

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

**Note: Microsoft Access 2007 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
- [Real_acct_ownership_history: current year only];
- 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>. The 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.

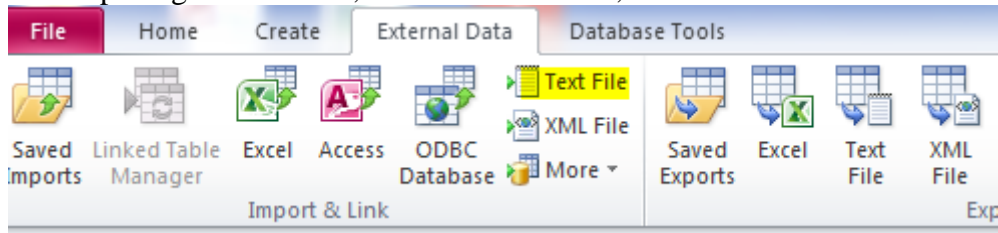
<p>This is how the text file should look, with an .txt extension. Text files contain all the data or records that will be loaded into the Access (.accdb) files.</p>	
<p>This is how the MS Access Files should look, with an .accdb extension. If not, you may not have MS Access installed on your computer.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

Import

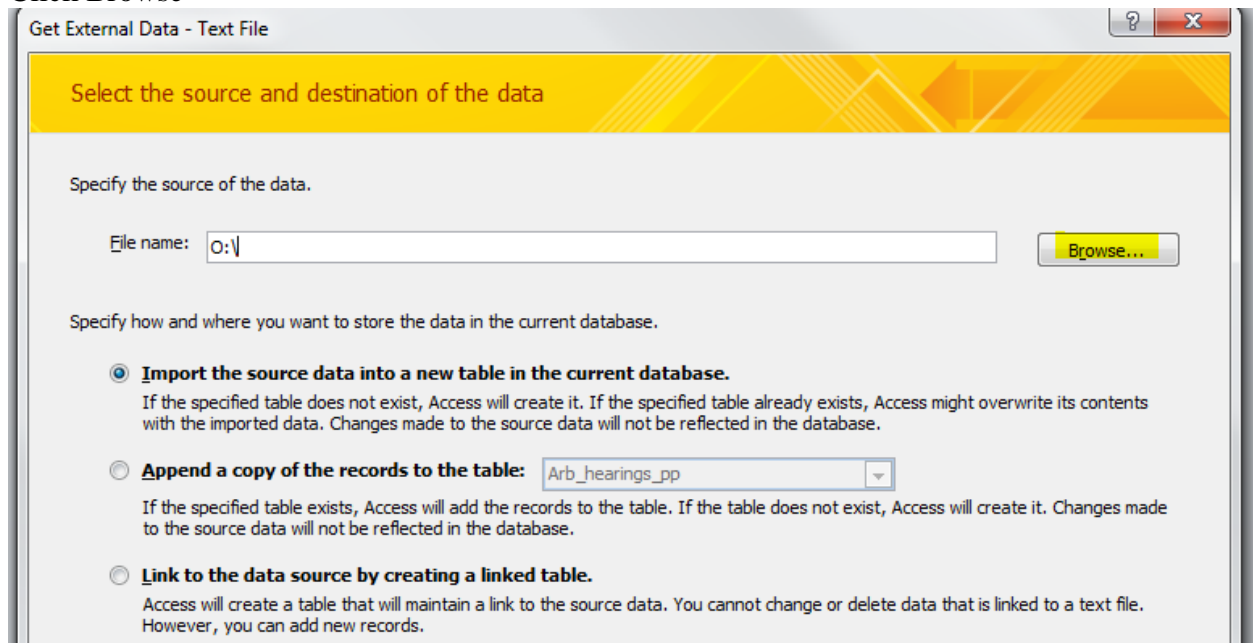
Navigate to the location of the extracted database (.accdb) files.

