



Exporting Data

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This article provides details about exporting data from Microsoft Access 2010 to other Access databases and other file types. You can export (copy) any object in an Access database to any other Access database. You can also export data from Access tables to spreadsheet files, other databases, text files, Microsoft Word 2010 mail merge documents, and tables stored in databases that support Open Database Connectivity (ODBC).

Exporting to Another Access Database

Exporting objects from one Access database to another works much like importing Access objects. (See Chapter 8, "Importing and Linking Data," for details.) To export any object from one Access database to another Access database, do the following:

1. Open the Access database from which you want to export an object.
2. Select the object you want to export in the Navigation pane. On the External Data tab, in the Export group, click the Access command. Access opens the Export – Access Database dialog box. Click Browse, and then select the folder and the name of the desktop database (.accdb) or project file (.adp) to which you want to export the object. (You can export queries in an Access project only to another project file.) After you make these selections, click Save. You can also enter the path and file name directly in the File Name box. Click OK to continue.
3. Next, Access opens the Export dialog box. Use the Export dialog box to specify a name for the object in the target database. You can keep the name that Access suggests, or you can change it to make it more appropriate to the target database. Note that if you’re exporting a table, you can choose to export both the table definition and the data or the definition only. Click OK to export the object.

4. If the export name you type already exists in the target database, Access warns you and asks whether you want to replace the existing object. Click Yes to proceed, or click No to stop the export procedure. If the export procedure succeeds, you'll find a new object in the target database. Because objects can refer to other objects by name within an Access database, you should carefully check name references in the target database.

Exporting to a Spreadsheet or to a dBASE File

Use the following procedure to export data from a table, a select query, or a crosstab query to a spreadsheet (Microsoft Excel 2010) or to a foreign database (dBASE) file:

1. Open the Access database from which you want to export an object.
2. Select the table or query you want to export in the Navigation pane. In the Export group on the External Data tab, click Excel, or click More and then click dBase File. Access opens the Export – Excel Spreadsheet or Export – dBase File dialog box. Click Browse, and select the file type, folder, and name of the file to which you want to export the selected object. After you make these selections, click Save. You can also enter the path and file name directly in the File Name box. For all file types, you can also select the File Format from a drop-down list. For Excel 2010, you can ask to have the data exported with formatting and layout, open the destination file after exporting the data, or export only selected records. To export selected records, you must have the table or query datasheet open with the records that you want to export selected.
3. Click OK to perform the export. If the export procedure succeeds, you'll find a new file that you can use with your spreadsheet application or with another database program.

Note

When you export a table or query to a spreadsheet, Access uses each field's caption as the column header. If the field does not have a caption, the field name appears in the column header.

INSIDE OUT

Be Careful When Exporting Long Field Names to dBASE

Access truncates long field names when it exports data to dBASE files. If this results in a duplicate field name, Access will not export your data. To correct this problem, make a temporary copy of your table, edit the field names in the temporary table to avoid duplicates, and try the export procedure again using the temporary table. You should avoid changing the field names in your permanent table because you might cause errors in queries, forms, and reports that use the table.

Exporting to a Text File

You can export data from an Access table, a select query, or a crosstab query to a text file in one of two formats: delimited or fixed-width. You might find this procedure particularly useful for copying data from an Access table to a text editor or for uploading the data to a host computer.

To export the data from an Access table, a select query, or a crosstab query to a text file, do the following:

1. Open the Access database from which you want to export the data in a table.
2. Choose the table or query you want to export in the Navigation pane, and then click the Text File command in the Export group on the External Data tab. Access opens the Export – Text File dialog box. Click Browse, select the folder, and enter the name of the file to which you want to export the data. After you make these selections, click Save. You can also enter the path and file name directly in the File Name box.
3. In the Export – Text File dialog box, you can ask to have the data exported with formatting and layout, open the destination file after exporting the data, or export only selected records. To export selected records, you must have the table or query datasheet open with the records that you want to export selected. If you select the Export Data With Formatting And Layout check box and then click OK, Access opens the Encode As dialog box, where you can choose from Windows (Default), MS-DOS, Unicode, or Unicode (UTF-8) formats. Click OK in this dialog box to perform the export.

If you do not select the Export Data With Formatting And Layout check box and click OK, Access starts the Export Text Wizard, in which you can select Delimited or Fixed Width and then click Next.

4. If you're exporting to a delimited text file, you can set the delimiter to separate the exported fields and the qualifier character to surround text strings. You can also tell the wizard to create an optional first record containing your field names. If you're exporting to a fixed-width format, you can adjust the column widths using a graphical interface in the wizard. You can also click the Advanced button in the wizard to edit or select an import/export specification. On the final page of the wizard, you verify the export file name and click Finish to export your data. If the export procedure is successful, you'll find a new file in the text format you selected.

