



# Access 2016: Import Data into Access

Access provides an easy way to import data from external files.

You can easily import data from a variety of different sources, including text, Excel, XML, HTML, ODBC datasources and more.

You can also link to external data sources, so that changes in the source file are reflected in your Access database.

Generally, when importing data, you have these options:

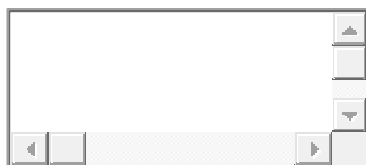
- Import the data into an existing table;
- Have Access create a new table based on the data; or
- Establish a link to the external file, so that future updates are reflected automatically.

Today, we'll import data into an existing table.

## Import a CSV File into an Existing Table

We will import the following CSV file into the `Artists` table.

Source File: `artists.csv`



```
1, AC/DC, 1973
2, Louis Armstrong, 1914
3, Iron Maiden, 1975
4, Miles Davis, 1944
5, Pat Benetar, 1972
6, Stevie Ray Vaughan, 1965
7, Avenged Sevenfold, 1999
8, Destiny's Child, 1990
9, Snoop Dogg, 1992
```

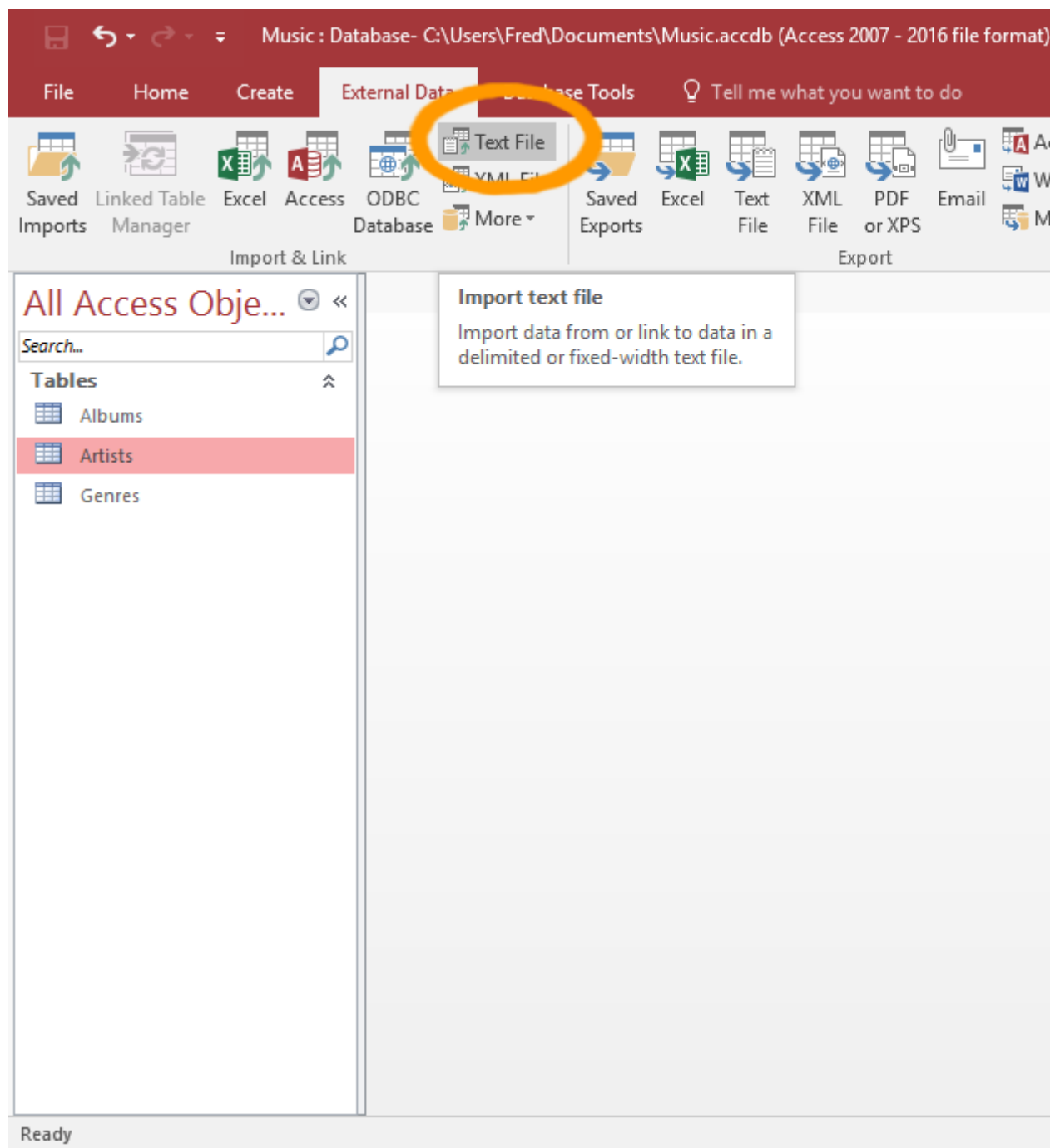
Destination table: `Artists`

## ArtistId ArtistName

You can download the CSV file here: [artists.csv](#)

Note that this file includes an extra field that's not in our destination table. Not a problem. Access will allow us to remove the extra field.

