

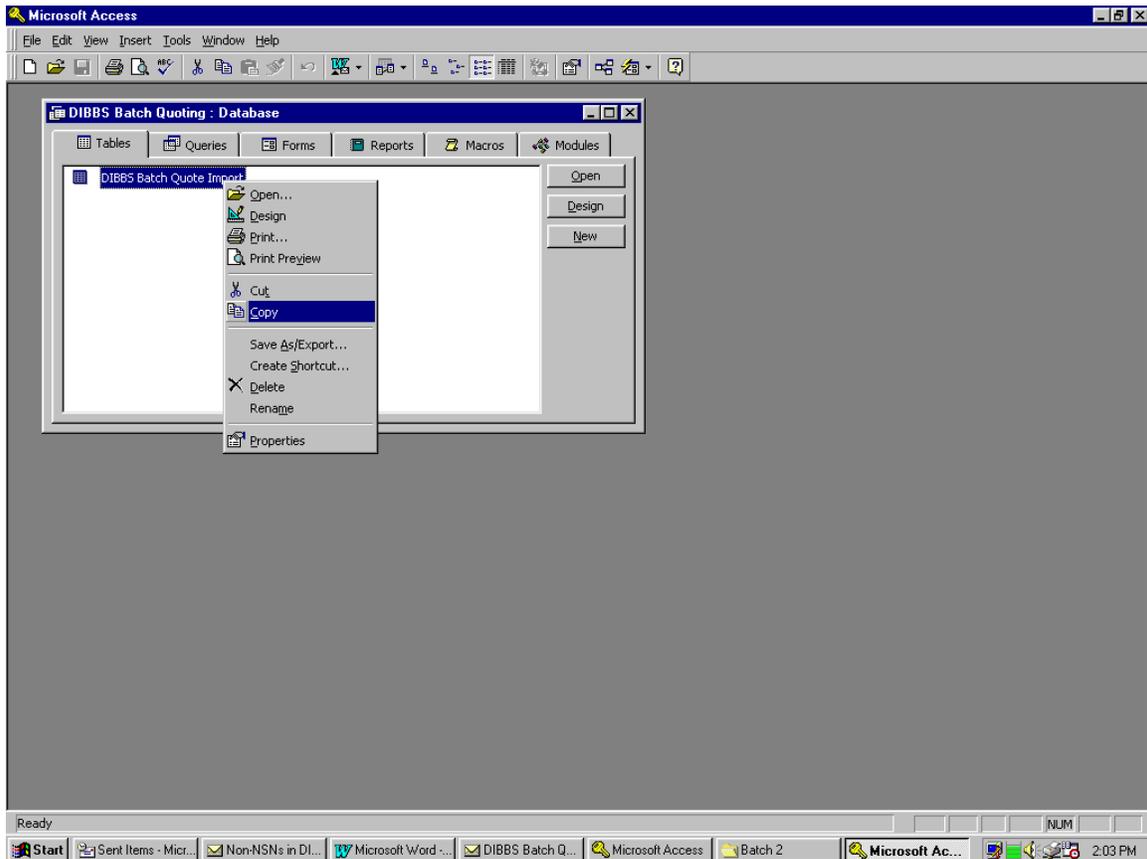
## Batch Quote File Import/Export Directions

