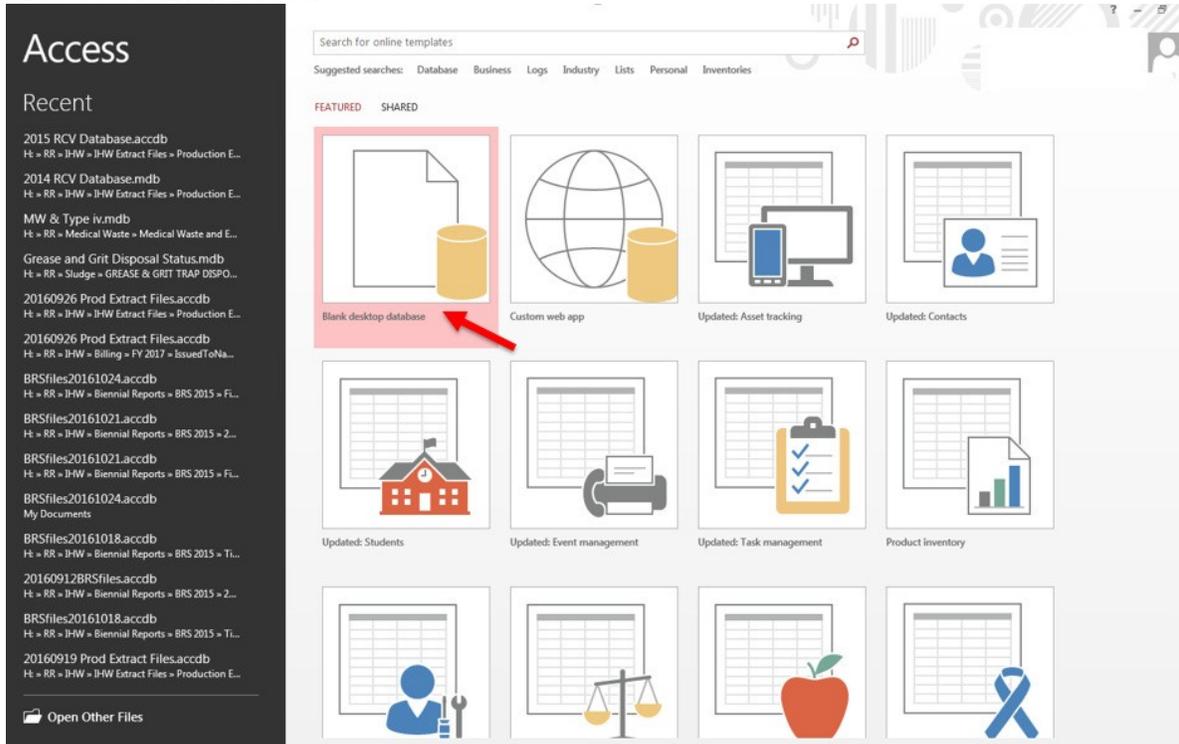


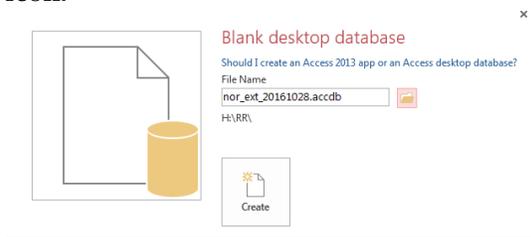
Importing text files to an Access database

In order to more easily manipulate and query the IHW data, we recommend that you import the data into Microsoft Access, or other similar database program. TCEQ is unable to provide technical support with creating the files in Access, but hopefully the instructions below will guide you through the process. The instructions and images below are for Microsoft Access 2013.

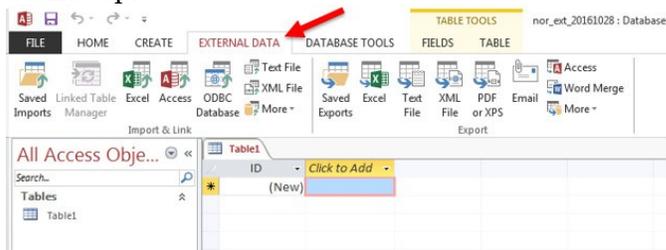
1. Create a blank database.



