

## Tip: Linking Records in Access

Select the records you'd like to download.

With your found set, choose Selection:Download and make your download selections. Be sure to choose File Format: comma delimited and Windows.

Extract data from the ZIP file that is downloaded (temporarily store them on your desktop.)

The next step is to import the records into an Access database.

Open Access

Choose File:New Blank Database, give it a name that you'll remember.

Choose File:Get External Data:Import

Navigate within that dialog box to the place you saved the downloaded files. Also, in the "Files of Type" pull down box, choose TEXT FILES.

Click on the table named MAIN.

An import wizard will open.

Click Next on the first screen.

On the 2<sup>nd</sup> screen, make sure that "First row contains field names" is checked.

Click Next until you get to the Primary Key screen and select "choose my own primary key" and choose MemberID.

Click finish.

On all other downloaded tables, follow the above directions EXCEPT that on the Primary Key screen you want to select NO PRIMARY KEY. (You might get a message about import errors, ignore it.)

Once you've got all of your tables in, then you want to click on: Tools:Relationships.

You'll get a Show Table dialog. Click once on the table you want to Show and click Add. Repeat for all desired tables. (Skip the Import Errors table(s).) Click Close when you're done.

Then you want to click and hold on Link in the Main table.

Drag to Link in one of your other tables and let go of the mouse button. It'll bring up an Edit Relationships dialog. It should show that Link is linked to link. :-). Say Create. A line will appear showing the link between the two tables. Repeat for other tables.

Once all of your tables are linked, you can easily build queries and reports.

Note, once you have your queries and reports built, you can download a new selection from the databank, delete your existing tables in Access, import the new ones, and re-link them. You're previously created reports should work with the new data (assuming you've downloaded the same tables with the same linking).