### Import of Text Files or Batch Quote Download Files into the Access Database

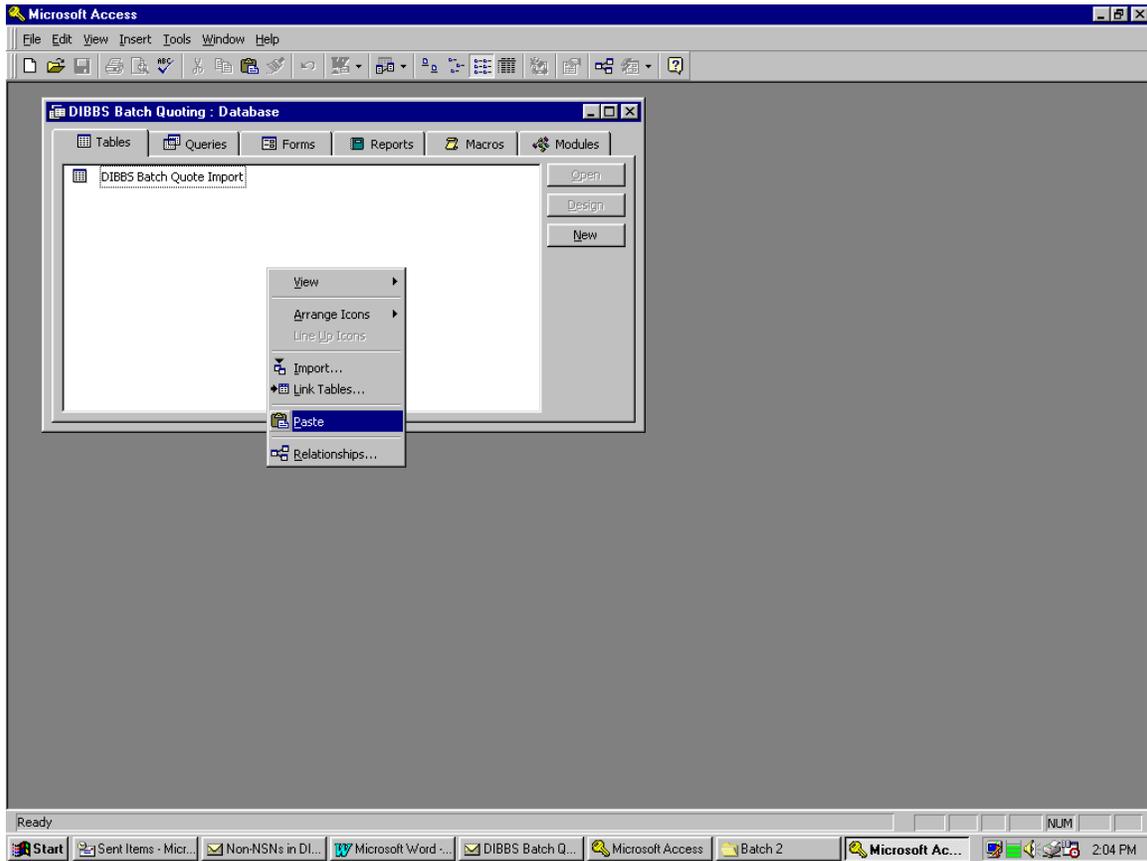
1. Open DIBBS Batch Quote Import Access database.



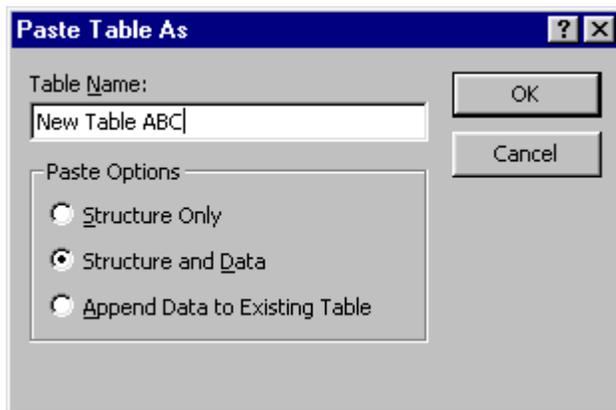
2. Copy blank DIBBS Batch Quote Import table.



