

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 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 |.

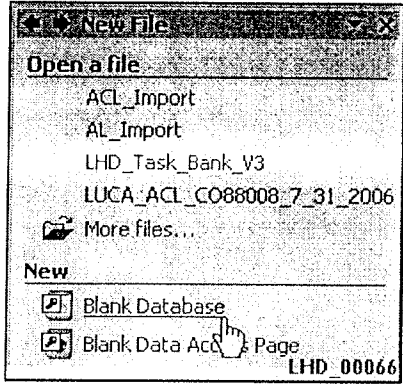
Note: The pipe symbol is usually located on the same key as with the backslash symbol, but may be found elsewhere on the keyboard.



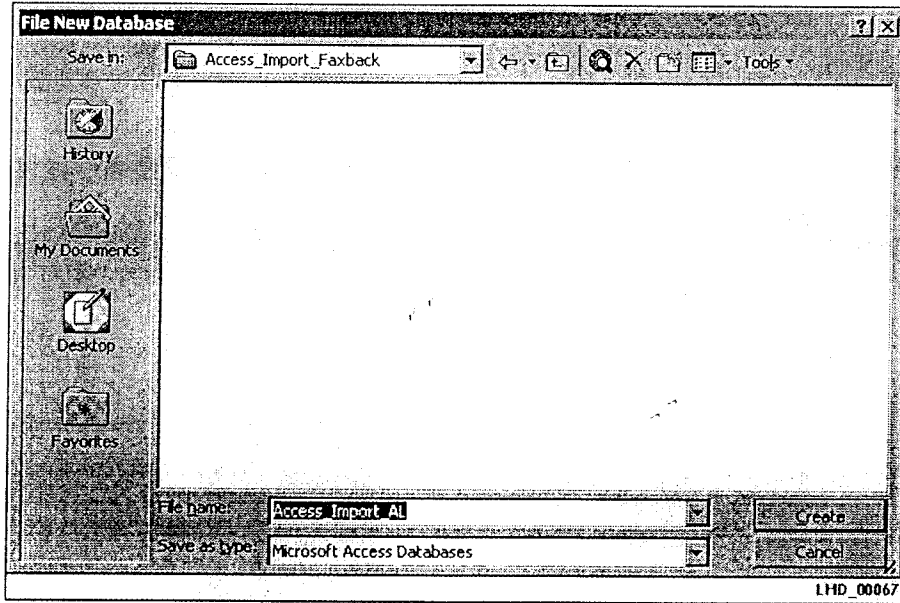
5. Click **OK** to close the **Customize Regional Options** window.
6. Click **OK** to close the **Regional and Language Options** window.

Convert Predefined ASCII Local Address Files into MS Access 2002

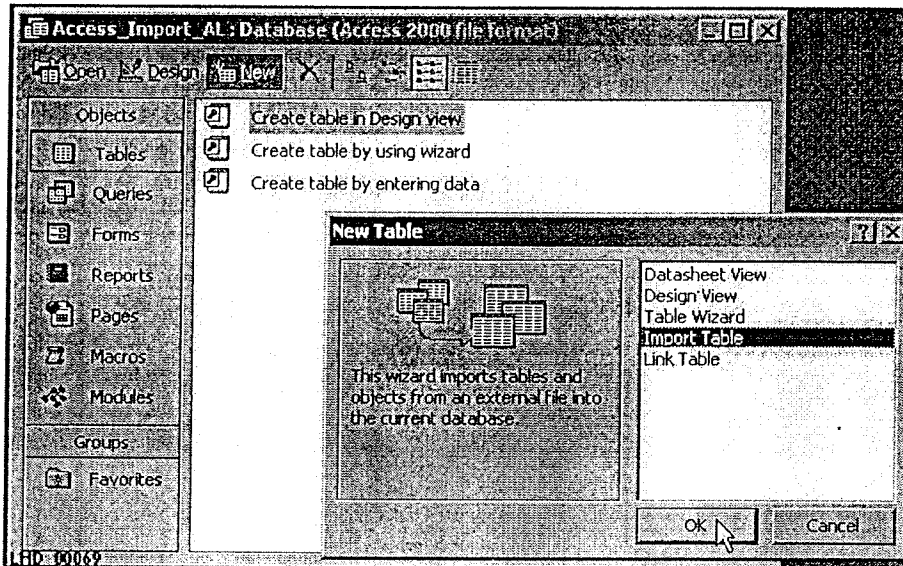
7. Open **MS Access 2002**.
8. Open a blank MS Access Database. Select **Blank Database** from the task pane on the right side of your **MS Access** window. If the task pane does not display, click the **File** dropdown on the program's menu bar at the top of the program window, select **New** and then select **Blank Database**.



