

Converting Pipe-Delimited ASCII Text Files into Microsoft Access 2002

Using the Windows XP 2002 Professional Operating System with Service Pack 2 (SP2)

Note: Participants **must** return local Address Lists and Address Count Lists in the predefined, pipe-delimited ASCII text file format specified by the Census Bureau.

Summary: This document covers:

- Setting the pipe symbol as the default delimiter
- Converting a computer-readable predefined pipe-delimited ASCII text file into MS Access database
- Importing Address List or Address Count List

Set the Pipe Symbol as the Default Delimiter

1. From the Microsoft (MS) **Start** button on the MS Windows task bar, highlight **Settings** and select the **Control Panel**. In the **Control Panel** window select **Regional and Language Options**.
2. In the **Regional and Language Options** window, select the **Regional Options** tab, click the **Customize...** button.
3. In the **Customize Regional Options** window, select the **Numbers** tab.
4. Set the **List Separator** field to a pipe-delimited symbol | by pressing **Shift** and |.

Note: The pipe symbol is usually located on the same key as the backslash symbol, but may be found elsewhere on the keyboard.

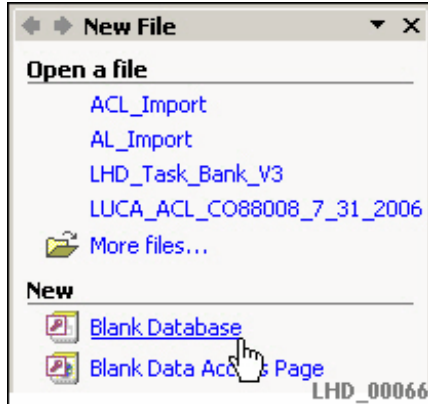


5. Click **OK** to close the **Customize Regional Options** window.
6. Click **OK** to close the **Regional and Language Options** window.

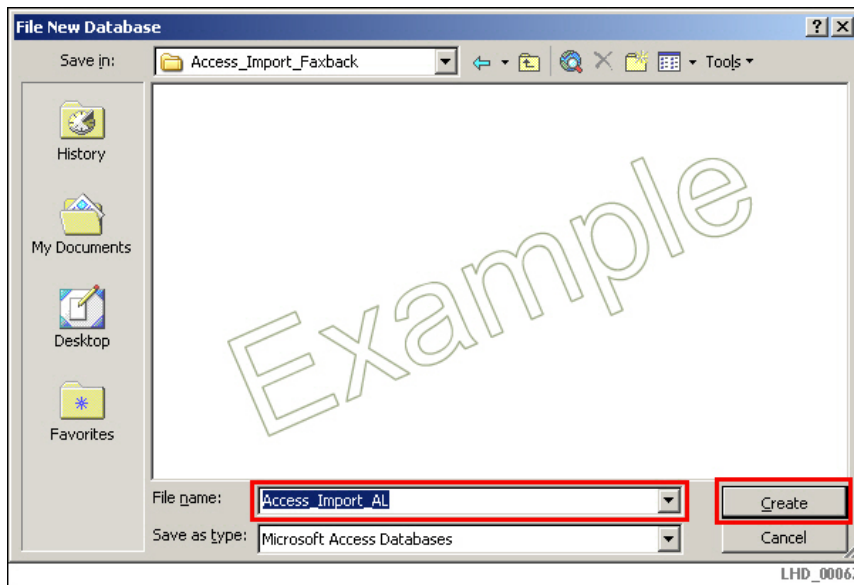
Converting Predefined ASCII Local Address Files into MS Access 2002

7. Open **MS Access 2002**.

- Open a blank MS Access Database. Select **Blank Database** from the task pane on the right side of your **MS Access** window. (If the task pane does not display, click the **File** dropdown on the program's menu bar at the top of the program window, select **New** and then select **Blank Database**.)