3. Click somewhere in the white space and paste.

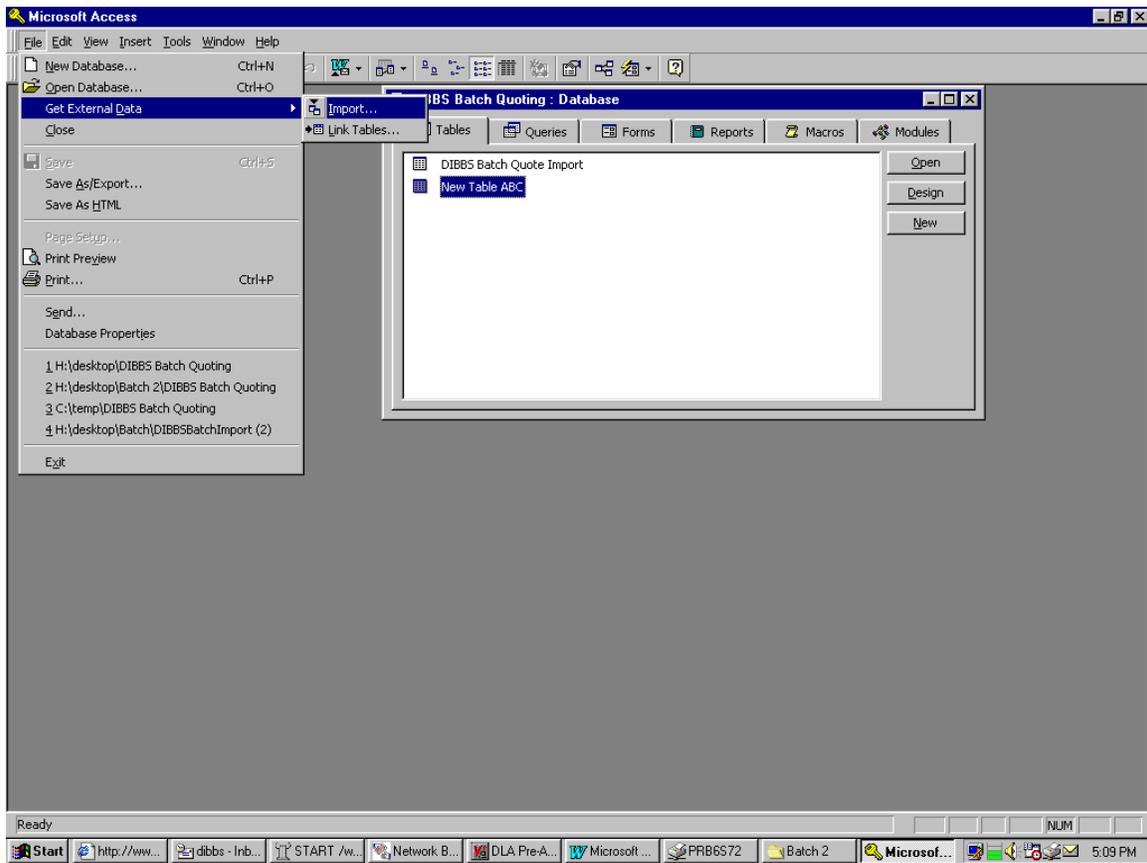


4. Input the new table name.

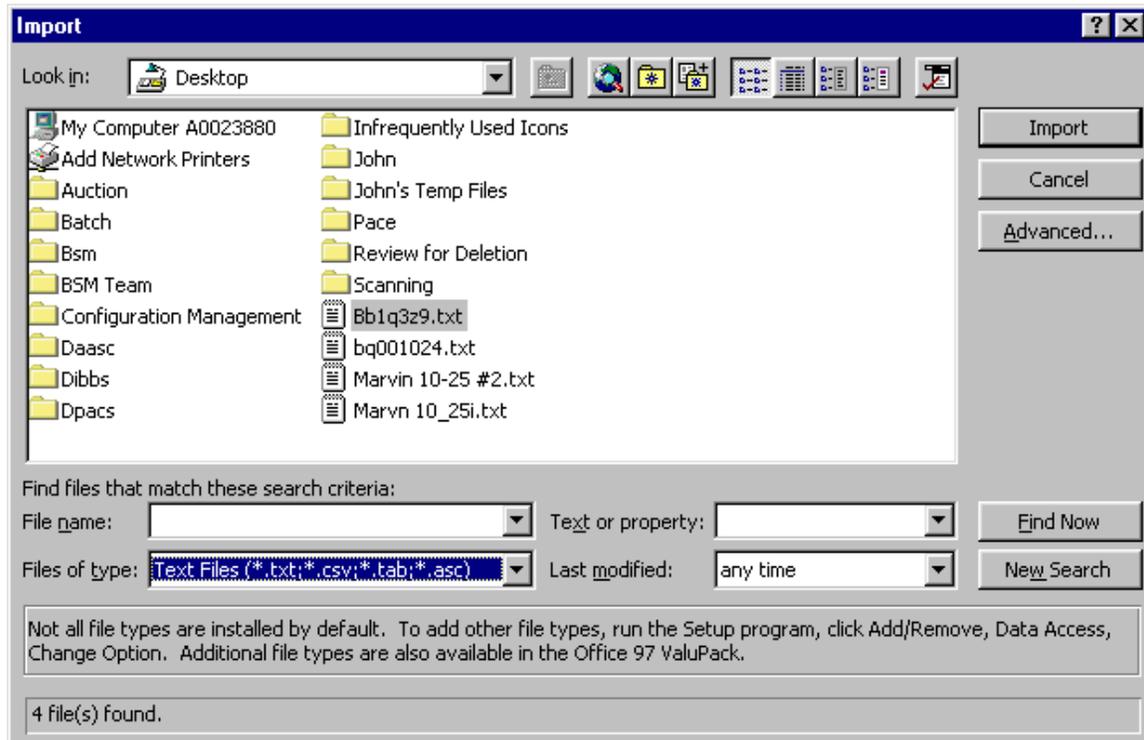


5. Highlight new table by clicking on new table name.

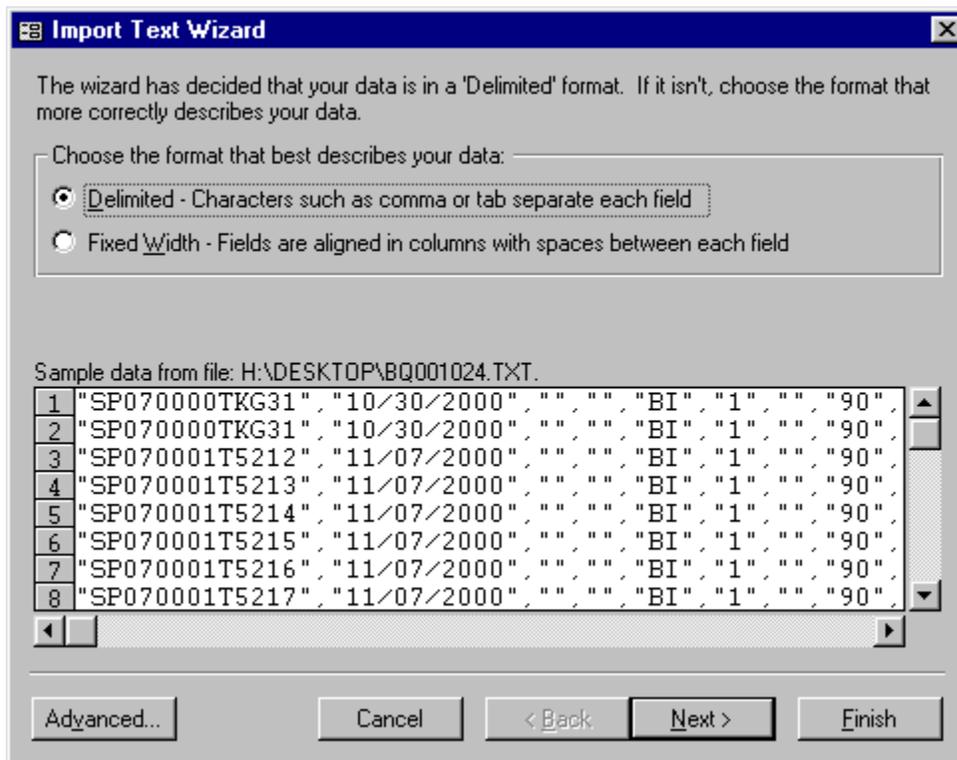