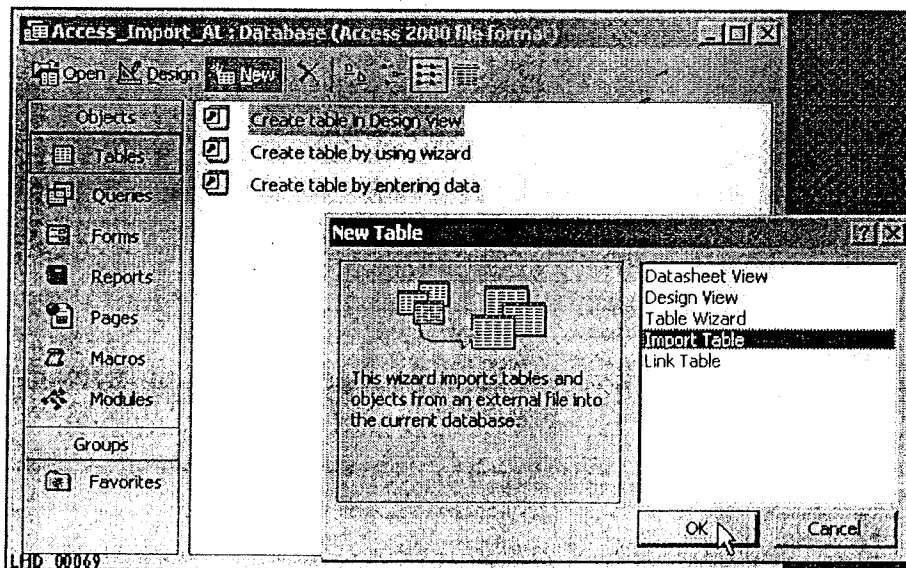
9. In the **File New Database** window navigate to the directory where you want to create your database.
10. Type a name for the database at the **File name:** drop-down box.
11. Click **Create**.



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. The **New Table** window opens; select the **Import Table** option.
13. Click **OK**.

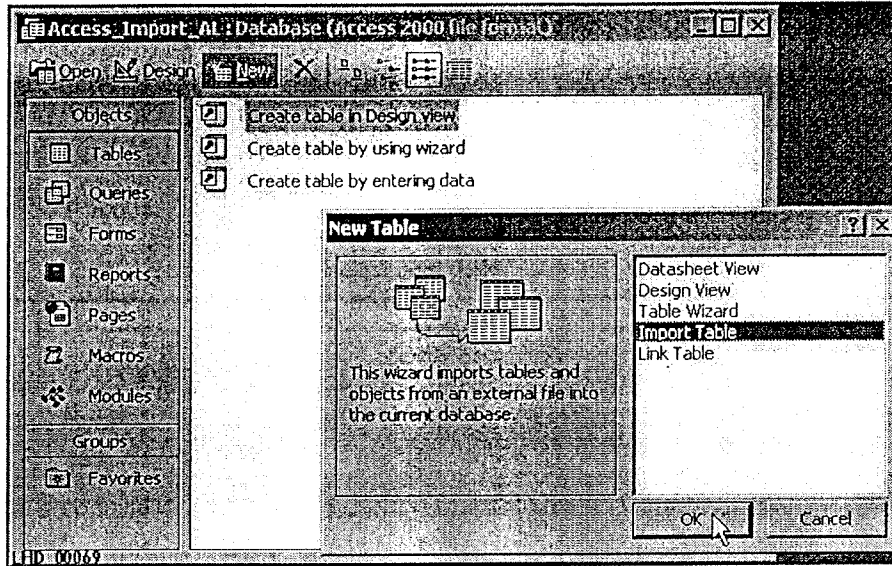


14. In the **Import** window, navigate to the directory containing the address list file and select the document you want to import. Verify that the **Files of type:** dropdown list is set to **Text Files**.
15. Click **Import**.



