

14.4: Import and Export Options

Learning Objectives

- Differentiate among import and export options
- Import external data
- Export data

Access provides several options that support exchanging data with external sources.

- **Linking.** Using this option entails creating a permanent connection to the external source. The data stays in the source location. The location cannot be moved without modifying the link or else Access will not be able to find it.
- **Importing.** This method physically moves data from the outside source into the current Access database. The data is then converted to an Access data type, stored in an Access table, and remains in Access from that point on.
- **Exporting.** Exporting copies data from an Access table into either a text file or some other format that is readable by the destination application.

Practice Question

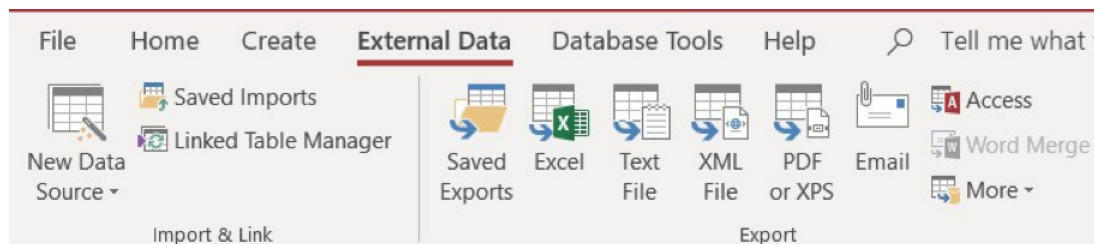
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Importing External Data

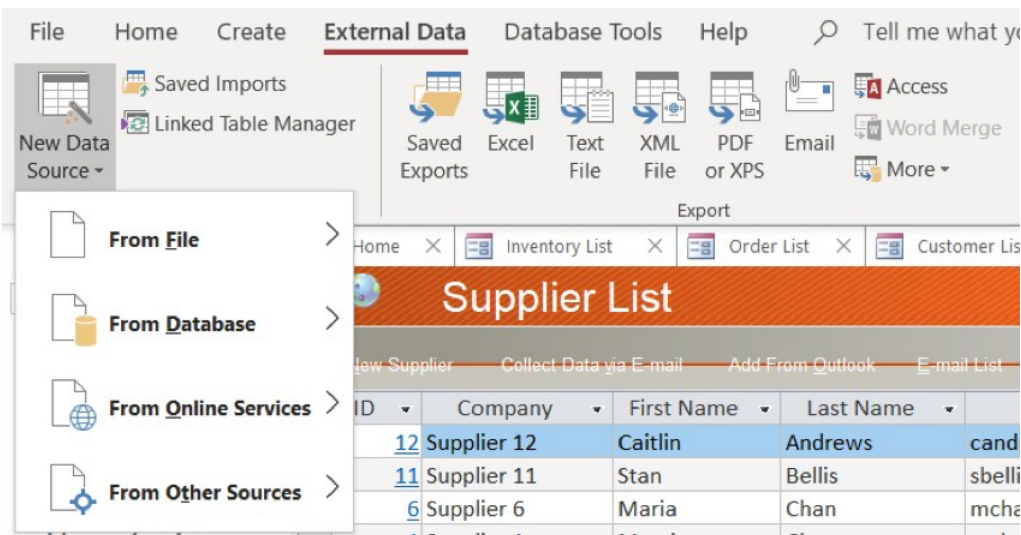
Remember that importing external data makes a copy of the data within Access and does not affect the data in the external source. After the import, no connection remains between the current database and the external source.

One of the keys to a viable business system is the ease in which it can work with other applications and data sources. In this regard, Access is unmatched.

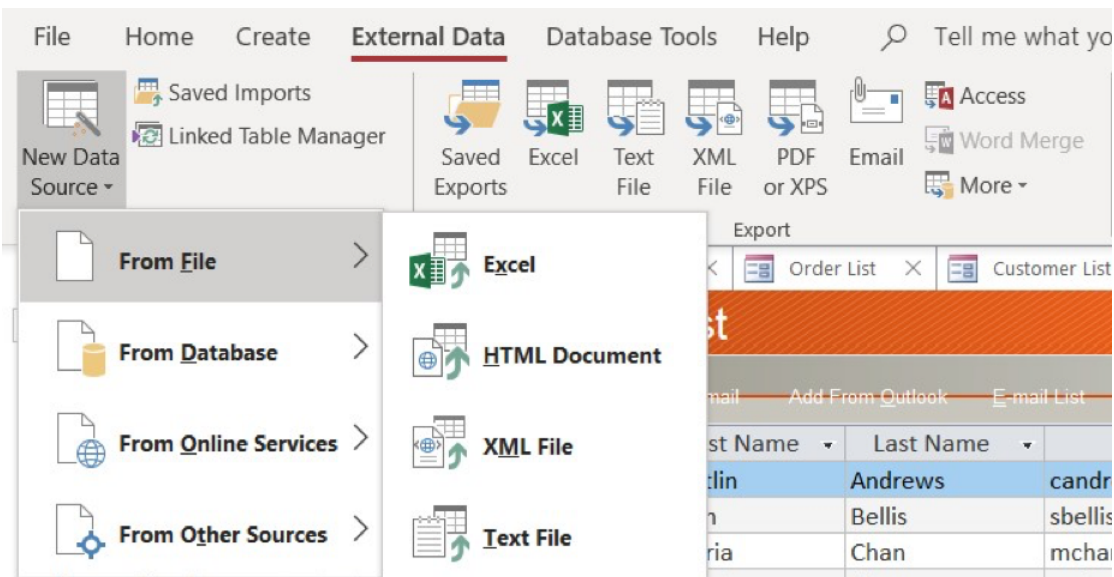
Access provides two groups of data sources as seen in the example below: “Import & Link” and “Export.” Within “Import & Link” we have “New Data Source,” “Saved Imports,” and “Linked Table Manager.”