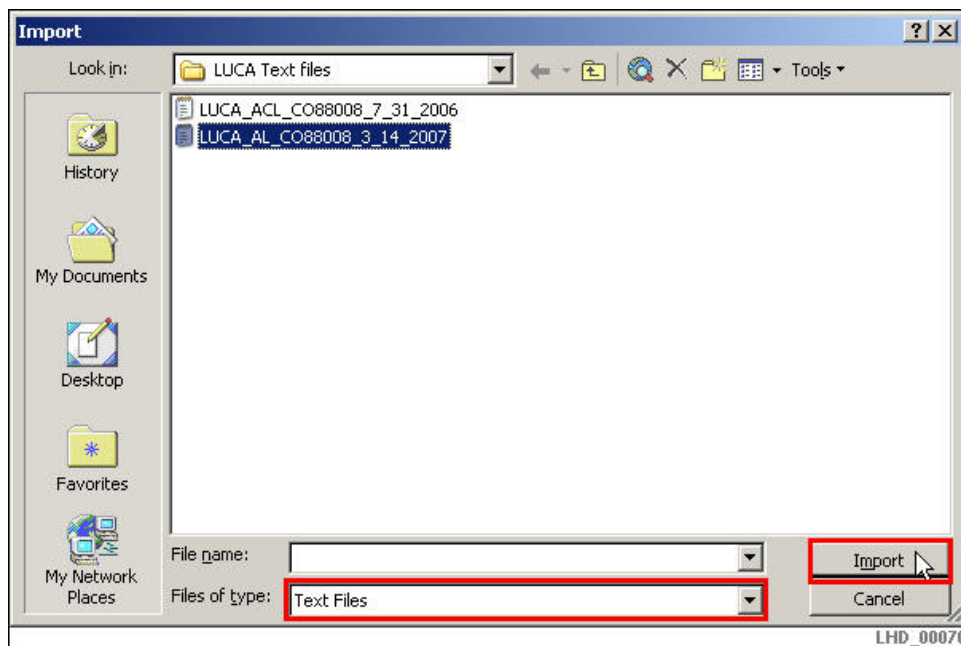
- In the **File New Database** window navigate to the directory where you want to create your database.
- Type a name for the database in the **File name:** drop-down box.
- Click **Create**.



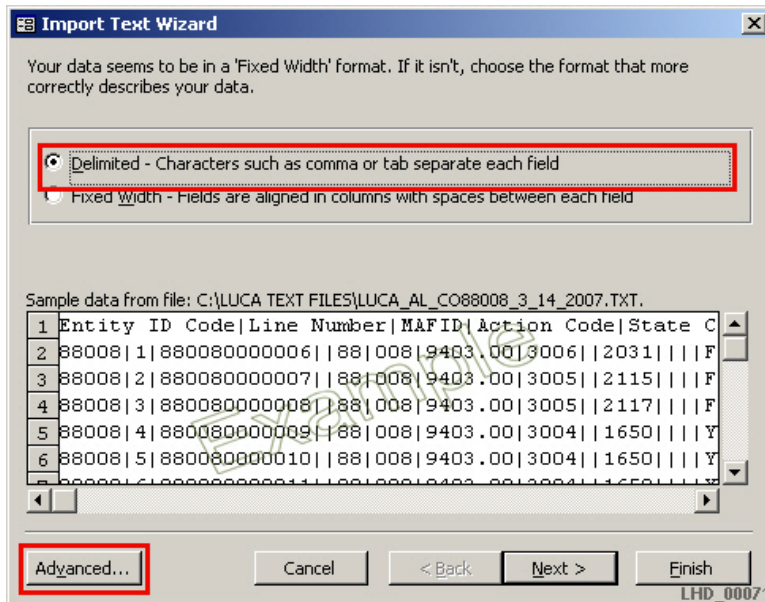
12. In your newly created database, select **Create table in Design view** and then click on the **New** button located on the **Access Import** menu bar. In the **New Table** window, select the **Import Table** option.
13. Click **OK**.



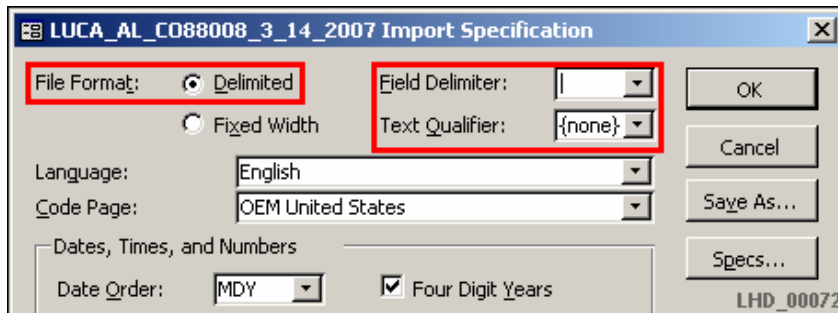
14. In the **Import** window navigate to the directory containing the address list file and select the document you want to import. Verify that the **Files of type:** dropdown list is set to **Text Files**.
15. Click **Import**.