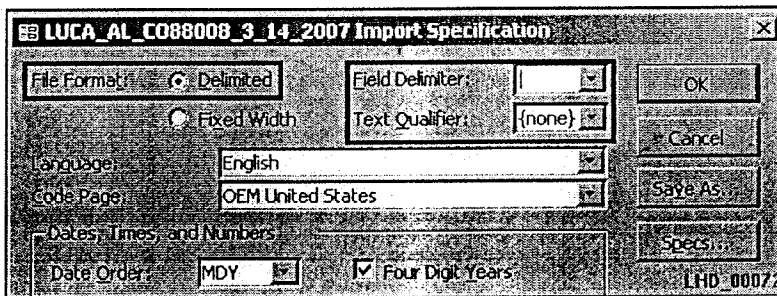
16. In the **Import Text Wizard** window select **Delimited**.

17. Click the **Advanced...** button.



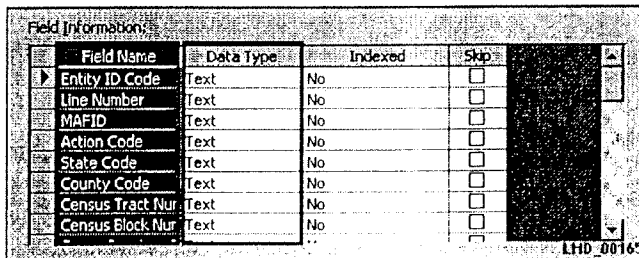
18. In the <filename>**Import Specification** window set the **File Format** to **Delimited**.

19. Insert the pipe symbol | in the **Field Delimiter** dropdown and set the **Text Qualifier** to {none}.



20. In the **Field Information** section change the **Field Name** to match the predefined field names.

21. In the **Field Information** section change the **Data Type** for each field to **Text**.



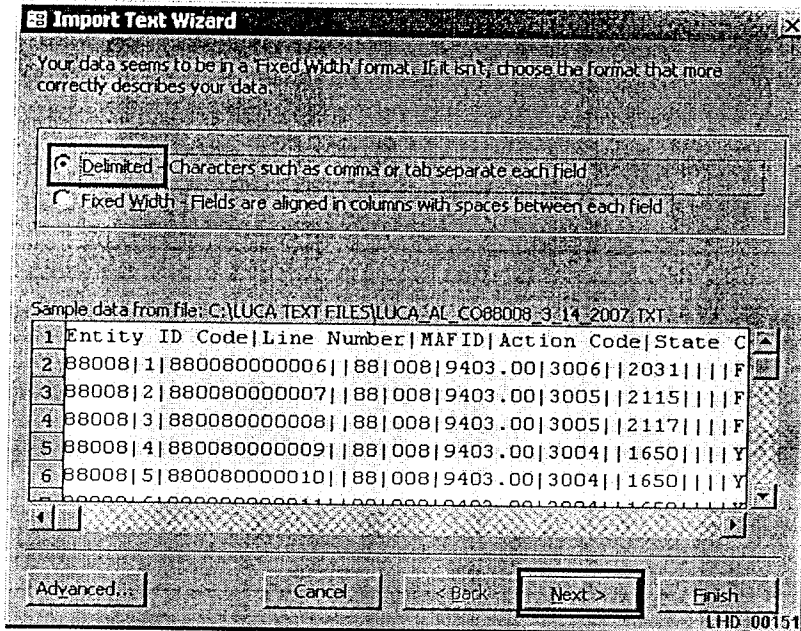
Address List Field Names

1. Entity ID Code
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 Name Suffix Qualifier
18. Location Description or GQ Name
19. Apartment/Unit Number
20. City-Style Mailing ZIP Code
21. Non City-Style Mail Delivery Address
22. Non City-Style Mailing ZIP Code
23. Structure Point
24. Structure Latitude
25. Structure Longitude
26. City-Style Address Flag

