**GIS Instructions: Import Excel Table into MS Access and Export as DBF** *v1, Feb 2010*
(with special thanks to Mr. John Whitford of New Jersey City University)

<u>Discussion</u> – With the introduction of MS Office 2007, Microsoft removed the capability of MS Excel to "Save As" DBF. These instructions provide a workaround with MS Access.

Step 1 - Create Input Address Table in Excel

- Open MS Excel, create column headers, and input the following information.
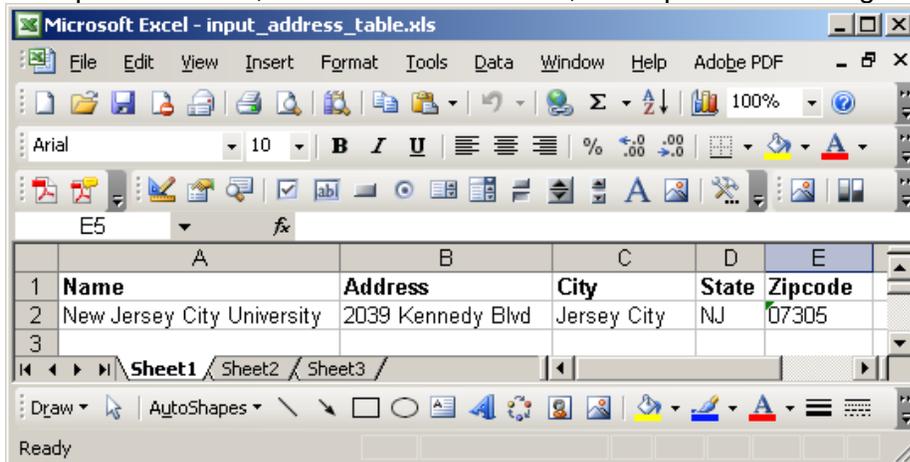
Don't forget to format the zipcode column as Text, or it may not geocode properly

- Scroll to your folder, **File** > **Save As** > **Input_Address_Table**. Close Excel.
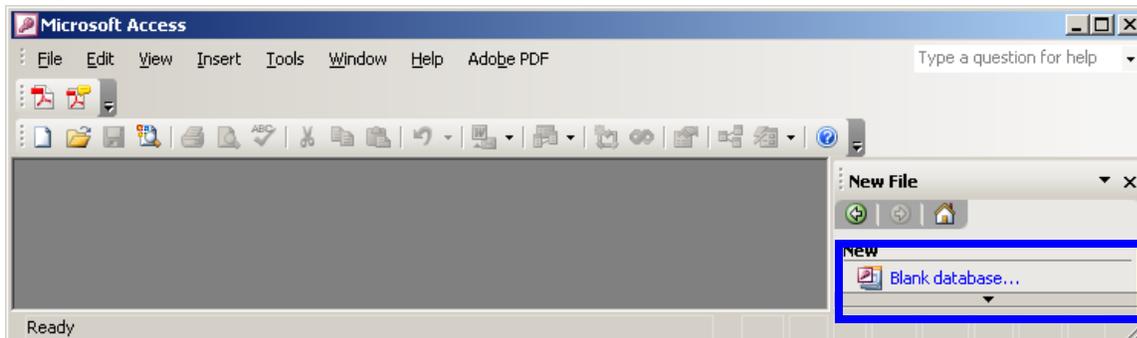
Step 2 - Import Input Address Table into MS Access

<u>Discussion</u> – You must create a new, blank database before you import Excel data