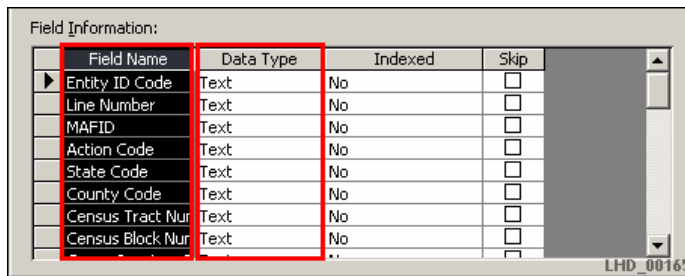
16. In the **Import Text Wizard** window select **Delimited**. Click the **Advanced...** button.



17. In the **<filename>Import Specification** window set the **File Format** to **Delimited**, then insert the pipe symbol | in the **Field Delimiter** dropdown and then set the **Text Qualifier** to **{none}**.



18. In the **Field Information** section change the **Field Name** to match the predefined field names. Also change the **Data Type** for each field to **Text**.



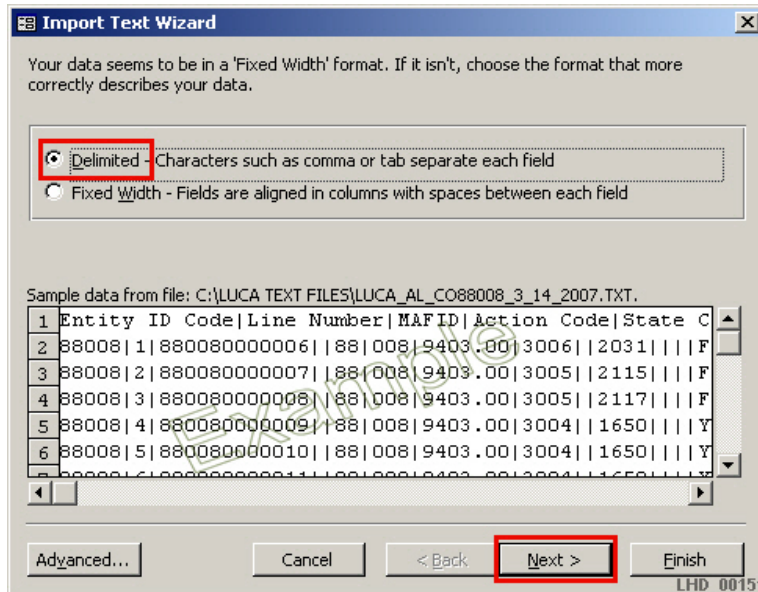
Address List Field Names

1. Entity ID
 2. Line Number
 3. MAFID
 4. Action Code
 5. State Code
 6. County Code
 7. Census Tract Number
 8. Census Block Number
 9. Group Quarters Flag
 10. House Number
 11. Street Name Prefix Qualifier
 12. Street Name Prefix Direction
 13. Street Name Prefix Type
 14. Street Name
 15. Street Name Suffix Type
 16. Street Name Suffix Direction
 17. Street Suffix Qualifier
 18. Location Description or GQ Name
 19. Apartment/Unit Number
 20. City-Style Mailing ZIP Code
 21. Noncity-Style Mail Delivery Address
 22. Noncity-Style Mailing ZIP Code
 23. Structure Point
 24. Structure Latitude
 25. Structure Longitude
 26. City-Style Address Flag
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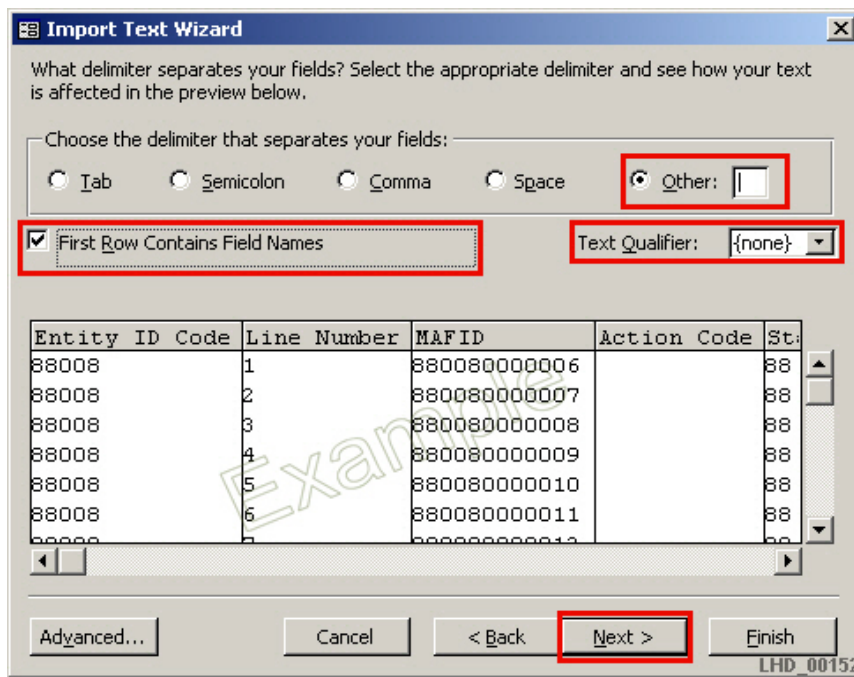
Address Count List Field Name