Double click **Hcad.accdb**.

After opening the database, click External Data, choose Text File.



Click Browse

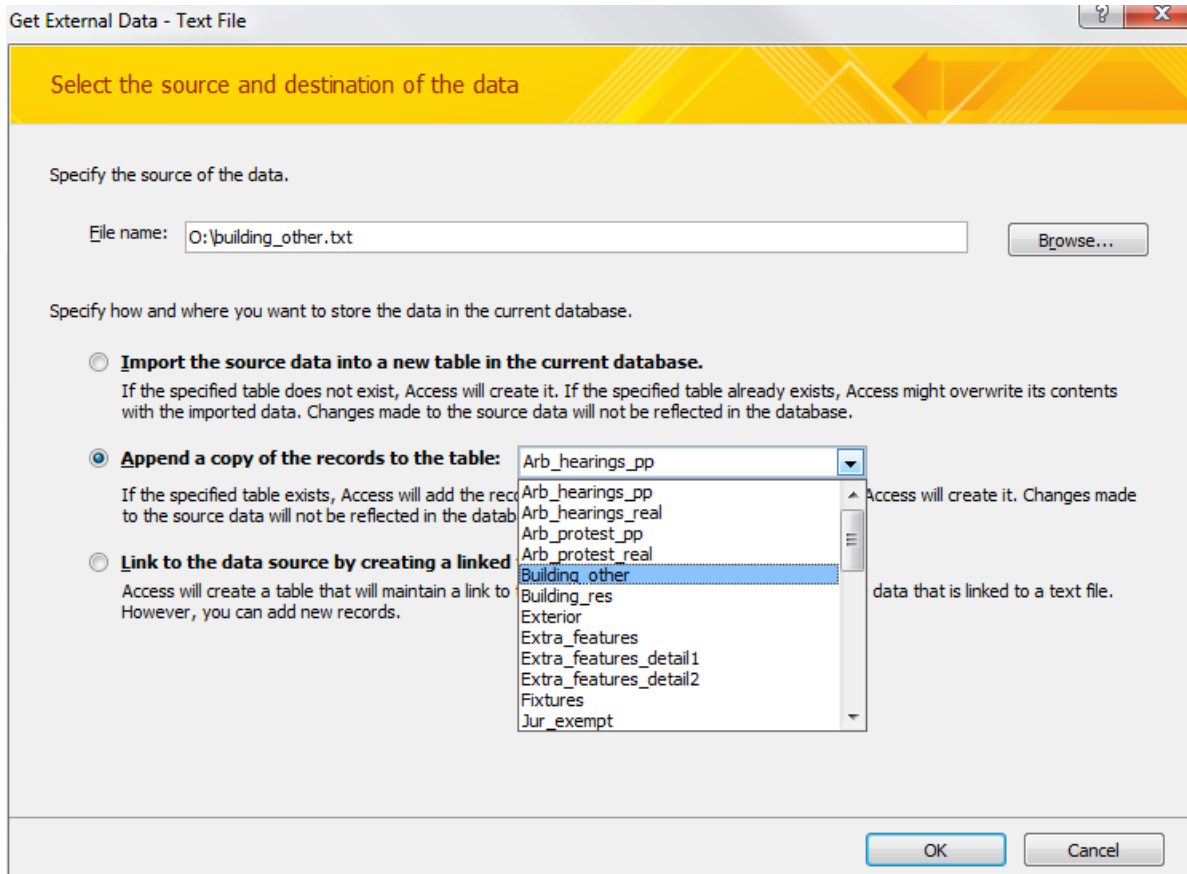


In the next window, **navigate** to the appropriately named text file in the folder you unzipped all your files to (as seen below). In this example, it is building_other.txt.

