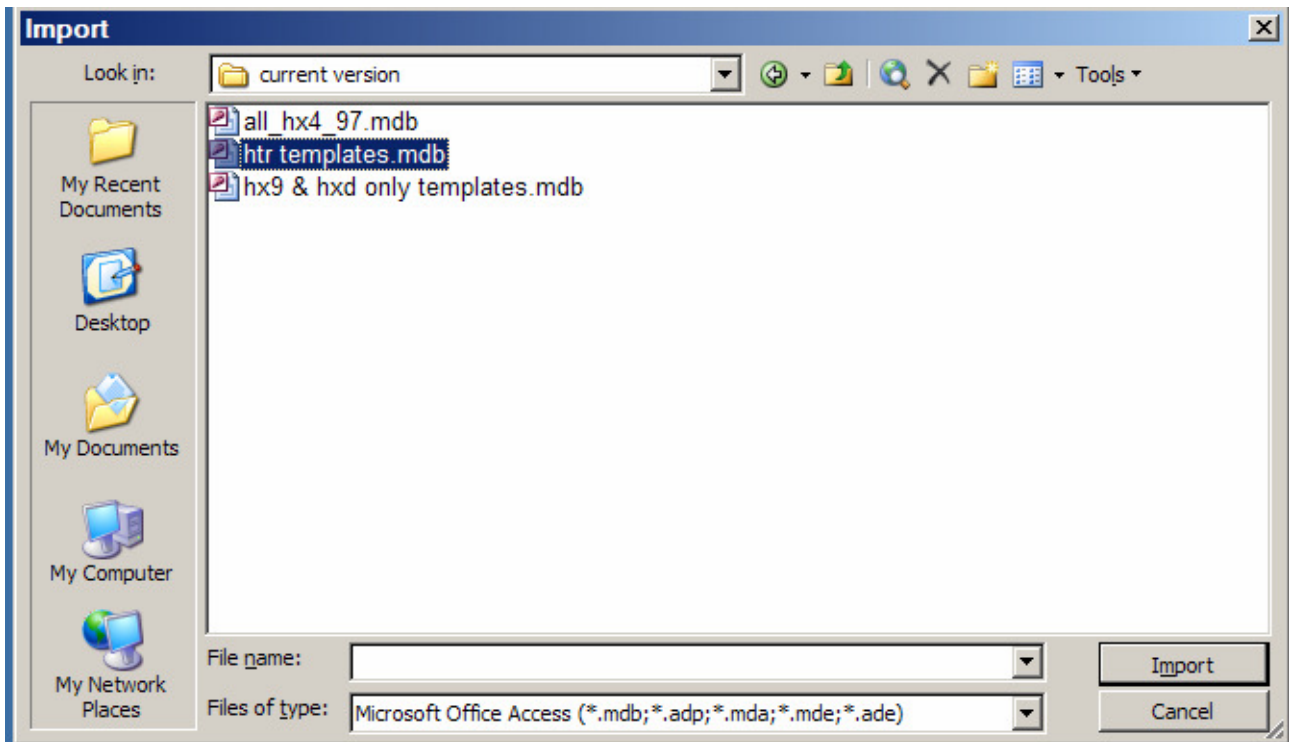
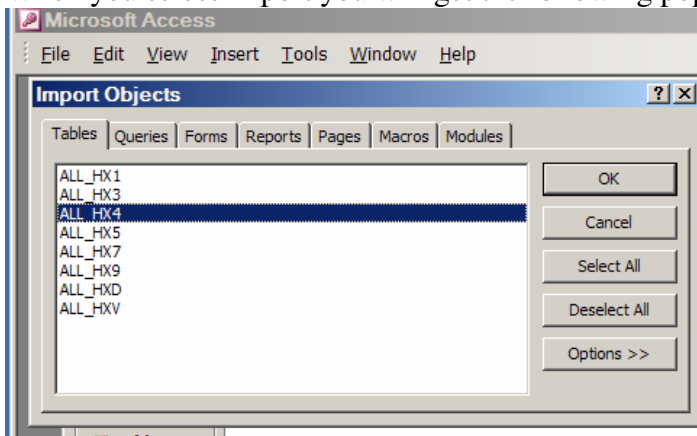


How to get the access file specifications into your mdb

Step 1. Use the import wizard to select the htr template mdb. This will be in the folder that you downloaded it to from the website