Also, the CSV file doesn't contain a header row, but that's fine. Access can deal with this too.



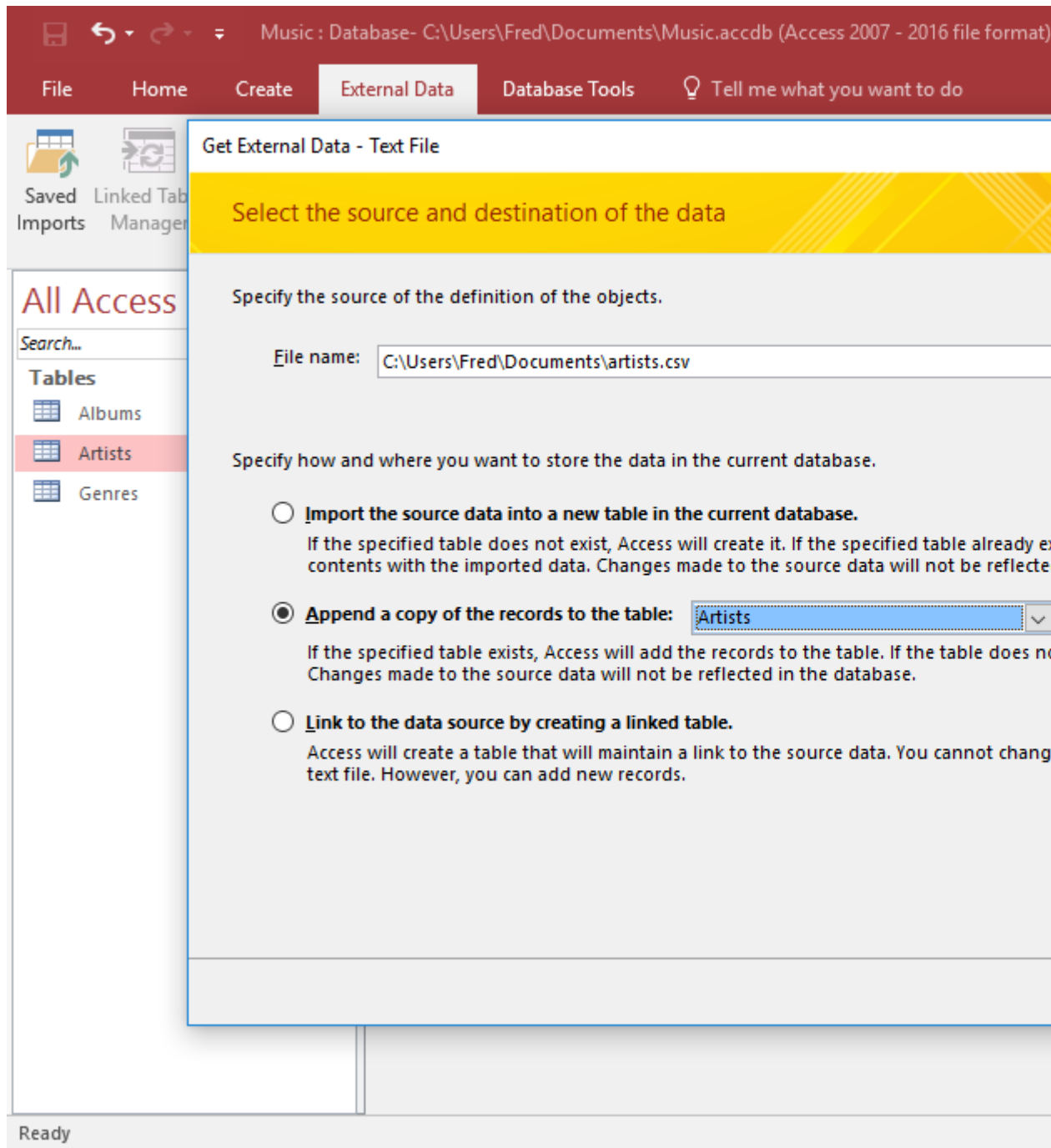
## Launch the Import Wizard

Before starting, ensure that both the source file, and the destination table are closed.

To launch the wizard for a CSV file, click `Text File` from the `External Data` tab on the Ribbon.

You can also launch the wizard by right-clicking on a table and selecting an option from the `Import` option.

Access needs the destination table to be closed before importing data. If you don't close it before starting the import, Access will warn you later in the process, and offer to save and close the table for you.



2.