1. Entity ID
 2. State Code
 3. County Code
 4. Census Tract Number
 5. Census Block Number
 6. Census Count of Housing Unit Addresses
 7. Local Count of Housing Unit Addresses
 8. Census Count of Group Quarters Addresses
 9. Local Count of Group Quarters Addresses
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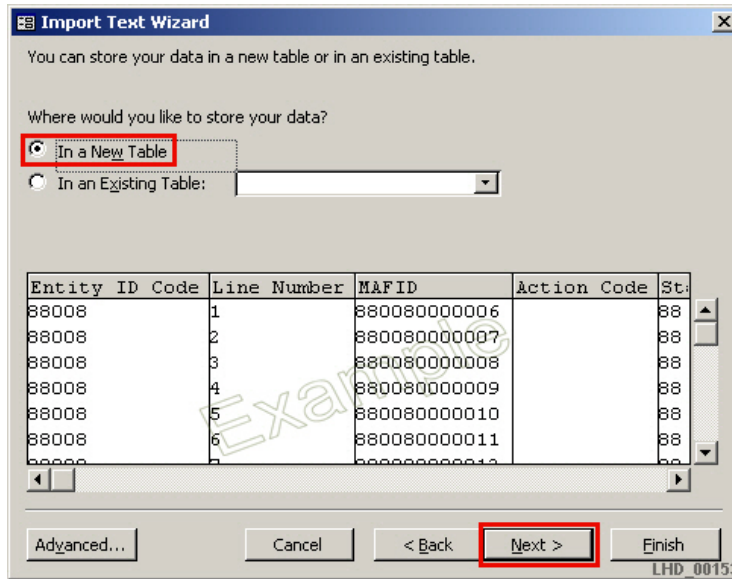
19. Click **OK** to return to the Import Wizard window.
20. In the **Import Text Wizard** window, verify that the **Delimited** option is selected and then click **Next**.



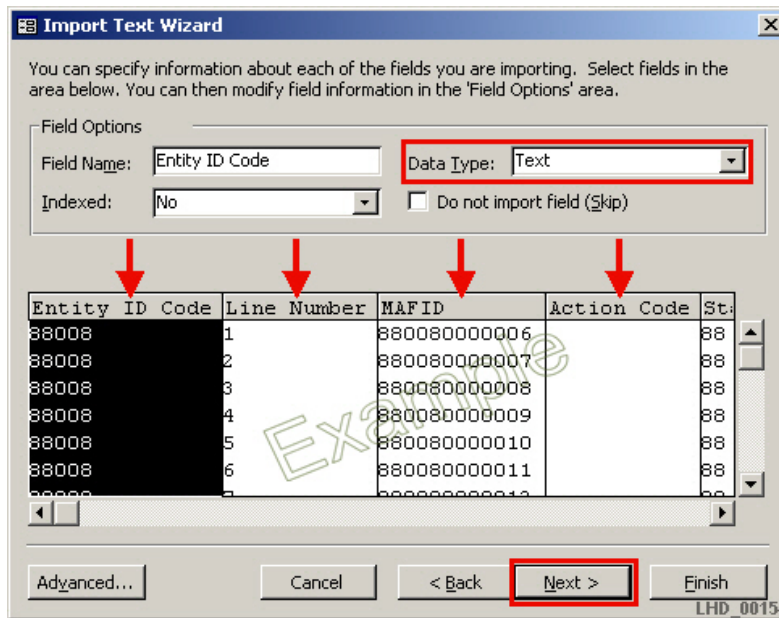
21. In the **Import Text Wizard** window verify that the delimiter type is set to **Other** and that the pipe symbol is specified. The **Text Qualifier** should be set to **{none}**, and the **First Row Contains Field Names** box should be checked.
22. Click **Next**.



