Access can import tabular data (tables and lists) from text files if the data has been stored in a recognizable format. The most common formats are delimited and fixed width. In a delimited text file, each record ends in a carriage return, called a delimiter. If a field contains one of these special characters, the entire field must be enclosed in quotation marks.

✜ Click the **External Data Tab**.
✜ In the **Import Group**, click the **Text File** button (see illustration below).

✜ The **Get External Data-Text File** window will display (see illustration below).
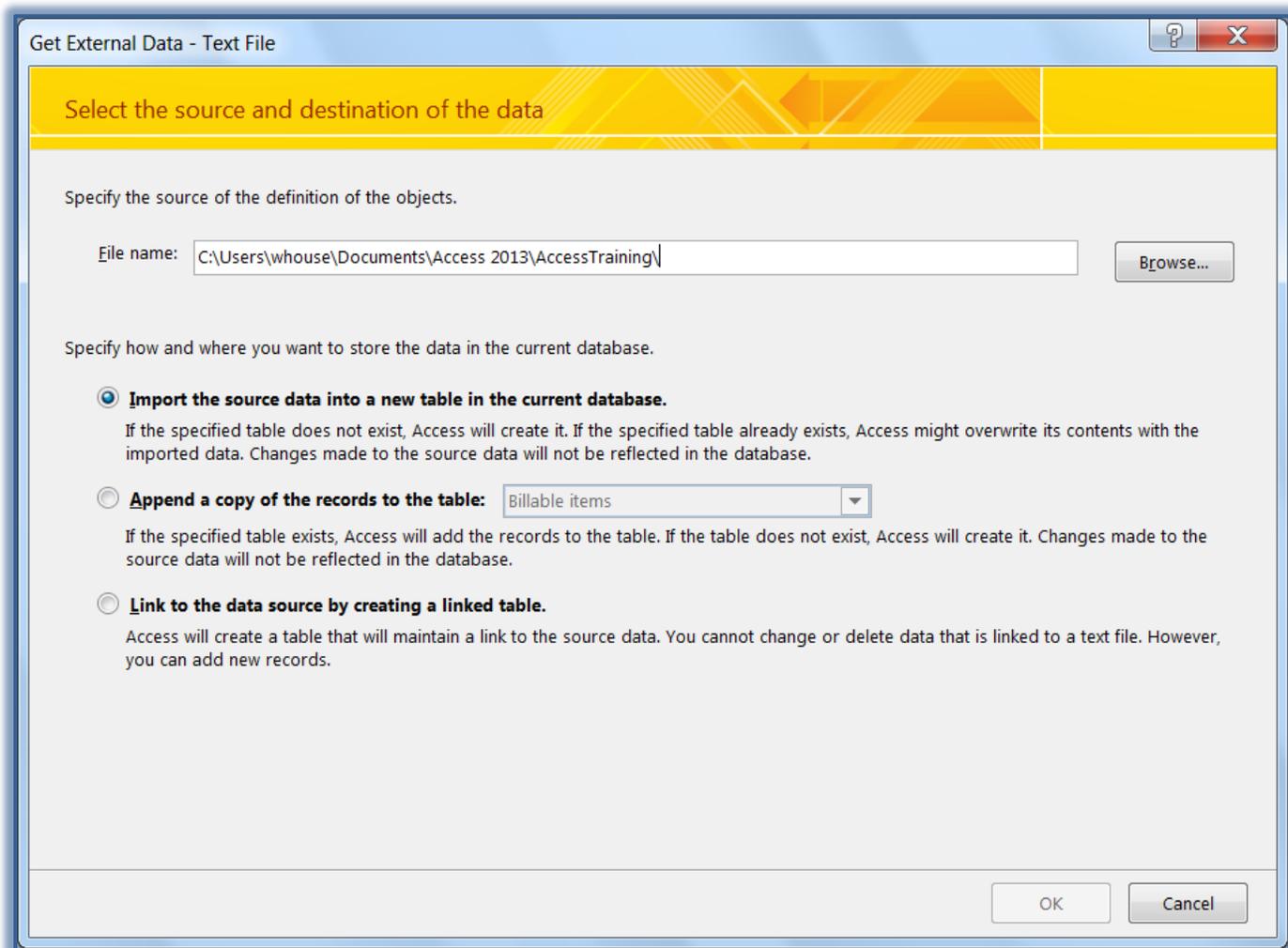
✜ Click the **Browse** button to locate the document that is to be imported.
✜ Select one of the options as shown in the illustration above.
✜ Click **OK** to open the **Import Text Wizard**.
  ✡ A comma will appear between each field.
  ✡ Access recognized that the selected file is delimited and has selected that option.

- ✡ The comma separates each field in the list.
- ✡ A return or enter separates each record.
- ✝ Click the **Advanced** button to display the default import specifications for this file.
- ✝ Click **Cancel** to close the **Import Specification** dialog box.
- ✝ Click **Next** to display the next page of the wizard.
  - ✡ The wizard breaks the file into fields, based on its assumption that items are separated by commas.
  - ✡ From the neat columns that are displayed, it is obvious that this assumption is accurate.
  - ✡ If this isn't correct, select one of the delimiters in the list under **Choose the delimiter that separates your fields**.
- ✝ Click the check box for the option **First Row Contains Field Names**.
- ✝ Click **Next** to move to the next dialog box.
- ✝ Accept all the defaults in this dialog box and click **Next**.
- ✝ There are three options in this dialog box. They are:
  - ✡ **Let Access add primary key** – With this option, Access will set the primary key. An AutoNumber will be used for the field type.
  - ✡ **Choose my own primary key** – This option will allow you to choose which field in the table will be used for the primary key.
  - ✡ **No primary key** – The table will not contain a primary key. Even though it is possible not to have a primary key, this is not a recommended option.
- ✝ Choose one of the options from the list.
- ✝ If the option **Choose my own primary key** was selected, choose a field from the list that contains a unique number or other unique entry, such as an ID number.
- ✝ Click **Next** to move to the last dialog box in the wizard.
- ✝ If you want a wizard to analyze the data after importing the data, click that check box.
- ✝ Accept the default name for the table or input a new name and then click **Finish**.
- ✝ A message will appear saying the table has been imported into the database.
- ✝ Click **OK** to exit this dialog box.
- ✝ The table should appear in the database.