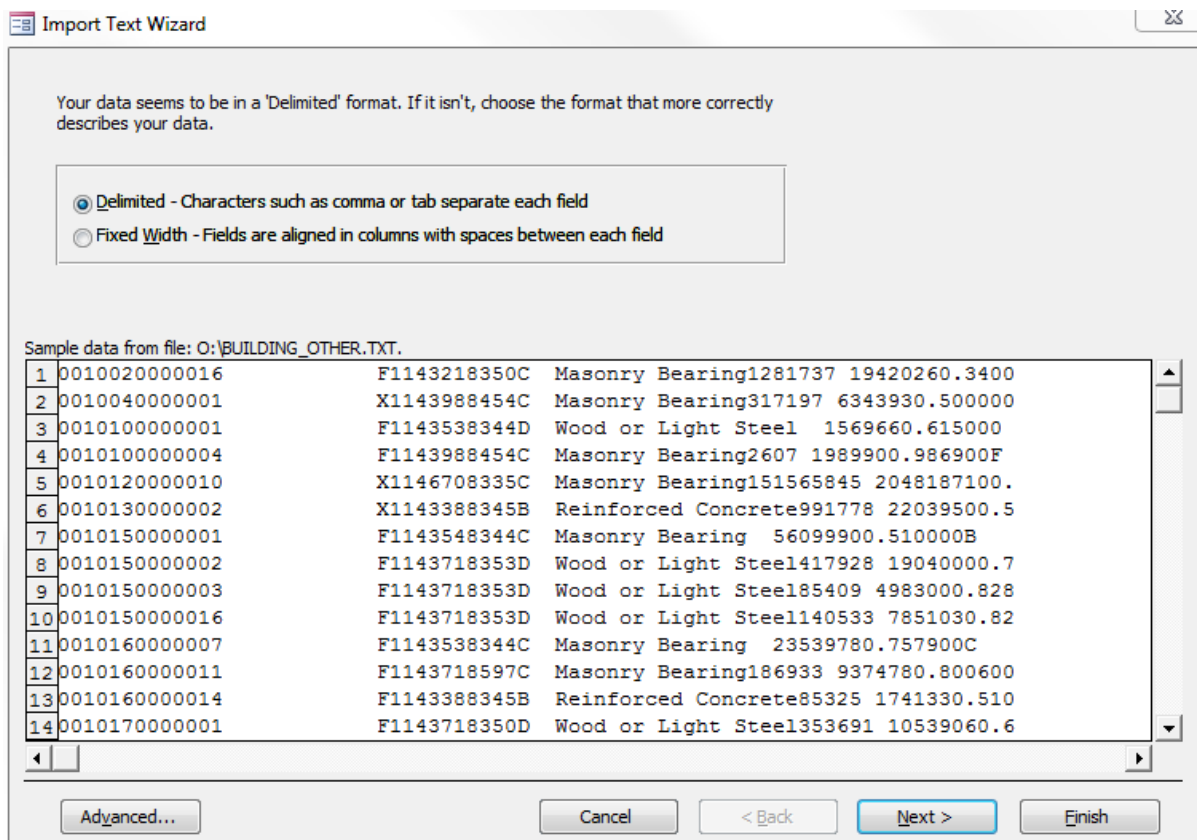
The image shows a file explorer window displaying a list of text files. The files are listed in a table with columns for Name, Date modified, Type, and Size. The file 'building_other' is highlighted in blue.

Name	Date modified	Type	Size
arb_hearings_pp	3/15/2014 7:13 AM	TXT File	975 KB
arb_hearings_real	3/15/2014 7:13 AM	TXT File	31,237 KB
arb_protest_pp	3/15/2014 7:13 AM	TXT File	341 KB
arb_protest_real	3/15/2014 7:13 AM	TXT File	9,438 KB
building_other	3/15/2014 7:13 AM	TXT File	28,273 KB
building_res	3/15/2014 7:14 AM	TXT File	231,847 KB
exterior	3/15/2014 7:15 AM	TXT File	196,087 KB
extra_features	3/15/2014 7:15 AM	TXT File	75,982 KB
extra_features_detail1	3/15/2014 7:15 AM	TXT File	84,832 KB
extra_features_detail2	3/15/2014 7:15 AM	TXT File	28,082 KB
fixtures	3/15/2014 7:16 AM	TXT File	335,525 KB
jur_exempt	3/15/2014 7:17 AM	TXT File	370,314 KB
jur_exempt_cd	3/15/2014 7:17 AM	TXT File	26,170 KB
jur_exemption_dscr	3/15/2014 7:17 AM	TXT File	1 KB