- From your computer's main screen, select **Start** > **All programs** >**Microsoft Office** > **Microsoft Access**. The following blank Access screen should appear:
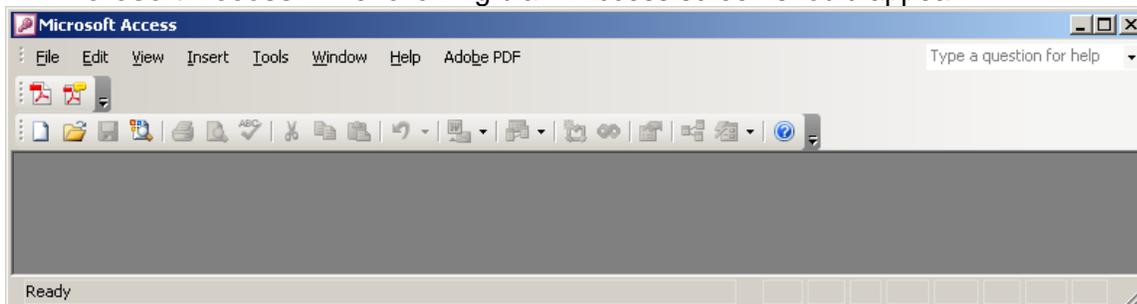
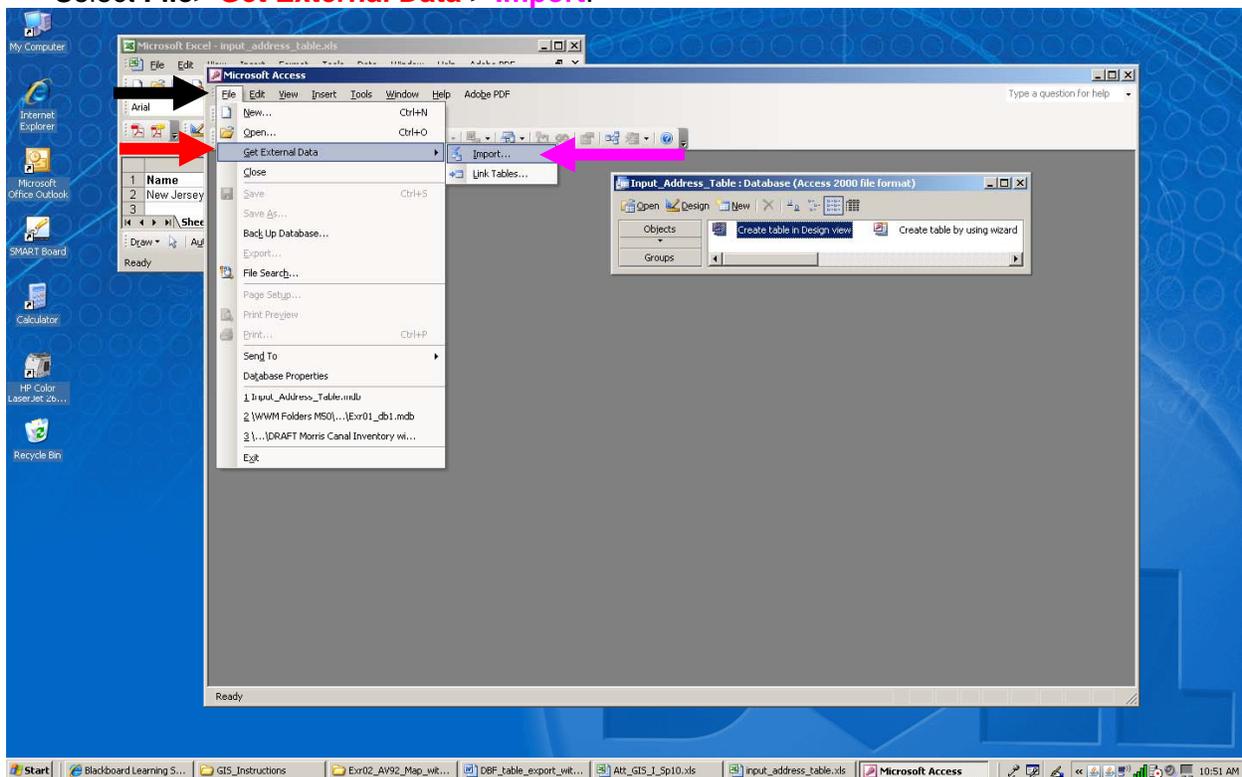- Select **File**> **New**. Select **Blank database**:

