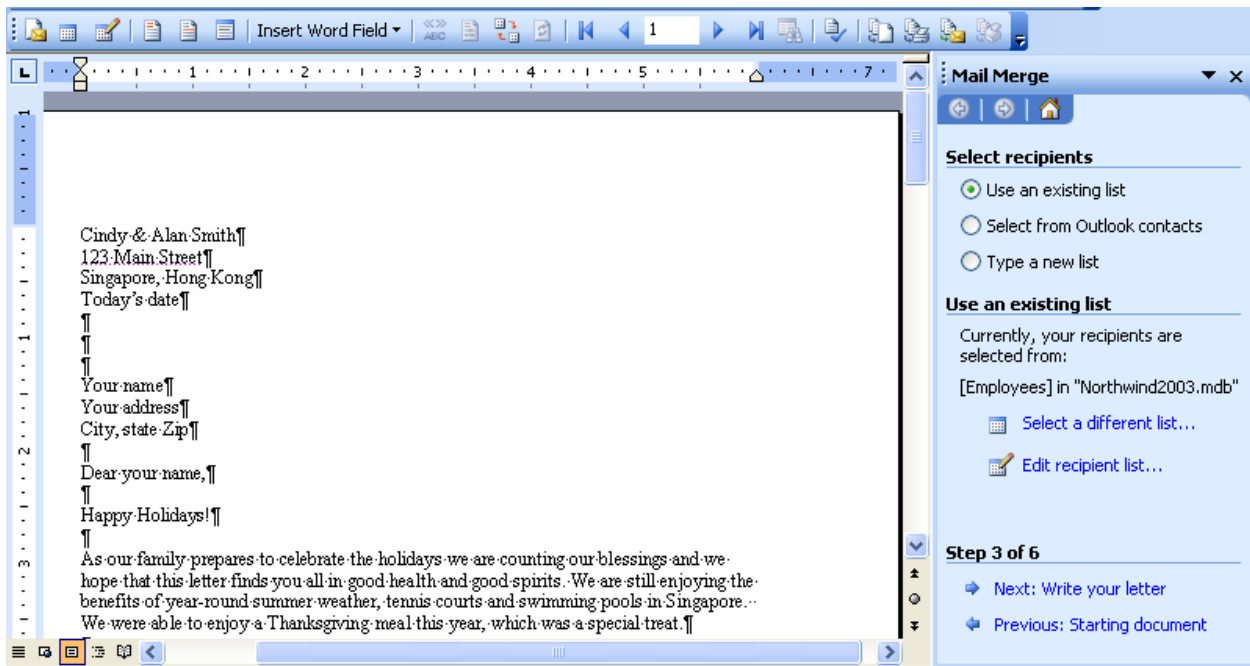
Create the letter ahead of time in Word and save it. Close the letter.

In Access, select the Table or Query that has the records needed.

Use **Tools>Office Links>Merge It with Microsoft Office Word**.



Find the letter and select it.

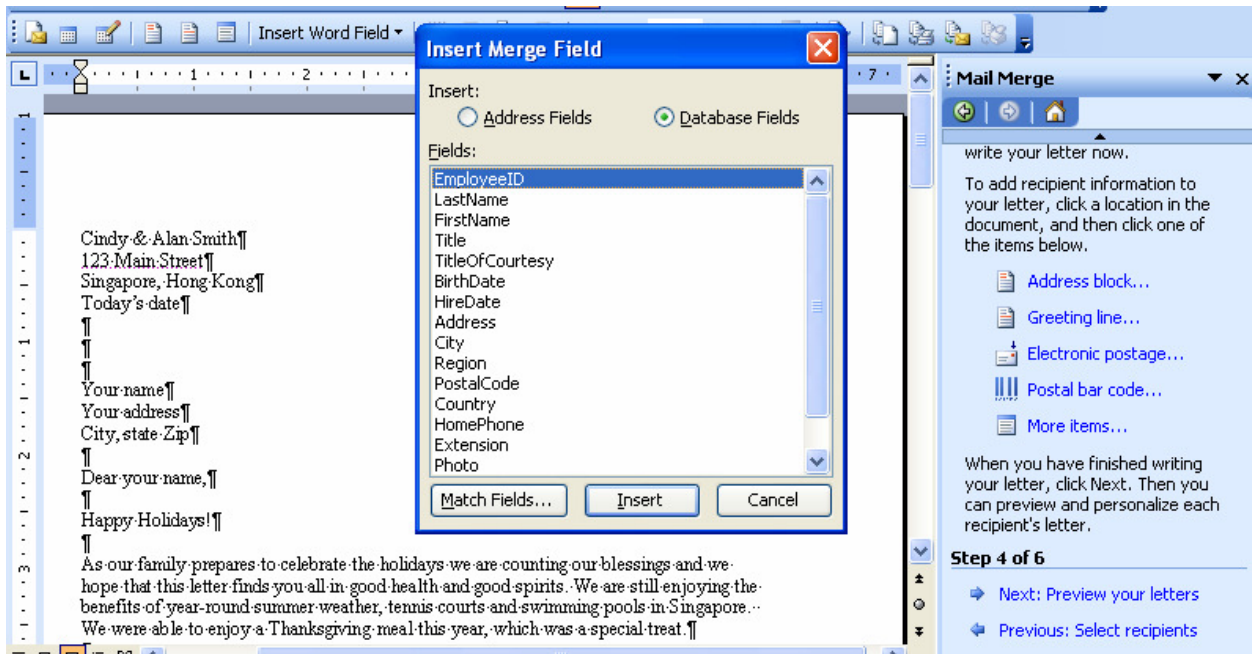
Word will open up with the Mail Merge Wizard in the Task Pane on the right.



