

## Chapter 5

# Exporting Data from Access and MySQL

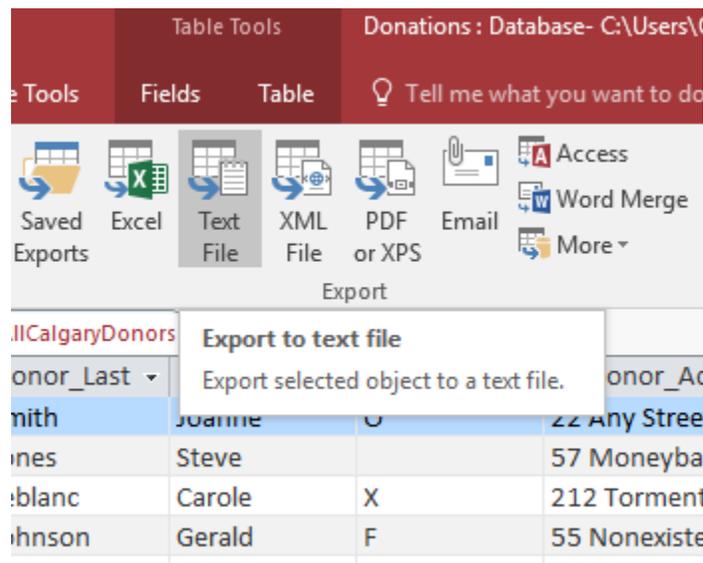
**Skills you will learn:** How to export data in text format from Microsoft Access, and from MySQL using Navicat and Sequel Pro.

If you are unsure of the basics of using these programs, please see the tutorials

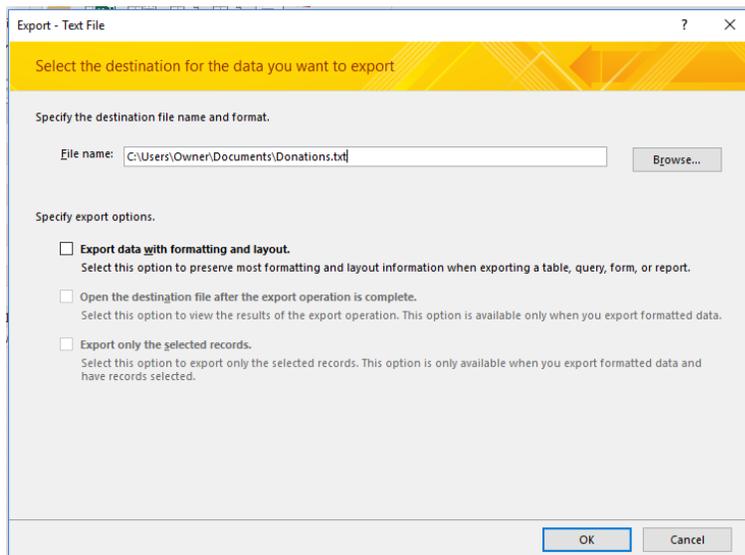
**Exploring the Microsoft Access User Interface** and **Exploring Navicat and Sequel Pro**, and refer to chapter 5 of *The Data Journalist*.

### Exporting from Access

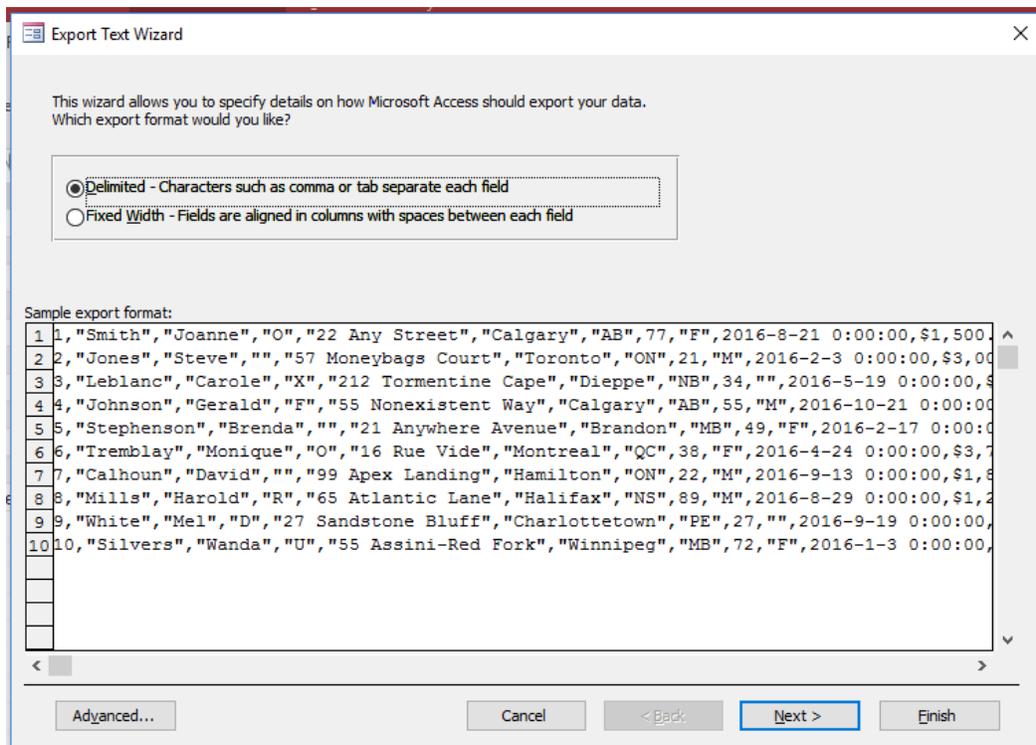
With a table or query open, go to the External Data ribbon. Click on Text File in the Export area of the ribbon.