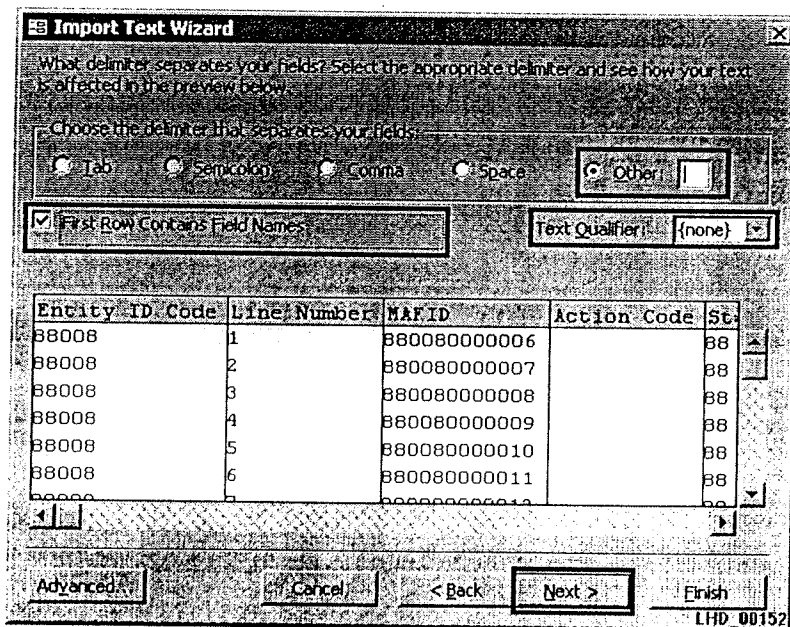
Address Count List Field Name

1. Entity ID Code
 2. State Code
 3. County Code
 4. Census Tract and Suffix
 5. Census Block and Suffix
 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
-

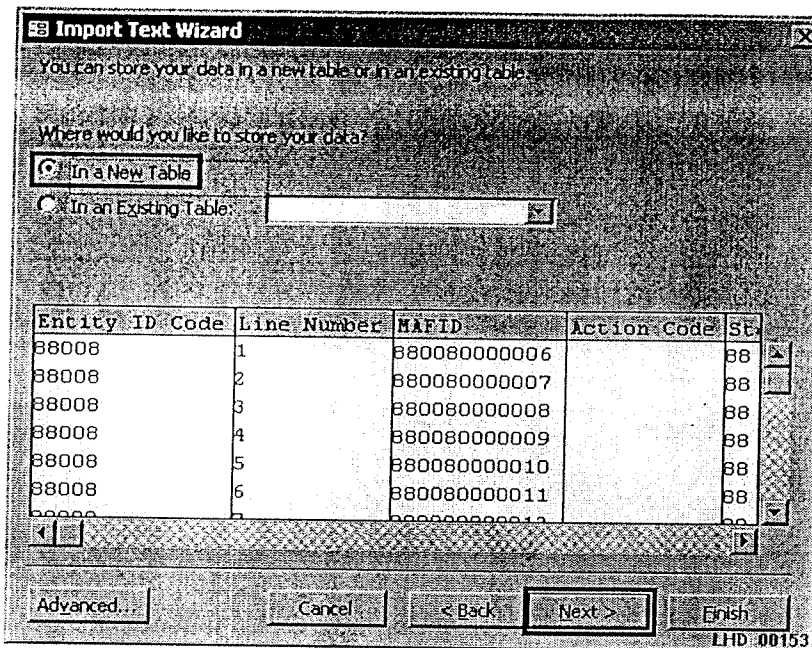
22. Click **OK** to return to the Import Wizard window.
23. In the **Import Text Wizard** window, verify that the **Delimited** option is selected and then click **Next**.