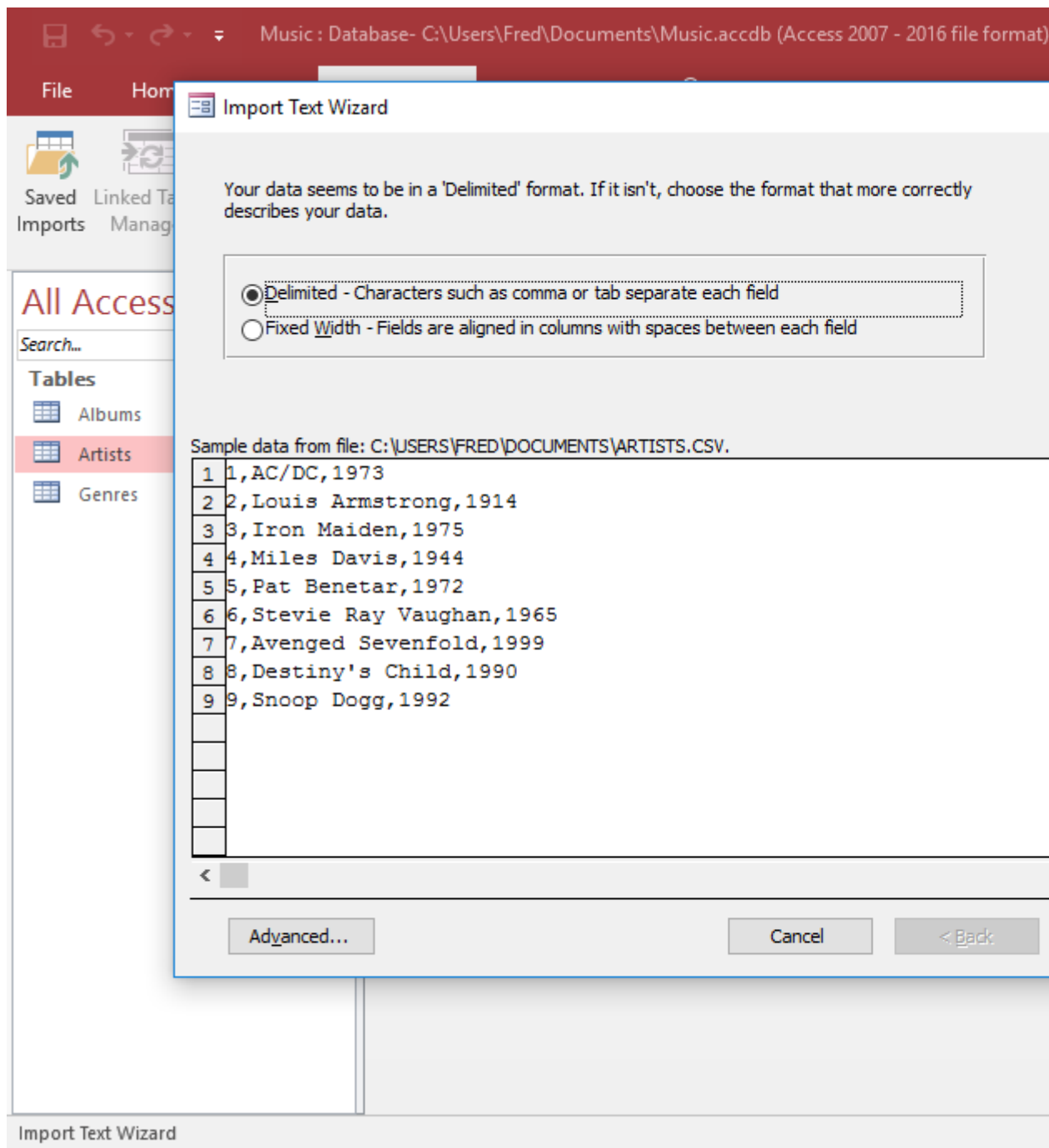
## Select the Source File & Destination Table

Use the `Browse...` button to navigate to and select the import file (in our case, `artists.csv`).

Select `Append a copy of the records to the table` and then select the `Artists` table from the drop down list of tables.

Click `OK` to continue.