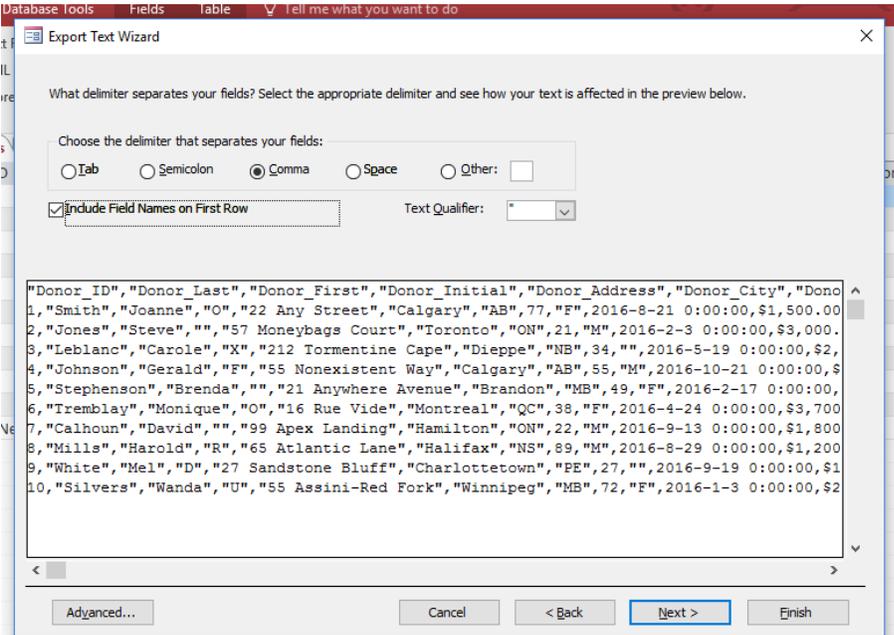
In the dialogue that opens, enter the details for the export. Normally, you will only need to provide a directory path and file name for the text file.



Click OK. If the file name already exists, you will be asked if you wish to overwrite it. A new dialogue will open that is similar to that used to import text data into Access.

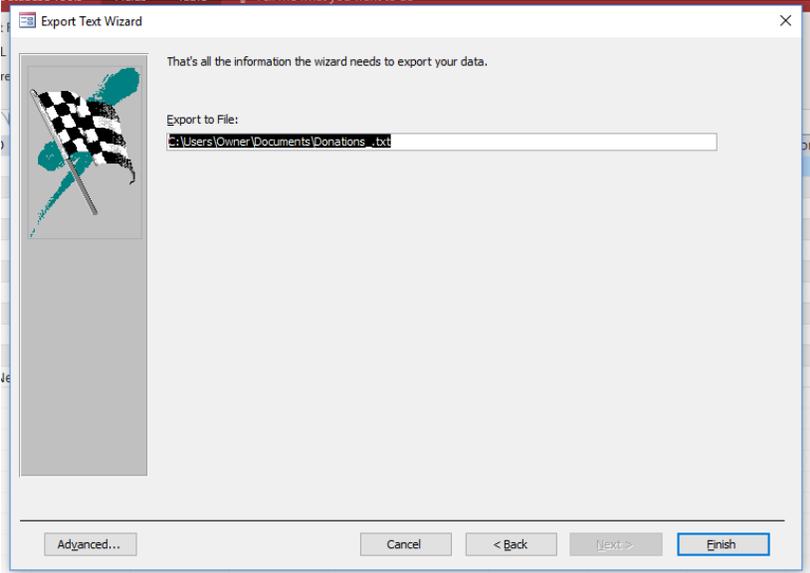


Choose whether to export as a delimited text file or as a fixed width file. We will choose delimited, the usual option. Click next for options for the delimited file.