6. On the menu bar, click file, Get External Data, and Import.



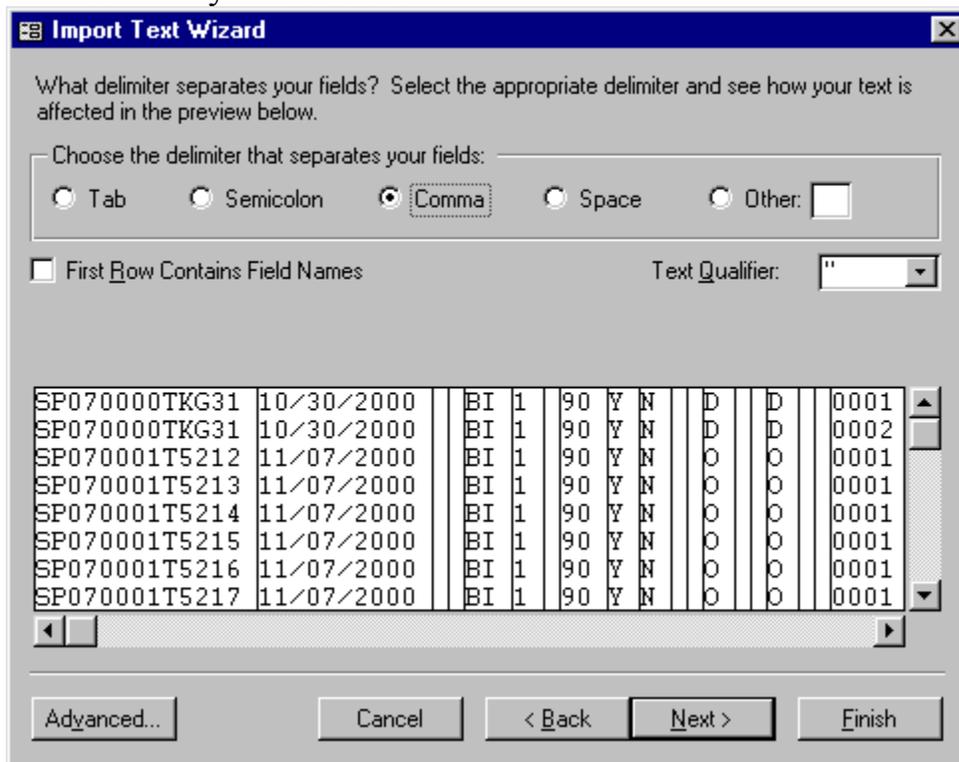
7. Use the import window to find the file that you want to import into the DIBBS Batch Quote Import table. **Hint:** Remember to change “File of Type.” to Text files. Once you have located the file click Import.