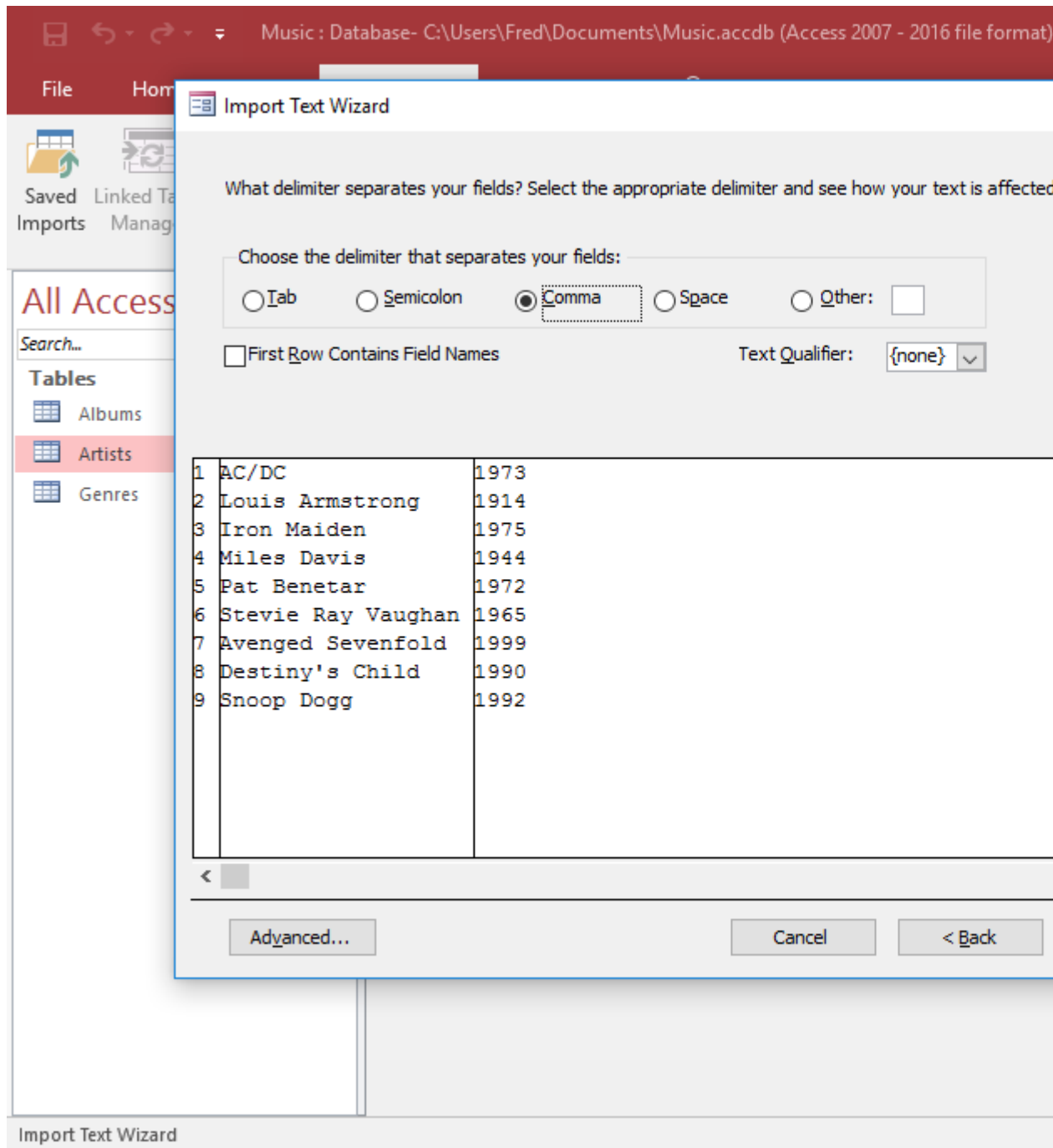
You can just type the path directly into the `File name` field if you know the full path to the file (i.e. instead of using the `Browse...` button).



## Review the Format Options

This part of the Import Wizard will ask you to confirm the file's format. In our case, Access has (correctly) detected that our file is in a delimited format.

If all looks OK, click `Next >`.