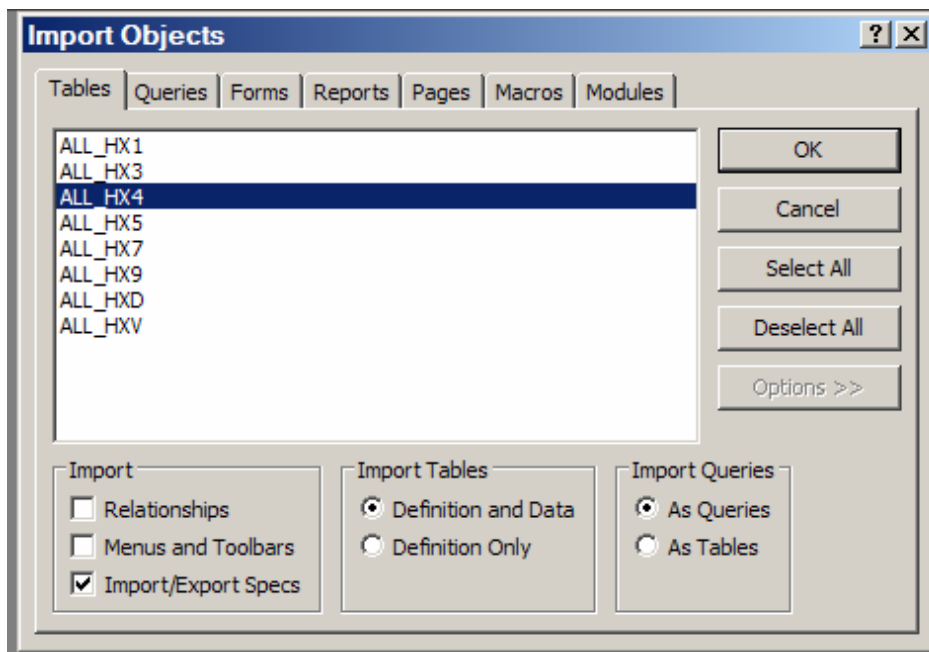


When you select import you will get the following pop up



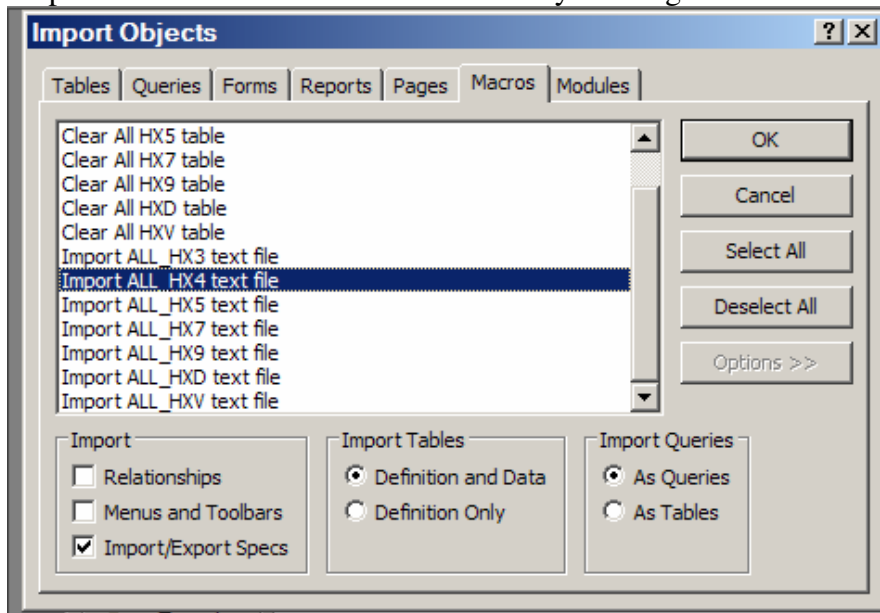
Highlight the table you want to import. You can highlight multiple tables.