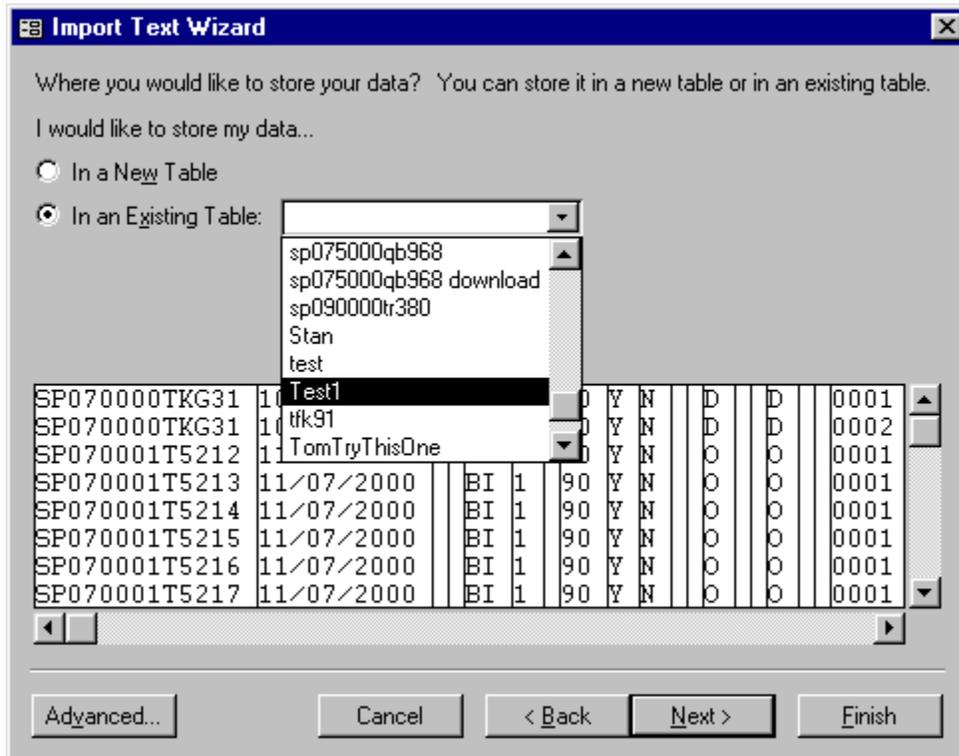
8. The Import Text Wizard should appear. Since the defaults are correct, you simply click next.



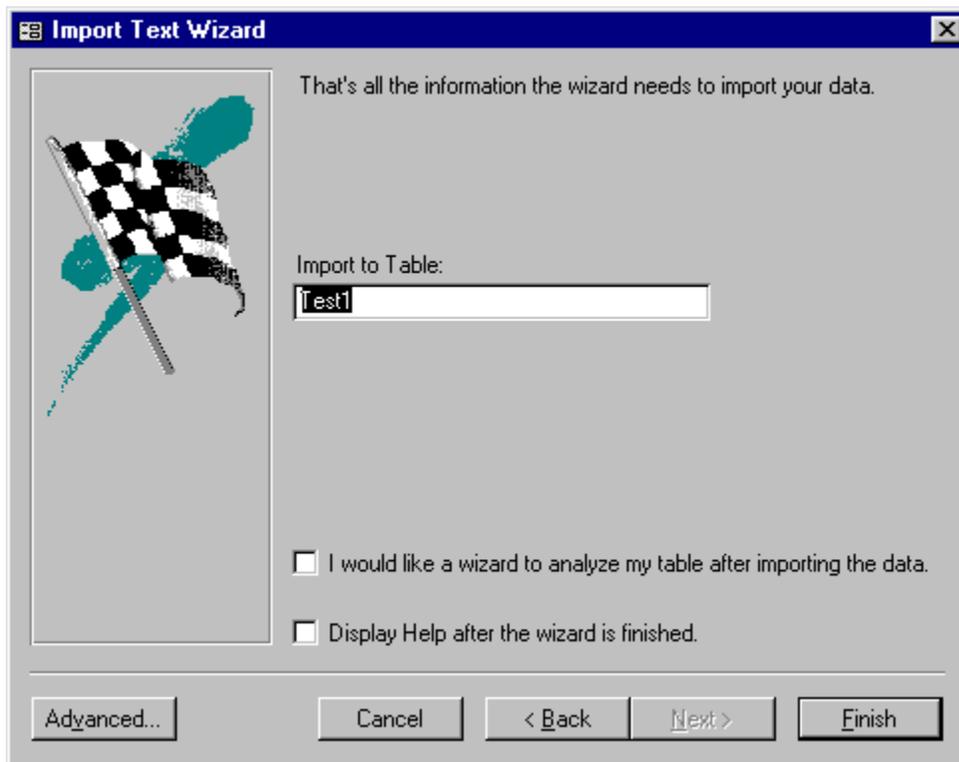
9. Another Import Text Wizard window appears and again the defaults are correct so you click next.



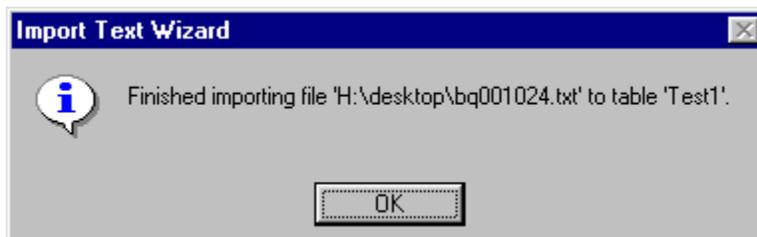
10. Click the radio button “In an Existing Table” then click the drop down menu and choose the table that created in Steps 3 and 4.