Exporting to a Mail Merge Document in Word

Perhaps one of the most useful features of Access 2010 is that it enables you to embed data from an Access table or query directly in a Word 2010 document. This is especially helpful when you have a database of addresses that you want to use with the Word mail merge feature. To embed data from an Access database in a Word document, do the following:

1. Open your database, and select the table or query in the Navigation pane whose data you want to embed in a Word document.
2. On the External Data tab, in the Export group, click the Word Merge command. This starts the Microsoft Word Mail Merge Wizard.
3. Select the option to link to an existing Word document or the option to create and link to a new document. If you choose to embed the data in an existing document, the wizard displays the Select Microsoft Word Document dialog box, which asks you to specify the document location. When you finish, click OK.
4. The wizard starts Word and activates a mail merge link back to your table or query. If you chose to create and link a new document, you can use the Mail Merge pane in Word to finish creating that document.

Exporting to an ODBC Database

You can export data from an Access table or query to define a new table in any database that supports the ODBC standard. To export data in an Access table or query to another database system that supports ODBC SQL, you must have the ODBC driver for that database installed on your computer. Your computer must also be linked to the network that connects to the server running Microsoft SQL server you want, and you must have an account on that server. Check with your system administrator for information about correctly connecting to the ODBC database to which you want to export data.

For details about defining an ODBC data source, see “Creating a Data Source to Link to an ODBC Database”, on page 448.

To export data to an ODBC database, do the following:

1. Open the Access database from which you want to export your data.
2. Select the table or query that you want to export. Click More in the Export group on the External Data tab, and then click ODBC Database.
3. Access asks for a name for the new table on the server. Type the name you want, and click OK.
4. Access opens the Select Data Source dialog box, in which you can select the data source name of the database server that will receive your data. Select the server alias name, and click OK.
5. If the server does not use Windows authentication, the ODBC driver displays the server login dialog box for the data source you selected. Enter your login ID and password, and click OK. If you are authorized to create tables in more than one database on the server and you want to connect to a database other than your default database, enter your user ID and password, and then click Options to open the lower part of the dialog box. When you click in the Database text box, Access logs on to the server and returns a list of available database names. Select the one you want, and click OK. If you don't specify a database name, and if multiple databases exist on the server, Access will prompt you to select the database you want.

When the server uses Windows authentication, choose Use Trusted Connection in the SQL Server Login dialog box, and Access will use your Windows user ID to log you on to the server. With a trusted connection, you connect to the database specified in the data source name, and you won't be able to connect to a different database on the server.

Exporting Data to SharePoint

You can export data from an Access table to a Microsoft SharePoint list if you have appropriate permissions to the SharePoint site. Contact your SharePoint administrator to give you permissions if you are having trouble accessing the SharePoint site.

To export the data from an Access table, do the following:

1. Open the Access database from which you want to export the data in a table.
2. Choose the table you want to export in the Navigation pane, click the More button in the Export group on the External Data tab and then click SharePoint List. Access opens the Export – SharePoint Site dialog box. Under Specify A SharePoint Site, enter a valid address to a SharePoint Services site or subdirectory. Any SharePoint Services sites that you have previously imported from, linked to, or exported to are displayed in a list box. If one of these sites is the location to which you want to export the table, you can click that address, and Access fills in the address text box below the list with that link. Enter a valid SharePoint Services address in the text box below the list, or select a previously visited SharePoint Services address from the list box.
3. Under Specify A Name For The New List, give this new list a name. Keep in mind that the name you use is exactly how it appears to users on the SharePoint Services site. If you name it tblContacts, for instance, that is the name displayed to users. Also, if you use the same name as an existing list, SharePoint appends a number to the end of the list to avoid duplication. For example, if you want to name your new list Contacts and a Contacts list is already present on the site, the new list is named Contacts1.
4. Under Description, you can enter some information to describe the use of this list if you want. This description is shown on the SharePoint site next to the name of the list. Select the Open The List When Finished check box if you want Access to immediately display the new list in your browser after the export is complete. The wizard also displays a message noting that any tables related to this one will also be exported to the SharePoint site. Click OK to start the export process. If you are not signed in to your SharePoint site, you might be prompted to enter your logon information before continuing. During the export process, Access displays a message screen with progress indicators.

5. When the export is complete, Access displays a confirmation message on the last page of the wizard. This page also offers you the option to save the export steps you just performed if you plan to repeat these steps on a regular basis. You can execute saved exports by clicking the Saved Exports button in the Export group on the External Data tab on the ribbon. If the export process encounters any problems, Access displays a message on this page informing you of the errors and creates a local table of those it encounters. Click Close to close the wizard.

To successfully export an Access table to a SharePoint site, your table schema must be compatible with SharePoint column and list structures. If you are continually encountering errors exporting your table to SharePoint, we recommend running the Web Compatibility Checker tool on the table to help identify potential issues that you need to correct. You can learn about the Web Compatibility Checker in Chapter 6, "Designing Web Tables."

