

Instructions to Import the Data Text Files into Provided MS Access Database

Note: Microsoft Access 2000 is needed to use the databases provided. HCAD does not provide MS Access programming support or assistance.

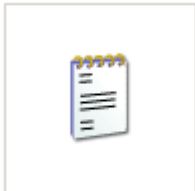

Extracting Files

Data files and supporting documentation have been zipped into a self-extracting executable file called --

- Real_acct_owner.zip, Real_building_land.zip, Real_jur_exempt.zip, [ownership_history.zip: current year only] for Real property;
- PP_files.zip for Personal Business property;
- Hearings_files.zip for Hearing records on both Real and Personal Business property; files can be downloaded from <http://pdata.hcad.org/download/>.

All Access Database files have been zipped into a self-extracting executable file called Access.zip found here at <http://pdata.hcad.org/download/ACCESS.zip>. Each Access database contains empty tables for importing the text files into.

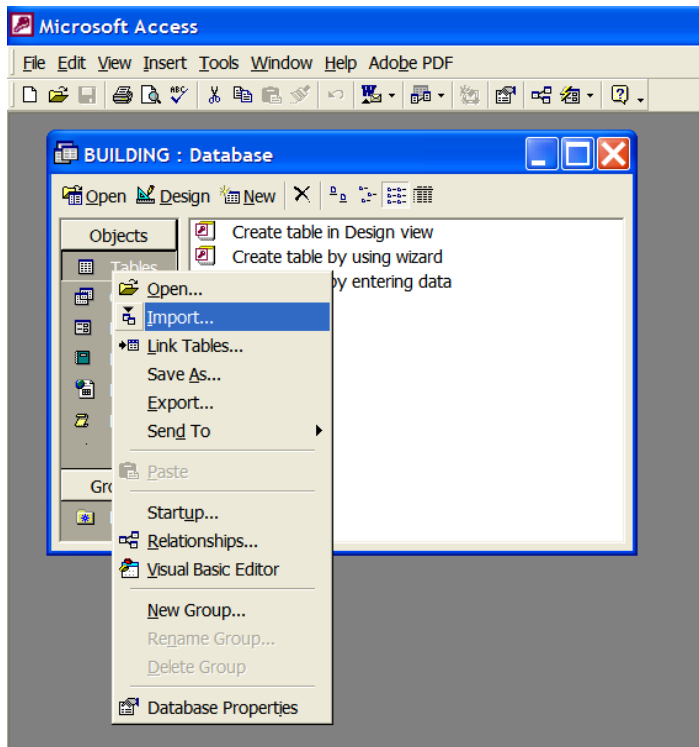
Once the self-extracting executable files (**.zip** file) are downloaded to your computer, double click the file. Your default Zip (typically WinZip by Windows) extraction tool will be used to *unzip* or *copy* the files to the any location on your computer that you choose.

<p>This is how the text file should look, with an .txt extension. Text files contain all the data or records that will be loaded into the Access (.mdb) files.</p>	
<p>This is how the MS Access Files should look, with an .mdb extension. If not, you may not have MS Access installed on your computer.</p>	

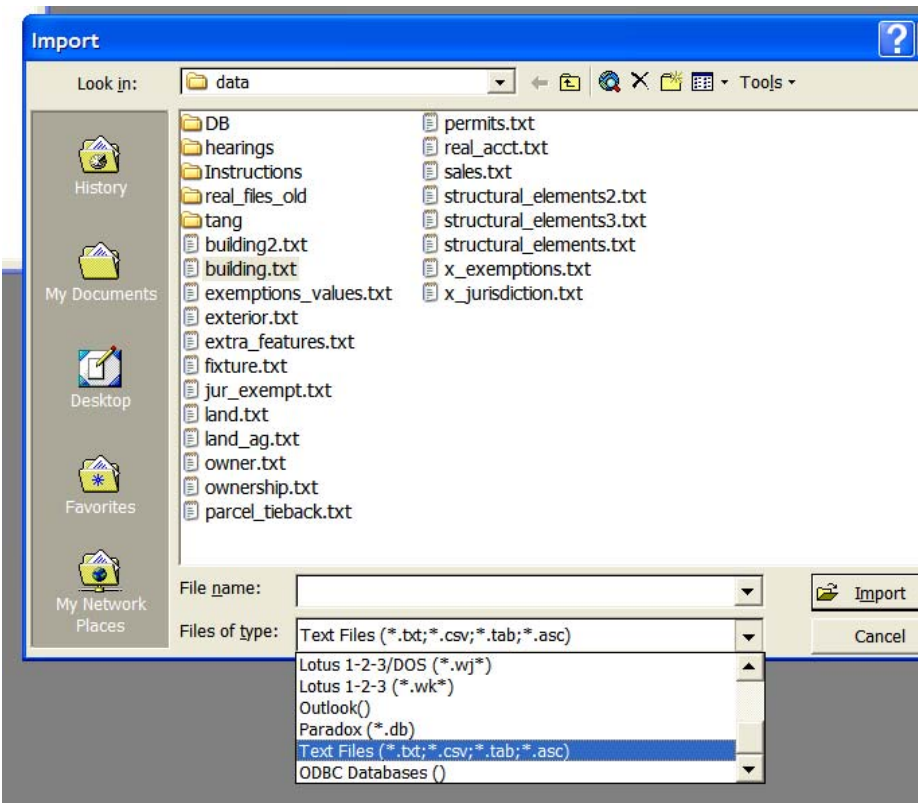
Import

Navigate to the location of the extracted database (.mdb) files. Double click on any one of the access files to open it. In this example, we use **Building.mdb**.