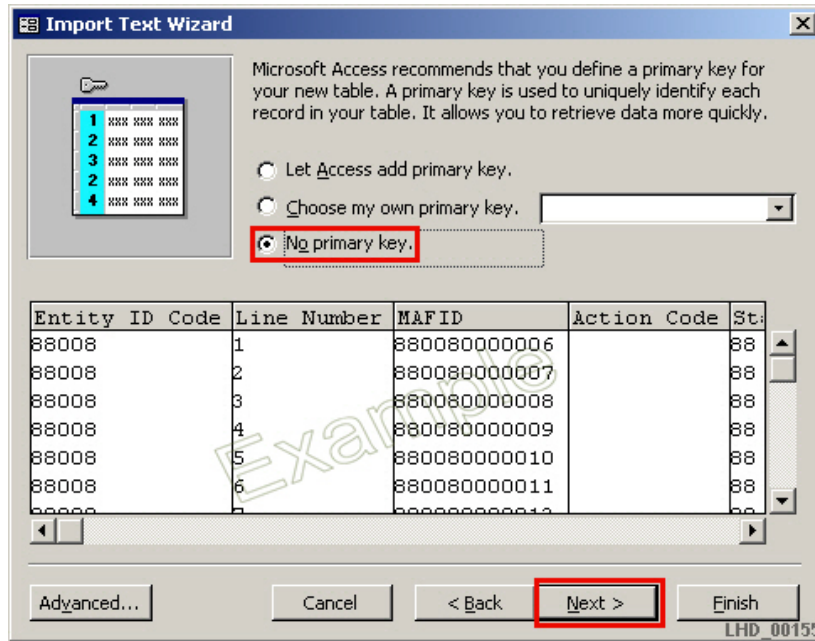
23. In the **Import Text Wizard** window, select **In a New Table** and click **Next**.



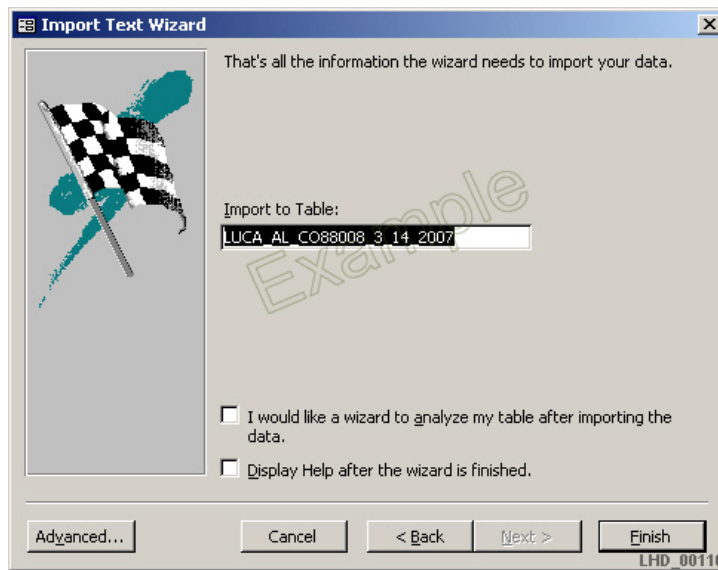
24. In the **Import Text Wizard** window, verify that **Data Type:** is set to **Text** and the column names are correct. Click **Next**.



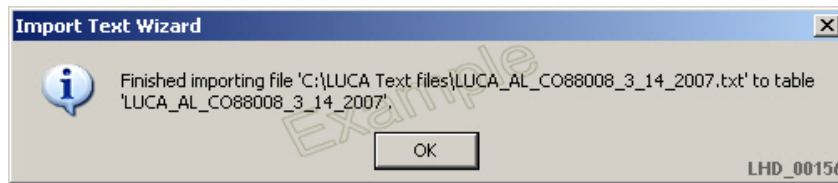
25. In the **Import Text Wizard** window select **No primary key**. Click **Next**.



26. In the final window of the **Import Text Wizard** verify that the file name and location of the imported file are correct. Click **Finish**.



27. The **Import Text Wizard** window appears informing you that your import is complete.
28. Click **OK**.



Note: If you modified your **List Separator** as instructed in the beginning of this document, please remember to change it back to its original field unless you wish to continue to have | stay as the default.