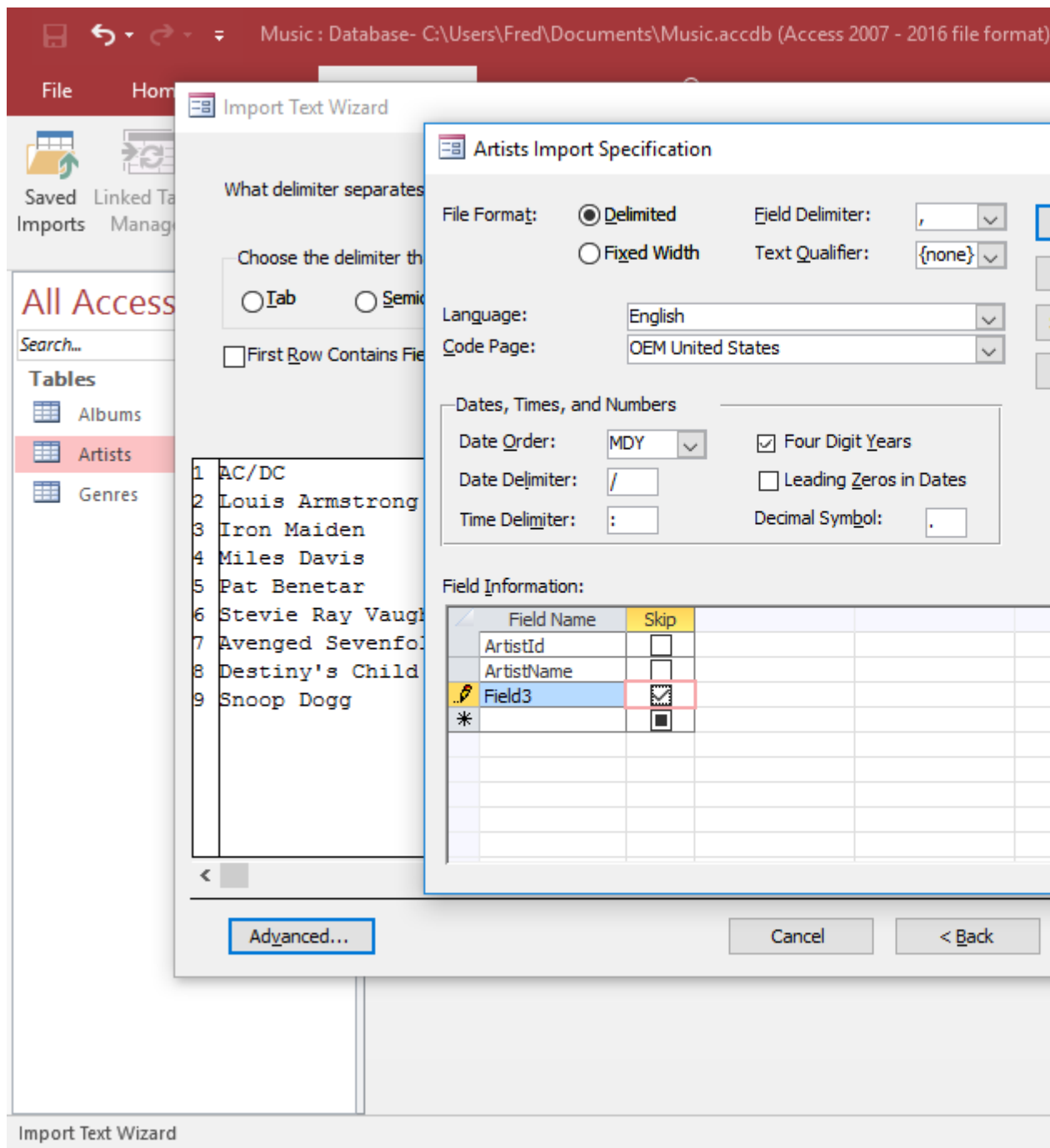
4.

### Select/Review the Delimiter

Now Access will ask you to select the file's delimiter. In our case, Access has (correctly) detected that our file uses a comma as its delimiter. If it was wrong, you can click another delimiter and see how the data updates to reflect the new delimiter.

You can also select whether or not the file contains header rows. If the first row of your file contains headers, click `First Row Contains Field Names`. Otherwise, leave it unchecked.

However, before continuing, click the `Advanced . . .` button, as we need to tell Access to skip the extra field.



