

## Working with Downloadable FEC Data Files using MS Access

Please note, the following instructions apply to the following files: Contributions by Individuals, Contributions to Candidates (and other expenditures) from Committees, and Any Transaction from One Committee to Another.

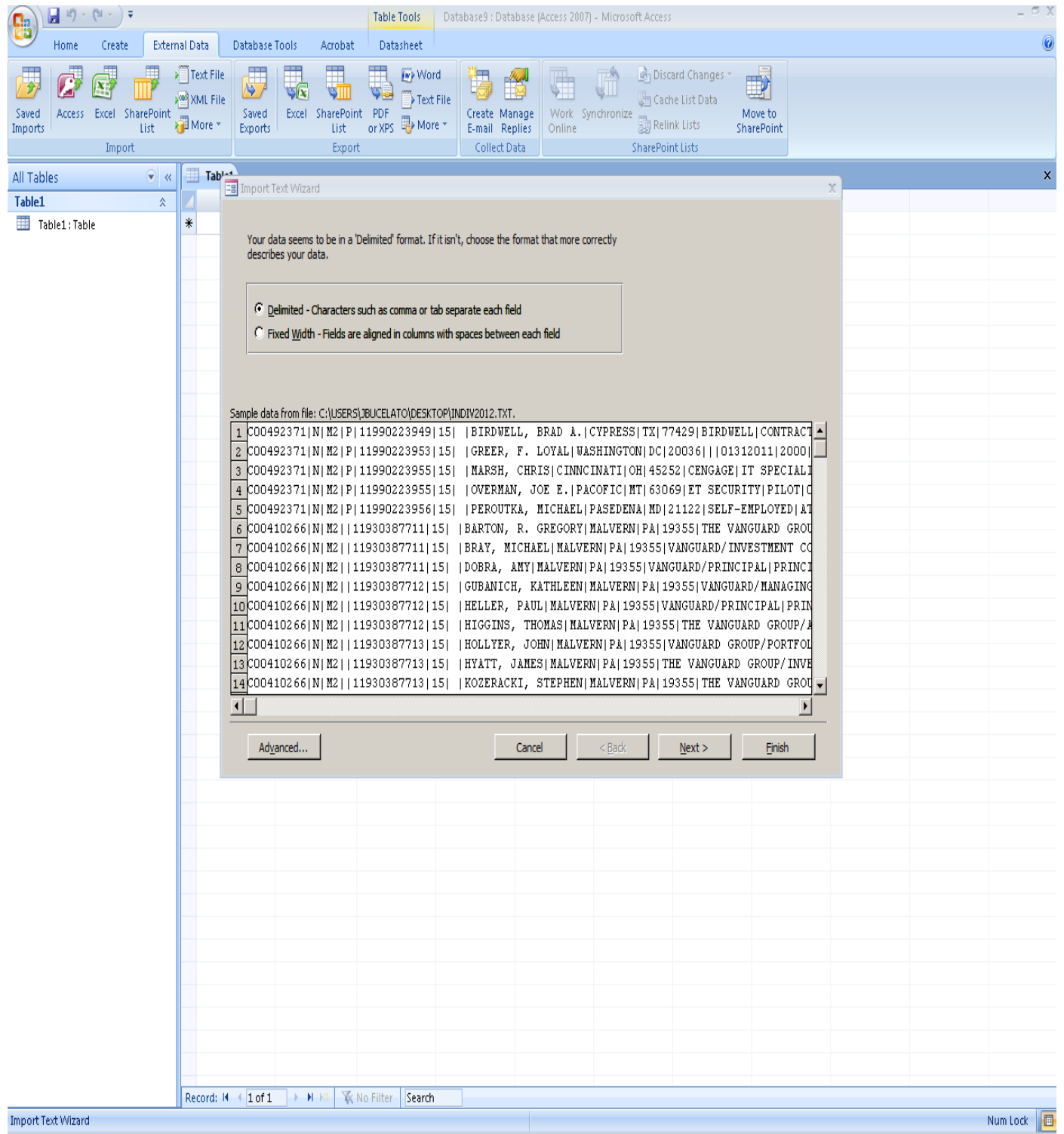
### **Download**

1. Select the file that you want to download and save it to you desktop.
2. Locate the file on your desktop, open the folder and you will see a file. Move the file to the desktop.
3. Next, right-click the file and change the extension to **.txt**. Depending on your computer settings a box might appear saying the file may become unstable, just click "OK".
4. Printout the format description that is associated with the file.