After opening the database, right click the word Table in the Objects list, choose the Import menu. [You can also get to the Import dialog box by choosing File/Get External Data/Import from the top menu.]

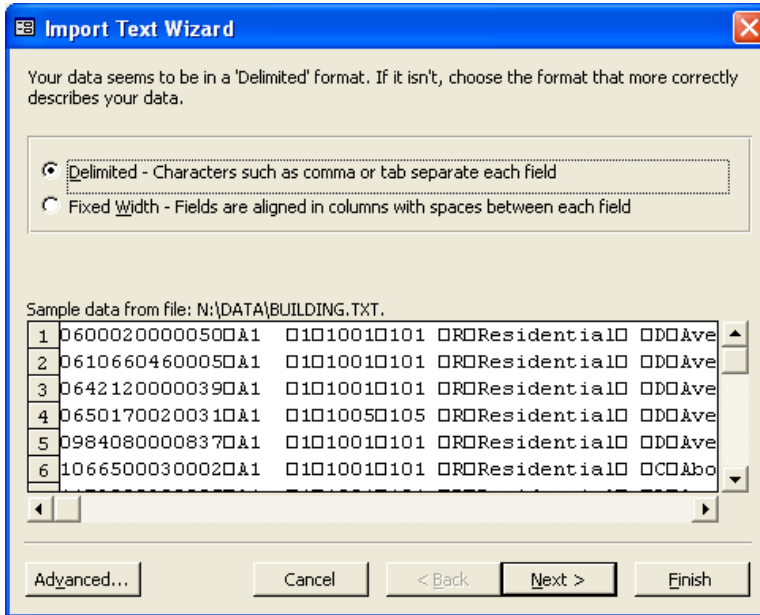


In the next window, **navigate** to the appropriately named text file in the folder you unzipped all your files to (as seen below). In this example, it is Building.txt. Make sure text files is chosen as your “**Files of type**”, otherwise you will not see the text files in the Import window.

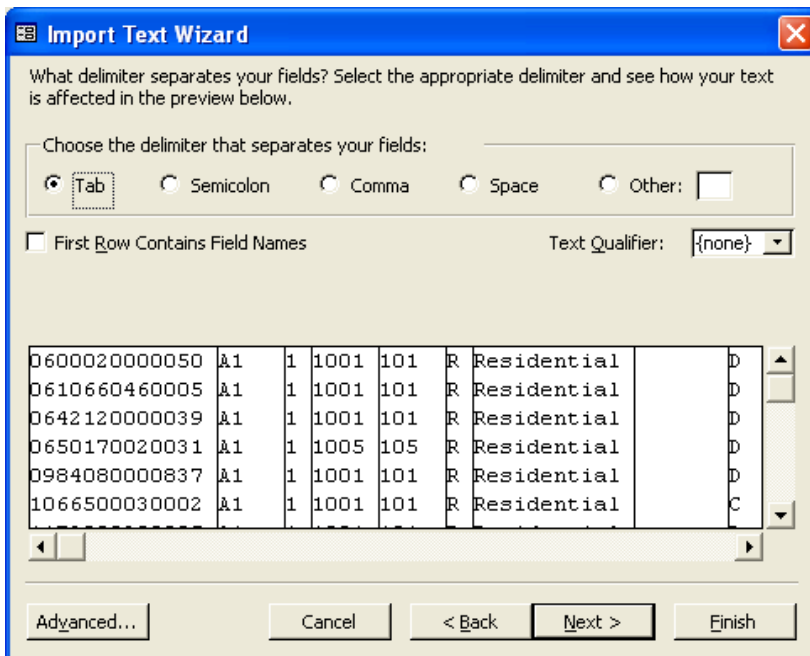


Click the **Import** Button to start the **Import Text Wizard** screens.

