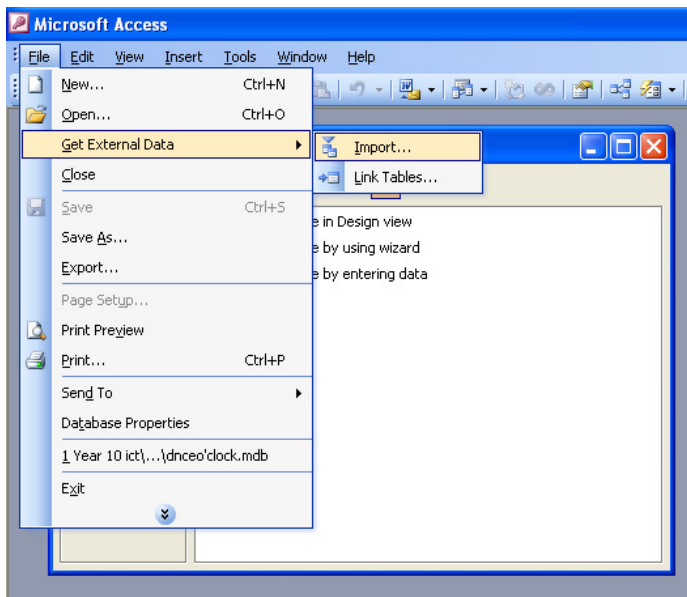


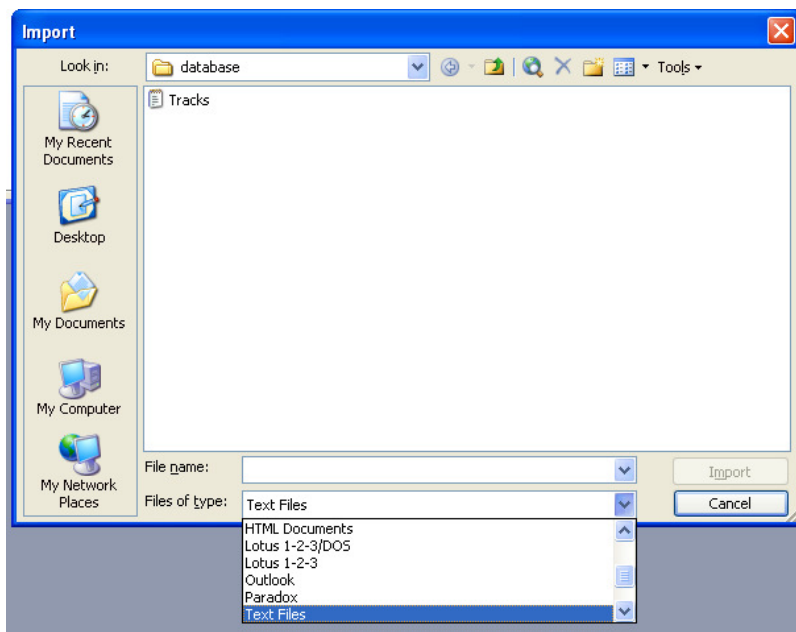
Importing data.



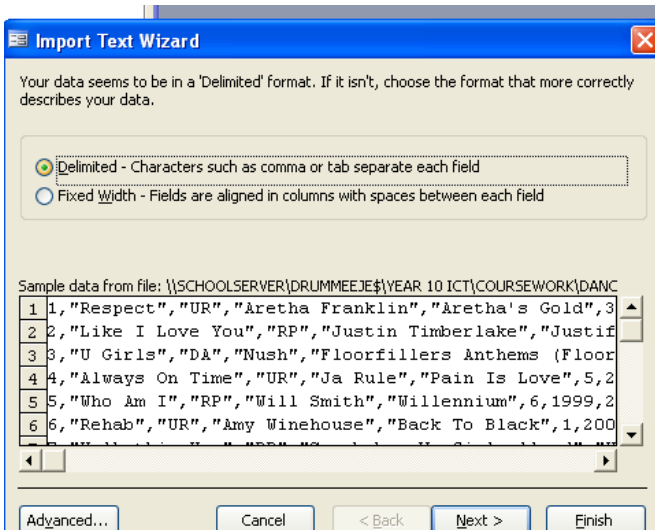
Step 1: I saved the text file into my documents out of the public file. I then loaded up my database and imported it using, file, Get external data and import.



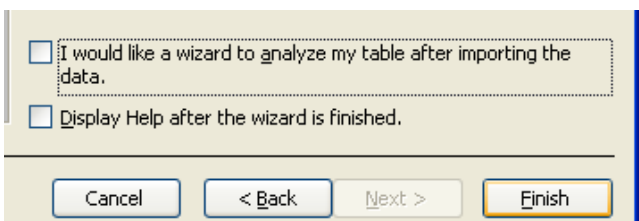
Step 2: I changed the 'files of type' to text and selected The tracks file which I saved in my documents earlier. I clicked on import and an import text wizard appeared.



Step 3: I selected the 'delimited' box in the wizard then clicked next. I then checked that 'comma' was selected in the next stage and pressed next.



Step 4: I then selected 'in an existing table' in the next stage I then chose the table 1. lastly I clicked 'next' to take me to the next stage. I then clicked finish.



Step 5: I opened my table and the data was there.

Track ID	Title	Genre	Artist	Album title	Track number	Year of release	Length (secs)	Effort rating
3	U Girls	DA	Nush	Floorfillers Anth	12	2007	207 L	
4	Always On Tim	UR	Ja Rule	Pain Is Love	5	2001	246 L	
5	Who Am I	RP	Will Smith	Willennium	6	1999	241 M	
6	Rehab	UR	Amy Winehou	Back To Black	1	2006	210 H	
7	Walk this Way	RP	Sugababes Vs	Walk this Way	1	2007	174 H	
8	Gots Ta Be	UR	B2K	Greatest Hits	2	2004	321 H	
9	Here (In Your A	AT	Hellogoodbye	ZOMBIES! ALIE	2	2006	240 L	
10	How You Remit	RP	Nickelback	Silver Side Up	2	2001	223 M	
11	Lucy	RP	Beef Jerky	Can We Still B	3	2004	155 L	
12	Shut Up	UR	Black Eyed Pe	Elephunk	5	2003	296 M	
13	Everything is Al	DA	Motion City	Commit this to	2	2005	206 H	
14	Looking For Lov	UR	Jaheim	Ghetto Love	3	2007	234 M	
15	Alfie	RP	Lily Allen	Alright still	11	2007	161 L	
16	O	UR	Omarion	O	3	2005	280 H	
17	What If	UR	112	Pleasure & Pair	3	2005	326 H	
18	Yo (Excuse Me	UR	Chris Brown	Chris Brown	3	2000	229 H	
19	Can't Stop Now	UR	Babyface	Grown and Sex	4	2005	251 M	
20	Hide and Seek	AT	Imogen Heap	Speak for Yours	5	2005	268 M	
21	Gonna breakthr	UR	Mary J Blige	The Breakthrou	1	2005	240 H	
22	Never Let You (RP	Third Eye Blind	Greatest Hits	7	1999	237 L	
23	My Angel (Nev	UR	Bobby Valentin	Bobby V	7	2005	285 H	
24	Jungleland	RP	Bruce Springst	The Essential E	8	2003	576 L	
25	Big Girl (You A	RP	Mika	Life In Cartoon	8	2007	238 M	
26	The Besson	DD	Hockstad	Besson	8	2003	221	