11. The last step is to click “Finish”.



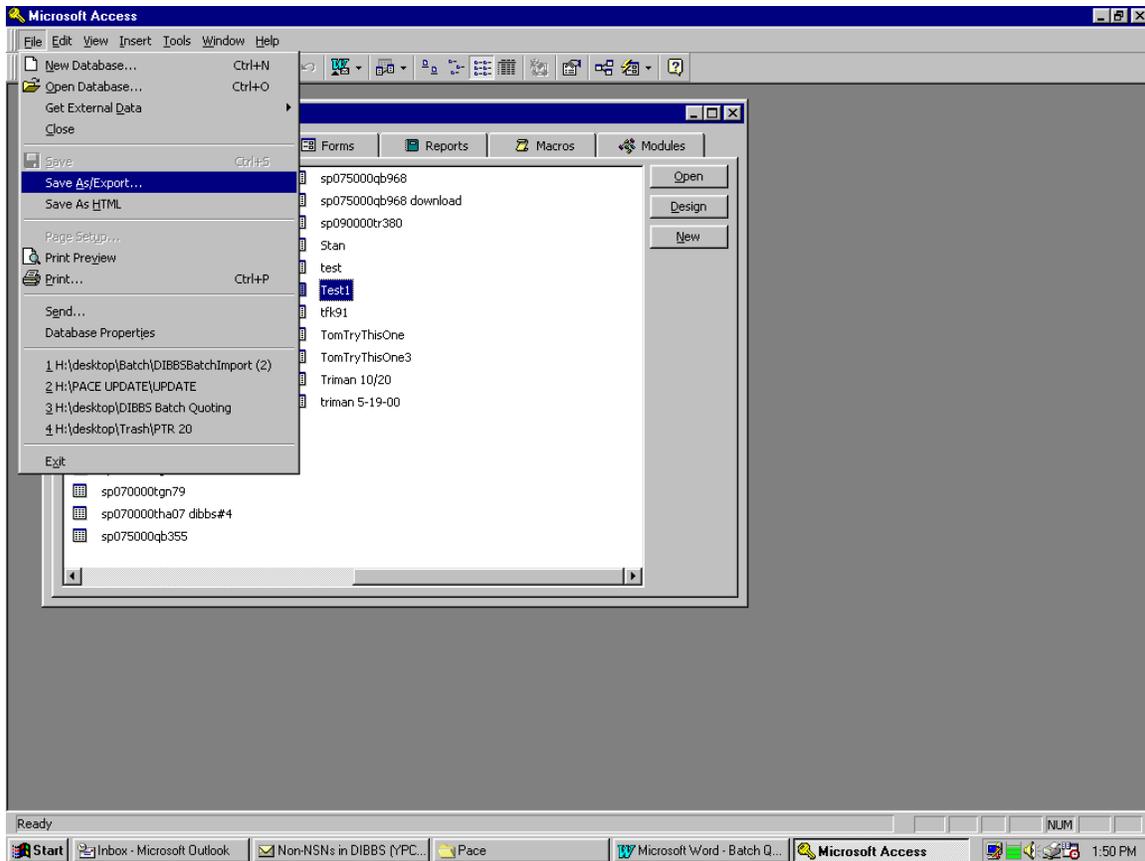
12. You will receive the following confirmation message.



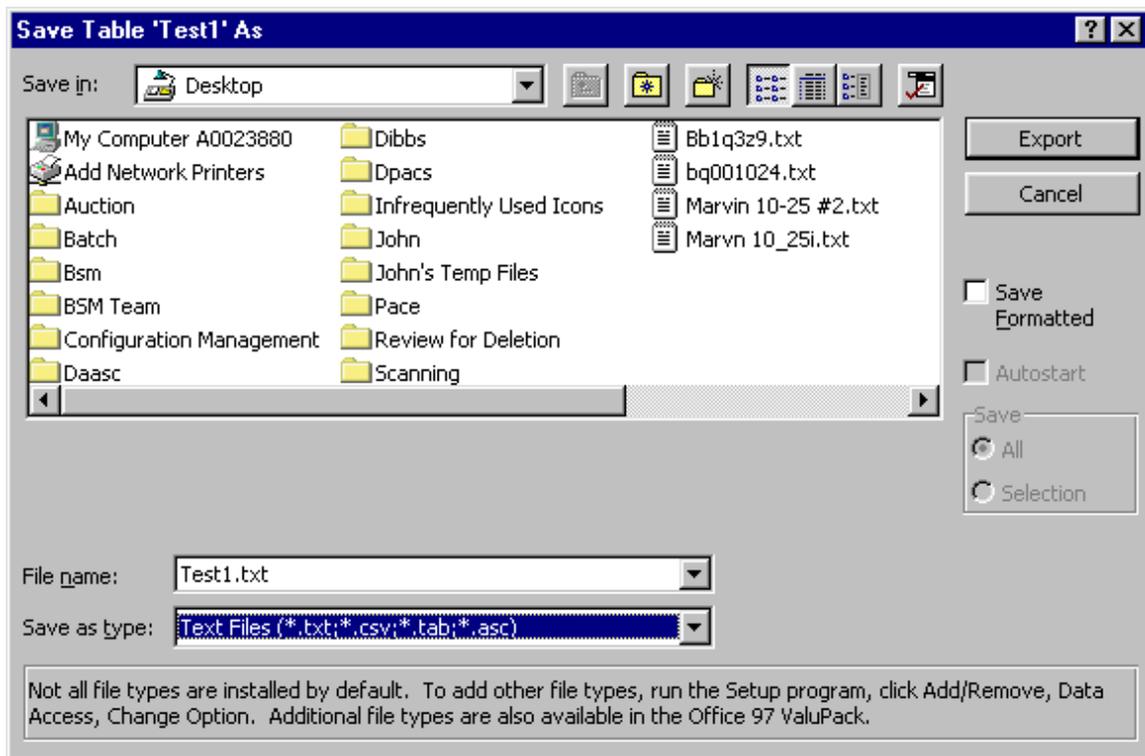
13. To view the data in the table format click on the table name. The table should open with the data that you imported.