### **Opening the Files**

1. Open up Microsoft Access.
  2. Select a new database.
  3. Next, selecting the file depends on which version of Access you have:
    - A. Access 03 and earlier, click "File" and then select "Open".
    - B. Access 07 and later, click on the "External Data" tab, then "Text File", and then click "Browse".
  4. Select the Desktop, click on the file, and click "OK".
- (Directions continue on page 2)

5. The “Import Text Wizard” will now appear:



6. Select “Delimited” and click “Next”

7. Select “Other” and in the field hit “Shift” and the “\” key so that the “|” symbol appears:

The screenshot shows the Microsoft Access 2007 interface with the 'Import Text Wizard' dialog box open. The 'Other' radio button is selected, and the 'Text Qualifier' is set to '|'. The preview window displays the following data:

CO0492371	N	M2	P	11990223949	15	BIRDWELL, BRAD A.	CYPRESS	TX	77429	BIRDWELL
CO0492371	N	M2	P	11990223953	15	GREER, F. LOYAL	WASHINGTON	DC	20036	
CO0492371	N	M2	P	11990223955	15	MARSH, CHRIS	CINNCINATI	OH	45252	CENGAGE
CO0492371	N	M2	P	11990223955	15	OVERMAN, JOE E.	PACIFIC	MT	63069	ET SECURITY
CO0492371	N	M2	P	11990223956	15	PEROUTKA, MICHAEL	PASEDNA	MD	21122	SELF-EMPLOYE
CO0410266	N	M2		11930387711	15	BARTON, R. GREGORY	MALVERN	PA	19355	THE VANGUARD
CO0410266	N	M2		11930387711	15	BRAY, MICHAEL	MALVERN	PA	19355	VANGUARD/ INV
CO0410266	N	M2		11930387711	15	DOBRA, AMY	MALVERN	PA	19355	VANGUARD/PRI
CO0410266	N	M2		11930387712	15	GUBANICH, KATHLEEN	MALVERN	PA	19355	VANGUARD/MAN
CO0410266	N	M2		11930387712	15	HELLER, PAUL	MALVERN	PA	19355	VANGUARD/PRI
CO0410266	N	M2		11930387712	15	HIGGINS, THOMAS	MALVERN	PA	19355	THE VANGUARD
CO0410266	N	M2		11930387713	15	HOLLYER, JOHN	MALVERN	PA	19355	VANGUARD GRO
CO0410266	N	M2		11930387713	15	HYATT, JAMES	MALVERN	PA	19355	THE VANGUARD
CO0410266	N	M2		11930387713	15	KOZERACKI, STEPHEN	MALVERN	PA	19355	THE VANGUARD

The dialog box also includes options for 'Choose the delimiter that separates your fields' (Tab, Semicolon, Comma, Space, Other), 'First Row Contains Field Names', and 'Text Qualifier' (set to '|'). Buttons for 'Advanced...', 'Cancel', '< Back', 'Next >', and 'Finish' are visible at the bottom.



- Using the Format Description, type in the field names (make you use the Tab key). Also for the Data Type field, make sure that “Text” has been selected:

The screenshot shows the Microsoft Access interface with the 'Import Text Wizard' dialog box open. The dialog is titled 'Indiv2012 Import Specification'. It has several sections:

- Field Options:** 'Field Name' is 'Filer Ide', 'Indexed' is 'No'.
- File Format:** 'Delimited' is selected. 'Field Delimiter' is set to a dropdown menu. 'Text Qualifier' is '(none)'. 'Language' is 'English' and 'Code Page' is 'OEM United States'.
- Dates, Times, and Numbers:** 'Date Order' is 'MDY', 'Date Delimiter' is '/', 'Time Delimiter' is ':', and 'Four Digit Years' is checked.
- Field Information:** A table with columns 'Field Name', 'Data Type', 'Indexed', and 'Skip'.
 

Field Name	Data Type	Indexed	Skip
Filer Identification	Text	No	<input type="checkbox"/>
Amendment Indic	Text	No	<input type="checkbox"/>
Report Type	Text	No	<input type="checkbox"/>
Primary-General I	Text	No	<input type="checkbox"/>
Microfilm Location	Long Integer	No	<input type="checkbox"/>
Transaction Type	Long Integer	No	<input type="checkbox"/>
Entity Type	Text	No	<input type="checkbox"/>
Contributor/Lend	Text	No	<input type="checkbox"/>
City/Town	Text	No	<input type="checkbox"/>

The background shows a table with columns 'Filer', 'Iden', 'An', 'Re', 'F'. The status bar at the bottom indicates 'Record: 1 of 1'.