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- A **File New Database** window appears. Use the **dropdown menu button** to browse to your GIS folder, save the new database as **Input_Address_table.mdb**, click **Create**.
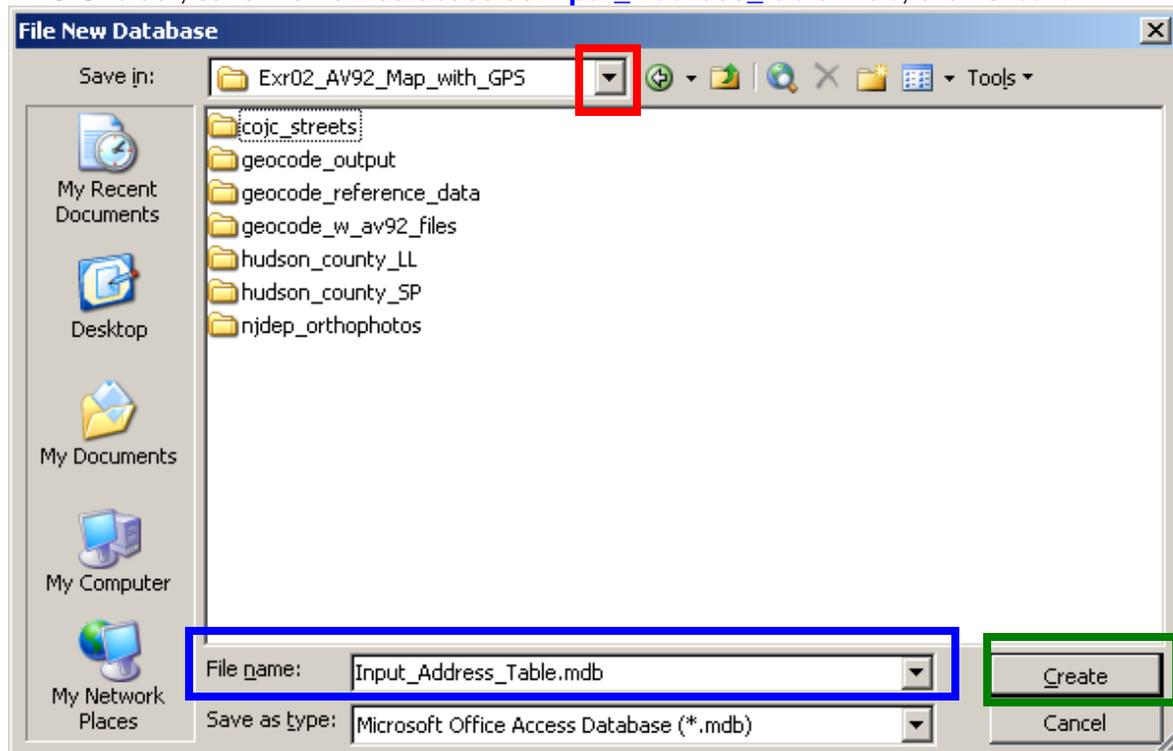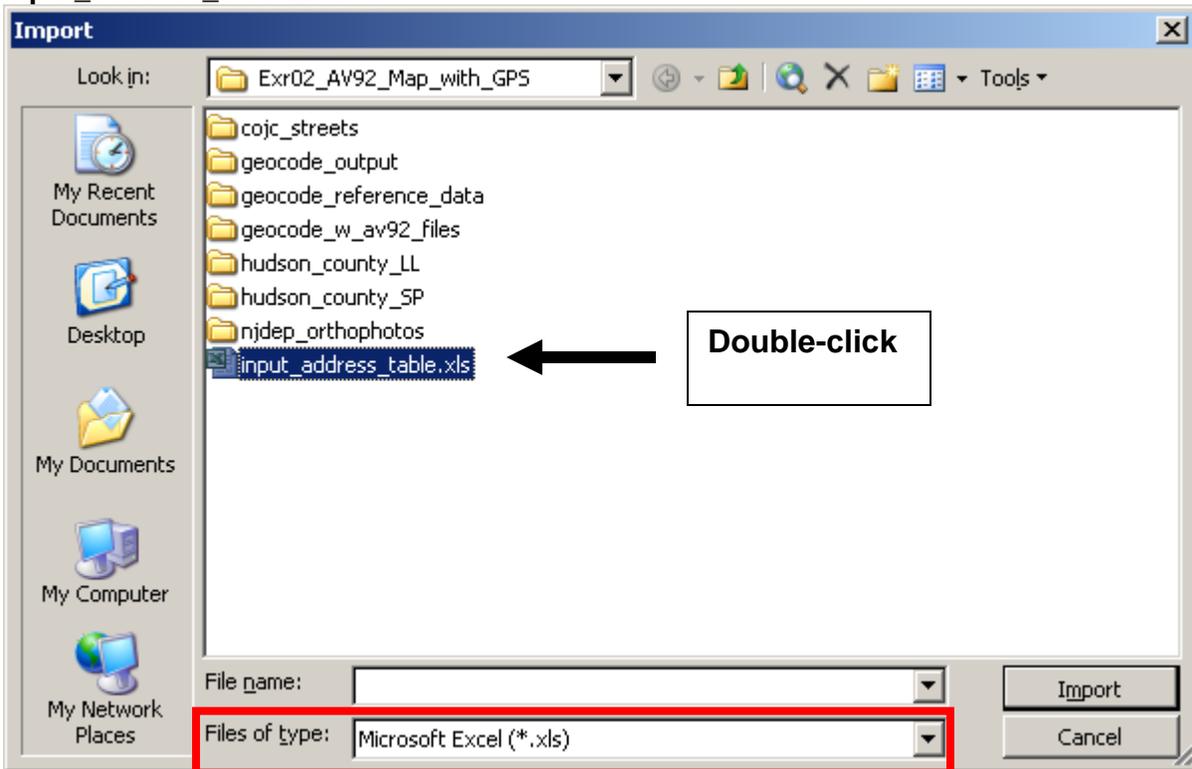