You can either use the buttons on top or use the wizard.

If you are using the wizard, click on Step 3 of 6 **Next**.

Click on the  in the Mail Merge toolbar or click on  More items... in the Wizard to see the **Insert Merge Field** box.





```

¶
¶ <FirstName> <LastName> ¶
¶ <Address> ¶
¶ <City> <Region> <PostalCode> ¶
¶
¶ Dear <FirstName>, ¶
¶

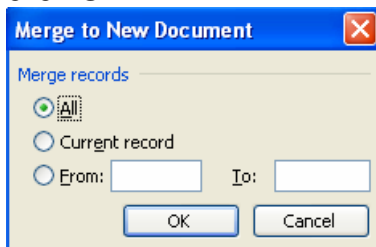
```

Click the field's location on the letter. Click on the field in the list. Click **Insert**. Repeat until all the fields are on the letter in the proper place. (You may want to put all the fields onto the letter first and rearrange them after that.) When they are arranged, click on Step 4 of 6 **Next**.

When previewing the letters, use the travel buttons  Recipient: 2  on the Mail Merge Wizard.

If you are satisfied, click on Step 5 of 6 **Next**.

In the last step, choose "**Edit individual letters.**" In the **Merge to New Document** box, click **OK**.



This gives you a large document that contains all the merged letters. Save this document as "Merged Letters 1" or designated in some way.

This document is the end result of the merging. It enables you to print the letters in batches or reprint any letters.

Close up Word and the master letter. Save the master letter if you want to merge it with that particular table again. Close Access.

Use Access to Publish It With MS Word

You can also convert an Access table, query, form, or report to a Word table or document by using Publish It With MSWord, a command found in Access.

First open up Access & the database which contains the correct data.

Select the database element that you want converted.

Use **Tools>OfficeLinks>Publish It With MSWord**.

Wait while Access converts the data to a **Rich Text Format** (.rtf) file in the folder where Microsoft Access is installed. Word automatically starts and opens it.

Use Word to Insert Access Database

Data from an Access database can also be converted into a Word table.

After opening Word, use **View>Toolbars>Database** to show the Database toolbar.

Click the **Insert Database**  button & you will see a Database dialog box.

Click the **Get Data** button & choose **MS Access Databases** (*.mdb) as the file type.

Choose the database file that contains the table you want.

When you get the Microsoft Access dialog box, select the table you want & click **OK**.

You have returned to the Database dialog box.

Click the **Insert Data** button.

Choose some or all of the records & click the **OK** button.

The data will be shown in table form. The columns may need to be adjusted, but the data is stored in the table correctly.

USING EXCEL AND ACCESS TOGETHER

Use Access to Analyze It With MS Excel

You can convert an Access database table, query, or report to an Excel worksheet by using Analyze It With MSEXcel, a command found in Access.

First open up Access & the database which contains the needed data.

Select the database object that you want converted.

Use **Tools>OfficeLinks>Analyze It With MSEXcel**. Wait while Access converts the data to an Excel worksheet.

Use Access to Export to Excel

In the Database window, click the name of the table or query you want to export, and then on the **File**, click **Export**.

In the Export Query box, choose **Excel 97-2003** in the **Save As Type** box.

Click the arrow to the right of the **Save In** box to choose the location to export to.

Double-click an existing spreadsheet, or enter a new name in the **File Name** box.

If you are creating a new spreadsheet, Excel saves the information as the first worksheet & only.

If you are exporting to an existing spreadsheet, the data is copied to the next available worksheet. Click **Export**.

Access creates the spreadsheet file containing the data from your table or query. Field names from the table or query are placed in the first row of the spreadsheet.

Use Access to Import Excel

An Excel worksheet can be imported into Access & converted into a table.

Before you proceed, make sure that the data in the spreadsheet is arranged in an appropriate tabular format, and the spreadsheet has the same type of data in each field (column) and the same fields in every row.

If you are importing from an older Excel program, you can only import the first spreadsheet. To make sure you get the right information, save the spreadsheet as its own file.

Before you can import or link data, you need to have an Access database open.

Click the **New** button on the **Tables** folder.