Check box “Append a copy of the records to the table”, choose Building_other from the drop down box. This is very important step; the table name must match exactly with the text file name.



Click OK and you will see the following screen. Choose Delimited – Characters, Click Next



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

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab
 Semicolon
 Comma
 Space
 Other:

First Row Contains Field Names
 Text Qualifier: {none}


0010020000016	F1	1	4321	8350	C	Masonry Bearing	1281737	1942026	0
0010040000001	X1	1	4398	8454	C	Masonry Bearing	317197	634393	0
0010100000001	F1	1	4353	8344	D	Wood or Light Steel		156966	0
0010100000004	F1	1	4398	8454	C	Masonry Bearing	2607	198990	0
0010120000010	X1	1	4670	8335	C	Masonry Bearing	151565845	204818710	0
0010130000002	X1	1	4338	8345	B	Reinforced Concrete	991778	2203950	0
0010150000001	F1	1	4354	8344	C	Masonry Bearing		5609990	0
0010150000002	F1	1	4371	8353	D	Wood or Light Steel	417928	1904000	0
0010150000003	F1	1	4371	8353	D	Wood or Light Steel	85409	498300	0
0010150000016	F1	1	4371	8353	D	Wood or Light Steel	140533	785103	0
0010160000007	F1	1	4353	8344	C	Masonry Bearing		2353978	0
0010160000011	F1	1	4371	8597	C	Masonry Bearing	186933	937478	0
0010160000014	F1	1	4338	8345	B	Reinforced Concrete	85325	174133	0
0010170000001	F1	1	4371	8350	D	Wood or Light Steel	353691	1053906	0

Advanced... Cancel < Back Next > Finish

In the next screen click Finish.

Import Text Wizard

That's all the information the wizard needs to import your data.

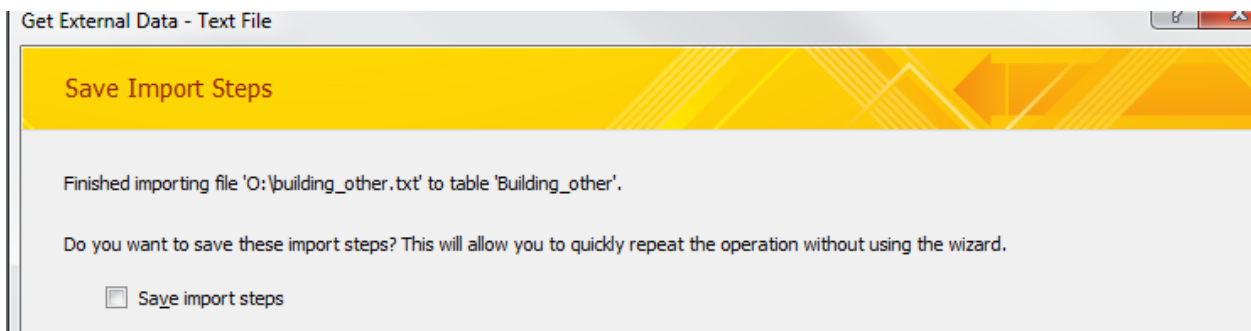


Import to Table:
Building_other

I would like a wizard to analyze my table after importing the data.

Advanced... Cancel < Back Next > Finish

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. Then Click the Close button.



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.hcad.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/>