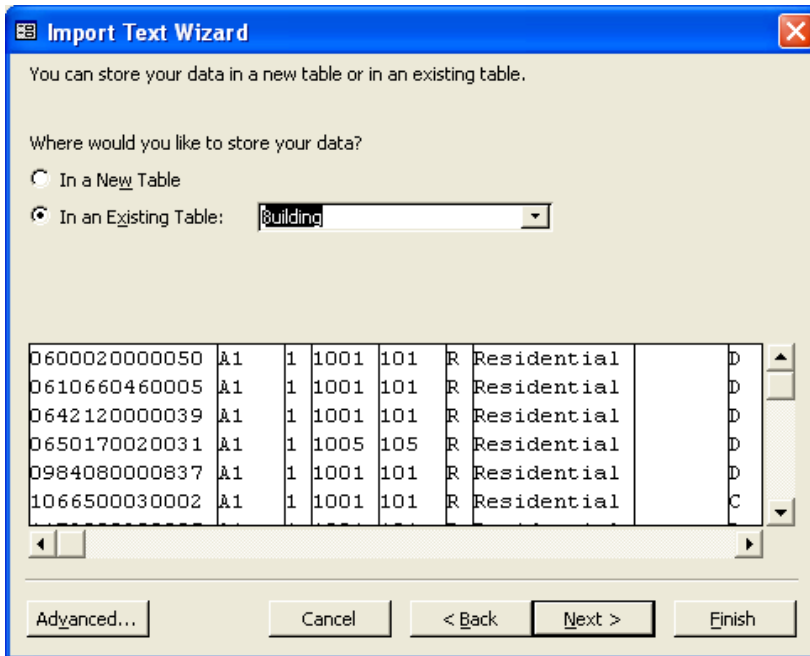
As seen below, select **Delimited** for the file format and click Next button.



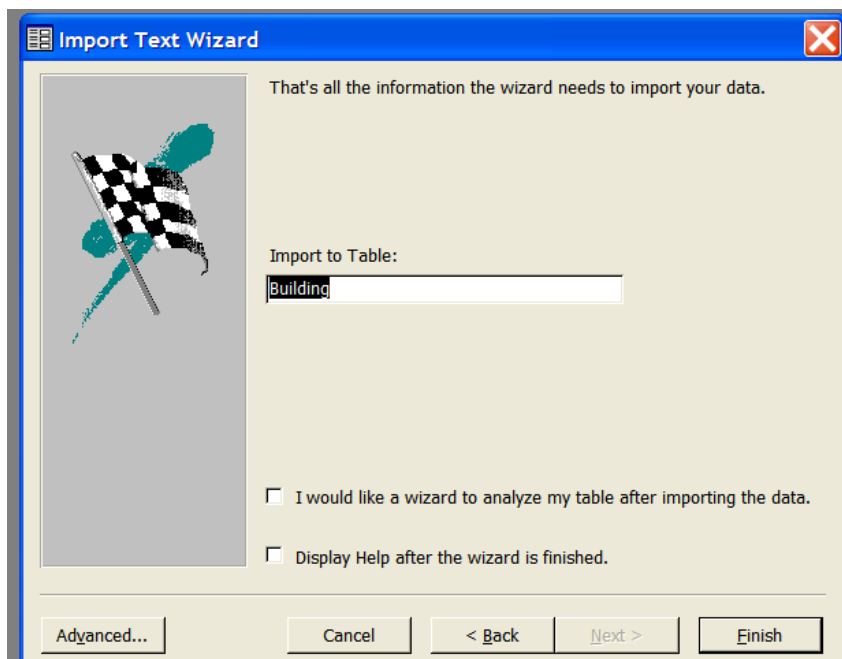
In the next screen choose tab as the delimiter and text qualifier as {none} as shown below. Then Click the Next button.



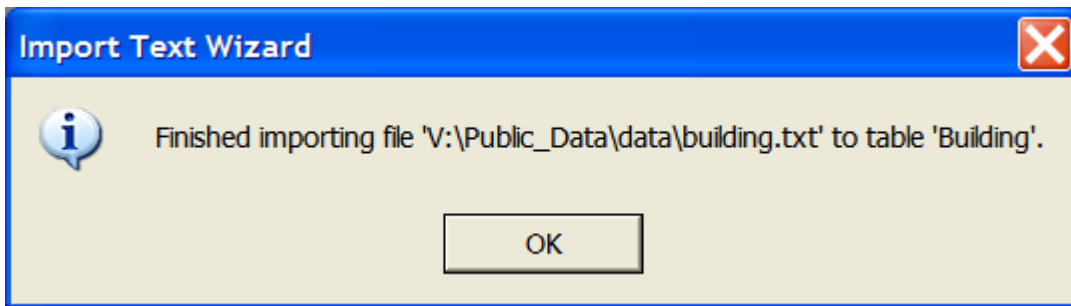
Import into an existing table and select the table name that corresponds to the name of the text files chosen. This is very important step; the table name must match exactly with the text file name.



Select Next button and you will see the following screen. Click Finish to start the import.



Once complete you will receive a message similar to the one below, if successful. If not you will be directed to a table with import errors.



Next you can open the table to view the records. You can run queries in Access to find the data you require. You can also find other helpful information on how to use the HCAD data at http://pdata.head.org/Definition_help.doc

TROUBLE SHOOTING

If you get the error below, you should click “yes” and let Access continue processing the import.



For more information on MS Access contact Microsoft website at <http://support.microsoft.com/>