

## **Downloading the Data File and Importing into Access and Excel 2003**

This guide is intended to assist School Level Users of the PMRN with downloading and importing a School Data File into earlier versions Microsoft Access

After being imported, the User can run queries on the data set. The file can also be exported to Microsoft Excel.

Note: Users of Internet Explorer 7.0 may have difficulty downloading the text (.txt) file from the internet through the browser. If you are a User of IE 7.0, please see the instructions located at the bottom of this page.

**To download the School Data File follow these steps.**

### **School Level 1, 2, 3, or 4 User**

- Sign In to the PMRN.
- Click the "School Reports" tab.
- Click the "School Data File" link.

### **District Level 1, 2, or 3 User**

- Sign In to the PMRN.
- Click the "School Reports" tab.
- Select the School whose file you wish to download.
- Click the "School Data File" link.

**After the School Data File has been saved to the personal computer, import the file into Access:**

- Download the Access file template from [www.fcrr.org/pmrn/fair\\_datafile\\_v3.mdb](http://www.fcrr.org/pmrn/fair_datafile_v3.mdb) and save it to the desired location on the computer.
- Double-click on the icon for fair\_datafile\_v3.mdb.
- A message may be displayed regarding the allowing of unsafe expressions. Click "No."
- A security warning may appear.
- Click the "Open" button to open the file.

**Access will now be open. Continue to follow these steps to import the data file.**

- Click "File."
- Click "Get External Data."
- Click "Import."
- Select "Text Files" as "Files of type" in the bottom drop-down menu.
- Locate and select the data file downloaded from the PMRN. (If the name of the file was not changed, the file will be named "schoolData").
- Click "Import."

**A new window will appear.**

- Click the “Advanced” button.
- Click the “Specs” button.
- Select “Data File Spec” and click the “Open” button.
- Click the “OK” button.
- Click the “Finish” button to import the data. A notification box is displayed.
- Click the “OK” button.

**The table will be listed with the name entered, or the name of the data file. Follow these steps to export the file to Excel.**

- Right click on the table in Access that contains the imported data file.
- Click “Export.”
- Select “Microsoft Excel 97-2003” in the “Save as type” drop-down menu.
- Select where the new Excel file should be saved and the name of the file.
- Click the “Export” button.

**The new Excel file will be in the folder in which it was saved. It can now be opened and graphs can be created.**

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**Users of Internet Explorer 7.0 having difficulty downloading the School or District Data File from the PMRN may need to change their browser settings by following the steps:**

- Open Internet Explorer .
- Click the Tools button, and then click Internet Options.
- Click the Security tab, and then click the Custom Level button.
- Locate the Downloads section.
- Locate the Automatic prompting for file downloads section.
- Check "Enable" under Automatic prompting for file downloads.
- Click the "OK" button at the bottom of the Security Settings window to proceed.
- Click the "OK" button at the bottom of the Internet Options window to proceed.