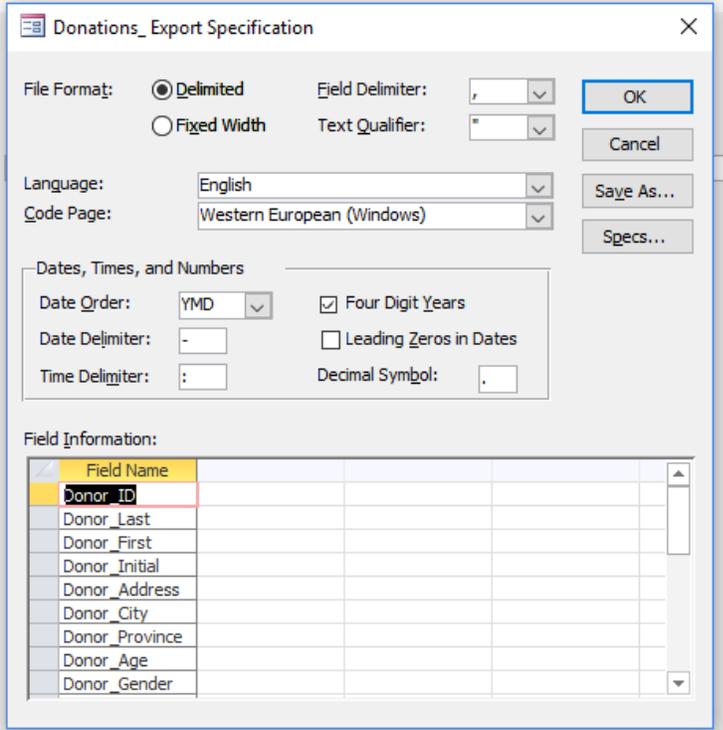


These options are the same as the options you have when importing a text file. You can choose the field delimiter, whether to include the field names in the first row, and whether to enclose text fields in quotation marks so any delimiter characters inside fields will not be treated as column dividers. In most cases, you will export a file either as comma-delimited (csv file) or tab delimited.

Click Next and you will be given the opportunity to confirm the exported file's name.



Clicking on the Advanced button on this and previous pages allows you to set additional options, as well as save the export specifications to use again with a future export.



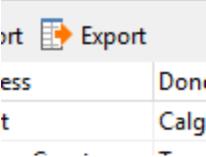
To exit the advanced dialogue, click OK.

Then click Finish to export your file. If you wish to save the export to use again, without requiring the wizard, you can do so on the final page of the wizard.

Access has similar wizards for exporting to Excel and other formats.

### Exporting from MySQL using Navicat

To export a table, double click on the table to open it in a tab. Click on the Export icon.



You will be asked if you would like to export all the records, or the currently displayed records. Choose the option you prefer. Usually, you will want to export all of the records.

In the next dialogue, you choose what type of file to export to. Usually, you will pick Text File to export to a delimited text file, or csv to specifically export to a comma-delimited text file.

We will choose the text option.

Click Next to choose the name for the exported file. Click Advanced if you would like to control the encoding used for the file and to add a timestamp. Click Next to open a dialogue in which you can reaffirm the choice of source table and, if you uncheck All Fields, choose which fields to export.

Export Wizard

You can choose what columns to export. (3/5)

Source Table:

Available Fields:

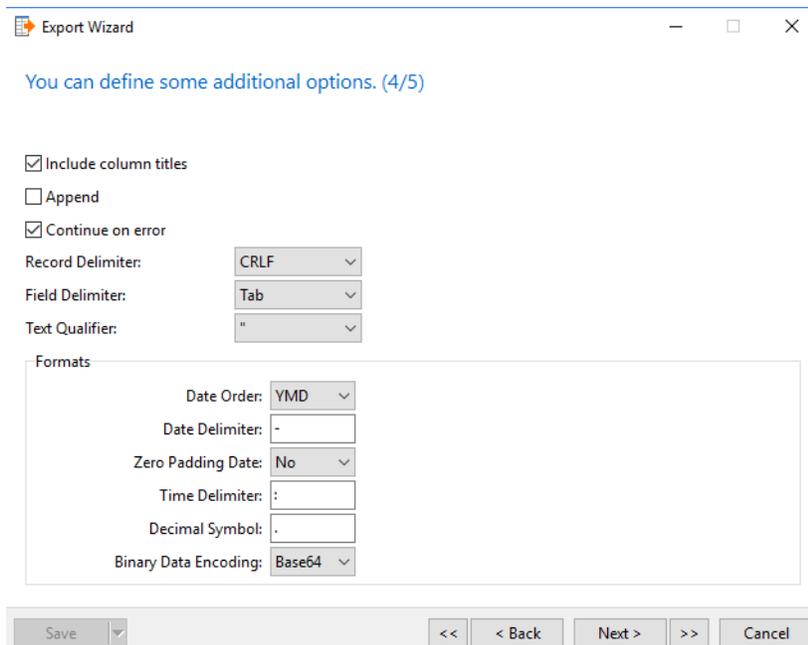
- Donor\_ID
- Donor\_Last
- Donor\_First
- Donor\_Initial
- Donor\_Address
- Donor\_City
- Donor\_Province
- Donor\_Age
- Donor\_Gender
- Donation\_Date
- Donation\_Amount
- PartyCode