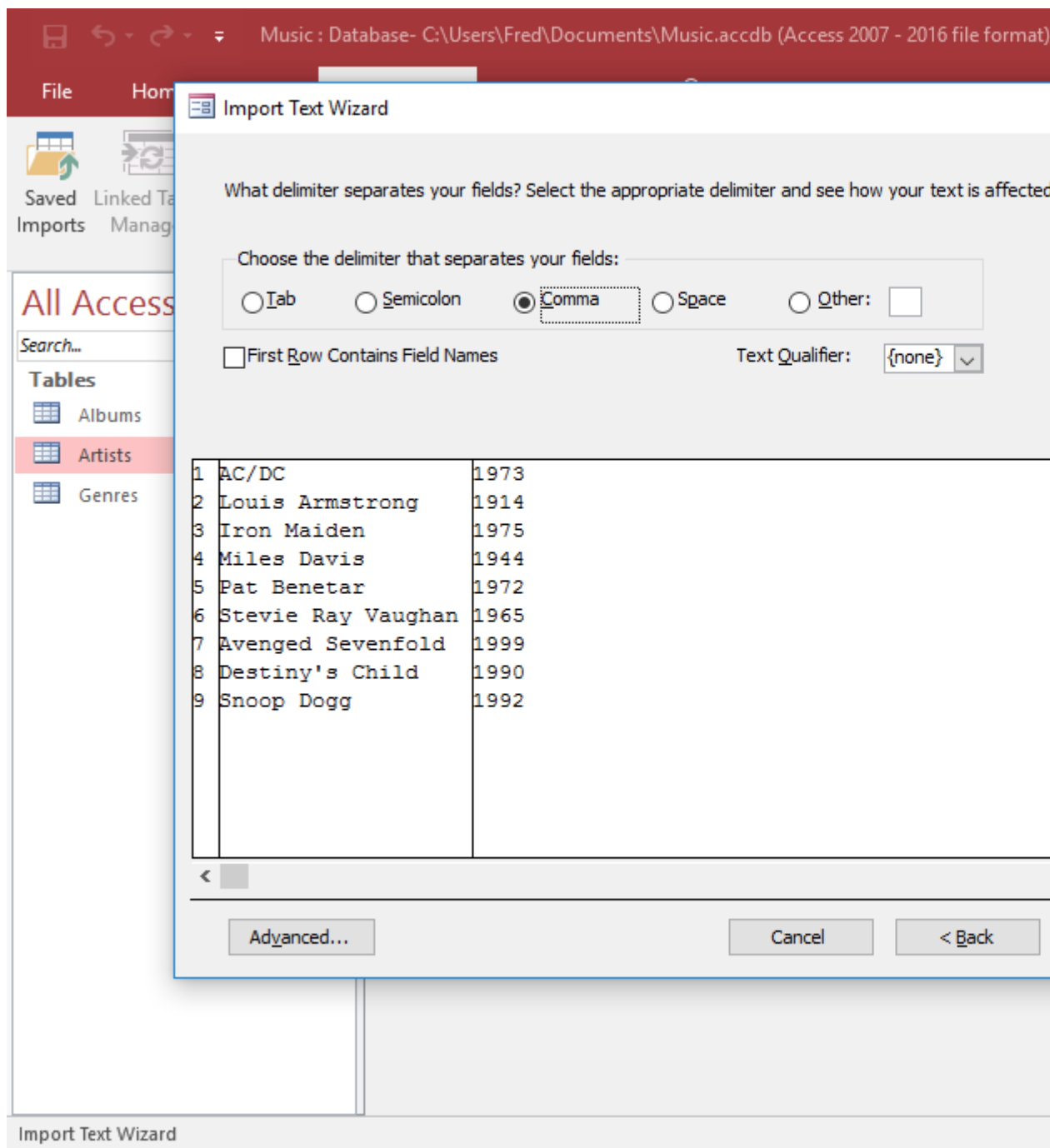
5.

## Skip the Extra Field

Access won't import the CSV file the way it is because it contains an extra field. The file contains 3 fields but our table only has two. Therefore we can only import two fields. We need to tell Access which field to skip.

Check the box next to `Field3` so that doesn't get imported.

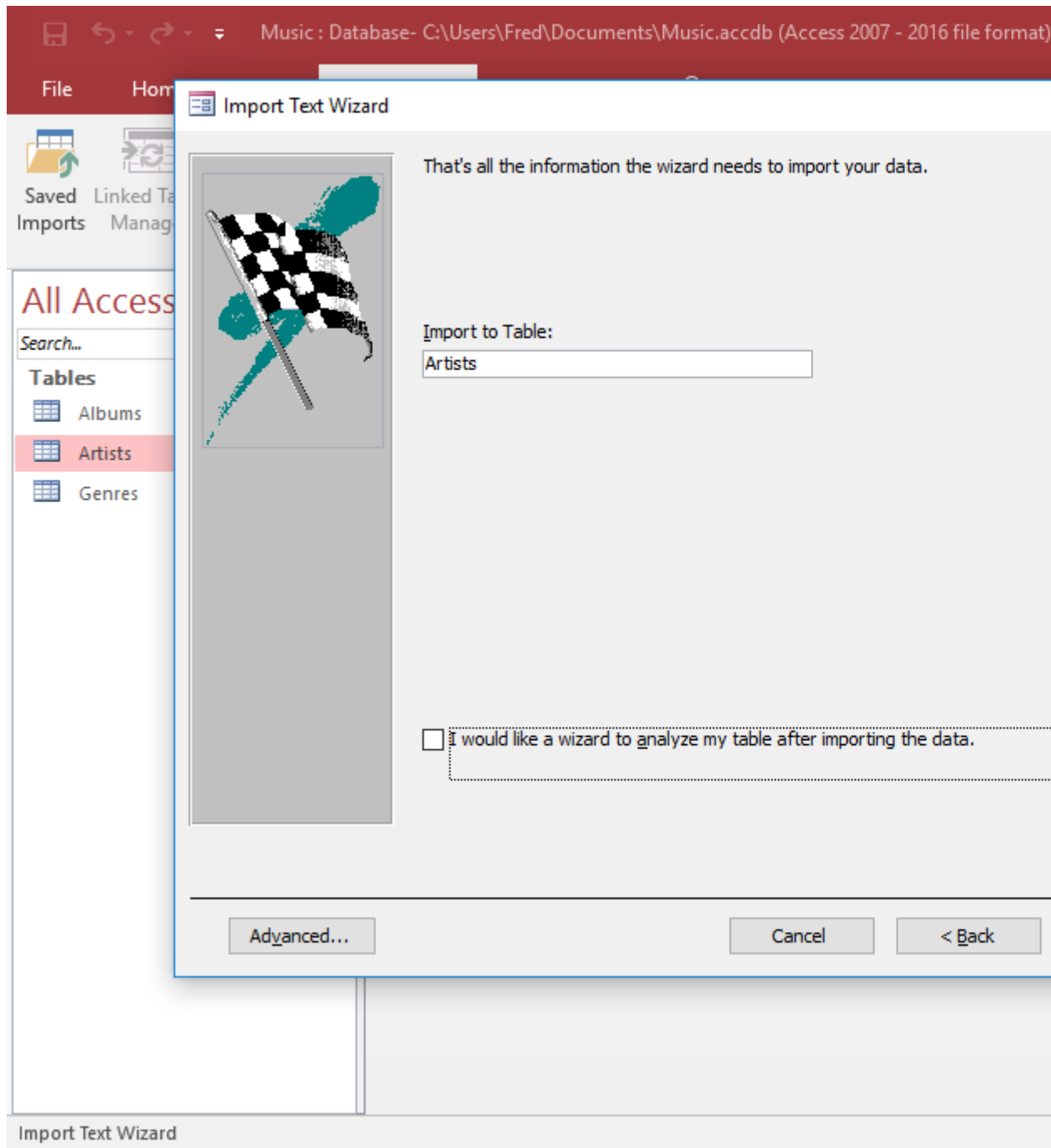
Then click OK.