Step 2. **IMPORTANT** next click on the options button in the lower right corner of this box



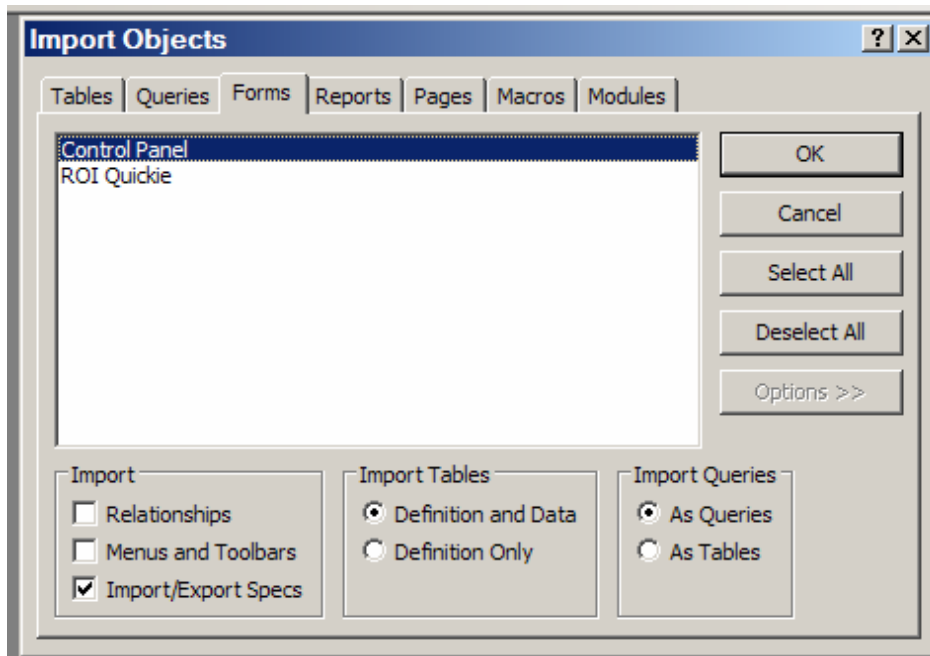
After you click on options put a check mark in “import/export specs.
This will import the access file specifications into access

Step 3. Next select the Macros tab above by clicking on it



You can highlight as many of these macros as you want.

Step 4. If you want the access menu in your DB then highlight the forms tab next



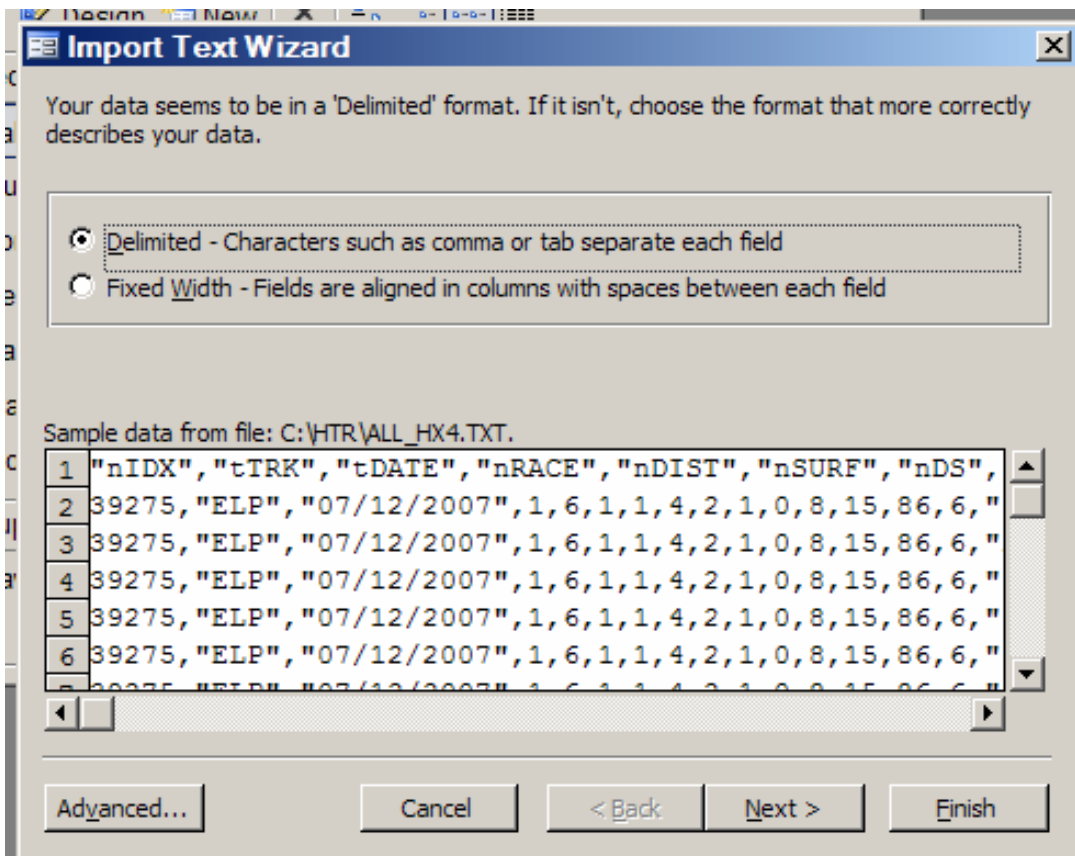
Highlight the control panel.