Select All Unselect All  All Fields

Save < << < Back Next > >> Cancel

When you have made your choices, click Next.

You can now choose whether to add the field names to the top of the file, whether to append the output to an existing table, the end-of-row record delimiter to be used, the field delimiter to be used, and whether there will be a text qualifier.



You can also control such things as the order for the elements of dates, the delimiter to use between elements in dates, the time delimiter and the symbol to be used for decimal places. Typically, you will leave these options unchanged.

Click Next when you have made your choices.

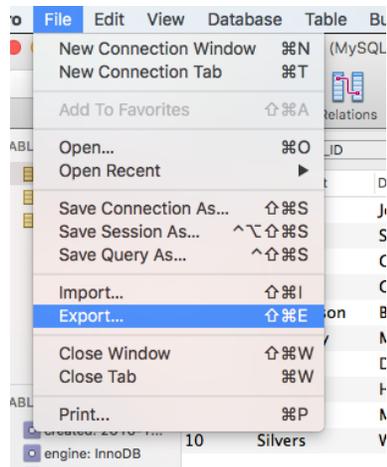
Finally, click Start to complete the export.

The process to export the results of a query are essentially identical. With a query open in a tab, choose Export Result, and follow the wizard's steps.

## Exporting from MySQL using Sequel Pro (Mac only)

In Sequel Pro, exporting to a text file is a simple, two-step process.

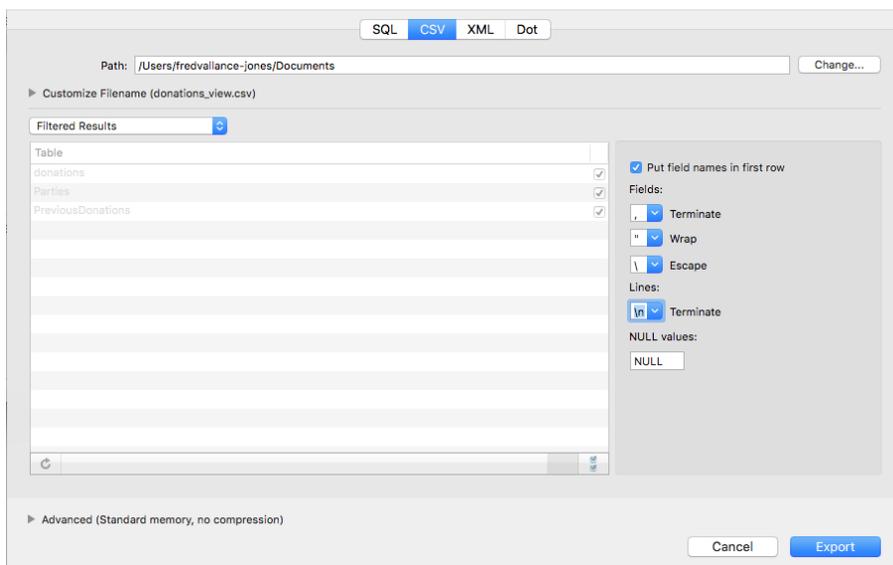
With a table open for viewing, choose Export from the File menu.



This will open the export dialogue. In the csv tab, set the file path for the exported file, choose the field delimiter (Terminate), the text qualifier (Wrap) and the end-of-row terminator.

The choices for field delimiter are a comma, semicolon, or tab. The choice for qualifier is a set of double quotation marks. The line terminator can be the new line value typically used by modern Macs, the combination of carriage return and a line feed used by Windows, or a carriage return only.

You can also choose what to write to a field if it has a null value. NULL is the default choice. Check put field names in first row to write the headers to the file.



Click Export to complete the export.

The process for exporting query results is identical.