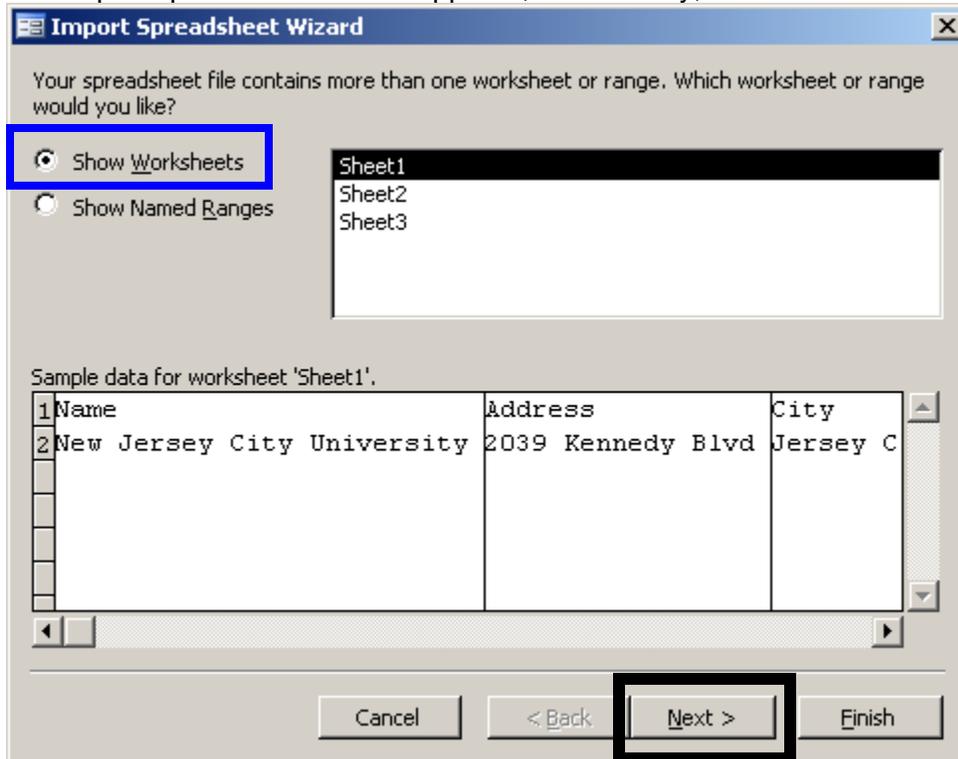The new Input_Address_Table now appears in MS Access.