When you are all done highlighting thing you want in our db then click on OK. Access will import all of the things you highlighted and put them into your mdb.

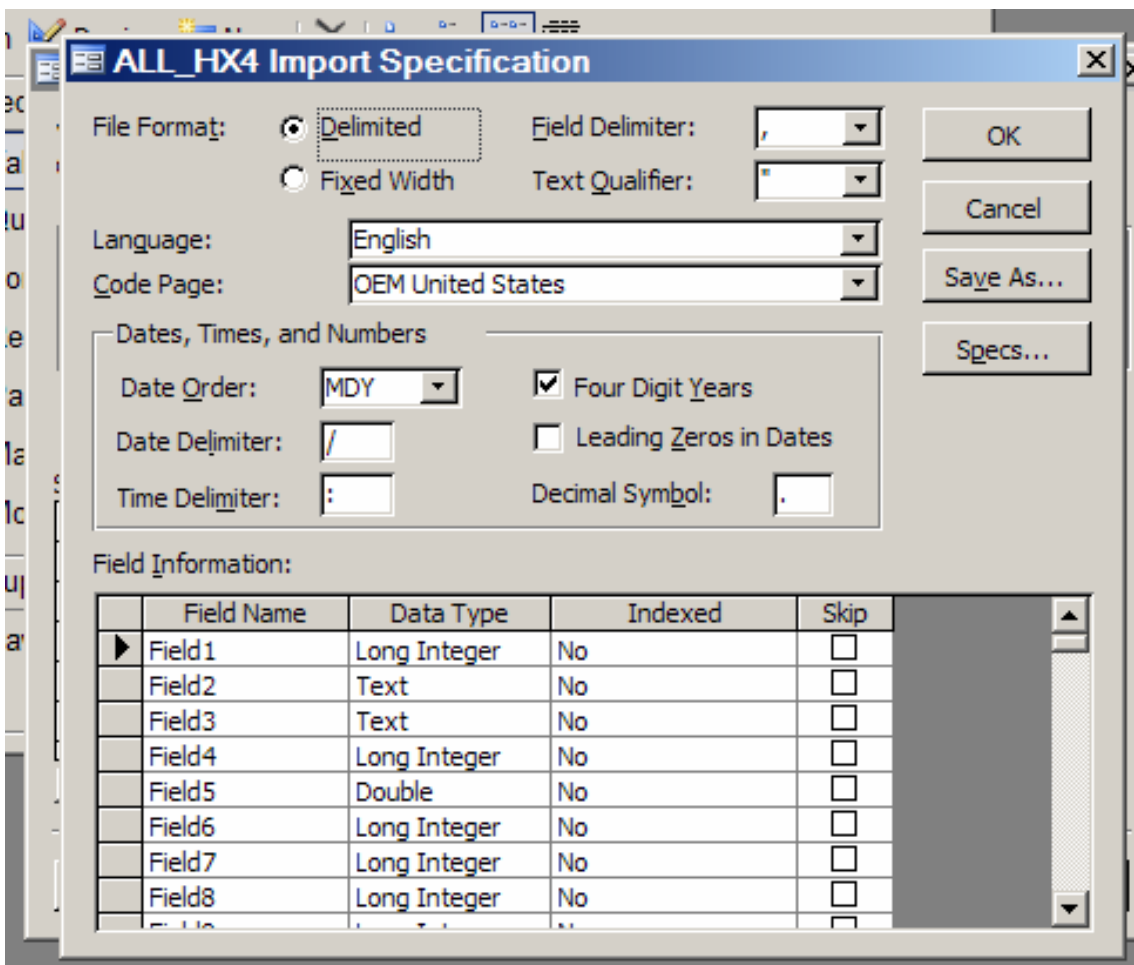
If you already have an all_hx4 table it will name the imported table all_hx41.

