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| IMPORT ACCESS FILE TO DATABASE | |
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| C:\Users\Mark\Pictures\Screenshots\Screen15.jpg | Right click on any arbitrary database. Select “Tasks” and then “Import Data…”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen16.jpg | Select the source file type by using the “Data source” drop down and selecting “Microsoft Access”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen17.jpg | Now click on “Browse” and navigate to the blank Access database that you wish to import. Select the file, click on “Open”, and then click on “Next”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen18.jpg | Select the destination of the imported tables by selecting an already created database from the “Database” dropdown menu or click on “New”.  If creating a new database click on “New” and enter the desired database name under “Name” and then clicking on “OK”.  Click on “Next” when finished. |
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| C:\Users\Mark\Pictures\Screenshots\Screen19.jpg | Leave as default and click on “Next”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen20.jpg | Click on “Select All” to select all tables listed or select specific tables, then click on “Next”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen21.jpg | Leave as default and click on “Finish”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen22.jpg | Leave as default and click on “Finish”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen23.jpg | The wizard will now import all tables into the SQL Server database. When finished a green checkmark along with the word “Success” will be presented. Click on “Close”. |
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| C:\Users\Mark\Pictures\Screenshots\Screen24.jpg | Click on the REFRESH button to refresh the list of current databases. |
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| C:\Users\Mark\Pictures\Screenshots\Screen25.jpg | The new database will now appear under the “Databases” dropdown. |
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| C:\Users\Mark\Pictures\Screenshots\Screen26.jpg | Within the new database, all tables will appear if done correctly. |