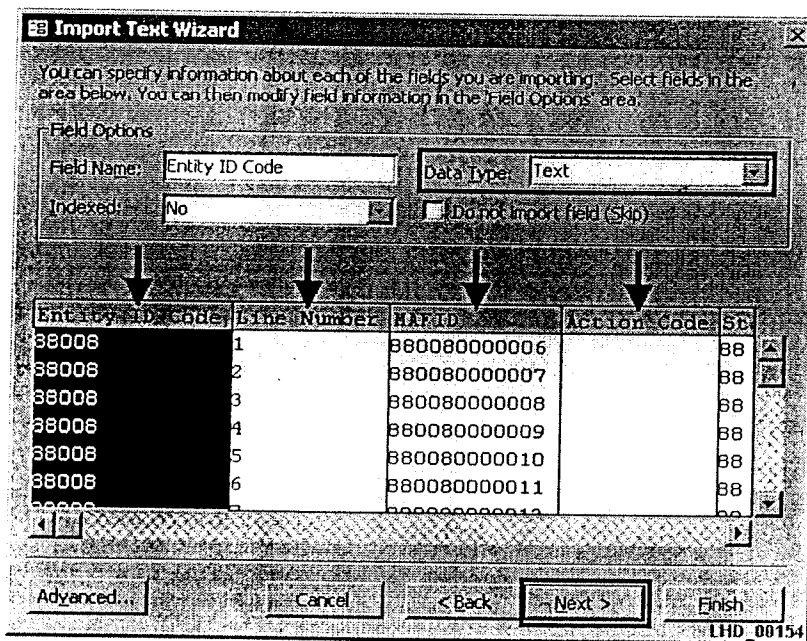
24. In the **Import Text Wizard** window verify that the delimiter type is set to **Other** and that the pipe symbol is specified. The **Text Qualifier** should be set to **{none}**, and the **First Row Contains Field Names** box should be checked.
25. Click **Next**.



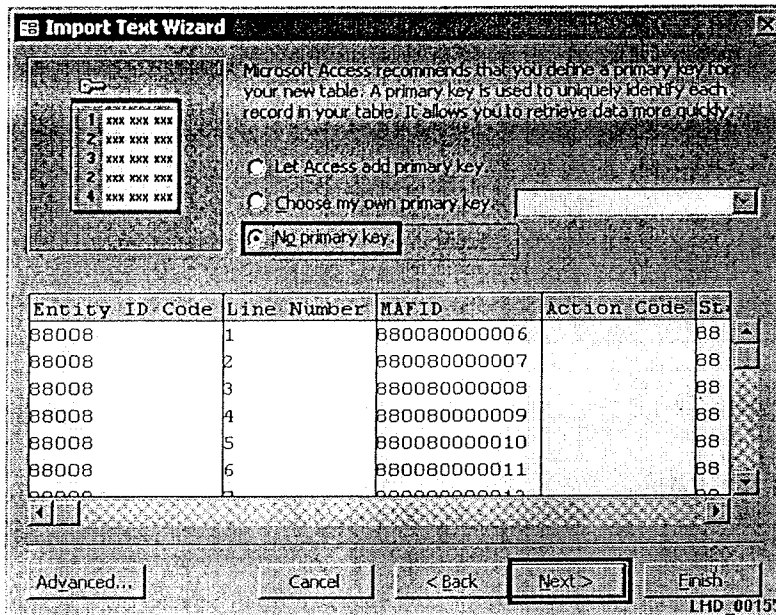
26. In the Import Text Wizard window, select **In a New Table** and click **Next**.



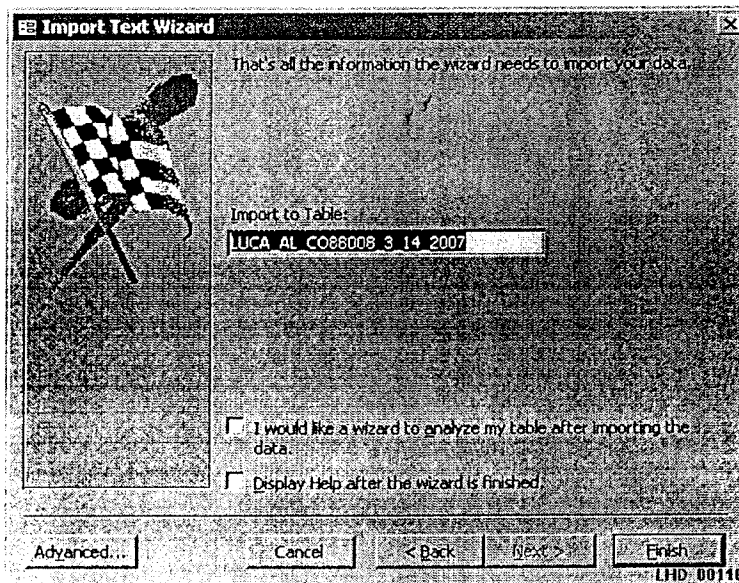
27. In the Import Text Wizard window, verify that **Data Type:** is set to **Text** and the column names are correct. Click **Next**.



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



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



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