## Export of Batch Quote Access Database to text file

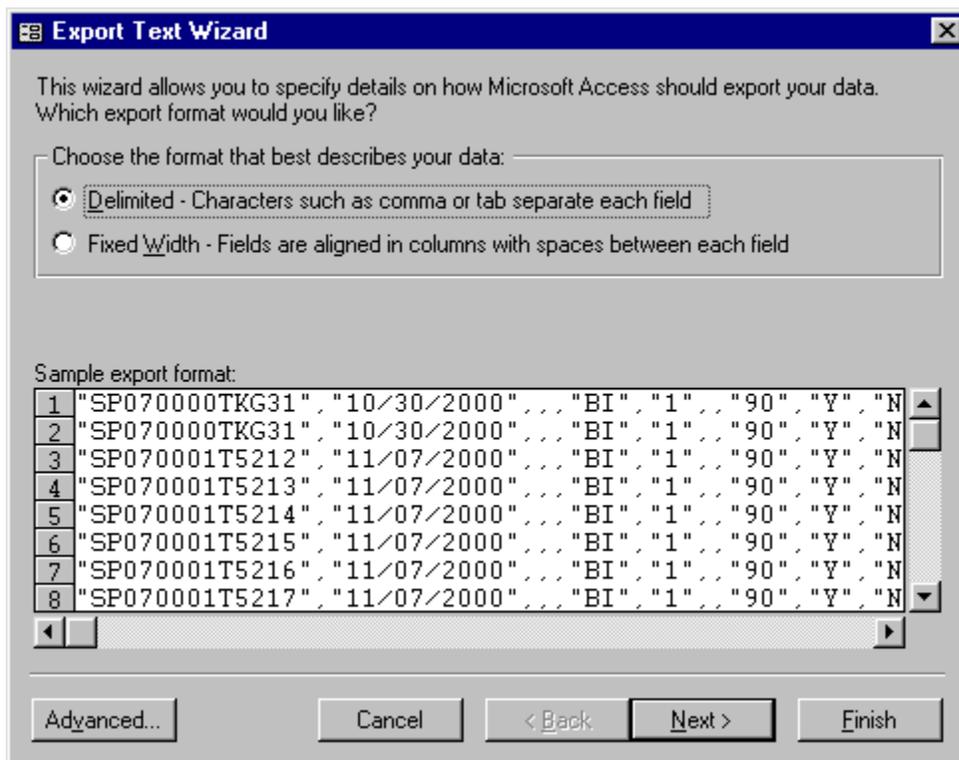
1. Highlight the table with the data you want to export. On the menu bar, click File, Export.