Select the **Import Table** option & start the **Import Wizard**.

In the first dialog box, you will need to change the **Files of type:** box to Microsoft Excel files (*.xls). You will need to find the exact file you want imported & then click the **Import** button to begin the process.

The next dialog box will pertain to how you want the data imported. It is better to choose the Named Range rather than the whole spreadsheet.

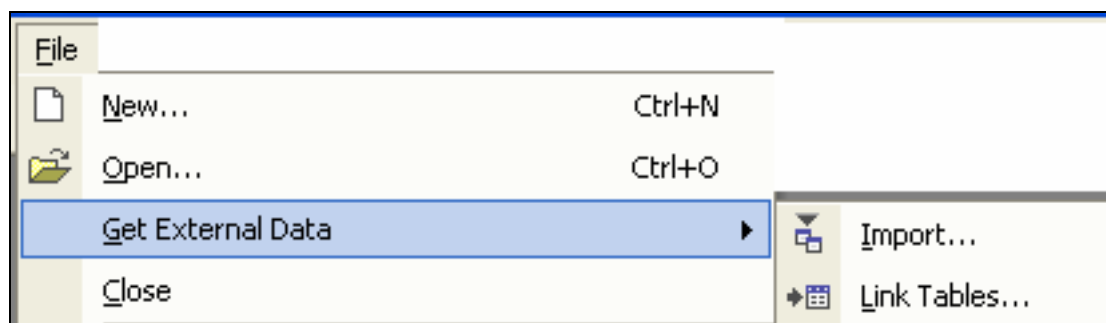
Make any decisions needed & the table will be created.

If there are problems with the conversion, Access will give you an error message.

It is usually better to open up Excel, make the corrections, go back to Access, & try again.

Importing data creates a copy of its information in a new table in your Microsoft Access database. The original spreadsheet information is not affected in any way.

IMPORTING OR LINKING



When you import a file, you create a copy of the file in Access. Any changes made in the original or new file will not show up in the other file. The 2 files are separate files. When you link a file, you create a connection between the 2 files. Any change in one file will show up in the other file. Sometimes the files need to be saved before a change shows up.

Use Access to Import or Link Access

Before you can import or link data, you need to have an Access database open. You can use the imported data to create a new table, or you can add rows to an existing table that has a matching data structure. tables,

Use **File>Get External Data**, and then click **Import**.

Use **File>Get External Data**, and then click **Link Tables**.

In the **Import (or Link)** dialog box, in the **Files of type** box, make sure that Microsoft Access (*.mdb; *.adp; *.mda; *.mde; *.ade) is selected.

In the **Look in** box, select the location & double-click the file.

In the **Import Objects (or Link Tables)** dialog box, select each table that you want to import or link.

(If you import a table that is already linked, then Access does not import the data; instead, it links the table to its data source. It copies the link information.)

Use Access to Import or Link Text Files

Before you can import or link data, you need to have an Access database open. You can use the imported data to create a new table, or you can add rows to an existing table that has a matching data structure. tables,

Before you import or link data from a delimited text file or fixed-width text file, make sure that the file has the same type of data in each field and the same fields in every row. If all the records in a fixed-width text file are the same length, an embedded row separator (such as a carriage return and a linefeed) in the middle of a record will not cause unexpected results. However, if the records aren't all the same length, Microsoft Access will treat the embedded row separator as the end of the record.

Use **File>Get External Data**, and then click **Import**.

Use **File>Get External Data**, and then click **Link Tables**.

In the **Import (or Link)** dialog box, in the **Files of type** box, select Text Files (*.txt; *.csv; *.tab; *.asc).

In the **Look in** box, select the location & double-click the file.

Follow the directions in the **Import Text Wizard** dialog boxes. Click **Advanced** to create or use an import/export specification.

To **cancel** importing, press **CTRL+BREAK**.

Access attempts to assign the appropriate data type to imported fields, but you should check your fields to make sure that they are set to the data type you want. For example, in an Access database, a phone number or postal code field might be imported as a Number field, but should be changed to a Text field in Microsoft Access because it is unlikely that you will perform any calculations on these types of fields. You should also check and set field properties, such as formatting, as necessary.

Use Access to Import or Link Paradox Files

Before importing or linking Paradox files, make sure that their location is easy to reach and that the path is short. It's best to copy the files and have them located directly off a drive such as the C:\drive.

Use **File>Get External Data**, and then click **Import**.

Use **File>Get External Data**, and then click **Link Tables**.

In the **Import (or Link)** dialog box, in the **Files of type** box, select Paradox (*.db*).

In the **Look in** box, select the location & double-click the file.

If the Paradox table you select is encrypted, Microsoft Access prompts you for the password. Type the password for the Paradox table, and then click OK.

If you want to import or link another Paradox table, repeat.

Information also gotten from

Access Help files: "Import or link data and objects" and Access 2003 Home Page

<http://office.microsoft.com/en-us/FX010857911033.aspx>