Selecting “New Data Source” opens a drop-down which exposes 4 options: “From File,” “From Database,” “From Online Services,” and “From Other Sources,” as seen below.



Choosing “From File” reveals “Excel,” “HTML Document,” “XML File,” and “Text File” as data formats. “From Database” reveals 4 database formats “Access,” “From SQL Server,” “From Azure Database,” “dBase File.” “From Online Services” represents “SharePoint List” and “Data Services” and “From Other Sources” yields “ODBC Database” and “Outlook Folder.”



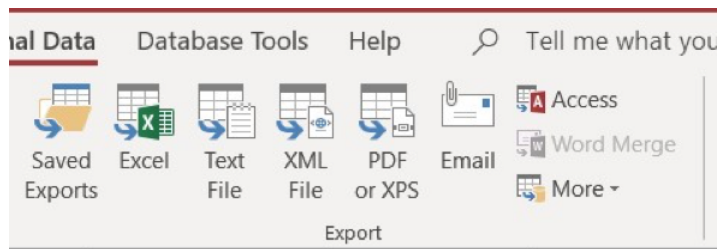
It is obvious that Access has rich capabilities by virtue of its many options in which to process external data.

Practice Question

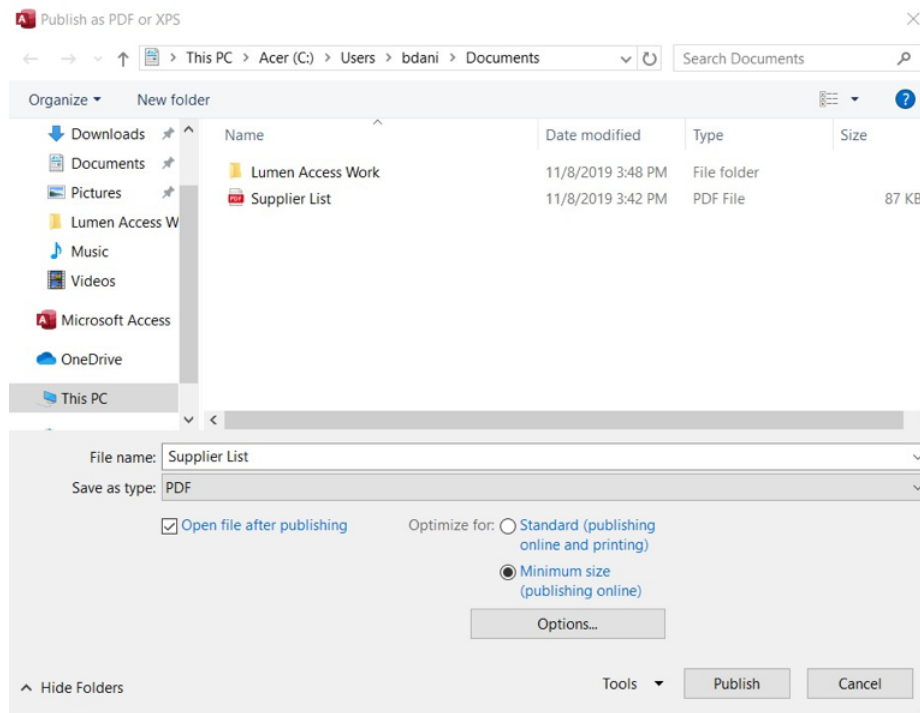
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Exporting Data

Exporting data from Access is a fairly straightforward operation. The “External Data” export group is shown below. As an example, to export the contents of the Supplier table in the current database as a .PDF file, select “PDF or XPS.”



Access then asks for a destination for the .PDF file.



Since most devices have an application that displays .PDF files, the exported data is populated in .PDF format as the example below.

Supplier List

11/8/2019

ID	Company	First Name	Last Name	E-mail Address	Business Phone	Job Title
12	Supplier 12	Caitlin	Andrews	candrews@supplier12.com	866-222-7890	Sales Director
11	Supplier 11	Stan	Bellis	sbellis@supplier 11.com	866-111-6789	Marketing Manage
6	Supplier 6	Maria	Chan	mchan@supplier6.com	800-999-0987	Marketing Assistan
1	Supplier 1	Marcia	Chapman	mchapman@supplier1.com	800-123-4567	Customer Service
8	Supplier 8	John	Goodenow	jgoodenow@supplier8.com	866-321-8765	Marketing Director
10	Supplier 10	Luis	Jones	ljones@supplier10.com	866-800-9999	Inside Sales
4	Supplier 4	Pasha	Khan	khanpash@supplier4.com	800-765-9900	Marketing Manage
9	Supplier 9	Demitri	Koenig	dkoenig@supplier9.com	800-413-7878	Sales Manager
5	Supplier 5	Amanda	Lee	leeamand@supplier5.com	866-542-3388	Sales Manager
2	Supplier 2	Leticia	Merriwether	lmerri@supplier2.com	800-222-5566	Sales Manager
7	Supplier 7	David	Rittler	ritdavid@supplier7.com	800-444-7654	Marketing Manage
3	Supplier 3	Mandy	Smith	msmith@supplier3.com	800-900-6543	Sales Representativ
Total		12				

Practice Question

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