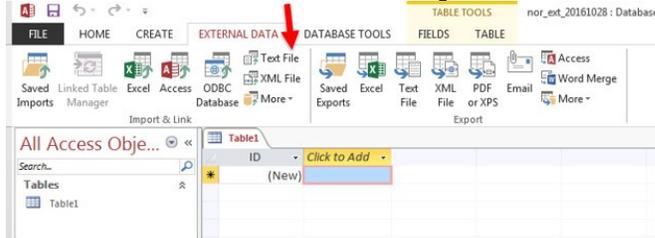
2. A window that allows you to change the file name and folder for your file will appear. You may rename the database and use the folder icon to relocate the file. Click on the “Create” icon.



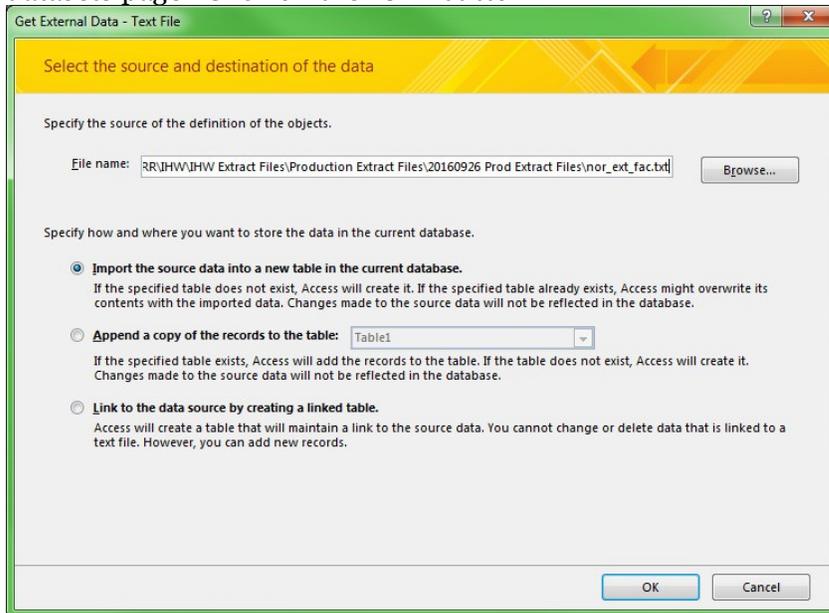
- Access will automatically create and open a blank “Table1.” Click on the “External Data” tab at the top.



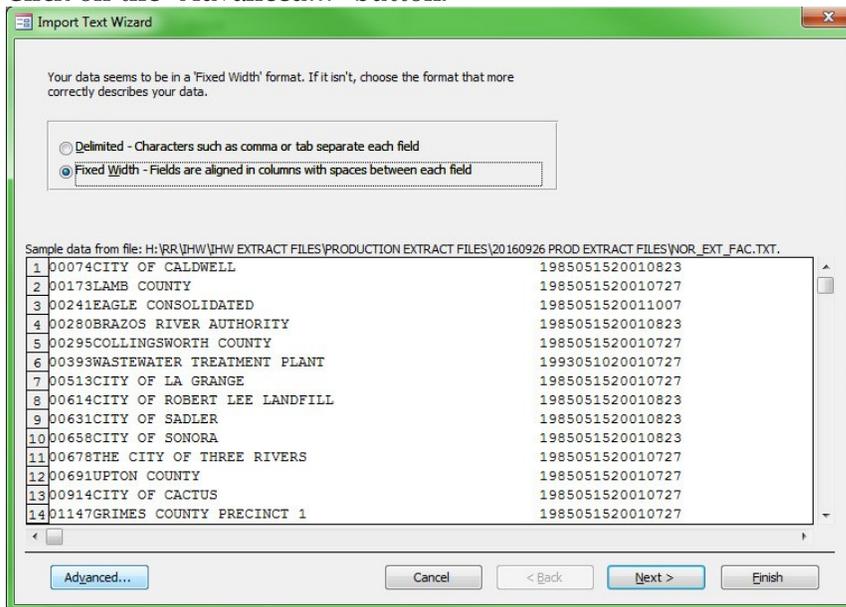
- Click on the “Text File” icon to import the text file for the extract you have downloaded.