- Select **File**> **Get External Data** > **Import**.

An Import window will appear. Change **Files of Type** to **Microsoft Excel**, then dbl-click on **input_address_table.xls**:

The Import spreadsheet wizard appears; if necessary, select **Show Worksheets**; press **Next**:

The next window appears, asking if it can use your column headings as field names (aka "column headings"); **checkmark the box** and press **Next**:

Another window appears asking where you want to store data; select **new table**; press **Next**:

Another window appears asking if you want to modify field information; press **Next**:

Another window appears asking about Primary Keys. A primary key is not necessary here, but it is OK if you **let Access add a Primary Key field (ID)** for you; press **Next**:
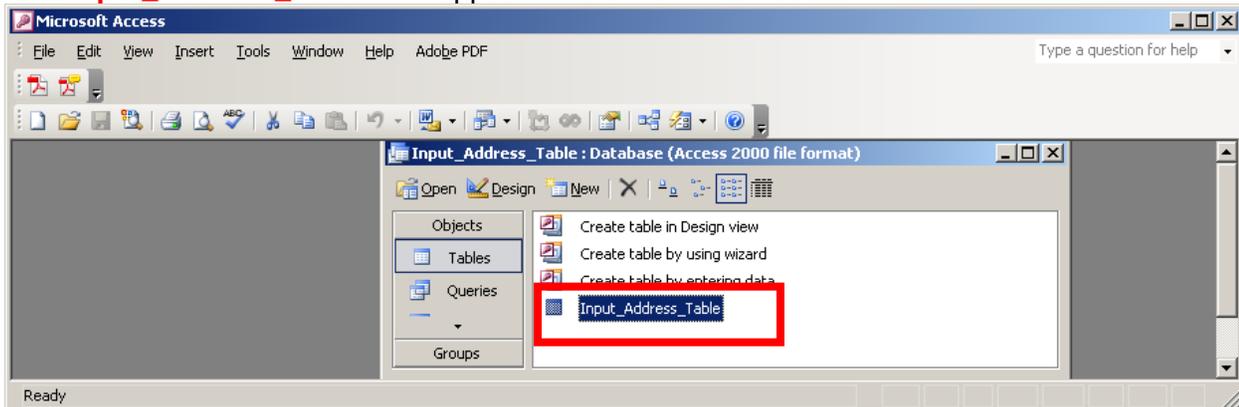
In the final window that appears in this wizard, re-name the Table that you will import the data into from Sheet1 to **Input_Address_Table**; press **Finish**.
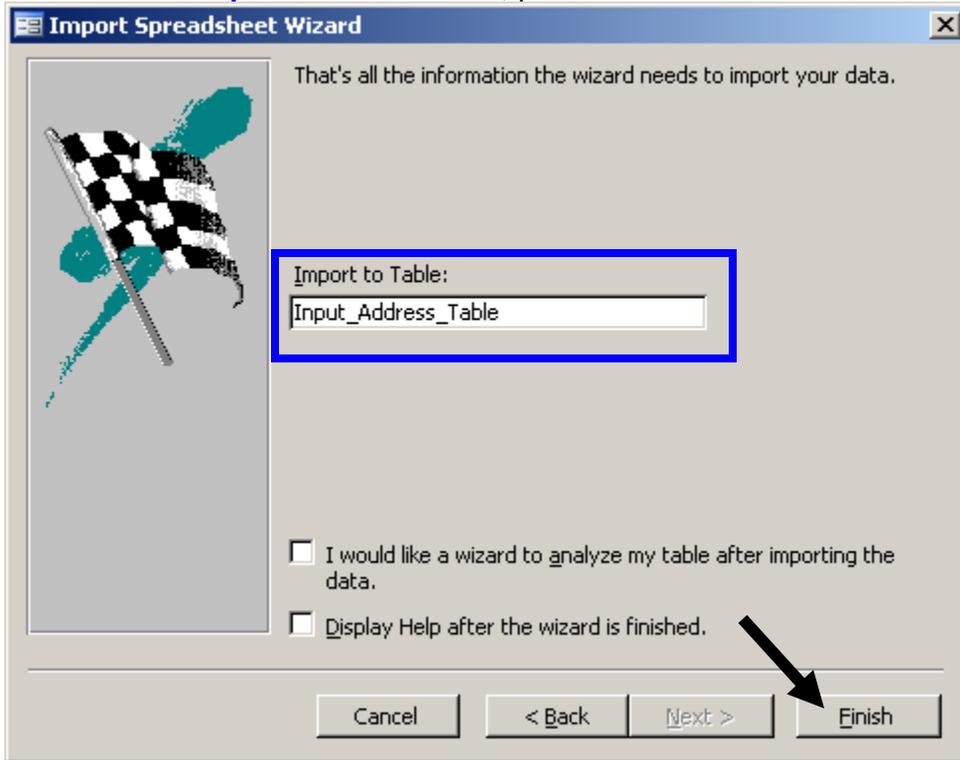
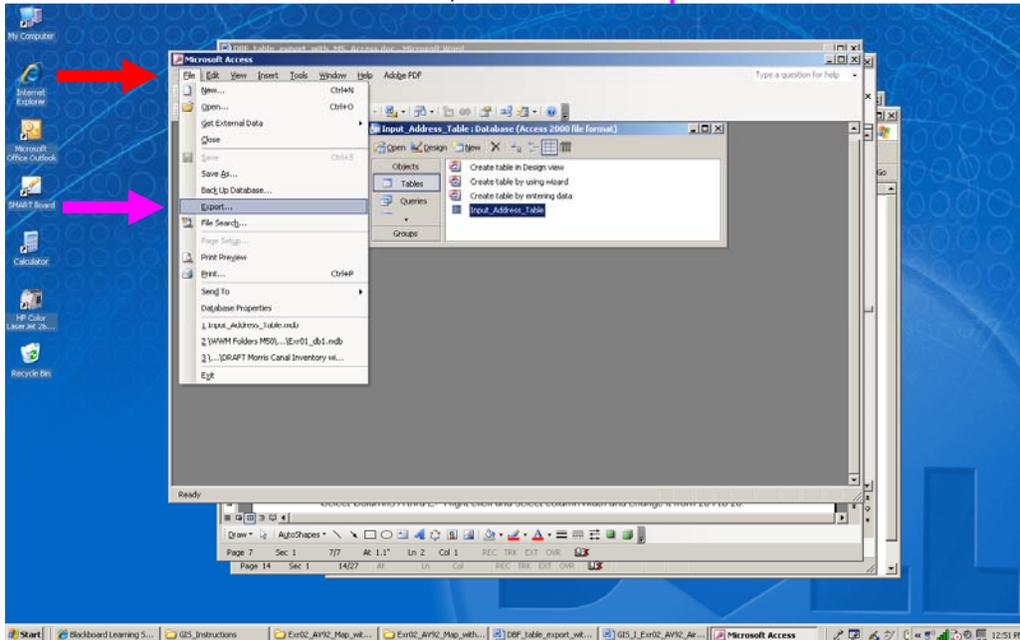You should see a window confirming that the Import operation was successful; press **OK**:

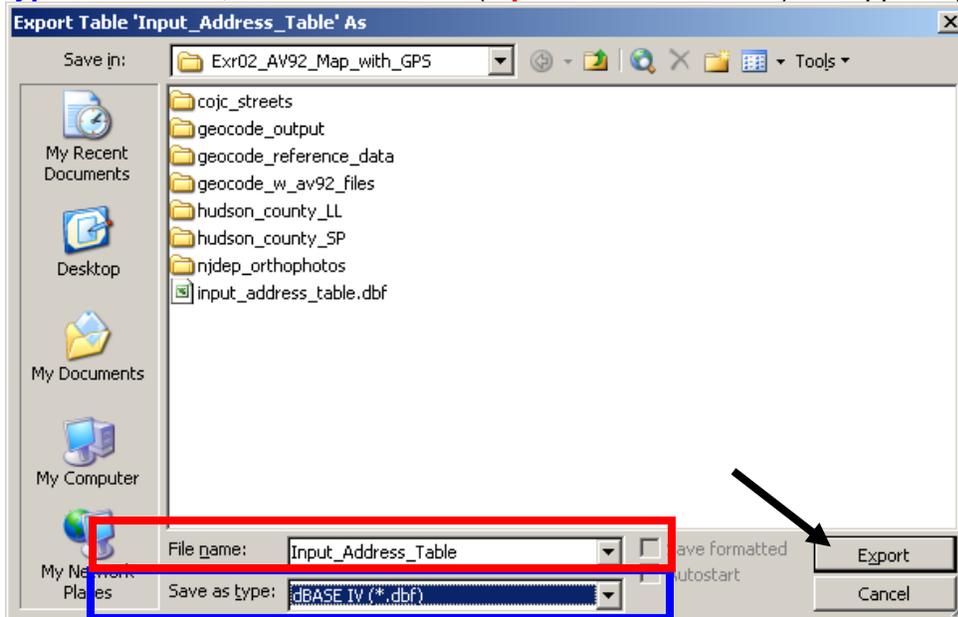The **Input_Address_Table** now appears in the main MS Access window:

*Step 3 – Export the Input_Address_Table as a DBF file*
- From the main Access window, select **File** > **Export**:

An "Export Table.." window appears (below). Scroll to your GIS folder. Change the **Save as type** to **dBaseIV;** the new file name (**Input_Address_Table**) will appear; press **Export**:
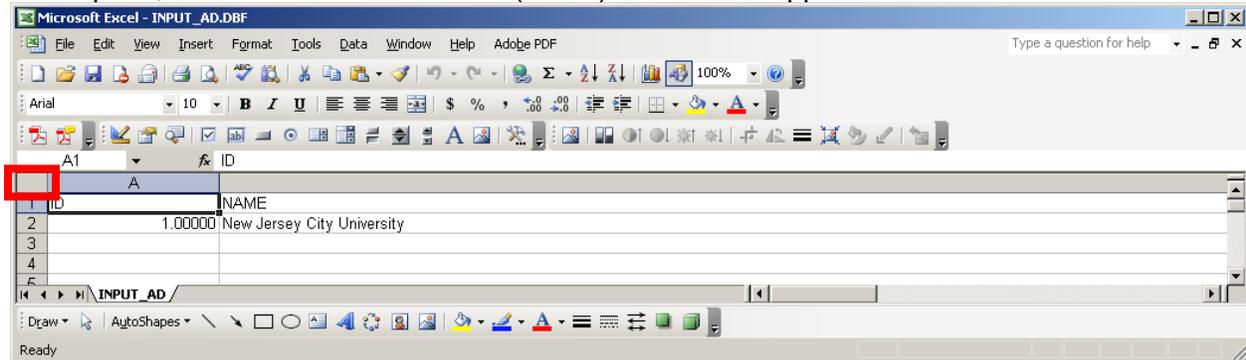

