

# Technology Tips

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## Question:

*I need to send someone a floppy disk with a selected group of names and addresses from a big Access 2000 database. The database is so big that it will not fit on a floppy disk and it contains a lot of information that this person does not need. Is there a way to extract just the names and addresses that this person needs and put them in an Access 2000 file small enough to fit on a floppy disk?*



## Answer:

Yes. We often take names and addresses out of a large database and put them in a small database that fits on a floppy disk. This is an easy way to give mailing label information to the bulk mailing folks at the CALS Conference Office in Madison or the University Center for Continuing Education in Milwaukee. You can also use this method to give mailing list information to another agency that has Access 2000. Here are the steps:

- 1 The first step is to create a query in the big database to select the people that you want in the mailing list. Open the Access 2000 database that contains the names and addresses that you want to extract. The main window for the database has two columns, "Objects" and "Name." Under Objects, click **Queries**. Across the top of the window are buttons labeled "Open," "Design" and "New." Click the **New** button.
- 2 In the **New Query** window, click **Simple Query Wizard** to highlight it and then click **OK**.
- 3 In the Simple Query Wizard window, click the down triangle next to the **Tables/Queries** box. In the drop-down list, click the table that contains the name and address information. In the **Available Fields** list, click to highlight each field that you want and click the > button to add the field to the **Selected Fields** list. Be sure to add all of the fields with name and address information. Also add any fields that contain information that you need to use as criteria for selecting the group of people you want to include in the mailing list. For example, if you have a field that identifies which people should be on this mailing list, be sure to include that field. When you are done selecting fields, click the **Next** button. In the next window, under the question "What title do you want for your query," **type a name** for the query. Click the radio button next to **Modify the Query Design**. Then click the **Finish** button.
- 4 Access will display the query design window. Find the field that has the information you need to select the group of people to include in the mailing list. In the **Criteria** cell for the field, enter the selection criteria. For example, let's say that you have a field called Newsletter and you have entered the letter N in this field for the people who should receive your newsletter. In the criteria cell, you would type N. The query will now select just the people with an N in the Newsletter field. To make sure that the query is selecting the right people, click **View** on the menu bar and then click **Datasheet View** in the drop-down menu. If the right people appear in the list, you can close the query. If not, click

- View on the menu bar and then click Design View. Modify the selection criteria so that you get the right group of people selected. When the query is working correctly, you can save and close the database.
- ⑤ The next step is to create a new, empty database. Click **File** on the menu bar and then click **New** in the drop-down menu. On the **General tab**, click the **Database** icon. Then click **OK**. Access will open a new window called File New Database. At the top of the window is a box labeled **Save In**. You can either save the new database to a folder on your hard drive or save it directly to a floppy disk. If you want to save it to a floppy disk, put an empty formatted disk into the floppy disk drive. Then click the down arrow next to the Save In box and click the **A drive**.
  - ⑥ At the bottom of the File New Database window is a box labeled **File Name**. Access will put a generic name such as db1.mdb in this box. Delete this name and **type a better name** for the new mailing list database. You do not need to type “.mdb” because Access will automatically add this file extension to the name. When you are finished typing the database name, click the **Create** button. Access will create a new, empty database on the floppy disk.
  - ⑦ In the Database window under **Objects**, click **Tables**. Then click the **New** button. In the New Table window, click **Import Table** and then click the **OK** button.
  - ⑧ Now you need to find the database that contains the name and address information that you want to import. Click the down triangle next to the **Look In** box and click the drive where the database is located. Then use the browse window to find the database file. When you find it, click to **highlight it** and then click the **Import** button.
  - ⑨ In the **Import Objects** window, click the **Queries tab**. Scroll down through the list of queries until you find the mailing list query that you created. Click once to **highlight the query**. Then click the **Options** button. Under **Import Queries**, click **As Tables**. Click the **OK** button. Access will use the query to extract data from your big database and create a table in the new database on the floppy disk. The new table will have the same name as the query that you used to extract the data. If you do not like the name, you can right-click the table and click Rename in the popup menu. Then type a new name for the table. You are done. Click **File** on the menu bar and then click **Close** in the drop-down menu.