## Continue the Wizard

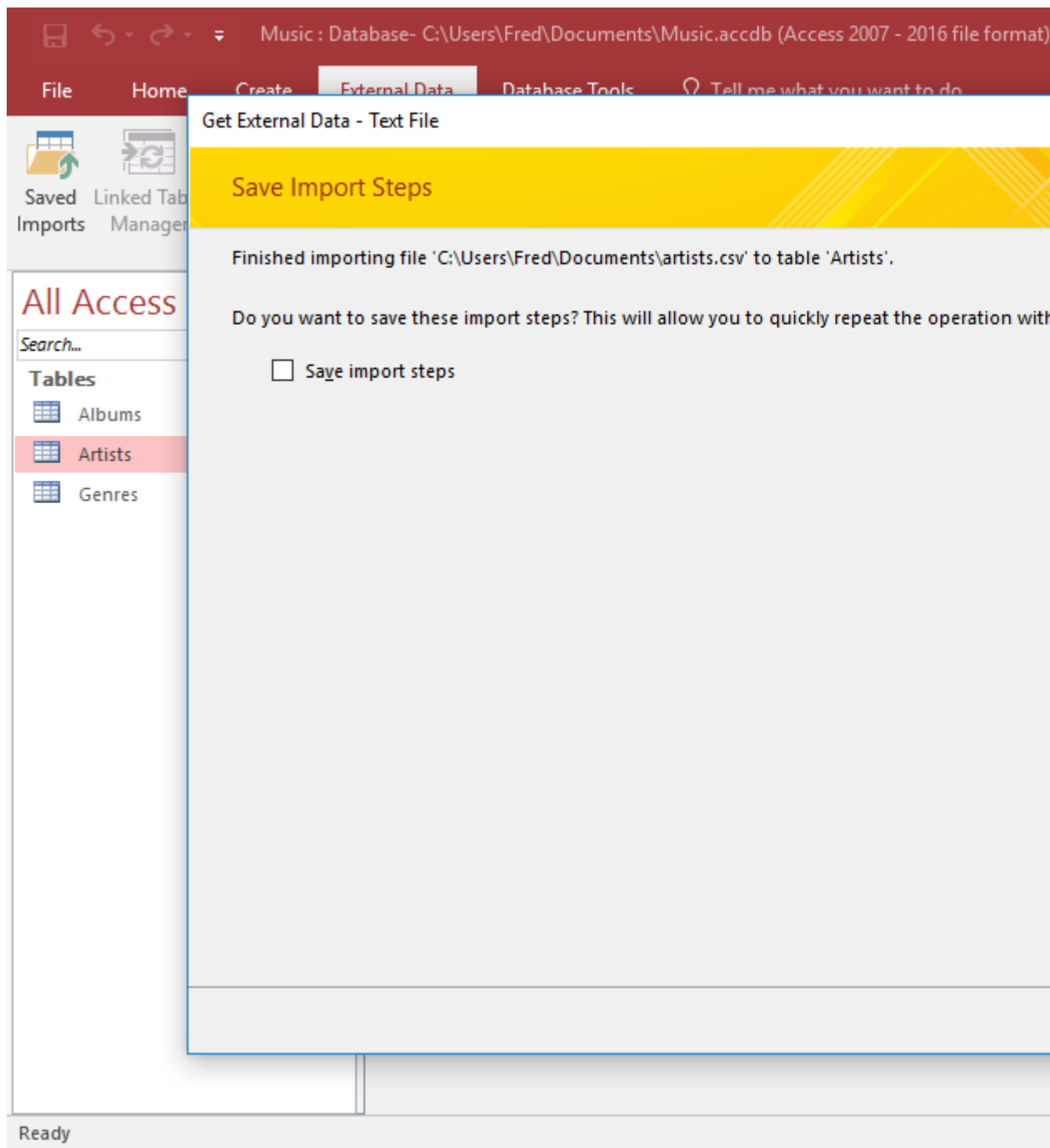
After skipping the extra field, you'll be back on the delimiter screen. Click Next >.