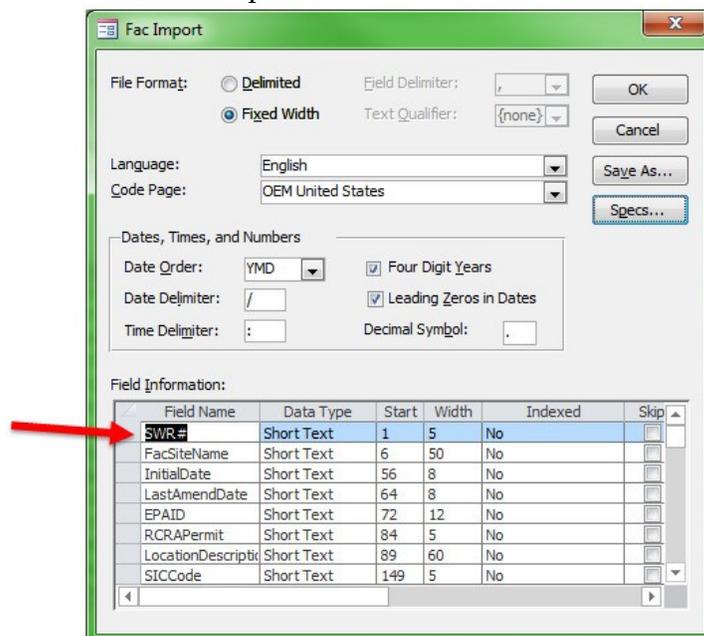
- Click on the “Browse” button to navigate to the extract file that you downloaded from the datasets page. Click on the “OK” button.



- In the "Import Text Wizard" window, make sure that the "Fixed Width" button is selected. Click on the "Advanced..." button.

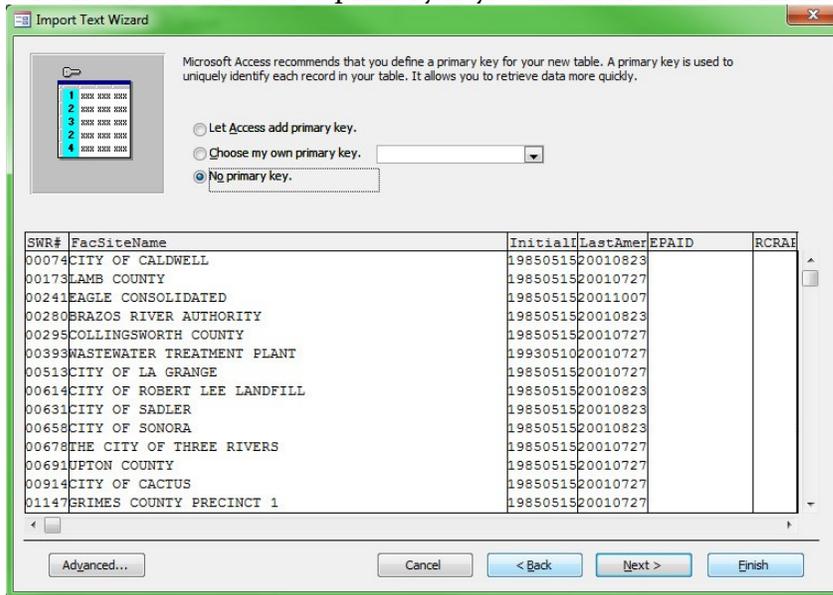


- The next window will allow you to modify the specifications for importing the data from the text file. Use the information from the [IHW data specifications file](#) to create specifications for the table. You will need to calculate the correct width for each field based on the number of characters for each field. The first fields from the nor_ext_fac (Facility) file are shown in the example below.



- If you want to save the specifications that you have set up for future use, click on the "Save As..." button. Otherwise, click on the "OK" button.

- On the "Import Text Wizard" Screen, click the "Next >" button 3 times until you see the screen below. Select "No primary key." and click on the "Finish" button.



- Access will create a new table with the imported data based on the specifications that you provided.