NOTE: MS Access is still DOS 8.3 compliant; it may only save the **FIRST 8 Characters** of the file name. In my case, **Input_Address_Table** appeared in my GIS folder as **INPUT_AD.DBF**:
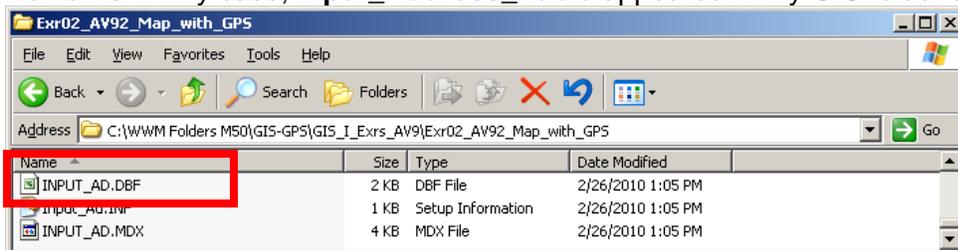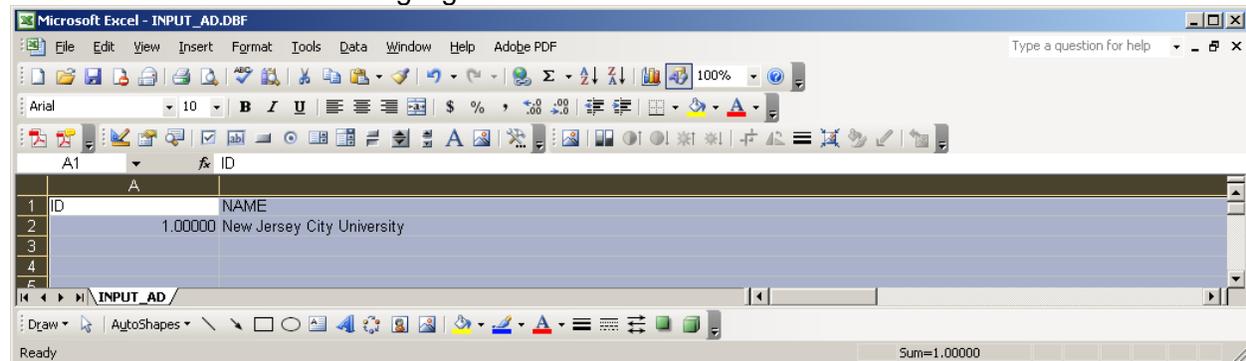
Step 4 – Confirm successful export in DBF format

- From your GIS folder, rt-click on **Input_Ad.DBF** > **Open with** > MS Excel. When the DBF opens, the columns are a HUGE (below). Select the uppermost **LH small box**:
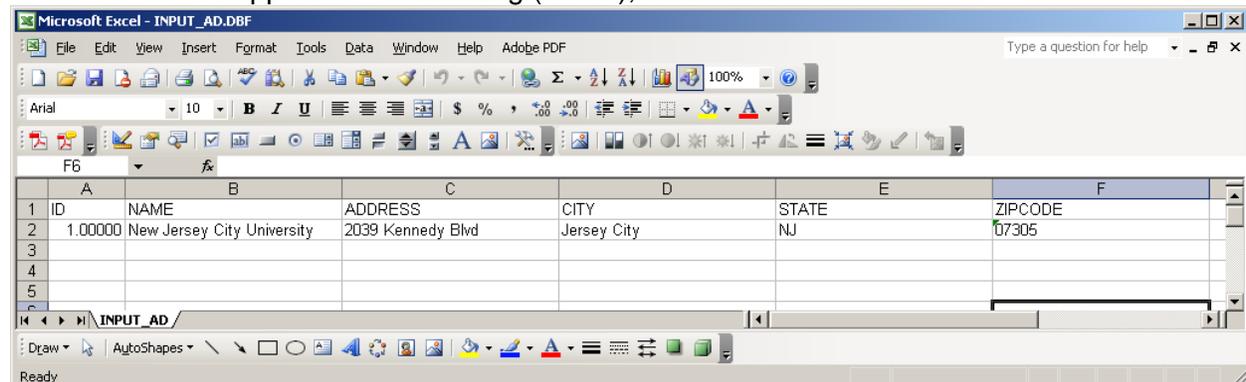

All columns should become highlighted:

- Select **Format** > **Columns** > **Width**; type **25**; press **OK**.

The table should appear normal-looking (below); confirm that all values and formats are OK:

The DBF table is now ready to be used in your GIS application. If you have trouble or further questions, both MS Access Help and the Microsoft website are very good resources.