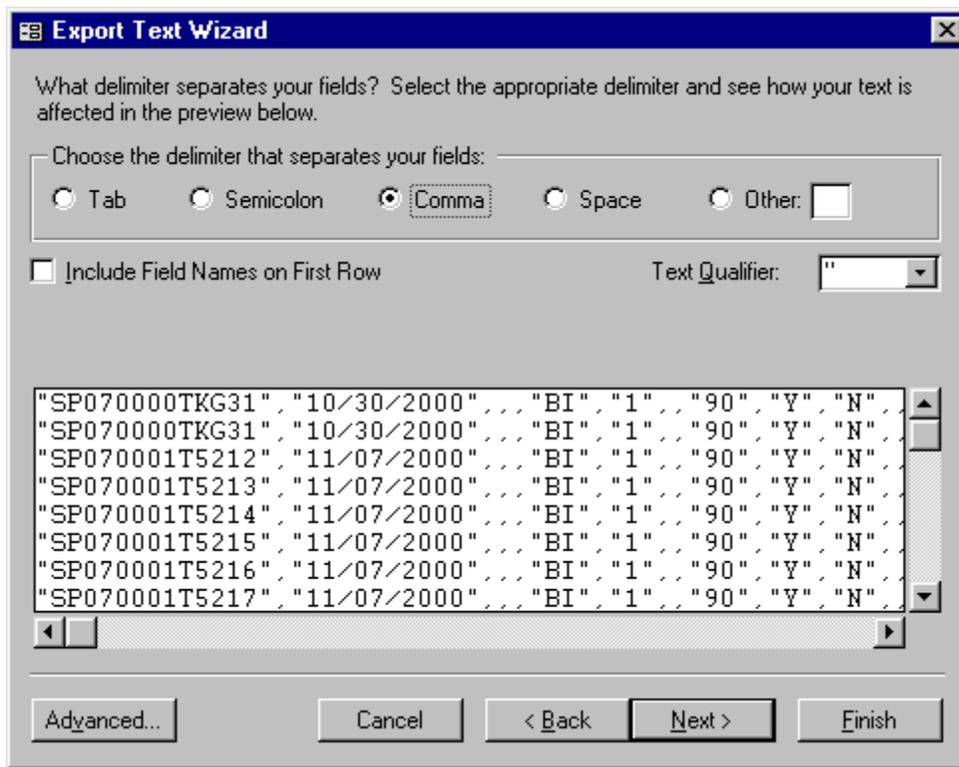
2. Select the location where you want to save the file. Make sure that you change the “Save as type:” to Text Files. Once you have selected the location to save the file, click the Save button.



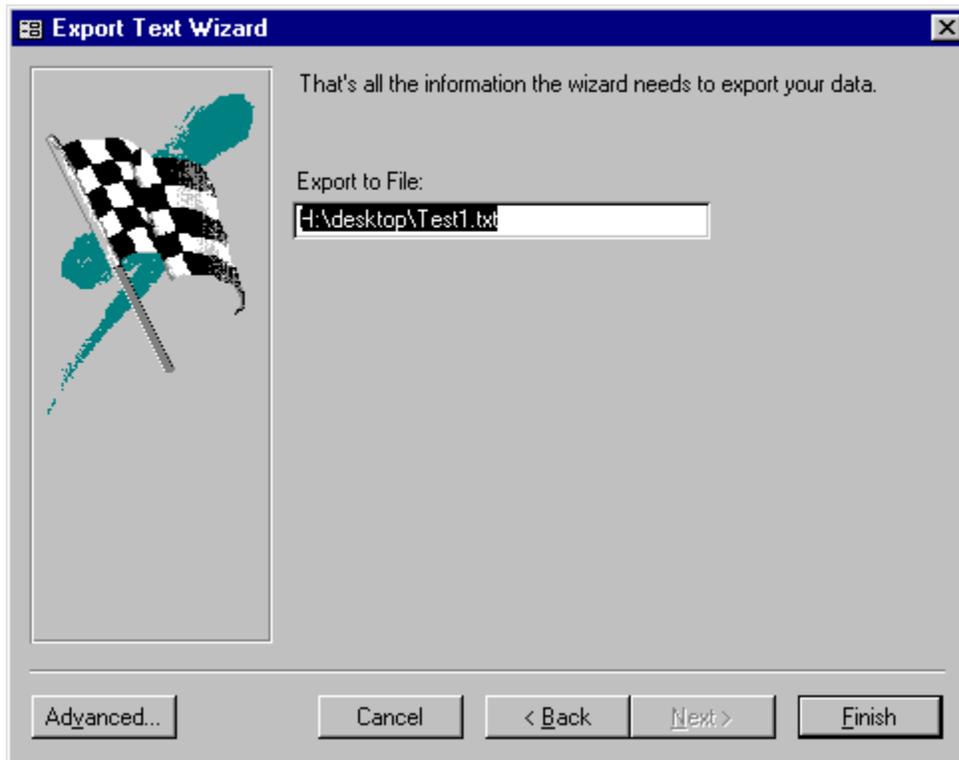
3. The Export Text Wizard should appear. Since the defaults are correct you simply click next.



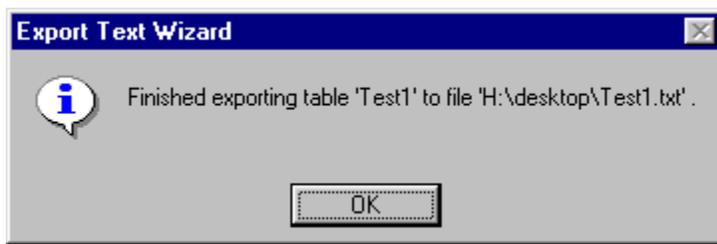
4. Another Export Text Wizard window appears and again the defaults are correct so you click next.



5. The last step is to click “Finish”.



6. You will receive the following confirmation message.



7. The text file is ready for batch uploading.