- Click “OK”, then “Next”, “Next” again, and then “Finish”.



11. A spreadsheet will appear, on the left, double-click on the name of the file:

The screenshot shows the Microsoft Access interface in Datasheet View. The title bar indicates the file is 'Database9: Database (Access 2007) - Microsoft Access'. The ribbon includes 'Table Tools' and 'Datsheet' tabs. The ribbon contains groups for 'Import', 'Export', 'Collect Data', and 'SharePoint Lists'. On the left, the 'All Tables' pane shows a tree view with 'Table1' selected. The main area displays a spreadsheet for 'Table1' with one record. The first column is 'ID' and the first row contains '(New)'. The status bar at the bottom shows 'Record: 1 of 1' and 'No Filter'.

ID
(New)

12. The information is now visible:

ID	Filer Identif	Amendment	Report Type	Primary-Ger	Microfilm Lc	Transaction	Entity Type	Contributor	City/Town	State
1	C00492371	N	M2	P			15	BIRDWELL, BRA	CYPRESS	TX
2	C00492371	N	M2	P			15	GREER, F. LOYA	WASHINGTON	DC
3	C00492371	N	M2	P			15	MARSH, CHRIS	CINNINATI	OH
4	C00492371	N	M2	P			15	OVERMAN, JOE	PACOFIC	MT
5	C00492371	N	M2	P			15	PEROUTKA, MIH	PASEDENA	MD
6	C00410266	N	M2				15	BARTON, R. GR	MALVERN	PA
7	C00410266	N	M2				15	BRAY, MICHAEL	MALVERN	PA
8	C00410266	N	M2				15	DOBRA, AMY	MALVERN	PA
9	C00410266	N	M2				15	GUBANICH, KA	MALVERN	PA
10	C00410266	N	M2				15	HELLER, PAUL	MALVERN	PA
11	C00410266	N	M2				15	HIGGINS, THOM	MALVERN	PA
12	C00410266	N	M2				15	HOLLYER, JOHN	MALVERN	PA
13	C00410266	N	M2				15	HYATT, JAMES	MALVERN	PA
14	C00410266	N	M2				15	KOZERACKI, ST	MALVERN	PA
15	C00410266	N	M2				15	MCILMOYLE, P	MALVERN	PA
16	C00410266	N	M2				15	MCNABB, F WII	MALVERN	PA
17	C00410266	N	M2				15	MILLER, MICHA	MALVERN	PA
18	C00410266	N	M2				15	NASSOUR, TAN	MALVERN	PA
19	C00410266	N	M2				15	NORRIS, ELIZAF	MALVERN	PA
20	C00410266	N	M2				15	NORRIS, JAMES	MALVERN	PA
21	C00410266	N	M2				15	PASTORIUS, EV	MALVERN	PA
22	C00410266	N	M2				15	POLLOCK, RAN	MALVERN	PA
23	C00410266	N	M2				15	SAUTER, GEOR	MALVERN	PA
24	C00410266	N	M2				15	REED, GLENN	MALVERN	PA
25	C00410266	N	M2				15	ROMANO, THO	MALVERN	PA
26	C00410266	N	M2				15	SATTERTHWAIT	MALVERN	PA
27	C00410266	N	M2				15	STAM, HEIDI	MALVERN	PA
28	C00410266	N	M2				15	STETLER, JAME	MALVERN	PA
29	C00410266	N	M2				15	STULL, MARK	MALVERN	PA
30	C00410266	N	M2				15	THORNTON, TII	MALVERN	PA
31	C00410266	N	M2				15	UTKUS, STEPHE	MALVERN	PA
32	C00410266	N	M2				15	WHITAKER, BAI	MALVERN	PA
33	C00197228	N	M2				15	MORGAN, MAF	NEWBURY PAR	CA
34	C00197228	N	M2				15	NORMAN, L. K/	MANAKIN SABI	VA
35	C00384362	N	M2				15	BOWDEN, SALL	RICHMOND	VA
36	C00384362	N	M2				15	KRZAN, MICHA	COLUMBUS	OH
37	C00197228	N	M2				15	KARN, SUSAN	RICHMOND	VA
38	C00197228	N	M2					FLUEGEL, BRAD	NEW YORK	NY

\*\*\*\*\*This is an unofficial guide. Some steps may vary. If you have comments, suggestions or need a live voice to help you, please contact the FEC Public Records Office at 1-800-424-9530, locally at 202-694-1120 or via e-mail at [pubrec@fec.gov](mailto:pubrec@fec.gov).