Sep 5. How to use the internal Access file specification

If you want to use the wizard follow these instructions (there is an easier way I'll explain later) Use the wizard in the normal manner to select an all_hx4.txt file to import into your mdb



IMPORTANT next click on advanced. You will get this screen.

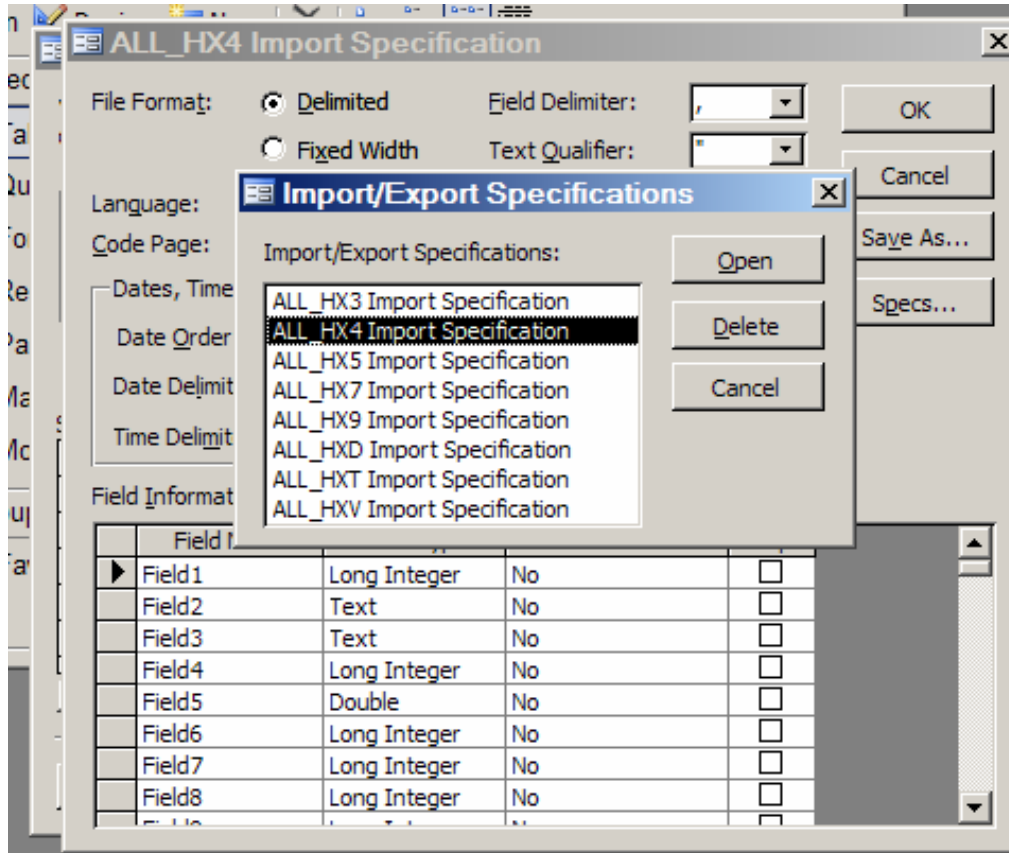


This is the import specification screen in access. You can only get to it by using the wizard and clicking on advanced.

This is how you control the data type of the data you are importing into your table on a daily basis.

Next click on the Specs button. You will get this pop up box. All of the Import Spec at now in your mdb because you imported them when you pick this option

In step 2.



Click on open and then click on OK. Now continue with the import in the normal manner. Access will use the All_hx4 Import Specification and will set all of the fields to the proper type.

If you do not do this some of your data fields will not have accurate data.

The easy way to import data

Import the hx4 macro as shown in step 4 above. When you want to import data just go the macro tab of you mdb and run the macro

“Import ALL_HX4 text file”. This will import the data with a single click.

Action Arguments	
Transfer Type	Import Delimited
Specification Name	ALL_HX4 Import Specification
Table Name	ALL_HX4
File Name	C:\htr\ALL_HX4.txt
Has Field Names	Yes
HTML Table Name	
Code Page	

The above is the design of this macro:

- It uses the import file specification

- It puts the data in an all_hx4 table

- It imports the all_hx4.txt file from the c:\htr folder.

You can change the table name and folder to suit your situation.