## Run the Import

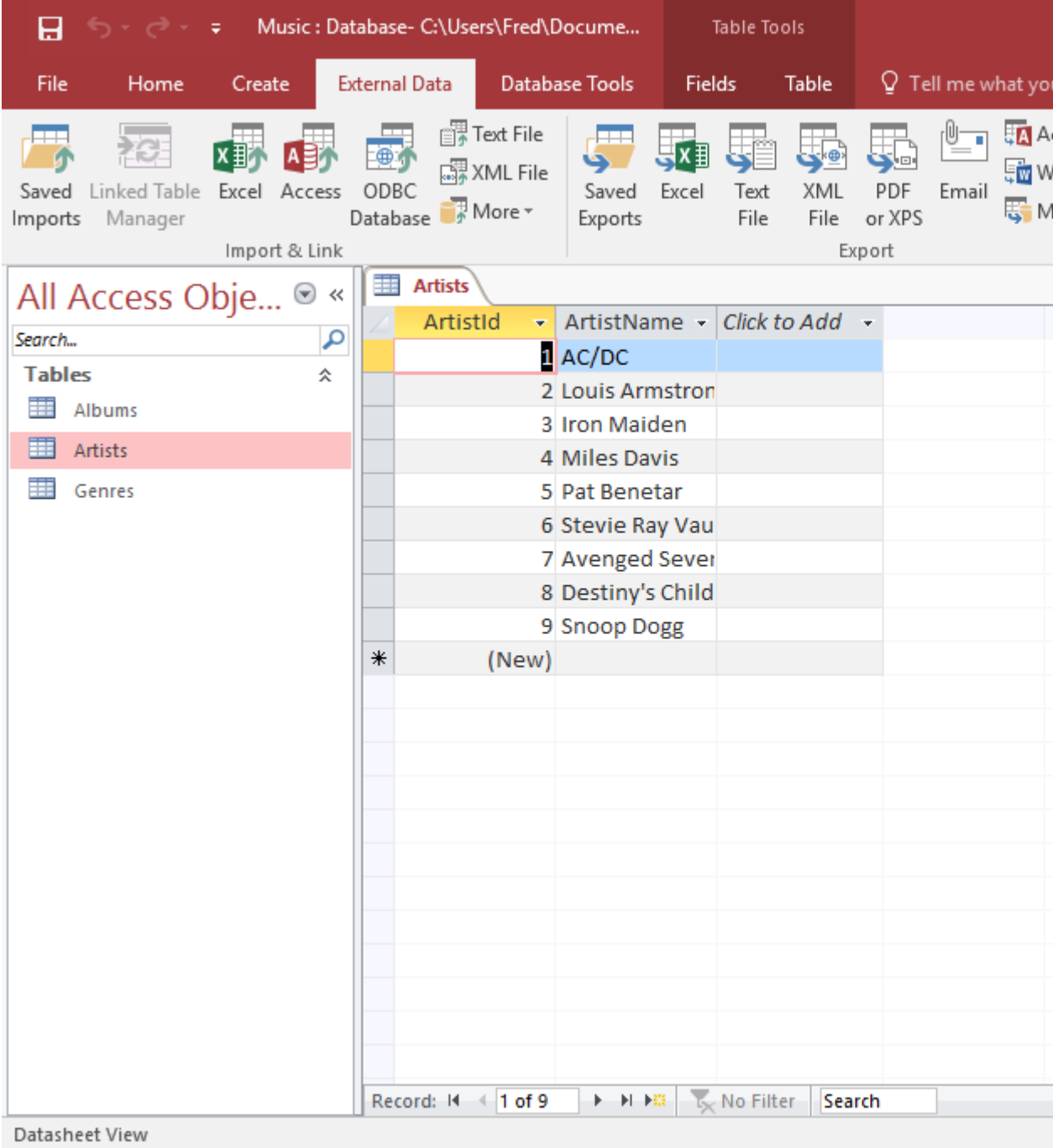
Click **Finish** to run the import.



8.

### **Close the Wizard**

Once the import operation has completed, Access will ask you if you want to save the import steps for another time. Check the box if you'd like to, otherwise leave it unchecked, and click `Close`.

9. 

**Check that the data has been Imported**

Now that the import has run, you should check the table to make sure that all data is in the correct fields and it looks OK.

Double click on the `Artists` table to view its contents.